



# 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

### CONDUCTED VIA ZOOM

TUESDAY, FEBRUARY 8, 2022, AT 7:00 P.M.

*Due to the length of this meeting, Council may recess and reconvene at the time and date announced.*

#### PUBLIC PARTICIPATION IN THE MEETING

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

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

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

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).

ITEM #1:	<b>CALL TO ORDER/ROLL CALL</b> Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.	
	<b>*MOMENT OF SILENCE* and acknowledgement of the passing of Greg Gardemann</b>	
ITEM #2:	<b>FINANCIAL REPORTS</b> Financial reports for January 2022	Discussion/Possible Action
ITEM #3:	<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, Fire Chief, and Council members.	Discussion/Possible Action
ITEM #4:	<b>PLANNING &amp; ZONING AND DESIGN REVIEW BOARD MINUTES</b> Minutes are provided for the information of Council and do not require action.	Discussion/Possible Direction
ITEM #5:	<b>APPROVAL OF MINUTES</b> December 7, 2021 (closed session); December 14, 2021 (closed session); December 28, 2021 (open session); January 11, 2022 special meeting (open and closed sessions); January 11, 2022 regular meeting (open session)	Discussion/Possible Action
ITEM #6:	<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
ITEM #7:	<b>PRESENTATIONS</b>	
	<b>ITEM #7A: FY 2021 AUDIT</b> Matt Bingham of Colby & Powell will present the firm's audit of Jerome's finances for FY2021. Following the presentation, Council may vote to accept the audit.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<b>ITEM #7B: WASTEWATER TREATMENT PLANT UPGRADE AND FUNDING UPDATE</b> Mike Krebs of PACE Engineering will update Council regarding the progress toward a planned upgrade of the wastewater treatment plant and funding options for same.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Direction
ITEM #8:	<b>ORDINANCES AND RESOLUTIONS</b>	
	<b>ITEM #8A: SECOND READING AND POSSIBLE ADOPTION – ORDINANCE NO. 478, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 509, "SIGNS," OF THE JEROME ZONING ORDINANCE</b> Council may conduct the second reading of, and may adopt, Ordinance No. 478.	Sponsored by Vice Mayor Mandy Worth Discussion/Possible Action

	<b>ITEM #8B: SECOND READING AND POSSIBLE ADOPTION – ORDINANCE NO. 480, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING THE JEROME TOWN CODE BY THE ADDITION OF NEW ARTICLE 8-7, “SHORT-TERM RENTAL REGULATION”</b> Council may conduct the second reading of, and may adopt, Ordinance No. 480.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<b>ITEM #8C: RESOLUTION NO. 634, A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, AMENDING THE ADOPTED FEE SCHEDULE BY THE ADDITION OF A WATER LINE MAINTENANCE CHARGE</b> Council may adopt Resolution No. 634.	Sponsored by Councilmember Jane Moore Discussion/Possible Action
	<b>ITEM #8D: FIRST READING - ORDINANCE NO. 481, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 7-9, “INTERNATIONAL FIRE CODE” OF THE JEROME TOWN CODE TO ADOPT THE INTERNATIONAL FIRE CODE, 2018 EDITION, INCLUDING APPENDIXES B, C, D, E, F AND G, TOGETHER WITH AMENDMENTS THERETO</b> Council may conduct the first reading of Ordinance No. 481.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<b>ITEM #8E: RESOLUTION NO. 635 – A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED “INTERNATIONAL FIRE CODE, 2018 EDITION,” INCLUDING APPENDIXES B, C, D, E, F AND G, TOGETHER WITH AMENDMENTS THERETO</b> Council may adopt Resolution No. 635.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
<b>ITEM #9:</b>	<b>UNFINISHED BUSINESS</b>	
	<b>ITEM #9A: COVID-19</b> Council will discuss COVID protocols in light of the most recent data.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Direction
<b>ITEM #10:</b>	<b>NEW BUSINESS</b>	
	<b>ITEM #10A: INTERGOVERNMENTAL AGREEMENT WITH YAVAPAI COUNTY FOR ELECTION SERVICES</b> Council may approve a renewed IGA with Yavapai County for the provision of election services.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<b>ITEM #10B: SERIES 12 (RESTAURANT) LIQUOR LICENSE – CORNISH PASTY</b> Council will review and may recommend approval, disapproval or take no action regarding an application by Jerome Pasty Co., Inc. for a Series 12 (Restaurant) liquor license for their Cornish Pasty establishment at 403 Clark Street.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<b>ITEM #10C: POSITIONS OF TOWN MANAGER AND TOWN CLERK</b> Council will discuss the process to recruit and hire a Town Manager and Town Clerk to replace Candace Gallagher, who will be retiring as of August 1. A portion of this discussion may take place in executive session, pursuant to A.R.S. § 38-431.03 (A)(1).	Sponsored by Mayor Jack Dillenberg 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.

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

Town of Jerome  
Budget to Actual Summary  
22-Jan

Fund	Department	Current Period			YTD		
		Revenue	Budget	Variance	Revenue	Budget	Variance
	10 GF Revenue	\$ 234,213.14	\$ 139,299.09	\$ 94,914.05	\$ 1,469,699.17	\$ 1,163,145.70	\$ 306,553.47
	Total	\$ 234,213.14	\$ 139,299.09	\$ 94,914.05	\$ 1,469,699.17	\$ 1,163,145.70	\$ 306,553.47
		Expense	Budget	Variance	Expense	Budget	Variance
11	Admin	\$ 33,896.61	\$ 44,778.11	\$ 10,881.50	\$ 294,882.98	\$ 368,950.61	\$ 74,067.63
12	Court	\$ 8,473.08	\$ 11,484.29	\$ 3,011.21	\$ 48,743.37	\$ 66,755.05	\$ 18,011.68
13	Police	\$ 43,299.86	\$ 54,676.06	\$ 11,376.20	\$ 354,730.85	\$ 397,068.70	\$ 42,337.85
14	Fire	\$ 26,475.55	\$ 37,355.28	\$ 10,879.73	\$ 223,077.25	\$ 283,196.90	\$ 60,119.65
15	Library	\$ 8,145.45	\$ 8,870.70	\$ 725.25	\$ 53,563.20	\$ 57,028.00	\$ 3,464.80
16	P&Z	\$ 6,929.22	\$ 11,189.36	\$ 4,260.14	\$ 41,846.79	\$ 69,226.70	\$ 27,379.91
17	Parks	\$ 1,246.52	\$ 1,921.28	\$ 674.76	\$ 8,397.78	\$ 12,938.35	\$ 4,540.57
18	Properties	\$ 9,873.87	\$ 19,535.30	\$ 9,661.43	\$ 75,861.16	\$ 134,881.25	\$ 59,020.09
	Total	\$ 138,340.16	\$ 189,810.38	\$ 51,470.22	\$ 1,101,103.38	\$ 1,390,045.56	\$ 288,942.18
General	Net Income (Loss)	\$ 95,872.98	\$ (50,511.29)	\$ 146,384.27	\$ 368,595.79	\$ (226,899.86)	\$ 595,495.65
		Revenue	Budget	Variance	Revenue	Budget	Variance
50	Water	\$ 18,048.70	\$ 18,833.32	\$ (784.62)	\$ 131,274.15	\$ 131,833.40	\$ (559.25)
51	Sewer	\$ 17,584.20	\$ 19,212.48	\$ (1,628.28)	\$ 128,615.17	\$ 134,487.60	\$ (5,872.43)
52	Trash	\$ 14,797.15	\$ 15,833.33	\$ (1,036.18)	\$ 103,491.26	\$ 110,833.35	\$ (7,342.09)
	Total	\$ 50,430.05	\$ 53,879.13	\$ (3,449.08)	\$ 363,380.58	\$ 377,154.35	\$ (13,773.77)
		Expense	Budget	Variance	Expense	Budget	Variance
50	Water	\$ 17,493.66	\$ 19,360.05	\$ 1,866.39	\$ 122,935.86	\$ 151,968.05	\$ 29,032.19
51	Sewer	\$ 20,605.46	\$ 20,881.27	\$ 275.81	\$ 126,767.24	\$ 183,510.93	\$ 56,743.69
52	Trash	\$ 15,020.98	\$ 16,494.93	\$ 1,473.95	\$ 122,702.41	\$ 138,416.60	\$ 15,714.19
	Total	\$ 53,120.10	\$ 56,736.25	\$ 3,616.15	\$ 372,405.51	\$ 473,895.58	\$ 101,490.07
Utilities	Net Income (Loss)	\$ (2,690.05)	\$ (2,857.12)	\$ 167.07	\$ (9,024.93)	\$ (96,741.23)	\$ 87,716.30
		Revenue	Budget	Variance	Revenue	Budget	Variance
30	HURF	\$ 8,017.42	\$ 8,327.83	\$ (310.41)	\$ 86,606.70	\$ 68,494.85	\$ 18,111.85
		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 8,017.42	\$ 62,322.58	\$ 54,305.16	\$ 86,606.70	\$ 162,555.85	\$ 75,949.15
Road	Net Income (Loss)	\$ -	\$ (53,994.75)	\$ 53,994.75	\$ -	\$ (94,061.00)	\$ 94,061.00
		Revenue	Budget	Variance	Revenue	Budget	Variance
35	Parking	\$ 19,695.35	\$ 20,833.33	\$ (1,137.98)	\$ 181,366.90	\$ 145,833.35	\$ 35,533.55
		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 17,360.05	\$ 18,296.97	\$ 936.92	\$ 169,970.08	\$ 171,978.40	\$ 2,008.32
Parking	Net Income (Loss)	\$ 2,335.30	\$ 2,536.36	\$ (201.06)	\$ 11,396.82	\$ (26,145.05)	\$ 37,541.87
		Current Month			Year To Date		
	Total Revenue	\$ 312,355.96			\$ 2,101,053.35		
	Less Total Expense	\$ 216,837.73			\$ 1,730,085.67		
	Net Income (Loss)	\$ 95,518.23			\$ 370,967.68		

