



# TOWN OF JEROME

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

## AGENDA

### REGULAR MEETING OF THE JEROME TOWN COUNCIL

Council Chambers, Jerome Town Hall, 600 Clark Street

**TUESDAY, JUNE 8, 2021, AT 7:00 P.M.**

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Council and to the General Public that the Jerome Town Council plans to hold the above meeting. Persons with a disability may request an accommodation such as a sign language interpreter by contacting Rosa Cays, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation.

A copy of the full public meeting packet may be reviewed at the offices of Jerome Town Hall during normal business hours, and on the Town's website at [www.jerome.az.gov](http://www.jerome.az.gov).

<b>ITEM #1:</b>	<b>CALL TO ORDER/ROLL CALL</b> Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.	
<b>ITEM #2:</b>	<b>FINANCIAL REPORTS</b> Financial reports for May 2021	Discussion/Possible Action
<b>ITEM #3:</b>	<b>STAFF AND COUNCIL REPORTS</b> Reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, and Fire Chief, and Council members.	Discussion/Possible Action
<b>ITEM #4:</b>	<b>ZONING ADMINISTRATOR'S REPORT AND MINUTES</b> Minutes are provided for the information of Council and do not require action.	Discussion/Possible Direction
<b>ITEM #5:</b>	<b>APPROVAL OF MINUTES</b> April 27, 2021 (open session); May 4, 2021 (open and closed sessions); May 10, 2021 (open session); May 11, 2021 (open session); May 18, 2021 (open session) <i>Note: If necessary for review of closed session minutes, Council may convene in executive session, pursuant to A.R.S. § 38-431.03 (A)(2), for discussion or consideration of records exempt by law from public inspection.</i>	Discussion/Possible Action
<b>ITEM #6:</b>	<b>PETITIONS FROM THE PUBLIC</b> <i>Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Council. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Council's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.</i>	Discussion/Possible Direction
<b>ITEM #7</b>	<b>PRESENTATIONS</b>	
	<b>ITEM #7A: COCODONA 250 RACE</b> Jamil Coury of Aravaipa Running will discuss the recent Cocodona 250 race and their plans for next year's event.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Direction
	<b>ITEM #7B: FIRE MITIGATION</b> Matt Meierbachtol of APS will present information regarding fire mitigation.	Sponsored by Mayor Jack Dillenberg Discussion only
	<b>ITEM #7C: WATER AND SEWER RATES</b> Dan Jackson of Willdan Financial Services will review his prior analysis of Jerome's water and sewer rate structure and may make recommendations in that regard.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
<b>ITEM #8</b>	<b>2021-22 BUDGET</b>	
	<b>ITEM #8A: APPROVAL OF TENTATIVE BUDGET FOR 2021-221</b> Council will review and may approve a tentative budget for the Town of Jerome for the fiscal year ending June 30, 2022. If approved, the public hearing and final adoption of the budget would take place at a special meeting to be held on June 29, 2020.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
<b>ITEM #9:</b>	<b>ORDINANCES AND RESOLUTIONS</b>	
	<b>ITEM #9A: RESOLUTION NO. 610, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "2021 CHANGES TO THE JEROME ZONING ORDINANCE REGARDING ADMINISTRATIVE APPROVALS AND APPEALS"</b> Council may adopt Resolution 610, declaring as a public record certain changes to the Jerome Zoning Ordinance to be considered for adoption as part of Ordinance 470.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action

	<b>ITEM #9B: SECOND READING AND POSSIBLE ADOPTION - ORDINANCE NO. 470, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTIONS 106, 302, 303.1, 303.2, 303.3, 303.4, 304 AND 502 OF THE JEROME ZONING ORDINANCE RELATED TO ADMINISTRATIVE APPROVAL AND THE APPEALS PROCESS FOR CERTAIN TYPES OF PROJECTS</b> Council may conduct the second reading of, and may adopt, Ordinance No. 470.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<b>ITEM #9C: RESOLUTION NO. 615, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING FEES FOR PARKING KIOSKS WITHIN THE TOWN OF JEROME</b> Council may adopt Resolution No. 616, changing the kiosk parking fee to a single all-day fee of \$4.	Sponsored by Councilmember Alex Barber Discussion/Possible Action
	<b>ITEM #9D: RESOLUTION NO. 616, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, WAIVING PARKING KIOSK FEES FOR ATTENDEES AT NACOG REGIONAL COUNCIL MEETING, JUNE 23-24, 2021</b> Council may adopt Resolution No. 617.	Sponsored by Vice Mayor Mandy Worth Discussion/Possible Action
	<b>ITEM #9E: RESOLUTION NO. 617, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, ESTABLISHING DISCOUNTED PARKING RATES FOR JEROME RESIDENTS AND EMPLOYEES OF JEROME BUSINESSES</b> Council may adopt Resolution No. 618, offering a discounted parking rate of \$3 (all day) to Jerome residents and employees of Jerome businesses.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<b>ITEM #9F: RESOLUTION NO. 618, A RESOLUTION OF THE TOWN OF JEROME, ARIZONA MAYOR AND COMMON COUNCIL, DESIGNATING THE CHIEF FISCAL OFFICER FOR OFFICIALLY SUBMITTING THE FISCAL YEAR 2022 EXPENDITURE LIMITATION REPORT TO THE ARIZONA AUDITOR GENERAL</b> Council may adopt Resolution No. 618, designating Candace Gallagher as the Chief Fiscal Officer responsible for officially submitting the Fiscal Year 2022 Expenditure Limitation Report to the AZ Auditor General.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
<b>ITEM #10:</b>	<b>UNFINISHED BUSINESS</b>	
	<b>ITEM #10A: DISCUSSION OF ORDINANCE REGARDING BEES</b> Council will continue their discussion of the regulation of beekeeping in Jerome and may initiate the process for the adoption of an ordinance.	Sponsored by Councilmember Sage Harvey Discussion/Possible Action
	<b>ITEM #10B: DISCUSSION OF ORDINANCE REGARDING SPECIAL EVENTS</b> Council will continue their discussion of the regulation of special events in Jerome and may initiate the process for the adoption of an ordinance.	Sponsored by Councilmember Sage Harvey Discussion/Possible Action
	<b>ITEM #10C: DISCUSSION OF PUBLIC OUTREACH REGARDING RESIDENTIAL PARKING</b> Council will review proposed survey questions and methodology for public outreach regarding the residential parking program.	Sponsored by Vice Mayor Mandy Worth Discussion/Possible Direction
<b>ITEM #11:</b>	<b>TO AND FROM THE COUNCIL</b> Council may direct staff regarding items to be placed on a future agenda.	Discussion; Possible Direction
<b>ITEM #12:</b>	<b>ADJOURNMENT</b>	

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

**CERTIFICATION OF POSTING OF NOTICE**

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

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Rosa Cays, Deputy Town Clerk

Town of Jerome  
Budget to Actual Summary  
21-May

Fund	Department	Current Period			YTD		
		Revenue	Budget	Variance	Revenue	Budget	Variance
	10 GF Revenue	\$ 212,883.68	\$ 168,405.94	\$ 44,477.74	\$ 1,769,097.29	\$ 1,571,766.06	\$ 197,331.23
	Total	\$ 212,883.68	\$ 168,405.94	\$ 44,477.74	\$ 1,769,097.29	\$ 1,571,766.06	\$ 197,331.23
		Expense	Budget	Variance	Expense	Budget	Variance
11	Admin	\$ 31,257.70	\$ 35,080.76	\$ 3,823.06	\$ 434,705.49	\$ 451,863.99	\$ 17,158.50
12	Court	\$ 5,566.88	\$ 7,020.56	\$ 1,453.68	\$ 75,137.70	\$ 80,347.44	\$ 5,209.74
13	Police	\$ 35,070.73	\$ 41,319.49	\$ 6,248.76	\$ 460,741.50	\$ 503,830.51	\$ 43,089.01
14	Fire	\$ 21,039.53	\$ 23,378.78	\$ 2,339.25	\$ 291,002.76	\$ 349,879.22	\$ 58,876.46
15	Library	\$ 7,270.25	\$ 7,942.93	\$ 672.68	\$ 71,526.08	\$ 88,213.82	\$ 16,687.74
16	P&Z	\$ 6,657.04	\$ 8,840.38	\$ 2,183.34	\$ 84,906.32	\$ 96,722.37	\$ 11,816.05
17	Parks	\$ 881.16	\$ 1,477.10	\$ 595.94	\$ 11,563.19	\$ 16,524.90	\$ 4,961.71
18	Properties	\$ 7,741.71	\$ 16,336.48	\$ 8,594.77	\$ 114,863.89	\$ 187,956.02	\$ 73,092.13
	Total	\$ 115,485.00	\$ 141,396.48	\$ 25,911.48	\$ 1,544,446.93	\$ 1,775,338.27	\$ 230,891.34
General	Net Income (Loss)	\$ 97,398.68	\$ 27,009.46	\$ 70,389.22	\$ 224,650.36	\$ (203,572.21)	\$ 428,222.57
		Revenue	Budget	Variance	Revenue	Budget	Variance
50	Water	\$ 17,043.80	\$ 17,320.82	\$ (277.02)	\$ 188,049.44	\$ 195,679.18	\$ (7,629.74)
51	Sewer	\$ 16,961.29	\$ 17,541.66	\$ (580.37)	\$ 189,044.45	\$ 198,458.34	\$ (9,413.89)
52	Trash	\$ 14,730.05	\$ 15,748.33	\$ (1,018.28)	\$ 156,002.76	\$ 173,251.67	\$ (17,248.91)
	Total	\$ 48,735.14	\$ 50,610.81	\$ (1,875.67)	\$ 533,096.65	\$ 567,389.19	\$ (34,292.54)
		Expense	Budget	Variance	Expense	Budget	Variance
50	Water	\$ 18,967.68	\$ 21,409.18	\$ 2,441.50	\$ 167,653.22	\$ 248,586.07	\$ 80,932.85
51	Sewer	\$ 14,050.29	\$ 18,671.68	\$ 4,621.39	\$ 193,401.13	\$ 236,283.57	\$ 42,882.44
52	Trash	\$ 12,460.93	\$ 15,377.29	\$ 2,916.36	\$ 156,264.09	\$ 188,755.96	\$ 32,491.87
	Total	\$ 45,478.90	\$ 55,458.15	\$ 9,979.25	\$ 517,318.44	\$ 673,625.60	\$ 156,307.16
Utilities	Net Income (Loss)	\$ 3,256.24	\$ (4,847.34)	\$ 8,103.58	\$ 15,778.21	\$ (106,236.41)	\$ 122,014.62
		Revenue	Budget	Variance	Revenue	Budget	Variance
30	HURF	\$ 4,273.96	\$ 3,443.66	\$ 830.30	\$ 40,178.16	\$ 37,880.34	\$ 2,297.82
		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 5,550.25	\$ 11,672.36	\$ 6,122.11	\$ 78,707.55	\$ 136,089.14	\$ 57,381.59
Road	Net Income (Loss)	\$ (1,276.29)	\$ (8,228.70)	\$ 6,952.41	\$ (38,529.39)	\$ (98,208.80)	\$ 59,679.41
		Revenue	Budget	Variance	Revenue	Budget	Variance
35	Parking	\$ 23,774.95	\$ 6,000.00	\$ 17,774.95	\$ 213,365.03	\$ 144,000.00	\$ 69,365.03
		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 11,634.95	\$ 9,220.64	\$ (2,414.31)	\$ 109,273.86	\$ 101,741.36	\$ (7,532.50)
Parking	Net Income (Loss)	\$ 12,140.00	\$ (3,220.64)	\$ 15,360.64	\$ 104,091.17	\$ 42,258.64	\$ 61,832.53
		Current Month			Year To Date		
	Total Revenue	\$ 289,667.73			\$ 2,555,737.13		
	Less Total Expense	\$ 178,149.10			\$ 2,249,746.78		
	Net Income (Loss)	\$ 111,518.63			\$ 305,990.35		

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**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b>Revenues</b>								
Property Taxes	\$8,006.49	\$11,800.00	\$(3,793.51)	(32.1)%	\$47,002.02	\$47,500.00	\$(497.98)	(1.0)%
City Sales Taxes	137,996.60	96,400.00	41,596.60	43.2	983,671.38	780,000.00	203,671.38	26.1
State Sales Taxes	5,267.26	3,437.16	1,830.10	53.2	49,435.14	37,808.84	11,626.30	30.8
Urban Revenue Share	17,864.25	17,864.25	0.00	0.0	196,506.75	196,506.75	0.00	0.0
Yavapai County for Library	0.00	0.00	0.00	0.0	10,968.80	9,500.00	1,468.80	15.5
Vehicle License Tax	3,200.50	2,830.91	369.59	13.1	35,193.90	31,140.09	4,053.81	13.0
Fines and Forfeitures	7,350.96	5,000.00	2,350.96	47.0	58,289.38	55,000.00	3,289.38	6.0
Court Security Fund Revenue	1,144.64	1,000.00	144.64	14.5	8,155.92	11,000.00	(2,844.08)	(25.9)
Building Permits	162.25	416.66	(254.41)	(61.1)	3,766.96	4,583.34	(816.38)	(17.8)
Planning & Zoning Fees	450.00	250.00	200.00	80.0	2,800.00	2,750.00	50.00	1.8
Business Licenses	270.00	500.00	(230.00)	(46.0)	3,540.00	5,500.00	(1,960.00)	(35.6)
Commercial Filming Fees	0.00	0.00	0.00	0.0	350.00	0.00	350.00	0.0
Fire Dept Services Rev	0.00	833.33	(833.33)	(100.0)	1,492.16	9,166.67	(7,674.51)	(83.7)
Franchise Fees	3,022.18	2,500.00	522.18	20.9	15,398.66	17,000.00	(1,601.34)	(9.4)
Police Officer Safety Equip Rev	264.16	166.66	97.50	58.5	1,757.03	1,833.34	(76.31)	(4.2)
Police Services	3,026.49	1,666.66	1,359.83	81.6	28,975.82	18,333.34	10,642.48	58.0
Rents	6,563.51	6,543.50	20.01	0.3	72,318.61	71,978.50	340.11	0.5
Utility Reimbursements	496.13	416.66	79.47	19.1	3,982.39	4,583.34	(600.95)	(13.1)
Wildland Fire Fees	0.00	0.00	0.00	0.0	50,000.00	50,000.00	0.00	0.0
Wildlands Wage Reimbursement	0.00	0.00	0.00	0.0	33,000.00	33,000.00	0.00	0.0
Firewise Wage Reimbursement	4,320.00	2,083.33	2,236.67	107.4	6,553.04	22,916.67	(16,363.63)	(71.4)
Contributions	0.00	0.00	0.00	0.0	2,600.50	0.00	2,600.50	0.0
Library Contributions	0.00	125.00	(125.00)	(100.0)	855.00	1,375.00	(520.00)	(37.8)
Interest	123.07	150.00	(26.93)	(18.0)	1,229.07	1,650.00	(420.93)	(25.5)
Sale of Assets	0.00	750.00	(750.00)	(100.0)	2,650.00	8,250.00	(5,600.00)	(67.9)
Miscellaneous Revenues	100.00	416.66	(316.66)	(76.0)	2,797.67	4,583.34	(1,785.67)	(39.0)
Administrative Charges	13,255.19	13,255.16	0.03	0.0	145,807.09	145,806.84	0.25	0.0
<b>Net Revenues</b>	<b>\$212,883.68</b>	<b>\$168,405.94</b>	<b>\$44,477.74</b>	<b>26.4 %</b>	<b>\$1,769,097.29</b>	<b>\$1,571,766.06</b>	<b>\$197,331.23</b>	<b>12.6 %</b>
<b>Net Income (Loss)</b>	<b>\$212,883.68</b>	<b>\$168,405.94</b>	<b>\$44,477.74</b>	<b>26.4%</b>	<b>\$1,769,097.29</b>	<b>\$1,571,766.06</b>	<b>\$197,331.23</b>	<b>12.6%</b>

6/1/21

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**Town of Jerome**  
**Income Statement**  
 (Original Budget to Actual Comparison)  
 For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Accounting and Auditing	\$0.00	\$0.00	\$0.00	0.0%	\$14,000.00	\$18,000.00	\$4,000.00	22.2%
Advertising, Printing, & Publishing	1,164.89	375.00	(789.89)	(210.6)	4,326.16	4,125.00	(201.16)	(4.9)
Contract Services	355.22	1,283.33	928.11	72.3	9,512.96	14,116.67	4,603.71	32.6
Training & Education	20.00	208.33	188.33	90.4	2,495.19	2,291.67	(203.52)	(8.9)
Dues, Subs & Memberships	382.00	236.36	(145.64)	(61.6)	6,865.02	6,363.64	(501.38)	(7.9)
TPT Collection Fee Exp	0.00	0.00	0.00	0.0	1,171.59	1,196.00	24.41	2.0
Election expenses	0.00	445.45	445.45	100.0	1,812.37	5,554.55	3,742.18	67.4
Fuel	0.00	0.00	0.00	0.0	80.95	0.00	(80.95)	0.0
Insurance	0.00	0.00	0.00	0.0	12,302.62	24,000.00	11,697.38	48.7
Insurance Deductible Exp	0.00	0.00	0.00	0.0	1,000.00	0.00	(1,000.00)	0.0
COVID Expenses	292.92	0.00	(292.92)	0.0	44,096.07	0.00	(44,096.07)	0.0
Legal Exp - Gen Gov	1,969.50	1,000.00	(969.50)	(97.0)	12,979.50	11,000.00	(1,979.50)	(18.0)
Miscellaneous	37.50	499.75	462.25	92.5	3,356.90	5,497.25	2,140.35	38.9
Bank Fees - Gen Admin	126.43	141.66	15.23	10.8	1,471.38	1,558.34	86.96	5.6
Bank Fees / Merch Svcs	839.77	566.66	(273.11)	(48.2)	8,072.05	6,233.34	(1,838.71)	(29.5)
Office Supplies	628.87	500.00	(128.87)	(25.8)	5,095.40	5,500.00	404.60	7.4
Copier & Equip Lease Expense	633.22	625.00	(8.22)	(1.3)	6,508.83	6,875.00	366.17	5.3
Software Support Exp - GG	676.96	0.00	(676.96)	0.0	8,509.95	8,800.00	290.05	3.3
Computer Hardware & Service	800.00	833.33	33.33	4.0	7,835.87	9,166.67	1,330.80	14.5
Operating Supplies - Gen Gov	302.05	83.33	(218.72)	(262.5)	710.47	916.67	206.20	22.5
Postage	220.00	416.66	196.66	47.2	2,800.07	4,583.34	1,783.27	38.9
Rep and Maint - Vehicles	0.00	41.66	41.66	100.0	0.00	458.34	458.34	100.0
Shuttle Expenses	72.05	136.36	64.31	47.2	128.46	1,363.64	1,235.18	90.6
Small Tools and Equipment	0.00	62.50	62.50	100.0	527.16	687.50	160.34	23.3
Telephone	221.24	291.66	70.42	24.1	2,359.44	3,208.34	848.90	26.5
Travel	172.50	250.00	77.50	31.0	345.00	2,750.00	2,405.00	87.5
Tourism 1% Bed Tax	0.00	0.00	0.00	0.0	10,000.00	10,000.00	0.00	0.0
Community Health	0.00	41.66	41.66	100.0	0.00	458.34	458.34	100.0
Preservation of Historic Buildings	0.00	833.33	833.33	100.0	0.00	9,166.67	9,166.67	100.0
<b>Total Program Expenses</b>	<b>\$8,915.12</b>	<b>\$8,872.03</b>	<b>\$(43.09)</b>	<b>(0.5)%</b>	<b>\$168,363.41</b>	<b>\$163,870.97</b>	<b>\$(4,492.44)</b>	<b>(2.7)%</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$16,096.60	\$19,115.33	\$3,018.73	15.8%	\$192,611.40	\$210,268.67	\$17,657.27	8.4%
Longevity Bonus	248.00	248.00	0.00	0.0	1,197.00	1,362.00	165.00	12.1
Payment in Lieu of Medical Benefits	489.46	530.25	40.79	7.7	5,873.52	5,832.75	(40.77)	(0.7)
FICA Match	1,255.71	1,511.58	255.87	16.9	14,892.11	16,627.42	1,735.31	10.4

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**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Retirement Match	1,267.54	1,398.66	131.12	9.4	14,849.52	15,385.34	535.82	3.5
Health/Life Insurance	2,979.42	3,360.00	380.58	11.3	35,753.04	36,960.00	1,206.96	3.3
Workers Compensation	0.00	0.00	0.00	0.0	761.00	1,062.75	301.75	28.4
Unemployment Insurance	5.85	44.91	39.06	87.0	404.49	494.09	89.60	18.1
<b>Total General &amp; Administrative Expenses</b>	<b>\$22,342.58</b>	<b>\$26,208.73</b>	<b>\$3,866.15</b>	<b>14.8 %</b>	<b>\$266,342.08</b>	<b>\$287,993.02</b>	<b>\$21,650.94</b>	<b>7.5 %</b>
<b>Total Expenses</b>	<b>\$31,257.70</b>	<b>\$35,080.76</b>	<b>\$3,823.06</b>	<b>10.9%</b>	<b>\$434,705.49</b>	<b>\$451,863.99</b>	<b>\$17,158.50</b>	<b>3.8%</b>
<b>Net Income (Loss)</b>	<b>\$(31,257.70)</b>	<b>\$(35,080.76)</b>	<b>\$3,823.06</b>	<b>10.9%</b>	<b>(\$434,705.49)</b>	<b>\$(451,863.99)</b>	<b>\$17,158.50</b>	<b>3.8%</b>

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**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Court Security Fund Expenses	\$0.00	\$25.00	\$25.00	100.0%	\$228.79	\$275.00	\$46.21	16.8%
Contract Services	0.00	583.33	583.33	100.0	3,462.00	6,416.67	2,954.67	46.0
Training & Education	0.00	43.75	43.75	100.0	375.00	481.25	106.25	22.1
Dues and Subscriptions	0.00	23.91	23.91	100.0	308.21	263.09	(45.12)	(17.2)
Miscellaneous	0.00	25.00	25.00	100.0	58.70	275.00	216.30	78.7
Office Supplies	0.00	16.66	16.66	100.0	0.00	183.34	183.34	100.0
Copier & Equip Lease Exp	0.00	0.00	0.00	0.0	2,306.25	2,250.00	(56.25)	(2.5)
Telephone	75.04	75.00	(0.04)	(0.1)	807.87	825.00	17.13	2.1
Travel	0.00	100.00	100.00	100.0	0.00	1,100.00	1,100.00	100.0
<b>Total Program Expenses</b>	<b>\$75.04</b>	<b>\$892.65</b>	<b>\$817.61</b>	<b>91.6 %</b>	<b>\$7,546.82</b>	<b>\$12,069.35</b>	<b>\$4,522.53</b>	<b>37.5 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$4,937.15	\$5,509.00	\$571.85	10.4%	\$59,968.05	\$60,599.00	\$630.95	1.0%
Longevity Bonus	0.00	0.00	0.00	0.0	509.00	509.00	0.00	0.0
FICA and Medicare	377.68	424.66	46.98	11.1	4,634.08	4,671.34	37.26	0.8
Retirement	176.00	192.25	16.25	8.5	2,131.04	2,114.75	(16.29)	(0.8)
Worker's Compensation	0.00	0.00	0.00	0.0	159.00	192.00	33.00	17.2
Unemployment	1.01	2.00	0.99	49.5	189.71	192.00	2.29	1.2
<b>Total General &amp; Administrative Expenses</b>	<b>\$5,491.84</b>	<b>\$6,127.91</b>	<b>\$636.07</b>	<b>10.4 %</b>	<b>\$67,590.88</b>	<b>\$68,278.09</b>	<b>\$687.21</b>	<b>1.0 %</b>
<b>Total Expenses</b>	<b>\$5,566.88</b>	<b>\$7,020.56</b>	<b>\$1,453.68</b>	<b>20.7%</b>	<b>\$75,137.70</b>	<b>\$80,347.44</b>	<b>\$5,209.74</b>	<b>6.5%</b>
<b>Net Income (Loss)</b>	<b>\$(5,566.88)</b>	<b>\$(7,020.56)</b>	<b>\$1,453.68</b>	<b>20.7%</b>	<b>\$(75,137.70)</b>	<b>\$(80,347.44)</b>	<b>\$5,209.74</b>	<b>6.5%</b>

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**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Contract Services	\$0.00	\$0.00	\$0.00	0.0%	\$700.00	\$0.00	\$(700.00)	0.0%
Training & Education	0.00	83.33	83.33	100.0	329.00	916.67	587.67	64.1
Dispatch Fees	0.00	0.00	0.00	0.0	17,500.00	17,550.00	50.00	0.3
Dues and Subscriptions	0.00	100.00	100.00	100.0	676.89	1,100.00	423.11	38.5
Fuel	958.62	625.00	(333.62)	(53.4)	6,398.38	6,875.00	476.62	6.9
Prosecutor Exp	1,444.00	2,000.00	556.00	27.8	16,554.70	22,000.00	5,445.30	24.8
Miscellaneous	0.00	50.00	50.00	100.0	0.00	550.00	550.00	100.0
Software Service & Support	150.00	366.66	216.66	59.1	3,607.02	5,133.34	1,526.32	29.7
Computer Hardware & Service	0.00	208.33	208.33	100.0	0.00	2,291.67	2,291.67	100.0
Operating Supplies - Police	0.00	208.33	208.33	100.0	1,671.22	2,291.67	620.45	27.1
Postage	0.00	16.66	16.66	100.0	130.16	183.34	53.18	29.0
Rep and Maint - Vehicles	1,210.81	468.88	(741.93)	(158.2)	6,563.49	7,031.12	467.63	6.7
Rep and Maint - Equipment	0.00	125.00	125.00	100.0	626.56	1,375.00	748.44	54.4
Police Officer Safety Equip Exp	0.00	166.66	166.66	100.0	0.00	1,833.34	1,833.34	100.0
Small Tools and Equipment	1,013.67	583.33	(430.34)	(73.8)	4,183.92	6,416.67	2,232.75	34.8
Telephone	561.52	333.33	(228.19)	(68.5)	4,881.98	3,666.67	(1,215.31)	(33.1)
Uniforms	0.00	125.00	125.00	100.0	2,710.05	1,375.00	(1,335.05)	(97.1)
Vehicles, Cap Outlay, Police	0.00	0.00	0.00	0.0	5,415.58	10,750.00	5,334.42	49.6
<b>Total Program Expenses</b>	<b>\$5,338.62</b>	<b>\$5,460.51</b>	<b>\$121.89</b>	<b>2.2 %</b>	<b>\$71,948.95</b>	<b>\$91,339.49</b>	<b>\$19,390.54</b>	<b>21.2 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$21,987.97	\$25,265.91	\$3,277.94	13.0%	\$267,496.37	\$277,925.09	\$10,428.72	3.8%
Longevity Bonus	140.00	0.00	(140.00)	0.0	1,359.00	1,269.00	(90.00)	(7.1)
FICA and Medicare	1,596.39	1,942.58	346.19	17.8	19,452.22	21,368.42	1,916.20	9.0
Retirement	2,093.12	2,899.08	805.96	27.8	29,084.97	31,889.92	2,804.95	8.8
Health Insurance	4,992.36	5,679.50	687.14	12.1	56,198.74	62,474.50	6,275.76	10.0
Worker's Compensation	0.00	0.00	0.00	0.0	16,514.00	16,773.00	259.00	1.5
Unemployment	18.10	71.91	53.81	74.8	627.28	791.09	163.81	20.7
Payroll Adjustment-Police	(1,095.83)	0.00	1,095.83	0.0	(1,940.03)	0.00	1,940.03	0.0
<b>Total General &amp; Administrative Expenses</b>	<b>\$29,732.11</b>	<b>\$35,858.98</b>	<b>\$6,126.87</b>	<b>17.1 %</b>	<b>\$388,792.55</b>	<b>\$412,491.02</b>	<b>\$23,698.47</b>	<b>5.7 %</b>
<b>Total Expenses</b>	<b>\$35,070.73</b>	<b>\$41,319.49</b>	<b>\$6,248.76</b>	<b>15.1%</b>	<b>\$460,741.50</b>	<b>\$503,830.51</b>	<b>\$43,089.01</b>	<b>8.6%</b>
<b>Net Income (Loss)</b>	<b>\$(35,070.73)</b>	<b>\$(41,319.49)</b>	<b>\$6,248.76</b>	<b>15.1%</b>	<b>\$(460,741.50)</b>	<b>\$(503,830.51)</b>	<b>\$43,089.01</b>	<b>8.6%</b>

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**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Contract Services	\$0.00	\$41.66	\$41.66	100.0%	\$81.02	\$458.34	\$377.32	82.3%
Training & Education	1,275.00	500.00	(775.00)	(155.0)	5,137.51	5,500.00	362.49	6.6
Dispatch Fees	533.67	537.50	3.83	0.7	5,870.37	5,912.50	42.13	0.7
Dues and Subscriptions	365.86	125.00	(240.86)	(192.7)	1,453.47	1,375.00	(78.47)	(5.7)
Fuel	353.09	416.66	63.57	15.3	2,783.81	4,583.34	1,799.53	39.3
Legal Exp - Fire	0.00	41.66	41.66	100.0	0.00	458.34	458.34	100.0
Medical Expenses	0.00	83.33	83.33	100.0	30.00	916.67	886.67	96.7
Medical Supplies Exp	308.74	0.00	(308.74)	0.0	5,263.25	3,000.00	(2,263.25)	(75.4)
Miscellaneous	0.00	125.00	125.00	100.0	118.30	1,375.00	1,256.70	91.4
Software Service & Support	75.00	75.00	0.00	0.0	825.00	825.00	0.00	0.0
Operating Supplies - Fire Dept	0.00	0.00	0.00	0.0	2,066.50	1,500.00	(566.50)	(37.8)
Rep and Maint - Vehicles	689.81	0.00	(689.81)	0.0	19,075.10	16,000.00	(3,075.10)	(19.2)
Rep and Maint - Equipment	0.00	0.00	0.00	0.0	3,703.02	5,000.00	1,296.98	25.9
Small Tools and Equipment	268.93	833.33	564.40	67.7	6,250.89	9,166.67	2,915.78	31.8
Telephone	230.49	333.33	102.84	30.9	2,503.38	3,666.67	1,163.29	31.7
Training Center Assessment	0.00	0.00	0.00	0.0	2,692.00	2,700.00	8.00	0.3
<b>Total Program Expenses</b>	<b>\$4,100.59</b>	<b>\$3,112.47</b>	<b>\$(988.12)</b>	<b>(31.7)%</b>	<b>\$57,853.62</b>	<b>\$62,437.53</b>	<b>\$4,583.91</b>	<b>7.3 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$9,344.16	\$11,100.75	\$1,756.59	15.8%	\$106,116.27	\$122,108.25	\$15,991.98	13.1%
Wildland Personnel	0.00	0.00	0.00	0.0	48,964.37	38,000.00	(10,964.37)	(28.9)
Volunteer-Employee Per Call Personnel	1,309.50	1,583.33	273.83	17.3	14,013.50	17,416.67	3,403.17	19.5
Firewise Personnel	1,817.00	2,750.00	933.00	33.9	7,030.00	30,250.00	23,220.00	76.8
Longevity Bonus	0.00	0.00	0.00	0.0	218.00	398.00	180.00	45.2
FICA and Medicare	862.87	1,245.55	382.68	30.7	9,787.64	14,246.45	4,458.81	31.3
Retirement	747.53	819.41	71.88	8.8	19,924.19	21,013.59	1,089.40	5.2
Health Insurance	2,836.62	2,705.00	(131.62)	(4.9)	26,571.59	29,755.00	3,183.41	10.7
Worker's Compensation	0.00	0.00	0.00	0.0	10,929.00	13,494.00	2,565.00	19.0
Unemployment	21.26	62.27	41.01	65.9	558.95	759.73	200.78	26.4
Payroll Adjustment-Fire	0.00	0.00	0.00	0.0	(10,964.37)	0.00	10,964.37	0.0
<b>Total General &amp; Administrative Expenses</b>	<b>\$16,938.94</b>	<b>\$20,266.31</b>	<b>\$3,327.37</b>	<b>16.4 %</b>	<b>\$233,149.14</b>	<b>\$287,441.69</b>	<b>\$54,292.55</b>	<b>18.9 %</b>
<b>Total Expenses</b>	<b>\$21,039.53</b>	<b>\$23,378.78</b>	<b>\$2,339.25</b>	<b>10.0%</b>	<b>\$291,002.76</b>	<b>\$349,879.22</b>	<b>\$58,876.46</b>	<b>16.8%</b>
<b>Net Income (Loss)</b>	<b>\$(21,039.53)</b>	<b>\$(23,378.78)</b>	<b>\$2,339.25</b>	<b>10.0%</b>	<b>\$(291,002.76)</b>	<b>\$(349,879.22)</b>	<b>\$58,876.46</b>	<b>16.8%</b>

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**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Contract Services	\$0.00	\$104.16	\$104.16	100.0%	\$0.00	\$1,145.84	\$1,145.84	100.0%
Miscellaneous	0.00	20.83	20.83	100.0	174.52	229.17	54.65	23.8
Office Supplies	0.00	20.83	20.83	100.0	0.00	229.17	229.17	100.0
Operating Supplies - Library	1,032.79	250.00	(782.79)	(313.1)	3,145.69	2,750.00	(395.69)	(14.4)
Print and Non-Print Materials	339.74	324.16	(15.58)	(4.8)	2,275.44	3,565.84	1,290.40	36.2
Rep and Maint - Equipment	0.00	8.33	8.33	100.0	0.00	91.67	91.67	100.0
Small Tools and Equipment	0.00	125.00	125.00	100.0	537.10	1,375.00	837.90	60.9
Telephone	85.79	75.00	(10.79)	(14.4)	897.15	825.00	(72.15)	(8.7)
E-Rate Exp	45.80	66.75	20.95	31.4	709.52	733.25	23.73	3.2
<b>Total Program Expenses</b>	<b>\$1,504.12</b>	<b>\$995.06</b>	<b>\$(509.06)</b>	<b>(51.2)%</b>	<b>\$7,739.42</b>	<b>\$10,944.94</b>	<b>\$3,205.52</b>	<b>29.3 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$4,523.96	\$5,329.25	\$805.29	15.1%	\$46,948.56	\$58,621.75	\$11,673.19	19.9%
Longevity Bonus	0.00	0.00	0.00	0.0	413.00	698.00	285.00	40.8
FICA and Medicare	345.54	412.16	66.62	16.2	3,579.88	4,533.84	953.96	21.0
Retirement	267.40	289.66	22.26	7.7	3,238.34	3,186.34	(52.00)	(1.6)
Health Insurance	615.40	888.00	272.60	30.7	9,263.30	9,768.00	504.70	5.2
Worker's Compensation	0.00	0.00	0.00	0.0	164.00	201.75	37.75	18.7
Unemployment	13.83	28.80	14.97	52.0	179.58	259.20	79.62	30.7
<b>Total General &amp; Administrative Expenses</b>	<b>\$5,766.13</b>	<b>\$6,947.87</b>	<b>\$1,181.74</b>	<b>17.0 %</b>	<b>\$63,786.66</b>	<b>\$77,268.88</b>	<b>\$13,482.22</b>	<b>17.4 %</b>
<b>Total Expenses</b>	<b>\$7,270.25</b>	<b>\$7,942.93</b>	<b>\$672.68</b>	<b>8.5%</b>	<b>\$71,526.08</b>	<b>\$88,213.82</b>	<b>\$16,687.74</b>	<b>18.9%</b>
<b>Net Income (Loss)</b>	<b>\$(7,270.25)</b>	<b>\$(7,942.93)</b>	<b>\$672.68</b>	<b>8.5%</b>	<b>\$(71,526.08)</b>	<b>\$(88,213.82)</b>	<b>\$16,687.74</b>	<b>18.9%</b>

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**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Advertising, Printing, & Publishing	\$33.45	\$41.66	\$8.21	19.7%	\$111.86	\$458.34	\$346.48	75.6%
Conventions and Seminars	0.00	41.66	41.66	100.0	0.00	458.34	458.34	100.0
Training & Education	0.00	83.33	83.33	100.0	0.00	916.67	916.67	100.0
Legal Exp - P&Z	370.50	1,250.00	879.50	70.4	10,379.00	13,750.00	3,371.00	24.5
Map Upgrades and Materials	0.00	83.33	83.33	100.0	0.00	916.67	916.67	100.0
Miscellaneous	0.00	25.00	25.00	100.0	0.00	275.00	275.00	100.0
Software Maintenance & Support	0.00	58.33	58.33	100.0	0.00	641.67	641.67	100.0
Operating Supplies - P&Z	0.00	25.00	25.00	100.0	0.00	275.00	275.00	100.0
Small Tools and Equipment	0.00	25.00	25.00	100.0	0.00	275.00	275.00	100.0
Telephone	65.08	50.00	(15.08)	(30.2)	651.25	550.00	(101.25)	(18.4)
Travel	0.00	41.66	41.66	100.0	0.00	458.34	458.34	100.0
<b>Total Program Expenses</b>	<b>\$469.03</b>	<b>\$1,724.97</b>	<b>\$1,255.94</b>	<b>72.8 %</b>	<b>\$11,142.11</b>	<b>\$18,975.03</b>	<b>\$7,832.92</b>	<b>41.3 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$4,548.92	\$5,586.00	\$1,037.08	18.6%	\$56,351.99	\$61,446.00	\$5,094.01	8.3%
Longevity Bonus	120.00	120.00	0.00	0.0	338.00	338.00	0.00	0.0
Health Benefit Stipend	0.00	560.50	560.50	100.0	3,362.97	6,165.50	2,802.53	45.5
FICA and Medicare	356.64	472.33	115.69	24.5	4,602.61	5,195.67	593.06	11.4
Retirement	331.36	362.33	30.97	8.5	3,993.79	3,985.67	(8.12)	(0.2)
Health Insurance	824.92	0.00	(824.92)	0.0	4,570.99	0.00	(4,570.99)	0.0
Worker's Compensation	0.00	0.00	0.00	0.0	370.00	459.75	89.75	19.5
Unemployment	6.17	14.25	8.08	56.7	173.86	156.75	(17.11)	(10.9)
<b>Total General &amp; Administrative Expenses</b>	<b>\$6,188.01</b>	<b>\$7,115.41</b>	<b>\$927.40</b>	<b>13.0 %</b>	<b>\$73,764.21</b>	<b>\$77,747.34</b>	<b>\$3,983.13</b>	<b>5.1 %</b>
<b>Total Expenses</b>	<b>\$6,657.04</b>	<b>\$8,840.38</b>	<b>\$2,183.34</b>	<b>24.7%</b>	<b>\$84,906.32</b>	<b>\$96,722.37</b>	<b>\$11,816.05</b>	<b>12.2%</b>
<b>Net Income (Loss)</b>	<b>\$(6,657.04)</b>	<b>\$(8,840.38)</b>	<b>\$2,183.34</b>	<b>24.7%</b>	<b>\$(84,906.32)</b>	<b>\$(96,722.37)</b>	<b>\$11,816.05</b>	<b>12.2%</b>

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**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Fuel	\$3.85	\$4.16	\$0.31	7.5%	\$40.57	\$45.84	\$5.27	11.5%
Legal Exp - Parks	0.00	41.66	41.66	100.0	0.00	458.34	458.34	100.0
Miscellaneous	13.99	20.83	6.84	32.8	51.24	229.17	177.93	77.6
Software Service & Support	12.50	16.66	4.16	25.0	137.50	183.34	45.84	25.0
Operating Supplies - Parks	0.00	16.66	16.66	100.0	285.13	183.34	(101.79)	(55.5)
R&M Building - Parks	0.00	8.33	8.33	100.0	0.00	91.67	91.67	100.0
Rep and Maint - Vehicles	80.65	208.33	127.68	61.3	492.80	2,291.67	1,798.87	78.5
Rep and Maint - Equipment	0.00	0.00	0.00	0.0	19.14	0.00	(19.14)	0.0
Rep and Maint - Infrastructure	4.96	125.00	120.04	96.0	733.96	1,375.00	641.04	46.6
Small Tools and Equipment	45.95	25.00	(20.95)	(83.8)	239.72	275.00	35.28	12.8
Uniform Exp Parks	16.66	25.00	8.34	33.4	281.23	275.00	(6.23)	(2.3)
Utilities	173.22	233.33	60.11	25.8	1,821.94	2,566.67	744.73	29.0
Lease Payments	0.00	21.66	21.66	100.0	216.80	238.34	21.54	9.0
<b>Total Program Expenses</b>	<b>\$351.78</b>	<b>\$746.62</b>	<b>\$394.84</b>	<b>52.9 %</b>	<b>\$4,320.03</b>	<b>\$8,213.38</b>	<b>\$3,893.35</b>	<b>47.4 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$373.61	\$507.41	\$133.80	26.4%	\$5,088.34	\$5,581.59	\$493.25	8.8%
FICA and Medicare	27.38	38.83	11.45	29.5	376.02	427.17	51.15	12.0
Retirement	29.63	40.08	10.45	26.1	345.82	440.92	95.10	21.6
Health Insurance	98.72	143.00	44.28	31.0	1,181.85	1,573.00	391.15	24.9
Worker's Compensation	0.00	0.00	0.00	0.0	234.00	276.00	42.00	15.2
Unemployment	0.04	1.16	1.12	96.6	17.13	12.84	(4.29)	(33.4)
<b>Total General &amp; Administrative Expenses</b>	<b>\$529.38</b>	<b>\$730.48</b>	<b>\$201.10</b>	<b>27.5 %</b>	<b>\$7,243.16</b>	<b>\$8,311.52</b>	<b>\$1,068.36</b>	<b>12.9 %</b>
<b>Total Expenses</b>	<b>\$881.16</b>	<b>\$1,477.10</b>	<b>\$595.94</b>	<b>40.3%</b>	<b>\$11,563.19</b>	<b>\$16,524.90</b>	<b>\$4,961.71</b>	<b>30.0%</b>
<b>Net Income (Loss)</b>	<b>\$(881.16)</b>	<b>\$(1,477.10)</b>	<b>\$595.94</b>	<b>40.3%</b>	<b>\$(11,563.19)</b>	<b>\$(16,524.90)</b>	<b>\$4,961.71</b>	<b>30.0%</b>

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**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Contract Services	\$0.00	\$344.69	\$344.69	100.0%	\$8,310.46	\$8,155.31	\$(155.15)	(1.9)%
Engineering Fees	0.00	416.66	416.66	100.0	0.00	4,583.34	4,583.34	100.0
Fuel	7.70	8.33	0.63	7.6	81.15	91.67	10.52	11.5
Legal Exp - Properties	0.00	41.66	41.66	100.0	0.00	458.34	458.34	100.0
Miscellaneous	65.61	125.00	59.39	47.5	876.51	1,375.00	498.49	36.3
Software Service & Support	12.50	16.66	4.16	25.0	137.50	183.34	45.84	25.0
Operating Supplies - Properties	43.86	100.00	56.14	56.1	358.21	1,100.00	741.79	67.4
R&M Building - Properties	1,466.59	3,151.51	1,684.92	53.5	22,322.57	36,848.49	14,525.92	39.4
Rep and Maint - Vehicles	80.65	208.33	127.68	61.3	676.60	2,291.67	1,615.07	70.5
Rep and Maint - Equipment	0.00	0.00	0.00	0.0	143.64	0.00	(143.64)	0.0
Rep and Maint - Infrastructure	299.19	3,500.00	3,200.81	91.5	446.23	38,500.00	38,053.77	98.8
Small Tools and Equipment	0.00	20.83	20.83	100.0	9.36	229.17	219.81	95.9
Uniform Exp Properties	16.66	25.00	8.34	33.4	281.24	275.00	(6.24)	(2.3)
Utilities	2,470.80	3,833.33	1,362.53	35.5	36,290.08	42,166.67	5,876.59	13.9
Lease Payments	0.00	21.66	21.66	100.0	216.80	238.34	21.54	9.0
<b>Total Program Expenses</b>	<b>\$4,463.56</b>	<b>\$11,813.66</b>	<b>\$7,350.10</b>	<b>62.2 %</b>	<b>\$70,150.35</b>	<b>\$136,496.34</b>	<b>\$66,345.99</b>	<b>48.6 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$2,313.57	\$3,142.00	\$828.43	26.4%	\$31,508.72	\$34,562.00	\$3,053.28	8.8%
FICA and Medicare	169.53	240.33	70.80	29.5	2,328.41	2,643.67	315.26	11.9
Retirement	183.54	248.00	64.46	26.0	2,141.72	2,728.00	586.28	21.5
Health Insurance	611.28	885.33	274.05	31.0	7,318.56	9,738.67	2,420.11	24.9
Worker's Compensation	0.00	0.00	0.00	0.0	1,320.00	1,708.50	388.50	22.7
Unemployment	0.23	7.16	6.93	96.8	96.13	78.84	(17.29)	(21.9)
<b>Total General &amp; Administrative Expenses</b>	<b>\$3,278.15</b>	<b>\$4,522.82</b>	<b>\$1,244.67</b>	<b>27.5 %</b>	<b>\$44,713.54</b>	<b>\$51,459.68</b>	<b>\$6,746.14</b>	<b>13.1 %</b>
<b>Total Expenses</b>	<b>\$7,741.71</b>	<b>\$16,336.48</b>	<b>\$8,594.77</b>	<b>52.6%</b>	<b>\$114,863.89</b>	<b>\$187,956.02</b>	<b>\$73,092.13</b>	<b>38.9%</b>
<b>Net Income (Loss)</b>	<b>\$(7,741.71)</b>	<b>\$(16,336.48)</b>	<b>\$8,594.77</b>	<b>52.6%</b>	<b>(\$114,863.89)</b>	<b>\$(187,956.02)</b>	<b>\$73,092.13</b>	<b>38.9%</b>

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**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Revenues</u></b>								
Connection Fees	\$0.00	\$0.00	\$0.00	0.0%	\$5,000.00	\$5,000.00	\$0.00	0.0%
Water Usage Fees	14,498.80	14,166.66	332.14	2.3	155,329.44	155,833.34	(503.90)	(0.3)
Miscellaneous	45.00	654.16	(609.16)	(93.1)	220.00	7,345.84	(7,125.84)	(97.0)
Transfers In	2,500.00	2,500.00	0.00	0.0	27,500.00	27,500.00	0.00	0.0
<b>Net Revenues</b>	<b>\$17,043.80</b>	<b>\$17,320.82</b>	<b>\$(277.02)</b>	<b>(1.6)%</b>	<b>\$188,049.44</b>	<b>\$195,679.18</b>	<b>\$(7,629.74)</b>	<b>(3.9)%</b>
<b><u>Program Expenses</u></b>								
Contract Services	\$900.00	\$900.00	\$0.00	0.0%	\$9,000.00	\$9,900.00	\$900.00	9.1%
Training & Education	0.00	33.33	33.33	100.0	0.00	366.67	366.67	100.0
Permit Fee Exp - Water	0.00	150.00	150.00	100.0	895.16	1,650.00	754.84	45.7
Engineering Fees	0.00	125.00	125.00	100.0	0.00	1,375.00	1,375.00	100.0
Fuel	178.81	166.66	(12.15)	(7.3)	1,381.86	1,833.34	451.48	24.6
Insurance	0.00	0.00	0.00	0.0	2,580.95	9,000.00	6,419.05	71.3
Legal Exp - Water	0.00	1,658.33	1,658.33	100.0	1,838.50	18,341.67	16,503.17	90.0
Miscellaneous	13.99	28.16	14.17	50.3	81.27	309.84	228.57	73.8
Software Support Exp - Water	12.50	233.33	220.83	94.6	1,147.92	2,566.67	1,418.75	55.3
Operating Supplies - Water	1,726.03	250.00	(1,476.03)	(590.4)	2,035.44	2,750.00	714.56	26.0
R&M Building - Water	14.27	41.66	27.39	65.7	14.27	458.34	444.07	96.9
Rep and Maint - Vehicles	80.65	208.33	127.68	61.3	1,177.25	2,291.67	1,114.42	48.6
Rep and Maint - Equipment	4,247.08	165.00	(4,082.08)	(2474.0)	4,388.50	1,835.00	(2,553.50)	(139.2)
Rep and Maint - Infrastructure	1,738.56	4,583.33	2,844.77	62.1	10,432.71	50,416.67	39,983.96	79.3
Springs Security Exp	65.00	0.00	(65.00)	0.0	4,646.02	0.00	(4,646.02)	0.0
Service Tests/System Testing	30.00	83.33	53.33	64.0	453.00	916.67	463.67	50.6
Small Tools and Equipment	0.00	125.00	125.00	100.0	127.88	1,375.00	1,247.12	90.7
DWR Fee Exp	0.00	0.00	0.00	0.0	0.00	900.00	900.00	100.0
Uniform Exp Water	16.66	25.00	8.34	33.4	281.27	275.00	(6.27)	(2.3)
Utilities Exp - Water	37.08	41.66	4.58	11.0	374.55	458.34	83.79	18.3
Administrative Charge	4,124.47	4,124.50	0.03	0.0	45,369.17	45,369.50	0.33	0.0
Lease Payments	0.00	75.91	75.91	100.0	758.80	835.09	76.29	9.1
Vehicle Purchase-Water	0.00	412.50	412.50	100.0	1,000.00	4,587.50	3,587.50	78.2
<b>Total Program Expenses</b>	<b>\$13,185.10</b>	<b>\$13,431.03</b>	<b>\$245.93</b>	<b>1.8 %</b>	<b>\$87,984.52</b>	<b>\$157,811.97</b>	<b>\$69,827.45</b>	<b>44.2 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$4,081.07	\$5,542.41	\$1,461.34	26.4%	\$55,580.59	\$60,966.59	\$5,386.00	8.8%
FICA and Medicare	299.05	424.00	124.95	29.5	4,107.28	4,664.00	556.72	11.9
Retirement	323.76	437.41	113.65	26.0	3,777.98	4,811.59	1,033.61	21.5

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**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Health Insurance	1,078.30	1,561.75	483.45	31.0	12,909.85	17,179.25	4,269.40	24.9
Worker's Compensation	0.00	0.00	0.00	0.0	3,121.00	3,014.25	(106.75)	(3.5)
Unemployment	0.40	12.58	12.18	96.8	172.00	138.42	(33.58)	(24.3)
<b>Total General &amp; Administrative Expenses</b>	<b>\$5,782.58</b>	<b>\$7,978.15</b>	<b>\$2,195.57</b>	<b>27.5 %</b>	<b>\$79,668.70</b>	<b>\$90,774.10</b>	<b>\$11,105.40</b>	<b>12.2 %</b>
<b>Total Expenses</b>	<b>\$18,967.68</b>	<b>\$21,409.18</b>	<b>\$2,441.50</b>	<b>11.4%</b>	<b>\$167,653.22</b>	<b>\$248,586.07</b>	<b>\$80,932.85</b>	<b>32.6%</b>
<b>Net Income (Loss)</b>	<b>\$(1,923.88)</b>	<b>\$(4,088.36)</b>	<b>\$2,164.48</b>	<b>52.9%</b>	<b>\$20,396.22</b>	<b>\$(52,906.89)</b>	<b>\$73,303.11</b>	<b>138.6%</b>

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**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Revenues</u></b>								
Connection Fees	\$0.00	\$0.00	\$0.00	0.0%	\$5,500.00	\$5,500.00	\$0.00	0.0%
Sewer Usage Fees	14,460.31	15,033.33	(573.02)	(3.8)	156,012.10	165,366.67	(9,354.57)	(5.7)
Interest and Investment Earnings	0.98	8.33	(7.35)	(88.2)	32.35	91.67	(59.32)	(64.7)
Transfers In	2,500.00	2,500.00	0.00	0.0	27,500.00	27,500.00	0.00	0.0
<b>Net Revenues</b>	<b>\$16,961.29</b>	<b>\$17,541.66</b>	<b>\$(580.37)</b>	<b>(3.3)%</b>	<b>\$189,044.45</b>	<b>\$198,458.34</b>	<b>\$(9,413.89)</b>	<b>(4.7)%</b>
<b><u>Program Expenses</u></b>								
Contract Services	\$3,200.00	\$3,200.00	\$0.00	0.0%	\$32,000.00	\$35,200.00	\$3,200.00	9.1%
Permit Fee Exp - Sewer	0.00	0.00	0.00	0.0	0.00	1,150.00	1,150.00	100.0
Engineering Fees	1,620.00	2,083.33	463.33	22.2	20,421.35	22,916.67	2,495.32	10.9
Fuel	55.45	183.33	127.88	69.8	982.43	2,016.67	1,034.24	51.3
Insurance	0.00	0.00	0.00	0.0	2,925.08	9,000.00	6,074.92	67.5
Legal Exp - Sewer	0.00	41.66	41.66	100.0	175.50	458.34	282.84	61.7
Miscellaneous	13.99	29.33	15.34	52.3	224.16	322.67	98.51	30.5
Bank Fees - Sewer Accts	10.00	0.00	(10.00)	0.0	55.00	0.00	(55.00)	0.0
Software Support Exp - Sewer	12.50	233.33	220.83	94.6	1,239.33	2,566.67	1,327.34	51.7
Operating Supplies - Sewer	295.54	1,000.00	704.46	70.4	3,482.24	11,000.00	7,517.76	68.3
R&M Building - Sewer	0.00	41.66	41.66	100.0	19.29	458.34	439.05	95.8
Rep and Maint - Vehicles	80.65	165.83	85.18	51.4	1,409.39	1,834.17	424.78	23.2
Rep and Maint - Equipment	0.00	375.00	375.00	100.0	1,171.17	4,125.00	2,953.83	71.6
Rep and Maint - Infrastructure	373.92	1,250.00	876.08	70.1	6,621.08	13,750.00	7,128.92	51.8
Service Tests/System Testing	981.80	1,000.00	18.20	1.8	9,756.20	11,000.00	1,243.80	11.3
Small Tools and Equipment	0.00	250.00	250.00	100.0	3,515.30	2,750.00	(765.30)	(27.8)
Uniform Exp Sewer	16.66	41.66	25.00	60.0	281.27	458.34	177.07	38.6
Utilities	129.70	250.00	120.30	48.1	1,479.58	2,750.00	1,270.42	46.2
Administrative Charge	4,124.47	4,124.50	0.03	0.0	45,369.17	45,369.50	0.33	0.0
Sewer Principal Expense	0.00	0.00	0.00	0.0	12,270.84	12,300.00	29.16	0.2
Sewer Interest Expense	0.00	0.00	0.00	0.0	6,151.64	6,800.00	648.36	9.5
Lease Payments	0.00	75.91	75.91	100.0	758.80	835.09	76.29	9.1
<b>Total Program Expenses</b>	<b>\$10,914.68</b>	<b>\$14,345.54</b>	<b>\$3,430.86</b>	<b>23.9 %</b>	<b>\$150,308.82</b>	<b>\$187,061.46</b>	<b>\$36,752.64</b>	<b>19.6 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$2,212.98	\$3,005.41	\$792.43	26.4%	\$30,138.76	\$33,059.59	\$2,920.83	8.8%
FICA and Medicare	162.16	229.91	67.75	29.5	2,227.20	2,529.09	301.89	11.9
Retirement	175.55	237.16	61.61	26.0	2,048.60	2,608.84	560.24	21.5
Health Insurance	584.72	846.83	262.11	31.0	7,000.49	9,315.17	2,314.68	24.8

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**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Worker's Compensation	0.00	0.00	0.00	0.0	1,584.00	1,634.25	50.25	3.1
Unemployment	0.20	6.83	6.63	97.1	93.26	75.17	(18.09)	(24.1)
<b>Total General &amp; Administrative Expenses</b>	<b>\$3,135.61</b>	<b>\$4,326.14</b>	<b>\$1,190.53</b>	<b>27.5 %</b>	<b>\$43,092.31</b>	<b>\$49,222.11</b>	<b>\$6,129.80</b>	<b>12.5 %</b>
<b>Total Expenses</b>	<b>\$14,050.29</b>	<b>\$18,671.68</b>	<b>\$4,621.39</b>	<b>24.8%</b>	<b>\$193,401.13</b>	<b>\$236,283.57</b>	<b>\$42,882.44</b>	<b>18.1%</b>
<b>Net Income (Loss)</b>	<b>\$2,911.00</b>	<b>\$(1,130.02)</b>	<b>\$4,041.02</b>	<b>357.6%</b>	<b>(\$4,356.68)</b>	<b>\$(37,825.23)</b>	<b>\$33,468.55</b>	<b>88.5%</b>

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**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Revenues</u></b>								
Sanitation Usage Fees	\$14,730.05	\$15,665.00	\$(934.95)	(6.0)%	\$155,288.76	\$172,335.00	\$(17,046.24)	(9.9)%
Miscellaneous	0.00	83.33	(83.33)	(100.0)	714.00	916.67	(202.67)	(22.1)
<b>Net Revenues</b>	<b>\$14,730.05</b>	<b>\$15,748.33</b>	<b>\$(1,018.28)</b>	<b>(6.5)%</b>	<b>\$156,002.76</b>	<b>\$173,251.67</b>	<b>\$(17,248.91)</b>	<b>(10.0)%</b>
<b><u>Program Expenses</u></b>								
Recycling Contract Exp	\$240.00	\$183.33	\$(56.67)	(30.9)%	\$1,560.00	\$2,016.67	\$456.67	22.6%
Training & Education	0.00	16.25	16.25	100.0	0.00	183.75	183.75	100.0
Equipment Rentals	0.00	54.16	54.16	100.0	0.00	595.84	595.84	100.0
Fuel	457.33	750.00	292.67	39.0	4,743.39	8,250.00	3,506.61	42.5
Insurance	0.00	0.00	0.00	0.0	3,441.31	12,000.00	8,558.69	71.3
Landfill Tipping Fees	1,922.00	2,041.66	119.66	5.9	16,417.20	22,458.34	6,041.14	26.9
Miscellaneous	364.06	16.58	(347.48)	(2095.8)	496.36	182.42	(313.94)	(172.1)
Software Support Exp - Trash	12.50	108.33	95.83	88.5	1,051.63	1,191.67	140.04	11.8
Operating Supplies - Trash	0.00	16.66	16.66	100.0	225.12	183.34	(41.78)	(22.8)
Rep and Maint - Vehicles	330.44	833.33	502.89	60.3	3,077.12	9,166.67	6,089.55	66.4
Rep and Maint - Equipment	0.00	75.00	75.00	100.0	19.17	825.00	805.83	97.7
R&M Trash - Infrastructure	4.98	0.00	(4.98)	0.0	4.98	0.00	(4.98)	0.0
Small Tools and Equipment	0.00	250.00	250.00	100.0	4,106.38	2,750.00	(1,356.38)	(49.3)
Uniform Exp Trash	16.66	25.00	8.34	33.4	281.37	275.00	(6.37)	(2.3)
Administrative Charge	4,124.47	4,124.50	0.03	0.0	45,369.17	45,369.50	0.33	0.0
Transfers Out	0.00	0.00	0.00	0.0	5,000.00	5,000.00	0.00	0.0
<b>Total Program Expenses</b>	<b>\$7,472.44</b>	<b>\$8,494.80</b>	<b>\$1,022.36</b>	<b>12.0 %</b>	<b>\$85,793.20</b>	<b>\$110,448.20</b>	<b>\$24,655.00</b>	<b>22.3 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$3,520.64	\$4,781.33	\$1,260.69	26.4%	\$47,948.06	\$52,594.67	\$4,646.61	8.8%
FICA and Medicare	257.99	365.75	107.76	29.5	3,543.26	4,023.25	479.99	11.9
Retirement	279.30	377.33	98.03	26.0	3,259.16	4,150.67	891.51	21.5
Health Insurance	930.22	1,347.25	417.03	31.0	11,137.03	14,819.75	3,682.72	24.9
Worker's Compensation	0.00	0.00	0.00	0.0	4,435.00	2,600.25	(1,834.75)	(70.6)
Unemployment	0.34	10.83	10.49	96.9	148.38	119.17	(29.21)	(24.5)
<b>Total General &amp; Administrative Expenses</b>	<b>\$4,988.49</b>	<b>\$6,882.49</b>	<b>\$1,894.00</b>	<b>27.5 %</b>	<b>\$70,470.89</b>	<b>\$78,307.76</b>	<b>\$7,836.87</b>	<b>10.0 %</b>
<b>Total Expenses</b>	<b>\$12,460.93</b>	<b>\$15,377.29</b>	<b>\$2,916.36</b>	<b>19.0%</b>	<b>\$156,264.09</b>	<b>\$188,755.96</b>	<b>\$32,491.87</b>	<b>17.2%</b>
<b>Net Income (Loss)</b>	<b>\$2,269.12</b>	<b>\$371.04</b>	<b>\$1,898.08</b>	<b>511.6%</b>	<b>\$(261.33)</b>	<b>\$(15,504.29)</b>	<b>\$15,242.96</b>	<b>98.3%</b>