2/1/22  
7:08:22 AM

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 1/1/2022 Through 1/31/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b>Revenues</b>								
Property Taxes	\$2,613.72	\$2,600.00	\$13.72	0.5%	\$30,864.34	\$26,350.00	\$4,514.34	17.1%
City Sales Taxes	164,790.79	69,600.00	95,190.79	136.8	892,134.27	586,500.00	305,634.27	52.1
State Sales Taxes	5,614.23	4,452.00	1,162.23	26.1	37,245.01	31,164.00	6,081.01	19.5
Urban Revenue Share	16,485.43	16,309.50	175.93	1.1	115,046.15	114,166.50	879.65	0.8
Yavapai County for Library	0.00	0.00	0.00	0.0	12,353.19	12,360.50	(7.31)	(0.1)
Vehicle License Tax	2,786.01	2,901.33	(115.32)	(4.0)	21,661.36	20,309.35	1,352.01	6.7
Fines and Forfeitures	4,511.98	6,083.33	(1,571.35)	(25.8)	39,793.47	42,583.35	(2,789.88)	(6.6)
Court Security Fund Revenue	680.00	833.33	(153.33)	(18.4)	6,541.01	5,833.35	707.66	12.1
Building Permits	3,834.16	666.66	3,167.50	475.1	7,120.37	4,666.70	2,453.67	52.6
Planning & Zoning Fees	1,450.00	416.66	1,033.34	248.0	3,500.00	2,916.70	583.30	20.0
Business Licenses	790.00	416.66	373.34	89.6	2,744.75	2,916.70	(171.95)	(5.9)
Commercial Filming Fees	0.00	29.16	(29.16)	(100.0)	0.00	204.20	(204.20)	(100.0)
Fire Dept Services Rev	144.00	833.33	(689.33)	(82.7)	928.00	5,833.35	(4,905.35)	(84.1)
Franchise Fees	3,638.97	3,750.00	(111.03)	(3.0)	11,498.69	11,250.00	248.69	2.2
PD Parking Citation Revenue	2,194.50	1,666.66	527.84	31.7	19,996.75	11,666.70	8,330.05	71.4
PD Revenue From Parking Fund	2,500.00	2,500.00	0.00	0.0	17,500.00	17,500.00	0.00	0.0
Police Officer Safety Equip Rev	119.26	166.66	(47.40)	(28.4)	1,414.73	1,166.70	248.03	21.3
Police Services	1,135.00	1,666.66	(531.66)	(31.9)	9,772.34	11,666.70	(1,894.36)	(16.2)
Rents	6,543.51	6,543.50	0.01	0.0	46,124.57	45,804.50	320.07	0.7
Utility Reimbursements	407.16	375.00	32.16	8.6	2,055.89	2,625.00	(569.11)	(21.7)
Wildland Fire Fees	0.00	0.00	0.00	0.0	51,450.00	51,450.00	0.00	0.0
Wildlands Wage Reimbursement	0.00	0.00	0.00	0.0	31,790.65	31,790.65	0.00	0.0
Firewise Wage Reimbursement	0.00	2,500.00	(2,500.00)	(100.0)	6,210.00	17,500.00	(11,290.00)	(64.5)
Contributions	0.00	125.00	(125.00)	(100.0)	2,713.00	875.00	1,838.00	210.1
Library Contributions	0.00	83.33	(83.33)	(100.0)	829.00	583.35	245.65	42.1
Interest	160.76	125.00	35.76	28.6	1,023.40	875.00	148.40	17.0
Sale of Assets	0.00	625.00	(625.00)	(100.0)	0.00	4,375.00	(4,375.00)	(100.0)
Miscellaneous Revenues	75.00	291.66	(216.66)	(74.3)	1,217.40	2,041.70	(824.30)	(40.4)
Administrative Charges	13,738.66	13,738.66	0.00	0.0	96,170.83	96,170.70	0.13	0.0
<b>Net Revenues</b>	<b>\$234,213.14</b>	<b>\$139,299.09</b>	<b>\$94,914.05</b>	<b>68.1 %</b>	<b>\$1,469,699.17</b>	<b>\$1,163,145.70</b>	<b>\$306,553.47</b>	<b>26.4 %</b>
<b>Net Income (Loss)</b>	<b>\$234,213.14</b>	<b>\$139,299.09</b>	<b>\$94,914.05</b>	<b>68.1%</b>	<b>\$1,469,699.17</b>	<b>\$1,163,145.70</b>	<b>\$306,553.47</b>	<b>26.4%</b>



2/1/22

7:17:12 AM

**Town of Jerome**  
**Income Statement**  
 (Original Budget to Actual Comparison)  
 For the period of 1/1/2022 Through 1/31/2022

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%	\$5,000.00	\$5,000.00	\$0.00	0.0%
Advertising, Printing, & Publishing	1,631.79	0.00	(1,631.79)	0.0	7,630.70	4,500.00	(3,130.70)	(69.6)
Contract Services	0.00	409.09	409.09	100.0	5,094.00	7,354.55	2,260.55	30.7
Conventions and Seminars	0.00	0.00	0.00	0.0	3,344.30	3,718.19	373.89	10.1
Training & Education	0.00	229.16	229.16	100.0	549.00	1,604.20	1,055.20	65.8
Dues, Subs & Memberships	0.00	0.00	0.00	0.0	6,434.08	5,850.00	(584.08)	(10.0)
TPT Collection Fee Exp	0.00	0.00	0.00	0.0	0.00	1,200.00	1,200.00	100.0
Insurance	0.00	0.00	0.00	0.0	9,502.03	9,680.00	177.97	1.8
Insurance Deductible Exp	0.00	83.33	83.33	100.0	200.00	583.35	383.35	65.7
COVID Expenses	0.00	75.00	75.00	100.0	0.00	525.00	525.00	100.0
Legal Exp - Gen Gov	2,008.50	1,166.66	(841.84)	(72.2)	5,734.50	8,166.70	2,432.20	29.8
Miscellaneous	112.25	472.16	359.91	76.2	614.20	3,305.20	2,691.00	81.4
Bank Fees - Gen Admin	108.47	150.00	41.53	27.7	978.14	1,050.00	71.86	6.8
Bank Fees / Merch Svcs	646.14	833.33	187.19	22.5	5,104.54	5,833.35	728.81	12.5
Office Supplies	536.45	500.00	(36.45)	(7.3)	4,759.39	4,300.00	(459.39)	(10.7)
Copier & Equip Lease Expense	336.18	625.00	288.82	46.2	3,802.91	4,375.00	572.09	13.1
Software Support Exp - GG	822.24	400.00	(422.24)	(105.6)	13,085.54	13,550.04	464.50	3.4
Computer Hardware & Service	460.00	833.33	373.33	44.8	4,499.84	5,833.35	1,333.51	22.9
Operating Supplies - Gen Gov	0.00	0.00	0.00	0.0	818.89	666.68	(152.21)	(22.8)
Postage	306.59	416.66	110.07	26.4	1,574.92	2,916.70	1,341.78	46.0
Rep and Maint - Vehicles	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Shuttle Expenses	294.97	125.00	(169.97)	(136.0)	3,104.25	875.00	(2,229.25)	(254.8)
Small Tools and Equipment	0.00	583.33	583.33	100.0	0.00	4,083.35	4,083.35	100.0
Telephone	217.69	250.00	32.31	12.9	1,474.35	1,750.00	275.65	15.8
Travel	134.55	0.00	(134.55)	0.0	896.67	500.00	(396.67)	(79.3)
Tourism 1% Bed Tax	0.00	0.00	0.00	0.0	10,126.33	10,000.00	(126.33)	(1.3)
Community Health	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Preservation of Historic Buildings	0.00	4,166.66	4,166.66	100.0	0.00	29,166.70	29,166.70	100.0
Vehicles, Cap Outlay, Gen Gov	0.00	0.00	0.00	0.0	0.00	10,000.00	10,000.00	100.0
Transfers Out	1,802.11	5,784.76	3,982.65	68.8	19,339.72	30,576.45	11,236.73	36.7
<b>Total Program Expenses</b>	<b>\$9,417.93</b>	<b>\$17,186.79</b>	<b>\$7,768.86</b>	<b>45.2 %</b>	<b>\$113,668.30</b>	<b>\$177,547.21</b>	<b>\$63,878.91</b>	<b>36.0 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$17,633.97	\$19,828.83	\$2,194.86	11.1%	\$131,411.96	\$138,801.85	\$7,389.89	5.3%
Longevity Bonus	0.00	170.00	170.00	100.0	829.00	1,024.00	195.00	19.0
Payment in Lieu of Medical Benefits	533.46	577.91	44.45	7.7	4,000.95	4,045.45	44.50	1.1

2/1/22  
7:17:12 AM

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 1/1/2022 Through 1/31/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
FICA Match	1,355.10	1,570.08	214.98	13.7	10,158.23	10,990.60	832.37	7.6
Retirement Match	1,309.33	1,456.50	147.17	10.1	9,793.73	10,195.50	401.77	3.9
Health/Life Insurance	3,230.34	3,646.00	415.66	11.4	24,227.55	25,522.00	1,294.45	5.1
Workers Compensation	296.00	314.00	18.00	5.7	583.00	628.00	45.00	7.2
Unemployment Insurance	120.48	28.00	(92.48)	(330.3)	210.26	196.00	(14.26)	(7.3)
<b>Total General &amp; Administrative Expenses</b>	<b>\$24,478.68</b>	<b>\$27,591.32</b>	<b>\$3,112.64</b>	<b>11.3 %</b>	<b>\$181,214.68</b>	<b>\$191,403.40</b>	<b>\$10,188.72</b>	<b>5.3 %</b>
<b>Total Expenses</b>	<b>\$33,896.61</b>	<b>\$44,778.11</b>	<b>\$10,881.50</b>	<b>24.3%</b>	<b>\$294,882.98</b>	<b>\$368,950.61</b>	<b>\$74,067.63</b>	<b>20.1%</b>
<b>Net Income (Loss)</b>	<b>\$(33,896.61)</b>	<b>\$(44,778.11)</b>	<b>\$10,881.50</b>	<b>24.3%</b>	<b>(\$294,882.98)</b>	<b>\$(368,950.61)</b>	<b>\$74,067.63</b>	<b>20.1%</b>

2/1/22  
7:20:03 AM

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 1/1/2022 Through 1/31/2022

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	\$833.33	\$833.33	100.0%	\$0.00	\$5,833.35	\$5,833.35	100.0%
Accounting and Auditing	2,500.00	2,200.00	(300.00)	(13.6)	2,500.00	2,200.00	(300.00)	(13.6)
Contract Services	76.46	583.33	506.87	86.9	1,795.47	4,083.35	2,287.88	56.0
Training & Education	0.00	43.75	43.75	100.0	0.00	306.25	306.25	100.0
Dues and Subscriptions	198.83	26.66	(172.17)	(645.8)	333.64	186.70	(146.94)	(78.7)
Miscellaneous	18.99	25.00	6.01	24.0	18.99	175.00	156.01	89.1
Office Supplies	0.00	16.66	16.66	100.0	0.00	116.70	116.70	100.0
Copier & Equip Lease Exp	0.00	0.00	0.00	0.0	1,181.97	1,155.00	(26.97)	(2.3)
Telephone	70.68	75.00	4.32	5.8	433.04	525.00	91.96	17.5
Travel	0.00	75.00	75.00	100.0	203.72	525.00	321.28	61.2
<b>Total Program Expenses</b>	<b>\$2,864.96</b>	<b>\$3,878.73</b>	<b>\$1,013.77</b>	<b>26.1 %</b>	<b>\$6,466.83</b>	<b>\$15,106.35</b>	<b>\$8,639.52</b>	<b>57.2 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$5,049.50	\$6,569.66	\$1,520.16	23.1%	\$37,705.05	\$45,987.70	\$8,282.65	18.0%
Longevity Bonus	0.00	256.00	256.00	100.0	273.00	529.00	256.00	48.4
FICA and Medicare	386.28	505.91	119.63	23.6	2,904.50	3,541.45	636.95	18.0
Retirement	88.00	192.33	104.33	54.2	1,251.84	1,346.35	94.51	7.0
Worker's Compensation	50.00	65.50	15.50	23.7	100.00	131.00	31.00	23.7
Unemployment	34.34	16.16	(18.18)	(112.5)	42.15	113.20	71.05	62.8
<b>Total General &amp; Administrative Expenses</b>	<b>\$5,608.12</b>	<b>\$7,605.56</b>	<b>\$1,997.44</b>	<b>26.3 %</b>	<b>\$42,276.54</b>	<b>\$51,648.70</b>	<b>\$9,372.16</b>	<b>18.1 %</b>
<b>Total Expenses</b>	<b>\$8,473.08</b>	<b>\$11,484.29</b>	<b>\$3,011.21</b>	<b>26.2%</b>	<b>\$48,743.37</b>	<b>\$66,755.05</b>	<b>\$18,011.68</b>	<b>27.0%</b>
<b>Net Income (Loss)</b>	<b>\$(8,473.08)</b>	<b>\$(11,484.29)</b>	<b>\$3,011.21</b>	<b>26.2%</b>	<b>\$(48,743.37)</b>	<b>\$(66,755.05)</b>	<b>\$18,011.68</b>	<b>27.0%</b>

2/1/22  
7:25:08 AM

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 1/1/2022 Through 1/31/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0%	\$99.00	\$0.00	\$(99.00)	0.0%
Contract Services	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Training & Education	149.00	83.33	(65.67)	(78.8)	149.00	583.35	434.35	74.5
Dispatch Fees	3,478.75	3,106.87	(371.88)	(12.0)	22,102.93	21,320.65	(782.28)	(3.7)
Dues and Subscriptions	76.89	0.00	(76.89)	0.0	743.25	1,200.00	456.75	38.1
Fuel	923.44	750.00	(173.44)	(23.1)	5,788.70	5,250.00	(538.70)	(10.3)
Prosecutor Exp	1,320.00	2,000.00	680.00	34.0	7,546.00	14,000.00	6,454.00	46.1
Miscellaneous	0.00	0.00	0.00	0.0	427.43	400.00	(27.43)	(6.9)
Software Service & Support	0.00	558.33	558.33	100.0	2,523.20	3,908.35	1,385.15	35.4
Computer Hardware & Service	0.00	291.66	291.66	100.0	1,213.71	2,041.70	827.99	40.6
Operating Supplies - Police	0.00	208.33	208.33	100.0	586.09	1,458.35	872.26	59.8
Postage	0.00	16.66	16.66	100.0	152.04	116.70	(35.34)	(30.3)
Rep and Maint - Vehicles	50.07	300.00	249.93	83.3	4,516.03	4,375.00	(141.03)	(3.2)
Rep and Maint - Equipment	320.17	350.00	29.83	8.5	6,934.20	6,250.00	(684.20)	(10.9)
Police Officer Safety Equip Exp	0.00	166.66	166.66	100.0	362.98	1,166.70	803.72	68.9
Small Tools and Equipment	0.00	583.33	583.33	100.0	2,676.30	4,083.35	1,407.05	34.5
Telephone	683.61	433.33	(250.28)	(57.8)	3,805.56	3,033.35	(772.21)	(25.5)
Uniforms	0.00	125.00	125.00	100.0	0.00	875.00	875.00	100.0
Vehicles, Cap Outlay, Police	0.00	0.00	0.00	0.0	32,808.72	37,300.00	4,491.28	12.0
<b>Total Program Expenses</b>	<b>\$7,001.93</b>	<b>\$9,015.16</b>	<b>\$2,013.23</b>	<b>22.3 %</b>	<b>\$92,435.14</b>	<b>\$107,654.20</b>	<b>\$15,219.06</b>	<b>14.1 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$22,979.76	\$28,606.00	\$5,626.24	19.7%	\$184,002.94	\$200,242.00	\$16,239.06	8.1%
Longevity Bonus	288.00	288.00	0.00	0.0	1,159.00	1,209.00	50.00	4.1
FICA and Medicare	1,697.05	2,200.08	503.03	22.9	13,483.00	15,400.60	1,917.60	12.5
Retirement	1,839.54	2,635.16	795.62	30.2	16,270.04	18,446.20	2,176.16	11.8
Health Insurance	4,281.72	6,012.50	1,730.78	28.8	37,245.69	42,087.50	4,841.81	11.5
Worker's Compensation	5,061.00	5,881.00	820.00	13.9	10,173.00	11,762.00	1,589.00	13.5
Unemployment	150.86	38.16	(112.70)	(295.3)	187.95	267.20	79.25	29.7
Payroll Adjustment-Police	0.00	0.00	0.00	0.0	(225.91)	0.00	225.91	0.0
<b>Total General &amp; Administrative Expenses</b>	<b>\$36,297.93</b>	<b>\$45,660.90</b>	<b>\$9,362.97</b>	<b>20.5 %</b>	<b>\$262,295.71</b>	<b>\$289,414.50</b>	<b>\$27,118.79</b>	<b>9.4 %</b>
<b>Total Expenses</b>	<b>\$43,299.86</b>	<b>\$54,676.06</b>	<b>\$11,376.20</b>	<b>20.8%</b>	<b>\$354,730.85</b>	<b>\$397,068.70</b>	<b>\$42,337.85</b>	<b>10.7%</b>
<b>Net Income (Loss)</b>	<b>\$(43,299.86)</b>	<b>\$(54,676.06)</b>	<b>\$11,376.20</b>	<b>20.8%</b>	<b>(\$354,730.85)</b>	<b>\$(397,068.70)</b>	<b>\$42,337.85</b>	<b>10.7%</b>

2/1/22

10:58:46 AM

**Town of Jerome**  
**Income Statement**  
 (Original Budget to Actual Comparison)  
 For the period of 1/1/2022 Through 1/31/2022

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%	\$0.00	\$291.70	\$291.70	100.0%
Training & Education	0.00	400.00	400.00	100.0	1,601.51	3,700.00	2,098.49	56.7
Dispatch Fees	560.33	537.50	(22.83)	(4.2)	3,922.31	3,762.50	(159.81)	(4.2)
Dues and Subscriptions	70.97	125.00	54.03	43.2	333.22	875.00	541.78	61.9
Fuel	743.70	416.66	(327.04)	(78.5)	3,302.02	2,916.70	(385.32)	(13.2)
Legal Exp - Fire	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Medical Expenses	0.00	83.33	83.33	100.0	162.58	583.35	420.77	72.1
Medical Supplies Exp	119.04	284.09	165.05	58.1	2,416.44	3,079.55	663.11	21.5
Miscellaneous	0.00	125.00	125.00	100.0	73.36	875.00	801.64	91.6
Software Service & Support	0.00	75.00	75.00	100.0	450.00	525.00	75.00	14.3
Operating Supplies - Fire Dept	0.00	125.00	125.00	100.0	306.66	875.00	568.34	65.0
Rep and Maint - Vehicles	0.00	1,666.66	1,666.66	100.0	6,026.37	11,666.70	5,640.33	48.3
Rep and Maint - Equipment	0.00	416.66	416.66	100.0	322.20	2,916.70	2,594.50	89.0
Small Tools and Equipment	712.64	720.00	7.36	1.0	8,263.63	8,153.36	(110.27)	(1.4)
Telephone	228.23	333.33	105.10	31.5	1,501.11	2,333.35	832.24	35.7
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>\$2,434.91</b>	<b>\$5,391.55</b>	<b>\$2,956.64</b>	<b>54.8 %</b>	<b>\$31,373.41</b>	<b>\$45,545.61</b>	<b>\$14,172.20</b>	<b>31.1 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$11,207.48	\$14,338.91	\$3,131.43	21.8%	\$80,538.96	\$100,372.45	\$19,833.49	19.8%
Wildland Personnel	0.00	0.00	0.00	0.0	27,625.59	28,318.19	692.60	2.4
Volunteer-Employee Per Call Personnel	918.00	2,583.33	1,665.33	64.5	8,195.00	18,083.35	9,888.35	54.7
Firewise Personnel	2,248.00	3,333.33	1,085.33	32.6	12,407.50	23,333.35	10,925.85	46.8
Longevity Bonus	0.00	0.00	0.00	0.0	218.00	218.00	0.00	0.0
FICA and Medicare	980.01	1,682.58	702.57	41.8	9,456.85	11,778.10	2,321.25	19.7
Retirement	896.60	947.58	50.98	5.4	18,426.30	18,633.10	206.80	1.1
Health Insurance	3,389.44	3,699.00	309.56	8.4	25,420.80	25,893.00	472.20	1.8
Worker's Compensation	4,314.00	5,326.25	1,012.25	19.0	9,270.00	10,652.50	1,382.50	13.0
Unemployment	87.11	52.75	(34.36)	(65.1)	144.84	369.25	224.41	60.8
<b>Total General &amp; Administrative Expenses</b>	<b>\$24,040.64</b>	<b>\$31,963.73</b>	<b>\$7,923.09</b>	<b>24.8 %</b>	<b>\$191,703.84</b>	<b>\$237,651.29</b>	<b>\$45,947.45</b>	<b>19.3 %</b>
<b>Total Expenses</b>	<b>\$26,475.55</b>	<b>\$37,355.28</b>	<b>\$10,879.73</b>	<b>29.1%</b>	<b>\$223,077.25</b>	<b>\$283,196.90</b>	<b>\$60,119.65</b>	<b>21.2%</b>
<b>Net Income (Loss)</b>	<b>\$(26,475.55)</b>	<b>\$(37,355.28)</b>	<b>\$10,879.73</b>	<b>29.1%</b>	<b>\$(223,077.25)</b>	<b>\$(283,196.90)</b>	<b>\$60,119.65</b>	<b>21.2%</b>