6/1/21

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**Town of Jerome**  
**Income Statement**  
 (Original Budget to Actual Comparison)  
 For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Revenues</u></b>								
HURF Revenue	\$4,238.64	\$3,360.33	\$878.31	26.1%	\$39,716.46	\$36,963.67	\$2,752.79	7.4%
Interest and Investment Earnings	35.32	83.33	(48.01)	(57.6)	461.70	916.67	(454.97)	(49.6)
<b>Net Revenues</b>	<b>\$4,273.96</b>	<b>\$3,443.66</b>	<b>\$830.30</b>	<b>24.1 %</b>	<b>\$40,178.16</b>	<b>\$37,880.34</b>	<b>\$2,297.82</b>	<b>6.1 %</b>
<b><u>Program Expenses</u></b>								
Engineering Fees	\$0.00	\$416.66	\$416.66	100.0%	\$2,991.25	\$4,583.34	\$1,592.09	34.7%
Equipment Rentals - HURF	0.00	125.00	125.00	100.0	0.00	1,375.00	1,375.00	100.0
Fuel	3.85	8.33	4.48	53.8	40.58	91.67	51.09	55.7
Insurance	0.00	0.00	0.00	0.0	1,720.63	6,000.00	4,279.37	71.3
Miscellaneous	14.03	46.33	32.30	69.7	71.55	509.67	438.12	86.0
Software Service & Support	12.50	15.00	2.50	16.7	594.57	165.00	(429.57)	(260.3)
Operating Supplies - HURF	0.00	58.33	58.33	100.0	296.93	641.67	344.74	53.7
Public Restroom Supplies	0.00	183.33	183.33	100.0	898.16	2,016.67	1,118.51	55.5
R&M Building - HURF	0.00	416.66	416.66	100.0	0.00	4,583.34	4,583.34	100.0
Rep and Maint - Vehicles	80.69	166.25	85.56	51.5	395.58	1,833.75	1,438.17	78.4
Rep and Maint - Equipment	0.00	16.66	16.66	100.0	388.19	183.34	(204.85)	(111.7)
Rep and Maint - Infrastructure	4.96	2,812.50	2,807.54	99.8	101.31	30,937.50	30,836.19	99.7
Small Tools and Equipment	0.00	41.66	41.66	100.0	9.36	458.34	448.98	98.0
Street Lights	954.53	1,083.33	128.80	11.9	10,334.96	11,916.67	1,581.71	13.3
Street Supplies	0.00	500.00	500.00	100.0	1,941.18	5,500.00	3,558.82	64.7
Uniform Exp - HURF	16.70	25.00	8.30	33.2	281.35	275.00	(6.35)	(2.3)
Administrative Charge	881.78	881.75	(0.03)	0.0	9,699.58	9,699.25	(0.33)	0.0
Lease Payments	0.00	25.00	25.00	100.0	216.90	275.00	58.10	21.1
<b>Total Program Expenses</b>	<b>\$1,969.04</b>	<b>\$6,821.79</b>	<b>\$4,852.75</b>	<b>71.1 %</b>	<b>\$29,982.08</b>	<b>\$81,045.21</b>	<b>\$51,063.13</b>	<b>63.0 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$2,726.64	\$3,676.91	\$950.27	25.8%	\$36,863.43	\$40,446.09	\$3,582.66	8.9%
FICA and Medicare	202.57	281.25	78.68	28.0	2,757.68	3,093.75	336.07	10.9
Retirement	148.20	200.25	52.05	26.0	1,729.35	2,202.75	473.40	21.5
Health Insurance	493.58	679.25	185.67	27.3	5,909.36	7,471.75	1,562.39	20.9
Worker's Compensation	0.00	0.00	0.00	0.0	1,322.00	1,687.50	365.50	21.7
Unemployment	10.22	12.91	2.69	20.8	143.65	142.09	(1.56)	(1.1)
<b>Total General &amp; Administrative Expenses</b>	<b>\$3,581.21</b>	<b>\$4,850.57</b>	<b>\$1,269.36</b>	<b>26.2 %</b>	<b>\$48,725.47</b>	<b>\$55,043.93</b>	<b>\$6,318.46</b>	<b>11.5 %</b>
<b>Total Expenses</b>	<b>\$5,550.25</b>	<b>\$11,672.36</b>	<b>\$6,122.11</b>	<b>52.4%</b>	<b>\$78,707.55</b>	<b>\$136,089.14</b>	<b>\$57,381.59</b>	<b>42.2%</b>

6/1/21  
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**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Net Income (Loss)	<u>\$(1,276.29)</u>	<u>\$(8,228.70)</u>	<u>\$6,952.41</u>	<u>84.5%</u>	<u>(\$38,529.39)</u>	<u>\$(98,208.80)</u>	<u>\$59,679.41</u>	<u>60.8%</u>

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**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 5/1/2021 Through 5/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Revenues</u></b>								
Parking Kiosk Revenue	\$0.00	\$0.00	\$0.00	0.0%	\$120,000.00	\$120,000.00	\$0.00	0.0%
Allowance for Additional Kiosk Revenues	23,774.95	6,000.00	17,774.95	296.2	93,365.03	24,000.00	69,365.03	289.0
<b>Net Revenues</b>	<b>\$23,774.95</b>	<b>\$6,000.00</b>	<b>\$17,774.95</b>	<b>296.2 %</b>	<b>\$213,365.03</b>	<b>\$144,000.00</b>	<b>\$69,365.03</b>	<b>48.2 %</b>
<b><u>Program Expenses</u></b>								
Miscellaneous	\$0.00	\$64.58	\$64.58	100.0%	\$57.00	\$710.42	\$653.42	92.0%
Credit Card Processing Fees	4,894.25	2,250.00	(2,644.25)	(117.5)	32,667.46	24,750.00	(7,917.46)	(32.0)
Software Service and Support	412.22	400.00	(12.22)	(3.1)	4,094.97	4,400.00	305.03	6.9
Operating Supplies	32.90	333.33	300.43	90.1	801.23	3,666.67	2,865.44	78.1
Telephone	120.32	125.00	4.68	3.7	1,213.20	1,375.00	161.80	11.8
Transfers Out	5,000.00	5,000.00	0.00	0.0	55,000.00	55,000.00	0.00	0.0
<b>Total Program Expenses</b>	<b>\$10,459.69</b>	<b>\$8,172.91</b>	<b>\$(2,286.78)</b>	<b>(28.0)%</b>	<b>\$93,833.86</b>	<b>\$89,902.09</b>	<b>\$(3,931.77)</b>	<b>(4.4)%</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$1,080.00	\$966.66	\$(113.34)	(11.7)%	\$13,847.72	\$10,633.34	\$(3,214.38)	(30.2)%
Longevity Bonus	0.00	0.00	0.00	0.0	50.00	50.00	0.00	0.0
FICA and Medicare	82.62	73.91	(8.71)	(11.8)	1,067.05	813.09	(253.96)	(31.2)
Worker's Compensation	0.00	0.00	0.00	0.0	360.00	264.00	(96.00)	(36.4)
Unemployment	12.64	7.16	(5.48)	(76.5)	115.23	78.84	(36.39)	(46.2)
<b>Total General &amp; Administrative Expenses</b>	<b>\$1,175.26</b>	<b>\$1,047.73</b>	<b>\$(127.53)</b>	<b>(12.2)%</b>	<b>\$15,440.00</b>	<b>\$11,839.27</b>	<b>\$(3,600.73)</b>	<b>(30.4)%</b>
<b>Total Expenses</b>	<b>\$11,634.95</b>	<b>\$9,220.64</b>	<b>\$(2,414.31)</b>	<b>(26.2)%</b>	<b>\$109,273.86</b>	<b>\$101,741.36</b>	<b>\$(7,532.50)</b>	<b>(7.4)%</b>
<b>Net Income (Loss)</b>	<b>\$12,140.00</b>	<b>\$(3,220.64)</b>	<b>\$15,360.64</b>	<b>476.9%</b>	<b>\$104,091.17</b>	<b>\$42,258.64</b>	<b>\$61,832.53</b>	<b>146.3%</b>

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**Town of Jerome**  
**Balance Sheet**  
**As of 5/31/2021**  
**Fund: (1) General**

**Assets**

**Current Assets**

LGIP	\$1,703.02	
Petty Cash - General Gov	275.00	
Auto Lieu Taxes	1,516.46	
City Sales Taxes	99,828.97	
Franchise Fees	3,076.63	
GF Accounts Receivable	(139.67)	
Property Taxes	3,342.78	
State Sales Taxes	2,465.18	
Court - Checking & Bond Acct	99,349.60	
Court - JCEF Acct	13,187.48	
Court - FTG Acct	7,304.04	
Petty Cash - Fire Dept	150.00	
Petty Cash - Library	150.00	
NBA Checking	38,453.47	
OAZ Checking	333,345.97	
OAZ General Savings	496,232.01	
OAZ CTL Business Savings	5.00	
Total Current Assets		\$1,100,245.94

**Other Assets**

Due From Other Funds	\$1,299,235.61	
Total Other Assets		1,299,235.61
<b>Total Assets</b>		<b>\$2,399,481.55</b>

**Liabilities and Net Assets**

**Current Liabilities**

Accounts Payable	\$6,811.81	
Federal WH & FICA	2,802.35	
AFLAC	(3.08)	
Health Insurance	2,018.64	
457G Retirement	66.53	
PSPRS	1,458.71	
Customer Deposits	6,760.72	
FD Per Call Payable	7,918.25	
Ganishments Payable	1,735.51	
Wages Payable	24,939.58	
Due To Other Funds	1,471,292.26	
Court Liabilities	12,419.35	
Total Current Liabilities		\$1,538,220.63
<b>Total Liabilities</b>		<b>\$1,538,220.63</b>

**Net Assets**

Unrestricted Funds	745,721.19	
Current Year Net Assets	115,539.73	
<b>Total Net Assets</b>		<b>861,260.92</b>
<b>Total Liabilities and Net Assets</b>		<b>\$2,399,481.55</b>

6/1/21  
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**Town of Jerome**  
Balance Sheet  
As of 5/31/2021  
  
Fund: (2) Utilities

**Assets**

**Current Assets**

Allowance for Doubtful Accts	\$(15,000.00)	
Utilities A/R	62,294.07	
Miscellaneous	27.21	
Bond Account	126,901.71	
Replacement & Extension Acct	(4.50)	
Series 2001 Bond Reserve Acct	(4.80)	
Total Current Assets		\$174,213.69

**Property, Plant & Equipment**

Buildings-Prop, Plant, Equip	\$2,166,541.66	
Operating Equipment-Prop, Plant, Equip	205,764.78	
Buildings-Acc Depreciation	(1,546,575.98)	
Operating Equipment-Acc Depreciation	(154,996.20)	
Infrastructure	1,399,746.06	
Total Property, Plant & Equipment		2,070,480.32

**Other Assets**

Due From Other Funds	\$695,581.12	
Total Other Assets		695,581.12

**Total Assets**

\$2,940,275.13

**Liabilities and Net Assets**

**Current Liabilities**

Sales Tax Payable	\$641.76	
Customer Deposits	21,152.75	
Compensated Absences	5,220.11	
Bonds Payable	136,703.30	
Other Liabilities	5,524.68	
Due To Other Funds	565,923.55	
Accrued Payroll	4,023.49	
Accrued Interest Payable	3,075.85	
Total Current Liabilities		\$742,265.49

**Total Liabilities**

\$742,265.49

**Net Assets**

Unrestricted Fund Balance	746,343.00	
Unrestricted Fund Balance	(138,334.00)	
Unrestricted Fund Balance	1,511,631.39	
Current Year Net Assets	78,369.25	
Total Net Assets		2,198,009.64
Total Liabilities and Net Assets		<u>\$2,940,275.13</u>

6/1/21  
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**Town of Jerome**  
Balance Sheet  
As of 5/31/2021  
  
Fund: (3) Road  
Department: (30) HURF

**Assets**

**Current Assets**

HURF Accounts Receivable	\$3,230.11	
OAZ HURF Savings	417,367.49	
Total Current Assets		\$420,597.60

**Other Assets**

Due From Other Funds	\$21,857.40	
Total Other Assets		21,857.40

<b>Total Assets</b>		<b>\$442,455.00</b>
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**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$326,656.08	
Accrued Payroll	1,146.12	
Total Current Liabilities		\$327,802.20

<b>Total Liabilities</b>		<b>\$327,802.20</b>
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**Net Assets**

Unrestricted Fund Balance	(3,596.67)	
Current Year Net Assets	118,249.47	

<b>Total Net Assets</b>		<b>114,652.80</b>
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<b>Total Liabilities and Net Assets</b>		<b>\$442,455.00</b>
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6/1/21  
1:54:20 PM

**Town of Jerome**  
Balance Sheet  
As of 5/31/2021  
  
Fund: (3) Road  
Department: (35) Parking

**Assets**

**Other Assets**

Due From	\$213,441.03	
Total Other Assets		\$213,441.03
<b>Total Assets</b>		<b>\$213,441.03</b>

**Liabilities and Net Assets**

**Current Liabilities**

Due To	\$109,349.86	
Total Current Liabilities		\$109,349.86
<b>Total Liabilities</b>		<b>\$109,349.86</b>

**Net Assets**

Current Year Net Assets	\$104,091.17	
<b>Total Net Assets</b>		<b>104,091.17</b>
<b>Total Liabilities and Net Assets</b>		<b>\$213,441.03</b>

6/1/21  
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**Town of Jerome**  
Balance Sheet  
As of 5/31/2021

Fund: (4) Firefighters Pension & Relief

**Assets**

**Current Assets**

Due from State of AZ	\$2,127.19	
Investments - Penison & Relief	149,719.01	
Total Current Assets		\$151,846.20

**Other Assets**

Due From Other Funds	\$34,992.40	
Total Other Assets		34,992.40

**Total Assets**

\$186,838.60

**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$22,961.70	
Total Current Liabilities		\$22,961.70

**Total Liabilities**

\$22,961.70

**Net Assets**

Unrestricted Fund Balance	156,773.30	
Current Year Net Assets	7,103.60	

**Total Net Assets**

163,876.90

**Total Liabilities and Net Assets**

\$186,838.60

6/1/21  
1:55:46 PM

**Town of Jerome**

Balance Sheet

As of 5/31/2021

Fund: (5) Operating Grants

**Assets**

**Current Assets**

Inventory	\$13,193.06	
Total Current Assets		\$13,193.06

**Other Assets**

Due From Other Funds	\$92,069.36	
Total Other Assets		92,069.36

<b>Total Assets</b>		<b>\$105,262.42</b>
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**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$42,084.73	
Deferred Revenue - Opr Grants	43,587.19	
Total Current Liabilities		\$85,671.92

<b>Total Liabilities</b>		<b>\$85,671.92</b>
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**Net Assets**

Unrestricted Fund Balance	78,990.87	
Current Year Net Assets	(59,400.37)	

<b>Total Net Assets</b>		<b>19,590.50</b>
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<b>Total Liabilities and Net Assets</b>		<b>\$105,262.42</b>
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6/1/21  
1:56:36 PM

**Town of Jerome**

Balance Sheet

As of 5/31/2021

Fund: (7) GF Contingencies

**Assets**

**Other Assets**

Due From Other Funds	\$184,856.88	
Total Other Assets		\$184,856.88
<b>Total Assets</b>		<b>\$184,856.88</b>

**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$107,325.21	
Total Current Liabilities		\$107,325.21
<b>Total Liabilities</b>		<b>\$107,325.21</b>

**Net Assets**

Unrestricted Fund Balance	\$89,351.93	
Current Year Net Assets	(11,820.26)	
<b>Total Net Assets</b>		<b>77,531.67</b>
<b>Total Liabilities and Net Assets</b>		<b>\$184,856.88</b>

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**Town of Jerome**  
Balance Sheet  
As of 5/31/2021  
  
Fund: (9) Capital

**Assets**

**Current Assets**

OAZ Capital Improvements	\$50,733.78	
Total Current Assets		\$50,733.78

**Other Assets**

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

<b>Total Assets</b>		<b>\$82,858.22</b>
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**Net Assets**

Unrestricted Fund Balance	\$72,712.30	
Current Year Net Assets	10,145.92	
<b>Total Net Assets</b>		<b>82,858.22</b>

<b>Total Liabilities and Net Assets</b>		<b>\$82,858.22</b>
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Town of Jerome

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

Ledger as of : 5/1/2021 to 5/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
<b>VENDOR: 1006 - MICHAEL MCDONALD</b>											<b>\$0.00</b>
<b>51821MA4</b>	<b>05/18/21</b>	<b>05/18/21</b>	<b>06/17/21</b>								
Inv 159 Troubleshoot PA System		1.11.6185 - Miscellaneous			\$37.50	\$0.00	\$37.50	05/18/21	11880	ASCUCK	\$0.00
<b>INVOICE 51821MA4 TOTALS:</b>					<b>\$37.50</b>	<b>\$0.00</b>	<b>\$37.50</b>				<b>\$0.00</b>
<b>MICHAEL MCDONALD TOTALS:</b>					<b>\$37.50</b>	<b>\$0.00</b>	<b>\$37.50</b>				<b>\$0.00</b>
<b>VENDOR: 1011 - SOUTHWESTERN ENVIRON (SEC)</b>											<b>\$0.00</b>
<b>51321MA12</b>	<b>05/12/21</b>	<b>05/12/21</b>	<b>06/11/21</b>								
Inv 2021-122 Project#19-1101CE Sewe		2.51.6140 - Engineering Fees			\$1,620.00	\$0.00	\$1,620.00	05/12/21	11866	ASCUCK	\$0.00
Inv 2021-120 Project#20-0213CE HURF		6.70.6140 - Engineering Exp - Cap Grants			\$2,665.00	\$0.00	\$2,665.00	05/12/21	11866	ASCUCK	\$0.00
Inv 2021-121 Project#20-0510CE CDBG		6.70.6140 - Engineering Exp - Cap Grants			\$10,640.50	\$0.00	\$10,640.50	05/12/21	11866	ASCUCK	\$0.00
<b>INVOICE 51321MA12 TOTALS:</b>					<b>\$14,925.50</b>	<b>\$0.00</b>	<b>\$14,925.50</b>				<b>\$0.00</b>
<b>52621MA30</b>	<b>05/26/21</b>	<b>05/26/21</b>	<b>06/25/21</b>								
Inv 2021-166 Project #20-0510CE CDB		6.70.6140 - Engineering Exp - Cap Grants			\$7,560.00	\$0.00	\$7,560.00	05/26/21	11910	ASCUCK	\$0.00
Inv 2021-165 Project #20-0213CE HUR		6.70.6140 - Engineering Exp - Cap Grants			\$1,395.00	\$0.00	\$1,395.00	05/26/21	11910	ASCUCK	\$0.00
Inv 2021-166 Project #19-1101CE HUR		6.70.6140 - Engineering Exp - Cap Grants			\$1,620.00	\$0.00	\$1,620.00	05/26/21	11910	ASCUCK	\$0.00
<b>INVOICE 52621MA30 TOTALS:</b>					<b>\$10,575.00</b>	<b>\$0.00</b>	<b>\$10,575.00</b>				<b>\$0.00</b>
<b>SOUTHWESTERN ENVIRON (SEC) TOTALS:</b>					<b>\$25,500.50</b>	<b>\$0.00</b>	<b>\$25,500.50</b>				<b>\$0.00</b>
<b>VENDOR: 1016 - COMPLETE INTEGRATED SOLUTIONS</b>											<b>\$0.00</b>
<b>52621MA6</b>	<b>05/26/21</b>	<b>05/26/21</b>	<b>06/25/21</b>								
Inv 1174 Color LaserJet Pro		1.13.6250 - Small Tools and Equipment			\$705.00	\$0.00	\$705.00	05/26/21	11888	ASCUCK	\$0.00
<b>INVOICE 52621MA6 TOTALS:</b>					<b>\$705.00</b>	<b>\$0.00</b>	<b>\$705.00</b>				<b>\$0.00</b>
<b>COMPLETE INTEGRATED SOLUTIONS TOTALS:</b>					<b>\$705.00</b>	<b>\$0.00</b>	<b>\$705.00</b>				<b>\$0.00</b>
<b>VENDOR: 1028 - YAVAPAI CO. EDUCATION TECH</b>											<b>\$460.07</b>
<b>5621MA5</b>	<b>05/05/21</b>	<b>05/05/21</b>	<b>06/04/21</b>								
Inv 20-867 Internet Access, GG		1.11.6192 - Software Support Exp - GG			\$120.00	\$0.00	\$120.00	05/06/21	11841	ASCUCK	\$0.00
Inv 20-867 Internet Access, FD		1.14.6192 - Software Service & Support			\$75.00	\$0.00	\$75.00	05/06/21	11841	ASCUCK	\$0.00
Inv 20-867 Internet Access, PD		1.13.6192 - Software Service & Support			\$150.00	\$0.00	\$150.00	05/06/21	11841	ASCUCK	\$0.00
Inv 20-867 Internet Access, Parks		1.17.6192 - Software Service & Support			\$12.50	\$0.00	\$12.50	05/06/21	11841	ASCUCK	\$0.00
Inv 20-867 Internet Access, Prop		1.18.6192 - Software Service & Support			\$12.50	\$0.00	\$12.50	05/06/21	11841	ASCUCK	\$0.00
Inv 20-867 Internet Access, Water		2.50.6192 - Software Support Exp - Water			\$12.50	\$0.00	\$12.50	05/06/21	11841	ASCUCK	\$0.00
Inv 20-867 Internet Access, Sewer		2.51.6192 - Software Support Exp - Sewer			\$12.50	\$0.00	\$12.50	05/06/21	11841	ASCUCK	\$0.00
Inv 20-867 Internet Access, Trash		2.52.6192 - Software Support Exp - Trash			\$12.50	\$0.00	\$12.50	05/06/21	11841	ASCUCK	\$0.00
Inv 20-867 Internet Access, HURF		3.30.6192 - Software Service & Support			\$12.50	\$0.00	\$12.50	05/06/21	11841	ASCUCK	\$0.00
Inv 20-866 E-Rate		1.15.6266 - E-Rate Exp			\$45.80	\$0.00	\$45.80	05/06/21	11841	ASCUCK	\$0.00
<b>INVOICE 5621MA5 TOTALS:</b>					<b>\$465.80</b>	<b>\$0.00</b>	<b>\$465.80</b>				<b>\$0.00</b>
<b>YAVAPAI CO. EDUCATION TECH TOTALS:</b>					<b>\$465.80</b>	<b>\$0.00</b>	<b>\$465.80</b>				<b>\$460.07</b>
<b>VENDOR: 1033 - BROWN &amp; BROWN LAW OFFICES</b>											<b>\$0.00</b>

Town of Jerome

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

Ledger as of : 5/1/2021 to 5/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
<b>52621MA21</b>	<b>05/26/21</b>	<b>05/26/21</b>	<b>06/25/21</b>								
Inv JEROME-2962 Legal,FMI Water Pla		5.40.6170 - Legal Exp - Opr Grants			\$70.00	\$0.00	\$70.00	05/26/21	11889	ASCUCK	\$0.00
<b>INVOICE 52621MA21 TOTALS:</b>					<b>\$70.00</b>	<b>\$0.00</b>	<b>\$70.00</b>				<b>\$0.00</b>
<b>BROWN &amp; BROWN LAW OFFICES TOTALS:</b>					<b>\$70.00</b>	<b>\$0.00</b>	<b>\$70.00</b>				<b>\$0.00</b>
<b>VENDOR: 1035 - GFOA(GOV.FINANCE OFFICERS ASSO</b>											<b>\$0.00</b>
<b>51321MA5</b>	<b>05/12/21</b>	<b>05/12/21</b>	<b>06/11/21</b>								
Notice#2123197 Member#300123197 GFO		1.11.6125 - Dues, Subs & Memberships			\$160.00	\$0.00	\$160.00	05/12/21	11867	ASCUCK	\$0.00
<b>INVOICE 51321MA5 TOTALS:</b>					<b>\$160.00</b>	<b>\$0.00</b>	<b>\$160.00</b>				<b>\$0.00</b>
<b>GFOA(GOV.FINANCE OFFICERS ASSO TOTALS:</b>					<b>\$160.00</b>	<b>\$0.00</b>	<b>\$160.00</b>				<b>\$0.00</b>
<b>VENDOR: 1054 - PARKEON</b>											<b>\$0.00</b>
<b>5621MA16</b>	<b>05/06/21</b>	<b>05/06/21</b>	<b>06/05/21</b>								
S0131335, Inv IV122345 Parkfolio		3.35.6192 - Software Service and Support			\$312.00	\$0.00	\$312.00	05/06/21	11842	ASCUCK	\$0.00
S0131335, Inv IV122345 Validation C		3.35.6192 - Software Service and Support			\$63.69	\$0.00	\$63.69	05/06/21	11842	ASCUCK	\$0.00
<b>INVOICE 5621MA16 TOTALS:</b>					<b>\$375.69</b>	<b>\$0.00</b>	<b>\$375.69</b>				<b>\$0.00</b>
<b>52621MA4</b>	<b>05/26/21</b>	<b>05/26/21</b>	<b>06/25/21</b>								
S0131335, Inv IV122690 Flowbird Fee		3.35.6192 - Software Service and Support			\$36.53	\$0.00	\$36.53	05/26/21	11890	ASCUCK	\$0.00
<b>INVOICE 52621MA4 TOTALS:</b>					<b>\$36.53</b>	<b>\$0.00</b>	<b>\$36.53</b>				<b>\$0.00</b>
<b>PARKEON TOTALS:</b>					<b>\$412.22</b>	<b>\$0.00</b>	<b>\$412.22</b>				<b>\$0.00</b>
<b>VENDOR: 1085 - CARL WHITING</b>											<b>\$0.00</b>
<b>52621MA11</b>	<b>05/26/21</b>	<b>05/26/21</b>	<b>06/25/21</b>								
Tussock Fire Vehicle Use		7.25.6276 - Wildlands Exp - Contingency			\$211.68	\$0.00	\$211.68	05/26/21	11891	ASCUCK	\$0.00
<b>INVOICE 52621MA11 TOTALS:</b>					<b>\$211.68</b>	<b>\$0.00</b>	<b>\$211.68</b>				<b>\$0.00</b>
<b>CARL WHITING TOTALS:</b>					<b>\$211.68</b>	<b>\$0.00</b>	<b>\$211.68</b>				<b>\$0.00</b>
<b>VENDOR: 1088 - BENJAMIN GARZA</b>											<b>\$0.00</b>
<b>5621MA3</b>	<b>05/05/21</b>	<b>05/05/21</b>	<b>06/04/21</b>								
Reimbursement for Pants, Parks		1.17.6280 - Uniform Exp Parks			\$16.66	\$0.00	\$16.66	05/06/21	11843	ASCUCK	\$0.00
Reimbursement for Pants, Prop		1.18.6280 - Uniform Exp Properties			\$16.66	\$0.00	\$16.66	05/06/21	11843	ASCUCK	\$0.00
Reimbursement for Pants, Water		2.50.6280 - Uniform Exp Water			\$16.66	\$0.00	\$16.66	05/06/21	11843	ASCUCK	\$0.00
Reimbursement for Pants, Sewer		2.51.6280 - Uniform Exp Sewer			\$16.66	\$0.00	\$16.66	05/06/21	11843	ASCUCK	\$0.00
Reimbursement for Pants, Trash		2.52.6280 - Uniform Exp Trash			\$16.66	\$0.00	\$16.66	05/06/21	11843	ASCUCK	\$0.00
Reimbursement for Pants, HURF		3.30.6280 - Uniform Exp - HURF			\$16.70	\$0.00	\$16.70	05/06/21	11843	ASCUCK	\$0.00
<b>INVOICE 5621MA3 TOTALS:</b>					<b>\$100.00</b>	<b>\$0.00</b>	<b>\$100.00</b>				<b>\$0.00</b>
<b>BENJAMIN GARZA TOTALS:</b>					<b>\$100.00</b>	<b>\$0.00</b>	<b>\$100.00</b>				<b>\$0.00</b>
<b>VENDOR: 109 - AFLAC</b>											<b>\$0.00</b>
<b>52621MA9</b>	<b>05/26/21</b>	<b>05/26/21</b>	<b>05/26/21</b>								

\*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 5/1/2021 to 5/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description			Account								
Acct # DN513, Inv. 657761 May 2021			1.10.2405 - AFLAC		\$103.20	\$0.00	\$103.20	05/26/21	11892	ASCUCK	\$0.00
INVOICE 52621MA9 TOTALS:					\$103.20	\$0.00	\$103.20				\$0.00
AFLAC TOTALS:					\$103.20	\$0.00	\$103.20				\$0.00
VENDOR: 113 - ALL-MED EQUIPMENT & SERVICES											\$0.00
51321MA2	05/12/21	05/12/21	05/12/21								
Inv 647429 Monthly Tank Rental			1.14.6181 - Medical Supplies Exp		\$115.20	\$0.00	\$115.20	05/12/21	11868	ASCUCK	\$0.00
INVOICE 51321MA2 TOTALS:					\$115.20	\$0.00	\$115.20				\$0.00
52621MA15	05/26/21	05/26/21	05/26/21								
Inv 178965 OX-D, OX-B, OX-E			1.14.6181 - Medical Supplies Exp		\$56.00	\$0.00	\$56.00	05/26/21	11893	ASCUCK	\$0.00
INVOICE 52621MA15 TOTALS:					\$56.00	\$0.00	\$56.00				\$0.00
ALL-MED EQUIPMENT & SERVICES TOTALS:					\$171.20	\$0.00	\$171.20				\$0.00
VENDOR: 119 - APS											\$0.00
5621MA23	05/06/21	05/06/21	05/21/21								
9438060 Hull St Roof			1.18.6285 - Utilities		\$15.14	\$0.00	\$15.14	05/06/21	11845	ASCUCK	\$0.00
6109570 Perkinsville Rd			1.18.6285 - Utilities		\$257.74	\$0.00	\$257.74	05/06/21	11845	ASCUCK	\$0.00
1976520 Co-Op			1.18.6285 - Utilities		\$125.92	\$0.00	\$125.92	05/06/21	11845	ASCUCK	\$0.00
2839800 Ghost Pepper			1.18.6285 - Utilities		\$98.20	\$0.00	\$98.20	05/06/21	11845	ASCUCK	\$0.00
2353720 Gulch Fire Station			1.18.6285 - Utilities		\$98.81	\$0.00	\$98.81	05/06/21	11845	ASCUCK	\$0.00
0024240 Lower Park			1.17.6285 - Utilities		\$39.03	\$0.00	\$39.03	05/06/21	11845	ASCUCK	\$0.00
7575770 Civic Center			1.18.6285 - Utilities		\$628.69	\$0.00	\$628.69	05/06/21	11845	ASCUCK	\$0.00
7575770 Civic Center Solar Credit			1.18.6285 - Utilities		(\$312.50)	\$0.00	(\$312.50)	05/06/21	11845	ASCUCK	\$0.00
6506951 Police Station			1.18.6285 - Utilities		\$169.28	\$0.00	\$169.28	05/06/21	11845	ASCUCK	\$0.00
4246290 WWTP			2.51.6285 - Utilities		\$129.70	\$0.00	\$129.70	05/06/21	11845	ASCUCK	\$0.00
0421621 Fire Station			1.18.6285 - Utilities		\$305.05	\$0.00	\$305.05	05/06/21	11845	ASCUCK	\$0.00
8468241 Middle Park			1.17.6285 - Utilities		\$38.37	\$0.00	\$38.37	05/06/21	11845	ASCUCK	\$0.00
3216010 Hotel Jerome			1.18.6285 - Utilities		\$40.67	\$0.00	\$40.67	05/06/21	11845	ASCUCK	\$0.00
8061950 Sunshine Hill Water Tank			2.50.6285 - Utilities Exp - Water		\$37.08	\$0.00	\$37.08	05/06/21	11845	ASCUCK	\$0.00
INVOICE 5621MA23 TOTALS:					\$1,671.18	\$0.00	\$1,671.18				\$0.00
5621MA24	05/06/21	05/06/21	05/21/21								
2383901 Upper Park			1.17.6285 - Utilities		\$38.63	\$0.00	\$38.63	05/06/21	11844	ASCUCK	\$0.00
5613490 Upper Park 2			1.17.6285 - Utilities		\$57.19	\$0.00	\$57.19	05/06/21	11844	ASCUCK	\$0.00
INVOICE 5621MA24 TOTALS:					\$95.82	\$0.00	\$95.82				\$0.00
52621MA7	05/26/21	05/26/21	06/10/21								
1490440 Jerome Street Lights			3.30.6255 - Street Lights		\$954.53	\$0.00	\$954.53	05/26/21	11894	ASCUCK	\$0.00
INVOICE 52621MA7 TOTALS:					\$954.53	\$0.00	\$954.53				\$0.00
APS TOTALS:					\$2,721.53	\$0.00	\$2,721.53				\$0.00
VENDOR: 120 - ARROW EXPRESS											\$0.00
52621MA8	05/26/21	05/26/21	06/25/21								

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Town of Jerome

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Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Inv 142143 Sewer Sample Shipping		2.51.6240 - Service Tests/System Testing		\$45.00	\$0.00	\$45.00	05/26/21	11895	ASCUCK	\$0.00
INVOICE 52621MA8 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
42621MA2	05/26/21	05/26/21	06/25/21							
287251435682x05152021 Phone, PD		1.13.6265 - Telephone		\$45.47	\$0.00	\$45.47	05/26/21	11896	ASCUCK	\$0.00
INVOICE 42621MA2 TOTALS:				\$45.47	\$0.00	\$45.47				\$0.00
AT&T TOTALS:				\$45.47	\$0.00	\$45.47				\$0.00
VENDOR: 157 - BOUND TREE MEDICAL, LLC										\$0.00
52621MA13	05/26/21	05/26/21	06/25/21							
103795, Inv83971672 Clipboard		1.14.6181 - Medical Supplies Exp		\$30.27	\$0.00	\$30.27	05/26/21	11898	ASCUCK	\$0.00
103795, Inv84055011 Transport Chair		1.14.6181 - Medical Supplies Exp		\$73.45	\$0.00	\$73.45	05/26/21	11898	ASCUCK	\$0.00
103795, Inv84056682 Vacusplint		1.14.6181 - Medical Supplies Exp		\$33.82	\$0.00	\$33.82	05/26/21	11898	ASCUCK	\$0.00
INVOICE 52621MA13 TOTALS:				\$137.54	\$0.00	\$137.54				\$0.00
52621MA14	05/26/21	05/26/21	06/25/21							
103795, Inv 84058289 NAEMS Grant		5.40.6238 - Fire Dept Exp - Opr Grants		\$610.58	\$0.00	\$610.58	05/26/21	11897	ASCUCK	\$0.00
103795, Inv 33242307 NAEMS Grant		5.40.6238 - Fire Dept Exp - Opr Grants		\$1,778.14	\$0.00	\$1,778.14	05/26/21	11897	ASCUCK	\$0.00
103795, Inv 33242564 NAEMS Grant		5.40.6238 - Fire Dept Exp - Opr Grants		\$3,515.20	\$0.00	\$3,515.20	05/26/21	11897	ASCUCK	\$0.00
INVOICE 52621MA14 TOTALS:				\$5,903.92	\$0.00	\$5,903.92				\$0.00
BOUND TREE MEDICAL, LLC TOTALS:				\$6,041.46	\$0.00	\$6,041.46				\$0.00
VENDOR: 167 - OFFICE DEPOT										\$0.00
5621MA12	05/05/21	05/05/21	07/04/21							
63266436, Inv170601921001 Batteries		1.11.6190 - Office Supplies		\$52.29	\$0.00	\$52.29	05/06/21	11846	ASCUCK	\$0.00
INVOICE 5621MA12 TOTALS:				\$52.29	\$0.00	\$52.29				\$0.00
51321MA7	05/12/21	05/12/21	07/11/21							
63266436, Inv168699604001 Frames		1.11.6190 - Office Supplies		\$32.65	\$0.00	\$32.65	05/12/21	11869	ASCUCK	\$0.00
INVOICE 51321MA7 TOTALS:				\$32.65	\$0.00	\$32.65				\$0.00
51821MA7	05/18/21	05/18/21	07/17/21							
63266436, Inv171742885001 Envelopes		1.11.6190 - Office Supplies		\$66.85	\$0.00	\$66.85	05/18/21	11881	ASCUCK	\$0.00
63266436, Inv172022116001 Shredder		1.11.6190 - Office Supplies		\$152.03	\$0.00	\$152.03	05/18/21	11881	ASCUCK	\$0.00
INVOICE 51821MA7 TOTALS:				\$218.88	\$0.00	\$218.88				\$0.00
52621MA10	05/26/21	05/26/21	07/25/21							
63266436, Inv173131726001 Gel Pens		1.11.6190 - Office Supplies		\$11.92	\$0.00	\$11.92	05/26/21	11899	ASCUCK	\$0.00
63266436, Inv173131583001 Supplies		1.11.6190 - Office Supplies		\$103.60	\$0.00	\$103.60	05/26/21	11899	ASCUCK	\$0.00
63266436, Inv166713568002 Brita Pit		1.11.6190 - Office Supplies		\$13.05	\$0.00	\$13.05	05/26/21	11899	ASCUCK	\$0.00
INVOICE 52621MA10 TOTALS:				\$128.57	\$0.00	\$128.57				\$0.00

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Town of Jerome

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Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
OFFICE DEPOT TOTALS:				\$432.39	\$0.00	\$432.39				\$0.00
VENDOR: 168 - CENTURY LINK										\$0.00
52621MA3	05/26/21	05/26/21	06/10/21							
928 634 2245 Phone, PD		1.13.6265 - Telephone		\$36.44	\$0.00	\$36.44	05/26/21	11900	ASCUCK	\$0.00
928 634 7943 Phone, GG		1.11.6265 - Telephone		\$171.95	\$0.00	\$171.95	05/26/21	11900	ASCUCK	\$0.00
928 634 8992 Phone, PD		1.13.6265 - Telephone		\$175.51	\$0.00	\$175.51	05/26/21	11900	ASCUCK	\$0.00
928 639 0574 Phone, LB		1.15.6265 - Telephone		\$85.79	\$0.00	\$85.79	05/26/21	11900	ASCUCK	\$0.00
928 649 2776 Phone, PD		1.13.6265 - Telephone		\$42.36	\$0.00	\$42.36	05/26/21	11900	ASCUCK	\$0.00
928 649 3034 Phone, FD		1.14.6265 - Telephone		\$132.80	\$0.00	\$132.80	05/26/21	11900	ASCUCK	\$0.00
928 649 3250 Phone, CT		1.12.6265 - Telephone		\$75.04	\$0.00	\$75.04	05/26/21	11900	ASCUCK	\$0.00
INVOICE 52621MA3 TOTALS:				\$719.89	\$0.00	\$719.89				\$0.00
CENTURY LINK TOTALS:				\$719.89	\$0.00	\$719.89				\$0.00
VENDOR: 185 - COTTONWOOD EXPRESS LUBE										\$0.00
5621MA2	05/05/21	05/05/21	05/05/21							
Inv 65689 Oil Change Unit 26		1.13.6220 - Rep and Maint - Vehicles		\$46.07	\$0.00	\$46.07	05/06/21	11847	ASCUCK	\$0.00
INVOICE 5621MA2 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
51821MA2	05/18/21	05/18/21	05/18/21							
C10253, CT1221-01, Inv 17209 Copier		1.11.6191 - Copier & Equip Lease Expense		\$312.19	\$0.00	\$312.19	05/18/21	11882	ASCUCK	\$0.00
INVOICE 51821MA2 TOTALS:				\$312.19	\$0.00	\$312.19				\$0.00
SMART DOCUMENT SOLUTIONS TOTALS:				\$312.19	\$0.00	\$312.19				\$0.00
VENDOR: 204 - SEDONA RECYCLES, INC										\$0.00
5621MA9	05/05/21	05/05/21	05/05/21							
Recycling Services, Inv JEROME 521		2.52.6111 - Recycling Contract Exp		\$240.00	\$0.00	\$240.00	05/06/21	11848	ASCUCK	\$0.00
INVOICE 5621MA9 TOTALS:				\$240.00	\$0.00	\$240.00				\$0.00
SEDONA RECYCLES, INC TOTALS:				\$240.00	\$0.00	\$240.00				\$0.00
VENDOR: 207 - HOME DEPOT CREDIT SERVICES										\$0.00
5621MA20	05/06/21	05/06/21	05/26/21							
3429, H0452-1731972302 Chain Link		2.51.6230 - Rep and Maint - Infrastructure		\$226.49	\$0.00	\$226.49	05/06/21	11849	ASCUCK	\$0.00
3429, 543574 Spark Plug, Air Filter		1.17.6250 - Small Tools and Equipment		\$16.31	\$0.00	\$16.31	05/06/21	11849	ASCUCK	\$0.00
3429, 9524126 Tension Bar, Rail Sle		2.51.6230 - Rep and Maint - Infrastructure		\$41.84	\$0.00	\$41.84	05/06/21	11849	ASCUCK	\$0.00
3429, 8020466 Chain Link, Gates		2.50.6230 - Rep and Maint - Infrastructure		\$192.39	\$0.00	\$192.39	05/06/21	11849	ASCUCK	\$0.00
3429, 4030054 Pipe		2.50.6230 - Rep and Maint - Infrastructure		\$44.47	\$0.00	\$44.47	05/06/21	11849	ASCUCK	\$0.00
3429, 3030167 Trex, Paint, Blocks		1.18.6230 - Rep and Maint - Infrastructure		\$294.23	\$0.00	\$294.23	05/06/21	11849	ASCUCK	\$0.00
3429, WM35798006590984 Snowblower		1.18.6215 - R&M Building - Properties		\$768.94	\$0.00	\$768.94	05/06/21	11849	ASCUCK	\$0.00

Town of Jerome

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

Ledger as of : 5/1/2021 to 5/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
3429, WM35798004333124 Warranty		1.18.6215 - R&M Building - Properties		\$100.00	\$0.00	\$100.00	05/06/21	11849	ASCUCK	\$0.00
3429, 9031261 Concrete		2.50.6230 - Rep and Maint - Infrastructure		\$37.87	\$0.00	\$37.87	05/06/21	11849	ASCUCK	\$0.00
3429, 3513148 Chain Link Bank, Bolt		2.50.6230 - Rep and Maint - Infrastructure		\$13.49	\$0.00	\$13.49	05/06/21	11849	ASCUCK	\$0.00
INVOICE 5621MA20 TOTALS:				\$1,736.03	\$0.00	\$1,736.03				\$0.00
HOME DEPOT CREDIT SERVICES TOTALS:				\$1,736.03	\$0.00	\$1,736.03				\$0.00
VENDOR: 218 - VERIZON WIRELESS										\$0.00
5621MA10	05/05/21	05/05/21	05/30/21							
928 300 5987 PZ		1.16.6265 - Telephone		\$48.98	\$0.00	\$48.98	05/06/21	11851	ASCUCK	\$0.00
928 300 8701 FD		1.14.6265 - Telephone		\$55.03	\$0.00	\$55.03	05/06/21	11851	ASCUCK	\$0.00
928 821 0133 Shuttle		1.11.6265 - Telephone		\$33.19	\$0.00	\$33.19	05/06/21	11851	ASCUCK	\$0.00
928 963 4958 FD		1.14.6265 - Telephone		\$10.46	\$0.00	\$10.46	05/06/21	11851	ASCUCK	\$0.00
Access Charges FD		1.14.6265 - Telephone		\$32.20	\$0.00	\$32.20	05/06/21	11851	ASCUCK	\$0.00
Access Charges PZ		1.16.6265 - Telephone		\$16.10	\$0.00	\$16.10	05/06/21	11851	ASCUCK	\$0.00
Access Charges GG		1.11.6265 - Telephone		\$16.10	\$0.00	\$16.10	05/06/21	11851	ASCUCK	\$0.00
INVOICE 5621MA10 TOTALS:				\$212.06	\$0.00	\$212.06				\$0.00
5621MA11	05/05/21	05/05/21	05/30/21							
928 301 4380 PD		1.13.6265 - Telephone		\$50.37	\$0.00	\$50.37	05/06/21	11850	ASCUCK	\$0.00
928 301 9672 PD		1.13.6265 - Telephone		\$50.37	\$0.00	\$50.37	05/06/21	11850	ASCUCK	\$0.00
928 451 2174 Kiosk		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	05/06/21	11850	ASCUCK	\$0.00
928 451 2402 Kiosk		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	05/06/21	11850	ASCUCK	\$0.00
928 451 2436 Kiosk		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	05/06/21	11850	ASCUCK	\$0.00
928 821 0736 Kiosk		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	05/06/21	11850	ASCUCK	\$0.00
Access Charges PD		1.13.6265 - Telephone		\$161.00	\$0.00	\$161.00	05/06/21	11850	ASCUCK	\$0.00
INVOICE 5621MA11 TOTALS:				\$382.06	\$0.00	\$382.06				\$0.00
VERIZON WIRELESS TOTALS:				\$594.12	\$0.00	\$594.12				\$0.00
VENDOR: 224 - LEGEND										\$0.00
5621MA1	05/05/21	05/05/21	06/04/21							
Acct 00-0001475, Inv. 2106396, Wate		2.50.6240 - Service Tests/System Testing		\$15.00	\$0.00	\$15.00	05/06/21	11852	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2106396, Sewe		2.51.6240 - Service Tests/System Testing		\$515.40	\$0.00	\$515.40	05/06/21	11852	ASCUCK	\$0.00
INVOICE 5621MA1 TOTALS:				\$530.40	\$0.00	\$530.40				\$0.00
51321MA13	05/12/21	05/12/21	06/11/21							
Acct 00-0001475, Inv. 2106188		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	05/12/21	11870	ASCUCK	\$0.00
INVOICE 51321MA13 TOTALS:				\$75.00	\$0.00	\$75.00				\$0.00
51821MA8	05/18/21	05/18/21	06/17/21							
Acct 00-0001475, Inv. 2107133		2.51.6240 - Service Tests/System Testing		\$101.40	\$0.00	\$101.40	05/18/21	11883	ASCUCK	\$0.00
INVOICE 51821MA8 TOTALS:				\$101.40	\$0.00	\$101.40				\$0.00
52621MA5	05/26/21	05/26/21	06/25/21							
Acct 00-0001475, Inv. 2107625 Water		2.50.6240 - Service Tests/System Testing		\$15.00	\$0.00	\$15.00	05/26/21	11901	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2107625 Sewer		2.51.6240 - Service Tests/System Testing		\$245.00	\$0.00	\$245.00	05/26/21	11901	ASCUCK	\$0.00

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

Ledger as of : 5/1/2021 to 5/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
INVOICE 52621MA5 TOTALS:				\$260.00	\$0.00	\$260.00				\$0.00
LEGEND TOTALS:				\$966.80	\$0.00	\$966.80				\$0.00
VENDOR: 237 - UNISOURCE ENERGY SERVICES										\$0.00
51821MA6	05/18/21	05/18/21	06/07/21							
4353340 Town Yard		1.18.6285 - Utilities		\$61.80	\$0.00	\$61.80	05/18/21	11884	ASCUCK	\$0.00
0559820 Fire Station		1.18.6285 - Utilities		\$38.52	\$0.00	\$38.52	05/18/21	11884	ASCUCK	\$0.00
7505930 Civic Center		1.18.6285 - Utilities		\$93.02	\$0.00	\$93.02	05/18/21	11884	ASCUCK	\$0.00
6937260 Police Station		1.18.6285 - Utilities		\$21.78	\$0.00	\$21.78	05/18/21	11884	ASCUCK	\$0.00
2353340 Co-Op		1.18.6285 - Utilities		\$21.78	\$0.00	\$21.78	05/18/21	11884	ASCUCK	\$0.00
INVOICE 51821MA6 TOTALS:				\$236.90	\$0.00	\$236.90				\$0.00
UNISOURCE ENERGY SERVICES TOTALS:				\$236.90	\$0.00	\$236.90				\$0.00
VENDOR: 238 - VERDE VALLEY HARDWARE										\$0.00
5621MA22	05/06/21	05/06/21	05/21/21							
2860, Inv 29839 Paint, Fastners, Bi		1.17.6230 - Rep and Maint - Infrastructure		\$4.96	\$0.00	\$4.96	05/06/21	11853	ASCUCK	\$0.00
2860, Inv 29839 Paint, Fastners, Bi		1.18.6230 - Rep and Maint - Infrastructure		\$4.96	\$0.00	\$4.96	05/06/21	11853	ASCUCK	\$0.00
2860, Inv 29839 Paint, Fastners, Bi		2.50.6230 - Rep and Maint - Infrastructure		\$4.96	\$0.00	\$4.96	05/06/21	11853	ASCUCK	\$0.00
2860, Inv 29839 Paint, Fastners, Bi		2.51.6230 - Rep and Maint - Infrastructure		\$4.96	\$0.00	\$4.96	05/06/21	11853	ASCUCK	\$0.00
2860, Inv 29839 Paint, Fastners, Bi		2.52.6230 - R&M Trash - Infrastructure		\$4.98	\$0.00	\$4.98	05/06/21	11853	ASCUCK	\$0.00
2860, Inv 29839 Paint, Fastners, Bi		3.30.6230 - Rep and Maint - Infrastructure		\$4.96	\$0.00	\$4.96	05/06/21	11853	ASCUCK	\$0.00
2860, Inv 29877 Hardware/Handicap R		7.25.6276 - Wildlands Exp - Contingency		\$76.82	\$0.00	\$76.82	05/06/21	11853	ASCUCK	\$0.00
2860, Inv 29950 Rakes		1.17.6250 - Small Tools and Equipment		\$29.64	\$0.00	\$29.64	05/06/21	11853	ASCUCK	\$0.00
2860, Inv 30073 Handicap Ramp Suppl		7.25.6276 - Wildlands Exp - Contingency		\$83.42	\$0.00	\$83.42	05/06/21	11853	ASCUCK	\$0.00
2860, Inv 30099 Paint, Faucet, Sign		1.18.6195 - Operating Supplies - Properties		\$43.86	\$0.00	\$43.86	05/06/21	11853	ASCUCK	\$0.00
2860, Inv 30127 Adaptor, Coupling		7.25.6276 - Wildlands Exp - Contingency		\$9.43	\$0.00	\$9.43	05/06/21	11853	ASCUCK	\$0.00
2860, Inv 30173 Faucet		2.50.6215 - R&M Building - Water		\$14.27	\$0.00	\$14.27	05/06/21	11853	ASCUCK	\$0.00
2860, Inv 30415 Couplers		2.51.6230 - Rep and Maint - Infrastructure		\$28.09	\$0.00	\$28.09	05/06/21	11853	ASCUCK	\$0.00
2860, Inv 30434 Steel/Handicap Ramp		7.25.6276 - Wildlands Exp - Contingency		\$97.89	\$0.00	\$97.89	05/06/21	11853	ASCUCK	\$0.00
INVOICE 5621MA22 TOTALS:				\$413.20	\$0.00	\$413.20				\$0.00
VERDE VALLEY HARDWARE TOTALS:				\$413.20	\$0.00	\$413.20				\$0.00
VENDOR: 247 - HILL BROTHERS CHEMICAL CO										\$0.00
51321MA11	05/12/21	05/12/21	06/11/21							
4842000, Inv 07090646 Supplies, Wat		2.50.6195 - Operating Supplies - Water		\$1,726.03	\$0.00	\$1,726.03	05/12/21	11871	ASCUCK	\$0.00
INVOICE 51321MA11 TOTALS:				\$1,726.03	\$0.00	\$1,726.03				\$0.00
HILL BROTHERS CHEMICAL CO TOTALS:				\$1,726.03	\$0.00	\$1,726.03				\$0.00
VENDOR: 252 - NAPA AUTO PARTS										\$0.00
5621MA21	05/06/21	05/06/21	05/26/21							
31380, Inv 252732 Battery E-111		1.14.6220 - Rep and Maint - Vehicles		\$746.94	\$0.00	\$746.94	05/06/21	11854	ASCUCK	\$0.00
31380, Inv 252839 Core Return Batte		1.14.6220 - Rep and Maint - Vehicles		(\$118.64)	\$0.00	(\$118.64)	05/06/21	11854	ASCUCK	\$0.00

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

Ledger as of : 5/1/2021 to 5/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
31380, Inv 252733 Battery Charger		1.14.6220 - Rep and Maint - Vehicles		\$61.51	\$0.00	\$61.51	05/06/21	11854	ASCUCK	\$0.00
31380, Inv 254186 Antifreeze, Delo		2.52.6220 - Rep and Maint - Vehicles		\$70.26	\$0.00	\$70.26	05/06/21	11854	ASCUCK	\$0.00
31380, Inv 254410 Argon/CO, Welding		7.25.6276 - Wildlands Exp - Contingency		\$106.24	\$0.00	\$106.24	05/06/21	11854	ASCUCK	\$0.00
31380, Inv 254483 Radiator Cap		2.52.6220 - Rep and Maint - Vehicles		\$16.80	\$0.00	\$16.80	05/06/21	11854	ASCUCK	\$0.00
31380, Inv 254921 Anti-freeze Reser		2.52.6220 - Rep and Maint - Vehicles		\$136.97	\$0.00	\$136.97	05/06/21	11854	ASCUCK	\$0.00
31380, Inv 255356 Argon/CO Mix		7.25.6276 - Wildlands Exp - Contingency		\$64.51	\$0.00	\$64.51	05/06/21	11854	ASCUCK	\$0.00
INVOICE 5621MA21 TOTALS:				\$1,084.59	\$0.00	\$1,084.59				\$0.00
NAPA AUTO PARTS TOTALS:				\$1,084.59	\$0.00	\$1,084.59				\$0.00
VENDOR: 254 - VERDE VALLEY NEWSPAPERS										\$0.00
52621MA31	05/26/21	05/26/21	06/05/21							
11366, Order#611429 Legal Notice		1.16.6105 - Advertising, Printing, & Publishir		\$17.15	\$0.00	\$17.15	05/26/21	11911	ASCUCK	\$0.00
11366, Order#611426 Legal Notice		1.16.6105 - Advertising, Printing, & Publishir		\$16.30	\$0.00	\$16.30	05/26/21	11911	ASCUCK	\$0.00
INVOICE 52621MA31 TOTALS:				\$33.45	\$0.00	\$33.45				\$0.00
VERDE VALLEY NEWSPAPERS TOTALS:				\$33.45	\$0.00	\$33.45				\$0.00
VENDOR: 255 - CITY OF COTTONWOOD										\$0.00
51321MA3	05/12/21	05/12/21	05/12/21							
Inv 4280 Dispatch Fees FD		1.14.6120 - Dispatch Fees		\$533.67	\$0.00	\$533.67	05/12/21	11872	ASCUCK	\$0.00
INVOICE 51321MA3 TOTALS:				\$533.67	\$0.00	\$533.67				\$0.00
CITY OF COTTONWOOD TOTALS:				\$533.67	\$0.00	\$533.67				\$0.00
VENDOR: 265 - CONTRACT WASTEWATER OPERATIONS										\$0.00
5621MA7	05/05/21	05/05/21	05/30/21							
Inv 1014898 Spring Maintenance		2.50.6110 - Contract Services		\$900.00	\$0.00	\$900.00	05/06/21	11855	ASCUCK	\$0.00
Inv 1014898 WWTP Maintenance		2.51.6110 - Contract Services		\$3,200.00	\$0.00	\$3,200.00	05/06/21	11855	ASCUCK	\$0.00
Inv 1014898 Install Lid for Twin Sp		2.50.6230 - Rep and Maint - Infrastructure		\$350.00	\$0.00	\$350.00	05/06/21	11855	ASCUCK	\$0.00
Inv 1014898 Supplies for Twin Sprin		2.50.6230 - Rep and Maint - Infrastructure		\$26.20	\$0.00	\$26.20	05/06/21	11855	ASCUCK	\$0.00
INVOICE 5621MA7 TOTALS:				\$4,476.20	\$0.00	\$4,476.20				\$0.00
CONTRACT WASTEWATER OPERATIONS TOTALS:				\$4,476.20	\$0.00	\$4,476.20				\$0.00
VENDOR: 300 - REESE'S TIRE & AUTOTIRE PROS										\$0.00
51821MA1	05/18/21	05/18/21	06/17/21							
Inv 68437 Gator Dismount/Mount, Par		1.17.6220 - Rep and Maint - Vehicles		\$15.10	\$0.00	\$15.10	05/18/21	11885	ASCUCK	\$0.00
Inv 68437 Gator Dismount/Mount, Pro		1.18.6220 - Rep and Maint - Vehicles		\$15.10	\$0.00	\$15.10	05/18/21	11885	ASCUCK	\$0.00
Inv 68437 Gator Dismount/Mount, Wat		2.50.6220 - Rep and Maint - Vehicles		\$15.10	\$0.00	\$15.10	05/18/21	11885	ASCUCK	\$0.00
Inv 68437 Gator Dismount/Mount, Sew		2.51.6220 - Rep and Maint - Vehicles		\$15.10	\$0.00	\$15.10	05/18/21	11885	ASCUCK	\$0.00
Inv 68437 Gator Dismount/Mount, Tra		2.52.6220 - Rep and Maint - Vehicles		\$15.10	\$0.00	\$15.10	05/18/21	11885	ASCUCK	\$0.00
Inv 68437 Gator Dismount/Mount, HUR		3.30.6220 - Rep and Maint - Vehicles		\$12.50	\$0.00	\$12.50	05/18/21	11885	ASCUCK	\$0.00
Inv 68437 Gator Dismount/Mount, HUR		3.30.6220 - Rep and Maint - Vehicles		\$2.64	\$0.00	\$2.64	05/18/21	11885	ASCUCK	\$0.00
INVOICE 51821MA1 TOTALS:				\$90.64	\$0.00	\$90.64				\$0.00