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7:54:39 AM

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 1/1/2022 Through 1/31/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Advertising, Printing, & Publishing	\$0.00	\$25.00	\$25.00	100.0%	\$0.00	\$175.00	\$175.00	100.0%
Contract Services	0.00	104.16	104.16	100.0	0.00	729.20	729.20	100.0
Miscellaneous	0.00	20.83	20.83	100.0	0.00	145.85	145.85	100.0
Office Supplies	0.00	20.83	20.83	100.0	0.00	145.85	145.85	100.0
Operating Supplies - Library	543.73	600.00	56.27	9.4	2,994.21	3,000.00	5.79	0.2
Print and Non-Print Materials	94.44	325.00	230.56	70.9	1,011.05	2,275.00	1,263.95	55.6
Rep and Maint - Equipment	0.00	8.33	8.33	100.0	0.00	58.35	58.35	100.0
Small Tools and Equipment	1,154.63	750.00	(404.63)	(54.0)	1,154.63	1,500.00	345.37	23.0
Telephone	77.70	75.00	(2.70)	(3.6)	650.48	525.00	(125.48)	(23.9)
E-Rate Exp	0.00	66.66	66.66	100.0	457.70	466.70	9.00	1.9
<b>Total Program Expenses</b>	<b>\$1,870.50</b>	<b>\$1,995.81</b>	<b>\$125.31</b>	<b>6.3 %</b>	<b>\$6,268.07</b>	<b>\$9,020.95</b>	<b>\$2,752.88</b>	<b>30.5 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$4,913.55	\$5,416.66	\$503.11	9.3%	\$37,289.35	\$37,916.70	\$627.35	1.7%
Longevity Bonus	0.00	0.00	0.00	0.0	210.00	210.00	0.00	0.0
Library Benefit Stipend	533.46	577.91	44.45	7.7	4,000.95	4,045.45	44.50	1.1
FICA and Medicare	416.17	463.08	46.91	10.1	3,171.14	3,241.60	70.46	2.2
Retirement	273.54	296.33	22.79	7.7	2,051.55	2,074.35	22.80	1.1
Health Insurance	41.22	41.00	(0.22)	(0.5)	309.15	287.00	(22.15)	(7.7)
Worker's Compensation	60.00	65.50	5.50	8.4	119.00	131.00	12.00	9.2
Unemployment	37.01	14.41	(22.60)	(156.8)	143.99	100.95	(43.04)	(42.6)
<b>Total General &amp; Administrative Expenses</b>	<b>\$6,274.95</b>	<b>\$6,874.89</b>	<b>\$599.94</b>	<b>8.7 %</b>	<b>\$47,295.13</b>	<b>\$48,007.05</b>	<b>\$711.92</b>	<b>1.5 %</b>
<b>Total Expenses</b>	<b>\$8,145.45</b>	<b>\$8,870.70</b>	<b>\$725.25</b>	<b>8.2%</b>	<b>\$53,563.20</b>	<b>\$57,028.00</b>	<b>\$3,464.80</b>	<b>6.1%</b>
<b>Net Income (Loss)</b>	<b>\$(8,145.45)</b>	<b>\$(8,870.70)</b>	<b>\$725.25</b>	<b>8.2%</b>	<b>\$(53,563.20)</b>	<b>\$(57,028.00)</b>	<b>\$3,464.80</b>	<b>6.1%</b>

2/1/22  
7:58:44 AM

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 1/1/2022 Through 1/31/2022

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	\$0.00	\$25.00	\$25.00	100.0%	\$54.03	\$175.00	\$120.97	69.1%
Contract Services	0.00	0.00	0.00	0.0	400.00	0.00	(400.00)	0.0
Conventions and Seminars	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Training & Education	0.00	166.66	166.66	100.0	0.00	1,166.70	1,166.70	100.0
Legal Exp - P&Z	4,758.00	3,000.00	(1,758.00)	(58.6)	12,188.50	12,000.00	(188.50)	(1.6)
Map Upgrades and Materials	0.00	20.83	20.83	100.0	0.00	145.85	145.85	100.0
Miscellaneous	0.00	9.33	9.33	100.0	0.00	65.35	65.35	100.0
Software Maintenance & Support	0.00	226.25	226.25	100.0	450.00	1,583.75	1,133.75	71.6
Operating Supplies - P&Z	0.00	20.83	20.83	100.0	0.00	145.85	145.85	100.0
Small Tools and Equipment	0.00	20.83	20.83	100.0	0.00	145.85	145.85	100.0
Telephone	53.61	54.16	0.55	1.0	359.41	379.20	19.79	5.2
Travel	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
<b>Total Program Expenses</b>	<b>\$4,811.61</b>	<b>\$3,627.21</b>	<b>\$(1,184.40)</b>	<b>(32.7)%</b>	<b>\$13,451.94</b>	<b>\$16,390.95</b>	<b>\$2,939.01</b>	<b>17.9 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$1,904.93	\$5,713.16	\$3,808.23	66.7%	\$21,868.81	\$39,992.20	\$18,123.39	45.3%
Longevity Bonus	0.00	0.00	0.00	0.0	228.00	228.00	0.00	0.0
FICA and Medicare	145.73	439.33	293.60	66.8	1,688.13	3,075.35	1,387.22	45.1
Retirement	0.00	370.58	370.58	100.0	1,262.71	2,594.10	1,331.39	51.3
Health Insurance	0.00	965.00	965.00	100.0	3,135.86	6,755.00	3,619.14	53.6
Worker's Compensation	54.00	65.50	11.50	17.6	152.00	131.00	(21.00)	(16.0)
Unemployment	12.95	8.58	(4.37)	(50.9)	59.34	60.10	0.76	1.3
<b>Total General &amp; Administrative Expenses</b>	<b>\$2,117.61</b>	<b>\$7,562.15</b>	<b>\$5,444.54</b>	<b>72.0 %</b>	<b>\$28,394.85</b>	<b>\$52,835.75</b>	<b>\$24,440.90</b>	<b>46.3 %</b>
<b>Total Expenses</b>	<b>\$6,929.22</b>	<b>\$11,189.36</b>	<b>\$4,260.14</b>	<b>38.1%</b>	<b>\$41,846.79</b>	<b>\$69,226.70</b>	<b>\$27,379.91</b>	<b>39.6%</b>
<b>Net Income (Loss)</b>	<b>\$(6,929.22)</b>	<b>\$(11,189.36)</b>	<b>\$4,260.14</b>	<b>38.1%</b>	<b>\$(41,846.79)</b>	<b>\$(69,226.70)</b>	<b>\$27,379.91</b>	<b>39.6%</b>

2/1/22  
7:59:44 AM

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 1/1/2022 Through 1/31/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Program Expenses</u></b>								
Fuel	\$76.83	\$108.33	\$31.50	29.1%	\$461.27	\$758.35	\$297.08	39.2%
Legal Exp - Parks	0.00	20.83	20.83	100.0	0.00	145.85	145.85	100.0
Miscellaneous	0.00	23.58	23.58	100.0	91.68	165.10	73.42	44.5
Software Service & Support	0.00	0.00	0.00	0.0	79.81	0.00	(79.81)	0.0
Operating Supplies - Parks	0.00	29.16	29.16	100.0	84.93	204.20	119.27	58.4
R&M Building - Parks	0.00	8.33	8.33	100.0	0.00	58.35	58.35	100.0
Rep and Maint - Vehicles	312.89	125.00	(187.89)	(150.3)	918.92	875.00	(43.92)	(5.0)
Rep and Maint - Equipment	0.00	41.66	41.66	100.0	45.90	291.70	245.80	84.3
Rep and Maint - Infrastructure	0.00	333.33	333.33	100.0	0.00	2,333.35	2,333.35	100.0
Small Tools and Equipment	0.00	25.00	25.00	100.0	68.43	175.00	106.57	60.9
Uniform Exp Parks	103.70	25.00	(78.70)	(314.8)	202.91	175.00	(27.91)	(15.9)
Utilities	0.00	233.33	233.33	100.0	1,074.25	1,633.35	559.10	34.2
Lease Payments	21.68	21.75	0.07	0.3	130.08	152.25	22.17	14.6
<b>Total Program Expenses</b>	<b>\$515.10</b>	<b>\$995.30</b>	<b>\$480.20</b>	<b>48.2 %</b>	<b>\$3,158.18</b>	<b>\$6,967.50</b>	<b>\$3,809.32</b>	<b>54.7 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$451.53	\$558.41	\$106.88	19.1%	\$3,546.44	\$3,908.95	\$362.51	9.3%
FICA and Medicare	32.38	42.75	10.37	24.3	249.78	299.25	49.47	16.5
Retirement	36.12	44.25	8.13	18.4	271.73	309.75	38.02	12.3
Health Insurance	142.52	177.66	35.14	19.8	1,039.60	1,243.70	204.10	16.4
Worker's Compensation	66.00	102.25	36.25	35.5	129.00	204.50	75.50	36.9
Unemployment	2.87	0.66	(2.21)	(334.8)	3.05	4.70	1.65	35.1
<b>Total General &amp; Administrative Expenses</b>	<b>\$731.42</b>	<b>\$925.98</b>	<b>\$194.56</b>	<b>21.0 %</b>	<b>\$5,239.60</b>	<b>\$5,970.85</b>	<b>\$731.25</b>	<b>12.2 %</b>
<b>Total Expenses</b>	<b>\$1,246.52</b>	<b>\$1,921.28</b>	<b>\$674.76</b>	<b>35.1%</b>	<b>\$8,397.78</b>	<b>\$12,938.35</b>	<b>\$4,540.57</b>	<b>35.1%</b>
<b>Net Income (Loss)</b>	<b>\$(1,246.52)</b>	<b>\$(1,921.28)</b>	<b>\$674.76</b>	<b>35.1%</b>	<b>\$(8,397.78)</b>	<b>\$(12,938.35)</b>	<b>\$4,540.57</b>	<b>35.1%</b>



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10:59:52 AM

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 1/1/2022 Through 1/31/2022

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	\$1,128.29	\$875.00	\$(253.29)	(28.9)%	\$3,813.21	\$6,125.00	\$2,311.79	37.7%
Engineering Fees	0.00	416.66	416.66	100.0	0.00	2,916.70	2,916.70	100.0
Fuel	76.83	108.33	31.50	29.1	304.33	758.35	454.02	59.9
Legal Exp - Properties	0.00	25.00	25.00	100.0	0.00	175.00	175.00	100.0
Miscellaneous	44.48	100.00	55.52	55.5	308.42	700.00	391.58	55.9
Software Service & Support	0.00	0.00	0.00	0.0	79.81	0.00	(79.81)	0.0
Operating Supplies - Properties	524.34	0.00	(524.34)	0.0	1,439.93	800.00	(639.93)	(80.0)
R&M Building - Properties	0.00	3,333.33	3,333.33	100.0	14,940.23	23,333.35	8,393.12	36.0
Rep and Maint - Vehicles	312.89	125.00	(187.89)	(150.3)	918.92	875.00	(43.92)	(5.0)
Rep and Maint - Equipment	0.00	20.83	20.83	100.0	186.61	145.85	(40.76)	(27.9)
Rep and Maint - Infrastructure	0.00	5,250.00	5,250.00	100.0	321.26	36,750.00	36,428.74	99.1
Small Tools and Equipment	174.35	0.00	(174.35)	0.0	980.02	500.00	(480.02)	(96.0)
Uniform Exp Properties	103.70	25.00	(78.70)	(314.8)	202.91	175.00	(27.91)	(15.9)
Utilities	2,995.63	3,500.00	504.37	14.4	20,316.96	24,500.00	4,183.04	17.1
Lease Payments	21.68	21.75	0.07	0.3	130.08	152.25	22.17	14.6
<b>Total Program Expenses</b>	<b>\$5,382.19</b>	<b>\$13,800.90</b>	<b>\$8,418.71</b>	<b>61.0 %</b>	<b>\$43,942.69</b>	<b>\$97,906.50</b>	<b>\$53,963.81</b>	<b>55.1 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$2,796.06	\$3,458.08	\$662.02	19.1%	\$21,502.24	\$24,206.60	\$2,704.36	11.2%
FICA and Medicare	200.52	264.58	64.06	24.2	1,546.74	1,852.10	305.36	16.5
Retirement	223.69	274.08	50.39	18.4	1,682.65	1,918.60	235.95	12.3
Health Insurance	882.58	1,100.25	217.67	19.8	6,437.87	7,701.75	1,263.88	16.4
Worker's Compensation	371.00	633.25	262.25	41.4	730.00	1,266.50	536.50	42.4
Unemployment	17.83	4.16	(13.67)	(328.6)	18.97	29.20	10.23	35.0
<b>Total General &amp; Administrative Expenses</b>	<b>\$4,491.68</b>	<b>\$5,734.40</b>	<b>\$1,242.72</b>	<b>21.7 %</b>	<b>\$31,918.47</b>	<b>\$36,974.75</b>	<b>\$5,056.28</b>	<b>13.7 %</b>
<b>Total Expenses</b>	<b>\$9,873.87</b>	<b>\$19,535.30</b>	<b>\$9,661.43</b>	<b>49.5%</b>	<b>\$75,861.16</b>	<b>\$134,881.25</b>	<b>\$59,020.09</b>	<b>43.8%</b>
<b>Net Income (Loss)</b>	<b>\$(9,873.87)</b>	<b>\$(19,535.30)</b>	<b>\$9,661.43</b>	<b>49.5%</b>	<b>\$(75,861.16)</b>	<b>\$(134,881.25)</b>	<b>\$59,020.09</b>	<b>43.8%</b>

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8:06:14 AM

**Town of Jerome**  
**Income Statement**  
 (Original Budget to Actual Comparison)  
 For the period of 1/1/2022 Through 1/31/2022

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	\$416.66	\$(416.66)	(100.0)%	\$5,800.00	\$2,916.70	\$2,883.30	98.9%
Water Usage Fees	14,380.37	15,000.00	(619.63)	(4.1)	101,070.76	105,000.00	(3,929.24)	(3.7)
Miscellaneous	335.00	83.33	251.67	302.0	1,070.00	583.35	486.65	83.4
Transfers In	3,333.33	3,333.33	0.00	0.0	23,333.39	23,333.35	0.04	0.0
<b>Net Revenues</b>	<b>\$18,048.70</b>	<b>\$18,833.32</b>	<b>\$(784.62)</b>	<b>(4.2)%</b>	<b>\$131,274.15</b>	<b>\$131,833.40</b>	<b>\$(559.25)</b>	<b>(0.4)%</b>
<b><u>Program Expenses</u></b>								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0%	\$36.02	\$0.00	\$(36.02)	0.0%
Contract Services	900.00	900.00	0.00	0.0	5,400.00	6,300.00	900.00	14.3
Training & Education	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Permit Fee Exp - Water	0.00	150.00	150.00	100.0	500.00	1,050.00	550.00	52.4
Engineering Fees	0.00	250.00	250.00	100.0	0.00	1,750.00	1,750.00	100.0
Fuel	135.58	166.66	31.08	18.6	800.11	1,166.70	366.59	31.4
Insurance	0.00	0.00	0.00	0.0	2,810.40	3,750.00	939.60	25.1
Legal Exp - Water	0.00	145.83	145.83	100.0	992.00	1,020.85	28.85	2.8
Miscellaneous	0.00	0.00	0.00	0.0	445.71	299.00	(146.71)	(49.1)
Software Support Exp - Water	0.00	0.00	0.00	0.0	4,890.65	5,017.00	126.35	2.5
Operating Supplies - Water	0.00	250.00	250.00	100.0	1,306.83	1,750.00	443.17	25.3
R&M Building - Water	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Rep and Maint - Vehicles	312.89	166.66	(146.23)	(87.7)	918.92	1,166.70	247.78	21.2
Rep and Maint - Equipment	3,198.00	1,249.98	(1,948.02)	(155.8)	3,339.20	2,500.00	(839.20)	(33.6)
Rep and Maint - Infrastructure	265.00	766.66	501.66	65.4	12,746.67	14,583.35	1,836.68	12.6
Springs Security Exp	54.93	416.66	361.73	86.8	671.66	12,916.70	12,245.04	94.8
Service Tests/System Testing	30.00	83.33	53.33	64.0	408.00	583.35	175.35	30.1
Small Tools and Equipment	0.00	125.00	125.00	100.0	203.65	875.00	671.35	76.7
DWR Fee Exp	0.00	75.00	75.00	100.0	0.00	525.00	525.00	100.0
Uniform Exp Water	103.70	25.00	(78.70)	(314.8)	202.91	175.00	(27.91)	(15.9)
Utilities Exp - Water	0.00	41.66	41.66	100.0	225.03	291.70	66.67	22.9
Administrative Charge	4,272.93	4,272.91	(0.02)	0.0	29,910.55	29,910.45	(0.10)	0.0
Lease Payments	75.88	75.91	0.03	0.0	455.28	531.45	76.17	14.3
<b>Total Program Expenses</b>	<b>\$9,348.91</b>	<b>\$9,244.58</b>	<b>\$(104.33)</b>	<b>(1.1)%</b>	<b>\$66,263.59</b>	<b>\$86,745.65</b>	<b>\$20,482.06</b>	<b>23.6 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$4,932.17	\$6,099.91	\$1,167.74	19.1%	\$37,861.95	\$42,699.45	\$4,837.50	11.3%
FICA and Medicare	353.70	466.66	112.96	24.2	2,728.36	3,266.70	538.34	16.5
Retirement	394.57	483.41	88.84	18.4	2,968.17	3,383.95	415.78	12.3

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**Town of Jerome**  
**Income Statement**  
 (Original Budget to Actual Comparison)  
 For the period of 1/1/2022 Through 1/31/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Health Insurance	1,556.86	1,940.83	383.97	19.8	11,356.33	13,585.85	2,229.52	16.4
Worker's Compensation	876.00	1,117.25	241.25	21.6	1,724.00	2,234.50	510.50	22.8
Unemployment	31.45	7.41	(24.04)	(324.4)	33.46	51.95	18.49	35.6
<b>Total General &amp; Administrative Expenses</b>	<b>\$8,144.75</b>	<b>\$10,115.47</b>	<b>\$1,970.72</b>	<b>19.5 %</b>	<b>\$56,672.27</b>	<b>\$65,222.40</b>	<b>\$8,550.13</b>	<b>13.1 %</b>
<b>Total Expenses</b>	<b>\$17,493.66</b>	<b>\$19,360.05</b>	<b>\$1,866.39</b>	<b>9.6%</b>	<b>\$122,935.86</b>	<b>\$151,968.05</b>	<b>\$29,032.19</b>	<b>19.1%</b>
<b>Net Income (Loss)</b>	<b>\$555.04</b>	<b>\$(526.73)</b>	<b>\$1,081.77</b>	<b>205.4%</b>	<b>\$8,338.29</b>	<b>\$(20,134.65)</b>	<b>\$28,472.94</b>	<b>141.4%</b>