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

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Description		Account									
<b>52621MA16</b>	<b>05/26/21</b>	<b>05/26/21</b>	<b>06/25/21</b>								
Inv 68722 Tire Repair, Trash		2.52.6220 - Rep and Maint - Vehicles			\$25.75	\$0.00	\$25.75	05/26/21	11902	ASCUCK	\$0.00
<b>INVOICE 52621MA16 TOTALS:</b>					<b>\$25.75</b>	<b>\$0.00</b>	<b>\$25.75</b>				<b>\$0.00</b>
<b>REESE'S TIRE &amp; AUTOTIRE PROS TOTALS:</b>					<b>\$116.39</b>	<b>\$0.00</b>	<b>\$116.39</b>				<b>\$0.00</b>
<b>VENDOR: 356 - SMELTER CITY IRON WORKS, LTD</b>											<b>\$0.00</b>
<b>51321MA10</b>	<b>05/12/21</b>	<b>05/12/21</b>	<b>06/11/21</b>								
Inv78874 Misc. Iron for Handicap Ra		7.25.6276 - Wildlands Exp - Contingency			\$438.87	\$0.00	\$438.87	05/12/21	11873	ASCUCK	\$0.00
<b>INVOICE 51321MA10 TOTALS:</b>					<b>\$438.87</b>	<b>\$0.00</b>	<b>\$438.87</b>				<b>\$0.00</b>
<b>SMELTER CITY IRON WORKS, LTD TOTALS:</b>					<b>\$438.87</b>	<b>\$0.00</b>	<b>\$438.87</b>				<b>\$0.00</b>
<b>VENDOR: 384 - USA BLUE BOOK</b>											<b>\$0.00</b>
<b>52621MA18</b>	<b>05/26/21</b>	<b>05/26/21</b>	<b>06/25/21</b>								
959133 Inv 593105 Indicator Solutio		2.51.6195 - Operating Supplies - Sewer			\$295.54	\$0.00	\$295.54	05/26/21	11903	ASCUCK	\$0.00
<b>INVOICE 52621MA18 TOTALS:</b>					<b>\$295.54</b>	<b>\$0.00</b>	<b>\$295.54</b>				<b>\$0.00</b>
<b>USA BLUE BOOK TOTALS:</b>					<b>\$295.54</b>	<b>\$0.00</b>	<b>\$295.54</b>				<b>\$0.00</b>
<b>VENDOR: 387 - NEXTCARE URGENT CARE</b>											<b>\$0.00</b>
<b>5621MA17</b>	<b>05/06/21</b>	<b>05/06/21</b>	<b>06/05/21</b>								
1000002586938 Vaccinations, Parks		1.17.6185 - Miscellaneous			\$9.16	\$0.00	\$9.16	05/06/21	11856	ASCUCK	\$0.00
1000002586938 Vaccinations, Prop		1.18.6185 - Miscellaneous			\$9.16	\$0.00	\$9.16	05/06/21	11856	ASCUCK	\$0.00
1000002586938 Vaccinations, Water		2.50.6185 - Miscellaneous			\$9.16	\$0.00	\$9.16	05/06/21	11856	ASCUCK	\$0.00
1000002586938 Vaccinations, Sewer		2.51.6185 - Miscellaneous			\$9.16	\$0.00	\$9.16	05/06/21	11856	ASCUCK	\$0.00
1000002586938 Vaccinations, Trash		2.52.6185 - Miscellaneous			\$9.16	\$0.00	\$9.16	05/06/21	11856	ASCUCK	\$0.00
1000002586938 Vaccinations, HURF		3.30.6185 - Miscellaneous			\$9.20	\$0.00	\$9.20	05/06/21	11856	ASCUCK	\$0.00
<b>INVOICE 5621MA17 TOTALS:</b>					<b>\$55.00</b>	<b>\$0.00</b>	<b>\$55.00</b>				<b>\$0.00</b>
<b>NEXTCARE URGENT CARE TOTALS:</b>					<b>\$55.00</b>	<b>\$0.00</b>	<b>\$55.00</b>				<b>\$0.00</b>
<b>VENDOR: 427 - MUNICIPAL EMERGENCY SERVICES</b>											<b>\$0.00</b>
<b>52621MA22</b>	<b>05/26/21</b>	<b>05/26/21</b>	<b>06/25/21</b>								
Inv IN1580984 100 Club Grant, FD		5.40.6238 - Fire Dept Exp - Opr Grants			\$4,772.76	\$0.00	\$4,772.76	05/26/21	11904	ASCUCK	\$0.00
<b>INVOICE 52621MA22 TOTALS:</b>					<b>\$4,772.76</b>	<b>\$0.00</b>	<b>\$4,772.76</b>				<b>\$0.00</b>
<b>MUNICIPAL EMERGENCY SERVICES TOTALS:</b>					<b>\$4,772.76</b>	<b>\$0.00</b>	<b>\$4,772.76</b>				<b>\$0.00</b>
<b>VENDOR: 431 - EXPRESS AUTOMOTIVE</b>											<b>\$0.00</b>
<b>52621MA20</b>	<b>05/26/21</b>	<b>05/26/21</b>	<b>06/25/21</b>								
Inv32604 Rack/Pinion, PD Tahoe Labo		1.13.6220 - Rep and Maint - Vehicles			\$366.20	\$0.00	\$366.20	05/26/21	11905	ASCUCK	\$0.00
Inv32604 Rack/Pinion, PD Tahoe Part		1.13.6220 - Rep and Maint - Vehicles			\$798.54	\$0.00	\$798.54	05/26/21	11905	ASCUCK	\$0.00
<b>INVOICE 52621MA20 TOTALS:</b>					<b>\$1,164.74</b>	<b>\$0.00</b>	<b>\$1,164.74</b>				<b>\$0.00</b>

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Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
EXPRESS AUTOMOTIVE TOTALS:					\$1,164.74	\$0.00	\$1,164.74				\$0.00
VENDOR: 450 - #1 FOOD STORE											\$0.00
51321MA1	05/12/21	05/12/21	05/12/21								
Fuel, FD		1.14.6145 - Fuel			\$353.09	\$0.00	\$353.09	05/12/21	11874	ASCUCK	\$0.00
Fuel, PD		1.13.6145 - Fuel			\$30.06	\$0.00	\$30.06	05/12/21	11874	ASCUCK	\$0.00
INVOICE 51321MA1 TOTALS:					\$383.15	\$0.00	\$383.15				\$0.00
#1 FOOD STORE TOTALS:					\$383.15	\$0.00	\$383.15				\$0.00
VENDOR: 502 - DANA KEPNER CO											\$0.00
5621MA4	05/05/21	05/05/21	06/04/21								
5124, Inv9024528 Romac		2.50.6230 - Rep and Maint - Infrastructure			\$1,004.40	\$0.00	\$1,004.40	05/06/21	11857	ASCUCK	\$0.00
5124, Inv9025702 PVC Reducer		2.51.6230 - Rep and Maint - Infrastructure			\$72.54	\$0.00	\$72.54	05/06/21	11857	ASCUCK	\$0.00
5124, Inv9024627 Sensus Meter Reade		2.50.6225 - Rep and Maint - Equipment			\$4,247.08	\$0.00	\$4,247.08	05/06/21	11857	ASCUCK	\$0.00
INVOICE 5621MA4 TOTALS:					\$5,324.02	\$0.00	\$5,324.02				\$0.00
DANA KEPNER CO TOTALS:					\$5,324.02	\$0.00	\$5,324.02				\$0.00
VENDOR: 595 - FDC RESCUE PRODUCTS											\$0.00
51321MA9	05/12/21	05/12/21	06/11/21								
Inv 8394 Encapsulator Agent FD		7.25.6276 - Wildlands Exp - Contingency			\$1,084.67	\$0.00	\$1,084.67	05/12/21	11875	ASCUCK	\$0.00
INVOICE 51321MA9 TOTALS:					\$1,084.67	\$0.00	\$1,084.67				\$0.00
FDC RESCUE PRODUCTS TOTALS:					\$1,084.67	\$0.00	\$1,084.67				\$0.00
VENDOR: 622 - RURAL WATER ASSOCIATION OF AZ											\$0.00
51821MA5	05/18/21	05/18/21	06/17/21								
Inv 1931 Annual Membership		1.11.6125 - Dues, Subs & Memberships			\$222.00	\$0.00	\$222.00	05/18/21	11886	ASCUCK	\$0.00
INVOICE 51821MA5 TOTALS:					\$222.00	\$0.00	\$222.00				\$0.00
RURAL WATER ASSOCIATION OF AZ TOTALS:					\$222.00	\$0.00	\$222.00				\$0.00
VENDOR: 624 - GARY SHAPIRO											\$0.00
5621MA30	05/06/21	05/06/21	06/05/21								
Labor to Repair Water Heater in Tow		1.18.6215 - R&M Building - Properties			\$132.00	\$0.00	\$132.00	05/06/21	11865	ASCUCK	\$0.00
Parts to Repair Water Heater in Tow		1.18.6215 - R&M Building - Properties			\$81.19	\$0.00	\$81.19	05/06/21	11865	ASCUCK	\$0.00
INVOICE 5621MA30 TOTALS:					\$213.19	\$0.00	\$213.19				\$0.00
GARY SHAPIRO TOTALS:					\$213.19	\$0.00	\$213.19				\$0.00
VENDOR: 663 - TOWN OF JEROME											\$0.00
5621MA14	05/06/21	05/06/21	05/06/21								
Monthly P&I Sewer Bond Transfer		1.10.2999 - Suspense Account			\$1,450.00	\$0.00	\$1,450.00	05/06/21	11859	ASCUCK	\$0.00
INVOICE 5621MA14 TOTALS:					\$1,450.00	\$0.00	\$1,450.00				\$0.00

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

Ledger as of : 5/1/2021 to 5/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
<b>5621MA15</b>	<b>05/06/21</b>	<b>05/06/21</b>	<b>05/06/21</b>								
Monthly R&E Sewer Bond Transfer		1.10.2999 - Suspense Account			\$455.00	\$0.00	\$455.00	05/06/21	11858	ASCUCK	\$0.00
<b>INVOICE 5621MA15 TOTALS:</b>					<b>\$455.00</b>	<b>\$0.00</b>	<b>\$455.00</b>				<b>\$0.00</b>
<b>52621MA12</b>	<b>05/26/21</b>	<b>05/26/21</b>	<b>05/26/21</b>								
Additional Funds To Pay-Off Sewer B		1.10.2999 - Suspense Account			\$11,350.00	\$0.00	\$11,350.00	05/26/21	11906	ASCUCK	\$0.00
<b>INVOICE 52621MA12 TOTALS:</b>					<b>\$11,350.00</b>	<b>\$0.00</b>	<b>\$11,350.00</b>				<b>\$0.00</b>
<b>TOWN OF JEROME TOTALS:</b>					<b>\$13,255.00</b>	<b>\$0.00</b>	<b>\$13,255.00</b>				<b>\$0.00</b>
<b>VENDOR: 725 - DIESEL DIRECT WEST</b>											<b>\$0.00</b>
<b>51321MA4</b>	<b>05/12/21</b>	<b>05/12/21</b>	<b>05/27/21</b>								
18583, Inv 84020078 Fuel, Water		2.50.6145 - Fuel			\$19.72	\$0.00	\$19.72	05/12/21	11876	ASCUCK	\$0.00
18583, Inv 84020078 Fuel, Sewer		2.51.6145 - Fuel			\$19.72	\$0.00	\$19.72	05/12/21	11876	ASCUCK	\$0.00
18583, Inv 84020078 Fuel, Trash		2.52.6145 - Fuel			\$157.82	\$0.00	\$157.82	05/12/21	11876	ASCUCK	\$0.00
<b>INVOICE 51321MA4 TOTALS:</b>					<b>\$197.26</b>	<b>\$0.00</b>	<b>\$197.26</b>				<b>\$0.00</b>
<b>52621MA1</b>	<b>05/26/21</b>	<b>05/26/21</b>	<b>06/10/21</b>								
18583, Inv 84037378 Fuel, Water		2.50.6145 - Fuel			\$26.11	\$0.00	\$26.11	05/26/21	11907	ASCUCK	\$0.00
18583, Inv 84037378 Fuel, Sewer		2.51.6145 - Fuel			\$26.11	\$0.00	\$26.11	05/26/21	11907	ASCUCK	\$0.00
18583, Inv 84037378 Fuel, Trash		2.52.6145 - Fuel			\$208.91	\$0.00	\$208.91	05/26/21	11907	ASCUCK	\$0.00
<b>INVOICE 52621MA1 TOTALS:</b>					<b>\$261.13</b>	<b>\$0.00</b>	<b>\$261.13</b>				<b>\$0.00</b>
<b>DIESEL DIRECT WEST TOTALS:</b>					<b>\$458.39</b>	<b>\$0.00</b>	<b>\$458.39</b>				<b>\$0.00</b>
<b>VENDOR: 735 - FOUR-D LLC</b>											<b>\$0.00</b>
<b>5621MA6</b>	<b>05/05/21</b>	<b>05/05/21</b>	<b>06/04/21</b>								
Inv 798 IT Work Completed April 202		1.11.6193 - Computer Hardware & Service			\$400.00	\$0.00	\$400.00	05/06/21	11860	ASCUCK	\$0.00
<b>INVOICE 5621MA6 TOTALS:</b>					<b>\$400.00</b>	<b>\$0.00</b>	<b>\$400.00</b>				<b>\$0.00</b>
<b>51821MA3</b>	<b>05/18/21</b>	<b>05/18/21</b>	<b>06/17/21</b>								
Inv 798 IT Work April 2021		1.11.6193 - Computer Hardware & Service			\$400.00	\$0.00	\$400.00	05/18/21	11887	ASCUCK	\$0.00
<b>INVOICE 51821MA3 TOTALS:</b>					<b>\$400.00</b>	<b>\$0.00</b>	<b>\$400.00</b>				<b>\$0.00</b>
<b>FOUR-D LLC TOTALS:</b>					<b>\$800.00</b>	<b>\$0.00</b>	<b>\$800.00</b>				<b>\$0.00</b>
<b>VENDOR: 747 - TOWN OF JEROME PR</b>											<b>\$0.00</b>
<b>5621MA13</b>	<b>05/06/21</b>	<b>05/06/21</b>	<b>05/06/21</b>								
Monthly Payroll Transfer		1.10.2999 - Suspense Account			\$90,000.00	\$0.00	\$90,000.00	05/06/21	11861	ASCUCK	\$0.00
<b>INVOICE 5621MA13 TOTALS:</b>					<b>\$90,000.00</b>	<b>\$0.00</b>	<b>\$90,000.00</b>				<b>\$0.00</b>
<b>TOWN OF JEROME PR TOTALS:</b>					<b>\$90,000.00</b>	<b>\$0.00</b>	<b>\$90,000.00</b>				<b>\$0.00</b>
<b>VENDOR: 748 - SIMS MACKIN, LTD</b>											<b>\$0.00</b>
<b>52621MA32</b>	<b>05/26/21</b>	<b>05/26/21</b>	<b>06/25/21</b>								
Inv 31216 Legal, GG		1.11.6170 - Legal Exp - Gen Gov			\$1,969.50	\$0.00	\$1,969.50	05/26/21	11912	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 : 5/1/2021 to 5/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description			Account								
Inv 31216 Legal, PZ			1.16.6170 - Legal Exp - P&Z		\$370.50	\$0.00	\$370.50	05/26/21	11912	ASCUCK	\$0.00
INVOICE 52621MA32 TOTALS:					<u>\$2,340.00</u>	<u>\$0.00</u>	<u>\$2,340.00</u>				<u>\$0.00</u>
SIMS MACKIN, LTD TOTALS:					<u>\$2,340.00</u>	<u>\$0.00</u>	<u>\$2,340.00</u>				<u>\$0.00</u>
VENDOR: 793 - TOWN OF JEROME - UTILITIES											\$0.00
5621MA18	05/06/21	05/06/21	06/05/21								
7002-01 Town Hall			1.18.6285 - Utilities		\$216.90	\$0.00	\$216.90	05/06/21	11862	ASCUCK	\$0.00
7015-01 Fire Station			1.18.6285 - Utilities		\$137.56	\$0.00	\$137.56	05/06/21	11862	ASCUCK	\$0.00
7031-01 Library			1.18.6285 - Utilities		\$137.56	\$0.00	\$137.56	05/06/21	11862	ASCUCK	\$0.00
7054-01 Police Station			1.18.6285 - Utilities		\$177.32	\$0.00	\$177.32	05/06/21	11862	ASCUCK	\$0.00
7060-01 Town Yard			1.18.6285 - Utilities		\$137.56	\$0.00	\$137.56	05/06/21	11862	ASCUCK	\$0.00
INVOICE 5621MA18 TOTALS:					<u>\$806.90</u>	<u>\$0.00</u>	<u>\$806.90</u>				<u>\$0.00</u>
TOWN OF JEROME - UTILITIES TOTALS:					<u>\$806.90</u>	<u>\$0.00</u>	<u>\$806.90</u>				<u>\$0.00</u>
VENDOR: 806 - PRESCOTT LAW GROUP, PLC											\$0.00
51321MA8	05/12/21	05/12/21	06/11/21								
2011-00019 Inv 4166 Legal, PD			1.13.6172 - Prosecutor Exp		\$1,444.00	\$0.00	\$1,444.00	05/12/21	11877	ASCUCK	\$0.00
INVOICE 51321MA8 TOTALS:					<u>\$1,444.00</u>	<u>\$0.00</u>	<u>\$1,444.00</u>				<u>\$0.00</u>
PRESCOTT LAW GROUP, PLC TOTALS:					<u>\$1,444.00</u>	<u>\$0.00</u>	<u>\$1,444.00</u>				<u>\$0.00</u>
VENDOR: 952 - KAIROS HEALTH ARIZONA, INC.											\$0.00
51321MA6	05/12/21	05/12/21	06/11/21								
Health Insurance - May 2021 Billing			1.10.2406 - Health Insurance		\$16,930.53	\$0.00	\$16,930.53	05/12/21	11878	ASCUCK	\$0.00
INVOICE 51321MA6 TOTALS:					<u>\$16,930.53</u>	<u>\$0.00</u>	<u>\$16,930.53</u>				<u>\$0.00</u>
KAIROS HEALTH ARIZONA, INC. TOTALS:					<u>\$16,930.53</u>	<u>\$0.00</u>	<u>\$16,930.53</u>				<u>\$0.00</u>
VENDOR: 968 - PATRIOT DISPOSAL, INC.											\$0.00
5621MA8	05/05/21	05/05/21	06/04/21								
0040, Inv 3073 Ticket 239124			2.52.6165 - Landfill Tipping Fees		\$309.20	\$0.00	\$309.20	05/06/21	11863	ASCUCK	\$0.00
0040, Inv 3073 Ticket 239338			2.52.6165 - Landfill Tipping Fees		\$267.60	\$0.00	\$267.60	05/06/21	11863	ASCUCK	\$0.00
0040, Inv 3073 Ticket 239732			2.52.6165 - Landfill Tipping Fees		\$394.40	\$0.00	\$394.40	05/06/21	11863	ASCUCK	\$0.00
0040, Inv 3073 Ticket 240212			2.52.6165 - Landfill Tipping Fees		\$470.80	\$0.00	\$470.80	05/06/21	11863	ASCUCK	\$0.00
0040, Inv 3073 Ticket 240673			2.52.6165 - Landfill Tipping Fees		\$480.00	\$0.00	\$480.00	05/06/21	11863	ASCUCK	\$0.00
INVOICE 5621MA8 TOTALS:					<u>\$1,922.00</u>	<u>\$0.00</u>	<u>\$1,922.00</u>				<u>\$0.00</u>
PATRIOT DISPOSAL, INC. TOTALS:					<u>\$1,922.00</u>	<u>\$0.00</u>	<u>\$1,922.00</u>				<u>\$0.00</u>
VENDOR: ONETIM - CRESTED CONSTRUCTION											\$0.00
52621MA17	05/26/21	05/26/21	06/25/21								
Refund Of Building Permit Fee			1.10.4040 - Building Permits		\$224.75	\$0.00	\$224.75	05/26/21	11908	ASCUCK	\$0.00
INVOICE 52621MA17 TOTALS:					<u>\$224.75</u>	<u>\$0.00</u>	<u>\$224.75</u>				<u>\$0.00</u>

Town of Jerome

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

Ledger as of : 5/1/2021 to 5/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
CRESTED CONSTRUCTION TOTALS:					\$224.75	\$0.00	\$224.75				\$0.00
VENDOR: ONETIM - MANDY WORTH											\$0.00
5621MA19	05/06/21	05/06/21	06/05/21								
Reimburse Mileage NACOG 2020		1.11.6275 - Travel			\$172.50	\$0.00	\$172.50	05/06/21	11864	ASCUCK	\$0.00
Reimburse Meal NACOG 2020		1.11.6116 - Training & Education			\$20.00	\$0.00	\$20.00	05/06/21	11864	ASCUCK	\$0.00
INVOICE 5621MA19 TOTALS:					\$192.50	\$0.00	\$192.50				\$0.00
MANDY WORTH TOTALS:					\$192.50	\$0.00	\$192.50				\$0.00
VENDOR: ONETIM - STEVE HANSBROUGH											\$0.00
51321MA14	05/12/21	05/12/21	06/11/21								
Partial Refund Of Citation #P17635		1.10.4065 - Police Services			\$13.75	\$0.00	\$13.75	05/12/21	11879	ASCUCK	\$0.00
INVOICE 51321MA14 TOTALS:					\$13.75	\$0.00	\$13.75				\$0.00
STEVE HANSBROUGH TOTALS:					\$13.75	\$0.00	\$13.75				\$0.00
VENDOR: ONETIM - SUSAN KLUDTKE											\$0.00
52621MA19	05/26/21	05/26/21	06/25/21								
Partial Refund of Citation P17708		1.10.4065 - Police Services			\$13.13	\$0.00	\$13.13	05/26/21	11909	ASCUCK	\$0.00
INVOICE 52621MA19 TOTALS:					\$13.13	\$0.00	\$13.13				\$0.00
SUSAN KLUDTKE TOTALS:					\$13.13	\$0.00	\$13.13				\$0.00
LEDGER TOTALS:					\$192,813.37	\$0.00	\$192,813.37				\$460.07

For the meeting of June 8, 2021

## MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

*Candace B. Gallagher, Town Manager/Clerk*

*My primary activity over the past month has been work on our FY22 budget and preparation for and participation in public budget meetings.*

Other activities have included:

- With Councilmember Jane Moore, attended meeting with Mike Krebs of PACE Engineering regarding sewer plant upgrades.
- With John Knight and Rosa Cays, met with IT consultant regarding live streaming options for Council and board meetings.
- As of report preparation date, plan to attend on June 3 countywide meeting of Mayors, Managers, Supervisors and Tribes.
- Continued attendance at various virtual meetings with local officials.
- Placed ad for shuttle driver at posting locations, website and Facebook page.
- Began process of updating Town Code and Zoning Ordinance with ordinances adopted to date.
- Continued maintenance of Town of Jerome website and Facebook page.
- Continued to meet and/or speak individually with residents, businesspeople, contracted professionals, members of the governing body, and staff regarding various issues.
- Continued to field and respond to day-to-day issues requiring my attention, including public records requests, Planning and Zoning issues, personnel matters and more.

**\*\* CONGRATULATIONS TO \*\***

**Deputy Clerk Rosa Cays**, who completed **four years** of service as of May 22.

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

*Candace*

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

	<b>FY2021 BUDGET</b>	<b>FY2021 actual</b>	<b>Budget +/-</b>	<b>FY2020 actual</b>	<b>Compared to prior year +/-</b>
July	60,300	84,065	23,765	88,280	(4,215)
August	63,200	81,343	18,143	94,652	(13,309)
September	57,100	77,127	20,027	77,333	(206)
October	76,500	89,557	13,057	94,743	(5,186)
November	86,300	107,091	20,791	106,938	153
December	65,500	102,005	36,505	103,563	(1,558)
January	69,200	72,290	3,090	82,098	(9,808)
February	50,800	74,062	23,262	72,541	1,521
March	60,000	97,302	37,302	84,006	13,296
April	94,700	133,377	38,677	61,358	72,019
May	96,400			17,842	
June	70,000			56,019	
<b>Total YTD</b>	<b>850,000</b>	<b>918,219</b>	<b>234,619</b>	<b>939,373</b>	<b>52,707</b>

# **TOWN OF JEROME, AZ**

## Comparison of Restaurant/Bar, Accomodation and Retail Sales Tax Revenues

FY2021 vs FY2020

	RESTAURANTS/BARS (Bus Class 11)			ACCOMMODATION (Bus Class 44/144/325/344)			RETAIL (Bus Class 17)		
	FY2021 actual	FY2020 actual	+/-	FY2021 actual	FY2020 actual	+/-	FY2021 actual	FY2020 actual	+/-
July	30,997	39,559	(8,562)	12,545	11,815	730	31,882	29,123	2,759
August	27,677	33,614	(5,937)	12,215	12,450	(235)	26,169	32,101	(5,932)
September	28,733	29,346	(613)	12,548	11,761	787	27,630	28,177	(547)
October	29,686	32,816	(3,130)	14,078	12,094	1,984	37,015	37,691	(676)
November	39,092	34,381	4,711	17,604	17,329	275	41,909	45,646	(3,737)
December	31,036	39,638	(8,602)	17,514	13,276	4,238	43,545	43,142	403
January	20,729	26,239	(5,510)	12,071	9,493	2,578	30,776	34,031	(3,255)
February	26,693	27,273	(580)	12,132	9,242	2,890	24,068	26,862	(2,794)
March	34,952	26,192	8,760	13,831	12,659	1,172	38,250	31,545	6,705
April	49,265	21,873	27,392	21,947	7,097	14,850	50,849	23,466	27,383
May		2,029			986			8,853	
June									
<b>Total YTD</b>		<b>312,960</b>	<b>7,929</b>		<b>118,202</b>	<b>29,269</b>		<b>340,637</b>	<b>20,309</b>

### Added 1% Bed Tax

		<u>TOTAL TO DATE</u>
July	1,930	1,930
August	1,879	3,809
September	1,930	5,739
October	2,165	7,904
November	2,708	10,612
December	2,695	13,307
January	1,857	15,164
February	2,178	17,342
March	2,128	19,470
April	3,376	22,846
May		
June		

## WATER FLOWS REPORT

Reading Date	WALNUT GPM	VERDE GPM
1-May	191	↓
4-May	181	↓
8-May	172	↓
11-May	181	↓
14-May	163	↓
18-May	154	↓
22-May	No reading	219
26-May	146	190
29-May	138	190
4-Jun	130	170
10-Jun	123	154
18-Jun	108	145
22-Jun	108	150
25-Jun	108	150
29-Jun	108	140
6-Jul	89	220
16-Jul	83	212
20-Jul	83	214
24-Jul	89	220
27-Jul	89	210
3-Aug	83	208
10-Aug	77	200
17-Aug	71	204
21-Aug	71	199
25-Aug	83	215
3-Sept	66	201
9-Sept	77	200
15-Sept	77	200
21-Sept	71	205
28-Sept	66	197
5-Oct	71	190
12-Oct	67	190
19-Oct	66	190
26-Oct	77	182
5-Nov	83	190
9-Nov	83	185
16-Nov	89	190
23-Nov	89	190
30-Nov	89	186
8-Dec	89	185
14-Dec	89	187
22-Dec	83	187
28-Dec	77	192
<b>2021</b> 04-Jan	82.6	191
11-Jan	No reading	188
19-Jan	No reading	180
2-Feb	No reading	198
8-Feb	77	192
16-Feb	77	194
22-Feb	77	188
1-Mar	77	185
8-Mar	77	188
15-Mar	77	190
22-Mar	77	104
29-Mar	77	104
6-Apr	77	109
12-Apr	82	102
19-Apr	77	180
26-Apr	71	194
7-May	77	196
11-May	77	190
17-May	66	193
24-May	71	189



Founded 1876  
Incorporated 1899

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

## **June 2021 Staff Report (May activity)**

**Respectfully submitted by Rosa Cays, Deputy Town Clerk**

- ⚙ Collected, edited, and published content for the May-June *Point of View* newsletter, with contributions from staff, town council, and members of the community.
- ⚙ Wrote a short article about Jerome for the League's next issue of *Arizona City and Town* magazine, which will be included in a special feature about the Verde Valley.
- ⚙ Assisted in preparing agenda packets for Council, P&Z, and DRB meetings; took and transcribed the minutes for all regular and Council budget meetings as well as the P&Z and DRB regular meetings.
- ⚙ Assisted in setting up the council chambers for in-person meetings, with COVID protocols in mind. Initially had issues with the A/V system but was able to work out the bugs with help from Jerome resident Michael McDonald, who installed the system.
- ⚙ Met with town IT consultant Peter de Blanc, Candace Gallagher, and John Knight to discuss an A/V setup for live video streaming.
- ⚙ Archived resolutions and ordinances for Council, Design Review, and P&Z.
- ⚙ 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 for John Knight, zoning administrator, including agendas, staff reports, resolutions, notices of decision, etc. Coordinate with board/commission chairs to get signatures on essential documents.
- ⚙ Processed the daily bank reconciliation reports for May as well as the end-of-month reconciliations for April.
- ⚙ Continue to assist staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and help answer the phone when needed.



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

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

**Utilities**

Current debt (45 days past due):

20 accounts were on the shut-off list at the beginning of May. 11 accounts were sent Yellow Tags and 1 shutoff was completed, the first since we reinstated normal procedures on May 1<sup>st</sup>.

Of the original dozen accounts that went delinquent during the pandemic, only 3 remained after April. 1 account holder signed a payment plan in April and made the initial payment; they then made May's payment by the plan's due date.

The remaining 2 requested an opportunity to sign their payment plans after receiving a Yellow Tag in May. They were asked to make an initial payment equal to 2 month's normal charges and return a signed payment plan letter. Both made the payment, and 1 accountholder immediately signed a plan. I am still waiting to receive the signed plan from the last accountholder. If I do not receive payment, the second accountholder will have their water shut off in June.

Balance owed on these accounts from April billing: \$12,761.70

Balance owed at end of May: \$6,766.70

A copy of the May AR Aging report is attached.

**Business Licenses**

Applications submitted: 4

Issued: 5

In process: 4

Renewal reminders went out to 10 businesses whose licenses expire at the end of May. Second notices went out to 4 businesses whose licenses expired 60 days ago.

**Rentals**

All the renters made a payment this month. Only the renter who had been behind by 6 months has an outstanding balance. That renter again made a double payment this month and is now only behind by 2 months.

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Charge Item Summary By User Type

-----

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$942.57)	(\$480.36)	(\$385.35)	(\$1,925.84)	(\$303.47)	(\$4,037.59)
Water	\$0.00	\$4,961.24	\$1,156.45	\$121.33	\$56.98	\$880.78	\$7,176.78
Sewer	\$0.00	\$6,138.32	\$1,483.73	\$231.79	\$73.11	\$1,430.93	\$9,357.88
Trash	\$0.00	\$7,427.08	\$1,417.01	\$259.51	\$161.44	\$538.38	\$9,803.42
Tax	\$0.00	\$481.10	\$113.88	\$11.94	\$5.61	\$99.34	\$711.87
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,130.00	\$2,130.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)-----							
Subtotal --->	\$0.00	\$18,065.17	\$3,690.71	\$239.22	(\$1,628.70)	\$4,775.96	\$25,142.36
UserType: Residential							
Credit	\$0.00	(\$306.97)	(\$334.16)	(\$301.90)	(\$916.65)	(\$1,720.88)	(\$3,580.56)
Water	\$0.00	\$8,242.79	\$1,434.91	\$508.98	\$124.96	\$2,719.12	\$13,030.76
Sewer	\$0.00	\$7,160.59	\$1,362.74	\$353.23	\$100.53	\$3,795.81	\$12,772.90
Trash	\$0.00	\$5,641.94	\$1,180.68	\$380.65	\$112.80	\$2,517.25	\$9,833.32
Tax	\$0.00	\$802.04	\$134.55	\$46.95	\$12.31	\$353.75	\$1,349.60
Misc	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$63.55	\$93.55
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,769.45	\$5,769.45
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Residential (8)-----							
Subtotal --->	\$0.00	\$21,570.39	\$3,778.72	\$987.91	(\$566.05)	\$13,498.05	\$39,269.02
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)	\$0.00	(\$103.25)	\$0.00	(\$223.25)
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	\$6,179.31	\$52.97	\$52.97	\$10.64	\$347.36	\$6,643.25
Gas	\$0.00	\$21.78	\$0.00	\$0.00	\$0.00	\$0.00	\$21.78
Electric	\$0.00	\$192.99	\$0.00	\$0.00	\$0.00	\$0.00	\$192.99
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	\$6,334.08	(\$7.03)	\$52.97	(\$92.61)	\$347.36	\$6,634.77
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	\$46,559.64	\$7,462.40	\$1,280.10	(\$2,287.36)	\$18,621.37	\$71,636.15

-----

Charge Item Summary

-----

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
Credit	\$0.00	(\$1,309.54)	(\$874.52)	(\$687.25)	(\$2,945.74)	(\$2,024.35)	(\$7,841.40)
Water	\$0.00	\$13,373.72	\$2,591.36	\$630.31	\$181.94	\$3,599.90	\$20,377.23
Sewer	\$0.00	\$13,516.61	\$2,846.47	\$585.02	\$173.64	\$5,226.74	\$22,348.48
Trash	\$0.00	\$13,254.94	\$2,597.69	\$640.16	\$274.24	\$3,055.63	\$19,822.66
Tax	\$0.00	\$1,299.83	\$248.43	\$58.89	\$17.92	\$453.09	\$2,078.16
Misc	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$63.55	\$93.55
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,899.45	\$7,899.45
Rent	\$0.00	\$6,179.31	\$52.97	\$52.97	\$10.64	\$347.36	\$6,643.25
Gas	\$0.00	\$21.78	\$0.00	\$0.00	\$0.00	\$0.00	\$21.78
Electric	\$0.00	\$192.99	\$0.00	\$0.00	\$0.00	\$0.00	\$192.99
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	\$46,559.64	\$7,462.40	\$1,280.10	(\$2,287.36)	\$18,621.37	\$71,636.15

Customer Count = 394



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

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## **MAY 2021 STAFF REPORT**

From: Melanie Atkin, Accounting/HR Clerk

To: The Mayor and Council

### **Accounting Duties:**

- ❖ Processed the weekly imports, which accounts for A/R transactions made with checks, credit cards, and cash.
- ❖ Made the weekly bank deposits.
- ❖ Processed two payrolls through ADP, ran payroll reports, completed various ledgers with the report's information, and posted payroll into the general ledger.
- ❖ Made necessary monthly postings for Admin Charges and supplemented Water and Sewer departments with transfers from the Parking Fund.
- ❖ Ran monthly fund, departmental, and vendor reports.
- ❖ Created a May summary budget to actual report for General, Utility, Road, and Parking funds.
- ❖ Attended a Controller's Workshop webinar.
- ❖ Attended the Hinton Burdick online 2021 Local Government seminar.

### **HR Duties:**

- ❖ Attended a Payroll Law webinar.
- ❖ Entered all eligible employees' health insurance information into the KAIROS database to complete the open enrollment period.



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## TOWN OF JEROME, ARIZONA

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

Celebrating Our 122nd Anniversary  
1899 - 2021

### MAY 2021 PUBLIC WORKS MONTHLY REPORT

#### NORMAL WEEKLY DUTIES

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

#### OTHER PROJECTS

- Regulator rebuilds.
- Connect and backfill the new sewer line behind Joni and Kevin Savage's house.
- Stripe the lower parking lot.
- Flush the radiator and fix the electrical on the garbage truck.
- Exhaust fans in the co-op.
- Water leak on Center St.
- Fix the door at Hot Peppers.
- Replace the garbage cans on Main St.
- Strip and clean up the police car to put up for sale.
- Start sewer replacement from the Gulch to 89A behind Gary Shapiro's.
- Remove graffiti on Clark St.
- Oil changes on all vehicles.

## REGULATOR REBUILDS

County Rd. 4/29/2021

2" rebuilt, flipped rubber disc over.

4" rebuilt, no parts replaced.

Giroux St. 4/27–5/3/2021

2" rebuilt, no parts replaced.

4" rebuilt, no parts replaced.

School St. 5/5–5/11/2021

2" rebuilt, no parts replaced.

Lower 2" rebuilt, new copper line.

4" rebuilt, no parts replaced.

Verde St. 5/4–5/5/2021

2 1/2" rebuilt, replace copper line.

4" rebuilt, no parts replaced.

Dundee 4/26/2021

2" rebuilt, replaced disc retainer CRD.

Gulch Rd 5/5–5/10/2021

2" rebuilt, new copper line, will need new seat next round.

4" rebuilt, changed gasket on CRD.



## JEROME MUNICIPAL COURT

P O Box 335  
Jerome, AZ 86331


Joan S. Dwyer, Judge

600 Clark Street

Phone (928) 649-3250

---

TO: Jerome Town Council

FROM: Joan Dwyer, Magistrate 

SUBJECT: Monthly Revenue and Other Items

DATE: June 1, 2021

Revenue for the months of March and April were good (\$8,373.21 & \$7,350.96, respectively) but May was even better. Total collections for May amounted to \$18,233.89 and the Town received \$8,072.64. The year was finished with net revenue to the Town of \$66,362.02 plus the Police Department received \$1,813.24 for their equipment fund and our Court Security Fee produced a total of \$9,360.99.

Despite this only being June, this concludes our fiscal year as for as income (the next income check will be in July). We can put **2020-2021** behind us, which, given the nature of the year, is something we have been looking forward to. Also noteworthy is we finished 10.6% above budget in Court Income but -22% below projections in Court Security Fees but more than enough revenue to cover Court Security expenses. Total expenses for the year are still pending and will run through the end of the month.

Civil traffic charges for May totaled 96. This is one of the highest months for citations that we have ever had. Overall, charges for the year were up by 110, compared to the prior year. Given the pandemic and the number of months of sheltering in place, people still came to Jerome!

For 2021-2022, the Police Department will be filing parking tickets with the Court after seven days if they have been unsuccessful in collecting the unpaid fees. We are anticipating an average of 80-90 tickets per month which is why the need for an additional clerk is warranted.

As always, if you have any questions or concerns, please do not hesitate to contact me at your convenience.

**JEROME MUNICIPAL COURT  
CASH REPORT  
MONTH OF MAY 2021**

**TOWN REVENUE**

TRAFFIC & CRIMINAL FINES	\$	6,553.80
DEFENS DRIVING DIVERSION FEE	\$	247.84
ATTORNEY FEES REIMBURSEMENT	\$	-
DEFAULT FEE	\$	861.00
OFFICER SAFETY EQUIPMENT - PD	\$	249.00
DEFERRED PROSECUTION FEE	\$	360.00
MISCELLANEOUS RECORD REQUEST	\$	-
WARRANT FEE&OVERPAYMENT FORFEIT	\$	50.00
COURT SECURITY FEE	\$	1,205.07
<b>TOTAL TOWN REVENUE</b>	<b>\$</b>	<b>9,526.71</b>

**YTD**

**COURT REVENUE COURT ENHANCEMENT FEE**

**\$ - \$ 44,910.93**

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

CRIMINAL JUSTICE ENHANCE FUND	\$	2,705.47
DNA STATE 3%	\$	9.66
FARE DELINQUENCY FEE	\$	11.20
FARE SPECIAL COLLECTION	\$	40.55
FARE ENHANCED SPEC COLLECT FEE	\$	31.20
FARE ENHANCED DELINQUENCY FEE	\$	147.00
FILL THE GAP 7%	\$	449.45
DUI ABATEMENT FUND	\$	-
JUDICIAL COLLECTION ENHANCE FUND	\$	195.00
DRUG & GANG ENFORCEMENT	\$	171.91
PEACE OFFICER TRAINING EQUIP FUND	\$	237.40
MED SERV ENHANCE 11% (36-2219.01;23-116.0)	\$	834.91
2011 ADDTNL ASSMT-STATE TRSR	\$	498.00
PRISON CONSTRUCTION	\$	220.00
PROBATION SURCHARGE	\$	1,245.03
ADPS FORENSIC FUND	\$	375.56
PUBLIC SAFETY EQUIPMENT FUND	\$	50.00
VICTIMS RIGHTS PENALTY ZVCAF	\$	207.37
VICTIMS RIGHTS ENFOR ASSMT FUND	\$	123.11
VICTIM'S RIGHTS FUND ZVRF	\$	344.84
<b>TOTAL STATE REVENUE</b>	<b>\$</b>	<b>8,539.94</b>

**REMITTED DIRECT JAIL (INCARCERATION FEES)**

2011 ADDTNL ASSMT - CNTY TRSR	\$	62.24
<b>TOTAL COUNTY REVENUE</b>	<b>\$</b>	<b>62.24</b>

**YTD**

**LOCAL JCEF/ TIME PAYMENT ALLOCATION RECEIVED**

**\$ 105.00 \$ 13,793.90**

TITLE 22 Fees

**TOTAL JCEF FEES**

**\$ 105.00**

**UNAPPLIED PAYMENTS**

**RESTITUTION**

**TOTAL RECEIPTED FOR MONTH**

**\$ 18,233.89**

**BONDS**

Received During the Month	\$	-
Bonds Forfeited to Pay Fines	\$	-
Open Bonds		
Bonds Refunded		

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 2021

Joan Dwyer, Magistrate

# COURT REVENUE

2020-2021 TOWN REVENUE

June - May

	Gross	PD Equip Fund	SECURITY FEE	NET to Town
June	\$ 9,121.19	\$ 241.29	\$ 1,160.00	\$ 8,879.90
July	\$ 7,501.14	\$ 176.32	\$ 915.00	\$ 6,409.82
August	\$ 6,387.90	\$ 129.02	\$ 640.00	\$ 5,618.88
Sept	\$ 4,860.39	\$ 135.16	\$ 675.00	\$ 4,050.23
October	\$ 4,630.20	\$ 109.19	\$ 480.00	\$ 4,041.01
November	\$ 3,753.57	\$ 81.00	\$ 480.00	\$ 3,192.57
December	\$ 4,134.68	\$ 72.88	\$ 500.00	\$ 3,561.80
2021				
January	\$ 4,192.07	\$ 92.28	\$ 600.00	\$ 3,499.79
February	\$ 3,956.32	\$ 85.11	\$ 560.00	\$ 3,311.21
March	\$ 9,573.97	\$ 199.48	\$ 1,001.28	\$ 8,373.21
April	\$ 8,738.11	\$ 242.51	\$ 1,144.64	\$ 7,350.96
May	\$ 9,526.71	\$ 249.00	\$ 1,205.07	\$ 8,072.64
<b>TOTAL</b>	<b>\$ 76,376.25</b>	<b>\$ 1,813.24</b>	<b>\$ 9,360.99</b>	<b>\$ 66,362.02</b>

## CHARGES

Civil Traffic Criminal Criminal Traffic DUI

\*CEF

\$ 47.00	67	6	2	0
\$ 139.24	23	2	2	0
\$ 43.70	42	5	5	2
\$ -	32	7	0	7
\$ 20.00	37	1	2	0
\$ -	27	2	0	1
\$ 100.00	25	6	2	4
\$ -	31	6	1	0
\$ -	27	0	0	3
\$ 108.32	89	1	4	7
\$ 77.73	49	6	2	0
	96	5	3	6

\$ 535.99 545 47 23 30

\*Court Enhancement Fund

NOTE:

Month noted in column reflects prior month revenue

i.e., June column is money received in May

**Other Court Monies** (as of 5-31-2021)

JCEF \$ 13,793.90

Fill the Gap \$ 7,894.74

Court Enhancement Funds 2 \$ 44,910.93

Court Enhancement Funds 1

2008-2011 \$ 31,392.97

Fare Money \$ 1,200.69

funds transferred to Court on 10-19-2017

**TOTAL \$ 99,193.23**



# Jerome Volunteer Fire Department

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

E-mail: [blair@jeromefire.us](mailto:blair@jeromefire.us)

## Fire Chief's Report

Month: May Year: 2021

Calls by Type	Number	Resident	Non-Resident
EMS Calls	8	3	5
Residential Fire	0	0	0
Commercial Fire	0	0	0
Wildland	1	0	1
Still Assignment	0	0	0
Station Staffing	2	2	0
Citizen Assist	3	1	2
Agency Assist	6	1	5
Special Duty	0	0	0
Snake Removal	1	1	0
Tech Rope Rescue	0	0	0
MVA/Rescue	2	0	2
HazMat	0	0	0
Dispatch Error	0	0	0
<b>Totals:</b>	<b>23</b>	<b>8</b>	<b>15</b>
<b>Total Calls Chief on Scene</b>	<b>17</b>		
<b>Total JFD Meetings Chief Attended</b>	<b>6</b>		

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

JVFD Hours Worked (No salaried hours included in these totals)	Total Hours: 229
--	------------------

Fire Chief Meetings	Date
Chief's Meeting	5/5/21
Fire Marshals Meeting	5/5/21
PAWUIC Meeting	5/10/21
Advisory Board	5/20/21

### **Education, Summer Semester:**

- Rick Hernandez has been signed up for a class on Command and Control of Incident Operations, which will be beginning in June.

### **Additional Training:**

- On Thursday 5PM May 6, we had a business meeting conducted by Blair.
- On Thursday 5PM May 13, we trained on Pump Operations with Muma.
- On Thursday 5PM May 22, we trained on Wildland Exposures in the Gulch with Kinsella.
- On Saturday 9AM May 22, we trained on our Rope Rescue, conducted by Muma.
- On Thursday 5PM May 27, we trained on Standpipe Operations with Giles.

### **Department Affairs and Ongoing Projects**

- Our May call volume is down by 11 calls over last May's 34 calls, totaling 23 calls this month. Our year-to-date call volume is 152 compared with 140 calls YTD 2020. Our fire department personnel are performing their tasks in a professional manner with no injuries occurring.
- We are currently applying for a grant with FEMA for 21 new radios. The 100 Club, the VFA grant, and NAEMS grants were all approved, and we have received wildland packs, shelters, thermal imagers and restocked on EMS supplies. JFD will be receiving reimbursement soon.
- Car 112's engine replacement is nearly complete. It should be ready to go shortly.
- The fire department has begun creating a kitchen add-on with the use of a grant from the Yavapai-Apache Nation. The kitchen should be completed shortly. We are still awaiting the stove and countertops.



## Prevention

- We have had a total of 35 visits to the burn pile in May, with 50 loads of trimmings, slash, and brush for a total of 111 combined Jerome's citizen hours, as well as 159 total hours from our fuels crew along with adult probation. If you need assistance and have not filled out a Firewise application, they can be obtained at Town Hall or the fire station.
- Inspected 5 commercial businesses for business license approval.
- Performed one building inspection on North Drive for the building inspector while he's on vacation.
- Had the adult probation crew up to clean trash and clean up fuels along the highway.

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.

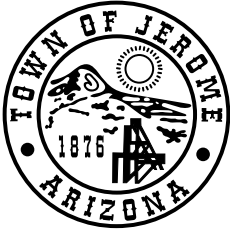
## May Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	#
49	5/1/21	8:27:00 PM	Sat	EMS Non-Resident	27 YOF Fall Injury	5
21-82	5/5/21	11:15:00 AM	Wed	EMS Non-Resident	76 YOF Fall	3
21-83	5/6/21	4:51:00 PM	Thurs	Citizen Assist Non-Resident	Disabled vehicle	2
50	5/8/21	10:07:00 AM	Sat	MVA/Rescue Non-Resident	Motorcycle down 75 Yom	7
21-84	5/8/21	2:00:00 PM	Sat	Agency Assist Non-Resident	Oversized	2
21-85	5/8/21	2:00:00 PM	Sat	Station Staffing	Staffing	1
51	5/8/21	4:44:00 PM	Sat	MVA/Rescue Non-Resident	MVA Motorcycle Canceled enroute	7
52	5/10/21	1:12:00 PM	Mon	EMS Non-Resident	30 YOF Fainted	6
53	5/13/21	6:08:00 PM	Thurs	EMS Resident	74 YOM Fall	17
21-86	5/14/21	11:15:00 AM	Fri	Snake Removal & Relocation	Mohave Green	1
54	5/19/21	11:50:00 AM	Wed	Agency Assist Non-Resident	Oversized	10
21-87	5/19/21	1:00:00 PM	Wed	Agency Assist Non-Resident	Oversized	9
21-88	5/20/21	8:00:00 AM	Thurs	Agency Assist Non-Resident	Oversized	1
21-89	5/23/21	10:45:00 AM	Sun	Agency Assist Resident	Fallen Tree hazard	2
55	5/23/21	3:25:00 PM	Sun	EMS Non-Resident	71 YOM Sick Person	3
21-90	5/24/21	10:00:00 AM	Mon	Citizen Assist Non-Resident	Vehicle Lockout	3
56	5/25/21	10:28:00 AM	Tues	Wildland	Canceled Enroute	5
21-91	5/25/21	10:38:00 AM	Tues	Citizen Assist Resident	Disabled vehicle	4
57	5/25/21	6:10:00 PM	Tues	EMS Non-Resident	40 YOM Possible Stroke	7
58	5/26/21	10:50:00 AM	Wed	EMS Resident	60 YOF Possible stroke/ Abdominal Pain	10
59	5/28/21	11:45:00 AM	Fri	EMS Resident	60 YOF Fall	8
21-92	5/28/21	1:00:00 PM	Fri	Agency Assist Non-Resident	Dog In vehicle	2
21-93	5/30/21	2:30:00 PM	Sun	Station Staffing		2

## May 2021 Burn File Log

Date	Address	Adult Prob.	# Crew Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	# crew	# Hrs.	JC Total Hrs.
5/1/2021	500 Hill St.					2	2	4	8
5/1/2021	29 Magnolia					2	2	4	8
5/3/2021	29 Magnolia					2	2	4	8
5/4/2021	126 6th					2	2	4	8
5/4/2021	100 Hill					1	2	3	6
5/5/2021	160 Main					1	1	1	1
5/7/2021	29 Magnolia					1	1	1	1
5/7/2021	89A Fire Break		3	7	21	4			
5/8/2021	500 Douglas					1	2	1	3
5/8/2021	26 Magnolia					2	1	2	3
5/10/2021	29 Magnolia					2	2	3	6
5/11/2021	29 Magnolia					2	2	3	6
5/11/2021	100 Hill St.					2	2	3	6
5/12/2021	150 North Dr.					2	2	3	6
5/12/2021	29 Magnolia					1	1	1	1
5/13/2021	29 Magnolia					1	1	1	1
5/14/2021	731 East					1	1	1	1
5/17/2021	645 Verde					1	1	1	1
5/18/2021	875 Gulch					1	2	2	4
5/18/2021	581 School					2	1	3	3
5/18/2021	89A		3	8	24				
5/19/2021	711 East					1	1	1	1
5/20/2021	105 Third					1	1	1	1
5/21/2021	150 North Dr.					1	1	1	1
5/23/2021	569 Main		2	1	2	1			
5/25/2021	655 Center					1	1	1	1
5/25/2021	Clarkdale Cemetery					2	2	5	10
5/25/2021	103 Main					1	1	1	1
5/25/2021	Beale		3	7	21				
5/25/2021	101 Allen Springs Rd.					1	2	2	4
5/26/2021	Perkinsville Rd.		2	7	14				
5/27/2021	89A	5	2	5	70				
5/27/2021	820 Gulch					1	1	3	3
5/28/2021	110 Dundee					2	2	4	8
5/28/2021	Beale		1	7	7	5			
	<b>Totals</b>	<b>5</b>	<b>16</b>	<b>42</b>	<b>159</b>	<b>50</b>	<b>42</b>	<b>64</b>	<b>111</b>
	<b>Jerome Citizen Hours-</b>	<b>Adult Prob.</b>	<b>Firewise</b>	<b>FW Hrs.</b>	<b>Firewise Total Hrs.</b>	<b># Loads</b>	<b># Crew</b>	<b># Hrs.</b>	<b>JC Total Hrs.</b>

Thank you for your continuing support  
Rusty Blair Chief JVFD



## Town of Jerome – Zoning Administrator's Report

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Council Meeting Date: Tuesday, June 8, 2021

Prepared by: John Knight, Zoning Administrator

- May 19, 2021 P&Z Meeting: Initiated ordinance amendment regarding commercial temporary signs in the commercial district, 224 Fourth Street (Lazaro), 300 Queen Street (Halbreich/Sinclair)
- June 7, 2021 DRB Meeting: 224 Fourth Street (Lazaro), 300 Queen Street (Halbreich/Sinclair), sign for Blazing Owl at 300 Hull Avenue, gate for Husbands' Alley at 140 Main Street, sign for Jerome BATH House at 240 Hull Avenue
- Code Enforcement: nothing significant to report
- Miscellaneous
  - Coordination with Verde Exploration regarding modifications to the high school buildings
  - Coordination with council members regarding ordinances related to beekeeping, special events and residential parking
  - Calls/coordination with potential house and property buyers
  - Coordination with SHPO regarding a Jerome field trip with board members
  - Assistance with records requests



# TOWN OF JEROME

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

## Regular Meeting of the **Planning and Zoning Commission**

Wednesday, May 19, 2021, 6:00 pm

Place: Jerome Civic Center

600 Clark Street, Jerome, AZ 86331

### **ACTION MINUTES**

**Item 1: Call to order 6:02 p.m.**

**All commissioners were present. Vice Chair Chuck Romberger joined the meeting by phone.**

**Item 2: Petitions from the public – NONE**

**Item 3: Approval of Minutes – Regular meeting of April 21, 2021**

**APPROVED**

### **Old (continued) Business:**

**Item 4: Initiate ordinance amendment related to commercial signs**

Applicant: Town of Jerome

The Town of Jerome proposes to initiate amendments to Section 509 of the zoning ordinance related to temporary signs and off-premise signs in the commercial and industrial zones.

**Discussion/Possible Action – P&Z Reso. 2021-08**

**APPROVED**

### **New Business:**

**Item 5: Preliminary and Final Site Plan Review for a new house**

Applicant: Keith Lazaro

Address: Fourth Street and Verde Avenue

Zone: R1-5

Owner of record: Keith Lazaro

APN: 401-07-022

Applicant is seeking preliminary and final site plan review to construct an approximately 1,400-square-foot house on an existing lot.

**Discussion/Possible Action – P&Z Reso. 2021-09**

**APPROVED**

**Item 6: Preliminary and Final Site Plan Review for a house**

Applicants: Bethany Halbreich and Cameron Sinclair

Address: 300 Queen Street

Zone: C-1/AR

Owner of record: Half Kingdom Holdings LLC

APN: 401-06-128G

Applicants are seeking preliminary site plan review to construct an approximately 1,155-square-foot house.

**Discussion/Possible Action – P&Z Reso. 2021-10**

**APPROVED**

### **Informational Items (Current Event Summaries):**

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

- a. **May 3, 2021 DRB meeting** – Raku Gallery open/closed sign; preliminary design review for 300 Queen Street (Mexican Pool property); paint colors for 557 Main Street (Roque), roof material changes at 752 Gulch Road (Pontious); Nellie Bly sign; work session on commercial signs
- b. **May 11, 2021 Council meeting** – Second reading of sign ordinance amendments; first reading of ordinance amendments regarding administrative approval of small projects and appeals; discussions on the following: possible beekeeping ordinance; possible special event ordinance; possible amendments to residential parking

**Item 8: Potential items for Wednesday, June 16, 2021: Sign ordinance changes**

**Discussion/Possible Direction to Staff**

**Item 9: Adjourn 6:52 p.m.**



# TOWN OF JEROME

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

## **P&Z Resolution No. 2021-08**

### **Initiating an amendment to Section 509 of the zoning ordinance related to commercial signs**

WHEREAS the Town of Jerome is interested in amending Section 509 of the Jerome Zoning Ordinance related to temporary signs and off-premise signs in the C-1 and I-1 zoning districts;

WHEREAS the Jerome Planning and Zoning Commission has the authority to initiate an amendment to the Jerome Zoning Ordinance in accordance with Section 301.A; and

WHEREAS the Jerome Planning and Zoning Commission is required to set a hearing date and provide public notice in accordance with Section 301.C. of the Jerome Zoning Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that amendments be made to Section 509 of the Jerome Zoning Ordinance related to temporary signs and off-premise signs in the C-1 and I-1 zoning districts;

BE IT FURTHER RESOLVED that a hearing will be held to discuss the proposed amendment, and that public notice regarding such a hearing shall be given in accordance with Section 301.C. of the Jerome Zoning Ordinance.

ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 19th day of May 2021.

ATTEST:

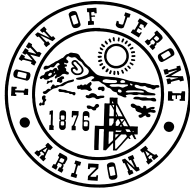
APPROVED:

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Rosa Cays, Deputy Town Clerk

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Lance Schall, Chair



# TOWN OF JEROME

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

## P&Z Resolution No. 2021-09

### **Approving preliminary and final site plan review for a new house at Fourth Street and Verde Avenue**

Whereas the Town of Jerome has received an application for Preliminary and Final Site Plan Review from Keith Lazaro to construct a new home at the northwest corner of Fourth Street and Verde Avenue (APN 401-07-022); and

Whereas the property is in the R1-5 zoning district; and

Whereas the proposed project consists of an approximately 1,400-square-foot house and 28-square-foot shed; and

Whereas a notice was posted at the site on May 5, 2021 in accordance with Jerome Zoning Ordinance Section 303.1C; and

Whereas the Jerome Planning & Zoning Commission reviewed this application at their May 19, 2021 meeting and wishes to approve the application with certain conditions; and

Whereas the Planning and Zoning Commission finds that the site plan does not adversely affect the public health, safety, and general welfare of the Town of Jerome, and so protects the environment and the town's historical character.

Now, therefore, be it resolved by the Planning and Zoning Commission of the Town of Jerome, Arizona, that the Preliminary and Final Site Plan submitted for an approximately 1,400-square-foot-house and 28-square-foot shed at the northwest corner of Fourth Street and Verde Avenue is hereby approved, subject to the following conditions:

1. **Parking** – A minimum of two (2) parking spaces shall be provided for the proposed use. The parking spaces are required to be provided prior to final occupancy.
2. **Height** – The building height shall not exceed 25 feet above existing average grade.
3. **Setbacks** – A minimum 10-foot setback shall be provided on Fourth Street, a minimum five (5)-foot setback shall be provided on Verde Avenue, a minimum 20-foot setback shall be provided on the north side of the lot, and a minimum five (5)-foot setback shall be provided on the west side of the lot.
4. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.
5. **Engineering Reports** – Prior to issuance of a building permit, the applicant shall provide the necessary engineering reports demonstrating the site is suitable for the improvements proposed. This may include geotechnical, structural, and/or soils engineering reports.
6. **Water Extension** – Prior to occupancy, a water connection shall be provided to Fourth Street to serve the proposed improvements.
7. **Sewer Extension** – Prior to occupancy, a sewer line shall be extended to Verde Avenue to serve the proposed improvements.