2/1/22  
8:10:31 AM

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 1/1/2022 Through 1/31/2022

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	\$458.33	\$(458.33)	(100.0)%	\$5,500.00	\$3,208.35	\$2,291.65	71.4%
Sewer Usage Fees	14,250.87	15,416.66	(1,165.79)	(7.6)	99,781.78	107,916.70	(8,134.92)	(7.5)
Interest and Investment Earnings	0.00	4.16	(4.16)	(100.0)	0.00	29.20	(29.20)	(100.0)
Transfers In	3,333.33	3,333.33	0.00	0.0	23,333.39	23,333.35	0.04	0.0
<b>Net Revenues</b>	<b>\$17,584.20</b>	<b>\$19,212.48</b>	<b>\$(1,628.28)</b>	<b>(8.5)%</b>	<b>\$128,615.17</b>	<b>\$134,487.60</b>	<b>\$(5,872.43)</b>	<b>(4.4)%</b>
<b><u>Program Expenses</u></b>								
Contract Services	\$3,200.00	\$3,200.00	\$0.00	0.0%	\$19,200.00	\$22,400.00	\$3,200.00	14.3%
Permit Fee Exp - Sewer	3,050.00	0.00	(3,050.00)	0.0	6,660.00	1,150.00	(5,510.00)	(479.1)
Engineering Fees	3,532.26	3,550.00	17.74	0.5	16,762.27	18,800.03	2,037.76	10.8
Fuel	172.15	166.66	(5.49)	(3.3)	893.11	1,166.70	273.59	23.4
Insurance	0.00	0.00	0.00	0.0	3,185.12	5,000.00	1,814.88	36.3
Legal Exp - Sewer	0.00	100.00	100.00	100.0	0.00	700.00	700.00	100.0
Miscellaneous	0.00	26.58	26.58	100.0	134.51	186.10	51.59	27.7
Software Support Exp - Sewer	0.00	0.00	0.00	0.0	4,890.65	5,020.00	129.35	2.6
Operating Supplies - Sewer	308.50	833.33	524.83	63.0	2,458.60	5,833.35	3,374.75	57.9
R&M Building - Sewer	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Rep and Maint - Vehicles	312.89	166.66	(146.23)	(87.7)	918.92	1,166.70	247.78	21.2
Rep and Maint - Equipment	0.00	333.33	333.33	100.0	0.00	2,333.35	2,333.35	100.0
Rep and Maint - Infrastructure	68.65	1,250.00	1,181.35	94.5	96.96	41,750.00	41,653.04	99.8
Service Tests/System Testing	1,123.00	812.50	(310.50)	(38.2)	8,141.00	7,937.50	(203.50)	(2.6)
Small Tools & Equipment (under \$5,000)	0.00	291.66	291.66	100.0	1,201.08	2,041.70	840.62	41.2
Uniform Exp Sewer	103.70	25.00	(78.70)	(314.8)	202.91	175.00	(27.91)	(15.9)
Utilities	0.00	250.00	250.00	100.0	946.05	1,750.00	803.95	45.9
Administrative Charge	4,272.93	4,272.91	(0.02)	0.0	29,910.55	29,910.45	(0.10)	0.0
Lease Payments	75.88	75.91	0.03	0.0	455.28	531.45	76.17	14.3
<b>Total Program Expenses</b>	<b>\$16,219.96</b>	<b>\$15,396.20</b>	<b>\$(823.76)</b>	<b>(5.4)%</b>	<b>\$96,057.01</b>	<b>\$148,144.03</b>	<b>\$52,087.02</b>	<b>35.2 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$2,674.49	\$3,307.75	\$633.26	19.1%	\$20,571.20	\$23,154.25	\$2,583.05	11.2%
FICA and Medicare	191.80	253.00	61.20	24.2	1,479.47	1,771.00	291.53	16.5
Retirement	213.96	262.16	48.20	18.4	1,609.49	1,835.20	225.71	12.3
Health Insurance	844.20	1,052.41	208.21	19.8	6,157.92	7,366.95	1,209.03	16.4
Worker's Compensation	444.00	605.75	161.75	26.7	874.00	1,211.50	337.50	27.9
Unemployment	17.05	4.00	(13.05)	(326.3)	18.15	28.00	9.85	35.2
<b>Total General &amp; Administrative Expenses</b>	<b>\$4,385.50</b>	<b>\$5,485.07</b>	<b>\$1,099.57</b>	<b>20.0 %</b>	<b>\$30,710.23</b>	<b>\$35,366.90</b>	<b>\$4,656.67</b>	<b>13.2 %</b>

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**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 1/1/2022 Through 1/31/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total Expenses	\$20,605.46	\$20,881.27	\$275.81	1.3%	\$126,767.24	\$183,510.93	\$56,743.69	30.9%
Net Income (Loss)	\$(3,021.26)	\$(1,668.79)	\$(1,352.47)	(81.0)%	\$1,847.93	\$(49,023.33)	\$50,871.26	103.8%

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**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 1/1/2022 Through 1/31/2022

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	\$14,797.15	\$15,750.00	\$(952.85)	(6.0)%	\$103,491.26	\$110,250.00	\$(6,758.74)	(6.1)%
Miscellaneous	0.00	83.33	(83.33)	(100.0)	0.00	583.35	(583.35)	(100.0)
<b>Net Revenues</b>	<b>\$14,797.15</b>	<b>\$15,833.33</b>	<b>\$(1,036.18)</b>	<b>(6.5)%</b>	<b>\$103,491.26</b>	<b>\$110,833.35</b>	<b>\$(7,342.09)</b>	<b>(6.6)%</b>
<b><u>Program Expenses</u></b>								
Recycling Contract Exp	\$0.00	\$208.33	\$208.33	100.0%	\$360.00	\$1,458.35	\$1,098.35	75.3%
Training & Education	0.00	66.66	66.66	100.0	0.00	466.70	466.70	100.0
Equipment Rentals	0.00	83.33	83.33	100.0	0.00	583.35	583.35	100.0
Fuel	662.14	541.66	(120.48)	(22.2)	3,662.54	3,791.70	129.16	3.4
Insurance	0.00	0.00	0.00	0.0	3,747.20	5,000.00	1,252.80	25.1
Landfill Tipping Fees	1,458.80	2,041.66	582.86	28.5	10,697.80	14,291.70	3,593.90	25.1
Miscellaneous	0.00	29.00	29.00	100.0	103.58	203.00	99.42	49.0
Software Support Exp - Trash	0.00	0.00	0.00	0.0	3,712.56	5,020.00	1,307.44	26.0
Operating Supplies - Trash	0.00	41.66	41.66	100.0	390.06	291.70	(98.36)	(33.7)
Rep and Maint - Vehicles	873.83	0.00	(873.83)	0.0	9,680.55	7,750.00	(1,930.55)	(24.9)
Rep and Maint - Equipment	133.96	41.66	(92.30)	(221.6)	301.51	291.70	(9.81)	(3.4)
Small Tools and Equipment	0.00	416.66	416.66	100.0	68.50	2,916.70	2,848.20	97.7
Uniform Exp Trash	103.77	25.00	(78.77)	(315.1)	203.00	175.00	(28.00)	(16.0)
Administrative Charge	4,272.93	4,272.91	(0.02)	0.0	29,910.55	29,910.45	(0.10)	0.0
Transfers Out	0.00	0.00	0.00	0.0	10,000.00	10,000.00	0.00	0.0
<b>Total Program Expenses</b>	<b>\$7,505.43</b>	<b>\$7,768.53</b>	<b>\$263.10</b>	<b>3.4 %</b>	<b>\$72,837.85</b>	<b>\$82,150.35</b>	<b>\$9,312.50</b>	<b>11.3 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$4,254.86	\$5,262.25	\$1,007.39	19.1%	\$32,674.71	\$36,835.75	\$4,161.04	11.3%
FICA and Medicare	305.13	402.58	97.45	24.2	2,353.71	2,818.10	464.39	16.5
Retirement	340.39	417.08	76.69	18.4	2,560.54	2,919.60	359.06	12.3
Health Insurance	1,343.05	1,674.33	331.28	19.8	9,796.75	11,720.35	1,923.60	16.4
Worker's Compensation	1,245.00	963.75	(281.25)	(29.2)	2,450.00	1,927.50	(522.50)	(27.1)
Unemployment	27.12	6.41	(20.71)	(323.1)	28.85	44.95	16.10	35.8
<b>Total General &amp; Administrative Expenses</b>	<b>\$7,515.55</b>	<b>\$8,726.40</b>	<b>\$1,210.85</b>	<b>13.9 %</b>	<b>\$49,864.56</b>	<b>\$56,266.25</b>	<b>\$6,401.69</b>	<b>11.4 %</b>
<b>Total Expenses</b>	<b>\$15,020.98</b>	<b>\$16,494.93</b>	<b>\$1,473.95</b>	<b>8.9%</b>	<b>\$122,702.41</b>	<b>\$138,416.60</b>	<b>\$15,714.19</b>	<b>11.4%</b>
<b>Net Income (Loss)</b>	<b>\$(223.83)</b>	<b>\$(661.60)</b>	<b>\$437.77</b>	<b>66.2%</b>	<b>\$(19,211.15)</b>	<b>\$(27,583.25)</b>	<b>\$8,372.10</b>	<b>30.4%</b>

2/1/22

8:13:04 AM

**Town of Jerome**  
**Income Statement**  
 (Original Budget to Actual Comparison)  
 For the period of 1/1/2022 Through 1/31/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b><u>Revenues</u></b>								
HURF Revenue	\$4,208.85	\$3,277.83	\$931.02	28.4%	\$27,010.71	\$22,944.85	\$4,065.86	17.7%
Interest and Investment Earnings	38.00	50.00	(12.00)	(24.0)	256.27	350.00	(93.73)	(26.8)
Transfers In	3,770.57	5,000.00	(1,229.43)	(24.6)	59,339.72	45,200.00	14,139.72	31.3
<b>Net Revenues</b>	<b>\$8,017.42</b>	<b>\$8,327.83</b>	<b>\$(310.41)</b>	<b>(3.7)%</b>	<b>\$86,606.70</b>	<b>\$68,494.85</b>	<b>\$18,111.85</b>	<b>26.4 %</b>
<b><u>Program Expenses</u></b>								
Engineering Fees	\$0.00	\$416.66	\$416.66	100.0%	\$0.00	\$2,916.70	\$2,916.70	100.0%
Equipment Rentals - HURF	0.00	83.33	83.33	100.0	0.00	583.35	583.35	100.0
Fuel	76.82	108.33	31.51	29.1	294.21	758.35	464.14	61.2
Insurance	0.00	0.00	0.00	0.0	1,873.60	2,500.00	626.40	25.1
COVID Expenses - Portajohns	0.00	1,250.00	1,250.00	100.0	9,928.00	10,750.00	822.00	7.6
Miscellaneous	44.57	38.91	(5.66)	(14.5)	114.29	272.45	158.16	58.1
Software Service & Support	0.00	185.00	185.00	100.0	757.56	1,108.00	350.44	31.6
Operating Supplies - HURF	0.00	58.33	58.33	100.0	110.24	408.35	298.11	73.0
Public Restroom Supplies	603.42	233.33	(370.09)	(158.6)	603.42	1,633.35	1,029.93	63.1
R&M Building - HURF	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Rep and Maint - Vehicles	312.89	125.00	(187.89)	(150.3)	918.92	875.00	(43.92)	(5.0)
Rep and Maint - Equipment	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Rep and Maint - Infrastructure	0.00	1,666.66	1,666.66	100.0	13,260.00	26,666.70	13,406.70	50.3
Small Tools and Equipment	0.00	41.66	41.66	100.0	106.67	291.70	185.03	63.4
Street Lights	1,012.39	1,083.33	70.94	6.5	7,020.48	7,583.35	562.87	7.4
Street Supplies	186.64	0.00	(186.64)	0.0	10,818.27	10,000.00	(818.27)	(8.2)
Uniform Exp - HURF	103.70	25.00	(78.70)	(314.8)	202.91	175.00	(27.91)	(15.9)
Administrative Charge	919.87	919.83	(0.04)	0.0	6,439.18	6,438.85	(0.33)	0.0
Capital Outlay	0.00	50,000.00	50,000.00	100.0	0.00	50,000.00	50,000.00	100.0
Lease Payments	21.69	21.75	0.06	0.3	130.14	152.25	22.11	14.5
<b>Total Program Expenses</b>	<b>\$3,281.99</b>	<b>\$56,340.44</b>	<b>\$53,058.45</b>	<b>94.2 %</b>	<b>\$52,577.89</b>	<b>\$123,696.80</b>	<b>\$71,118.91</b>	<b>57.5 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$3,215.88	\$3,958.66	\$742.78	18.8%	\$24,882.82	\$27,710.70	\$2,827.88	10.2%
FICA and Medicare	239.03	302.83	63.80	21.1	1,826.73	2,119.85	293.12	13.8
Retirement	180.62	221.33	40.71	18.4	1,358.68	1,549.35	190.67	12.3
Health Insurance	712.65	888.41	175.76	19.8	5,198.28	6,218.95	1,020.67	16.4
Worker's Compensation	366.00	603.25	237.25	39.3	726.00	1,206.50	480.50	39.8
Unemployment	21.25	7.66	(13.59)	(177.4)	36.30	53.70	17.40	32.4
<b>Total General &amp; Administrative Expenses</b>	<b>\$4,735.43</b>	<b>\$5,982.14</b>	<b>\$1,246.71</b>	<b>20.8 %</b>	<b>\$34,028.81</b>	<b>\$38,859.05</b>	<b>\$4,830.24</b>	<b>12.4 %</b>