## P&Z Resolution No. 2021-09

8. **Other Improvements/Changes** – Any subsequent modifications or changes to the plans, including but not limited to changes in setbacks, square footage, fences, siding, roofing, height, etc., will require additional review by the Planning and Zoning Commission and/or the Design Review Board.
9. **Drainage** – The building permit submittal shall indicate both existing and proposed drainage. This includes, but is not limited to, how drainage will be collected (such as from roof drains) and directed to protect neighboring properties. This may include splash blocks, swales, detention basins, and gravel catchments to help dissipate hydraulic energy. Roof drains shall not be directed over any public sidewalks.
10. **Grading** – Grading shall comply with the requirements of Section 303.3 of the Zoning Ordinance. Grading plans shall include, but not be limited to, adequate dust control measures, erosion control/drainage, and fencing to protect sensitive features (such as trees to be saved).
11. **Home Occupations** – Any proposed use of the property for a Home Occupation shall be incidental to the primary use of the property and in compliance with Section 502.M. of the Zoning Ordinance.
12. **Building Permit Submittal and Code Requirements** – The applicant shall consult with the building inspector and submit detailed drawings for building permits that clearly demonstrate compliance with all code requirements, including, but not limited to, coverage, height, parking, and setbacks (Section 505).
13. **Conditions on Plans** – The building permit plan submittal shall include a sheet with a list of the approved conditions.
14. **Expiration of Approval** – This approval shall become null and void if a building permit is not issued within six (6) months of final Planning and Zoning and Design Review Board Approval of this application. If necessary, the applicants may request an extension by the approval body if the extension is submitted prior to approval expiration.

ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 19th day of May 2021.

ATTEST:

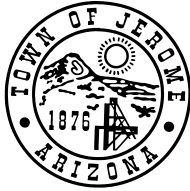
APPROVED:

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Rosa Cays, Deputy Town Clerk

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Chairman Lance Schall



# TOWN OF JEROME

Post Office Box 335, JEROME, ARIZONA 86331 (928) 634-7943

## P&Z Resolution No. 2021-10

### Approving preliminary and final site plan review for a new house at 300 Queen Street

Whereas the Town of Jerome has received an application for Preliminary and Final Site Plan Review from Bethany Halbreich and Cameron Sinclair (Half Kingdom Holdings LLC) at 300 Queen Street (APN 401-06-128G); and

Whereas the property is in both the AR and C-1 zoning districts; and

Whereas the proposed project consists of an approximately 1,155-square-foot-house located in the AR portion of the property; and

Whereas a notice was posted at the site on May 5, 2021 in accordance with Jerome Zoning Ordinance Section 303.1C; and

Whereas the Jerome Planning & Zoning Commission reviewed this application at their May 19, 2021 meeting and wishes to approve the application with certain conditions; and

Whereas the Planning and Zoning Commission finds that the site plan does not adversely affect the public health, safety, and general welfare of the Town of Jerome, and so protects the environment and the town's historical character;

Now, therefore, be it resolved by the Planning and Zoning Commission of the Town of Jerome, Arizona, that the Preliminary and Final Site Plan submitted for an approximately 1,155-square-foot-house at 300 Queen Street is hereby approved, subject to the following conditions:

1. **Phasing** – This approval is valid for Phase 1 only, which includes construction of an 1,155-square-foot house and improvements for access, utilities, and parking to serve the house. Subsequent phases are not included in this approval and will require separate review by the Planning and Zoning Commission and/or the Design Review Board.
2. **Parking** – A minimum of two (2) parking spaces shall be provided for the proposed use. The parking spaces are required to be provided prior to final occupancy.
3. **Height** – The building height shall not exceed 25 feet above existing average grade.
4. **Setbacks** – A minimum front setback of 20 feet shall be provided from the Diaz Street (east) side of the lot. A minimum 10-foot setback shall be provided along the side yard (north and south) property lines.
5. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.
6. **Recorded Easement** – Prior to issuance of a building permit, the applicants shall record a nonexclusive easement for utilities and access to the property on Diaz Street for the area not owned by the applicants or located in the public right-of-way.

## P&Z Resolution No. 2021-10

7. **Diaz Street Improvements** – Prior to occupancy, access to the property from Diaz Street shall be improved to a minimum width of 12 feet in accordance with the fire code. The proposed improvements shall be reviewed and approved by the fire inspector and public works director prior to issuance of a building permit.
8. **Safety Fencing** – Safety fencing shall be installed around the existing pool foundation prior to construction commencing for the proposed house. The design and location of the fencing shall be subject to review and approval by the Design Review Board.
9. **Engineering Reports** – Prior to issuance of a building permit, the applicants shall provide geotechnical and soil engineering reports demonstrating the site is suitable for the improvements proposed.
10. **Water Extension** – Prior to occupancy, a waterline shall be extended along Queen Street to serve the proposed improvements. Prior to commencement of the work, the applicants shall coordinate with the public works department and fire department to allow the town the opportunity to upsize the waterline for improved fire service.
11. **Sewer Extension** – Prior to occupancy, a sewer line shall be extended along Diaz Street to serve the proposed improvements. This shall be in an easement where Diaz Street extends across private property that is outside the town right-of-way and not on the applicants' property.
12. **Other Improvements/Changes** – Any subsequent modifications or changes to the Plans, including but not limited to changes in setbacks, square footage, fences, siding, roofing, height, etc., will require additional review by the Planning and Zoning Commission and/or the Design Review Board.
13. **Drainage** – The building permit submittal shall indicate both existing and proposed drainage. This includes, but is not limited to, how drainage will be collected (such as from roof drains) and directed to provide disposal and protection of neighboring properties. This may include splash blocks, swales, detention basins, and gravel catchments to help dissipate hydraulic energy. Roof drains shall not be directed over any public sidewalks.
14. **Grading** – Grading shall comply with the requirements of Section 303.3 of the Zoning Ordinance. Grading plans shall include, but not be limited to, adequate dust control measures, erosion control/drainage, and fencing to protect sensitive features (such as trees to be saved).
15. **Home Occupations** – Any proposed use of the property for a Home Occupation shall be incidental to the primary use of the property and in compliance with Section 502.M. of the Zoning Ordinance.
16. **Building Permit Submittal and Code Requirements** – The applicants shall consult with the Building Official and submit detailed drawings for building permits that clearly demonstrate compliance with all code requirements, including, but not limited to, coverage, height, parking, and setbacks (Section 503).
17. **Conditions on Plans** – The building permit plan submittal shall include a sheet with a list of the approved conditions.
18. **Expiration of Approval** – This approval shall become null and void if a building permit is not issued within six (6) months of final Planning and Zoning and Design Review Board Approval of this application. If necessary, the applicants may request an extension by the approval body, if the extension is submitted prior to approval expiration.

**P&Z Resolution No. 2021-10**

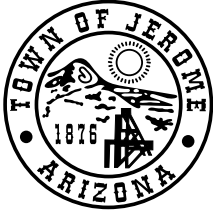
ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 19th day of May 2021.

ATTEST:

APPROVED:

\_\_\_\_\_  
Rosa Cays, Deputy Town Clerk

\_\_\_\_\_  
Chairman Lance Schall



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943    [www.jerome.az.gov](http://www.jerome.az.gov)

## MINUTES

### SPECIAL MEETING OF THE JEROME TOWN COUNCIL

#### VIA ZOOM

TUESDAY, APRIL 27, 2021 AT 1:00 PM

<b>ITEM #1:</b> 1:00 (0:04)	<b>CALL TO ORDER/ROLL CALL</b> Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg called the meeting to order at 1:00 p.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and Councilmembers Alex Barber, Sage Harvey, and Jane Moore. Also present were Fire Chief Rusty Blair, Public Works Director Marty Boland, Utility Clerk Kristen Muenz, and Deputy Town Clerk Rosa Cays.</i>
<b>ITEM #2:</b> 1:01 (1:07)	<b>PAID PARKING</b> Council will discuss the possibility of offering discounted paid parking to employees of town businesses. <i>Mayor Dillenberg said he was approached by a couple of business owners whose employees do not want to work in Jerome because of the parking situation (and because of the unemployment benefits they are receiving). On the business owners' behalf, the mayor asked if employees could be offered a discount for parking or perhaps a weekly voucher.</i> <i>Vice Mayor Worth said this has been discussed many times in the past. She said the whole point to the paid parking was to get visitors to pay for premium spaces and contribute to the infrastructure. She reminded everyone about all the free parking in town.</i> <i>Councilmember Harvey agreed with the vice mayor. Councilmember Barber also agreed and said the covered parking at the 300 level is nice to have now that the weather is warming up.</i> <i>Mayor Dillenberg thanked everyone for their comments and stated that no action needed to be taken.</i> <i>Ms. Barber also pointed out that if employees are insistent on getting free parking, they can drive up before 10:00 a.m. and find plenty of free parking.</i>
<b>ITEM #3:</b> 1:08 (8:33)	<b>COVID-19</b> Council will discuss when to resume in-person public meetings and the weekend shuttle service, and the protocol for doing so. <i>Ms. Gallagher announced that plexiglass panels had been ordered for the dais.</i> <i>Vice Mayor Worth asked if the town has received requests for shuttle service and wanted to know if staff is okay with opening May 1. She also asked about hybrid meetings and if there were any plans in place to hold them.</i> <i>Ms. Gallagher replied that hybrid meetings had not worked well for Jerome and explained why. She said she would like to find an A/V system to improve the broadcasting of meetings to the public. Ms. Gallagher said town staff has agreed with opening May 1; that masks will be required from the public and for interaction with the public, plus social distancing will be encouraged.</i> <i>Vice Mayor Worth said direction needs to be given to staff regarding shuttle service.</i> <i>Ms. Gallagher said Leo Shakespeare has been driving the Wednesday shuttle but that no one was operating the weekend shuttle. Utility Clerk Kristen Muenz informed Ms. Gallagher that she had received calls from visitors asking about the shuttle service.</i> <i>Mr. Boland said he has seen tourists at the 300-level parking lot waiting for the shuttle.</i> <i>Councilmember Moore asked if the windows in the shuttle van all open to improve ventilation.</i> <i>Ms. Harvey suggested that anyone who rode the shuttle would have to ride at their own risk.</i> <i>Ms. Barber asked how the shuttle driver felt about resuming the shuttle service. Ms. Gallagher said she was uncertain if Jenny DeVoss expected to be the shuttle driver. Ms. Muenz joined the meeting and informed Council of which windows open in the van (all but the back row).</i> <i>Ms. Barber suggested holding off on a decision about the shuttle until it was discussed with Ms. DeVoss.</i>

	<p>Vice Mayor Worth made a motion to resume in-person meetings as of May 1 and that weekend shuttle service will resume once a driver is confirmed. Ms. Barber second the motion.</p> <p>Ms. Harvey and Ms. Gallagher had a brief discussion about how in-person meetings would be set up.</p> <p>Ms. Worth amended her motion to resume in-person meetings as of May 1 with social distancing and a limited capacity for the public. Ms. Barber second the motion.</p> <p>Fire Chief Blair said he could provide masks and hand sanitizer for the meetings.</p> <p><b><u>Motion to resume in-person meetings as of May 1 with social distancing and a limited capacity for the public</u></b></p> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td></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>X</td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY			X				MOORE			X				WORTH	X		X			
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ITEM #4: 1:22 (22:00)	<p><b>2021-22 BUDGET</b></p> <p>Council will begin their discussions regarding the 2021-22 budget. Discussion may include any portion of the budget.</p> <p>Ms. Gallagher read through an extensive memo and answered questions as she itemized the budget. She said her hope is for it to be adopted at the June council meeting so that it is ready for the new fiscal year.</p> <p>The explanatory memo provided by Ms. Gallagher is attached hereto and made a part of these minutes.</p> <p>Council discussed and determined that:</p> <ul style="list-style-type: none"><li>• A COLA increase will be added consistent with the Social Security COLA. (It was later determined that the SSA COLA is 1.3%.)</li><li>• The initial and annual cost of Caselle accounting software will be added and annual costs of CYMA, DataWest and ADP software eliminated.</li><li>• \$10,000 will be included for the purchase of a UTV for administration.</li><li>• Funds will be added to accommodate attendance at the AZ League and National League of Cities conventions.</li><li>• Funds will be included for a part-time Court Clerk.</li><li>• Funds will be included for the purchase of a new patrol car.</li><li>• Funds will be included to replace or restore the grass in Upper Park (cost TBA).</li><li>• Funds will be included to repair the overflow ditch between Hill Street &amp; Clark Street (cost TBA).</li><li>• \$13,000 will be included to replace the water line on First Avenue.</li><li>• \$25,500 will be included for live tap valves for the Clark Street regulator.</li><li>• Funds will be added to "R&amp;M – Water infrastructure" for recommended work at the springs.</li><li>• \$33,000 will be included for sewer line replacement as recommended by Mr. Boland.</li><li>• The ongoing expense of the Portajohns was discussed. Installing permanent public restrooms was discussed as an alternative and the cost will be reviewed.</li><li>• Funds will be added for an additional part-time parking enforcement officer.</li><li>• \$15,000 will be added to the parking budget for an ATV.</li><li>• Transfers from the parking budget to the water and sewer budgets will be increased to \$40,000 each.</li></ul> <p>Mayor Dillenberg opened the meeting up to the public; there were no comments.</p> <p>The next meeting was slated for May 4 at 1:00 p.m.</p>																																										
ITEM #5:	<p><b>ADJOURNMENT</b></p> <p><b><u>Motion to adjourn at 2:42 p.m.</u></b></p> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH		X	X			
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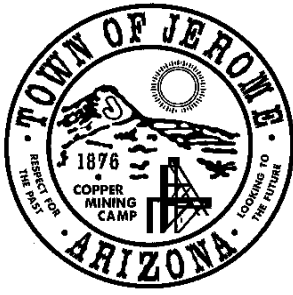
APPROVE:

ATTEST:

Dr. Jack Dillenberg, 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: 2021-22 Town budget  
**DATE:** April 22, 2021

---

Here is the first draft of our 2021-22 budget. I emphasize DRAFT because this is a work in progress and will change continuously as we fine tune the numbers.

This budget anticipates a return to more normal operations following the pandemic; therefore, you will notice increases in both revenues and expenditures. We budgeted very conservatively last year, yet revenues greatly exceeded our expectations. As a result, we have accumulated additional fund balance that is available now for our use.

I am presenting to you a budget that covers our general day-to-day operations but (with a few exceptions) does not yet include special projects or requests, which are detailed separately here for you. The good news is that we still have well over \$600,000 in excess general and utility fund balance to work with as you add your "wish list" items to the budget. In addition, the parking fund includes a reserve of \$80,000 for capital purchases or additional transfers to the utility or public safety budgets.

As first drafted:

- The budget utilizes \$82,000 of our accumulated general fund balance and \$41,000 of our accumulated utility fund balance. As of July 1, 2020, our audit indicates that there was \$797,603 in unrestricted general fund balance and \$198,789 in unrestricted utility fund balance. I have adjusted those figures to include the anticipated surplus 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. Instead, we are using utility fund balance, plus a transfer of \$40,000 each to the Water and Sewer budgets from our Parking Fund.
- 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 \$55,000, enough for a substantial downpayment if needed.
- No wage increases have been included in this first draft. I will adjust this if and as directed by Council.

**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.

In all departments, you will see an increase in budgeted amounts for fuel and health insurance, reflecting anticipated (fuel) and actual (health insurance) increases in those rates. Property and liability insurance costs have been estimated as we do not yet have our bill for the coming year. Those amounts will be adjusted when we receive the billing, and I believe the actual amount is likely to be less than what is shown at present.

You will also notice that the budget for fuel has decreased in the Sanitation budget and increased in Parks, Properties and HURF. The overall impact is nil and is due to our reallocating fuel purchases for vehicles other than the trash truck.

**More details:**

**GENERAL FUND REVENUES:**

- We have anticipated sales tax revenues consistent with prior “normal” years.
- Certain revenue estimates are provided by the League (State sales tax, State Urban Revenue sharing, vehicle license tax and HURF revenues). There is a possibility that pending legislation will decrease our Urban Revenue Sharing by up to \$52,000. Our League is working hard to prevent this, and we will monitor the legislation closely and adjust as needed.
- 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.
- Police and Fire revenue estimates were provided by the Chiefs.

**GENERAL GOVERNMENT EXPENSES:**

- *COVID Expenses:* We have eliminated the lighted “Mask Required” signs and will have eliminated as of May 21 expenses for “GoToMyPC” (allowing for telework). We have retained the expenditure line for ZOOM as it has proven to be very useful for many types of meetings and discussions. Portajohn expenses have been moved to HURF.
- “Tourism” has been adjusted to be in line with anticipated revenue from the added 1% bed tax. The shuttle driver is included in General Government salaries & wages for an approximate total of \$14,500 including payroll taxes. The \$6,000 included here brings that total to \$20,500 expended for tourism, roughly equivalent to the 1% bed tax that must by law be spent on promotion of tourism.
- **NOT YET INCLUDED:**
  - Audio-visual system to broadcast Council and Board meetings (cost TBD)
  - Golf cart or ATV for administration - \$10,000 (currently in Contingency)
  - Attendance at League convention August 2021 (approx. \$600/person w lodging)

**MAGISTRATE COURT EXPENSES:**

- The Court Security expenses are offset by dedicated Court Security revenue.
- The court is required to undergo a triennial audit and that will take place this year. \$2,200 has been added to the budget for this.
- **NOT YET INCLUDED:**
  - Judge request for additional part-time assistance

**POLICE DEPARTMENT EXPENSES:**

- “Software Service & Support” has been increased to reflect increased software maintenance costs.
- “Salaries & Wages” was adjusted to properly reflect the current wages of one patrol officer.

- “Retirement Match” has decreased by almost \$8,000 because of the Chief’s enrollment in the DROPS program. We no longer contribute to his pension.
- We have added \$6,000 to “R&M Equipment” to include radio repairs that will be needed during the coming year. (This cost is split with Clarkdale.)
- One vehicle was paid off this year, so the amount for “Capital Outlay – Vehicles” has been reduced accordingly.
- **NOT YET INCLUDED:**
  - Chief request for new patrol car - \$32,000 (could be wholly or partly funded by Parking revenues)

#### **FIRE DEPARTMENT EXPENSES:**

- The \$7,000 previously budgeted under Salaries to provide for Chief’s coverage has been moved to the “Per Call” line, and \$5,000 has been added to that line at the Chief’s recommendation.
- “Wildlands wages” are budgeted but reimbursed (with revenue showing under “Fire Department Revenue.”
- “Fuel abatement wages” consists of \$30,000 that will be reimbursed through the Firewise program and \$10,000 paid by the town.
- “Medical Supplies” has been increased to reflect actual costs and to include tank rental previously overlooked during budgeting.

#### **LIBRARY EXPENSES:**

- As the librarian has opted out of medical coverage and will receive an in lieu payment instead, the Town’s benefit cost is reduced by slightly over \$4,000.

#### **PLANNING & ZONING EXPENSES:**

- Health insurance costs have been added, and “Payment in Lieu of medical benefits” eliminated, as the Zoning Administrator has opted back into health insurance coverage.
- “Training and Education” has been budgeted at \$2,000 to cover the Zoning Administrator’s attendance at Code Enforcement Training, and lodging for same.
- The budget for legal expenses has been increased due to the anticipation of enacting several Zoning Code amendments during the coming year and increased activity in P&Z.

#### **PARKS EXPENSES:**

- Community Garden expenses are not reflected in this budget but rather under “Operating Grants,” as we are utilizing prior funding provided by the Yavapai-Apache Nation.
- **NOT YET INCLUDED:**
  - Replacing grass in Upper Park (recommended by Marty Boland) – Cost TBD

#### **PROPERTIES EXPENSES:**

- We have increased Contract Services to allow for the possibility of a study by ASU regarding the Hotel Jerome.
- 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). (This project was in last year’s budget but was not started.)
- **NOT YET INCLUDED:**
  - Preliminary design work for Hotel Jerome (beyond ASU study)
  - Repairs to parade steps (\$25,000 in contingency budget)
  - Repair to rock wall below School Street (\$50,000 in contingency budget)
  - Repair to overflow ditch between Hill Street and Clark Street (recommended by staff - \$ TBD)

#### **WATER DEPARTMENT REVENUES & EXPENSES:**

- Anticipated revenues have been brought back up to be closer to “normal” but are still being conservatively budgeted. We will continue monitoring revenues as they come in and adjust this figure as needed.
- Legal fees for Brown & Brown have been moved to Operating Grants, as we will be using the Freeport-McMoRan grant for water planning to cover those costs.
- Infrastructure Repairs & Maintenance have been budgeted as follows:
  - Routine maintenance (as needed): \$20,000
  - Regulator boxes: \$5,000 (amount subject to adjustment, to be confirmed with Marty Boland)
  - Springs: \$5,000 (amount subject to adjustment, to be confirmed with Henry MacVittie)
- We have added a line for Springs Security expenses, tentatively budgeted at \$5,000 (amount subject to adjustment, to be confirmed with Chief Muma).
- **NOT YET INCLUDED:**
  - Purchase of water truck - \$30,000 (Could be funded in part with wildlands revenues)
  - Water and sewer line replacement on First Avenue as per Marty Boland’s recommendation (attached) - \$13,000 (includes sewer)
  - Live tap valves for Clark Street regulator as per Marty Boland’s recommendation (attached) - \$ TBD
  - System to allow for online utility payments (currently researching)

#### **SEWER DEPARTMENT REVENUES & EXPENSES:**

- Anticipated revenues have been brought back up to be closer to “normal” but are still being conservatively budgeted. We will continue monitoring revenues as they come in and adjust this figure as needed.
- \$25,000 00 has been included for engineering fees relative to needed upgrades at the sewer treatment plant. Additional funds for engineering are included under Operating Grants and Contingencies (see below).
- \$15,000 has been budgeted for routine infrastructure maintenance.
- Principal payments on our bonds have been removed from the sewer budget, as these are balance sheet items, not P&L items and need not be reflected in the budget.
- We will be discussing the possibility of using existing cash reserves to pay off our sewer bonds entirely. More on that at a future budget meeting.
- **NOT YET INCLUDED:**
  - Sewer line replacement as per Marty Boland’s recommendation (attached) - \$33,000

#### **HURF (STREETS) REVENUES AND EXPENSES:**

- We still have fund balance remaining in HURF that we will use toward balancing this fund’s budget. The remainder will be subsidized by the General Fund. (That subsidy currently comes to \$68,000).
- \$25,000 has been budgeted for continued use of Portajohns, in the event that Council wishes to retain those. Currently they are only at Middle Park.
  - Council may want to consider funding or seeking funding for permanent public restrooms in that area.
  - We have applied for reimbursement thru DEMA/FEMA, and will continue to apply as additional expenses are incurred; however, we have not received word yet as to whether these costs will be reimbursed.
- \$20,000 (total) has been budgeted for routine infrastructure maintenance and street patching.

- **NOT YET INCLUDED:**
  - Repairs to Gulch Road and North Drive (requested by resident) – Cost TBD
  - Hampshire Avenue sidewalk repair (needs ADOT involvement) - \$50,000 in contingency budget
  - Purchase of flatbed truck - \$50,000 (would be split between Water, Sewer, Parks, Properties, Trash and HURF budgets)

#### **PARKING REVENUES AND EXPENSES:**

- We have anticipated \$150,000 in kiosk revenues, with an allowance for an additional \$70,000.
- We have provided for transfers of \$40,000 each to the water and sewer budgets.
- The budget includes an allowance of \$20,000 for additional capital purchases, and an allowance of \$60,000 for additional transfers if needed to water, sewer and public safety budgets.
- **NOT YET INCLUDED:**
  - Purchase of ATV - \$15,000 (recommended by Chief Muma)
  - Second parking enforcement officer, part-time - \$15,500 (recommended by Chief Muma – see attached)

#### **OPERATING & CAPITAL GRANTS:**

- We are still “fleshing out” our grants budgets, but at present they include:
  - GOHS grant for police - \$7,000
  - Various fire grants (Firehouse Subs, 100 Club, NEAMS and Title 3) - \$43,500
  - Carryover of remaining Freeport-McMoRan grant for water planning - \$41,000
  - SHPO grant for design guidelines - \$20,000
  - USDA Search grant for wastewater engineering - \$30,000
  - Core of Engineers grant for sewer plant design - \$500,000 (per PACE Engineering)
  - Grant to cover the grant match for the Core of Engineers grant - \$25,000
  - Yavapai County Storm Drainage - \$120,000 (accumulation of four years of funding carried over for use in obtaining easements for our drainage project)
  - Miscellaneous operating grants TBA - \$300,000
  - CDBG – DUNDEE Waterline - \$309,170
  - Remainder of HURF Exchange funding for drainage design - \$80,000
  - Yavapai Apache Nation Prop 202 funding carryover (Community Garden) - \$31,000
  - Yavapai Apache Nation Prop 202 funding carryover (Fire Station kitchen or other project preferred by Council) - \$15,000
  - Carryover of two Freeport McMoRan Social Investment funding awards totaling \$61,000 for restoration of School Street access to Civic Center
  - Freeport-McMoran Social Investment funding 2022 (TBA) - \$30,000
  - ADEQ Brownfields funding for lead paint abatement at Hotel Jerome - \$50,000
  - Grant for a healthcare clinic (also budgeted in prior years) - \$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 \$55,000 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. Revenues from excess sales tax, additional donations, sale or lease of real property, connection fees, a Design Bridge loan and American Rescue Act funds are included, and expenditures provided for as follows:

- Use of American Rescue Act funding (for water, sewer or broadband) - \$54,285
- \$25,000 for repairs to the parade steps
- Repairs to the rock wall below School Street - \$50,000
- Hampshire Avenue sidewalk repairs - \$50,000
- Purchase of a flatbed truck - \$50,000
- The use of excess wildlands fees up to \$100,000
- The use of excess sales tax revenues up to \$80,000
- Purchase of a new golf cart or ATV for administration - \$10,000
- 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)

**MAJOR PROJECTS NOT INCLUDED:**

- Center Avenue – water, sewer, road repair - \$400,000 to \$450,000
  - Engineering is complete. This is the project we applied for competitive CDBG funding for but did not receive.
- School Street – water, sewer, road repair
- Verde Street – water, sewer, road repair
- Holly Street – water, sewer, road repair, retaining wall
- First Avenue – water, sewer, road repair, curb and gutter
- Fifth Avenue – water, sewer, road repair
- Refurbishment of second water tank on Cleopatra Hill

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 well, and I would request input from Council regarding the funding of special projects and purchases, wages and staffing levels, as detailed on the separate sheet attached.

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

As a reminder, we are aiming to adopt the tentative budget at our regular June meeting (June 8), and adopt the final budget at a special meeting to be scheduled for June 29. This is about a month ahead of the statutory deadlines but would allow us to have our FY22 budget in place as of July 1.

As you all know, 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.

**BUDGET MEETING SCHEDULE:**

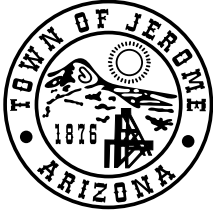
Tuesday, April 27 - 1:00 PM

Tuesday, May 4 - 1:00 PM

Monday, May 10 - 11:00 AM

Tuesday, May 18 - 1:00 PM

Wednesday, June 2 - 1:00 PM



# 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, 600 Clark Street**  
**TUESDAY, MAY 4, 2021 AT 1:00 PM**

<div>ITEM #1:</div> <div>1:10 (0:04)</div>	<div>CALL TO ORDER/ROLL CALL</div> <div>Mayor/Chairperson to call meeting to order.</div> <div>Mayor Jack Dillenberg called the meeting to order at 1:10 p.m.</div> <div>Town Clerk to call and record the roll.</div> <div>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and councilmembers Alex Barber, Sage Harvey, and Jane Moore. Also present were Accounting Clerk Melanie Atkin, Fire Chief Rusty Blair, Public Works Director Marty Boland, and Deputy Town Clerk Rosa Cays.</div>																																										
<div>ITEM #2:</div> <div>1:10 (0:36)</div> <div>2:31 (1:20:48)</div>	<div>2021-22 BUDGET</div> <div>Council will continue their discussions regarding the 2021-22 budget. Discussion may include any portion of the budget. During discussion, Council may enter into executive session pursuant to A.R.S. § 38-431.03 (A)(1) to discuss personnel matters.</div> <div>Ms. Gallagher reviewed her memo detailing changes made to the budget since the April 27 meeting. Her memo is included as an attachment to these minutes.</div> <div>Council discussed and determined that:</div> <div><div><div></div><div>The COLA increase would be set at 2%.</div></div><div><div></div><div>\$1,000 will be added for the purchase of a laptop and TV for live streaming public meetings. In the meantime, donations of those items will be sought.</div></div><div><div></div><div>The anticipated revenues from building permits and P&amp;Z fees will be increased.</div></div><div><div></div><div>\$2,000 will be included to restore the grass in Upper Park. (A placeholder had previously been added pending cost estimate.)</div></div><div><div></div><div>The cost of fixing the bathroom ventilation at the Artists Co-op can be absorbed by general building R&amp;M, so that placeholder was removed.</div></div><div><div></div><div>Engineering in the properties budget will be increased to \$5,000.</div></div><div><div></div><div>“Training and Education” in the Sanitation budget will be set at \$800.</div></div><div><div></div><div>Landfill tipping fees will be increased to \$24,500.</div></div><div><div></div><div>\$40,000 will be transferred from the Parking Fund to the HURF budget.</div></div><div><div></div><div>A water truck will be purchased asap, and \$30,000 will be included in the contingency budget in case if it cannot be located and purchased prior to July 1.</div></div><div><div></div><div>\$1,000,000 will be included in grants to cover any funds that may be received as a result of the American Rescue Act and/or state government appropriations.</div></div><div><div></div><div>Funds will be included in the contingency budget for work on Center Avenue. Ms. Gallagher will discuss with NACOG the advisability of applying for competitive CDBG SSP funding for all or part of this work.</div></div></div> <div>Motion to enter into executive session at 2:31 p.m.</div> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG	X		X				HARVEY			X				MOORE			X				WORTH			X			
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ITEM #3:	<b>ADJOURNMENT</b>					
	Upon reconvening into open session, the meeting was adjourned.					
	<b><i>Motion to adjourn at 2:46 p.m.</i></b>					
	<b>COUNCILMEMBER</b>	<b>MOVED</b>	<b>SECONDED</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>
	BARBER		X	X		
	DILLENBERG			X		
	HARVEY	X		X		
MOORE			X			
WORTH			X			

APPROVE:

ATTEST:

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 Dr. Jack Dillenberg, Mayor

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 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:** Second draft: 2021-22 Town budget  
**DATE:** April 29, 2021

---

Here is the second draft of our 2021-22 budget. The budget now utilizes \$133,000 in General Fund Balance and \$141,500 of Utility Fund Balance, leaving over \$411,000 still available for use in the General Fund (while still retaining 25% of our operating expenses as a reserve) and over \$57,000 in the Utility Fund.

I have made the changes discussed at our April 20 meeting, and highlighted the changed cells in yellow. *However, not all of those items are factored into the "bottom line" yet because we don't yet have some of the cost estimates.* I have also added "**PLACEHOLDERS**," (cells shaded in orange), for those items. I am hoping to have some of those costs for you by the meeting date. Items still not included, and for which no placeholders have been added yet, are detailed below.

Since the April 20 meeting, I have made the following changes:

### **CHANGES ACROSS SEVERAL DEPARTMENTS:**

- Included an across-the-board 1.3% COLA increase (consistent with SSA) for all personnel.
- Included initial and annual costs of Caselle accounting software allocated among various departments and funds (see separate sheet for details).
- Removed annual costs of CYMA, Billmaster (DataWest), and ADP software/services in all departments, as those would be phased out in the transition to Caselle, which includes all of those functions in one unified package (see separate sheet for details).
  - *Note: Caselle cost also includes online payment ability and processing.*
- Reduced property & liability insurance costs to reflect \$31,000 dividend that will be credited against our premium.

### **GENERAL GOVERNMENT EXPENSES:**

- A UTV for Administration (which could also be used when necessary by our Public Works, Fire and/or Police departments) has been included, tentatively at \$10,000.
- \$4,000 has been added to cover attendance at AZ League and/or NLC conventions.
- **NOT YET INCLUDED:**
  - Audio-visual system to broadcast Council and Board meetings (cost TBD). It may be possible to accomplish this via the Open Media Foundation, which provides streaming software to us at no cost due to our size. We would just need to purchase a dedicated laptop with webcam. I'm still gathering information and hope to have more at our next budget meeting.

#### **MAGISTRATE COURT REVENUES AND EXPENSES:**

- At the Judge's recommendation, I have added \$15,000 to court revenues from parking tickets.
- A part-time Court clerk has been added, initially estimated at 16 hours/week and \$15/hr. Including payroll taxes, this adds about \$13,500 to the budget.
- \$32,000 has been added for the purchase of a new patrol car.

#### **PLANNING & ZONING EXPENSES:**

- Software expenses have been reallocated to place some of the costs in the Planning & Zoning budget. (See separate sheet for details.)

#### **PARKS EXPENSES:**

- **NOT YET INCLUDED:** Cost of replacing grass in Upper Park (waiting for cost estimate). A **PLACEHOLDER** has been added.

#### **PROPERTIES EXPENSES:**

- **NOT YET INCLUDED:**
  - Preliminary design work for Hotel Jerome (beyond ASU study)
  - Repairs to parade steps (\$25,000 in contingency budget)
  - Repair to rock wall below School Street (\$50,000 in contingency budget)
  - **PLACEHOLDERS (Cost TBD)** have been added for:
    - Repair to overflow ditch between Hill Street and Clark Street
    - Replacement of first floor plate glass windows at Hotel Jerome
      - We have been attempting for months to get estimates for this work. If we are able to get it done by July 1, we will. If not, some or all of it will need to be included in this budget.
    - Bathroom ventilation fix at the Hotel Jerome. (Cost TBD)

#### **WATER DEPARTMENT EXPENSES:**

- Software expenses have been recalculated and reallocated (see separate sheet for details). The new software being considered would include online utility payments.
- We have included \$13,000 for water line replacement on First Avenue as discussed on April 20.
- We have included \$25,500 for live tap valves for the Clark Street regulator as per Marty Boland's recommendation.
- We have increased the line item for R&M at the springs to \$16,500 as per Henry and Tyler's prior correspondence.
- **NOT YET INCLUDED:**
  - Purchase of a water truck - \$30,000 (Could be funded in part with wildlands revenues)

#### **SANITATION DEPARTMENT EXPENSES:**

- Software expenses have been recalculated and reallocated (see separate sheet for details). The new software being considered would include online utility payments.

#### **SEWER DEPARTMENT EXPENSES:**

- Software expenses have been recalculated and reallocated (see separate sheet for details). The new software being considered would include online utility payments.
- We have included \$33,000 for sewer line replacement as discussed on April 20.
- ALTHOUGH NOT A BUDGET ITEM ... we are researching what we will need to do to pay off our sewer bonds and will update you soon.

#### **HURF (STREETS) EXPENSES:**

- Software expenses have been recalculated and reallocated (see separate sheet for details).
- We reduced the line item for Portajohns to \$5,500 in anticipation of installing permanent restrooms.

- We have applied for reimbursement thru DEMA/FEMA for prior expenses but still have not heard whether those costs will be reimbursed.
- **NOT YET INCLUDED:**
  - Hampshire Avenue sidewalk repair (needs ADOT involvement) - \$50,000 in contingency budget
  - Purchase of flatbed truck - \$50,000 (would be split between Water, Sewer, Parks, Properties, Trash and HURF budgets)
  - **PLACEHOLDERS (Cost TBD)** have been added for:
    - Repairs to North Drive (requested by resident)
    - Cost of constructing permanent public restrooms

**PARKING REVENUES AND EXPENSES:**

- I increased the revenue line, "Allowance for additional revenues" by \$2,000.
- Software expenses have been recalculated and reallocated (see separate sheet for details).
- An additional part-time parking enforcement officer has been added.
- \$15,000 has been included for the purchase of an ATV.
- We have provided for transfers of \$40,000 each to the water and sewer budgets.
- The budget includes an allowance of \$20,000 for additional capital purchases, and an allowance of \$60,000 for additional transfers if needed to water, sewer and public safety budgets.

Also not included are any of the major projects (including Center Avenue) listed in my prior memo.

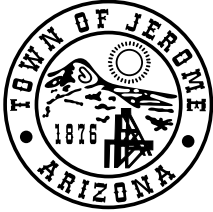
*Some estimated figures for routine expenditures, as well as grants anticipated, are continually under review and are subject to adjustments as needed.*

**REMAINING BUDGET MEETING SCHEDULE:**

Monday, May 10 - 11:00 AM

Tuesday, May 18 - 1:00 PM

Wednesday, June 2 - 1:00 PM



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943    [www.jerome.az.gov](http://www.jerome.az.gov)

## MINUTES

### SPECIAL MEETING OF THE JEROME TOWN COUNCIL Council Chambers, Jerome Town Hall, 600 Clark Street MONDAY, MAY 10, 2021 AT 11:00 AM

<b>ITEM #1:</b> 11:01 (0:03)	<b>CALL TO ORDER/ROLL CALL</b> Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg called the meeting to order at 11:01 a.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and councilmembers Alex Barber, Sage Harvey, and Jane Moore. Also present were Fire Chief Rusty Blair, Public Works Director Marty Boland, Accounting Clerk Melanie Atkin, and Deputy Town Clerk Rosa Cays.</i>
<b>ITEM #2:</b> 11:01 (0:45)	<b>2021-22 BUDGET</b> Council will continue their discussions regarding the 2021-22 budget. Discussion may include any portion of the budget. During discussion, Council may enter into executive session pursuant to A.R.S. § 38-431.03 (A)(1) to discuss personnel matters. <i>Ms. Gallagher reviewed her memo detailing changes made to the budget since the May 4 meeting. Her memo is included as an attachment to these minutes.</i> Council discussed and determined that: <ul style="list-style-type: none"><li>• The COLA increase will be set at 2.3%.</li><li>• Pay scale for Fire Department employees will be adjusted as per the Chief's recommendation.</li><li>• \$10,000 will be included for repairs to the overflow ditch.</li><li>• Funds will be allocated (cost as yet unknown) in the water budget for gating on Allen Springs Road.</li><li>• This year's transfer from the Sanitation budget to the Capital fund (toward the eventual purchase of a garbage truck) will be increased to \$10,000.</li><li>• Funds will be included under HURF to pave the parking lot across from the Spirit Room (in case it does not happen before July 1).</li><li>• Repairs to North Drive (a placeholder had been included in the HURF budget) will be absorbed by general R&amp;M.</li><li>• The amount included in the General Fund contingencies budget for the purchase of a water truck, in case it can't be located/purchased prior to July 1, will be increased to \$40,000.</li><li>• The line item included in the General Fund contingencies budget for repairs to the parade steps will be eliminated.</li><li>• The line item included in the General Fund contingencies budget for repairs to the rock wall below School Street will be increased to \$75,000.</li></ul> <i>Council also discussed the matter of paving our cobblestone streets, and it was generally agreed that the town would not pave over the historic cobblestones. One alternative mentioned was installing concrete paver strips while maintaining most of the cobblestones around them.</i>

ITEM #3:	<b>ADJOURNMENT</b>					
	<i>Motion to adjourn at 12:23 p.m.</i>					
	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSTAIN
	BARBER		X	X		
	DILLENBERG	X		X		
	HARVEY			X		
	MOORE			X		
	WORTH			X		

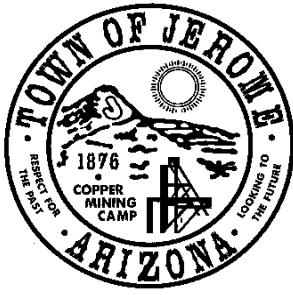
APPROVE:

ATTEST:

\_\_\_\_\_  
Dr. Jack Dillenberg, Mayor

\_\_\_\_\_  
Candace B. Gallagher, CMC, Town Manager/Clerk

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



# TOWN OF JEROME

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

Founded 1876  
Incorporated 1899

## MEMO

**FROM:** Candace Gallagher, Town Manager/Clerk  
**TO:** Mayor and Council  
**SUBJECT:** Third draft: 2021-22 Town budget  
**DATE:** May 6, 2021

---

Here is the third draft of our 2021-22 budget. The budget now utilizes \$100,500 in General Fund Balance and \$137,000 of Utility Fund Balance, leaving over \$439,000 still available for use in the General Fund (while still retaining 25% of our operating expenses as a reserve) and over \$61,000 in the Utility Fund.

I have made the changes discussed at our May 4 meeting, and highlighted the changed cells in light blue. However, not all of those items are factored into the "bottom line" because we still don't have some of the cost estimates. There are still "**PLACEHOLDERS**," (cells shaded in orange), for those items. Items still not included, and for which no placeholders have been added yet, are detailed below.

### **CHANGES ACROSS SEVERAL DEPARTMENTS:**

- Made wage changes as discussed, including an across-the-board 2% COLA increase for all personnel.
- In further discussions with Caselle, we found that it will take at least 12 months for them to complete the upfront work on the conversion. We would need to pay 50% of the upfront cost upon engaging them, and the other 50% when it is fully implemented and in service. At that point, the monthly billing would begin. Therefore, I have changed the software allocation spreadsheet to reflect a 50% upfront payment to Caselle in FY22, no monthly fees to them in FY22, and continuation of our ADP, DataWest and CYMA services through the coming year. You will see changes in several departments as a result. Next year (FY23), we will budget the remaining 50% and the monthly fees and eliminate the other programs.

### **GENERAL GOVERNMENT REVENUES AND EXPENSES:**

- Increased revenue from sale of assets to \$7,500 to allow for sale of police vehicle and public works ATV
- Added \$1,000 to "Small Tools & Equipment" to cover the cost of a laptop and TV for meeting broadcasts, and will contact Walmart regarding the donation of those items.
- Increased "Allowance for preservation of historic buildings" to \$30,000.

### **PLANNING & ZONING REVENUES:**

- Increased anticipated revenues for P&Z fees and building permits to \$5,000 and \$8,000 respectively.

### **PARKS EXPENSES:**

- Included \$2,000 to replace grass in Upper Park

### **PROPERTIES EXPENSES:**

- Removed placeholder for bathroom ventilation fix at Hotel Jerome. This can be absorbed by general R&M, in either the current budget or the FY22 budget.
- Increased engineering fees to \$5,000

- **NOT YET INCLUDED:**
  - Preliminary design work for Hotel Jerome (beyond ASU study)
  - Repairs to parade steps (\$10,000 in contingency budget)
  - Repair to rock wall below School Street (\$50,000 in contingency budget)
  - **PLACEHOLDERS (Cost TBD)** remain for:
    - Repair to overflow ditch between Hill Street and Clark Street
    - Replacement of first floor plate glass windows at Hotel Jerome
      - We are working on obtaining additional quotes for this work

#### **SANITATION DEPARTMENT EXPENSES:**

- Added \$800 to “Training and Education”
- Increased landfill tipping fees to \$24,500

#### **HURF (STREETS) REVENUE AND EXPENSES:**

- Included as revenue \$40,000 transfer from parking fund and reduced General Fund subsidy accordingly.
- As discussed, the purchase of a water truck can take place this fiscal year using available funds. For now, I have included \$30,000 in the General Fund contingency budget in the event that a truck can’t be located before July 1.
- **NOT YET INCLUDED:**
  - Hampshire Avenue sidewalk repair (needs ADOT involvement) - \$50,000 in contingency budget
  - **PLACEHOLDERS (Cost TBD)** remain for:
    - Repairs to North Drive (requested by resident)
    - Cost of constructing permanent public restrooms

#### **PARKING EXPENSES:**

- Reduced “allowance for additional transfers” to \$2,000 and included \$40,000 transfer to the HURF budget.

#### **GRANTS:**

- Added \$1,000,000 for American Rescue Funds
- *We are still working on the grants budgets ... they are a work in progress.*

#### **GENERAL FUND CONTINGENCIES:**

- Included \$250,000 use of fund balance for utility work on Center Avenue and \$50,000 for matching funds if awarded the grant for paving.
  - *NACOG has advised that the next SSP (competitive) round will be coming up soon, but is likely to be even more competitive than the last, and our score was lower due to (1) not having a higher percentage of low- to moderate-income residents (we scored only 2 out of 20 points in that category) and we did not get the 10 “severe need” points. Isabel feels that our chances of being awarded the competitive grant are slim.*
- Eliminated \$10,000 contingency for purchase of ATV for admin (now in General Govt budget)

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

#### **REMAINING BUDGET MEETING SCHEDULE:**

Tuesday, May 18 - 1:00 PM

Wednesday, June 2 - 1:00 PM



# TOWN OF JEROME

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


## MINUTES

### REGULAR MEETING OF THE JEROME TOWN COUNCIL

Council Chambers, Jerome Town Hall, 600 Clark Street

TUESDAY, MAY 11, 2021, AT 7:00 P.M.

<div>ITEM #1:</div> <div>7:00 (0:03)</div>	<div>CALL TO ORDER/ROLL CALL</div> <div>Mayor/Chairperson to call meeting to order.</div> <div>Mayor Jack Dillenberg called the meeting to order at 7:00 p.m.</div> <div>Town Clerk to call and record the roll.</div> <div>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and Councilmembers Alex Barber, Jane Moore, and Sage Harvey. Also present were the Honorable Joan Dwyer, Police Chief Allen Muma, Police Officer Kerry Lee, Zoning Administrator John Knight, Accounting Clerk Melanie Atkin, and Deputy Town Clerk Rosa Cays.</div> <div>Mayor Dillenberg commented on finally holding the meeting in person. He then rearranged the agenda and moved items #8E, #8F, and #7 to immediately follow item #2. Judge Dwyer requested that item #7 go before item #8E. The items have been kept in their original order in these minutes.</div>																																										
<div>ITEM #2:</div> <div>7:01 (1:22)</div>	<div>FINANCIAL REPORTS</div> <div>Financial reports for April 2021</div> <div>Councilmember Harvey had questions regarding police contract services and sanitation usage fees. Ms. Gallagher said we would get back to her regarding the police contract services, and Ms. Atkin answered her question about the sanitation usage fees. Ms. Harvey also had a question about a refund regarding the Jeep. Ms. Gallagher explained that there was a problem with the title which took, due to COVID, over a year to resolve.</div> <div>Motion to approve the April 2021 Financial Reports</div> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE		X	X				WORTH			X			
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<div>ITEM #3:</div> <div>7:10 (10:19)</div>	<div>STAFF AND COUNCIL REPORTS</div> <div>Reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, and Fire Chief, and Council members.</div> <div>Ms. Gallagher read from her staff report. [Audio was not well recorded; quite a bit of ambient noise and other microphones picking up sounds made it difficult to hear Ms. Gallagher.]</div> <div>Councilmember Barber asked about the one utility account that has not been paid. Ms. Gallagher said that we are prepared to discontinue services for that accountholder.</div> <div>Vice Mayor Worth remarked that she was pleased to see town staff signing up for additional training and had a question about Chief Muma’s report.</div> <div>Motion to approve the May 2021 Staff Reports</div> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></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>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY			X				MOORE		X	X				WORTH			X			
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<div>ITEM #4:</div> <div>7:15 (14:57)</div>	<div>ZONING ADMINISTRATOR’S REPORT AND MINUTES</div> <div>Minutes are provided for the information of Council and do not require action.</div> <div>Mr. Knight reported that the district signs have been removed and that a bee ordinance would be discussed later in the meeting. Mr. Knight said he met with Danna Wakefield, the new owner of the Clubhouse on Hill Street, and changes there are likely to happen within the next few months.</div>																																										
<div>ITEM #5:</div> <div>7:16 (16:14)</div>	<div>APPROVAL OF MINUTES</div> <div>April 6, 2021 (open and closed sessions); April 13, 2021 (open and closed sessions); April 20, 2021 (open and closed sessions)</div> <div>Motion to approve the April 6, April 13, &amp; April 20, 2021 minutes (open &amp; closed sessions)</div> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH	X		X			
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<p><b>ITEM #6:</b> 7:17 (17:00)</p>	<p><b>PETITIONS FROM THE PUBLIC</b></p> <p>(18:21) Jerome resident Margie Hardie spoke about the procedures for doing resolutions and minutes for P&amp;Z and DRB and how they have changed since the last zoning administrator. She then explained how previous administrations did them and how they are currently done. She objected that the motions are now reflected by the resolution number without the specific language, which she would like to see spelled out verbatim in the minutes.</p> <p>Ms. Barber noted that the meeting minutes available on the town website include time markers for each item, making them easy to locate on the audio recordings.</p>
<p><b>ITEM #7:</b> 7:04 (3:38)</p>	<p><b>PRESENTATIONS</b></p> <p><b>ITEM #7A: COMMENDATIONS – POLICE CHIEF ALLEN MUMA AND OFFICER KERRY LEE</b></p> <p>Police Chief Allen Muma and Officer Kerry Lee will be presented with commendations for their quick actions in saving a life while off duty on April 27.</p> <p>Mayor Dillenberg spoke about the event on April 27, when Chief Muma and Officer Lee saved a man's life at the local Planet Fitness while they were off duty. He then presented them with certificates of commendation. The men were given a round of applause and photographed with the mayor.</p> 
<p>7:23 (23:09)</p>	<p><b>ITEM #7B: WATER AND SEWER RATE STRUCTURE</b></p> <p>John Bartell will address Council regarding the town's water and sewer rate structure.</p> <p>(23:55) Jerome property owner John Bartell spoke about Jerome's water and sewer rate structure with a focus on commercial accounts. He said that, for him, it is a fairness issue as well as a financial issue. He referred to Tab 1 in the materials he provided and shared data regarding water usage/charges in Prescott versus Jerome and quoted from the town code, section 13-9-5 E: "Water conservation, by its very nature, should be a normal component of a well-run town ...". Mr. Bartell said that about two years ago, the town of Jerome hired a consultant for \$9k to study Jerome's water/sewer rate structure with four key objectives, which Mr. Bartell listed, including equitable billing. The consultant, he said, ultimately suggested that the town charge by use, which the town has not yet done, although he hopes it will. Mr. Bartell read from his report and explained a plan for conservation and fairness. He then referred to the 2020 Jerome water usage report, which he said is like comparing apples to oranges; he explained how and used the example of one restaurant that used 34,000 gallons of water that he said paid 1400 percent more per gallon than another, larger restaurant in town that used 529,000 gallons. He also compared other types of businesses. Mr. Bartell stated that part of the government's responsibility is to provide a level playing field for businesses.</p> <p>Mayor Dillenberg thanked Mr. Bartell for the information and said he did not see a recommendation in Mr. Bartell's report. Mr. Bartell said he did not include one.</p> <p>Mayor Dillenberg said he was in complete agreement about fairness and asked Mr. Bartell to work together with Council toward a solution. He said he also wanted to address any concerns Council might have.</p> <p>Councilmember Moore explained that this process was delayed when COVID hit, and that she did not want to discuss an increase in water rates without getting feedback from citizens.</p> <p>Mayor Dillenberg suggested forming a committee or working group to address the issue and come up with a fair solution.</p> <p>Ms. Barber asked Ms. Gallagher for her recommendation. Ms. Gallagher stated that the town has an existing contract with Willdan [Financial Services], and that with the pandemic, work had stopped. She said that Willdan needs to present again to complete their work and suggested sharing Mr. Bartell's findings with Willdan, and asking them to return at a future meeting.</p> <p>Mayor Dillenberg acknowledged Mr. Bartell's hard work and asked that he be included in the next meeting with Willdan. Mr. Bartell said he would be willing to meet.</p> <p>Mr. Bartell urged Council to read through his packet. He brought up antitrust and the concept of fairness and the legal responsibilities of the town. He then thanked the Council for their time.</p>
<p><b>ITEM #8:</b> 7:39 (39:11)</p>	<p><b>ORDINANCES AND RESOLUTIONS</b></p> <p><b>ITEM #8A: RESOLUTION NO. 612, A RESOLUTION OF THE TOWN COUNCIL OF JEROME, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "PROPOSED CHANGES TO THE JEROME ZONING ORDINANCE REGARDING SIGNAGE"</b></p> <p>Council may adopt Resolution 612, declaring as a public record certain changes to the Jerome Zoning Ordinance to be considered for adoption as part of Ordinance 472.</p> <p>Mayor Dillenberg read the title of the resolution, and Ms. Gallagher explained its purpose: exempting the town from having to publish the Code changes in their entirety.</p> <p>Mr. Knight said that at the last council meeting, the first reading of Ordinance 472 was conducted, and Council made a few suggested changes: the definition for gas-generated signs was reinstated and barber poles were pointed out as moving signs, which are prohibited, so this information was made consistent with allowable signs.</p>

Ms. Moore brought up that wood was removed as an allowable material for signs. Discussion ensued.

Ms. Harvey said she wanted wood to remain an option for signs. She asked about the definition of barber pole, which Mr. Knight clarified; and situations where a flag may not be attached to the building. Mr. Knight said that it would likely be on a flagpole.

Vice Mayor Worth said wood signs are historically in line with Jerome and wants to keep it as an option. Ms. Gallagher suggested changing the wording in the ordinance to reflect this, and Council agreed with her recommended language.

Ms. Barber said that allowing flags to be illuminated but not signs seemed contradictory. Mr. Knight said that this was applicable to temporary signs in residential zones.

Ms. Kennedy interjected that her three wooden signs were approved and installed three years ago and still look good.

**Motion to approve Resolution No. 612 with changes proposed during discussion**

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

7:51 (50:52)

**ITEM #8B: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 472, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTIONS OF THE JEROME ZONING ORDINANCE REGARDING TEMPORARY SIGNAGE**

Council may conduct the second reading of, and may adopt, Ordinance No. 472.

**Motion to approve Ordinance no. 472 with changes proposed (to Resolution 612) during the Item #8A discussion**

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

7:52 (51:2)

**ITEM #8C: RESOLUTION NO. 610, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "2021 CHANGES TO THE JEROME ZONING ORDINANCE REGARDING ADMINISTRATIVE APPROVALS AND APPEALS"**

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

Mr. Knight said this ordinance had returned to P&Z for significant changes and was now before Council for approval.

Ms. Barber acknowledged that this was a lot of work and good changes have been made. Her one request was to specifically say preliminary and final site plans, not just plans, in Section 303.4, pg. 40 of 93, so that it is explicitly clear to applicants. A brief discussion followed.

Vice Mayor Worth, for the benefit of the public, stated that this ordinance has gone back and forth several times to staff and boards. Appreciation was expressed all around to those who had worked on it.

Discussion then returned to preliminary site reviews, which the vice mayor pointed out is the applicant's choice to submit one or go straight to submitting a final site plan review.

Ms. Moore asked about the separate definition of shed and if it should be part of the definition of accessory building. Mr. Knight explained why he included the separate definition. Discussion ensued. Ms. Moore said what is defined in the P&Z section of the zoning ordinance should correlate with what is defined in the DRB section in reference to accessory feature as well as accessory building, the latter not to be used for human habitation, per the ordinance.

Ms. Harvey explained her reasons for wanting to list a separate definition for shed in the ordinance.

Ms. Moore reiterated that the criteria in the DRB sections should correspond with the P&Z sections.

(1:03:10) Ms. Hardie returned to the podium and said she had reviewed the changes to the ordinance, which she admits can be ambiguous. She said she was concerned about referencing shed, an accessory building, in two places and that it would confuse applicants. She then explained what a shed was used for.

Ms. Harvey called a point of information and read aloud the Oxford Dictionary definition of shed.

Ms. Hardie was more concerned about someone changing the use of a shed once it had been approved. She said her even greater concern was the "deletion" of a preliminary site plan, one of the most important things in the approval process as it gives the applicant the opportunity to "fix things." She also said she disagreed with allowing administrative approvals on simpler projects. She said if Mr. Knight could do unilateral approvals, and she appealed his decision, she would have to pay \$200 to go to the Board of Adjustment. She said this was unfair.

Vice Mayor Worth pointed out that the definition of shed states that it could be used for storage or a workshop, so a change of use would not have to be reapproved, and that the separate definition of shed is for clarification. As for the "deletion" of the preliminary site plan, the vice mayor explained in detail and with examples that it is now an option for the applicant and that the opportunity is not eliminated.

Ms. Gallagher mentioned that the \$200 Board of Adjustment fee is refundable if the appeal is upheld.

Ms. Moore asked if the definition for accessory buildings could be revised to read as it does in the in the DRB section of the ordinance. Discussion ensued about the definitions of shed and accessory buildings and where they are mentioned in the ordinance. She then had a question about the appeals process, which Mr. Knight explained. Discussion continued. Ms. Barber requested that in the definition for shed, “not for human habitation” be included despite the redundancy. Vice Mayor Worth called point of procedure. Ms. Gallagher explained. The vice mayor motioned to table the item and add it to the same agenda when the second reading of Ordinance No. 470 will be conducted. Ms. Moore confirmed that this would include the changes discussed.

**Motion to table Resolution no. 610 and to add it to the agenda with the second reading of Ordinance No. 470**

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

8:24  
(1:24:19)

**ITEM #8D: FIRST READING - ORDINANCE NO. 470, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTIONS 106, 302, 303.1, 303.2, 303.3, 303.4, 304 AND 502 OF THE JEROME ZONING ORDINANCE RELATED TO ADMINISTRATIVE APPROVAL AND THE APPEALS PROCESS FOR CERTAIN TYPES OF PROJECTS**

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

Mayor Dillenberg read Ordinance No. 470 by title.

Vice Mayor Worth said that since this was the first reading and the discussion about Resolution No. 610 was fairly intensive, she wanted to give Council, staff, and the public the opportunity to comment or ask so that anything which might be added could be incorporated before the second reading. No comments were made, or questions asked.

7:06 (5:53)

**ITEM #8E: PUBLIC HEARING - RESOLUTION NO. 613, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, ADOPTING THE HOME DETENTION PROGRAM**

Council will conduct a public hearing regarding a home detention program recommended by Town Magistrate Joan Dwyer, and following the hearing, may adopt Resolution No. 613 approving same.

Mayor Dillenberg opened the public hearing on Resolution 613.

Judge Dwyer explained the home detention program, an alternative to serving solely jail time that will allow people to serve part time in jail but then return home with an ankle monitor. She explained that because of the pandemic, jails were closed and work release was no longer available. To serve for a DUI, statute 9-499.07 requires that this program be adopted by the town council by resolution.

Jerome resident and business owner Rebekah Kennedy asked if someone would have to “blow” before they left their house. Judge Dwyer told her that the ankle monitor detects alcohol use. Ms. Kennedy then asked if there would be a cost to the town, to which the judge answered no. She said it was also less expensive for the defendant.

Vice Mayor Worth commented on the monitoring system and clarified that it monitored 24 hours/day, not just when someone attempted to drive.

(9:31) No further public comment was heard, and Mayor Dillenberg closed the public hearing.

**Motion to approve Resolution no. 613**

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

8:26  
(1:25:36)

**ITEM #8F: RESOLUTION NO. 614, A RESOLUTION OF THE TOWN OF JEROME, ARIZONA MAYOR AND COMMON COUNCIL, DESIGNATING THE CHIEF FISCAL OFFICER FOR OFFICIALLY SUBMITTING THE FISCAL YEAR 2020 AND FISCAL YEAR 2021 EXPENDITURE LIMITATION REPORTS TO THE ARIZONA AUDITOR GENERAL**

Council may adopt Resolution 613, designating Town Manager Candace Gallagher as the individual to officially submit the FY20 and FY21 Expenditure Limitation Reports to the Auditor General.

**Motion to approve Resolution no. 614**

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

After the item was approved, Council took a 10-minute recess and returned at 8:37 p.m. (1:27:20). Mayor Dillenberg then jumped to Item #9C to accommodate members of the public in attendance.

ITEM #9:	<b>UNFINISHED BUSINESS</b>
9:19 (26:58)	<p><b>ITEM #9A: DISCUSSION OF ORDINANCE REGARDING BEES</b></p> <p>Council will discuss provisions of an ordinance to regulate bees in Jerome and may direct staff to create a draft for first reading or initiate an ordinance to be drafted by the Planning &amp; Zoning Commission.</p> <p>Ms. Harvey said she would like to get an ordinance together soon and that she was no longer going to work on the residential parking ordinance.</p> <p>Mr. Knight was it was good to allow bees but only in certain circumstances. He talked about other bee issues to be addressed including aggressive hives. He said he sees two pathways: a standard one, similar to how pets and horses are addressed; or a conditional use permit (CUP), although some restrictions would need to be in place.</p> <p>Mayor Dillenberg asked if any interventions were in place. Ms. Gallagher said that the lidded trash cans have been received, but cans need to have liners installed, so it is a work in progress.</p> <p>Ms. Barber said she was willing to work with Mr. Knight on the ordinance and suggested keeping it simple. She said she was also open to working with town crew to help with planting pollinators. Ms. Barber asked how other councilmembers felt about adopting a bee ordinance.</p> <p>The mayor said something is needed, although not as complicated as what was initially discussed. He said he does not want to punish those who have bees.</p> <p>Mr. Knight said a standard ordinance would be easy and that a CUP would be more involved.</p> <p>Ms. Moore said she would like to see effective trash can lids, perhaps flowers planted that do not need a lot of water, and a way to eradicate the problem bees.</p>
9:27 (35:05)	<p><b>ITEM #9B: DISCUSSION OF ORDINANCE REGARDING SPECIAL EVENTS</b></p> <p>Council will discuss provisions of an ordinance to regulate special events in Jerome and may direct staff to create a draft for first reading or initiate an ordinance to be drafted by the Planning &amp; Zoning Commission.</p> <p>Vice Mayor Worth said she would like to see what other similar municipalities are doing to make sure Jerome stays within legal limits.</p> <p>Mr. Knight gave a brief staff report. He said he and Councilmembers Harvey and Moore met and did review ordinances in other jurisdictions and boiled them down to a few good points. He said Cottonwood seemed to have the best ordinance that could apply to Jerome. Mr. Knight asked if Council wanted to pursue an ordinance.</p> <p>Mayor Dillenberg said that now that we are headed to a post-pandemic time, Jerome may not see special events until late 2021 or early 2022.</p> <p>Discussion on this item will be continued at the next council meeting.</p>
8:37 (1:27:32)	<p><b>ITEM #9C: DISCUSSION OF ORDINANCE REGARDING RESIDENTIAL PARKING</b></p> <p>Council will discuss proposed changes to the Jerome Town Code regarding residential parking and may direct staff in this regard.</p> <p>Mr. Knight thanked Ms. Harvey for her work on the ordinance and said the goal was to make the permitting an equitable system. He then shared ideas that have been discussed and went through some of the revisions to the ordinance.</p> <p>(1:32:03) Ms. Kennedy expressed her frustration with the fact that her employees must pay to park.</p> <p>Vice Mayor Worth and Ms. Harvey both called point of order; the vice mayor explained that this item was about residential parking, not paid parking.</p> <p>Ms. Kennedy then expressed her frustrations with residential parking and tourists ignoring the signs that say LOCALS ONLY and RESIDENTIAL PARKING ONLY. She asked what determines trespassing when tourists park in the neighborhoods and walk across residents' lawns.</p> <p>Ms. Worth said the ordinance did not seem ready at this point; that what needs to be considered is what is fair and equitable, best practices, and who oversees what. She said all the concerns Ms. Kennedy brought up were valid; that a parking inventory needs to be done; and that eliminating temporary permits was not a good idea.</p> <p>[Audio difficulties here]</p> <p>Ms. Barber shared thoughts on visiting neighbors and that residents should not be penalized for doing so.</p> <p>Ms. Harvey said this is not a first reading; it is in front of Council for consideration on how to resolve this issue. She voiced her frustration with the whole situation and said temporary permits do not work on Verde Avenue since parking is taken up by residents. She said residents should not have to worry about having a place to park on their own street.</p> <p>Ms. Harvey said she needed Council to step up, that Chief Muma gets too busy; that this was about getting Council's opinion, not just one councilperson (herself) working on this.</p> <p>Vice Mayor Worth said she has offered to help with the parking ordinance—and other ordinances—in the past. She said there is no issue with councilmembers being willing to assist. She and Ms. Harvey got into a discussion about this. Vice Mayor Worth said that for the record, she has offered to help.</p> <p>(6:28) Jerome resident Lacey Ritter asked if it was of interest to Council and P&amp;Z to talk to the residents and determine what the problems are on specific streets as they obviously vary.</p> <p>Mayor Dillenberg validated Ms. Ritter's suggestion. Vice Mayor Worth confirmed that input and direction was requested with this item.</p>

	<p>Mr. Knight said the parking situation is more complicated than expected and suggested forming a committee of residents from different streets rather than councilmembers to gather input.</p> <p>Chief Muma said parking is complaint driven; that he gets complaints from almost all the streets with permit parking except for East Avenue, where the neighbors seem to have come up with their own solution. Chief Muma said some residents use the temporary permits all year long; that common courtesy is “out the window” so an ordinance has to be in place. He also said that parking takes up a third of JPD’s administrative time and that Council needs to give JPD the rules to enforce.</p> <p>Ms. Kennedy explained how the residents on East Avenue have worked out the parking. She suggested each neighborhood should get together and see what works for them.</p> <p>Ms. Moore said getting the parking inventory seemed key and that maybe each neighborhood should come up with their own solution. She said she did not like the idea of homebound residents not getting visitors or food because of parking.</p> <p>Mr. Knight suggested a citizen-involved program and said he would come back with an idea for the next Council meeting. He said he would also get with JPD to get the parking inventory completed.</p> <p>Vice Mayor Worth remarked that it is difficult to make decisions without data. She made several suggestions including sending out a survey to all constituents and addressing the problems in phases.</p> <p>Chief Muma said the basic inventory is done, but what has not been determined is who has on-site parking and revoke their permits. Discussion ensued about parking on Verde Avenue.</p> <p>Mayor Dillenberg said he would like to see members of the neighborhoods be part of the solution. Ms. Gallagher then read Suzy Mound’s letter aloud, who suggested rescinding the parking ordinance altogether.</p>																																										
9:31 (39:33)	<p><b>ITEM #9D: HOTEL JEROME</b></p> <p>Council will discuss the Hotel Jerome project and the possibility of engaging a general contractor and architect.</p> <p>Vice Mayor Worth said that it is unusual for a municipality to own a building that could be put to residential use. For the town to take advantage of infrastructure funding coming available (i.e., building infrastructure, not sewer/water), she said a concept and design need to be in place, so an architect and general contractor need to be in place.</p> <p>Ms. Kennedy asked if it could be written in the lease that tenants cannot use their apartments for short-term rentals and that this be enforced.</p> <p>Vice Mayor Worth said yes, that the goal is to provide housing for people who work in Jerome and that it would be in the lease agreement and prohibited.</p> <p>Ms. Gallagher explained that an RFP is a request for proposal, and that an RFQ is a request for qualifications of a firm. She said an architect and a contractor could be hired with an RFQ.</p> <p>Vice Mayor Worth asked if each position could be filled with a separate RFQ, which Ms. Gallagher confirmed.</p> <p>Mayor Dillenberg said he would like this to move forward as soon as possible. The vice mayor clarified direction to staff.</p> <p>Ms. Moore asked about the status of the land survey (i.e., parking for Hotel Jerome). Mr. Knight said the contract is signed and the survey is scheduled, and that the survey should happen by late May or June.</p>																																										
ITEM #10: 9:38 (46:40)	<p><b>NEW BUSINESS</b></p> <p><b>ITEM #10A: BORDELLO LIQUOR LICENSE</b></p> <p>Council will review an application by Marcus da Fonseca for a change in ownership of a Series 12 (Restaurant) liquor license at The Bordello of Jerome and may recommend approval or disapproval of the change or take no action.</p> <p>Vice Mayor Worth said she had two concerns: she pointed out that application numbers did not match, and that Mark da Fonseca has not completed management training. She said she was open to approving this with conditions.</p> <p>Ms. Harvey had made a motion to approve, and amended her motion to recommend approval subject to the owner getting his management Title 4 training as required by state law.</p> <p>Ms. Gallagher clarified for Ms. Barber that Council recommends approval or disapproval by the State, or takes no action; they do not actually approve the liquor license itself. A brief discussion ensued.</p> <p><b><u>Motion to recommend approval of liquor license for the Bordello of Jerome subject to the owner’s completion of Title 4 management training</u></b></p> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH			X			
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ITEM #11: 9:42 (50:44)	<p><b>TO AND FROM THE COUNCIL</b></p> <p>Council may direct staff regarding items to be placed on a future agenda.</p> <p>Vice Mayor said she would like to collect reactions to the Cocodona 250 before the June Council meeting. Ms. Gallagher said Steve Aderholt would be at the June meeting. Mayor Dillenberg spoke highly of all the volunteers and participants he met from the race.</p> <p>Ms. Gallagher said the next budget meeting would be May 18 at 2:00 p.m.</p> <p>Vice Mayor Worth informed everyone that on the May 18 agenda, she has requested an item be scheduled about paid parking fee waivers for NACOG participants coming to Jerome for their annual meeting in June.</p>																																										

ITEM #12:

**ADJOURNMENT*****Motion to adjourn at 9:47 p.m.***

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

APPROVE:

ATTEST:

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 Dr. Jack Dillenberg, Mayor

---

 Candace B. Gallagher, CMC, Town Manager/Clerk

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



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943      [www.jerome.az.gov](http://www.jerome.az.gov)

## MINUTES

### SPECIAL MEETING OF THE JEROME TOWN COUNCIL

Council Chambers, Jerome Town Hall, 600 Clark Street

TUESDAY, MAY 18, 2021 AT 2:00 PM

<b>ITEM #1:</b> 2:00 (0:03)	<b>CALL TO ORDER/ROLL CALL</b> Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg called the meeting to order at 2:00 p.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and councilmembers Alex Barber, Sage Harvey, and Jane Moore. Also present were Police Chief Allen Muma, Public Works Director Marty Boland, Accounting Clerk Melanie Atkin, and Deputy Town Clerk Rosa Cays.</i>
<b>ITEM #2:</b> 2:00 (0:42)	<b>PAY-TO-PARK</b> Council will discuss the possibility of increasing fees and extending hours for paid parking. <i>Questions and comments ensued about whether this item had been publicized. Councilmember Harvey said she remembered it being announced at the last budget meeting and Chief Muma noted that the agenda had been posted.</i> <i>Mayor Dillenberg asked if the parking fees should be raised and be just one fee for all day parking.</i> <i>Ms. Gallagher commented that this could decrease turnover and encourage more people to stay parked all day.</i> <i>Chief Muma said most people pay the lesser parking fees, and that only about 10 percent pay the \$5 all-day fee. He handed out a graph that showed how the revenues have changed in the last year, becoming more consistent instead of peaking strongly on weekends. Close to \$230k in parking revenues have been collected in the past year. Chief Muma suggested a single fee of \$4 for all day parking. (Currently the rates are \$3 for up to four hours and \$5 for all day.) He would anticipate an overall increase in total parking revenue with this change.</i> <i>Vice Mayor Worth said she liked the \$4 flat rate and does not want to extend the paid parking hours past 4 p.m. She said she would be open to increasing the fee to \$5 once we have concrete, physical examples of how the money has been spent.</i> <i>Councilmember Barber suggested starting paid parking at 9 a.m. and asked if it would be too much of a shock to move to \$5 for parking. A brief discussion ensued about the inconvenience to shop owners and how things have changed since before the pandemic; that more visitors are coming to town earlier in the day.</i> <i>Ms. Gallagher reminded everyone that shortening the hours was the compromise made originally with local business owners.</i> <i>Ms. Moore asked how much trouble it would be to adjust the kiosks to alter the fee. Chief Muma said it would require reprogramming the kiosks and changing out signage. He said it would probably take 30 days.</i> <i>Vice Mayor Worth asked if the revenue quoted earlier included citations; Chief Muma said no, it was strictly kiosk revenue. She then suggested enacting the new fee at the start of the new fiscal year. She said this would give everyone time to prepare.</i> <i>Ms. Gallagher said she could draft a resolution for the June council meeting.</i> <i>Chief Muma then suggested offering a discount for employees of Jerome businesses to keep them at \$3 for all day parking. He could set unique codes in the kiosks. Discussion continued about different scenarios involving employees and turnover. Chief Muma explained how he could make the discount work and pointed out that it would be prepaid.</i> <i>Ms. Gallagher asked for clarification about the discount for employees and if it should be part of the resolution. It was decided it should be.</i> <i>Chief Muma said a punch pass would be the easiest to track. Ms. Gallagher asked where employees would pay for the punch pass and who would administer this. Chief Muma said JPD could handle it but so could town hall staff.</i>

	<p>Vice Mayor asked that this be written up in two separate resolutions. She also made suggestions about the process of selling the parking punch passes. Discussion ensued.</p> <p>Councilmember Harvey said that she expects residents will ask if they can get the discount parking passes too.</p> <p>Chief Muma said that was fine, especially if the fee would be increased to everyone else. Discussion continued about proof of residency, car registration, utility statement, etc. Ms. Gallagher suggested simply requiring “proof of residency” and handling it a case at a time. Council agreed.</p> <p>Ms. Moore said she could go along with this plan but was slightly concerned about losing parking for visitors and the added administration involved.</p> <p>Ms. Barber suggested that the private parking lot on Main Street be reserved for the owner’s employees but was not sure how that could be implemented.</p> <p>Vice Mayor Worth asked if a minimum should be required to purchase a parking punch pass. Ms. Harvey said to keep in mind that many employees don’t always have cash on hand. A ten-day (\$30) minimum was agreed upon.</p>
<p><b>ITEM #3:</b> 2:27 (27:38)</p>	<p><b>PARKING FEE WAIVER – NACOG</b></p> <p>Council will discuss the possibility of waiving paid parking fees for those attending the NACOG Regional Council meeting being held in Jerome on June 23-24, 2021.</p> <p>Ms. Harvey said she had not received an invitation for this and asked what time it would be. Vice Mayor Worth told her the details have not been finalized, so invitations have not been sent out. She explained what the annual meeting was about and how the agenda is typically scheduled and who attends. She said Jerome has never hosted.</p> <p>She said it has been suggested that the Regional Council be able to tour the Hotel Jerome project; see the solar installation at the 300 level; get a history tour; and visit the artists’ co-op. She said a parking waiver is a professional courtesy that has been offered at other NACOG meetings and she would like it to be extended here.</p> <p>Mayor Dillenberg asked how many people were expected. Vice Mayor Worth said 21 regional council members live outside of Jerome (23 total), plus 8-12 NACOG staff, so 40 people at the most. She suggested giving one voucher to each NACOG staff member and to each regional council member.</p> <p>Mayor Dillenberg asked if they would want souvenirs.</p> <p>Ms. Barber asked the vice mayor if she was organizing all of this and if all of Council would be invited. Vice Mayor Worth replied that Cynthia with NACOG does a lot of the planning, but that she and Jerome resident Phil Tovrea are the local regional council members that would also be helping. She said Council is encouraged to attend, as are town department heads, and that she will also need support from Council in leading Hotel Jerome tours, hosting, etc.</p> <p>Ms. Gallagher corroborated that a resolution regarding this item would be on the June council agenda.</p> <p>Mayor Dillenberg suggested mementos from Nellie Bly.</p> <p>Vice Mayor Worth said she was working with the Jerome Historical Society on this event, so will likely work with them on souvenirs. She said the bulk of activities would be at Spook Hall. Chief Muma said they have “Trilogy Challenge” coins that could possibly work as souvenirs.</p> <p>The mayor then asked who was catering. Ms. Worth said she was hoping to keep it independent and local. The mayor thanked her for her efforts.</p>
<p><b>ITEM #4:</b> 2:38 (38:35)</p>	<p><b>2021-22 BUDGET</b></p> <p>Council will continue their discussions regarding the 2021-22 budget. Discussion may include any portion of the budget.</p> <p>Ms. Gallagher reviewed her memo detailing changes made to the budget since the May 4 meeting. Her memo is included as an attachment to these minutes.</p> <p>Council discussed police wages with Chief Muma and determined that:</p> <ul style="list-style-type: none"> <li>• Police officer’s wages would be increased in accordance with Chief Muma’s recommendation, based partly on length of service, and a \$2 per hour stipend would be added for public safety workers who live in Jerome, as they are able to respond more quickly in an emergency. <ul style="list-style-type: none"> <li>○ Vice Mayor Worth recommended that the \$2 “in town” stipend be extended to <u>all</u> departments.</li> </ul> </li> </ul> <p>It was also discussed and determined that:</p> <ul style="list-style-type: none"> <li>• Anticipated parking revenues would be increased, and a transfer made to the General Fund from the Parking Fund toward public safety expenses.</li> <li>• \$10,000 would be budgeted for gating on Allen Springs Road.</li> </ul>

	<ul style="list-style-type: none"><li>The annual contribution to the Capital Fund toward the Sanitation Fund toward the purchase of a new garbage truck would be increased to \$10,000.</li></ul> <p>The possibility of including wages for a new part-time duty officer in the Fire Department was discussed but no decision made about that.</p> <p>It was suggested that the town advertise for bids for the window work needed at the Hotel Jerome, and that it may be possible to retain the existing plate glass.</p>																																										
ITEM #5:	<div>ADJOURNMENT</div> <div><u>Motion to adjourn at 3:30 p.m.</u></div> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH			X			
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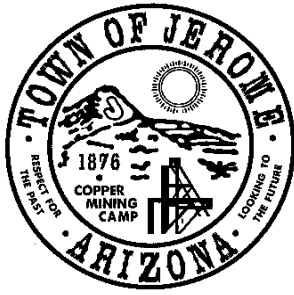
APPROVE:

ATTEST:

\_\_\_\_\_  
Dr. Jack Dillenberg, Mayor

\_\_\_\_\_  
Candace B. Gallagher, CMC, Town Manager/Clerk

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



# TOWN OF JEROME

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

Founded 1876  
Incorporated 1899

## MEMO

**FROM:** Candace Gallagher, Town Manager/Clerk  
**TO:** Mayor and Council  
**SUBJECT:** Fourth draft: 2021-22 Town budget  
**DATE:** May 13, 2021

---

Here is the fourth draft of our 2021-22 budget. The budget now utilizes \$112,000 in General Fund Balance and \$156,500 of Utility Fund Balance, leaving over \$417,000 still available for use in the General Fund (while still retaining 25% of our operating expenses as a reserve) and over \$42,000 in the Utility Fund.

I have made the changes discussed at our May 4 meeting, and highlighted the changed cells in lavender. However, not all of those items are factored into the "bottom line" because we still don't have some of the cost estimates. There are still "**PLACEHOLDERS**," (cells shaded in orange), for those items. Items still not included, and for which no placeholders have been added yet, are detailed below.

### CHANGES ACROSS SEVERAL DEPARTMENTS:

- Made wage changes as discussed, including an across-the-board 2.3% COLA increase for all personnel and adjustments to fire department wages as per the pay scale presented by Chief Blair.
  - *NOTE: Police department wages have not yet been adjusted as set forth in that pay scale. That discussion will take place with Chief Muma at this meeting.*

### GENERAL GOVERNMENT REVENUES AND EXPENSES:

- **NOT DISCUSSED YET:** Increased revenue from sales tax to \$1,100,000, which is still a conservative estimate based on this year's revenues.

### PROPERTIES EXPENSES:

- Included \$10,000 for repairs to overflow ditch
- **NOT DISCUSSED YET:** Increased expenditure line for repairs to School Street wall and steps to \$50,000, in light of increased construction costs. This supplements \$61,000 received in grant funding for this project.
- **NOT YET INCLUDED:**
  - Preliminary design work for Hotel Jerome (beyond ASU study)
  - Repair to rock wall below School Street (\$75,000 in contingency budget)
  - **PLACEHOLDER (Cost TBD)** remains for replacement of first floor plate glass windows at Hotel Jerome
    - *We are still trying to obtain additional quotes for this work*

### WATER DEPARTMENT EXPENSES:

- **NOT YET INCLUDED:**
  - **PLACEHOLDER (Cost TBD)** added for gating on Allen Springs Road (Springs Security)

**SANITATION DEPARTMENT EXPENSES:**

- Increased transfer to capital fund for garbage truck to \$10,000

**HURF (STREETS) REVENUE AND EXPENSES:**

- Added \$20,000 for paving parking lot across from Spirit Room (in case it does not happen before July 1)
  - *If this work takes place prior to adoption of the final budget, this item can be deleted.*
- Removed placeholder for repairs to North Drive (will be absorbed by general R&M)
- **NOT YET INCLUDED:**
  - Hampshire Avenue sidewalk repair (needs ADOT involvement) - \$50,000 in contingency budget
  - **PLACEHOLDER (Cost TBD)** remains for cost of constructing permanent public restrooms

**GENERAL FUND CONTINGENCIES:**

- Added \$40,000 for purchase of water truck, in case it can't happen before July 1
  - *If this purchase takes place prior to adoption of the final budget, this item can be deleted.*
- Removed line item for repairs to parade steps
- Increased line item for repairs to rock wall below School Street to \$75,000

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

**REMAINING BUDGET MEETING SCHEDULE:**

Wednesday, June 2 - 1:00 PM

## Jerome Town Council - 6/8/21 Meeting

# COCODONA 250



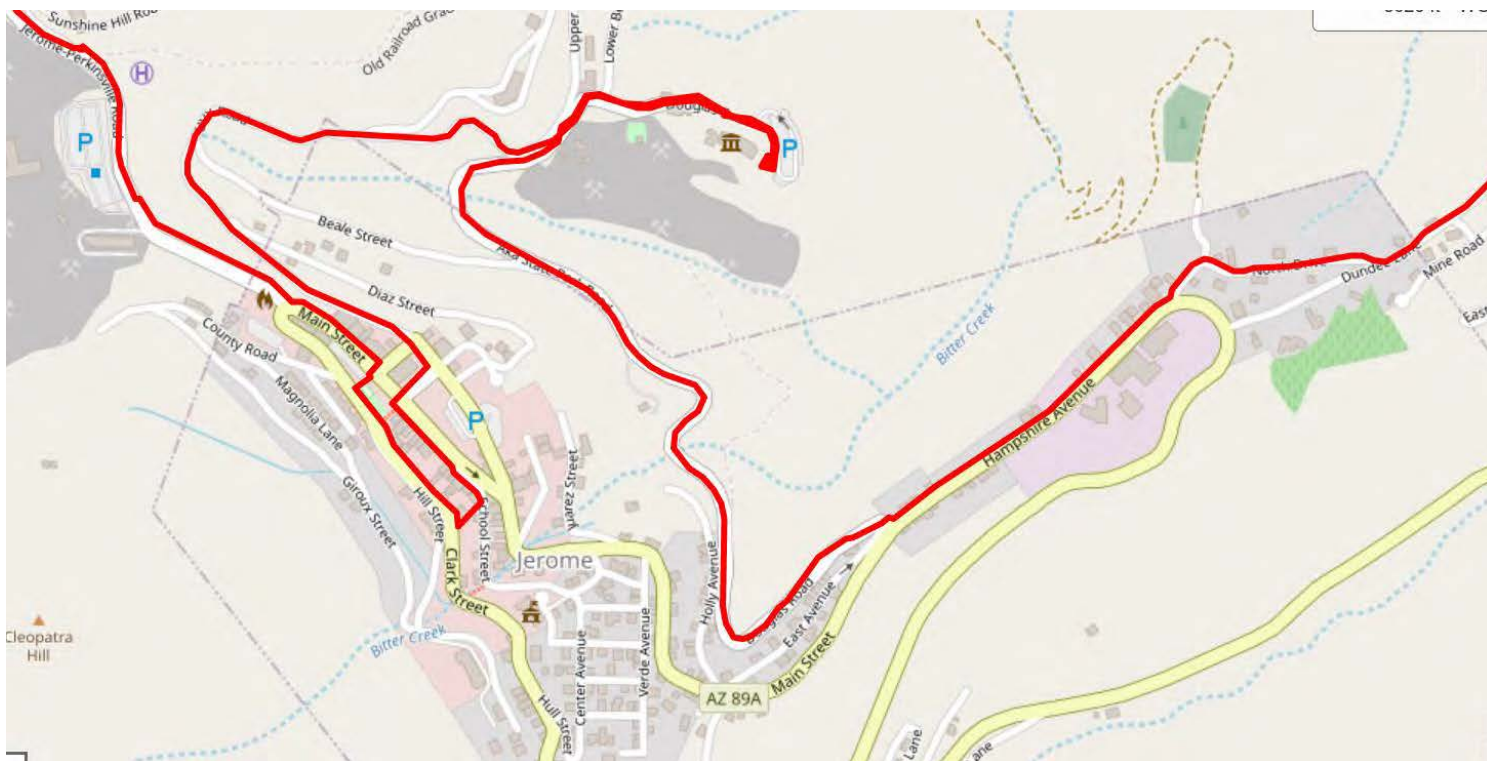
## **COCODONA 250 - THANK YOU!**

Thank you so much for allowing the Cocodona250 to pass through the Town of Jerome. We worked hard to make sure all of the Council's requests were met and we haven't heard any complaints from residents. In fact, we received a lot of praise from everyone we encountered in town. We hope you have received the same.

## **COCODONA 250 '22 Dates & Course Change**

We hope you will have us back in 2022. The event is scheduled for May 2<sup>nd</sup>-7<sup>th</sup>, 2022. This would put runners in Jerome on Tuesday May 3<sup>rd</sup> and Wednesday May 4<sup>th</sup>.

Jane Moore made some recommendations for a course change and they seem to work REALLY WELL. It gets the route completely off of Gulch Road! Thanks Jane! See below for the proposed route for 2022.



## ***COCODONA 250*** - Benefit to Jerome

We were happy to make a \$500 donation to the Jerome Auxiliary Fire Dept in 2021 and hope that in 2022 we can do even more to promote the Town of Jerome and local businesses. Our hope is that the partnership between the race and the Town grows so that the race is part of the culture of the town and that residents come out to cheer on runners as they pass through Jerome.

**Thanks again! We hope to see you in May 2022!**

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

## APS Wildfire Safety and Fire Mitigation Efforts

Providing safe, reliable energy is our top priority. That's why we work year-round to lessen the risk of wildfires and educate customers and communities about what they can do to prepare.

Our Fire Mitigation Plan calls for us to work closely with customers, communities and local fire authorities, including the US Forest Service, to ensure we have cohesive strategies to mitigate the risk of wildfire.

Highlights of our plan include:

**Integrated Vegetation Management Program** – We conduct annual inspections of transmission and distribution lines to ensure there are safe vegetation clearances around our equipment. We properly prune trees and clear brush around our rights-of-way and equipment by mechanical treatment and utilization of herbicide application where appropriate in accordance with all state regulations. The intent of our vegetation management program is to create a safe area for our equipment to operate and also create fuel and fire breaks. Historically, our utility rights-of-way have been heavily used by fire fighters as a fire break, which makes it important that we routinely clear these areas.

**Defensible Space Around Poles Program** – The purpose of the program is to proactively create defensible space around poles to protect electrical equipment from the impacts of wildfire and prevent wildfire ignitions. The intent is to clear all vegetation within a 10-foot radius around poles that have equipment on them.

**Line Inspections and Public Safety Patrols** – We conduct an annual patrol of nearly 4,500 miles of overhead lines using drones, vehicles and by foot in heavily vegetated areas such as the wildland-urban interface. Annually, we complete a pole-by-pole inspection of every distribution feeder. We identify all corrective work required on each pole and complete maintenance in advance of elevated fire conditions each year.

**Operational Protocol** – As in previous years, we will continue our operational protocols as part of our mitigation measures during outages. Before we reenergize a line during an outage in a high fire risk area, we will visually inspect lines with additional rigor. We recognize that this could prolong outages, but we are prioritizing the safety of our customers and communities.

**Customer Communication** – We know any disruption of power is a major inconvenience so we are reaching out to customers in areas of high fire risk through an email or a postcard (below) to share safety and Firewise tips as well as notify them that there is a chance they could experience longer than normal outages. Additional resources for customers are available at [aps.com/wildfire-safety](https://aps.com/wildfire-safety).

# Together, We Can Be Prepared



In summary:

- Public safety and coordination with first responders and forest management agencies are important priorities for us in helping respond to wildfires. We may need to interrupt service to certain areas to keep first responders safe in the event of a wildfire near electrical equipment and electrical facilities.
- We work year-round to minimize the risk of wildfires and educate communities on how to create defensible space.
- Additional resources for customers are available at [aps.com/wildfiresafety](https://aps.com/wildfiresafety).

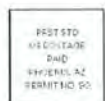


## Together, we can be prepared.

Providing safe, reliable energy is our top priority. That's why we work year-round to prepare for wildfires. These extra precautions could result in longer than usual outage times. For example, our crews will visually inspect lines before restoring power, or power lines may be temporarily taken out of service to protect firefighters. Working together, we will be prepared. Here are some things you can do:

- **Vegetation/Trash.** Mow grass and weeds. Thin and prune trees and shrubs. Throw trash away properly.
- **Emergency Plan.** Sign up for emergency alerts through local resources and visit [wildlandfirersg.org](https://wildlandfirersg.org) to create a preparedness plan.
- **Outage Map/Alerts.** View our interactive map at [aps.com/outagecenter](https://aps.com/outagecenter) or on the APS app. Sign up for text and e-mail alerts to stay up to date.
- **Resources.** Have flashlights, batteries, a portable cell phone charger and extra water on hand. For more tips visit [aps.com/outagecenter](https://aps.com/outagecenter).
- **Downed Power Lines.** Stay at least 100 feet away and call 911 first, then APS at (602) 258-5483 (metro Phoenix) or (800) 253-9408 (other areas).

Thank you for the opportunity to serve you. We appreciate your understanding as we work together to protect you, your community and first responders during wildfire season. Please visit [aps.com/wildfiresafety](https://aps.com/wildfiresafety) for more information.



# Keeping you and your family safe during storms

- **Avoid touching wiring during a thunderstorm.** Stop using computers or wired video games and unplug any expensive electronics when a storm is approaching. Only unplug electronics before a thunderstorm; do not touch wires if you can hear thunder.
- **Stay informed.** If you experience an outage, visit [aps.com/outage](https://aps.com/outage) to report it and stay updated on when APS expects to have the power back on. Also, follow [@apsFYI](https://twitter.com/apsFYI) on Twitter from your smartphone. In the event of a prolonged, large-scale outage, APS will tweet to keep you up to date.
- **Know the difference between a watch and a warning.** A watch means severe weather could occur. A warning means severe weather is about to occur or has been reported.
- **Plan ahead.** Create an emergency supply kit that contains non-perishable food items, water, a first-aid kit, a battery-operated radio, a portable cell phone charger or car cell phone charger, flashlights, extra batteries and any necessary medication. Also, know your APS account number so you can report an outage without speaking to a customer associate.
- **Stay away from all downed lines.** Treat any downed line as though it is energized; keep at least 100 feet away. In the case of a downed line, immediately call 911, then APS at: **(602) 371-7171**.

Connect with us:



CS#1506042





## Be in the know, even when you're on the go

Sign up for free text or email alerts from APS to get power outage updates, billing reminders and energy usage notifications. Register on [aps.com](http://aps.com) to subscribe to the alerts you want and how you want to receive them.

- **Outage alerts:** Get automatic notifications about power outages that may affect your home or business. The alerts include when we expect power to be restored and updates if that status changes. We also will let you know when the power is back on.
- **Billing and payment:** Manage your payments with a helpful payment reminder, and get confirmation when your payment is received. You can also keep your energy budget on track by setting a dollar limit threshold. You will be notified when you reach that threshold in your current billing cycle.
- **Usage alert:** Keep track of your energy usage and manage your monthly costs. These alerts let you know when your usage reaches your pre-set limit. This can help you determine if there are things you can do to conserve energy and manage your bill.

[aps.com/alerts](http://aps.com/alerts)





## **TOWN OF JEROME**

### **Water and Wastewater Rate Study and Financial Forecast**

### **City Council Presentation**

**June 2021**

# Presentation Format



- Current Rates and Rate Comparison
- Customers and Volumes
- Revenue Requirements
- Rate Plan Scenarios
- Next Steps



# Facts about Water and Wastewater Rates in the 21<sup>st</sup> Century



- Average utility has been increasing rates 5-6% per year; trend expected to continue
- AWWA forecasts that US Water and Wastewater rates will triple in the next 15 years
- Many reasons for rate increases beyond the control of the utility: inflation, replacement of aging infrastructure, etc.
- 30-40% of utilities charge rates that do not cover costs
- Conclusion: water and wastewater costs will increase for everyone in 21<sup>st</sup> century



# Town of Jerome

## Water/Wastewater Utility Background



- ◆ Town has very complex water/ww rate structure, and currently rates are too low to cover all costs
  - ❖ Water and wastewater fund requires occasional transfers from General Fund and Utility fund balances
- ◆ Town requires a rate adjustment to cover costs and eliminate drawdown of utility fund balance
- ◆ If Town changes rate structure by implementing a volume-based rate, it is likely to cause substantial changes to many ratepayer monthly bills and may result in backlash from some customers

# Current Water and Wastewater Rates



## Water Rates

### Residential

Single Resident	\$	25.36
Double Resident		33.20
Triple Resident		41.05
Multi Resident		41.05
Artist Studio		25.36
Construction		42.24

Non residential rates are based on size, number of employees, or number and type of fixtures.

### Non-Residential

Small Business (1-5 Employees)	\$	38.99
Small Business (Shared Restroom)		19.49
Medium Business (6-10 Employees)		52.72
Large Business (11 + Employees)		66.39
Bar Only		52.72
Small Restaurant Only (0-39 seats)		66.39
Medium Restaurant Only (40-79 seats)		71.90
Large Restaurant Only (80 + seats)		85.21
Small Restaurant and Bar (0-30 seats)		97.57
Medium Restaurant and Bar (40-79 seats)		100.94
Large Restaurant and Bar (80 + seats)		107.66
Hotels/Rooms/B*B per unit		10.18
Construction		42.24

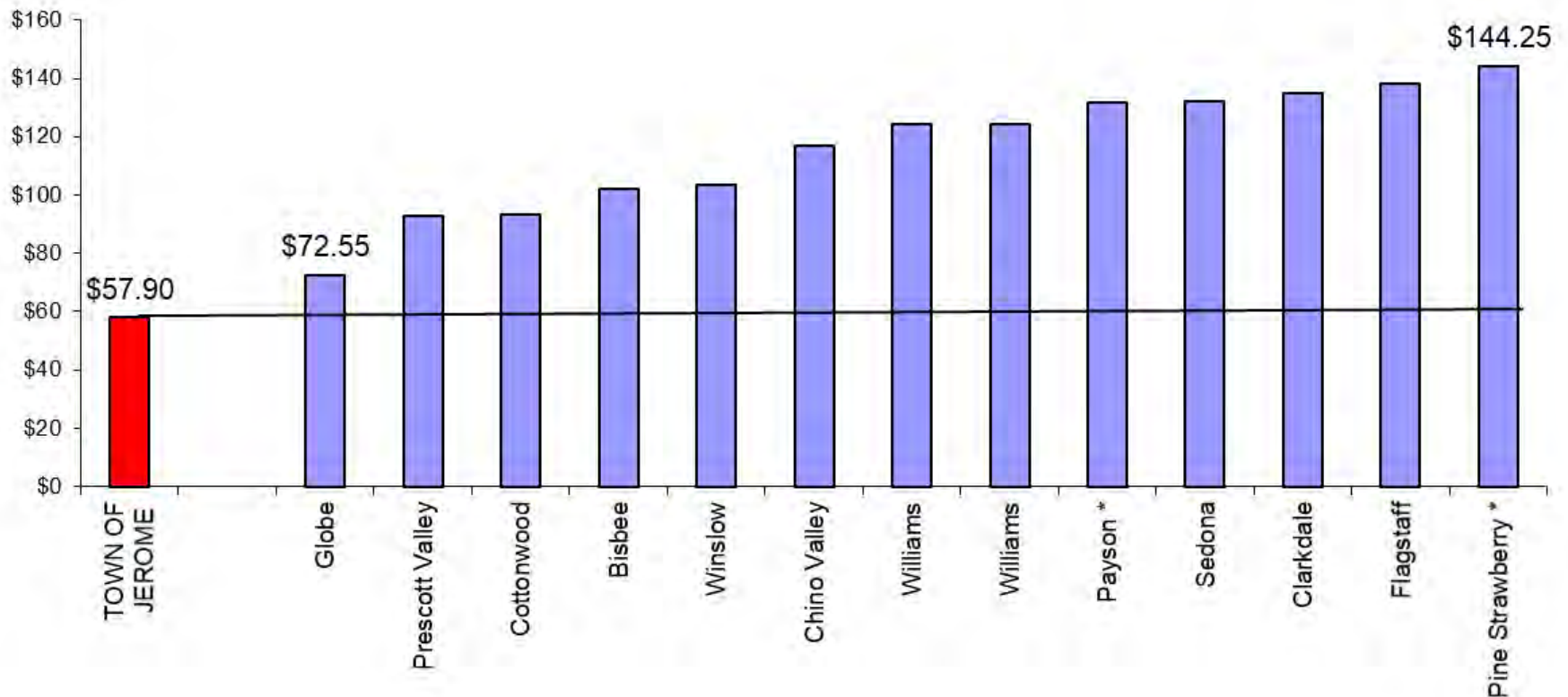
## Wastewater Rates

### Residential and Non-Residential

Sewer rates are calculated at 128.3% of monthly water service rates

Small Industry (2-5 employees)	50.70
Medium Industry (6-10 employees)	64.38
Large Industry (11 + employees)	42.24

# Residential Rate Comparison 10,000 Gallons Water & 10,000 Gallons WW



\* No sewer service, Jerome rates applied

# 2020 Accounts



## WATER Customers

Residential	228
Residential Outside	18
Commercial	74
Municipal	4
<b>Total</b>	<b>324</b>

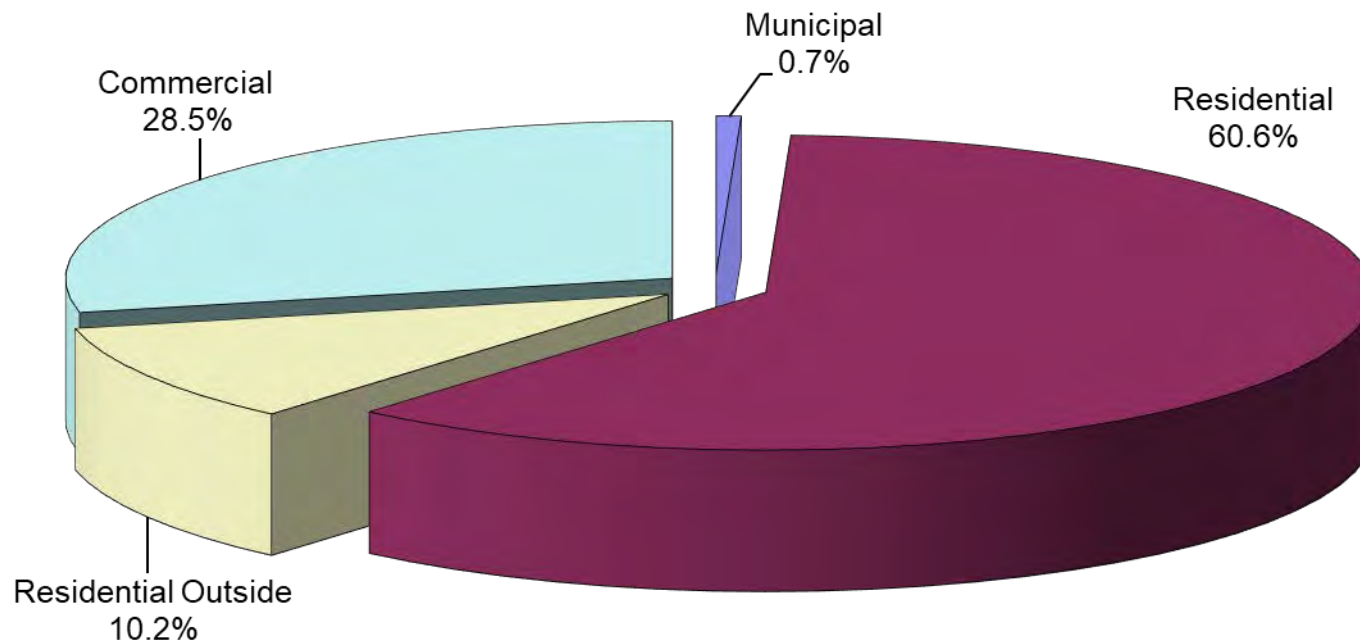
## WASTEWATER Customers

Residential	177
Residential Outside	3
Commercial	72
Municipal	4
	<b>256</b>

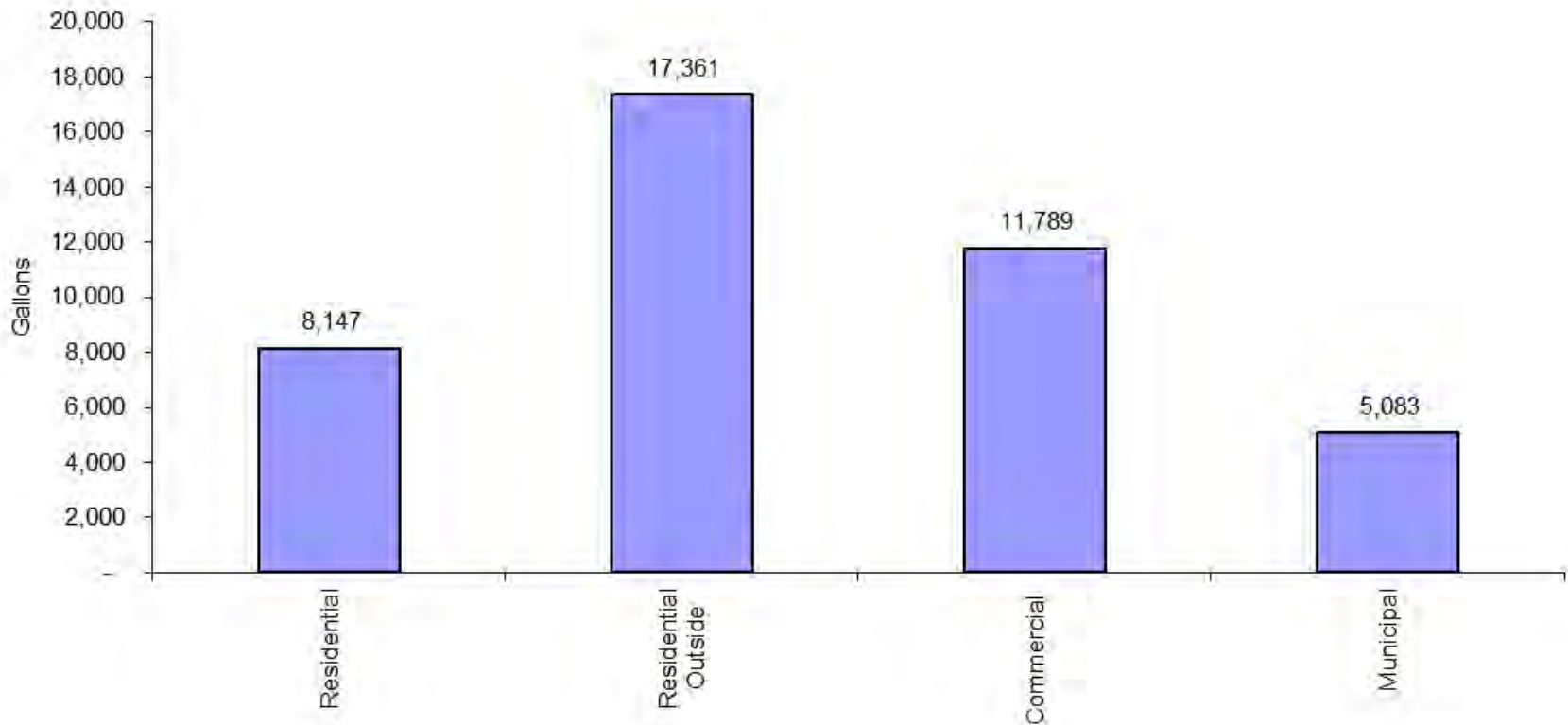
# 2020 Water Usage by Customer Class



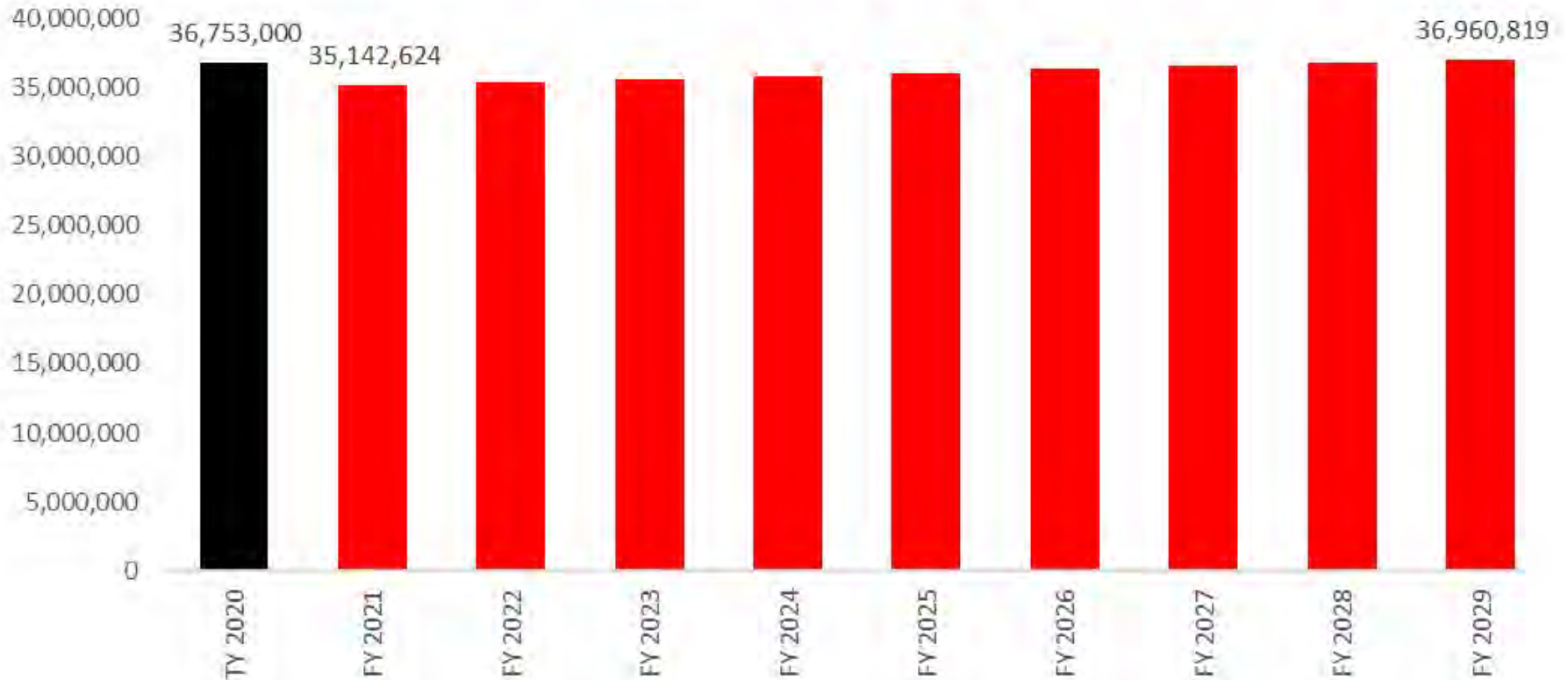
**Total Gallons  
36,753,000**



# Average Monthly Water Consumption by Rate Class



# Actual and Forecast Annual Water Billed Consumption



# Water and Wastewater Forecast Cost of Service



	TY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>WATER</b>					
Operating	\$ 276,768	\$ 285,530	\$ 296,357	\$ 307,622	\$ 319,343
Capital Outlays	25,000	-	-	25,000	-
Debt Service	-	-	-	-	-
Transfers	48,232	49,197	50,673	52,193	53,758
<b>Total</b>	<b>350,000</b>	<b>334,727</b>	<b>347,030</b>	<b>384,815</b>	<b>373,102</b>
<b>WASTEWATER</b>					
Operating	\$ 215,368	\$ 221,702	\$ 229,799	\$ 238,210	\$ 246,947
Capital Outlays	-	-	-	-	-
Debt Service	19,021	19,021	19,021	19,021	19,021
Transfers	48,232	49,197	50,673	52,193	53,758
<b>Total</b>	<b>282,621</b>	<b>289,920</b>	<b>299,493</b>	<b>309,424</b>	<b>319,726</b>
<b>Water/WW Total</b>	<b>632,621</b>	<b>624,647</b>	<b>646,523</b>	<b>694,238</b>	<b>692,828</b>

# Proposed Rate Plan Key Objectives



- Cover the Town's cost of service
  - Minimize contributions from General Fund
  - Eliminate drawdowns from Utility Fund
  - Ensure that water rates cover water costs and wastewater rates cover wastewater costs
- "Equitable billing" -- Make charges more in line with volumes consumed



# Notes on Rate Proposals



- ◆ Both scenarios result in a conversion to a volume-based rate; this is a fundamental shift in billing methodology
- ◆ Recommend 20% premium for outside customers
- ◆ Volume data on which scenarios are based required significant adjustments; future usage must be monitored carefully
- ◆ Customer usage patterns and revenues likely to change significantly as a result of implementation of volume-based rate
- ◆ Therefore **rate plan may require substantial revision in coming years** as Town “settles in” to new rate structure

# Proposed Rate Plan Alternatives



- ◆ **Scenario IA – Uniform Rates – No Minimum Volume**

- ❖ implements a volume-based uniform rate per 1,000 gallons with **no monthly minimum volumes**

- ◆ **Scenario IB – Uniform Rates – 8,000 Gallon Minimum Volumes**

- ❖ implements a volume-based inverted block rate per 1,000 gallons for water customers; with **8,000 minimum gallons** in base charge

- ◆ Both rate plans are designed to recover equivalent revenues



# Scen IA – Uniform Rates – No Min Volume Proposed Rate Plan



	Current	Effective Jan-22	Effective Jan-23	Effective Jan-24	Effective Jan-25	Effective Jan-26
<b>WATER Rates -- Residential</b>						
Monthly Minimum Charge	\$ 12.50	\$ <b>12.50</b>	\$ 13.75	\$ 15.13	\$ 16.64	\$ 17.47
Volume Rate/1,000 Gal	2.75	<b>2.75</b>	3.03	3.33	3.66	3.84
<b>WATER Rates -- Non-Residential</b>						
Monthly Minimum Charge	20.00	<b>20.00</b>	22.00	24.20	26.62	27.95
Volume Rate/1,000 Gal	3.25	<b>3.25</b>	3.58	3.93	4.33	4.54
<b>WASTEWATER Rates -- Residential</b>						
Monthly Minimum Charge	\$ 13.50	\$ <b>13.50</b>	\$ 15.53	\$ 17.85	\$ 18.39	\$ 18.94
Volume Rate/1,000 Gal	3.75	<b>3.75</b>	4.31	4.96	5.11	5.26
<b>WASTEWATER Rates -- Non-Residential</b>						
Monthly Minimum Charge	20.00	<b>20.00</b>	23.00	26.45	27.24	28.06
Volume Rate/1,000 Gal	4.50	<b>4.50</b>	5.18	5.95	6.13	6.31

# Scen IA – Uniform Rates – No Min Volume Impact on Monthly Charges



Gallons	Current	Effective Jan-22	Effective Jan-23	Effective Jan-24	Effective Jan-25	Effective Jan-26
WATER Monthly Charge						
Residential -- Single	\$ 25.36					
Residential -- Double	33.20					
Residential -- Triple	41.05					
Residential	3,000	\$ 20.75	\$ 22.83	\$ 25.11	\$ 27.62	\$ 29.00
	5,000	26.25	28.88	31.76	34.94	36.69
	<b>8,000</b>	<b>34.50</b>	<b>37.95</b>	<b>41.75</b>	<b>45.92</b>	<b>48.22</b>
	10,000	40.00	44.00	48.40	53.24	55.90
	15,000	53.75	59.13	65.04	71.54	75.12
	20,000	67.50	74.25	81.68	89.84	94.33
	30,000	95.00	104.50	114.95	126.45	132.77

# Scen IA – Uniform Rates – No Min Volume Impact on Monthly Charges



	Gallons	Current	Effective Jan-22	Effective Jan-23	Effective Jan-24	Effective Jan-25	Effective Jan-26
		WATER Monthly Charge					
Small Business (Shared Restroom)		\$ 19.49					
Small Business (1-5 Employees)		38.99					
Construction		42.24					
Medium Business (6-10 Employees)		52.72					
Bar Only		52.72					
Large Business (11 + Employees)		66.39					
Small Restaurant Only (0-39 seats)		66.39					
Medium Restaurant Only (40-79 seats)		71.90					
Large Restaurant Only (80 + seats)		85.21					
Small Restaurant and Bar (0-30 seats)		97.57					
Medium Restaurant and Bar (40-79 seats)		100.94					
Large Restaurant and Bar (80 + seats)		107.66					
Non-Residential	3,000		29.75	32.73	36.00	39.60	41.58
	5,000		35.25	38.78	42.65	46.92	49.26
	10,000		49.00	53.90	59.29	65.22	68.48
	<b>12,000</b>		<b>55.50</b>	<b>61.05</b>	<b>67.16</b>	<b>73.87</b>	<b>77.56</b>
	15,000		62.75	69.03	75.93	83.52	87.70
	20,000		76.50	84.15	92.57	101.82	106.91
	30,000		104.00	114.40	125.84	138.42	145.35
	50,000		159.00	174.90	192.39	211.63	222.21

# Scen IA – Uniform Rates – No Min Volume Impact on Monthly Charges



	Gallons	Current	Effective Jan-22	Effective Jan-23	Effective Jan-24	Effective Jan-25	Effective Jan-26
<b>WASTEWATER Monthly Charge</b>							
Residential -- Single		\$ 32.54					
Residential -- Double		42.60					
Residential -- Triple		52.67					
Residential	3,000		\$ 24.75	\$ 28.46	\$ 32.73	\$ 33.71	\$ 34.73
	5,000		32.25	37.09	42.65	43.93	45.25
	<b>8,000</b>		<b>43.50</b>	<b>50.03</b>	<b>57.53</b>	<b>59.25</b>	<b>61.03</b>
	10,000		51.00	58.65	67.45	69.47	71.56
	15,000		69.75	80.21	92.24	95.01	97.86
	20,000		88.50	101.78	117.04	120.55	124.17
	30,000		126.00	144.90	166.64	171.63	176.78

# Scen IA – Uniform Rates – No Min Volume Impact on Monthly Charges



	Gallons	Current	Effective Jan-22	Effective Jan-23	Effective Jan-24	Effective Jan-25	Effective Jan-26
		<b>WASTEWATER Monthly Charge</b>					
Small Business (Shared Restroom)		\$ 25.01					
Small Business (1-5 Employees)		50.02					
Construction		54.19					
Medium Business (6-10 Employees)		67.64					
Bar Only		67.64					
Large Business (11 + Employees)		85.18					
Small Restaurant Only (0-39 seats)		85.18					
Medium Restaurant Only (40-79 seats)		92.25					
Large Restaurant Only (80 + seats)		109.32					
Small Restaurant and Bar (0-30 seats)		125.18					
Medium Restaurant and Bar (40-79 seats)		129.51					
Large Restaurant and Bar (80 + seats)		138.13					
Non-Residential	3,000		33.50	38.53	44.30	45.63	47.00
	5,000		42.50	48.88	56.21	57.89	59.63
	10,000		65.00	74.75	85.96	88.54	91.20
	<b>12,000</b>		<b>74.00</b>	<b>85.10</b>	<b>97.87</b>	<b>100.80</b>	<b>103.82</b>
	15,000		87.50	100.63	115.72	119.19	122.77
	20,000		110.00	126.50	145.48	149.84	154.33
	30,000		155.00	178.25	204.99	211.14	217.47
	50,000		245.00	281.75	324.01	333.73	343.74

# Scen IB – Uniform Rates – 8,000 Min Volume Proposed Rate Plan



	Current	Effective Jan-22	Effective Jan-23	Effective Jan-24	Effective Jan-25	Effective Jan-26
<b>WATER Rates -- Residential</b>						
Monthly Minimum Charge -- 8,000 Gal	\$ 34.50	\$ <b>34.50</b>	\$ 37.61	\$ 40.99	\$ 44.27	\$ 46.04
Volume Rate/1,000 Gal	2.75	<b>2.75</b>	3.00	3.27	3.53	3.67
<b>WATER Rates -- Non-Residential</b>						
Monthly Minimum Charge -- 8,000 Gal	46.00	<b>46.00</b>	50.14	54.65	59.02	61.39
Volume Rate/1,000 Gal	3.25	<b>3.25</b>	3.54	3.86	4.17	4.34
<b>WASTEWATER Rates -- Residential</b>						
Monthly Minimum Charge -- 8,000 Gal	\$ 43.50	\$ <b>43.50</b>	\$ 48.29	\$ 53.60	\$ 55.20	\$ 56.86
Volume Rate/1,000 Gal	3.75	<b>3.75</b>	4.16	4.62	4.76	4.90
<b>WASTEWATER Rates -- Non-Residential</b>						
Monthly Minimum Charge -- 8,000 Gal	56.00	<b>56.00</b>	62.16	69.00	71.07	73.20
Volume Rate/1,000 Gal	4.50	<b>4.50</b>	5.00	5.54	5.71	5.88

# Scen IB – Uniform Rates – 8,000 Min Volume Impact on Monthly Charges



	Gallons	Current	Effective Jan-22	Effective Jan-23	Effective Jan-24	Effective Jan-25	Effective Jan-26
<b>WATER Monthly Charge</b>							
<b>8,000 Gal Volume Credit in Monthly Charge</b>							
Residential -- Single		\$ 25.36					
Residential -- Double		33.20					
Residential -- Triple		41.05					
Residential	3,000		\$ 34.50	\$ 37.61	\$ 40.99	\$ 44.27	\$ 46.04
	5,000		34.50	37.61	40.99	44.27	46.04
	<b>8,000</b>		<b>34.50</b>	<b>37.61</b>	<b>40.99</b>	<b>44.27</b>	<b>46.04</b>
	10,000		40.00	43.60	47.52	51.33	53.38
	15,000		53.75	58.59	63.86	68.97	71.73
	20,000		67.50	73.58	80.20	86.61	90.08
	30,000		95.00	103.55	112.87	121.90	126.78

## Scenario IA – No Volume Credit in Monthly Charge

Residential	3,000		\$ 20.75	\$ 22.83	\$ 25.11	\$ 27.62	\$ 29.00
	5,000		26.25	28.88	31.76	34.94	36.69
	<b>8,000</b>		<b>34.50</b>	<b>37.95</b>	<b>41.75</b>	<b>45.92</b>	<b>48.22</b>
	10,000		40.00	44.00	48.40	53.24	55.90
	15,000		53.75	59.13	65.04	71.54	75.12
	20,000		67.50	74.25	81.68	89.84	94.33
	30,000		95.00	104.50	114.95	126.45	132.77

# Scen IB – Uniform Rates – 8,000 Min Volume Impact on Monthly Charges



	Gallons	Current	Effective Jan-22	Effective Jan-23	Effective Jan-24	Effective Jan-25	Effective Jan-26
		<b>WATER Monthly Charge</b>					
Small Business (Shared Restroom)		\$ 19.49					
Small Business (1-5 Employees)		38.99					
Construction		42.24					
Medium Business (6-10 Employees)		52.72					
Bar Only		52.72					
Large Business (11 + Employees)		66.39					
Small Restaurant Only (0-39 seats)		66.39					
Medium Restaurant Only (40-79 seats)		71.90					
Large Restaurant Only (80 + seats)		85.21					
Small Restaurant and Bar (0-30 seats)		97.57					
Medium Restaurant and Bar (40-79 seats)		100.94					
Large Restaurant and Bar (80 + seats)		107.66					
Non-Residential	3,000		46.00	50.14	54.65	59.02	61.39
	5,000		46.00	50.14	54.65	59.02	61.39
	10,000		52.50	57.23	62.38	67.37	70.06
	<b>12,000</b>		<b>59.00</b>	<b>64.31</b>	<b>70.10</b>	<b>75.71</b>	<b>78.73</b>
	15,000		62.25	67.85	73.96	79.88	83.07
	20,000		78.50	85.57	93.27	100.73	104.76
	30,000		111.00	120.99	131.88	142.43	148.13
	50,000		176.00	191.84	209.11	225.83	234.87

# Scen IB – Uniform Rates – 8,000 Min Volume Impact on Monthly Charges



	Gallons	Current	Effective Jan-22	Effective Jan-23	Effective Jan-24	Effective Jan-25	Effective Jan-26
<b>WASTEWATER Monthly Charge</b>							
Residential -- Single		\$ 32.54	<b>8,000 Gal Volume Credit in Monthly Charge</b>				
Residential -- Double		42.60					
Residential -- Triple		52.67					
Residential	3,000		\$ 43.50	\$ 48.29	\$ 53.60	\$ 55.20	\$ 56.86
	5,000		43.50	48.29	53.60	55.20	56.86
	<b>8,000</b>		<b>43.50</b>	<b>48.29</b>	<b>53.60</b>	<b>55.20</b>	<b>56.86</b>
	10,000		51.00	56.61	62.84	64.72	66.66
	15,000		69.75	77.42	85.94	88.52	91.17
	20,000		88.50	98.24	109.04	112.31	115.68
	30,000		126.00	139.86	155.24	159.90	164.70

## Scenario IA – No Volume Credit in Monthly Charge

Residential	3,000		\$ 24.75	\$ 28.46	\$ 32.73	\$ 33.71	\$ 34.73
	5,000		32.25	37.09	42.65	43.93	45.25
	<b>8,000</b>		<b>43.50</b>	<b>50.03</b>	<b>57.53</b>	<b>59.25</b>	<b>61.03</b>
	10,000		51.00	58.65	67.45	69.47	71.56
	15,000		69.75	80.21	92.24	95.01	97.86
	20,000		88.50	101.78	117.04	120.55	124.17
	30,000		126.00	144.90	166.64	171.63	176.78

# Scen IB – Uniform Rates – 8,000 Min Volume Impact on Monthly Charges



	Gallons	Current	Effective Jan-22	Effective Jan-23	Effective Jan-24	Effective Jan-25	Effective Jan-26
		<b>WASTEWATER Monthly Charge</b>					
Small Business (Shared Restroom)		\$ 25.01					
Small Business (1-5 Employees)		50.02					
Construction		54.19					
Medium Business (6-10 Employees)		67.64					
Bar Only		67.64					
Large Business (11 + Employees)		85.18					
Small Restaurant Only (0-39 seats)		85.18					
Medium Restaurant Only (40-79 seats)		92.25					
Large Restaurant Only (80 + seats)		109.32					
Small Restaurant and Bar (0-30 seats)		125.18					
Medium Restaurant and Bar (40-79 seats)		129.51					
Large Restaurant and Bar (80 + seats)		138.13					
Non-Residential	3,000		56.00	62.16	69.00	71.07	73.20
	5,000		56.00	62.16	69.00	71.07	73.20
	10,000		65.00	72.15	80.09	82.49	84.96
	<b>12,000</b>		<b>74.00</b>	<b>82.14</b>	<b>91.18</b>	<b>93.91</b>	<b>96.73</b>
	15,000		87.50	97.13	107.81	111.04	114.37
	20,000		110.00	122.10	135.53	139.60	143.78
	30,000		155.00	172.05	190.98	196.70	202.61
	50,000		245.00	271.95	301.86	310.92	320.25

# Final Thoughts on Rate Plan



- ◆ Agree with citizen comments that conservation is a goal of both the state of Arizona and USA
- ◆ Regulatory agencies give cities wide latitude to set rates according to local definitions of “fair, just and reasonable”
- ◆ Current rate structure, while uncommon, is still used by cities throughout USA
- ◆ Town has several options regarding rate structure:
  - ❖ Implement 5-year plan, or any combination of years
  - ❖ Limit revisions to commercial customers only

# Presentation Summary



- ◆ Conversion to volume-based rate plan likely to be very controversial and will significantly impact certain ratepayers
- ◆ Both rate plans forecast to result in equivalent revenues
- ◆ Up to Council and community to choose the most appropriate plan



# Presentation Summary



- ◆ Implementation may result in significantly altered usage patterns and revenues, which will require reassessment of rates
- ◆ City future decisions on funding WW treatment plant may also impact future rate adjustments
  - ❖ Amount of grant funding available
  - ❖ Amount Town will have to fund through borrowings
- ◆ Recommend rate plan be reviewed every 2 years to see if results are in line with forecast; and adjust as necessary



# Questions





# TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331

(928) 634-7943

## Zoning Administrator Analysis

### Council Staff Report

June 8, 2021

**Item 9A & 9B:** Ordinance amendments regarding administrative approvals and appeals

**Applicant/Owner:** Town of Jerome

**Recommendation:** Discussion/possible action

**Prepared by:** John Knight, Zoning Administrator

**Background and Summary:** On May 11, 2021, the Council had the first reading of the proposed ordinance. Two minor changes were suggested at the meeting. One was to add to the new definition of shed that it is not to be used for human habitation. The second change was to leave in the word "Final" under Section 303.2. These changes are noted below.