2/1/22  
8:13:04 AM

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 1/1/2022 Through 1/31/2022

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total Expenses	\$8,017.42	\$62,322.58	\$54,305.16	87.1%	\$86,606.70	\$162,555.85	\$75,949.15	46.7%
Net Income (Loss)	\$0.00	\$(53,994.75)	\$53,994.75	100.0%	\$0.00	\$(94,061.00)	\$94,061.00	100.0%



2/1/22  
8:17:56 AM

**Town of Jerome**  
**Income Statement**  
(Original Budget to Actual Comparison)  
For the period of 1/1/2022 Through 1/31/2022

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	\$19,695.35	\$20,833.33	\$(1,137.98)	(5.5)%	\$181,366.90	\$145,833.35	\$35,533.55	24.4%
<b>Net Revenues</b>	<b>\$19,695.35</b>	<b>\$20,833.33</b>	<b>\$(1,137.98)</b>	<b>(5.5)%</b>	<b>\$181,366.90</b>	<b>\$145,833.35</b>	<b>\$35,533.55</b>	<b>24.4 %</b>
<b><u>Program Expenses</u></b>								
Miscellaneous	\$0.00	\$20.00	\$20.00	100.0%	\$0.00	\$140.00	\$140.00	100.0%
Credit Card Processing Fees	2,989.93	3,333.33	343.40	10.3	25,226.40	23,333.35	(1,893.05)	(8.1)
Software Service and Support	413.86	447.50	33.64	7.5	2,724.54	3,870.50	1,145.96	29.6
Operating Supplies	0.00	250.00	250.00	100.0	626.46	1,750.00	1,123.54	64.2
Telephone	321.52	166.66	(154.86)	(92.9)	1,669.38	1,166.70	(502.68)	(43.1)
Capital Outlay	0.00	0.00	0.00	0.0	20,441.70	15,000.00	(5,441.70)	(36.3)
Allow for Additional Capital Purchases	0.00	166.66	166.66	100.0	0.00	1,166.70	1,166.70	100.0
Transfers Out	11,135.12	11,150.00	14.88	0.1	103,489.03	107,150.00	3,660.97	3.4
<b>Total Program Expenses</b>	<b>\$14,860.43</b>	<b>\$15,534.15</b>	<b>\$673.72</b>	<b>4.3 %</b>	<b>\$154,177.51</b>	<b>\$153,577.25</b>	<b>\$(600.26)</b>	<b>(0.4)%</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$2,141.25	\$2,384.08	\$242.83	10.2%	\$14,329.00	\$16,688.60	\$2,359.60	14.1%
FICA Match	172.18	182.41	10.23	5.6	1,103.76	1,276.95	173.19	13.6
Worker's Compensation	180.00	187.75	7.75	4.1	302.00	375.50	73.50	19.6
Unemployment	6.19	8.58	2.39	27.9	57.81	60.10	2.29	3.8
<b>Total General &amp; Administrative Expenses</b>	<b>\$2,499.62</b>	<b>\$2,762.82</b>	<b>\$263.20</b>	<b>9.5 %</b>	<b>\$15,792.57</b>	<b>\$18,401.15</b>	<b>\$2,608.58</b>	<b>14.2 %</b>
<b>Total Expenses</b>	<b>\$17,360.05</b>	<b>\$18,296.97</b>	<b>\$936.92</b>	<b>5.1%</b>	<b>\$169,970.08</b>	<b>\$171,978.40</b>	<b>\$2,008.32</b>	<b>1.2%</b>
<b>Net Income (Loss)</b>	<b>\$2,335.30</b>	<b>\$2,536.36</b>	<b>\$(201.06)</b>	<b>(7.9)%</b>	<b>\$11,396.82</b>	<b>\$(26,145.05)</b>	<b>\$37,541.87</b>	<b>143.6%</b>

2/1/22  
11:07:11 AM

**Town of Jerome**  
**Balance Sheet**  
**As of 1/31/2022**  
**Fund: (1) General**

**Assets**

**Current Assets**

LGIP	\$1,705.08	
Petty Cash - General Gov	275.00	
Auto Lieu Taxes	1,703.09	
City Sales Taxes	159,335.89	
Franchise Fees	3,806.58	
GF Accounts Receivable	(2,964.73)	
Property Taxes	2,314.93	
State Sales Taxes	2,658.34	
Court - Checking & Bond Acct	99,163.31	
Court - JCEF Acct	13,793.90	
Court - FTG Acct	8,060.05	
Petty Cash - Fire Dept	150.00	
Petty Cash - Library	150.00	
General Fund PrePaid Exp	(5,456.85)	
NBA Checking	107,428.03	
OAZ Checking	374,263.23	
OAZ General Savings	796,889.28	
OAZ CTL Business Savings	5.00	
Total Current Assets		\$1,563,280.13

**Other Assets**

Due From Other Funds	\$1,092,250.46	
Total Other Assets		1,092,250.46

**Total Assets**

**\$2,655,530.59**

**Liabilities and Net Assets**

**Current Liabilities**

Accounts Payable	\$2,930.99	
AFLAC	103.20	
Health Insurance	(855.58)	
457G Retirement	(0.01)	
PSPRS	(0.03)	
Customer Deposits	6,760.72	
FD Per Call Payable	2,281.50	
Ganishments Payable	1,735.51	
Wages Payable	30,589.12	
Due To Other Funds	1,287,175.92	
Court Liabilities	10,404.08	
Total Current Liabilities		\$1,341,125.42
Total Liabilities		\$1,341,125.42

**Net Assets**

Unrestricted Funds	638,873.64	
Current Year Net Assets	675,531.53	
Total Net Assets		1,314,405.17
Total Liabilities and Net Assets		\$2,655,530.59

2/1/22  
11:08:31 AM

**Town of Jerome**  
Balance Sheet  
As of 1/31/2022  
  
Fund: (2) Utilities

**Assets**

**Current Assets**

Allowance for Doubtful Accts	\$(15,000.00)	
Utilities A/R	62,786.09	
Miscellaneous	27.21	
Construction WIP	72,959.00	
Total Current Assets		\$120,772.30

**Property, Plant & Equipment**

Buildings-Prop, Plant, Equip	\$2,166,541.66	
Operating Equipment-Prop, Plant, Equip	205,764.78	
Buildings-Acc Depreciation	(1,615,986.98)	
Operating Equipment-Acc Depreciation	(162,494.20)	
Infrastructure	1,399,746.06	
Total Property, Plant & Equipment		1,993,571.32

**Other Assets**

Due From Other Funds	\$514,600.50	
Total Other Assets		514,600.50

**Total Assets**

**\$2,628,944.12**

**Liabilities and Net Assets**

**Current Liabilities**

Sales Tax Payable	\$628.35	
Customer Deposits	26,343.42	
Compensated Absences	5,461.24	
Other Liabilities	4,040.76	
Due To Other Funds	419,369.01	
Accrued Payroll	4,996.84	
Total Current Liabilities		\$460,839.62

**Total Liabilities**

**\$460,839.62**

**Net Assets**

Unrestricted Fund Balance	768,669.00	
Unrestricted Fund Balance	(142,984.00)	
Unrestricted Fund Balance	1,556,567.24	
Current Year Net Assets	(14,147.74)	
Total Net Assets		2,168,104.50
Total Liabilities and Net Assets		<b>\$2,628,944.12</b>

2/1/22  
11:09:35 AM

**Town of Jerome**  
Balance Sheet  
As of 1/31/2022  
  
Fund: (3) Road  
Department: (30) HURF

**Assets**

**Current Assets**

HURF Accounts Receivable	\$3,934.32	
OAZ HURF Savings	448,349.35	
Total Current Assets		\$452,283.67

**Other Assets**

Due From Other Funds	\$82,141.58	
Total Other Assets		82,141.58

**Total Assets**

**\$534,425.25**

**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$424,980.71	
Accrued Payroll	1,287.17	
Total Current Liabilities		\$426,267.88

**Total Liabilities**

**\$426,267.88**

**Net Assets**

Unrestricted Fund Balance	153,174.00	
Current Year Net Assets	(45,016.63)	
Total Net Assets		108,157.37
Total Liabilities and Net Assets		<b>\$534,425.25</b>

2/1/22  
11:10:08 AM

**Town of Jerome**  
Balance Sheet  
As of 1/31/2022  
  
Fund: (3) Road  
Department: (35) Parking

**Assets**

**Other Assets**

Due From	\$422,454.23	
Total Other Assets		\$422,454.23
<b>Total Assets</b>		<b>\$422,454.23</b>