#### **Section 201.General**

*Shed – a simple roofed accessory building or structure, typically made of wood or metal, used as a storage space or a workshop and not to be used for human habitation.*

#### **Section 303.2.A. Final Plan Procedures**

*If desired by the applicant, or requested by the Planning and Zoning Commission, projects may also be submitted for Final Site Plan Review.*

A summary of all the changes is noted below.

#### **Definitions:**

**Deck:** includes structures over 12 inches above the ground.

*An open, unroofed porch or platform structure built at least twelve (12) inches above the ground that is located in the front, rear, or side yard or court of a property. When a structure has a roof or wall enclosure that keeps out the elements, it is not a deck and shall be deemed part of the primary structure for purposes of this Ordinance.*

**Patio:** A new definition that Includes anything below 12 inches.

*An area, usually paved, that is used for outdoor lounging, dining, and/or recreating that is less than 12 inches above the ground surface. When a structure has a roof or wall enclosure that keeps out the elements, it is not a patio and shall be deemed part of the primary structure for purposes of this Ordinance.*

**Shed:** New definition to clarify that a shed is considered an accessory building.

*A simple roofed accessory building or structure, typically made of wood or metal, used as a storage space or a workshop and not to be used for human habitation.*

**Procedures:** Under Site Plan Review and Design Review clarified the approval procedure for decks, patios, and sheds.

#### **Site Plan Review:**

##### PROJECTS REQUIRING REVIEW BY THE PLANNING AND ZONING COMMISSION

1. Additions and alterations to residential, commercial, or industrial structures.
2. Decks.
3. Grading, excavation, clearing and grubbing in accordance with Section 303.3.
4. Lot splits and lot line adjustments.
5. Modifications to nonconforming structures.
6. New residential, commercial, or industrial structures.
7. Sheds and accessory structures.
8. Projects not specifically listed as exempt or requiring Zoning Administrator review.

##### PROJECTS REQUIRING REVIEW BY THE ZONING ADMINISTRATOR

9. Parking areas.
10. Patios.
11. Replacement of exterior stairs with metal or other fire-resistant materials, provided there is less than a 10 percent change in the original footprint. Approval by the Fire Inspector is also required.

#### **Design Review:**

##### PROJECTS REQUIRING REVIEW BY THE DESIGN REVIEW BOARD

1. Awnings and permanent signs
2. Additions and exterior modifications
3. Decks
4. Demolitions of existing structures
5. Fences and walls
6. New structures
7. Paint, stain, and similar coatings
8. Sheds and accessory structures
9. Projects not specifically listed as exempt or requiring Zoning Administrator review

##### PROJECTS REQUIRING REVIEW BY THE ZONING ADMINISTRATOR

1. Changes in roof material or color, provided the new roof has limited reflectivity.
2. Parking areas.
3. Patios.
4. Replacement of exterior stairs with metal or other fire-resistant materials, provided there is less than a 10 percent change in the original footprint and the change is approved by the Fire Inspector.
5. Window and door replacement provided the new window or door replicates the same size and style of the window or door being removed.

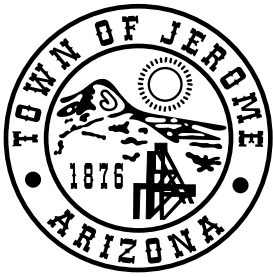
**General Provisions:** New language added to clarify that patios and parking areas can be located in the front, side or rear yard as long as they are of fire-resistant materials and do not include walls, a roof or railings that could block access.

1. *Patios may be constructed in the front, side or rear yard provided they are constructed of fire resistant materials; such as stone, metal or concrete; and do not include walls, a roof, railings or other features that block access through the yard.*
2. *Parking areas may be constructed in the front, side, or rear yard provided they are constructed of fire resistant materials; such as stone, metal or concrete; and do not include walls, a roof, railings or other features that block access through the yard.*

**Recommendation:** Discussion/possible action.

Attachments:

- Resolution No. 610
- Ordinance No. 470



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943      [www.jerome.az.gov](http://www.jerome.az.gov)

## RESOLUTION NO. 610

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA,  
DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK  
AND ENTITLED "2021 CHANGES TO THE JEROME ZONING ORDINANCE REGARDING  
ADMINISTRATIVE APPROVALS AND APPEALS"**

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

THAT the certain document entitled "2021 Changes to the Jerome Zoning Ordinance regarding Administrative Approvals and Appeals", as recommended by the Jerome Planning & Zoning Commission on April 21, 2021, which is attached hereto and made a part hereof, and three copies of which are on file in the office of the Town Clerk, is hereby declared to be a public record, and said copies shall remain on file with the Town Clerk.

PASSED AND ADOPTED BY THE Mayor and Council of the Town of Jerome, Arizona, this \_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED:

\_\_\_\_\_  
Dr. Jack Dillenberg, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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

**2021 CHANGES TO THE  
JEROME ZONING ORDINANCE  
REGARDING ADMINISTRATIVE APPROVALS  
AND APPEALS**

*As recommended by the Jerome Planning & Zoning Commission  
April 21, 2021*

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

#### **E. RULES; REGULATIONS; RECORDS; MEETINGS**

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

### **SECTION 106. DESIGN REVIEW BOARD**

#### **A. PURPOSE**

The purpose of the Design Review Board is to review the exterior design of new buildings and structures, the alteration of buildings and structures, ~~landscaping plans~~, signs, and proposed demolition of structures, within the Historic Overlay District, in order to ensure that new development is compatible with the surrounding environment, and to preserve and protect the historic character of the Town of Jerome in accordance with the provisions of Section 304.

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

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

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

#### **C. POWERS AND DUTIES**

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

#### **D. SELECTION OF OFFICERS**

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

# **ARTICLE II**

## **DEFINITIONS**

### **SECTION 201. GENERAL**

**Deck** - An open, [unroofed porch or platform](#) structure [built](#) at least twelve (12) inches above the ground that is located in the front, rear, or side yard or court of a property. When a structure has a roof or wall enclosure that keeps out the elements, it is not a deck and shall be deemed part of the primary structure for purposes of this Ordinance.

**Design Review Board** - (see Section 106).

**Drive-In Restaurant** - any establishment where food or beverages are dispensed and may be consumed on the premises, but not within a closed building.

**Drive-In Theater** - an open air theater where the performance is viewed by all, or part, of the audience from motor vehicles.

**Dump** - a place used for the disposal, abandonment or discarding by burial, incineration or by any other means of any garbage, sewage, trash, refuse, rubble, waste material, offal, or dead animals. Such use shall not include any industrial or commercial processes, and/or material.

**Dwelling** - a building portion thereof designed exclusively for residential purposes, including one-family, two-family, three-family and multiple dwellings; but not including hotels, apartment hotels, boarding and lodging houses, fraternity and sorority houses, rest homes and nursing homes, or child care nurseries.

**Dwelling, One-Family** - a detached building designed exclusively for occupancy by or occupied by one (1) family for residential purposes.

**Dwelling, Two-Family** - a building designed exclusively for occupancy by or occupied by two (2) families living independently of each other (i.e., duplex).

**Dwelling, Three-Family** - a building designed exclusively for occupancy by or occupied by three (3) families living independently of each other (i.e., triplex).

**Dwelling, Multi-Family** - a building designed exclusively for occupancy by or occupied by four (4) or more families living independently of each other (i.e., four plex or apartment).

**Dwelling Unit** - a room or group of rooms within a dwelling containing one (1) cooking accommodation, occupied exclusively by one (1) or more persons living as a single non-profit family housekeeping unit.

**Easement** - a space on a lot or parcel of land reserved or used for location and/or access to utilities, drainage or other physical access purposes. No structure or other physical obstruction may be located within an easement.

**Erect** - the word “erect” includes built, built upon, added to, altered, constructed, reconstructed, moved upon, or any physical operations on the land, required for a building.

**Family** - an individual, or two (2) or more persons related by blood or marriage, or a group of persons not related by blood or marriage, living together as a single housekeeping group in a dwelling unit.

**Farming** - land used or cultivated which is intended only as a supplementary source of income or livelihood.

**Fence** - a structure built to separate two (2) parcels of land or separate a parcel of land into different use areas.

**Floodplain** - the areas adjoining the channel of a watercourse, or areas where drainage is or may be restricted by man-made structures which have been or may be covered partially or wholly by floodwater, but shall compose an area not less than that area confined by the fifty-year flood and shall not exceed that area confined by the one hundred-year flood.

**Office** - a room or rooms and accessory facilities for the managing or conducting of a business.

**Off-Street Loading Facilities** - a site or a portion of a site devoted to the loading or unloading of motor vehicles or trailers, including loading berths, aisles, and access drives. (see Section 510).

**Off-Street Parking Facilities** - a site or a portion of a site devoted to the off-street parking of motor vehicles including parking spaces, aisles, and access drives. (see Section 510).

**Open Area** - any area used or intended to be used for parking, recreation, open space, agriculture, landing fields and other similar uses.

**Open Space** - any area used or intended to be used for recreation and/or conservation purposes for an unspecified period of time. This term implies that the environment will remain in its natural state and not be physically disturbed in any way.

**Original Grade** - the condition of the surface of the property at the time of submittal of preliminary site plan with no grading changes made.

**Park** - a public or private parcel of land developed and used for passive or active recreation.

**Parking Area** - an area designed and constructed and used ~~exclusively~~ primarily for the parking, storage and maneuvering of vehicles.

**Parking District** - a public parking district maintained by the federal, state, county or town government, to special district.

**Patio** - an area, usually paved, that is used for outdoor lounging, dining, and/or recreating that is less than 12 inches above the ground surface. When a structure has a roof or wall enclosure that keeps out the elements, it is not a patio and shall be deemed part of the primary structure for purposes of this Ordinance.

**Person** - included are: individual association, company, firm, corporation, Partnership, co-partnership, joint venture, city, county, special district, trust or any other legal group acting as an entity.

**Playground** - an area used by children for recreation purposes. Also may include a "tot-lot".

**Professional Office** - any building, structure, or portion thereof used or intended to be used as an office for a lawyer, architect, engineer, surveyor, planner, optometrist, accountant, doctor, dentist, or other similar professions.

**Public Building** - facilities for conducting public business constructed for various public agencies, including federal, state, county, and town offices and buildings.

**Public Hearing** - hearings held as required by law.

**Public Utility** - private or public facilities for distribution of various services, such as water, power, gas, communication, etc., to the public.

**Right-of-Way** - includes any public or private right-of-way and includes any area required for public use pursuant to any general or official plan.

**Recreation Facilities** - includes buildings, structures or areas built or developed for purposes of entertaining, exercising or observing various activities participated in either actively or passively by individuals or organized groups.

**Recreational Vehicle** - a vehicular type unit primarily designed as temporary living quarters for recreational, camping or travel use, which either has its own motor power or is mounted on or drawn by another vehicle.

**Recreational vehicle park** - facilities for the temporary storage, parking and maneuvering of recreational vehicles (motor homes, travel trailers, campers etc.) with adequate roads and stall sites, including sanitary and water facilities. Site locations are provided on a day to day

**Residence** - a structure containing a dwelling unit designed for occupancy or occupied by one (1) family living as a single non-profit family housekeeping unit.

**Restaurant** - an establishment which serves food or beverages only to persons seated within the building. This includes cafes and tea rooms.

**School, elementary, junior high, high school** - public and other non-profit institutions conducting regular academic instruction at kindergarten, elementary and secondary levels. Such institutions shall offer general academic instructions equivalent to the standards prescribed by the state board of education.

**School, Nursery** - a school or the use of a site or a portion of a site for an organized program devoted to the education or day care of five (5) or more children of elementary school age or younger, than those residents on the site. Includes day care center.

**School, Trade** - schools offering preponderant instruction in the technical, commercial or trade skills, such as real estate schools, business colleges, electronic schools, automotive and aircraft technicians schools and similar commercial establishments operated by a non-governmental organization.

**School, Private or Parochial** - an institution conducting regular academic instruction at kindergarten, elementary and secondary levels operated by a non-governmental organization.

**Service Station** - an occupancy engaged in the retail sales of gasoline, oil, tires, batteries, and new accessories and which provides for the servicing of motor vehicles and operations incidental thereto, including: automobile washing, waxing and polishing, tire changing and repairing, but not including recapping. May also include battery service, radiator cleaning, flushing and repair, installation of minor accessories, lubrication of motor vehicles, rental of utility trailers, testing, adjustment and replacement of motor parts and accessories.

**Setbacks** - (see Yard).

**Sewage Disposal, Community** - a sewage system publicly or privately owned having approval to collect and dispose of domestic and/or industrial waste materials.

**Shed** - a simple roofed accessory building or structure, typically made of wood or metal, used as a storage space or a workshop and not to be used for human habitation.

**Sign** - (see Section 509).

**Site** - a parcel of land, subdivided or unsubdivided, occupied or to be occupied by a use or structure.

**Spirituos Liquor Tasting Facility** - An establishment promoting the retail sales of vinous, spirituous or malt liquor to consumers, and allowing tasting of those vinous, spirituous or malt liquors on the premises of the tasting facility. A vinous, spirituous or malt liquor tasting facility may include snacks, not meals, to consume with vinous, spirituous or malt liquor as a complement to but not as the primary function of the tasting facility. Vinous, spirituous or malt liquor tasting facilities may not include dining room seating. Vinous, spirituous or malt liquor tasting facilities may have an "Other Food" License for ware washing and appetizer preparation only, not for meal preparation. A vinous, spirituous or malt liquor tasting facility shall not have a Series 12 restaurant liquor license.

**Stable** - a detached accessory structure including, but not limited to, a corral or paddock for the keeping of one or more horses owned by the occupants of the premises and which are not kept for remuneration, hire or sale.

**Stable, Commercial** - a structure including, but not limited to, a corral or paddock for the keeping of horses for remuneration, hire or sale.

**Story** - that portion of a building included between the surface of any floor and the finished ceiling

**Street** - a public or private way permanently dedicated or reserved as a primary means of access to abutting property.

**Street Line** - the boundary line between street right-of-way and abutting property.

**Structure** - anything constructed or erected which requires a fixed location on the ground, including a building but not including a fence or wall used as a fence.

**Structure, Main** - a structure housing the principal use of a site or functioning as the principle use.

**Structure Alteration** - any change in the supporting members of a building, such as foundations, bearing walls, columns, beams, floor or roof joints, or any change in the exterior dimensions of a building, excepting those changes which may result from providing minor repairs and building maintenance.

**Subdivision of Land** - (see Arizona Revised Statutes, Section 9-463).

**Swimming Pool** - any permanent structure containing or intended to contain water for recreational uses, including wading pools.

**Travel Trailer** - a vehicle without motive power, portable structure with wheels built on a chassis, designed as a temporary dwelling for travel recreation and vacation purposes, having a body width not exceeding eight (8) feet and its body length does not exceed thirty-two (32) feet.

**Trailer Park or Court** - facilities for the storage, parking and maneuvering of mobile homes or trailers with adequate road and stall sites, and providing adequate sanitation and water facilities required to meet the needs of the residents. Site location is provided on a rent or lease basis. Includes mobile home parks.

**Town** - the Town of Jerome, Yavapai County, Arizona.

**Use** - the purpose for which a site or structure is arranged, designed, intended, constructed, moved, erected, altered or enlarged or for which either a site or structure is or may be occupied and maintained.

**Use, Conditional** - a use which is listed as a conditional use in any given district in this ordinance. Conditional uses may be required to meet certain requirements as a condition precedent to the granting of a use permit which will allow the establishing of a conditional use in any given district.

**Use, Permitted** - a use which is listed as a permitted use in any given district in this ordinance. Permitted uses may not meet special requirements as a condition precedent to be allowed to establish in a given district, except as may be required by the provisions of this ordinance.

**Variance** - (see Arizona Revised Statutes, Section 9-462, and Section 305 of this Ordinance).

**Vineyard** - is an area of land planted with cultivated grapevines.

**Viniculture** - is the science, cultivation and study of grapes which deals with the series of events that occur in a vineyard, which vineyard produces grapes specifically for winemaking, whether for commercial, non-commercial or domestic use. The term "viniculture" shall not apply to plantings of one hundred (100) vines or less.

**Wall** - any structure or device forming a physical barrier which is so constructed that fifty (50) percent or more of the vertical surface is closed preventing the passage of light, air and vision through said surface.

**Warehouse** - a building or buildings used for the commercial storage of goods, where no retail or wholesale operations are conducted at the site.

## SECTION 302. CONDITIONAL USE PERMITS

### E. COUNCIL ACTION ~~AND APPEALS~~

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

### F. TIME LIMITS

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

## G. REVOCATION

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

The Zoning Administrator shall notify the permittee, by regular ~~First Class~~First-Class mail, of a violation or termination of a use permit. If no attempt to change the violation is made within ~~ten~~fifteen (~~15~~10) days after notification, the permit shall be revoked and considered null and void.

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

## H. FEE

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

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

## SECTION 303.1. ~~PRELIMINARY~~ SITE PLAN REVIEW

### A. PURPOSE

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

[Ord. No. 293]

### B. PROJECTS REQUIRING REVIEW BY THE PLANNING AND ZONING COMMISSION

1. ~~Projects requiring Preliminary Site Plan Review shall include but not be limited to:-~~  
Additions and alterations to residential, commercial, or industrial structures.
2. Decks.
3. Grading, excavation, clearing and grubbing in accordance with Section 303.3.
4. Lot splits and, lot line adjustments.
5. Modifications to non-conforming structures.
6. New residential, commercial, or industrial structures. ~~construction,~~  
~~alterations,~~
7. Sheds and accessory structures. ~~buildings,~~
8. ~~grading and excavation and clearing and grubbing~~
9. Projects not specifically listed as exempt or requiring Zoning Administrator review.

### C. PROJECTS REQUIRING REVIEW BY THE ZONING ADMINISTRATOR

1. Parking areas.
2. Patios.
3. Replacement of exterior stairs with metal or other fire-resistant materials, provided there is less than a 10 percent change in the original footprint. Approval by the Fire Inspector is also required.

### D. PROJECTS EXEMPT FROM SITE PLAN REVIEW

1. Repair, replacement, and maintenance of existing structures, provided that the same materials are used.
- ~~2.~~ Landscaping (not including accessory structures such as gazebos, pergolas, shade structures, and sheds). [Ord. No. 293; Ord. No. 446]

## ~~C.E.~~ PROCEDURE

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

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

~~assessment by a civil, structural or soils engineer may be required to show site stability and lack of negative impact.~~

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

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

11. Any other information ~~which~~ that the Zoning Administrator may find necessary to establish compliance with this and any other ordinances.

12. Application for sign permits shall be filed in accordance with the provisions of Section 509.

[Ord. No. 293]

#### **~~D.F.~~ FEE**

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

[Ord. No. 293]

#### **~~E.G.~~ REVIEW PROCEDURES**

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

[Ord. No. 293]

## SECTION 303.2. FINAL SITE PLAN REVIEW

### A. FINAL PLAN PROCEDURES

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

1. Any additional features required as a result of engineering and/or soils studies;
2. Compliance with the appropriate sections of the Zoning Ordinance for the Zoning District including:
  - a. lot area
  - b. lot width
  - c. maximum lot coverage
  - d. yard requirements
  - e. off-street parking and loading
  - f. building height
  - g. accessory building height
  - h. any other property development standards specific to the zone.
3. Compliance with all applicable codes, including the Uniform Building Code.
- ~~4. Compliance with any conditions recommended by the Planning and Zoning Commission, the Building Inspector or the Zoning Administrator from the Preliminary Site Plan Review.~~
- ~~5.~~4. Compliance with any conditions recommended by the Planning and Zoning Commission, Design Review Board, Building Inspector, Fire Inspector, and/or the Zoning Administrator from the ~~Preliminary Site Plan Review~~previous review.

### B. REVIEW

1. The ~~Final~~final Plan-plan shall be checked for completeness by the Zoning Administrator within fifteen (15) days. A completed final plan shall be presented to the Planning and Zoning Commission and the Design Review Board, when necessary, at the earliest possible meetings.

The Planning and Zoning Commission may approve, approve with conditions, or deny. Once denied, the original plan shall not be resubmitted.

The Design Review Board approval of the ~~Design~~design elements of the ~~Final~~final Plan-plan is outlined in Section 304.

2. All copies of the approved plan, with any conditions ~~shown from the approving board thereon or attached thereto,~~ shall be dated and signed by the Zoning Administrator. One (1) copy of said approved plan and conditions together with a notification of all ~~Design~~design Review-review requirements and procedures shall be distributed ~~mailed~~ to the applicant and one (1) copy shall be filed with the Building Inspector.

## SECTION 303.3. GRADING AND EXCAVATION REQUIREMENTS

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

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

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

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

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

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

### A. APPROVAL PROCEDURE

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

### B. POST-APPROVAL PROCEDURE

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

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

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

#### C. RESPONSIBILITIES OF THE APPLICANT

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

## SECTION 303.4. APPEALS AND EXPIRATION OF APPROVALS

### D.A. APPEALS

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

### E.B. BUILDING PERMIT ISSUANCE EXPIRATION OF APPROVAL

1. Six (6) months from the date of approval, a plan approval becomes void if a building permit has not been issued and/or work has not commenced.
- ~~1.2. A building permit shall not be issued by the Building Inspector until the fifteen (15)-day appeal period has expired.~~
3. An extension of approval may be granted if the applicant files for an extension prior to the approval becoming void and the extension is granted by the approving board body. The approving board may grant a second extension provided the approval is in compliance with all ordinances and requirements in effect at the time of the extension request. Any additional extension requests require review by the Town Council. Application for an extension shall be accompanied by a filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the office of the Town Clerk.

### F.C. VIOLATION AND ENFORCEMENT

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

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

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

[Ord. No. 293]

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## SECTION 304. DESIGN REVIEW

### A. PURPOSE

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

### B. PROJECTS REQUIRING REVIEW BY THE DESIGN REVIEW BOARD

1. Awnings and permanent signs
2. Additions and exterior modifications
3. Decks
4. Demolitions of existing structures
5. Fences and walls
6. New structures
7. Paint, stain, and similar coatings
8. Sheds and accessory structures
9. Projects not specifically listed as exempt or requiring Zoning Administrator review

### C. PROJECTS REQUIRING REVIEW BY THE ZONING ADMINISTRATOR

1. Changes in roof material or color, provided the new roof has limited reflectivity.
2. Parking areas.
3. Patios.
4. Replacement of exterior stairs with metal or other fire-resistant materials, provided there is less than a 10 percent change in the original footprint and the change is approved by the Fire Inspector.
- ~~4.~~ 5. Window and door replacement, provided the new window or door replicates the same size and style of the window or door being removed.

### D. PROJECTS EXEMPT FROM DESIGN REVIEW

Landscaping (not including accessory structures such as gazebos, pergolas, shade structures, and sheds) provided any grading and excavation is in compliance with Section 303.3 and repair, replacement, and maintenance of existing structures, provided that the same materials are used

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

#### **B.E. PRELIMINARY REVIEW PROCEDURE**

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

#### **C. FINAL REVIEW**

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

#### **D.F. APPLICATION FOR FINAL APPROVAL AND PERMIT**

- ~~1.—An~~ A prescribed application form for Design Review approval shall be filed with the Zoning Administrator on a form prescribed by the Administrator, which details the information that must be provided by the applicant along with the plans and other documents that must be submitted. All applications, at a minimum, must be accompanied by the following:
  - ~~a.—the name and address of the property owner;~~
  - ~~b.—the signature of the property owner or an authorized agent;~~
  - e.1. eight (8) copies of the plot plan or site layout, drawn to scale, including all improvements affecting the appearances such as walls, walks, terraces, landscaping, accessory buildings, lights and other elements;
  - ~~d.—one (1) set of legible photographs showing all sides of existing structures on the~~

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

**E.G. FEE**

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

**F.H. REVIEW PROCEDURES AND CRITERIA FOR NEW CONSTRUCTION**

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

around the buildings, structures, and places to which it is visually related.

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

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

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

## **G.I. APPEALS AND EXPIRATION OF APPROVALS**

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

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

board's decision. If the appellant is not the applicant and resides beyond 300 feet of the project, the appellant shall clearly demonstrate how they might be adversely affected by the proposed project.

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

#### **~~H. EXPIRATION OF DESIGN REVIEW APPROVAL~~**

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

#### **~~H.J. VIOLATIONS AND ENFORCEMENT~~**

1. Prior to the issuance of a building permit, the Building Inspector shall ascertain that the Design Review Board has approved plans ~~which are~~ in conformance to those presented with the ~~Building~~ building Permit application, and that the time limitations imposed by this ordinance have not elapsed.
2. The Zoning Administrator shall ~~ensure~~ that all matters are undertaken according to the conditions of the ~~Design~~ design Approval ~~approval~~ Approval. In the event of a violation, the Zoning Administrator shall notify the permittee, by mail, that he is in violation of the conditions of the ~~Design~~ design Approval ~~approval~~ Approval. If no attempt to change the circumstances of the violation is made within ~~ten~~ fifteen (15) days after notification, the building permit shall be revoked and considered null and void.
3. Violations, Enforcements and Fines. If, ~~thirty~~ fifteen (15) days after written

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

#### **~~J. EXCLUSIONS~~**

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

## **SECTION 305. ADMINISTRATIVE APPEALS AND VARIANCES**

### **A. APPEALS TO THE BOARD OF ADJUSTMENT**

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

## **SECTION 502. GENERAL PROVISIONS**

### **A. APPLICATION**

Except as hereinafter provided, no building, structure, or premise shall be used and no building or structure or part thereof shall be constructed, altered, repaired, improved, moved, removed, erected, demolished, or materially altered except in conformity with the provisions of the zone in which it is located. Any use that is not specifically permitted is hereby declared to be a prohibited use, except as hereinafter provided.

### **B. USE RESTRICTIONS**

1. **PRINCIPAL USES:** Only those uses and groups of uses specifically designated as “Permitted Principal Uses” in zoning district regulations shall be permitted as principal uses; all other uses shall be prohibited as principal uses, except as otherwise provided herein.
2. **CONDITIONAL USES:** Certain specified uses designated as “Conditional Uses” may be permitted as principal uses subject to special conditions of location, design construction, operation and maintenance hereinafter specified in this Ordinance or imposed by the Planning and Zoning Commission.
3. **ACCESSORY USES:** Use normally accessory and incidental to permitted principal or conditional uses shall be permitted as hereinafter specified.
4. **UNSPECIFIED USES:** Whenever a use is proposed which is not listed as a permitted or conditional use in any zone district, the Zoning Administrator shall complete a review of the proposed use to determine its basic characteristics and similarity to existing permitted uses and submit this report to the Planning and Zoning Commission. The Commission shall review the Administrator’s report and recommendation and determine in which zone district the proposed use should be placed and forward a recommendation to the Town Council. The Town Council, after reviewing the Administrator’s report, Commission’s Recommendation and other testimony, shall determine the similarity to the listed permitted uses and shall determine by minute order the proper zone district for the location of the proposed use. A copy of the minute order shall be added to the permitted use section of the appropriate zone district.

### **C. NONCONFORMING LOTS OF RECORD**

1. Notwithstanding any other provisions of this ordinance, a building may be constructed on any lot of record before the adoption of this Ordinance in any zone in which such buildings are permitted even though such lot fails to meet the area or width requirements for within the zone, except that such construction shall conform to any lot coverage and yard requirements of the zone.
2. Where two (2) or more vacant contiguous lots of record are owned by the same person at the time of the passage of the controlling ordinance, the land included in the lots shall be considered to be an undivided parcel and no portion of said parcel shall be used as a building site or sold which does not meet the area and width requirements of the zone in which the lot is located.

### **D. REDIVIDING OF RECORDED LOTS**

No lot may be divided to create a lot not in conformance with these regulations. No lot shall be divided or combined in any manner other than through subdivision procedures as specified by the Subdivision Regulations.

#### **E. STREET AND UTILITY REQUIREMENTS**

1. All lots shall abut a public street or legally recorded easement.
2. A building permit shall not be issued for a lot which abuts an undedicated portion of a partly-dedicated public street.
3. A building permit shall not be issued for any lot for which public sewerage or water supply is not available, unless and until the proposed mode of water supply and sewage disposal has been reviewed and approved in writing by the Yavapai County Health Department.

#### **F. SITE UNSUITABILITY**

No land shall be used or structure erected where the land is held by the Commission to be unsuitable for such use or structure by reason of flooding, concentrated runoff, inadequate drainage, adverse soil or rock formation, extreme topography, low percolation rate or bearing strength, erosion susceptibility, or any other features likely to be harmful to the health, safety and general welfare of the community. The commission, in applying the provisions of this section, shall state in writing the particular facts upon which its conditions are based. The applicant shall have the right to present evidence contesting such determination to the Council if he desires, whereupon the Council may affirm, modify or withdraw the determination of the unsuitability.

#### **G. DUMPING OR DISPOSAL**

1. The use of land for the dumping or disposal of scrap iron, junk, garbage, rubbish or other refuse, or of ashes, slag, or other industrial wastes or by-products, shall be prohibited in every district except as otherwise provided in this Ordinance.
2. The dumping of dirt, sand, rock or other material excavated from the earth shall be permitted in any district, provided that the surface of such material is graded, leaving the ground surface in a condition suitable for other use permitted in the district, provided that such fill does not so increase the elevation of the site as to prevent its development or use for other purposes and provided that such does not increase the susceptibility of the ground to erosion, landslide, flooding, or result in any other dangerous condition.
3. No person, firm or corporation shall strip, excavate or otherwise remove top soil for sale or for use other than on the premises from which the same shall be taken, except in connection with the construction or alteration of a building on such premises and excavation or grading incidental thereto.
4. No yard or other open space surrounding an existing building in any residential zone, or which is hereinafter provided around any building in any residential zone, shall be used for the storage of junk, debris, or abandoned or inoperable vehicles; except as specifically permitted herein, and as provided and regulated in any other applicable Town Ordinances.

#### **H. YARD, LOT, AND AREA REQUIREMENTS**

1. No building shall be erected; nor shall any existing building be altered, enlarged, moved, or rebuilt, nor shall any open space surrounding any building be encroached upon or reduced in any manner, except in conformity with the yard, lot, area and building location regulations hereinafter designated for the zone in which such building or open space is located, except, as otherwise specifically provided.

2. No yard or other open space provided about any building for the purpose of complying with the provisions of these Restrictions shall be considered as a yard or open space for any other building; and no yard or other open space on one (1) lot shall be considered as a yard or open space for a building on any lot.
3. Awnings, fire-escape stairs, window-type refrigeration units, suspended or roof evaporative coolers, and forced air furnaces, may not project more than five (5) feet over any required yard, provided that they shall be no closer than three (3) feet to any lot line.
4. Architectural details such as canopies, cornices, and eaves may project not more than three (3) feet over any required yard, provided that they shall be no closer than three (3) feet to any lot line.
5. Sills, leaders, belt courses and similar ornamental features may project not more than six (6) inches over or into any required yard.
6. Accessory Buildings (attached) – A private automobile garage, carport or accessory building having any part of a wall in common with a dwelling shall be considered an integral part of the main building in determining yard, lot, and area requirements.
7. Accessory Buildings (detached) – Any detached accessory building or swimming pool in any zone shall not be located in the front yard, shall be at least five (5) feet from the main structure, shall be at least five (5) feet from the rear and interior side lot lines, and shall maintain side yard setbacks from the street side lot lines as required for the main structure in that zone.
8. No automobile service station pump shall be located closer than twelve (12) feet to a street property line.
9. Except as provided herein, every part of a required yard shall be open to the sky and unobstructed. Trees, shrubbery, etc., shall not be considered obstructions.
10. No portion of any deck shall be located within five (5) feet of the lot line except in those districts where residential use is not a permitted use. In those districts, decks should conform to the required yard for that zone. Decks shall not encroach into any public easement. Square footage of decks shall be included in lot coverage for each zoning district.
- ~~10.~~ 11. Patios may be constructed in the front, side or rear yard provided they are constructed of fire resistant materials; such as stone, metal or concrete; and do not include walls, a roof, railings or other features that block access through the yard.
12. Parking areas may be constructed in the front, side, or rear yard provided they are constructed of fire resistant materials; such as stone, metal or concrete; and do not include walls, a roof, railings or other features that block access through the yard.

[Ord. No. 374]

## I. BUILDING HEIGHT REQUIREMENTS

1. No building shall be erected, reconstructed, or structurally altered to exceed in height the limit hereinafter designated for the zone in which such building is located, except as otherwise specifically provided.
2. Height regulations established elsewhere in this Ordinance shall not apply:
  - a. In any district, to church spires, belfries, cupolas and domes not for human occupancy, monuments, water towers, flagpoles, non-commercial radio or television antennas, provided that such structures and antennas shall be so located and constructed that if it should collapse, its reclining length would still be contained on

## SECTION 503. “AR” ZONE, AGRICULTURAL RESIDENTIAL

### A. PURPOSE

This district is intended to promote and preserve low density residential development and noncommercial farming and agriculture. Land use is composed chiefly of individual homes, together with required recreational, religious, and educational facilities.

### B. PERMITTED USES

1. One (1) single-family dwelling or one (1) modular home per lot. Mobile homes are prohibited.
2. Customary accessory uses and buildings, provided such uses are incidental to the principal use.
3. Temporary buildings ~~far~~[for](#) uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.
4. Publicly owned and operated parks and recreation areas and centers.
5. Home occupations.
6. Noncommercial farming and agriculture, not including the keeping of livestock.
7. Keeping of cattle and horses owned by members of the family occupying the premises, but not to exceed one (1) head per 20,300 square feet of lot area.

### C. CONDITIONAL USES

1. Animals, fowl, and other typical farm livestock, except as otherwise prohibited herein.
2. Commercial stables
3. Churches or similar places of worship
4. Schools: Public or private elementary and high.
5. Colleges, universities, and professional schools having a regular curriculum.
6. Nursery Schools and Day Care Centers.
7. Privately owned and operated recreation areas and centers.
8. Public buildings other than hospitals.
9. Public utility buildings, structures, or appurtenances thereto for public service use.
10. Model Homes
11. Bed and Breakfast
12. RESERVED *pending approval or rejection by voters in August 2014 of Ordinance 405.*
13. Viniculture use, pursuant to Chapter 16, “Vineyards,” of the Jerome Town Code.

[Ord. No. 380]

### D. ZONE RESTRICTIONS

1. Cattle, horses, sheep, goats, dogs, cats, birds, fowl, and any other living animals, and the pens, stalls, stables, yards, shelters, cages, areas, places, and premises where they are held or kept, shall be so maintained that flies, insects, or vermin, rodent harborage, odors, ponded water, the accumulation of manure, garbage, refuse or other noxious

## SECTION 508. "I-1" ZONE, LIGHT INDUSTRIAL

### A. PURPOSE

This district is intended to provide for commercial, industrial, and manufacturing activities, while insuring that these activities will in no manner affect in a detrimental way any of the surrounding districts.

### B. PERMITTED USES

Any permitted use in the C-1 Zone.

### C. CONDITIONAL USES

1. Any conditional use in the C-1 Zone.
2. Light industries such as, but no more objectionable or intensive in character than: jewelry, clothing, and furniture manufacturers.
3. Warehouses.
4. Wholesale establishments.
5. Automobile repair garages.
6. Accessory buildings, structures, and uses customarily incidental to a permitted use except as otherwise provided in this ordinance.
7. Any such other uses as determined by the Planning and Zoning Commission and approved by the ~~City-Town~~ Council to be similar to those uses listed above and not detrimental to ~~the public~~the public health, safety, and general welfare in accordance ~~with the~~with the provisions of this Ordinance.

### D. ZONE RESTRICTIONS

Same as C-1 Zone.

### E. PROPERTY DEVELOPMENT STANDARDS

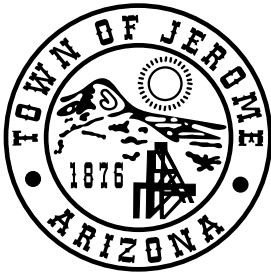
Same as C-1 Zone.

### F. PERFORMANCE STANDARDS

Any permitted or conditional use in the I-1 zone must conform to the following performance standards. In conjunction with the plan review process, the developer-applicant shall provide to both the Zoning Administrator and the Planning and Zoning Commission data which are sufficient to show that the proposed use and the manner of its conduct will meet these performance standards.

1. NOISE: At no point on the property line shall the sound pressure level of any individual operation exceed the decibel levels in the designated octave bands shown below. (Excluding operation of motor vehicles or other transportation facilities.)

Octave band cycles per second	Maximum sound pressure level in decibels .0002 dynes per CM <sup>2</sup>
0 - 75	72
75 - 150	67



# TOWN OF JEROME

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

## ORDINANCE NO. 470

### AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTIONS 106, 302, 303.1, 303.2, 303.3, 303.4, 304 AND 502 OF THE JEROME ZONING ORDINANCE RELATED TO ADMINISTRATIVE APPROVAL AND THE APPEALS PROCESS FOR CERTAIN TYPES OF PROJECTS

WHEREAS, the Jerome Planning & Zoning Commission has recommended amendments to the Jerome Zoning Ordinance regarding the approval and appeals process for certain types of projects and allowing for administrative approval of smaller projects; and

WHEREAS, the Commission, following publication of a notice in the Verde Independent on January 31, 2021, conducted a public hearing on this ordinance at their regular meeting of February 17, 2021 and following said hearing adopted Resolution 2021-02, recommending the amendments set forth therein; and

WHEREAS, subsequently, the Council requested certain revisions and the Commission, following publication of a second notice in the Verde Independent on March 31, 2021, conducted a public hearing on this ordinance as revised on April 21, 2021, and following said hearing adopted Resolution 2021-04, recommending the amendments set forth therein;

WHEREAS, the Jerome Town Council concurs and wishes to enact these amendments; and

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

Section 1. Amendments to the Jerome Zoning Ordinance as set forth in that certain document known as "2021 Changes to the Jerome Zoning Ordinance regarding Administrative Approvals and Appeals," three copies of which are on file in the office of the Town Clerk of the Town of Jerome, Arizona, which document was made a public record by Resolution No. 610 of the Town of Jerome, Arizona, are hereby referred to, adopted and made a part hereof as if fully set out in this ordinance.

Date of first reading: 5/11/2021

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

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

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

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

Section 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 \_\_\_\_\_ 2021.

\_\_\_\_\_  
Dr. Jack Dillenberg, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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



Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

### RESOLUTION NO. 615

#### **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING FEES FOR PARKING KIOSKS WITHIN THE TOWN OF JEROME**

WHEREAS, Ordinance No. 456 was adopted by the Jerome Town Council on September 10, 2019, adding new Section 12-3, "Pay to Park," to the Jerome Town Code; and

WHEREAS, Section 12-3-3 of the Ordinance provides that Council will set the "pay to park" fees to be charged and may opt to provide exemptions or discounted parking fees, or to suspend fees from time to time, by the adoption of a Resolution effecting same; and

WHEREAS, currently, the "pay to park" fee is \$3.00 for up to four hours and \$5.00 for all day; and

WHEREAS, the Council wishes to amend the "pay to park" fee to establish a single rate of \$4.00 per day;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Jerome, Arizona, that, effective July 1, 2021, the fee for parking in kiosk parking areas shall be a single fee set at Four Dollars (\$4.00) per day.

ADOPTED AND APPROVED by a majority vote of the Town Council on the \_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED:

\_\_\_\_\_  
Dr. Jack Dillenberg, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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



Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

### RESOLUTION NO. 616

#### **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, PARKING KIOSK FEES FOR ATTENDEES AT NACOG REGIONAL COUNCIL MEETING, JUNE 23-24, 2021**

WHEREAS, Ordinance No. 456 was adopted by the Jerome Town Council on September 10, 2019, adding new Section 12-3, "Pay to Park," to the Jerome Town Code; and

WHEREAS, Section 12-3-3 of the Ordinance provides that Council will set the "pay to park" fees to be charged and may opt to provide exemptions or discounted parking fees, or to suspend fees from time to time, by the adoption of a Resolution effecting same;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Jerome, Arizona, that attendees of the NACOG Regional Council meeting to be held on June 23-24, 2021 at Spook Hall shall be exempted from parking kiosk fees.

ADOPTED AND APPROVED by a majority vote of the Town Council on the \_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED:

\_\_\_\_\_  
Dr. Jack Dillenberg, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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



Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

### RESOLUTION NO. 617

#### **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, ESTABLISHING DISCOUNTED PARKING RATES FOR JEROME RESIDENTS AND EMPLOYEES OF JEROME BUSINESSES**

WHEREAS, Ordinance No. 456 was adopted by the Jerome Town Council on September 10, 2019, adding new Section 12-3, "Pay to Park," to the Jerome Town Code; and

WHEREAS, Section 12-3-3 of the Ordinance provides that Council will set the "pay to park" fees to be charged and may opt to provide exemptions or discounted parking fees, or to suspend fees from time to time, by the adoption of a Resolution effecting same; and

WHEREAS, the Council wishes to allow Jerome residents and employees of Jerome businesses to purchase prepaid parking at the discounted rate of \$3.00 per day to;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Jerome, Arizona, that, effective July 1, 2021, Jerome residents and employee of Jerome businesses may purchase prepaid discounted parking at the rate of Three Dollars (\$3.00) per day, provided that proof of Jerome residency or Jerome employment is provided. There will be a minimum purchase of Thirty Dollars (\$30.00) (ten days), and purchases may be made at Jerome Town Hall or at the Jerome Police Station during regular business hours.

ADOPTED AND APPROVED by a majority vote of the Town Council on the \_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED:

\_\_\_\_\_  
Dr. Jack Dillenberg, Mayor

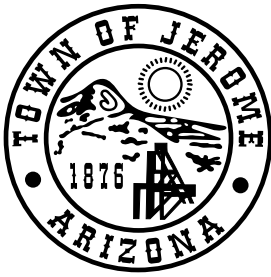
ATTEST:

APPROVED AS TO FORM:

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

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





# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943    [www.jerome.az.gov](http://www.jerome.az.gov)

## RESOLUTION NO. 618

### **A RESOLUTION OF THE TOWN OF JEROME, ARIZONA MAYOR AND COMMON COUNCIL, DESIGNATING THE CHIEF FISCAL OFFICER FOR OFFICIALLY SUBMITTING THE FISCAL YEAR 2022 EXPENDITURE LIMITATION REPORT TO THE ARIZONA AUDITOR GENERAL**

#### **RECITALS:**

WHEREAS, A.R.S. §41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Arizona Auditor General by July 31 the name of the Chief Fiscal Officer the governing body designated to officially submit the current year's annual expenditure limitation report (AELR) on the governing body's behalf; and

WHEREAS, the Town of Jerome Mayor and Council desires to designate Candace B. Gallagher, as the Town's Chief Fiscal Officer; and

WHEREAS, Entities must submit an updated form and documentation for any changes in the individuals designated to file the AELR;

#### **ENACTMENTS:**

**NOW THEREFORE BE IT RESOLVED** BY THE TOWN OF JEROME MAYOR AND COUNCIL as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. Candace B. Gallagher is hereby designated as the Town's Chief Fiscal Officer for purposes of submitting the fiscal year 2022 AELR to the Arizona Auditor General on the governing body's behalf.

PASSED AND ADOPTED by the Town of Jerome, Arizona Mayor and Council, this 8th day of June, 2021.

Attested to:

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Dr. Jack Dillenberg, Mayor

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Candace B. Gallagher, Town Clerk

Reviewed by:

Approved as to form:

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Candace B. Gallagher, Town Manager

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William J. Sims, Esq., Town Attorney



# TOWN OF JEROME

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

## Zoning Administrator Analysis Council Staff Report Wednesday, June 8, 2021

**ITEM 10A:** Ordinance initiation regarding bees  
**Applicant/Owner:** Town of Jerome  
**Recommendation:** Discussion/possible action  
**Prepared by:** John Knight, Zoning Administrator

**Background and Summary:** At the previous council meetings in April and May, the council reviewed a report by bee expert Patrick Pynes and discussed the possibility of implementing a beekeeping ordinance.

Staff has met council members Harvey and Barber and reviewed several local beekeeping ordinances and prepared a draft for council consideration (see attached). The proposed ordinance would be incorporated into the Zoning Ordinance and will need to be reviewed by the Planning and Zoning Commission (P&Z) before returning to the council for adoption. A public hearing has been scheduled for the June 16, 2021, P&Z meeting. If the council is interested in adopting a beekeeping ordinance, a motion by council will be needed to initiate the process.

### Summary of proposed ordinance:

1. **Definitions:** New definitions added for Aviary, Beekeeper, Beekeeping, Colony, Flyway barrier, and Hives.
2. **Procedure and permitting:** A conditional use permit would be required for any new beekeeping requests. Existing hives would be considered legal non-conforming and would not require permits unless expanded or otherwise modified.
3. **Noticing:** Property owners within 100' would be noticed prior to review by P&Z.
4. **Allowed zones:** Beekeeping would be a conditional use in all zones.
5. **Standards:**
  - a. **Setbacks:** Hives cannot be in the front yard and would need to be at least five (5) feet from the side and rear property lines.
  - b. **Number of hives:** A maximum of two (2) hives would be allowed.
  - c. **Supplemental water and food:** Supplemental water and food have to be provided if needed.
  - d. **Aggressive hives:** Beekeepers need to obtain a queen bred for gentleness. Also included are standards to address aggressive or abandoned hives and have them relocated or destroyed if necessary.
  - e. **Flyway barrier:** A six (6) foot high flyway barrier has to be provided on either side of the hive to help reduce human/bee interactions.

**Recommendation:** Discussion/possible action.

**Attachments:** Draft redline ordinance

# ARTICLE II

## DEFINITIONS

### SECTION 201. GENERAL

For the purpose of this ordinance, certain words and terms used herein are defined as follows: all words used in the present tense include the future tense; all words in the plural number include the singular number, all words in the singular number include the plural number, unless the natural construction of the wording indicates otherwise. The word “lot” includes the word “plot”; the word “building” includes the word “structure”; and the word “shall” is mandatory and not discretionary. Other words and phrases used in this ordinance shall have the following meaning:

**Abutting** - the condition of two adjoining properties having a common property line or boundary, including cases where two or more lots adjoin only a corner or corners.

**Access** - denotes the right vested in the owner of land which adjoins a road or other highway to go and return from his own land to the highway without obstruction. Access to property does not necessarily carry with it possession

**Accessory building** - a building or structure which is visually subordinate to and the use of which is incidental to that of the main building, structure or use on the same lot or parcel. Accessory buildings or structures shall not be used for human habitation.

**Accessory building, Height of** - the vertical measurement down from the highest point on the structure to an intersection with the horizontal projection of a plane established as the median between the highest and lowest points of original grade beneath the enclosed portion of the structure. (See Appendix for diagrams.)

**Accessory feature** - any manmade structure erected upon or appurtenant to real property

**Accessory use** - a use incidental, related, appropriate and clearly subordinate to the main use of the lot or building, which accessory use does not alter the principal use of the subject lot or parcel,

**Acre** - an area of land containing 43,560 square feet.

**Adjacent, adjoining** - nearby, but not necessarily, touching.

**Agriculture** - the tilling of the soil, raising of crops, horticulture, viticulture, silviculture, small livestock farming, dairying and/or pasture and range livestock production, including all uses customarily incidental thereto but not including slaughter houses, fertilizer yards, or plants for the reduction of animal matter or any other industrial use which is similarly objectionable because of noise, odor, smoke, dust or fumes. Agriculture does not include the concentrated single-use operation of feed lots, hog, turkey, chicken, fur-bearing animals or other similar farms, unless these operations are operated in conjunction with or are a part of the crop production of the same or adjoining parcel under common ownership.

**Alley** - a public passageway, affording a secondary means of access to abutting property and is not intended for general traffic circulation.

**Amendment** - a change in the wording, context, or substance of this ordinance, or an addition or deletion or a change in the zone district boundaries or classifications of the zoning map.

**Animal hospital** - facilities for the care, treatment, and boarding of animals including the term “veterinary clinic.”

**Antenna** - accessory feature used for electronic signal reception or transmission.

**Antique** - a product that is sold or exchanged because of value derived, because of oldness as respects the present age, and not simply because same is not a new product.

**Apartment** - a room or suite of two (2) or more rooms in a multiple dwelling, occupied or suitable for occupancy as a residence for one (1) family.

**Apartment House** - A building containing apartments with two (2) or more families living independently of each other.

**Apiary – one or more hives or colonies of bees at one location.**

**Appeal** - an action which permits anyone to arrange for a hearing from other than the individual or group from whose decision the appellant seeks redress.

**Area, open** - (see Open Area).

**ARS** - Arizona Revised Statutes (Arizona State Law).

**Artist** - one who practices an art in which imagination and taste presides over the execution. This is not deemed to include the business of teaching the mechanics of the art.

**Attached building** - (see Building, Attached).

**Automobile Service Station** - (see Service Station).

**Automobile Repair Garage** - a structure or part thereof, other than a private garage, where motor vehicles are repaired or painted.

**Bed and breakfast** - a building or buildings containing central kitchen facilities and not more than three (3) rooms used to provide lodging for compensation; provided that, 1) No more than one (1) family is lodged per day, 2) no meals are provided other than breakfast, 3) the host family lives on the premises, 4) smoke alarms are installed and, 5) parking has no negative effect on the neighborhood.

**Beekeeper – a person who owns and breeds bees, especially for their honey.**

**Beekeeping (or apiculture) – the maintenance of bee colonies, commonly in man-made hives by humans. May include the manufacture of honey, beeswax, and other byproducts of the beekeeping process.**

**Board of Adjustment** - (see Section 105)

**Boarding or Rooming House** - a building or buildings containing central kitchen facilities and not more than eight (8) rooms where lodging is provided for compensation with or without meals, but not to include rest homes.

**Boundary, Zone** - the limit and extent of each zone district classification as shown on the official zoning map.

**Building** - a structure having a roof supported by columns or walls (see Structure).

**Building, Attached** - a building which has at least part of a wall in common with another building, or which is connected to another building by a roof.

**Building, Detached** - a building which is separated from another building or buildings on the same lot.

**Building, Height of** - the vertical measurement down from the highest point on the structure to an intersection with the horizontal projection of a plane established as the median between the highest and lowest points of original grade beneath the enclosed portion of the structure. (See Appendix for diagrams.)

**Building, Main** - a building, or buildings, in which is conducted the principal use of the lot on which it is situated. In any residential district, any dwelling shall be deemed to be the main

building of the lot on which the same is situated.

**Building Area** - the total areas, taken on a horizontal plane at the mean grade level, of the principal buildings and all accessory buildings (including decks), exclusive of uncovered porches, terraces and steps.

**Building Permit** - a permit required for the erection, construction, modification, addition to or moving of any building, structure or use in the incorporated area of the Town of Jerome.

**Building Setback Line** - the minimum distance as prescribed by this ordinance between any property line and the closest point of the foundation or any supporting post or pillar of any building or structure related thereto.

**Building Site** - the ground area of a building or buildings together with all open spaces adjacent thereto, as required by this ordinance, does not include any streets, alleys, access easements or other rights-of-way necessary for access to the property, or as a means of access through one property to another parcel of land.

**Business or Commerce** - The purchase, sale or other transaction involving the handling or disposition (other than defined in the term "industry") of any article, substance or commodity for profit or livelihood.

**Campground** - any lot, parcel, or tract of land used, designed, maintained, and intended for rent of plots or sites to accommodate temporary camping by the travelling public with or without sanitary facilities and water, whether or not a charge is made for the use of the park and its facilities.

**Carport** - an accessory structure or portion of a main structure open on two (2) or more sides designed for the storage of motor vehicles, without full enclosure.

**Cemetery** - land used or intended to be used for the burial of the dead, and dedicated for such purposes, including columbariums, crematoriums, mausoleums and mortuaries when operated in conjunction with and within the boundaries of such premises.

**Church** - a permanently located building commonly used for religious worship fully enclosed with walls, but including windows and doors, and having a structurally solid and sound roof.

**Clinic** - a place for the provision of group medical services, not involving overnight housing of patients.

**Club** - an association of persons for some common non-profit purposes, but not including groups organized primarily to render a service which is customarily carried on as a business.

**Clubhouse** - a structure and related facilities for conducting or continuing the social purposes for which the club was organized.

**Colony – the inhabitation of the hive, including the queen, drones, worked bees and brood.**

**Commission** - Town of Jerome Planning and Zoning Commission. (See Section 194.)

**Comprehensive Plan (General Plan)** - a plan developed and adopted by the planning and zoning commission and town council as a guide for future growth and development within the Town of Jerome, including any other plan adopted as a part or any amendments to such plan or parts thereof.

**Contiguous** - in actual contact.

**Convalescent Home** - (same as Nursing Home).

**Council** - Jerome Town Council.

**Court** - any space other than a yard on the same lot with a building or group of buildings and which is unobstructed and open to the sky from above the floor level of any room having a window or door opening on such court. The width of a court shall be its least horizontal

dimension.

**County** - Yavapai County, State of Arizona.

**Day Care** - (see School, Nursery).

**Deck** - An open structure at least twelve (12) inches above the ground that is located in the front, rear, or side yard or court of a property. When a structure has a roof or wall enclosure that keeps out the elements, it is not a deck and shall be deemed part of the primary structure for purposes of this Ordinance.

**Design Review Board** - (see Section 106).

**Drive-In Restaurant** - any establishment where food or beverages are dispensed and may be consumed on the premises, but not within a closed building.

**Drive-In Theater** - an open air theater where the performance is viewed by all, or part, of the audience from motor vehicles.

**Dump** - a place used for the disposal, abandonment or discarding by burial, incineration or by any other means of any garbage, sewage, trash, refuse, rubble, waste material, offal, or dead animals. Such use shall not include any industrial or commercial processes, and/or material.

**Dwelling** - a building portion thereof designed exclusively for residential purposes, including one-family, two-family, three-family and multiple dwellings; but not including hotels, apartment hotels, boarding and lodging houses, fraternity and sorority houses, rest homes and nursing homes, or child care nurseries.

**Dwelling, One-Family** - a detached building designed exclusively for occupancy by or occupied by one (1) family for residential purposes.

**Dwelling, Two-Family** - a building designed exclusively for occupancy by or occupied by two (2) families living independently of each other (i.e., duplex).

**Dwelling, Three-Family** - a building designed exclusively for occupancy by or occupied by three (3) families living independently of each other (i.e., triplex).

**Dwelling, Multi-Family** - a building designed exclusively for occupancy by or occupied by four (4) or more families living independently of each other (i.e., four plex or apartment).

**Dwelling Unit** - a room or group of rooms within a dwelling containing one (1) cooking accommodation, occupied exclusively by one (1) or more persons living as a single non-profit family housekeeping unit.

**Easement** - a space on a lot or parcel of land reserved or used for location and/or access to utilities, drainage or other physical access purposes. No structure or other physical obstruction may be located within an easement.

**Erect** - the word "erect" includes built, built upon, added to, altered, constructed, reconstructed, moved upon, or any physical operations on the land, required for a building.

**Family** - an individual, or two (2) or more persons related by blood or marriage, or a group of persons not related by blood or marriage, living together as a single housekeeping group in a dwelling unit.

**Farming** - land used or cultivated which is intended only as a supplementary source of income or livelihood.

**Fence** - a structure built to separate two (2) parcels of land or separate a parcel of land into different use areas.

**Floodplain** - the areas adjoining the channel of a watercourse, or areas where drainage is or may

be restricted by man-made structures which have been or may be covered partially or wholly by floodwater, but shall compose an area not less than that area confined by the fifty-year flood and shall not exceed that area confined by the one hundred-year flood.

**Flyway barrier** – a solid wall, fence, dense vegetation, or combination of these materials at least six (6) feet high that extends at least ten (10) feet beyond the hives on each end of a bee colony.

**Frontage** - the linear distance of property along a public right of way.

**Garage, private** - an accessory building or a main building or portion thereof, used for the shelter or storage of self-propelled vehicles, owned or operated by the occupants of a main building wherein there is no service or storage for compensation.

**Garage, Public** - any building, except one herein defined as a private or storage garage used for the storage, care or repair or self-propelled vehicles or where any such vehicles are equipped for operation or kept for hire.

**Garage, Repair** - (see Automobile Repair Garage).

**Governmental Agency** - includes any agency of the federal, state, county or municipal governments.

**Greenhouse** - a building or structure constructed chiefly of glass, glass like translucent material, cloth or lath, which is devoted to the protection or cultivation of flowers or other tender plants.

**Guest Room** - a room having no cooking facilities intended for occupancy by one or more persons not members of the family. Does not include dormitories for sleeping purposes.

**Height, Building or Structure** - (see Building, Height of, and Accessory Building, Height of).

**Hives** – the domicile of bees, including any receptacles or containers inhabited by bees.

**Home Occupation** - an occupation, profession, activity or use that is clearly a customary, incidental and secondary use of a residential dwelling unit and which does not alter the exterior of the property or affect the residential character of the neighborhood.

**Hospital** - a place for the treatment or care of human ailments, and unless otherwise specified, the term shall include sanitarium, preventorium, clinic and maternity home.

**Hotel** - a building in which there are nine (9) or more rooms where lodging with or without meals is provided for compensation, usually on a transient basis, "hotel" shall not be construed to include motel, trailer court, sanitarium, hospital, or other institutional building or jail or other building where persons are housed under restraint. No provision is made for cooking in the individual rooms or suites.

**Industry, Light** - those industrial uses which do not result in extensive open yard area, storage of extensive raw materials, nor otherwise result in noise, odors, dust, lights, vibration, waste products or adversely affect the surrounding properties.

**Junk Yard** - the use of two hundred (200) or more square feet of any lot or parcel of land for outside storage of any used or secondhand materials, including but not limited to lumber, auto parts, household appliances, pipe, drums, machinery or furniture. The outside storage of used or secondhand materials in an area less than two hundred (200) square feet is permitted only on the rear half of a lot or parcel.

**Kitchen** - any room in a building or dwelling unit which is used or intended to be used for cooking or the preparation of food.

**Kindergarten** - same as nursery school, except when operated in conjunction with a school of general instruction and having accredited instruction.

## Section 502.General Provisions

7. A home occupation shall not create any nuisance or hazard, or other offensive condition such as that resulting from noise, smoke, fumes, dust, odors or other noxious emissions. Electrical or mechanical equipment that causes fluctuation in line voltage, creates any interference in either audio or video reception or causes any perceivable vibration on adjacent properties is not permitted.
8. The use shall not generate more pedestrian or vehicular traffic than is typical to the zone in which it is located.

[Ord. No. 442]

### N. ANIMALS AND PETS

Except as otherwise permitted in this Ordinance, the keeping of animals in connection with each dwelling shall not exceed a total of three (3) pets, such as dogs, cats, and similar household pets, exclusive of animals under the age of six (6) months, and exclusive of birds, fish and other pets which at all times are kept within a fully enclosed building or accessory building, and which do not create odor or sound which is detectable on an adjoining lot.

### O. BEEKEEPING

The following standards and requirements apply to the keeping of any hive, colony, or apiary bees within the town limits.

1. All persons shall be required to obtain a conditional use permit prior to the keeping of bees. The application form shall include the name, address and telephone number of the person seeking the permit as well as the name, address and telephone number of the property owner. If the applicant is other than the property owner, then the application shall also include written permission of the owner for the use of the property for keeping a hive, colony, or apiary. The form shall also include a drawing of the property indicating the location for the keeping of the hive, colony or apiary and an acknowledgement that, prior to the placing of the hive, colony or apiary upon the property, an adequate supply of water is available on the property in close proximity to the hive, colony or apiary.
2. Upon receipt of a beekeeping application, and at least 15 days prior to review by the Planning and Zoning Commission, public notification shall be mailed by the Town to properties within 100 feet of the subject property.
3. No more than two hives shall be allowed on a parcel.
4. Hives shall be located in the area behind the primary structure and in front of the rear lot line and set back from the side and rear property lines a minimum of five (5) feet.
5. A flyway barrier consisting of a solid wall, fence, dense vegetation, or combination of these materials at least six (6) feet high shall be provided and extend at least ten (10) feet beyond the hives on each end of a bee colony.
6. Each beekeeper shall ensure that a constant and easily accessible supply of fresh water and other nutrients of sufficient quantity to meet the needs of all bees being maintained or kept is always available to the bees so that they are discouraged from congregating at pet water bowls, birdbaths, pools, spas or other water sources where they may cause human or domestic pet contact.
7. Initial hives shall contain a queen selected from stock bred for gentleness and non-swarmer characteristics. If a colony becomes aggressive or swarms, the beekeeper shall re-queen the colony with a queen selected from stock bred for gentleness and non-swarmer characteristics. Beekeepers must be able to produce proof of a receipt from a queen breeder.

8. The first violation of this Section shall be treated as a petty offense. All subsequent violations within a succeeding two-year period shall be treated as Class I misdemeanors, subject to penalties as set forth in Article 1-8 of the Jerome Town Code.
9. The provisions of this Section shall not apply to any property owner upon whose property a swarm of transient bees is attempting to or has established a domicile.
10. Any honeybee colony not residing in a structure intended for beekeeping, or any swarm of bees or colony residing in a standard or homemade hive that, by virtue of its condition, has obviously been abandoned by the beekeeper, or any hive, colony or apiary which does not contain the water and nutrient requirements of Section 502.O.5. and for which no permit has been issued, is unlawful and shall be deemed a public nuisance.
11. The Town, upon a complaint, may take all action necessary to remove the abandoned hive, colony, or apiary from the property.

#### **PQ. OFF-STREET PARKING REQUIREMENTS**

1. Automobile off-street parking must be provided as required in Section 510.
2. Mobile homes, house trailers, commercial trailers, boat trailers, campers, or travel trailers shall not be stored, parked, or located in any zone other than as listed in the zone regulations, except that the storage of one boat trailer and not more than one uninhabited camper or uninhabited travel trailer shall be allowed for each residence. Such vehicles may not be stored in front yard of a residence.
3. A proposed development shall have adequate provisions for such items as convenience of access for public service vehicles such as garbage collection vehicles, movement of emergency vehicles, and convenience of access to parking sites and other site improvements by site resident or users.
4. Ingress, egress, internal traffic circulation, off-street parking facilities, loading and service areas and pedestrian ways shall be so designed as to promote safety and convenience.

## SECTION 503. “AR” ZONE, AGRICULTURAL RESIDENTIAL

### A. PURPOSE

This district is intended to promote and preserve low density residential development and noncommercial farming and agriculture. Land use is composed chiefly of individual homes, together with required recreational, religious, and educational facilities.

### B. PERMITTED USES

1. One (1) single-family dwelling or one (1) modular home per lot. Mobile homes are prohibited.
2. Customary accessory uses and buildings, provided such uses are incidental to the principal use.
3. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.
4. Publicly owned and operated parks and recreation areas and centers.
5. Home occupations.
6. Noncommercial farming and agriculture, not including the keeping of livestock.
7. Keeping of cattle and horses owned by members of the family occupying the premises, but not to exceed one (1) head per 20,300 square feet of lot area.

### C. CONDITIONAL USES

1. Animals, fowl, and other typical farm livestock, except as otherwise prohibited herein.
- ~~1-2.~~ 2. Beekeeping
- ~~2-3.~~ 3. Commercial stables
- ~~3-4.~~ 4. Churches or similar places of worship
- ~~4-5.~~ 5. Schools: Public or private elementary and high.
- ~~5-6.~~ 6. Colleges, universities, and professional schools having a regular curriculum.
- ~~6-7.~~ 7. Nursery Schools and Day Care Centers.
- ~~7-8.~~ 8. Privately owned and operated recreation areas and centers.
- ~~8-9.~~ 9. Public buildings other than hospitals.
- ~~9-10.~~ 10. Public utility buildings, structures, or appurtenances thereto for public service use.
- ~~10-11.~~ 11. Model Homes
- ~~11-12.~~ 12. Bed and Breakfast
- ~~12-13.~~ 13. RESERVED *pending approval or rejection by voters in August 2014 of Ordinance 405.*
- ~~13-14.~~ 14. Viniculture use, pursuant to Chapter 16, “Vineyards,” of the Jerome Town Code.

[Ord. No. 380]

### D. ZONE RESTRICTIONS

1. Cattle, horses, sheep, goats, dogs, cats, birds, fowl, and any other living animals, and the pens, stalls, stables, yards, shelters, cages, areas, places, and premises where they are held or kept, shall be so maintained that flies, insects, or vermin, rodent harborage, odors, ponded water, the accumulation of manure, garbage, refuse or other noxious

## SECTION 504. “R1-10” ZONE, SINGLE FAMILY RESIDENTIAL

### A. PURPOSE

This district is intended to promote and preserve low density residential development. Regulations and property development standards are designed to protect the single-family residential character of the district and to prohibit all incompatible activities. Land use is composed chiefly of individual homes, together with required recreational, religious and educational facilities.

### B. PERMITTED USES

1. One (1) single-family dwelling or one (1) modular home per lot. Mobile homes are prohibited.
2. Customary accessory uses and buildings provided such uses are incidental to the principal use.
3. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.
4. Publicly owned and operated parks and recreation areas and centers.
5. Home Occupations.

### C. CONDITIONAL USES

1. Beekeeping
- ~~1~~2. Churches or similar places of worship.
- ~~2~~3. Schools: Public or private elementary and high.
- ~~3~~4. Colleges, universities, and professional schools having a regular curriculum.
- ~~4~~5. Nursery Schools and Day Care Centers.
- ~~5~~6. Public buildings other than hospitals.
- ~~6~~7. Public utility buildings, structures, or appurtenances thereto for public service use.
- ~~7~~8. Libraries.
- ~~8~~9. Model Homes.
- ~~9~~10. Bed and Breakfast
- ~~10~~11. RESERVED *pending approval or rejection by voters in August 2014 of Ordinance 405.*

### D. PROPERTY DEVELOPMENT STANDARDS

1. MINIMUM LOT AREA: Ten thousand (10,000) square feet
2. MINIMUM LOT WIDTH: One hundred (100) feet
3. MINIMUM SQUARE FOOTAGE OF DWELLING: Eight hundred and fifty (850) square feet of enclosed floor space exclusive of any attached garage.
4. MAXIMUM LOT COVERAGE: Not more than forty (40) percent of the net area of the lot may be covered by the main building and all accessory buildings.
5. YARDS:
  - a. Front Yard:
    - 1) There shall be a front yard of not less than twenty (20) feet in depth.

## SECTION 505. “R1-5” ZONE, SINGLE FAMILY RESIDENTIAL

### A. PURPOSE

This district is intended to fulfill the need for medium density single family residential development. Regulations and property development standards are designed to protect the single family residential character of the district and to prohibit all incompatible activities. Land use is composed chiefly of individual homes, together with required recreational, religious, and educational facilities.

### B. PERMITTED USES

1. One (1) single-family dwelling or one (1) modular home per lot. Mobile homes are prohibited.
2. Customary accessory uses and buildings, provided such uses are incidental to the principal use.
3. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.
4. Publicly owned and operated parks and recreation areas and centers.
5. Home occupations.

### C. CONDITIONAL USES

1. Beekeeping
- ~~1~~2. Churches or similar places of worship.
- ~~2~~3. Schools: Public or private elementary and high.
- ~~3~~4. Colleges, universities, and professional schools having a regular curriculum.
- ~~4~~5. Nursery Schools and Day Care Centers.
- ~~5~~6. Public buildings.
- ~~6~~7. Public utility buildings, structures, or appurtenances thereto for public service use.
- ~~7~~8. Libraries.
- ~~8~~9. Model homes
- ~~9~~10. Bed and Breakfast
- ~~10~~11. \_\_\_\_\_ RESERVED *pending approval or rejection by voters in August 2014 of Ordinance 405.*

### D. PROPERTY DEVELOPMENT STANDARDS

1. MINIMUM LOT AREA: Five thousand (5,000) square feet.
2. MINIMUM LOT WIDTH: Fifty (50) feet.
3. MINIMUM SQUARE FOOTAGE OF DWELLING: Eight hundred and fifty (850) square feet of enclosed floor space exclusive of any attached garage.
4. MAXIMUM LOT COVERAGE: Not more than sixty (60) percent of the net area of the lot may be covered by the main building and all accessory buildings.
5. YARDS:
  - a. Front Yard:



# TOWN OF JEROME

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

## **Zoning Administrator Analysis Council Staff Report Wednesday, June 8, 2021**

**Item 10B:** Ordinance initiation regarding special events  
**Applicant/Owner:** Town of Jerome  
**Recommendation:** Discussion/possible action  
**Prepared by:** John Knight, Zoning Administrator

**Background and Summary:** At the council meeting in April, concerns were raised related to a special event scheduled to cross through Jerome. As part of that discussion, it became apparent that Jerome needs a way to regulate and permit special and temporary events. On April 20, 2021, staff met with councilmembers Harvey and Moore to review how other jurisdictions regulate special events. These include Coconino County, Yavapai County, Clarkdale, Flagstaff, Cottonwood, Sedona, Bisbee, Prescott Valley and Tombstone. This item was discussed at the May 11, 2021, meeting and continued for further discussion.

If the council is interested in adopting a special events ordinance, a motion by council will be needed to initiate the process. A new ordinance would become part of the Zoning Ordinance and will need to be forwarded for review and a hearing by the Planning and Zoning Commission.

Some issues for discussion are noted below.

- **Permitting and procedure:** A new permit type would be added to the zoning ordinance called a "Temporary Conditional Use Permit". It would be processed in a similar fashion to a conditional use permit (CUP) and conditions could be added to ensure compliance with the various standards. Conditions could include the length of time of the event, the maximum number of participants, the required parking, traffic management, insurance requirements and noticing of affected property owners.
- **Definitions and Exemptions:** Definitions would be added to clarify when a special event permit would be needed. Examples include festivals, carnivals, outdoor art shows, races and staging areas, seasonal sales (holiday tree sales or pumpkin sales), or events that use town property. Exemptions would be included for private events on private property as well as garage sales and estate sales. Town sponsored events like the art walk, or the home tour could also be considered exempt.
- **Hierarchy of permitting:** Smaller events could have a simpler permit procedure than larger events. A possible approach could include the following:
  - Small events (less than 25 attendees): Administrative approval
  - Medium events (26 to 50 attendees): Planning and Zoning Commission (P&Z) approval
  - Large events (51 and over): Council approval with recommendation from P&Z
- **Fees:** Permit fees would be set by council resolution.

- **Liquor license:** Provisions that allow (or prohibit) beer and wine would be incorporated into the permit process.
- **Other considerations:** A variety of other considerations will need to be addressed.
  - Insurance: Insurance and/or a liability waiver should be required.
  - Traffic/parking: Larger events would require a traffic and parking plan.
  - Medical: Certain types of events would require medical professionals to be available on site.
  - Noticing: Noticing provisions could be included for larger events.

**Recommendation:** Discussion/possible action.

**Attachments:** Cottonwood Temporary Use Permit Ordinance

# Cottonwood Temporary Use Permit Ordinance

## SECTION 307. TEMPORARY USE PERMITS

### A. PURPOSE.

Temporary events, activities and uses are intended to operate for a limited period of time. Such temporary uses are permitted in appropriate zoning districts subject to meeting minimum standards but which by their nature involve a non-permanent use of a site and therefore generally have a less restrictive set of development standards. Temporary uses include special events provided for the enjoyment of the public, civic events in recognition of issues of public importance, sales and promotional activities intended to serve commercial interests, seasonal activities, temporary construction related activities, and similar temporary uses.

### B. APPLICABILITY.

The temporary uses listed herein shall be permitted in various zoning districts as specified, subject to the restrictions and standards established in these regulations, including the requirement for a Temporary Use Permit, unless exempted. Additional review and approval may be required for certain types of temporary uses, as specified herein, including review and approval by the City Parks and Recreation Department, Police Department, Public Works Department, Fire Department and Building Division, as well as outside agencies, including Yavapai County Health Services Department, ADOT and others, as required.

### C. GENERAL REGULATIONS.

1. These regulations are applicable to all zoning districts, unless restricted by this ordinance. The allowable time period for a temporary use shall be as described in this section or as specified through the permitting process for each use. No temporary use or structure shall continue for such a length of time that it in effect constitutes a permanent use.
2. Unless otherwise exempted, all applications for temporary uses shall require site plan approval to address access, traffic safety, parking, signage, compatibility with surrounding uses and other site development concerns.
3. Any tent, trailer, recreational vehicle or structure subject to the requirements of these regulations and intended or used for human occupancy shall comply with the International Building Codes, as amended by the City of Cottonwood, as well as with any County Health Services Department requirements, and shall not be used or occupied until approved by the City of Cottonwood Building Division.
4. Temporary outdoor seasonal uses or other on-site temporary uses at retail stores or shopping centers that occur on the property on an annual basis or other regular period basis exceeding the allowable time periods shall be treated as a conditional use and shall be subject to the requirements for a Conditional Use Permit. Except as specifically permitted in this ordinance, no such recurring use or uses at any one location shall be permitted for a period exceeding three (3) months total within any one calendar year without obtaining a Conditional Use Permit.

5. Separate permits or approvals may be required by County or State agencies for any food or drink provided at temporary events. Contact the applicable agencies well in advance of the event to ensure adequate time for processing any applications, including Yavapai County Health Service Department regarding requirements for food service handling and the Arizona Department of Liquor Licenses & Control regarding requirements for Liquor Permits.

#### D EXCEPTIONS.

The following uses and activities shall be considered exempt from the requirements for a Temporary Use Permit where such uses are conducted entirely on private property or permitted public facilities. Uses listed as exempt are required to be in compliance with all applicable City codes, ordinances and regulations at all times, including those pertaining to noise, signs and off-premise activities.

1. Verde Valley Fair Grounds: Activities conducted entirely within the boundaries of the Verde Valley Fair Grounds, not including events with outdoor amplified music or temporary structures subject to building or fire codes.
2. Weddings and funeral ceremonies. Weddings, funerals and similar religious ceremonies conducted at churches, cemeteries, private facilities or residences.
3. Yard and garage sales. Sales events conducted at single-family residential properties by and for the residents to allow disposal of miscellaneous used personal property, where such events are otherwise in compliance with all applicable City codes, ordinances and regulations.
4. Benefit car washes and bake sales. One-time events at approved locations conducted by individuals, schools, churches, non-profit groups, and other non-commercial groups entirely for benefit fundraising.
5. Election activities and political rallies. Activities, meetings, and gatherings of a political nature.
6. Church and school rummage sales. Temporary sales events conducted by and for churches and schools entirely at the church or school location. Benefit sales events that include outdoor activities with live or amplified music or any temporary structures, or other types of unrelated activities are required to obtain a Temporary Use Permit.
7. Private community center events. Activities and events, including craft and art shows, meetings, exhibitions and similar community events, conducted by and for residents of planned developments within their community centers. Events that include any temporary structures, outdoor musical or performance activities, or are sponsored or managed by organizations or businesses from outside the community are required to obtain a Temporary Use Permit.

E. TEMPORARY USE PERMIT APPLICATION.

Application for a Temporary Use Permit shall be filed with the Community Development Director or his/her designee on a form provided by the City. The application shall include a detailed site plan showing all information necessary to demonstrate that the proposed temporary use will comply with all applicable City codes, ordinances and regulations. The applicant shall furnish the City and other relevant agencies with any additional information that may be considered necessary to adequately review and make a decision, including estimated attendance for event, peak times and estimated number of employees, vendors or staff on-site at peak times, noise levels, lighting, traffic control plan, dust control and other conditions that may impact surrounding properties or the city in general.

1. Review and Approval:

- a. Upon receipt of a complete application, the Community Development Department will route copies to other City departments for review and comments. Such comments will be returned to the Community Development Department within a specified timeframe.
- b. After review of all required information and comments from other departments and agencies, the Community Development Director shall approve, conditionally approve, or deny the application. Approval shall be given only when in the judgment of the Director such approval is in compliance with all applicable City ordinances and regulations.

F. SPECIFIC TEMPORARY USES. The following section lists specific temporary uses and standards applicable to those uses:

1. Special Events. Includes indoor and outdoor concerts and music festivals, arts and crafts events, cultural festivals, carnivals and circuses, religious meetings and revivals, parades, vehicle shows, rodeos and related activities, outdoor entertainment, neighborhood block parties, and public sporting and recreational events shall be subject to the following requirements:
  - a. Permitted in commercial, industrial, planned development or community facility zoning districts, or at existing public facilities, parks, streets or property, subject to requirements contained herein;
  - b. Such events shall be held no more than four (4) times a year at a location and shall not be more than seven (7) days within any 30 day period. Events conducted more frequently or for greater duration at a location shall require approval of a Conditional Use Permit;
  - c. Indicate primary access routes to the property and available parking for the crowds anticipated. Special traffic control personnel may be required for larger events;
  - d. Events intending to use public right-of-way for all or part of their operations, including parades, festivals, block parties or other types of gatherings, shall obtain necessary right-of-way permits from the City Public Works Department, approval

from the Police Department and other agencies, as necessary to ensure public safety;

- e. Operation of amusement rides in association with carnivals and festivals shall be in accordance with all state and local regulations, including Arizona Revised Statutes § 44-1799.61 et. seq., regarding Amusement Ride Safety; and
  - f. Upon cessation, expiration, or revocation of the permit, the premises will promptly be cleaned up and restored to substantially the same condition as existed prior to commencement of such use as permitted. Failure to comply with this provision will require approval all future events at the property to be contingent on the submittal of a clean up bond in an amount and form adequate to ensure the City may cause the restoration of the property at the completion of the event.
2. Temporary Sales Events.
- a. Temporary sales events, other than those listed as exempt, are permitted only on developed sites with a permanent commercial or industrial use, and only on improved areas of the site. This includes, but is not limited to, vehicle sales events, general merchandise sales, and promotional sales events;
  - b. Each new or recurring event at a location requires a separate Temporary Use Permit, to be issued by the City following review and approval of the site plan and other required application materials;
  - c. If the event is proposed for an existing parking lot, there must be no disruption of normal required parking, access and traffic flow, pedestrian access ways or sidewalks, or landscaped areas;
  - d. The application shall specify the dates and times for the event including set-up and tear-down, and what provisions are to be made for site security, sanitation, trash removal, outdoor lighting or other electrical needs, and signage; and
  - e. Such events shall be held no more than four (4) times during a calendar year on a property and shall not be more than seven (7) consecutive days within any 30 day period. Events conducted more frequently or for greater duration on a property shall require approval of a Conditional Use Permit.
3. Temporary Street Vendors. These provisions shall not apply to ongoing street vendor uses or permitted sidewalk sales display of products associated with an abutting permanent business use, which are regulated as a separate type of commercial use. Temporary vendor carts and stalls shall be subject to the following regulations:
- a. Temporary vendor carts and stalls may be approved in association with permitted special events for the period of the event. Permanent or seasonal street vendor use shall be subject to separate City requirements and regulations;

- b. The cart or stall shall not be located so as to block any public sidewalk or entry to any building. A minimum five (5) feet clear area shall be maintained at all times for pedestrian access on sidewalks;
  - c. The cart or stall shall not block any driveway or other point of vehicular access to any property;
  - d. Where located on private property, the vendor shall provide written consent of the owner of the property to place the cart or stall on the property;
  - e. Vendors operating on any sidewalk or public right-of-way are required to obtain approval from the City Public Works Department; and
  - f. No amplified music or sound amplification may be used.
4. Christmas Tree and Pumpkin Sales Lots.
- a. Christmas tree sales lots shall be allowed from the period between Thanksgiving and New Years Day. Pumpkin sales lots shall be allowed only during the month of October;
  - b. Set up of the seasonal tree sales lot may begin no earlier than Thanksgiving day and all products, materials, temporary structures, signs, fencing and other evidence of the operation must be completely removed from the site no later than New Years Day;
  - c. Permitted on private property in commercial, industrial or agricultural districts, or at properties with an established church or school. All activities, including product display, parking and loading operations, must occur entirely on private property and may not occur in the public right-of-way;
  - d. An approved Business Registration must be filed with the City of Cottonwood prior to beginning operations, including such operations by non-profit organizations;
  - e. A site plan must be submitted with the application for a seasonal Christmas tree sales lot showing the layout for tree display areas, pedestrian circulation aisles, sales transaction area, temporary structures, temporary fencing and customer parking area with adequate parking capacity provided in a safe, convenient location;
  - f. A site plan must be submitted with the application for a seasonal pumpkin sales lot showing the product display areas, sales transaction area, temporary structures, temporary fencing and customer parking area with adequate capacity provided in a safe, convenient location;
  - g. Provide detailed information regarding the location, size and type of any temporary trailers proposed for the site;
  - h. Fire Department approval is required prior to any site activity; and

- i. Provide information regarding any proposed amplified music, and provide a complete lighting plan and a sign plan for the proposed operation.
5. Temporary Construction Uses, Construction Office Trailer, Construction Watchperson's Trailer, and/or Construction Storage Yards.
  - a. Temporary construction trailer, construction office, watchperson's trailer and/or construction storage yard located on-site for approved construction projects are allowed with a Temporary Use Permit in commercial, industrial or planned development zoning districts or with a multi-unit residential development or subdivision;
  - b. Length of permit shall be one (1) year with additional extensions of one (1) year for active projects;
  - c. The temporary use or structure shall be removed from the property upon issuance of a Certificate of Occupancy or cessation of construction activities;
  - d. Watchperson trailers shall be limited to one (1) per construction site; and
  - e. Water and sanitary facilities shall be provided, as required by the City.
6. Temporary Concrete Batch Plant, Asphalt Plant, Stone Crushing and/or Processing Operations.
  - a. Temporary batch plants and material processing operations located on-site for approved construction projects are allowed with a Temporary Use Permit in commercial, industrial or planned development zoning districts or with a multi-unit residential development or subdivision. Such uses shall be required to obtain all necessary permits from applicable federal, state and local agencies prior to beginning operations;
  - b. Temporary batch plants and material processing operations located off-premise may be considered in commercial or industrial zoning districts in association with a permitted construction project located within the City of Cottonwood subject to obtaining a Conditional Use Permit;
  - c. The application for any temporary material processing plant shall include a detailed routing plan indicating truck and vehicle access to the plant location along with estimated hours of operation and frequency of travel. Primary routing shall be by arterial and collector streets and highways. Operations proposing to use local residential streets for direct access to and from the plant shall be required to obtain a Conditional Use Permit;
  - d. Upon completion of activities, the site shall be completely restored to the pre-development condition which existed prior to the beginning of operations;

- e. Such temporary facilities may only be considered for projects located within the City of Cottonwood, such as local, state or federal road projects, public works improvements, newly platted subdivisions or individual commercial development sites;
  - f. Such facilities shall be permitted only for the period of construction activity for a one (1) year period. An extension of the permit may be considered for up to one (1) year; however, any additional time beyond a total of two (2) years shall require approval of a Conditional Use Permit;
  - g. Facilities proposed to be located within one thousand (1,000) feet of any property used for residential purposes shall require approval of a Conditional Use Permit; and
  - h. Prevention of any dust, fumes, vapors, mists, or gas nuisances due to operations shall be maintained at all times in accordance with established City property nuisance standards.
7. Real Estate Sales Office and Model Homes. New units constructed as part of a subdivision may be used as a sales office and model home display for properties within that development subject to the following:
- a. Permitted in any district for any new subdivision development approved in accordance with the City of Cottonwood Subdivision Ordinance; and
  - b. Maximum length of permit shall be two (2) years, and may be renewed from year-to-year until the completion of the development. The subdivision sales office and model home use shall be discontinued following the sale or occupancy of all homes in the subdivision other than the model homes and the property shall be restored in a manner similar to surrounding residential uses.

#### G. SIGNS FOR TEMPORARY USES.

- 1. General Requirements:
  - a. Signs displayed in connection with a temporary use shall be approved under the Temporary Use Permit, except as exempted by this ordinance.
  - b. Off-premise signs shall not be permitted for temporary uses, except as allowed by this ordinance.
  - c. A site plan with proposed sign locations and graphic exhibits describing the proposed signs shall be submitted for review with the Temporary Use Permit application.

2. Banners are permitted for temporary uses, subject to the following requirements:
  - a. A maximum of one (1) banner per building street frontage is allowed for a permitted temporary use;
  - b. The maximum allowed area for each banner shall be at least thirty-two (32) square feet and no more than forty (40) square feet;
  - c. Banners may not be attached to utility structures or street signs, located in a public right-of-way, or attached to trees or plants;
  - d. Banners shall be attached flat on exterior building walls or site walls and may not extend above the roof line of the building; and
  - e. Banners announcing or identifying events or uses conducted outside of the City of Cottonwood shall be prohibited.
3. Special Event Signs:
  - a. Issuance of an approved Temporary Use Permit is required prior to installation of special event signs;
  - b. Special event signs may be installed on the site of the special event no more than ten (10) days prior to the beginning of the event and they must be removed within twenty-four (24) hours of the conclusion of the event;
  - c. A-frame or portable signs for special events shall be limited to size restrictions as set forth by this ordinance;
  - d. Signs may not be attached to traffic control devices, utility poles or street signs; and
  - e. Temporary on-site banners shall be permitted for Special Events subject to compliance with the provisions of this ordinance.
4. Temporary sales events signs.
  - a. Issuance of an approved Temporary Use Permit is required prior to installation of any signs announcing or advertising a temporary sales event; and
  - b. Temporary on-site sales event signs may be installed on a business premise no more than ten (10) days prior to the event with an approved Temporary Use Permit and such signs must be removed within twenty-four (24) hours of the conclusion of the event.

## H. APPEALS REGARDING TEMPORARY USES.

1. Any person may file an appeal with the Cottonwood City Council over any decision of the Community Development Director regarding the granting, or denying, of a Temporary Use Permit. If no appeal is filed within fifteen (15) days after the Community Development Director's action, the action shall be considered final.
2. A written appeal shall be filed with the City Clerk who shall then schedule the item for consideration by the City Council. The Council shall consider the appeal at their regular meeting and shall either uphold the action of the Community Development Director, reverse that action, or make a decision of its own findings.
3. The Council may elect to set the matter for a public hearing and if such action is taken, a legal notice shall be published at least once in the official newspaper of the City and the property included in the application shall be posted at least fifteen (15) days prior to the hearing date. The Community Development Director shall submit a report to the Council setting forth the reasons for the actions taken in the issuance or denial of the Temporary Use Permit.
4. If the Council makes a decision which upholds granting of a permit, the Council may designate such conditions in connection with the permit as it deems necessary to secure the intent and purpose of this Ordinance and require such guarantees and evidences that such conditions are being, or will be complied with.
5. The Council's decision shall be final and shall become effective immediately. Notice of the decision shall be mailed to the applicant at the address shown on the application.

## I. REVOCATION.

1. Temporary Use Permits granted in accordance with the provision of this Ordinance may be revoked if any of the conditions or terms of the permit are violated or if any law or ordinance is violated in connection therewith.
2. The Community Development Director shall notify the permittee of a violation or termination of a Temporary Use Permit by mail. If no attempt to change the violation is made within ten (10) days after notification, the permit shall be revoked and considered null and void and the continued violation of the terms of the Temporary Use Permit shall be deemed a violation of this Ordinance and shall be subject to enforcement action through the Administrative Hearing Officer of the City of Cottonwood.
3. Any Temporary Use Permit issued by the Community Development Director shall be considered null and void if the operation or activity does not conform to the approved plan of operations. Any major deviations requested from the originally approved site plan or plan of operations, shall be processed as a new Temporary Use Permit.

J. FEES.

The application for a Temporary Use Permit shall be accompanied by a filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the office of the City Clerk. No part of the application fee shall be returnable. Payment of the application fee shall be waived when the petitioner is the City, County, State or Federal Government. All other agencies, organizations and entities shall be required to pay all required fees unless such fees are waived by the City Council.



# SPECIAL EVENT & TEMPORARY USE PERMIT APPLICATION

**Application must be received 30-90 days prior to the proposed event, depending on classification, but not more than 6 months prior to the event date.**

Applicant Name: _____ Sponsoring Organization: _____ Business Reg. # _____ Mailing address: _____ Contact Name: _____ E-Mail: _____ Telephone #: _____ Fax: _____ Describe Type of Event: _____ _____ Physical Location: _____ Date(s) and Time(s) of Event: _____ _____ Street Closure: _____ Estimated peak attendance: _____ Number of Vendors/booths: _____ City Facility: _____ Private Property: _____ Public Right-of Way: _____  <p><b>STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">             _____              Signature of Applicant         </div> <div style="width: 45%;">             _____              Date         </div> </div>	<b>PERMIT NUMBER:</b>  <b>APPLICATION DATE:</b>  <b>DATE APPROVED:</b>  <b>FEES:</b>  <b>RECEIPT #:</b>  <b>DATE:</b>  <b>RECEIVED BY:</b>
--	--

✓	DEPT.	APPV	DENY	DATE	INITIALS	REMARKS
<input type="checkbox"/>	Planning:	_____	_____	_____	_____	_____
<input type="checkbox"/>	Building:	_____	_____	_____	_____	_____
<input type="checkbox"/>	Police:	_____	_____	_____	_____	_____
<input type="checkbox"/>	Fire:	_____	_____	_____	_____	_____
<input type="checkbox"/>	Public Wks:	_____	_____	_____	_____	_____
<input type="checkbox"/>	Pks & Rec:	_____	_____	_____	_____	_____
<input type="checkbox"/>	Risk Mgt:	_____	_____	_____	_____	_____
<input type="checkbox"/>	Econ. Dev.:	_____	_____	_____	_____	_____
<input type="checkbox"/>	YC Health:	_____	_____	_____	_____	_____

**Applicant must obtain a City Business Registration, schedule and complete all required inspections prior to the event**

## ATTACHMENT B: INSURANCE REQUIREMENTS AND INDEMNITY FORM

\_\_\_\_\_ (Applicant / Property Owner) verifies that they will procure and maintain for the duration of the event insurance against claims for injuries to persons or damages to property which may arise from or in connection with the event by the Sponsor or Vendor(s), its directors, officers, agents, employees, volunteers, or contractors in the amounts specified herein. The minimum insurance requirements for all event vendors will be:

**Commercial General Liability – Certificate of Insurance** (Form ACORD 25 – revised 5/2010 or any replacement thereof). Per Occurrence: \$1,000,000; Personal & Advertising Injury: \$1,000,000; Products/Completed Ops.: \$1,000,000; Damage to Rented Premises: \$300,000; Medical Expense: \$5,000 any one person.

**General Aggregate Limits Vary Depending on Size, Location and Type of Event:** Minimum Limits for this coverage will be \$2,000,000. In addition to these minimum requirements, the City of Cottonwood may require additional coverage to be provided by the event sponsor and/or vendor(s), based upon the type of event, with the following minimum limits:

- **Automobile Liability – Including Owned, Hired and Non-owned Vehicles.** Combined Single Limit Per Accident \$1,000,000 (Bodily Injury and Property Damage).
- **Workers Compensation-Statutory Employer Liability.** Each Accident \$100,000; Disease – Each Employee \$100,000; Disease – Policy Limit \$100,000
- **Liquor Liability:** Limits vary depending on size, location and type of event minimum limits for this coverage will be \$1,000,000 additional amounts may be required, depending on event.

### INDEMNIFICATION OF CITY AGAINST LIABILITY

\_\_\_\_\_ (Applicant / Property Owner) agrees to indemnify, defend, save and hold harmless the City of Cottonwood, and any jurisdiction or agency issuing permits for any work included in the event, and their respective departments, directors, officers, officials, agents, employees, volunteers and contractor (hereinafter referred to as Indemnitee) from and against any and all claims, demands, actions, liabilities, damages, losses or expenses, including court costs, attorney's fees, and costs of claim processing, investigation and litigation (hereinafter collectively referred to as "Claims") for personal and bodily injury (including death) or property damage caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Sponsor and/or Vendor or any of Sponsor's and or Vendor's directors, officers, agents, volunteers, employees or contractors. This indemnity includes any claim or amount arising or recovered under Workers' Compensation Law or arising out of the failure of the Sponsor and/or Vendor(s) to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Sponsor and/or Vendor(s) from and against any and all Claims to the fullest extent of the law. It is agreed that Sponsor and/or Vendor(s) will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

#### WRITTEN AGREEMENT

**As a condition of receiving the permit that I am applying for hereunder, and prior to obtaining that permit and exercising any of the rights and privileges conferred thereunder, I understand and agree that I must obtain and furnish to the City written evidence of the types and amounts of insurance coverage required by the City, including endorsements naming the City as an additional insured, and waiving subrogation against the City.**

\_\_\_\_\_  
Signature of Authorized Special Event Sponsor and/or Vendor

\_\_\_\_\_  
Date Signed

## ATTACHMENT A: SPECIAL EVENT VENDOR LIST

This List must be provided with your Special Event Permit Application. Attach additional lists if necessary.

Name of Sponsoring Organization: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Total Fees:\* \_\_\_\_\_

1) \_\_\_\_\_  
VENDOR'S NAME BUSINESS NAME (IF APPLICABLE)  
\_\_\_\_\_  
VENDOR / BUSINESS ADDRESS PHONE # AZ TAX # \$ FEE

2) \_\_\_\_\_  
VENDOR'S NAME BUSINESS NAME (IF APPLICABLE)  
\_\_\_\_\_  
VENDOR / BUSINESS ADDRESS PHONE # AZ TAX # \$ FEE

3) \_\_\_\_\_  
VENDOR'S NAME BUSINESS NAME (IF APPLICABLE)  
\_\_\_\_\_  
VENDOR / BUSINESS ADDRESS PHONE # AZ TAX # \$ FEE

4) \_\_\_\_\_  
VENDOR'S NAME BUSINESS NAME (IF APPLICABLE)  
\_\_\_\_\_  
VENDOR / BUSINESS ADDRESS PHONE # AZ TAX # \$ FEE

5) \_\_\_\_\_  
VENDOR'S NAME BUSINESS NAME (IF APPLICABLE)  
\_\_\_\_\_  
VENDOR / BUSINESS ADDRESS PHONE # AZ TAX # \$ FEE

\* Vendors with a current City business registration are exempt from the fee mentioned in Section E (5.04.100 Special Event Permit).

**NOTE: Applicant is responsible for any additional coordination required for the following (the event permit application process will not accomplish these objectives). Attach approvals for the following:**

- ☐ **PROPERTY OWNER'S PERMISSION:** Note from property owner authorizing activity.
- ☐ **PERMISSION FOR USE OF PUBLIC PROPERTIES/FACILITIES:** Obtain facility applications and rental agreements from applicable City Department. \_\_\_\_\_.
- ☐ **PERMISSION FOR USE OF PUBLIC PROPERTY OWNED BY OTHER JURISDICTIONS:** (i.e., State Parks, Forest Service, ADOT, schools, churches, etc.). \_\_\_\_\_.
- ☐ **LIQUOR LICENSE:** License application must be ratified by the City Council. Contact the City Clerk at 634-5526 to schedule review. Allow 3 weeks to get onto the Council agenda before processing the SEP. The Liquor License application must first be obtained from the Arizona Department of Liquor Licenses and Control at 602-542-5141
- ☐ **HEALTH DEPARTMENT APPROVAL:** Mobile kitchens and food handlers must be certified. Contact Yavapai County Environmental Health Services at 639-8138. Approval may take 6 weeks. Attach approval to this form.
- ☐ **POLICE INVOLVEMENT** for security/traffic control. Fees will be charged. Contact Police Department at 634-4246.
- ☐ **FIRE DEPARTMENT PERMITS:** The Fire Department may require additional permits for amusement structures, open flame cooking, gas/fuel, tents, combustibles or inflatable objects. Contact Fire Department at 634-2741.

**Is this a City sponsored event?**

Yes, City staff will prepare and provide all Traffic control.

No, Applicant shall provide and fund a traffic control plan (TCP) prepared by a professional barricade company.

The applicant shall provide a list of signatures from impacted property owners and business owners approving the event. A minimum of 75% approval must be submitted 14 days prior to the event to continue with the event.

Acknowledgment:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ALL COI's, ENDORSEMENTS, TCP's, PROPERTY OWNER PERMISSION AND APPROVALS, HEALTH AND FIRE DEPT. PERMITS AND PUBLIC NOTICES SHALL BE COMPLETED AND SUBMITTED BY THIS DATE OR THE EVENT SHALL BE CANCELLED: \_\_\_\_/\_\_\_\_/\_\_\_\_**

**APPLICANT SIGNATURE ACKNOWLEDGING THE ABOVE DATE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## REQUIRED ATTACHMENTS:

☐ **EVENT NARRATIVE: Describe the following in writing:**

1. **Type of event:** Proposed activities, live entertainment, parade (include assembly/disassembly time).
2. **Participants:** Introduce the sponsoring agency, participants, special groups; number of staff, etc.
3. **Properties Involved:** Use of any public properties, facilities or public right-of-way, boundaries.
4. **Possible Nuisances:** Possible noise impacts, amplification. Smoke, odors, etc.
5. **Use of Alcohol:** Will alcohol be provided? If so, how will it be controlled / confined?
6. **Fire Issues:** Any open flame cooking? Tents? Combustibles?
7. **Animals:** Use of horses, horse drawn carriages. Other potentially dangerous animals?
8. **Inflatable/Temporary Structures:** Use of jolly jumpers, tents, etc. Method for anchoring.
9. **Emergency access and services:** How will access be preserved? Emergency services?
10. **Traffic Control:** Estimated traffic impact and method of traffic control. Peak issues.
11. **Street Closure:** Provide details regarding any intended street closure, detours signs, etc.
12. **Security:** Will City PD be involved (must be coordinated separately). Will private security be used? Both?
13. **Trash and Clean Up:** Trash removal during event, recycling facilities and clean up following event.
14. **Liability:** Insurance coverage. All vendors and entertainers must provide own coverage.
15. **Misc:** Other information as requested: \_\_\_\_\_.

☐ **EVENT SITE PLAN: Indicate the following on the site plan:**

1. **Structures:** Existing structures, tents, etc.
2. **Set-Ups:** Exhibits, vendors, displays, admin area, first aid.
3. **Facilities:** Restrooms/porta-potties, trash, re-cycling.
4. **Alcohol service areas:** Include type/height of fencing, and security check areas.
5. **Signs:** Use and placement of signs.
6. **Staging:** Seating, stage, outdoor storage. Rear access to stage.
7. **Access and Parking:** Driveways, street access (including any additional emergency access).
8. **Utilities:** Electrical service location, and other utilities on site

☐ **PARADE PLAN:** If a parade is planned in association with this event. Include map of parade route, number of units, floats, participants; description of units (motorized, animals, children, sound amplification).

☐ **VENDORS LIST (ATTACHMENT A):** List vendor names (Attachment “C”), corporation names, addresses, phone number and sales tax license number.

☐ **INDEMNIFICATION FORM (ATTACHMENT B):** Submit signed indemnification clause (Attachment “A”).

☐ **ADDITIONAL INSURANCE COVERAGE(S):** For events on City property, you will also be required to provide proof of insurance naming the City as “additional insured,” by anyone selling beer/wine/liquor; by vendors; and by entertainers.

☐ **FEE:** As determined by the City Council’s adopted fee structure for events.

### Cottonwood Human Resources

Event sponsor is responsible for keeping a listing of all vendors who are doing any type of business at your event (example: selling products, performing services, etc.) and making sure they have a business registration with the City of Cottonwood. If the vendor does not already have an annual business registration for the current calendar year, the event sponsor is responsible for submitting a complete listing of those vendors' names and submitting \$5 per vendor to the City of Cottonwood's Finance Department for the vendors' temporary special event business registration for the event.

**Vendor:** The City of Cottonwood defines a vendor as anyone involved in the event that supplies equipment, materials, products, services or any other aspect of the event. Most vendors are required to comply with the City of Cottonwood's Certificate of Insurance (COI) Requirements.

**Vendors required to submit COIs include, but are not limited to:**

**Suppliers of:**

Generators

Lights

Rented equipment such as tables, chairs, tents, stages, etc.

Sound systems

Bouncy play equipment

**Services such as:**

Trash

Security

Traffic Control

Masseuses

Bands, entertainment (possibly)

**General:**

Any vendor selling products that are not pre-packaged

Vendors that generally DO NOT, but may, need COIs are as follows:

Vendors giving out information only

Vendors giving out/selling pre-packaged, unopened food/beverages

### Yavapai County Community Health Services

*To aid you in complying with state and county laws regarding food and beverages and general event sanitation, you should read the following carefully to see what your responsibilities may be regarding your planned special event. Please transmit this information to all food/beverage vendors.*

1. Regardless of whether food and/or beverages will be served you will need to complete a "Special Event Coordinator Information Sheet" (enclosed), and file it with Yavapai County Community Health Services at least six weeks prior to your scheduled event. There is no fee for this process. Changes must be filed not later than 7 days prior to event.
2. All vendors of food and/or beverages of any kind will need to complete a vendor's permit application regardless of their non-profit status or whether food and/or beverage is being sold or given away. Special Event Permit "Applications for Vendors" can be mailed or e-mailed to you or the vendor, or found on the Yavapai County web site. For most, there will be a fee. Non-profit organizations wishing to receive a fee reduction will need to come to the department and complete a "Fee Reduction Application". All applications **must** be completed and on file at least three weeks prior to the event. Failure to submit application in a timely manner may be grounds for disapproving an application.

# Guidelines and Other Permit Requirements for Special Event Activities

## Cottonwood Fire Department

*Permits shall be obtained for the use of open flames, cooking or heating appliances, tents or canopies, air-supported and inflated devices or structures (jump castles, slides, etc.), combustible decorative materials, special amusement structures, compressed gas; or for the blocking of emergency access roads. The following guidelines are general requirements. Specific requirements will be stated at the time of permit application review and approval.*

**Street Closures:** Fire department access shall be maintained by providing a minimum 20' wide unobstructed roadway width. Separate arrangements will be made for Parades, which are reviewed on a case by case basis. A street closure permit will also be required by Public Works.

**Fire lanes, exits and aisles:** Fire lanes must be provided to within 150 feet of any exhibit. Required fire lanes, exits and aisles may not be obstructed.

**Cooking:** Cooking shall be conducted in an approved appliance. Concession stands utilized for cooking shall have a minimum of 10 feet of clearance on two sides to other vendor booths or rides. A Class K fire extinguisher shall be provided for deep-fat fryers. A 2A-10BC extinguisher shall be provided for other cooking appliances. Grease laden vapors require an approved hood. Open flame cooking shall be located away from combustibles and no closer than 20' to a tent or canopy. Propane gas cylinders shall be secured from falling.

**Combustible Vegetation/Decorative Materials:** Combustible materials shall be treated and maintained fire resistant. Exception: Salable goods and live vegetation.

**Heat Producing Appliances/Open Flame:** Open flames and hot objects shall not be used unless approved. When the fire department determines that smoking constitutes a fire hazard in any area, smoking shall be prohibited and No Smoking signs shall be posted.

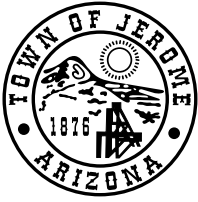
**Air-supported and Inflated Devices or Structures:** Air supported and inflated devices shall be installed in accordance with the manufacturer's guidelines and shall be adequately braced and anchored. An operator familiar with all operating and safety guidelines shall be present at the device at all times.

**Tents and Canopies:** Must observe Fire Department guidelines. Fire lane must be provided, 20 feet wide and 13'-6" tall. Tents in excess of 400 sq. ft. and canopies in excess of 700 sq. ft. require a fire department permit. A site plan shall be submitted to Fire Prevention showing location on property, fencing, exiting, parking, cooking/heating appliances, generators, emergency lighting, fire extinguishers, aisle and seating arrangements. Tents shall not be located within 20 feet of property lines, buildings, other tents, parked vehicles or internal combustion engines. Tents and canopies shall be flame retardant and bear a permanently affixed label. Tents and canopies shall be adequately anchored and braced. All decorations shall be flame retardant. Exiting arrangements, occupant loads, seating and aisles requirements and emergency lighting will be reviewed in accordance with the requirements of the Building and Fire Codes. Fire extinguishers shall be provided. One for 2-500 sq. ft., two for 500-1000 sq. ft., and one for each additional 2,000 sq. ft. Compressed gas cylinders must be secured to prevent falling. No Smoking signs shall be posted.

**Special Amusement Buildings:** Defined as a building that conveys people or provides a walkway around in any direction so that the egress path is not readily apparent due to distractions. Automatic sprinklers and smoke detection system shall be installed in buildings used in this manner. Emergency lighting and adequate exiting shall be required. All combustible decorative materials shall be fire resistive.

## Special Event and Temporary Use Permits

Temporary Use and Special Event-Sample Descriptions (not a complete list)		No Permit Necessary	Special Event	Temporary Use	Submittal Deadline
1	Weekend car wash for fundraising on commercial property	X			
2	Big wedding on private property that does not block streets	X			
3	Bus tour through streets that does not block streets	X			
4	Weekend sale/promotional event limited to 800 sq.ft.	X			
5	Street closure for a day event (i.e. Block Party)		X		
6	Organized run/walk through City streets		X		
7	Dedication/Celebration of new public art or exhibit		X		
8	Use of City park for a large social gathering		X		
9	Banner crossing public right-of-way		X		
10	Organized demonstration/march through City streets		X		
11	Amplified sound associated with the above		X		
12	Weekend sale /promo event greater than 800 sq.ft.			X	
13	Holiday tree lit-for tree and vegetation sales			X	
14	Carnivals and Circuses			X	
15	Fireworks Sale			X	
16	Temporary trailer for project under construction			X	
17	Temporary real estate office for a project under construction			X	
18	Drop off station for collection of clothing and other			X	
19	Temporary wireless communication facility			X	



# TOWN OF JEROME

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

## **Zoning Administrator Analysis Council Staff Report Wednesday, June 8, 2021**

**Item 9C:** Discussion of public outreach regarding residential parking  
**Applicant/Owner:** Town of Jerome  
**Recommendation:** Discussion/possible direction  
**Prepared by:** John Knight, Zoning Administrator

**Background and Summary:** At the previous council meeting on May 11, 2021, staff discussed some possible changes to improve the residential permit parking program. At that meeting, it became apparent that additional public outreach is needed. The council may wish to consider incorporating the following items.

### **Suggested forms of outreach:**

1. **Survey:** A survey could be sent to residents and property owners asking for their input on improving the residential permit program. This could be posted on the town website and Facebook and included in the next bill run. A copy of the draft survey questions is included for council consideration.
2. **Neighborhood meetings:** A series of neighborhood meetings could be scheduled to gather input. Each neighborhood has unique challenges that may require different solutions. Meetings would be scheduled on a Saturday morning and would be held at a convenient place in each neighborhood. A map is attached showing the possible neighborhoods.
3. **Public meeting:** Once input is gathered from each neighborhood, a larger public meeting could be held at town hall to discuss the input gathered and possible suggestions for amendments to the ordinance.
4. **Ad hoc parking committee:** If necessary, staff could create an informal committee to assist in drafting ordinance changes and making recommendations to the council. The committee could include residents, property owners, board members, and council members.

**Recommendation:** Discussion/possible direction.

### **Attachments:**

- Draft survey questions
- Neighborhood Map

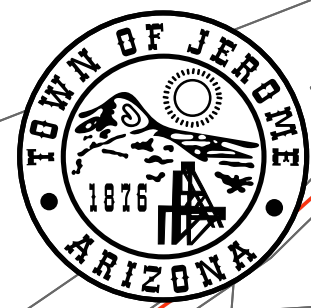
## **DRAFT Residential Parking Survey**

Updated: June 1, 2021

1. Do you live in Jerome? If so, are you in an area where you need a residential parking permit?
2. Do you or anyone else in your household have a residential parking permit? If so, how many permits do you have?
3. Does your residence have off-street parking?
4. Do you regularly park in front of your driveway or garage?
5. Have you had the need to use temporary parking permits?
6. Have you had any problems with the use of temporary permits? If so, what was the problem?
7. Have you had any problems with the residential parking permit program? If so, what problem/s have you had?
8. How can the town improve the residential parking permit program?
9. Which residential neighborhood do you live in? Refer to the attached map.
10. Would you be willing to attend a neighborhood meeting to address concerns and solutions related to residential parking?
11. Would you be interested in participating in a residential parking workgroup or informal committee?
12. Any other comments you would like to add?
13. Optional – name and address

For additional information, please contact John Knight, Zoning Administrator at 928-634-7934.

# Residential Permit Parking Areas



1

County Rd/  
Boardwalk

Rich St

School St

4

3

Juarez St

Main St

School St

First St

Clark St

Hill St

2

5

Second St

Allen St

Third St

Fourth St

Fifth St

Sixth St

Center Ave

7

East Ave

Holly Ave/  
East Ave

Verde Ave

6

Gulch Ln

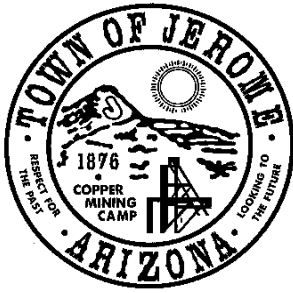
Calle Seda Lozano Ln

Gulch School Rd

Deception Ln



Base map information courtesy  
of Yavapai County GIS Department



Founded 1876  
Incorporated 1899

# TOWN OF JEROME

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

## MEMO

**FROM:** Candace Gallagher, Town Manager/Clerk  
**TO:** Mayor and Council  
**SUBJECT:** Final draft for tentative adoption: 2021-22 Town budget  
**DATE:** June 2, 2021

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Here is our 2021-22 budget as presented for tentative adoption.

As drafted:

- The budget will utilize \$188,000 of our estimated accumulated general fund balance and \$164,000 of our estimated accumulated utility fund balance, retaining reserves of over \$759,000 (general fund) and over \$34,000 (utilities fund). The estimated general fund balance remaining constitutes 35.4% of general fund operating expenses, which conforms to the recommendations of prior councils that at least 25% be retained. Please see the "Fund Balance Recap" sheet for additional details. We are also able to utilize fund balance in the HURF budget due to a large one-time receipt during FY20.
- No increases in sales tax or utility fees are anticipated in this draft.
- In this draft, there is no subsidy needed from the General Fund to the Utilities Fund. Instead, we are using utility fund balance, plus a transfer of \$40,000 each to the Water and Sewer budgets from our new Parking Fund.
- The Parking Fund is also transferring \$30,000 to the General Fund budget to subsidize public safety expenditures.
- The Sanitation budget includes a \$10,000 transfer to the Capital Fund toward the eventual purchase of a garbage truck. After this transfer, we will have accumulated \$60,000, enough for a substantial down payment if needed.

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

**More details:**

### **WAGES AND BENEFITS:**

- This budget includes an across-the-board cost of living adjustment of 2.3%, equivalent to the Social Security Administration's COLA, plus one percent. Public safety wages have been adjusted as per recommendations of each Chief.
- The budget includes a \$2/hour stipend for public safety employees who reside within town limits. This does not apply to the two Chiefs, who are required by Code to live in town.

**GENERAL FUND REVENUES:**

- Anticipated sales tax revenues have been increased from the prior year, when they were conservatively budgeted due to the pandemic, yet exceeded our expectations.
- Updated state shared revenue estimates have been provided by the League (State sales tax, State Urban Revenue sharing, vehicle license tax and HURF revenues) and have been incorporated in this draft.
- As in the past, administration charges to the utility and streets funds are calculated to reallocate a portion of administrative salaries and overhead expenses to the water, sewer, sanitation and streets (HURF) budgets.

**GENERAL GOVERNMENT EXPENSES:**

- We have included \$4,500 for participation in the Cottonwood Area Transit system, which we hope to establish during FY22. This was budgeted last year but interrupted by COVID.
- The Chamber of Commerce has submitted a request to spend \$25,000 during FY22 as the tourism portion of the added bed tax. This is reflected in the \$10,000 line item under General Government titled "Tourism – from bed tax," and in administrative salaries for a weekend shuttle driver.
- We have included \$6,000 for a high quality A/V system to live stream Council and board meetings and improve the quality of recorded transcripts.
- \$30,000 is included for "Allowance for preservation of historic buildings."
- \$10,000 has been included for the purchase of a UTV for use by administration, which will be available also to our public works, fire and police departments if needed.

**MAGISTRATE COURT:**

- We have included \$15,000 revenue from parking tickets.
- A new "Court Security Fund" has been established, with offsetting revenues and expenditures.
- The court's required triennial audit is also included in this year's budget.
- We have included a provision for an added part-time court clerk.

**POLICE DEPARTMENT:**

- The budget includes the purchase of one new police vehicle.

**FIRE DEPARTMENT EXPENSES:**

- The budget includes \$10,000 for fire mitigation activities above and beyond what will be reimbursed thru the Firewise program.
- Budgeted wildlands wages and payroll taxes are reimbursed by wildlands revenues.

**PARKS EXPENSES:**

- The budget includes \$2,000 for restoration of the grass in Upper Park.

**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 - \$50,000 (to supplement grant funds of \$61,000).
  - Hotel Jerome front window repair - \$15,000
  - Repairs to the overflow ditch - \$10,000

**WATER DEPARTMENT REVENUES & EXPENSES:**

- Revenues have been returned to pre-pandemic levels.
- We are including under revenue a \$40,000 contribution from the parking fund.

- Infrastructure Repairs & Maintenance have been budgeted as follows:
  - Routine maintenance (as needed): \$25,000 (includes regulators)
  - Water line replacement on First Avenue: \$13,000
  - Live taps for the Clark Street regulator: \$25,500
  - Springs maintenance: \$16,500
  - Springs security: \$15,000 (includes gating)
  - Water tank inspection and cleaning: \$3,500

#### **SEWER DEPARTMENT REVENUES & EXPENSES:**

- Revenues have been returned to pre-pandemic levels.
- We are including under revenue a \$40,000 contribution from the Parking Fund.
- The budget includes \$25,000 for preliminary engineering relative to sewer plant upgrades.
- Sewer bonds will be paid off prior to July 1, therefore no debt service is included.
- Infrastructure Repairs & Maintenance have been budgeted as follows:
  - Routine maintenance (as needed): \$15,000
  - Sewer line replacement – Hull & Jerome: \$33,000

#### **HURF (STREETS) REVENUES AND EXPENSES:**

- We are including under revenue a \$40,000 contribution from the Parking Fund.
- \$10,000 has been budgeted for routine street maintenance. This includes repairs to North Drive.
- \$15,000 has been included for paving the parking lot across from the Spirit Room.
- \$10,000 has been included for street patching.
- \$5,000 has been included for a lighted speed limit sign (“Your Speed Is ...”) on 89A.
- \$50,000 has been included to design and construct permanent public restrooms.
- \$15,000 has been included to maintain Portajohns until a permanent restroom has been constructed.

#### **PARKING FUND EXPENSES:**

- We have provided for transfers of \$40,000 each to the water, sewer and street budgets toward infrastructure costs.
- We have provided a transfer of \$30,000 to the general fund toward public safety costs.
- \$15,000 has been included for the purchase of a UTV.
- \$10,000 has been included as an allowance for additional capital purchases if needed.
- The budget includes a provision for one additional part-time parking enforcement officer.

#### **OPERATING & CAPITAL GRANTS:**

- We are including grant funding as follows:
  - Various police grants (GOHS, RICO, Safety equipment) - \$73,500
  - Various fire grants (Firehouse Subs, 100 Club, NEAMS, Title 3 fuels, Rural Fire Assistance) - \$48,500
  - USDA Search grant for wastewater engineering - \$30,000
  - Yavapai County Storm Drainage - \$120,000 (accumulation of four years of funding carried over for use in obtaining easements for our drainage project)
  - SHPO grant for design guidelines: \$20,000
  - Water planning grant (carryover): \$41,000
  - Miscellaneous operating grants TBA - \$300,000
  - CDBG guaranteed round – DUNDEE Waterline - \$309,170
  - CDBG competitive round – CENTER AVENUE improvements - \$500,000 (not yet applied for)
  - HURF Exchange funding (drainage improvements) - \$580,000
  - Yavapai Apache Nation Prop 202 funding - \$46,000 (includes 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 lead paint abatement/encapsulation: \$60,000
- Grant for a healthcare clinic (also budgeted in prior year) - \$50,000
- Additional American Rescue Funds and/or State/Federal aid (TBD) - \$1,000,000
- Miscellaneous capital grants TBD - \$250,000

**CONTINGENCIES:**

We budget for contingencies so that if funds that are not anticipated in the regular budget are received, they can be spent. Contingency revenues include:

- Excess sales tax revenue
- Sale or lease of real property
- Additional library donations
- Excess wildlands fire fees
- American Rescue Act funds
- Additional Water and Sewer connection fees
- Additional use of fund balance
- Receipt of loan for additional wastewater engineering

We have included the following expenditures as contingencies:

- Phase two of wastewater engineering if needed - \$500,000 (to be funded by a Design Bridge loan)
- Use of American Rescue Act Funds (allocated) - \$54,285
- \$250,000 for utility work on Center Avenue.
- \$20,000 for preliminary design work at the Hotel Jerome
- \$75,000 for repairs to the rock wall below School Street
- \$50,000 for Hampshire Avenue sidewalk repairs
- \$40,000 for purchase of a water truck (if not purchased by July 1)
- \$50,000 for the purchase of a flatbed truck
- Plus the use of any other excess sales tax, wildlands fees, donations, connection fees and/or funds from sale of real property

**ACROSS ALL DEPARTMENTS:**

- Fuel costs have been reallocated among departments, resulting in increases in some and a decrease in sanitation fuel costs.
- Health insurance costs have gone up.
- Annual software maintenance costs have been reallocated among departments.
- We have included start up costs for transition to a more effective governmental accounting software program, and that has been allocated among departments.
- Property and liability insurance costs have been reduced to reflect a \$31,000 dividend that will be credited against our premium by the Risk Pool.

This budget, if tentatively approved at this meeting, will be scheduled for final adoption at a special meeting scheduled July 29 (time to be determined by Council). Until the final budget is adopted, changes can still be made, but the budget may not be increased.

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

## FUND BALANCE RECAP:

UNRESTRICTED general fund balance @ 7/1/20, per audited financial statements	\$797,603
Plus: Anticipated surplus FY21	\$150,000
NET ESTIMATED UNRESTRICTED FUND BALANCE @ 7/1/21	\$947,603

2021-22 GENERAL FUND OPERATING EXPENSES (per draft):	2,148,611
net of capital projects and subsidies to other funds	

<b>FUND BALANCE PERCENTAGE</b>	<b>44.10%</b>
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Minimum fund balance per Financial Operations Manual adopted by Council: 25% of general fund operating expenses	\$537,153
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Potentially available for use*	\$410,450
Used in this draft (excluding contingencies)	(\$188,000)

<b>General Fund Balance remaining available for use</b>	<b>\$222,450</b>
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Total General fund balance remaining	\$759,603
Percentage of GF operating expenses	35.4%

Utilities Fund Balance @ 7/1/20	\$198,789
Plus: Anticipated surplus FY21	\$0
TOTAL ESTIMATED UTILITIES FUND BALANCE @ 7/1/21	\$198,789

Utilized in this draft	164,000
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<b>Utilities Fund Balance remaining for use</b>	<b>\$34,789</b>
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HURF Fund Balance @ 7/1/20	\$153,174
Less: Anticipated deficit FY21	(\$50,000)
TOTAL ESTIMATED HURF FUND BALANCE @ 7/1/21	\$103,174

Utilized in this draft	82,500
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<b>HURF Fund Balance remaining for use</b>	<b>\$20,674</b>
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				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
Fund	Dept	Acct#				
1	10		Use of General Fund fund balance	237,000		188,000
1	10	4001	Primary & Personal Prop. Tax	47,500	47500	47,500
1	10	4005	City Sales Tax	850,000	1000000	1,100,000
1	10	4010	State Sales Tax	41,246	50000	53,424
1	10	4015	State Urban Revenue Sharing	214,371	214371	195,714
1	10	4030	Vehicle License Tax	33,971	36000	34,816
1	10	4045	Business License Revenue	6,000	4000	5,000
1	10	4050	Commercial Filming Fees	0	700	350
1	10	4055	Utility Franchises / Licenses	17,000	15000	15,000
1	10	4300	Interest Earned	1,800	1400	1,500
1	10	4400	Sale of Assets	9,000	3000	7,500
1	10	4500	Miscellaneous Revenue	5,000	3500	3,500
1	10	4200	Contributions	0	3000	1,500
1	10	4600	Administration Charge to Utilities Fund	148,481	148481	153,826
1	10	4600	Administration Charge to Streets	10,581	10581	11,038
Total General Government Revenues				1,621,950		1,818,668
1	10	4035	Fines & Forfeitures	60,000	56000	58,000
1	10	4035	Fines & Forfeitures - Parking Tickets	0	0	15,000
1	10	4037	Court Security Fund Revenue	12,000	10000	10,000
Total Court Revenue				72,000		83,000
1	10	New	Parking Citation Revenue	0	included in police svcs revenue below	20,000
1	10	New	Transfer from Parking Fund	0		30,000
1	10	4064	Dedicated PD Revenue from court fees	2,000	2000	2,000
1	10	4065	Police Services Revenue	20,000	30000	20,000
Total Police Department Revenue				22,000		72,000
1	10	4090	Fire Department Wildlands Revenue - Truck	50,000	50000	70,000
1	10	4091	Fire Department Wildlands Revenue - Wage reimbursement	33,000	68000	40,000
1	10	4092	Fire Department Firewise Reimbursements	25,000	3000	30,000
1	10	4053	Fire Department Services Revenue	10,000	5000	10,000
Total Fire Department Revenue				118,000		150,000
1	10	4020	Library Funds From Yavapai Co	19,000	21938	24,721
1	10	4070	Civic Center Rents (bottom floor)	9,115	9115	9,115
1	10	4200	Contributions and Miscellaneous	1,500	800	1,000
Total Library Revenue				29,615		34,836
1	10	4041	Planning & Zoning Fees	3,000	2500	5,000
1	10	4040	Building Permits	5,000	5000	8,000
Total Planning & Zoning Revenue				8,000		13,000
1	10	4080	Utility Reimbursements	5,000	4500	4,500
1	10	4070	Property Rentals	69,407	69407	69,407
Total Properties Revenue				74,407		73,907
Total General Fund Revenues				\$ 1,945,972		\$ 2,245,411
			Total Standard and Contingency Revenue			
			General Government Expenses			
1	11	5001	Salaries & Wages	229,384	225000	237,946
1	11	5006	Longevity Bonus	1,362	1190	1,412
1	11	5007	Payt in lieu of medical benefits	6,363	6363	6,935
1	11	5010	FICA Match	18,139	16800	18,841
1	11	5011	Retirement Match	16,784	16700	17,478
1	11	5012	Health / Life Insurance	40,320	40300	43,752
1	11	5013	Workers Compensation	1,417	1300	1,256
1	11	5014	Unemployment Insurance	539	450	336
1	11	6101	Accounting & Auditing	18,000	16500	17,000
1	11	6105	Advertising, Printing & Publishing	4,500	4000	4,500
1	11	6110	Contract Services - ADP	5,000	3900	0
1	11	6110	Contract Services - ArchiveSocial	4,800	4200	4,800
1	11	6110	Contract Services - City of Phoenix tax data	600	600	100
1	11	6110	Contract Services - VVREO workforce housing study	500	500	0
1	11	6110	Contract Services - Cottonwood Area Transit	4,500	0	4,500
1	11	6115	Conventions and Seminars	0	0	4,000
1	11	6116	Training and Education	2,500	2500	2,750
1	11	6125	Dues, Subs. & Memberships	6,600	6000	6,000
1	11	6126	TPT Collection Fee expense (ADOR)	1,196	1172	1,200
1	11	6130	Election Expenses	6,000	2000	0
1	11	6155	Property & Liability Insurance	24,000	24000	17,500
1	11	6156	Insurance Deductibles	0	1000	1,000
1	11	6160	COVID Expenses - Lighted signs	0	17200	0
1	11	6160	COVID Expenses - ZOOM fees	0	360	300

				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
1	11	6160	COVID Expenses - GoToMyPC	0	2860	0
1	11	6160	COVID Expenses - Misc medical	0	1500	600
1	11	6170	Legal	12,000	13000	14,000
1	11	6185	Miscellaneous	4,997	4500	4,666
1	11	6185	Miscellaneous - FRIENDS OF JEROME startup costs	1,000	0	1,000
1	11	6186	Bank charges	1,700	1700	1,800
1	11	6188	Bank fees/Merch services	6,800	7900	8,000
1	11	6190	Office Supplies	6,000	6000	6,000
1	11	6191	Copier and Equip Lease	7,500	7500	7,500
1	11	6192	Software and Web Expenses (annual maintenance/licenses)	8,800	8800	11,024
1	11	6192	Software and Web Expenses: Caselle (initial)	0	0	6,638
1	11	6193	Computer Hardware and Service	10,000	8000	10,000
1	11	6195	Operating Supplies	1,000	1000	1,000
1	11	6200	Postage	5,000	4000	5,000
1	11	6220	Rep and Maint - Vehicles	500	0	500
1	11	6245	Shuttle Expenses	1,500	800	1,500
1	11	6250	Small Tools & Minor Equipment (under \$5,000)	750	750	1,000
1	11	6250	Small Tools & Minor Equipment (under \$5,000) - A/V for streaming meetir	0	0	6,000
1	11	6265	Telephone	3,500	2600	3,000
1	11	6275	Travel	3,000	300	500
1	11	6285	Tourism (from bed tax)	10,000	10000	10,000
1	11	6286	Community Health	500	0	500
1	11	6287	Allowance for preservation of historic buildings	10,000	0	30,000
1	11	7025	Capital outlay - UTV	-	0	10,000
1	11	9500	Transfer to Utilities Fund - Water	0		0
1	11	9500	Transfer to Utilities Fund - Sewer	0		0
1	11	9500	Transfer to Utilities Fund - Sanitation	0		0
1	11	9500	Transfer to HURF	-		59,500
Total General Government Expenses				487,051		591,334
			Magistrate Court Expenses			
1	12	5001	Salaries & Wages	66,108	65000	78,836
1	12	5006	Longevity bonus	509	509	529
1	12	5010	FICA	5,096	5100	6,071
1	12	5011	Retirement	2,307	2307	2,308
1	12	5013	Workmen's Comp	256	200	262
1	12	5014	Unemployment	194	195	194
1	12	6037	Court Security Fund	300	300	10,000
1	12	6101	Accounting and Auditing	0	0	2,200
1	12	6110	Contract Services	7,000	6000	7,000
1	12	6116	Training and Education	525	525	525
1	12	6125	Dues and Subscriptions	287	308	320
1	12	6185	Miscellaneous Expense	300	100	300
1	12	6190	Office Supplies	200	0	200
1	12	6191	Copier and Equipment Lease	2,250	2306	2,310
1	12	6265	Telephone	900	800	900
1	12	6275	Travel	1,200	900	900
Total Magistrate Court Expenses				87,432		112,855
			Police Department Expenses			
1	13	5001	Salaries & Wages	292,791	292500	334,952
1	13	5006	Longevity bonus	1,527	1620	1,845
1	13	5001	EMT/Firefighter Stipend	10,400	6040	8,320
1	13	5010	FICA	23,311	23000	26,401
1	13	5011	Retirement Match	34,789	31700	31,622
1	13	5012	Health / Life Insurance	68,154	62000	72,150
1	13	5013	Workers Compensation	22,364	22300	23,524
1	13	5014	Unemployment	863	800	458
1	13	6110	Contract Services	0	700	500
1	13	6116	Training and Education	1,000	500	1,000
1	13	6120	Dispatch	35,100	35000	36,855
1	13	6125	Dues and Subscriptions	1,200	1200	1,200
1	13	6145	Fuel	7,500	7000	9,000
1	13	6172	Prosecutor	24,000	20000	24,000
1	13	6185	Miscellaneous	600	0	600
1	13	6192	Software Service & Support (Internet, Crimestar,+)	5,500	4500	6,700
1	13	6193	Computer Hardware & Service	2,500	0	3,500
1	13	6195	Operating Supplies	2,500	2500	2,500
1	13	6200	Postage	200	200	200
1	13	6220	Rep and Maint - Vehicles	7,500	7000	7,500
1	13	6225	Rep and Maint -Equipment	1,500	800	7,500
1	13	6234	Police Dept Safety Equipment	2,000	2000	2,000
1	13	6250	Small Tools & Equipment (under \$5,000)	7,000	4000	7,000
1	13	6265	Telephone	4,000	5000	5,200
1	13	6280	Uniforms	1,500	3000	1,500
1	13	7025	Capital Outlay - Vehicles	10,750	10750	37,300
Total Police Department Expenses				568,549		653,327
			Fire Department Expenses			

				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
1	14	5001	Salaries & Wages - Chief, Duty officers	133,209	112000	145,443
1	14	5006	Longevity bonus	806	626	864
1	14	5002	Wildlands wages	38,000	38000	35,000
1	14	5003	Volunteer-Employee Per Call Personnel	19,000	19000	31,000
1	14	5004	Fuel abatement wages	33,000	13,000	40,000
1	14	5010	FICA Match	15,492	13000	18,154
1	14	5011	Retirement	9,833	8000	11,371
1	14	5011-A	Retirement - Volunteer Contribution	12,000	12000	12,000
1	14	5012	Health Insurance	32,460	30000	44,388
1	14	5013	Workers Compensation	17,992	15500	19,408
1	14	5014	Unemployment	822	800	581
1	14	6110	Contract Services	500	200	500
1	14	6116	Education and Training	6,000	6000	6,000
1	14	6120	Dispatch	6,450	6450	6,450
1	14	6125	Dues and Subscriptions	1,500	1000	1,500
1	14	6145	Fuel	5,000	3000	5,000
1	14	6170	Legal	500	0	500
1	14	6180	Medical Expenses	1,000	100	1,000
1	14	6181	Medical Supplies	3,000	6500	4,500
1	14	6185	Miscellaneous	1,500	500	1,500
1	14	6192	Software Support and Maintenance (Internet)	900	900	900
1	14	6195	Operating Supplies	1,500	2300	1,500
1	14	6220	Rep and Maint - Vehicles	16,000	22000	20,000
1	14	6225	Rep and Maint - Equipment	5,000	4500	5,000
1	14	6250	Small Tools & Equipment (under \$5000)	10,000	7500	10,000
1	14	6265	Telephone	4,000	2500	4,000
1	14	6270	Training Center Assessment	2,700	2692	2,700
Total Fire Department Expenses				378,164		429,259
			Library Expenses			
1	15	5001	Salaries & Wages	63,951	50000	65,000
1	15	5006	Longevity bonus	698	420	708
1	15	5007	Payt in lieu of medical benefits	-	0	6,935
1	15	5010	FICA Match	4,946	3700	5,557
1	15	5011	Retirement	3,476	3476	3,556
1	15	5012	Health Insurance	10,656	10656	492
1	15	5013	Workers Compensation	269	235	262
1	15	5014	Unemployment	288	200	173
1	15	6110	Contract services	1,250	1250	1,250
1	15	6185	Miscellaneous	250	250	250
1	15	6190	Office Supplies	250	0	250
1	15	6195	Operating Supplies	3,000	3000	3,000
1	15	6205	Print and Non-Print Materials	3,890	3890	3,900
1	15	6225	R&M - Equipment	100	0	100
1	15	6250	Small Tools & Equipment (under \$5,000)	1,500	1000	1,500
1	15	6265	Telephone (net of County contribution)	900	900	900
1	15	6266	E-Rate (Internet)	800	800	800
Total Library Expenses				96,224		94,633
			Planning & Zoning Expenses			
1	16	5001	Salaries & Wages	67,032	63000	68,558
1	16	5006	Longevity bonus	338	338	358
1	16	5007	Payt in lieu of medical benefits	6,726	3363	0
1	16	5010	FICA Match	5,668	5200	5,272
1	16	5011	Retirement Match	4,348	4330	4,447
1	16	5012	Health / Life Insurance	0	5400	11,580
1	16	5013	Workers Compensation	613	540	262
1	16	5014	Unemployment Insurance	171	171	103
1	16	6105	Advertising, Printing & Publishing	500	100	300
1	16	6115	Conventions and Seminars	500	0	500
1	16	6116	Training and Education	1,000	0	2,000
1	16	6170	Legal	15,000	13000	18,000
1	16	6175	Map Upgrades / Copies	1,000	0	250
1	16	6185	Miscellaneous	300	0	112
1	16	6192	Software Maintenance & Support	700	0	2,715
1	16	6195	Operating Supplies	300	0	250
1	16	6250	Small Tools & Equipment (under \$5,000)	300	0	250
1	16	6265	Telephone	600	650	650
1	16	6275	Travel	500	0	500
Total Planning & Zoning Expenses				105,596		116,107
			Parks Expenses			
1	17	5001	Salaries & Wages (incl longevity)	6,089	6089	6,701
1	17	5010	FICA Match	466	466	513
1	17	5011	Retirement Match	481	440	531
1	17	5012	Health Insurance	1,716	1500	2,132
1	17	5013	Workers Compensation	368	360	409
1	17	5014	Unemployment Insurance	14	21	8
1	17	6145	Fuel	50	50	1,300
1	17	6185	Misc. Expenses	250	50	283

				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
1	17	6192	Software Service and Support (Internet)	200	150	0
1	17	6195	Operating Supplies	200	350	350
1	17	6170	Legal	500	0	250
1	17	6215	Rep and Maint - Building	100	0	100
1	17	6220	Rep and Maint - Vehicles	2,500	500	1,500
1	17	6225	Rep and Maint - Equipment	0	50	500
1	17	6230	Rep and Maint - Infrastructure (routine)	1,500	1500	2,000
1	17	6230	Rep and Maint - Infrastructure (grass in Upper Park)	0	0	2,000
1	17	6250	Small Tools & Equipment (under \$5,000)	300	150	300
1	17	6280	Uniforms	300	300	300
1	17	6285	Utilities	2,800	2100	2,800
1	17	8040	Lease Payments	260	260	261
Total Parks Expenses				18,094		22,238
			Properties Expenses			
1	18	5001	Salaries & Wages (incl longevity)	37,704	37000	41,497
1	18	5010	FICA Match	2,884	2800	3,175
1	18	5011	Retirement Match	2,976	2700	3,289
1	18	5012	Health / Life Insurance	10,624	8700	13,203
1	18	5013	Workers Compensation	2,278	1850	2,533
1	18	5014	Unemployment Insurance	86	86	50
1	18	6110	Contract Services	8,500	8500	10,500
1	18	6140	Engineering Fees	5,000	0	5,000
1	18	6145	Fuel	100	100	1,300
1	18	6170	Legal Services	500	0	300
1	18	6185	Miscellaneous Expense	1,500	1000	1,200
1	18	6192	Software Service and Support	200	150	0
1	18	6195	Operating Supplies	1,200	500	800
1	18	6215	Rep and Maint - Buildings (routine)	20,000	25000	20,000
1	18	6215	Rep and Maint - Buildings (special)	20,000	included above	15,000
1	18	6220	Rep and Maint - Vehicles	2,500	1000	1,500
1	18	6225	Rep and Maint - Equipment	0	200	250
1	18	6230	Rep and Maint - Infrastructure (routine)	3,000	3000	3,000
1	18	6230	Rep and Maint - Infrastructure (repair to overflow ditch)			10,000
1	18	6230	Rep and Maint - Infrastructure (School Street access - wall and steps repa	39,000	0	50,000
1	18	6250	Small Tools & Equipment (under \$5,000)	250	250	500
1	18	6280	Uniforms	300	300	300
1	18	6285	Utilities	46,000	40000	42,000
1	18	8040	Lease Payments	260	260	261
Total Properties Expenses				204,862		225,658
Total General Fund Expenses				1,945,972		2,245,411
			Water Department Revenue			
2	50	4085	Water Usage Fees	170,000	190000	180,000
2	50	4100	Water Connection Fees	5,000	5000	5,000
			Transfer from PARKING FUND	30,000	30000	40,000
			Use of UTILITY FUND BALANCE	58,000		82,000
2	50	4900	TRANSFER from General Fund	0		0
2	50	4500	Miscellaneous Water Revenue	8,000	500	1,000
Total Water Department Revenue				271,000		308,000
			Water Department Expenses			
2	50	5001	Salaries & Wages (incl longevity)	66,509	65500	73,199
2	50	5010	FICA Match	5,088	5000	5,600
2	50	5011	Retirement Match	5,249	4600	5,801
2	50	5012	Health / Life Insurance	18,741	15500	23,290
2	50	5013	Workers Compensation	4,019	4100	4,469
2	50	5014	Unemployment Insurance	151	200	89
2	50	6110	Contract Services	10,800	10800	10,800
2	50	6116	Training and Education	400	0	500
2	50	6135	Permit Fees	1,800	1800	1,800
2	50	6140	Engineering Fees	1,500	1000	3,000
2	50	6145	Fuel	2,000	1500	2,000
2	50	6155	Property & Liability Insurance	9,000	9000	7,500
2	50	6170	Legal	20,000	1000	1,750
2	50	6185	Miscellaneous Expense	338	100	299
2	50	6192	Software Maintenance & Support	2,800	1390	2,807
2	50	6192	Software Maintenance & Support (one-time)			2,210
2	50	6195	Operating Supplies	3,000	1000	3,000
2	50	6215	Rep and Maint - Building	500	0	500
2	50	6220	Rep and Maint - Vehicles	2,500	1000	2,000
2	50	6225	Rep and Maint - Equipment	2,000	2000	2,500
2	50	6230	Rep and Maint - Infrastructure (routine)	20,000	2500	20,000
2	50	6230	Rep and Maint - Water line replacement First Avenue			13,000
2	50	6230	Rep and Maint - Live taps for Clark St regulator			25,500
2	50	6230	Rep and Maint - Infrastructure (regulators routine)	15,000	5000	5,000
2	50	6230	Rep and Maint - Infrastructure (springs)	20,000	15000	16,500

				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
2	50	6230	Rep and Maint - Water tank inspection and cleaning	0	0	3,500
2	50	6232	Springs Security expenses	0	8000	5,000
2	50	6232	Springs Security - Gating	0	0	10,000
2	50	6240	Service Tests/System Testing	1,000	1000	1,000
2	50	6250	Small Tools & Equipment (under \$5,000)	1,500	1500	1,500
2	50	6271	DWR Fee	900	900	900
2	50	6280	Uniforms	300	300	300
2	50	6285	Utilities	500	500	500
2	50	6290	Administration charge	49,494	49494	51,275
2	50	8041	Vehicle purchase	5,000	1000	0
2	50	8040	Lease Payments	911	911	911
Total Water Department Expenses				271,000		308,000
			<u>Sewer Department Revenue</u>			
2	51	4085	Sewer Usage Fees	180,400	190000	185,000
			Sewer Connection Fees	5,500	5500	5,500
			Transfer from PARKING FUND	30,000	30000	40,000
			Use of UTILITY FUND BALANCE	39,500		49,000
2	51	4900	TRANSFER from General Fund	0		0
2	51	4300	Interest and Investment Earnings	100	55	50
Total Sewer Revenue				255,500		279,550
			<u>Sewer Department Expenses</u>			
2	51	5001	Salaries & Wages (incl longevity)	36,065	36000	39,693
2	51	5010	FICA Match	2,759	2700	3,036
2	51	5011	Retirement Match	2,846	2550	3,146
2	51	5012	Health / Life Insurance	10,162	8500	12,629
2	51	5013	Workers Compensation	2,179	2179	2,423
2	51	5014	Unemployment Insurance	82	100	48
2	51	6110	Contract Services	38,400	38400	38,400
2	51	6135	Permit Fees	1,150	1150	1,150
2	51	6140	Engineering Fees	25,000	25000	25,000
2	51	6145	Fuel	2,200	1500	2,000
2	51	6155	Property & Liability Insurance	9,000	12000	10,000
2	51	6170	Legal	500	300	1,200
2	51	6185	Miscellaneous	352	50	319
2	51	6186	Bank fees - sewer accounts	0	50	0
2	51	6192	Software Maintenance and Support (annual)	2,800	1390	2,807
2	51	6192	Software Maintenance and Support (one-time)			2,213
2	51	6195	Operating Supplies	12,000	5000	10,000
2	51	6215	Rep and Maint - Building	500	100	500
2	51	6220	Rep and Maint - Vehicles	2,000	2000	2,000
2	51	6225	Rep and Maint - Equipment	4,500	1200	4,000
2	51	6230	Rep and Maint - Infrastructure (routine)	15,000	10000	15,000
2	51	6230	Rep and Maint - Infrastructure (sewer line replacement Hull & Jerome)			33,000
2	51	6240	Service Tests/System Testing	12,000	10000	12,000
2	51	6250	Small Tools & Equipment (under \$5,000)	3,000	4000	3,500
2	51	6265	Telephone	500	0	0
2	51	6280	Uniforms	0	300	300
2	51	6285	Utilities	3,000	2800	3,000
2	51	6290	Administration charge	49,494	49494	51,275
2	51	8010	Bond Principal - 92-06	4,100	4091	
2	51	8010	Bond Principal - 92-08	8,200	8181	
2	51	8020	Bond Interest - 92-06	2,250	2040	0
2	51	8020	Bond Interest - 92-08	4,550	4112	0
2	51	8040	Lease Payments	911	911	911
Total Sewer Expenses				255,500		279,550
			<u>Sanitation Department Revenue</u>			
2	52	4085	Sanitation Service Fees	188,000	189000	189,000
			Use of UTILITY FUND BALANCE	16,000		33,000
2	52	4900	TRANSFER from General Fund	-		-
2	52	4500	Miscellaneous Sanitation Revenue	1,000	500	1,000
Total Sanitation Revenue				205,000		223,000
			<u>Sanitation Department Expense</u>			
2	52	5001	Salaries & Wages (incl longevity)	57,376	57000	63,147
2	52	5010	FICA Match	4,389	4300	4,831
2	52	5011	Retirement Match	4,528	4500	5,005
2	52	5012	Health / Life Insurance	16,167	14000	20,092
2	52	5013	Workers Compensation	3,467	5500	3,855
2	52	5014	Unemployment Insurance	130	130	77
2	52	6111	Recycling Contract Services	2,200	2200	2,500
2	52	6116	Training & Education	200	0	800
2	52	6142	Equipment Rental	650	0	1,000
2	52	6145	Fuel	9,000	5000	6,500
2	52	6155	Property & Liability Insurance	12,000	12000	10,000
2	52	6165	Landfill Tipping Fees	24,500	16000	24,500
2	52	6185	Miscellaneous	199	150	348

				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
2	52	6192	Software Maintenance and Support (annual)	1,300	1520	2,807
2	52	6192	Software Maintenance and Support (one time)	0	0	2,213
2	52	6195	Operating Supplies	200	350	500
2	52	6220	Rep and Maint - Vehicles	10,000	4500	7,750
2	52	6225	Rep and Maint - Equipment	900	100	500
2	52	6250	Small Tools & Minor Equipment	3,000	5000	5,000
2	52	6280	Uniforms	300	300	300
2	52	6290	Administration charge	49,494	49494	51,275
			Transfer to Capital Fund	5,000	5000	10,000
Total Sanitation Expenses				205,000		223,000
			<b>HURF Revenue</b>			
			<b>Use of HURF Fund Balance (carryover)</b>	107,000		82,500
3	30	4020	Highway User Revenue	40,324	40000	39,334
3	30	4300	HURF Interest	1,000	550	600
3	30		Transfer from PARKING FUND			40,000
3	30	4900	Transfer from General Fund	0		59,500
Total HURF Revenue				148,324		221,934
			<b>HURF Expenses</b>			
3	30	5001	Salaries & Wages (incl longevity)	44,123	42500	47,504
3	30	5010	FICA Match	3,375	3200	3,634
3	30	5011	Retirement Match	2,403	2200	2,656
3	30	5012	Health/Life Insurance	8,151	7000	10,661
3	30	5013	Workers Compensation	2,250	1850	2,413
3	30	5014	Unemployment Insurance	155	135	92
3	30	6140	Engineering Fees	5,000	3000	5,000
3	30	6142	Equipment Rentals	1,500	0	1,000
3	30	6145	Fuel	100	75	1,300
3	30	6155	Property & Liability Insurance	6,000	6000	5,000
3	30	6160	COVID Expenses - Portajohns	0	22500	15,000
3	30	6185	Miscellaneous Expense	556	100	467
3	30	6192	Software Maintenance & Support (annual)	180	150	370
3	30	6192	Software Maintenance & Support (one-time)	0	0	738
3	30	6195	Operating Supplies	700	600	700
3	30	6210	Public Restroom Supplies	2,200	1200	2,800
3	30	6215	Repair & Maintenance - Building	5,000	0	500
3	30	6220	Repair & Maintenance - Vehicles	2,000	600	1,500
3	30	6225	Repair & Maintenance - Equipment	200	500	500
3	30	6230	Repair & Maintenance - Infrastructure (routine R&M)	10,000	1000	10,000
3	30	6230	Repair & Maintenance - PAVING PARKING LOT ACROSS FROM SPIRI	13,750	13750	15,000
3	30	6230	Repair & Maintenance - Street patching	10,000	0	10,000
3	30	6250	Small Tools & Equipment	500	100	500
3	30	6255	Street Lights	13,000	12000	13,000
3	30	6260	Street Supplies	6,000	3000	5,000
3	30	6260	Street Supplies - speed limit sign			5,000
3	30	6280	Uniforms	300	300	300
3	30	6290	Administration Charge	10,581	10581	11,038
3	30	NEW	Capital outlay - Public restrooms			50,000
3	30	8040	Lease Payments	300	300	261
Total HURF Expenses				148,324		221,934
			<b>PARKING FUND REVENUE</b>			
3	35	4042	Kiosk revenues	120,000	235000	250,000
3	35	4043	Allowance for additional revenues	30,000		-
Total Parking Fund revenues				150,000		250,000
			<b>PARKING FUND EXPENSES</b>			
3	35	5001	Salaries & Wages (incl longevity)	11,600	15500	28,609
3	35	5010	FICA Match	887	1250	2,189
3	35	5013	Workers Compensation	352	525	751
3	35	5014	Unemployment Insurance	86	140	103
3	35	6185	Miscellaneous	775	100	240
3	35	6188	Credit Card processing fees	27,000	30000	32,000
3	35	6192	Software Maintenance and Support (Kiosks)	4,800	4800	5,000
3	35	6192	Software Maintenance and Support (Annual accounting)			370
3	35	6192	Software Maintenance and Support (one-time accounting)			738
3	35	6195	Operating Supplies	4,000	1500	3,000
3	35	6265	Telephone	1,500	1500	2,000
3	35		Capital outlay - Purchase of ATV			15,000
3	35	8041	Allowance for additional capital purchases	19,000	0	10,000
3	35	9500	Allowance for additional transfers to utilities, HURF and/or public safety budgets	20,000	0	-
3	35	9500	Transfer to General Budget (public safety)			30,000
3	35	9500	Transfer to HURF Budget			40,000
3	35	9500	Transfer to Water Budget	30,000	30000	40,000
3	35	9500	Transfer to Sewer Budget	30,000	30000	40,000
Total Parking Fund expenses				150,000		250,000
			<b>Fire Department P&amp;R Revenue</b>			
4	60	4250	Town Contribution	12,000	12000	12,000

				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
4	60	4255	State Pension Contribution	2,500	2128	2,500
4	60	4256	Receipts from Retirement Fund	10,000	10000	10,000
Total Fire P&R Revenue				24,500		24,500
			Fire Department P&R Expenses			
4	60	6110	Contract Services (Admin Fees)	2,000	2000	2,000
4	60	6235	Retirement/Refunds/Distributions	22,500	22962	22,500
Total Fire P&R Expenses				24,500		24,500
			Operating Grants Revenue			
5	40	4067	Police: Bulletproof vest funding	1,400	0	0
5	40	4067	Police: GOHS Grant	4,000	1600	9,000
5	40	4066	Police: RICO Revenue	5,000	15000	4,500
5	40	4067	Police: Safety Equipment grant	10,000	10000	60,000
5	40	4068	Fire: FEMA	100,000		0
5	40	4068	Fire: Firehouse Subs Grant	20,000		16,000
5	40	4068	Fire: 100 Club grant	5,000		5,000
5	40	4068	Fire: State Fire School (training)	1,000		0
5	40	4068	Fire: NEAMS funding	4,500		7,500
5	40	4068	Fire: Title 3 Fuels	0		15,000
5	40	4068	Fire: Rural Fire Assistance	0		5,000
5	40	4104	FMI: Water Planning	50,000		41,000
5	40		PZ: SHPO Grant - Design Guidelines	0		20,000
5	40	4101	USDA SEARCH grant (WWTP engineering)	30,000		30,000
5	40	4185	MISCELLANEOUS grants	100,000		300,000
5	40	4102	Yavapai County Storm Drainage/Flood Control	90,000		120,000
Total Operating Grants Revenues				420,900		633,000
			Operating Grants Expenses			
5	40	6237	Police: Bulletproof vest funding	1,400		0
5	40	6237	Police: GOHS Grant	4,000		9,000
5	40	6236	Police: RICO Revenue	5,000		4,500
5	40	6237	Police: Safety Equipment grant	10,000		60,000
5	40	6238	Fire: FEMA	100,000		0
5	40	6238	Fire: Firehouse Subs Grant	20,000		16,000
5	40	6238	Fire: 100 Club grant	5,000		5,000
5	40	6238	Fire: State Fire School (training)	1,000		0
5	40	6238	Fire: NEAMS funding	4,500		7,500
5	40	6238	Fire: Title 3 Fuels	0		15,000
5	40	6238	Fire: Rural Fire Assistance	0		5,000
5	40	6104	FMI: Water Planning	50,000		41,000
5	40		PZ: SHPO Grant - Design Guidelines	0		20,000
5	40	6101	USDA SEARCH grant (WWTP engineering)	30,000		30,000
5	40	6185	Use of MISCELLANEOUS grants	100,000		300,000
5	40	6102	Yavapai County Storm Drainage/Flood Control	90,000		120,000
Total Operating Grants Expenses				420,900		633,000
			Capital Grants Revenue			
6	70	4105	CDBG Guaranteed DUNDEE Waterline	359,170	50000	309,170
6	70		CDBG Competitive Center Avenue	500,000	0	500,000
6	70	4106	HURF Exchange funding - Drainage Project design	200,000	120000	80,000
6	70	4106	HURF Exchange funding - Drainage Project construction	0		500,000
6	70	4107	Yavapai Apache Nation Gaming Donation - Carryover	36,000		31,000
6	70	4107	Yavapai Apache Nation Gaming Donation 2022			15,000
6	70	4108	Freeport McMoRan - Social Investment 2015 (School Street access)	31,000		31,000
6	70	4108	Freeport-McMoRan - Social Investment 2020 (School Street access)	30,000		30,000
6	70	4109	USDA Rural Development 2018 - Hotel Jerome windows	56,500	56500	0
6	70	4109	Brownfields grant: Lead Paint Abatement (Hotel Jerome)	0		60,000
6	70	4110	Grant for Healthcare Clinic	50,000	0	50,000
6	70	4195	American Rescue Fund/State of AZ funding			1,000,000
6	70	4185	Miscellaneous Capital Grants	250,000		250,000
Total Capital Grants Revenue				1,512,670		2,856,170
			Capital Grants Expenses			
6	70	6105	CDBG Guaranteed DUNDEE Waterline	359,170		309,170
6	70		CDBG Competitive Center Avenue	500,000	0	500,000
6	70	6106	HURF Exchange funding - Drainage Project design	200,000	120000	80,000
6	70		HURF Exchange funding - Drainage Project construction			500,000
6	70	6107	Yavapai Apache Nation Gaming Donation - CARRYOVER	36,000	5000	31,000
6	70	6107	Yavapai Apache Nation Gaming Donation - 2021	0		15,000
6	70	6108	Freeport McMoRan - Social Investment 2015 (School Street access)	31,000		31,000
6	70	6108	Freeport-McMoRan - Social Investment 2020 (School Street access)	30,000		30,000
6	70	6109	USDA Rural Development 2018 - Hotel Jerome windows	56,500	62264	0
6	70	6109	Brownfields grant: Lead Paint Abatement (Hotel Jerome)	0	0	60,000
6	70	6110	Grant for Healthcare Clinic	50,000	0	50,000
6	70	6185	American Rescue Fund/State of AZ funding			1,000,000
6	70	6185	Miscellaneous Capital Grants	250,000	0	250,000
Total Capital Grants Expenses				1,512,670		2,856,170
			Capital Fund Revenues			

				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
9	57	4900	Contribution from Sanitation Account	5,000	5000	10,000
9	57	4520	CARRYOVER Capital Fund	45,000	45000	50,000
Total Capital Fund Revenues				50,000		60,000
			Capital Fund Expenses			
9	57	7025	Downpayment on new garbage truck	50,000	0	60,000
Total Capital Fund Expenses				50,000		60,000
			General Fund Contingencies Revenue			
7	25	4295	Excess City Sales Tax	400,000		250,000
7	25	4295	Sale or Lease of Real Property	1,000,000		1,000,000
7	25	4295	Additional Library Donations	2,500		2,500
7	25	4295	Budgeted fund balance	40,000		360,000
7	25	4090	Excess Wildlands Fire Fees	80,000	120000	100,000
Total General Fund contingency revenues				1,522,500		1,712,500
			General Fund Contingencies Expenses			
7	25	6295	Use of fund balance for additional GRANT MATCH - CDBG Center Avenue	236,000		50,000
7	25	6295	Use of fund balance for utility work on Center Avenue			250,000
7	25	6295	Use of fund balance for design work - Hotel Jerome			20,000
7	25	6295	Use of fund balance for Purchase of water truck			40,000
7	25	6295	Use of proceeds from Sale or Lease of Real Property	1,000,000		1,000,000
7	25	6295	Use of additional library donations	2,500		2,500
7	25	6295	Purchase of golf cart or ATV for administration	3,500		-
7	25	6295	Repairs to steps (Old Town Hall and Parade steps)	25,000	25000	-
7	25	6295	Use of excess sales tax for repair to rock wall below School Street	50,000		75,000
7	25	6295	Use of excess sales tax for Hampshire Avenue sidewalk repairs	40,000		50,000
7	25	6295	Use of excess sales tax for Purchase of flatbed truck	50,000		50,000
7	25	6295	Use of excess city sales tax for other purposes	35,500		75,000
7	25	6276	Use of Excess Wildlands Fire Fees	80,000	110000	100,000
Total General Fund contingency expenses				1,522,500		1,712,500
8	55	4295	Utilities Fund Contingencies Revenue			
			American Rescue Act funds	0	0	54,285
			Water connection fees	10,000		10,000
			Sewer connection fees	11,000		11,000
			Design Bridge Loan (Wastewater Engineering Phase Two, if needed)	100,000		500,000
Total Utilities Fund contingency revenues				121,000		521,000
8	55	6295	Utilities Fund Contingencies Expenses			
			American Rescue Act funds	0	0	54,285
			Wastewater engineering (Phase Two if needed)	100,000		500,000
			Use of proceeds from Water connection fees	10,000		10,000
			Use of proceeds from Sewer connection fees	11,000		11,000
Total Utilities Fund contingency expenses				121,000		521,000
			RECAP:			
			REVENUES:			
			General Government	1,621,950		1,818,668
			Magistrate Court	72,000		83,000
			Police Department	22,000		72,000
			Fire Department	118,000		150,000
			Library	29,615		34,836
			Planning & Zoning	8,000		13,000
			Properties	74,407		73,907
Total General Fund Revenues				1,945,972		2,245,411
			Water Department	271,000		308,000
			Sewer	255,500		279,550
			Sanitation	205,000		223,000
Total Utilities Fund Revenues				731,500		810,550
			HURF			
Total HURF Fund Revenue				148,324		221,934
			Parking	150,000		250,000
Total Parking Fund Revenue				150,000		250,000
			Fire Dep't. P & R Fund			
Total Fire Dept P&R Fund Revenue				24,500		24,500
			Operating Grant Fund			
Total Operating Grant Fund Revenue				420,900		633,000
			Capital Grant Fund			
Total Capital Grant Fund Revenue				1,512,670		2,856,170
			General Fund Contingencies			
Total General Fund Contingencies Revenue				1,522,500		1,712,500

				ADOPTED 2020-21	Estimated thru 6/30/21	PROPOSED 2021-22
			Utilities Fund Contingencies			
			<b>Total Utilities Fund Contingencies Revenue</b>	121,000		521,000
			Capital Fund			
			<b>Total Capital Fund Revenue</b>	50,000		60,000
			<b>Revenue Totals</b>	6,627,366		9,335,065
			<b>EXPENSES:</b>			
			General Government	487,051		591,334
			Magistrate Court	87,432		112,855
			Police Department	568,549		653,327
			Fire Department	378,164		429,259
			Library	96,224		94,633
			Planning & Zoning	105,596		116,107
			Parks	18,094		22,238
			Properties	204,862		225,658
			(Rounding adjustment)			
			<b>Total General Fund Expenses</b>	1,945,972		2,245,411
			Water Department	271,000		308,000
			Sewer	255,500		279,550
			Sanitation	205,000		223,000
			<b>Total Utilities Fund Expenses</b>	731,500		810,550
			HURF	148,324		221,934
			<b>Total HURF Fund Expenses</b>	148,324		221,934
			Parking	150,000		250,000
			<b>Total Parking Fund Expenses</b>	150,000		250,000
			Fire Dep't. P & R Fund	24,500		24,500
			<b>Total Fire Dept P&amp;R Expenses</b>	24,500		24,500
			Operating Grant Fund	420,900		633,000
			<b>Total Operating Grant Fund Expenses</b>	420,900		633,000
			Capital Grant Fund	1,512,670		2,856,170
			<b>Total Capital Grant Fund Expenses</b>	1,512,670		2,856,170
			General Fund Contingencies	1,522,500		1,712,500
			<b>Total General Fund Contingencies Expenses</b>	1,522,500		1,712,500
			Utilities Fund Contingencies	121,000		521,000
			<b>Total Utilities Fund Contingencies Expenses</b>	121,000		521,000
			Capital Fund	50,000		60,000
			<b>Total Capital Fund Expenses</b>	50,000		60,000
			<b>Expense Totals</b>	6,627,366		9,335,065
			<b>Budget (Deficit) excess</b>	-		-
			<b>(Deficit)/excess by fund:</b>			
			General Fund	-		-
			Utilities Fund	-		-
			HURF Special Revenue Fund	-		-
			Parking Special Revenue Fund	-		-
			Fire Dept P&R Fiduciary Fund	-		-
			Operating Grants Fund	-		-
			Capital Grants Fund	-		-
			General Fund Contingencies	-		-
			Utilities Fund Contingencies	-		-
			Capital Fund	-		-
			<b>Total</b>	-		-

ADDENDUM #2 to Council meeting packet: June 8, 2021

- Staff reports: Police Department and Library
- PowerPoint presentation: APS Fire Mitigation

## **Jerome Library Staff Report, May 2021**

The library reopening is going well, and all paid staff have returned to their regular positions, along with longtime volunteer, Richard Spudich.

Michael Gallagher, our intrepid Old Book Room manager, will be returning on June 9.  
The OBR will be open on Wednesdays from 1 pm- 4 pm until further notice.

The Community Art Room is gearing up for several new classes.  
Please visit the Library Shibori Exhibit and check out the fascinating art of Japanese resist dyeing. Signup sheets for classes are in the library for our Art Room reopening.

Library staff have been dealing with minor computer glitches and signin issues due to recent updates from the County Library District. We expect these issues to be resolved soon.

Attended Steering Committee meeting along with regular Library Staff meetings. 😊

Respectfully, Librarian, Kathleen Jarvis





# 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 1, 2021

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for May 2021.

The May "Calls for Service" report contained no significant single incidents to report. However, call volume for May continued to be above average. There were a substantial number of disorderly calls and traffic related calls.

The parking kiosks brought in \$29,887.65 (this does not count people who pay cash at the PD) for the month of May 2021. There were 239 parking citations that were issued for the month of May. Parking kiosk maintenance was normal with a coin box changes and receipt paper replacement. The programming for the new parking rates is in process as well as the new signage. I expect both by last week of June so I can get the kiosks programmed by July 1.

I continue working on a communications problem with our repeater system. We have started the microwave frequency licensing and have ordered the equipment with approximately a eight week completion time frame. Clarkdale approved their portion of the costs. I was just notified that Camp Verde is terminating our dispatch services effective January 1, 2022 due to staffing issues. I am speaking with other agencies concerning dispatching for Jerome.

I continue to spend time on water system security. Our signs arrived and I will be getting with Marty to place the appropriate signage as needed. We expect the project to be completed by the end of June.

Due to a number of complaints on Dundee concerning speeding allegations as well as individuals taking it upon themselves and installing "speed bumps" on city roads, we had a neighborhood meeting on May 26 with 26 people in attendance from North and Dundee. Concerns were voiced, laws were reviewed and some possible solutions surfaced. One of the most concerning problems is our lack of maintenance on that road. I spoke with Marty concerning grading and the possible application of a dust control agent on the road. I am researching some dust control agents and we hope to have some of the solutions instituted in the next month.

We started on the police bathroom remodel in late May, and as of the writing of this report I have completed hanging the drywall. So far, with the exception of the electrical work, all labor has been completed utilizing town employees, mostly my time with some help for Officer Lee and Lt. San Felice. Jay Kinsella has donated time as well and is finishing the drywall for the project.

Respectfully,

Allen L. Muma, Chief of Police



# JEROME POLICE DEPARTMENT

**305 MAIN STREET**

JEROME, AZ 86331

(928) 634-8992

Date : 06/05/2021

Page : 1

Agency : JPD

## Calls For Service Totals By Call Type

05/01/2021 to 05/31/2021

Call Type		Totals
10-34	Motorist Assist	4
205	Trespass	3
415F	Domestic Disturbance	2
459A	Burglar Alarm	1
470	Fraud	1
476	Animal Control Problem	1
487	Theft	2
510	Speeder	1
585	Traffic Hazard	2
647A	Suspicious Person	1
692	DUI	1
903	Follow-Up	8
908F	Found Property	15
908L	Lost or Stolen Property	7
AA	Agency Assist	4
AC	Animal Cruelty	5
ACPD	Assist Clarkdale PD	7
ADPS	Assist DPS	4
AF	Assist Fire Department	3
AYCSO	Assist YCSO	9
CA	Citizen Assist	1
CO	Call Out	1
DIS	Disorderly Conduct	6
DRAL	Dogs Running at Large	1
DRO	Aerial Drone Complaint	1
DSE	Dundee Speed Enforcement	1
FPF	Fingerprinting	1
HSE	Hampshire Speed Enforcement	14
HUC	911 Hang Up Call	1
INFO	Information	5
ME	Medical Emergency	1
NE	Noise Enforcement Activities	4
NOISE	Noise Complaint	1
NR	Narcotics Related Incident	1
NV	Noise Violation / Town Code	1
OA	Officer Assist	2
OT	Oversize Truck	8
PARK	Parking Complaint	2

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CrimeStar® Law Enforcement Records Management System

Licensed to: JEROME POLICE DEPARTMENT

CFS-002



# JEROME POLICE DEPARTMENT

**305 MAIN STREET**

JEROME, AZ 86331

(928) 634-8992

Date : **06/05/2021**

Page : **2**

Agency : **JPD**

## Calls For Service Totals By Call Type

05/01/2021 to 05/31/2021

Call Type		Totals
PARKV	Parking Violation	1
PE	Parking Enforcement	17
PKM	Parking Kiosk Maintenance	3
SC	Security Check	27
SLC	Street Light Check	2
T/S	Traffic Stop	9
TO	Traffic Offense	2
TRN	Training	2
VM	Vehicle Maintenance	2
Grand Total for all calls		198

# **APS Wildfire Preparedness and Response**

April 2021





### The APS Promise

#### Our Purpose

As Arizona stewards, we do what is right for the people and prosperity of our state.

#### Our Vision

Create a sustainable energy future for Arizona.

#### Our Mission

Serve our customers with clean, reliable and affordable energy.

- Provide a **Safe** and **Reliability** product to our customers
  - Consistently **Top QUARTILE** in reliability amongst other US utilities. Last year our customers experienced less than 1 outage a year (SAIFI)
  - Consistently **Top DECILE** in safety performance amongst other US utilities (OSHA)

# Wildfire Season is Unpredictable





## APS has a plan

- APS has robust programs in place in preparation for wildfires, and the **prevention** of overgrowth of fuels, and reduction of possible ignitions
- APS adapts and adjusts our operations to **mitigate** the impact of wildfire in the Wildland Urban Interface (WUI) during Elevated Fire Conditions
- APS is prepared and ready to **respond** to restore power safely during the high fire risk season.

## APS Wildfire Prevention

- **Vegetation Management Program** executed on cycle per industry standards and best practices
- **Detailed Line Inspections** conducted to identify maintenance items needed
- **Annual Elevated Fire Conditions Patrols** on lines in high fire risk areas—over 4400 miles of overhead line
- **Customer Programs** to help support community firewise preparation and remove vegetation around homes
- **Defensible Space Around Poles** (DSAP)



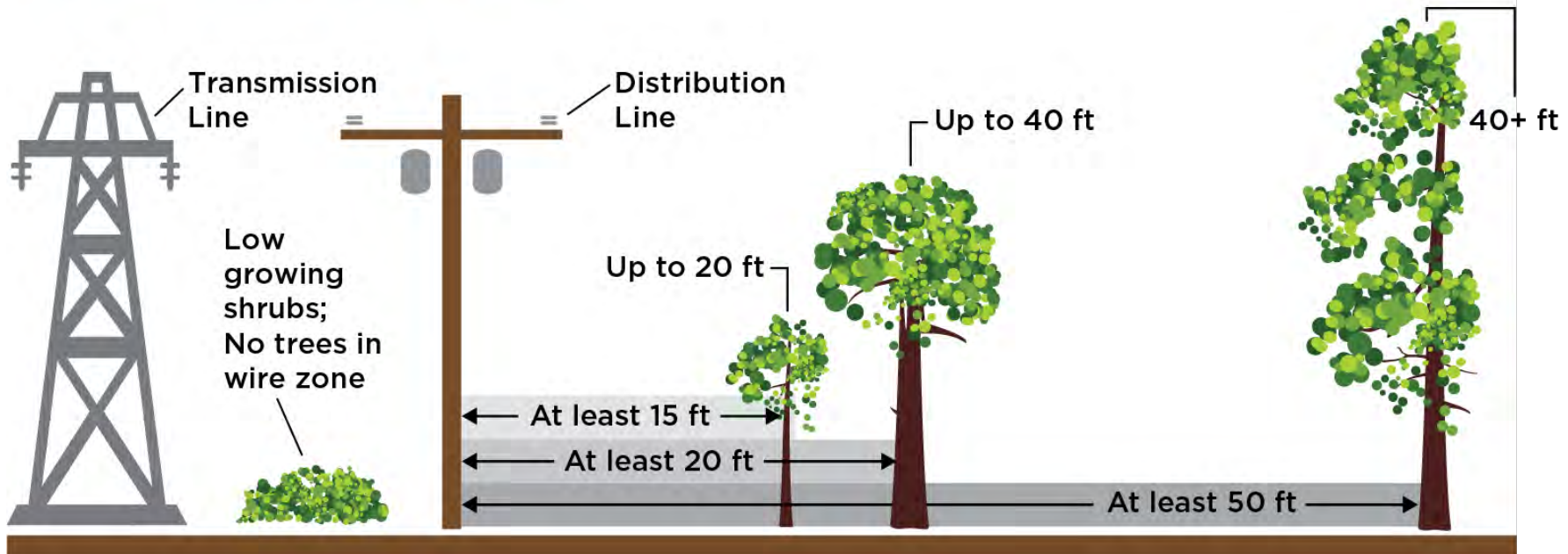
## DSAP

- **Purpose of the program to proactively create defensible space around poles to prevent wildfire ignitions**
  - Based on International Code Council–Wildland Urban Interface Code
- **Intent to clear all vegetation 10' in all directions from equipment poles only**

# Customer Programs

- **Right Tree Right Place Program**
  - Tree recommendations and care instructions for customers landscaping around powerlines
- **Tips on [aps.com/wildfire safety](https://www.aps.com/wildfire-safety)**
- **Please report:**
  - Public Safety Concern: (602) 371-7171 or email [publicsafety@aps.com](mailto:publicsafety@aps.com)

# Right Tree Right Place Program



# [Aps.com/wildfiresafety](https://aps.com/wildfiresafety)

1. Create defensible space around your house – 30'
2. Thin trees within 125' eliminate branches that overhang roof
3. Clean roof and gutters
4. Complete annual maintenance and proper fueling on equipment
5. Remove "ladder fuels" lowest branch should be 6-10' above ground



## APS Mitigation Protocols

- **Increased operations protocols** during outages in high fire risk season:
  - In the event of a power outage, we will not turn the power back on until we can confirm the integrity of the line.
- **Increased use of on-the-line technology** to improve restoration times
- **Notification** sent to **ALL** customers in areas of a higher fire risk that they **could** experience longer than normal outages

# APS Outage Maps/Notifications

1. Sign up for **emergency alerts** through **Nixle**
2. Download the **APS App**, or **aps.com** for easy access to the outage maps, sign up for text alerts specific to your area, and restoration times
3. Report an outage **24/7** at **(855) 688-2437**
4. Please follow **@apsfyi** on Twitter, Facebook and Instagram for additional information regarding widespread outages



# What to do during an outage

- **Avoid downed power lines;**  
Stay **100 feet away**, call **911**  
then call **APS**
- **Use flashlights or candles;**  
keep candles away from curtains  
and never leave them unattended



# What to do during an outage

- **Keep refrigerators and freezers closed**; Food will keep up to 8 hours in a fridge and 24 hours in a freezer if you don't open the door
- **Turn off and unplug** unnecessary electrical equipment to prevent the system from overloading when power returns



## APS Wildfire Response

- A team of **Fire Mitigation Specialists** are on staff and coordinate APS response with local responding agencies
- Prepared local **Troublemakers** are available **24/7** to take the call to assess and determine the best course of action in coordination with first responders
- If you see **smoke** or a **fire**, please **call 911**

# Questions?

Thank you