**Liabilities and Net Assets**

**Current Liabilities**

Due To	\$294,731.10	
Wages Payable	387.54	
Total Current Liabilities		\$295,118.64
<b>Total Liabilities</b>		<b>\$295,118.64</b>

**Net Assets**

Current Year Net Assets	\$127,335.59	
<b>Total Net Assets</b>		<b>127,335.59</b>
<b>Total Liabilities and Net Assets</b>		<b>\$422,454.23</b>

2/1/22  
11:10:37 AM

**Town of Jerome**  
Balance Sheet  
As of 1/31/2022

Fund: (4) Firefighters Pension & Relief

**Assets**

**Current Assets**

Investments - Pension & Relief	\$206,837.23	
Total Current Assets		\$206,837.23

**Other Assets**

Due From Other Funds	\$39,403.59	
Total Other Assets		39,403.59

<b>Total Assets</b>		<b>\$246,240.82</b>
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**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$27,372.89	
Total Current Liabilities		\$27,372.89

<b>Total Liabilities</b>		<b>\$27,372.89</b>
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**Net Assets**

Unrestricted Fund Balance	163,876.90	
Current Year Net Assets	54,991.03	

<b>Total Net Assets</b>		<b>218,867.93</b>
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<b>Total Liabilities and Net Assets</b>		<b>\$246,240.82</b>
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2/1/22  
11:10:58 AM

**Town of Jerome**

Balance Sheet

As of 1/31/2022

Fund: (5) Operating Grants

**Assets**

**Current Assets**

Opr Grants Receivable	\$2,431.47	
Inventory	13,193.06	
Total Current Assets		\$15,624.53

**Other Assets**

Due From Other Funds	\$93,376.00	
Total Other Assets		93,376.00

**Total Assets**

\$109,000.53

**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$29,182.20	
Deferred Revenue - Opr Grants	51,303.51	
Total Current Liabilities		\$80,485.71

**Total Liabilities**

\$80,485.71

**Net Assets**

Unrestricted Fund Balance	32,586.67	
Current Year Net Assets	(4,071.85)	
Total Net Assets		28,514.82
Total Liabilities and Net Assets		<u>\$109,000.53</u>

2/1/22  
11:11:32 AM

**Town of Jerome**  
Balance Sheet  
As of 1/31/2022  
  
Fund: (6) Capital Grants

**Assets**

**Current Assets**

Cap Grants Receivable	\$74,159.08	
Total Current Assets		\$74,159.08

**Other Assets**

Due From Other Funds	\$125,212.86	
Total Other Assets		125,212.86

<b>Total Assets</b>		<b>\$199,371.94</b>
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**Liabilities and Net Assets**

**Current Liabilities**

Deferred Revenue - Cap Grants	\$109,069.87	
Due To Other Funds	32,211.39	
Accounts Payable - Cap Grants	89.56	
Total Current Liabilities		\$141,370.82

<b>Total Liabilities</b>		<b>\$141,370.82</b>
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**Net Assets**

Restricted Fund Balance	\$141,447.16	
Unrestricted Fund Balance	(128,623.24)	
Current Year Net Assets	45,177.20	

<b>Total Net Assets</b>		<b>58,001.12</b>
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<b>Total Liabilities and Net Assets</b>		<b>\$199,371.94</b>
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2/1/22  
11:12:06 AM

**Town of Jerome**

Balance Sheet

As of 1/31/2022

Fund: (7) GF Contingencies

**Assets**

**Current Assets**

Wildland Fees Receivable	\$44,766.74	
Total Current Assets		\$44,766.74

**Other Assets**

Due From Other Funds	\$112,816.66	
Total Other Assets		112,816.66

<b>Total Assets</b>		<b>\$157,583.40</b>
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**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$74,659.83	
Total Current Liabilities		\$74,659.83

<b>Total Liabilities</b>		<b>\$74,659.83</b>
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**Net Assets**

Unrestricted Fund Balance	\$80,916.63	
Current Year Net Assets	2,006.94	

<b>Total Net Assets</b>		<b>82,923.57</b>
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<b>Total Liabilities and Net Assets</b>		<b>\$157,583.40</b>
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Town of Jerome  
Balance Sheet  
As of 1/31/2022

Fund: (8) UF Contingencies

Assets

Other Assets

Due From Other Funds	\$75,980.48	
Total Other Assets		\$75,980.48
Total Assets		\$75,980.48

Net Assets

Current Year Net Assets	\$75,980.48	
Total Net Assets		75,980.48
Total Liabilities and Net Assets		\$75,980.48

2/1/22  
11:12:48 AM

**Town of Jerome**  
Balance Sheet  
As of 1/31/2022  
  
Fund: (9) Capital

**Assets**

**Current Assets**

OAZ Capital Improvements	\$60,769.67	
Total Current Assets		\$60,769.67

**Other Assets**

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

<b>Total Assets</b>		<b>\$92,894.11</b>
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**Net Assets**

Unrestricted Fund Balance	\$77,812.73	
Current Year Net Assets	15,081.38	
<b>Total Net Assets</b>		<b>92,894.11</b>
<b>Total Liabilities and Net Assets</b>		<b>\$92,894.11</b>

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

Ledger as of : 1/1/2022 to 1/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description				Account							
VENDOR: 1002 - XEROX FINANCIAL SERVICES											\$0.00
1522MA13	01/05/22	01/05/22	02/04/22								
020-0098114-001, Inv 2998144 Copier				1.10.1045 - General Fund PrePaid Exp	\$321.03	\$0.00	\$321.03	01/05/22	12484	ASCUCK	\$0.00
				INVOICE 1522MA13 TOTALS:	\$321.03	\$0.00	\$321.03				\$0.00
				XEROX FINANCIAL SERVICES TOTALS:	\$321.03	\$0.00	\$321.03				\$0.00
VENDOR: 1028 - YAVAPAI CO. EDUCATION TECH											\$460.07
				YAVAPAI CO. EDUCATION TECH TOTALS:	\$0.00	\$0.00	\$0.00				\$460.07
VENDOR: 1054 - PARKEON											\$0.00
1522MA14	01/05/22	01/05/22	02/04/22								
S0131335, Inv IV126491 Flowbird Fee				3.35.6192 - Software Service and Support	\$38.17	\$0.00	\$38.17	01/05/22	12485	ASCUCK	\$0.00
S0131335, Inv IV126682 Parkfolio				3.35.6192 - Software Service and Support	\$312.00	\$0.00	\$312.00	01/05/22	12485	ASCUCK	\$0.00
S0131335, Inv IV126682 Validation C				3.35.6192 - Software Service and Support	\$63.69	\$0.00	\$63.69	01/05/22	12485	ASCUCK	\$0.00
				INVOICE 1522MA14 TOTALS:	\$413.86	\$0.00	\$413.86				\$0.00
				PARKEON TOTALS:	\$413.86	\$0.00	\$413.86				\$0.00
VENDOR: 1056 - PREMIER DIESEL TRUCK & EQUIP											\$0.00
11222MA9	01/12/22	01/12/22	02/11/22								
Inv 185 IPR Valve Repair Labor PWAL				1.17.6220 - Rep and Maint - Vehicles	\$141.66	\$0.00	\$141.66	01/12/22	12508	ASCUCK	\$0.00
Inv 185 IPR Valve Repair Labor PWAL				1.18.6220 - Rep and Maint - Vehicles	\$141.66	\$0.00	\$141.66	01/12/22	12508	ASCUCK	\$0.00
Inv 185 IPR Valve Repair Labor PWAL				2.50.6220 - Rep and Maint - Vehicles	\$141.66	\$0.00	\$141.66	01/12/22	12508	ASCUCK	\$0.00
Inv 185 IPR Valve Repair Labor PWAL				2.51.6220 - Rep and Maint - Vehicles	\$141.66	\$0.00	\$141.66	01/12/22	12508	ASCUCK	\$0.00
Inv 185 IPR Valve Repair Labor PWAL				2.52.6220 - Rep and Maint - Vehicles	\$141.70	\$0.00	\$141.70	01/12/22	12508	ASCUCK	\$0.00
Inv 185 IPR Valve Repair Labor PWAL				3.30.6220 - Rep and Maint - Vehicles	\$141.66	\$0.00	\$141.66	01/12/22	12508	ASCUCK	\$0.00
Inv 185 IPR Valve Repair Parts/Fees				1.17.6220 - Rep and Maint - Vehicles	\$132.62	\$0.00	\$132.62	01/12/22	12508	ASCUCK	\$0.00
Inv 185 IPR Valve Repair Parts/Fees				1.18.6220 - Rep and Maint - Vehicles	\$132.62	\$0.00	\$132.62	01/12/22	12508	ASCUCK	\$0.00
Inv 185 IPR Valve Repair Parts/Fees				2.50.6220 - Rep and Maint - Vehicles	\$132.62	\$0.00	\$132.62	01/12/22	12508	ASCUCK	\$0.00
Inv 185 IPR Valve Repair Parts/Fees				2.51.6220 - Rep and Maint - Vehicles	\$132.62	\$0.00	\$132.62	01/12/22	12508	ASCUCK	\$0.00
Inv 185 IPR Valve Repair Parts/Fees				2.52.6220 - Rep and Maint - Vehicles	\$132.63	\$0.00	\$132.63	01/12/22	12508	ASCUCK	\$0.00
Inv 185 IPR Valve Repair Parts/Fees				3.30.6220 - Rep and Maint - Vehicles	\$132.62	\$0.00	\$132.62	01/12/22	12508	ASCUCK	\$0.00
				INVOICE 11222MA9 TOTALS:	\$1,645.73	\$0.00	\$1,645.73				\$0.00
				PREMIER DIESEL TRUCK & EQUIP TOTALS:	\$1,645.73	\$0.00	\$1,645.73				\$0.00
VENDOR: 1063 - AMERIGAS											\$0.00
11222MA4	01/12/22	01/12/22	02/11/22								
Inv 3130950186 Tank Rental 1 Year				1.14.6285 - Utilities	\$113.30	\$0.00	\$113.30	01/12/22	12509	ASCUCK	\$0.00
				INVOICE 11222MA4 TOTALS:	\$113.30	\$0.00	\$113.30				\$0.00
				AMERIGAS TOTALS:	\$113.30	\$0.00	\$113.30				\$0.00
VENDOR: 1071 - PACIFIC ADVANCED CIVIL ENGIN											\$0.00

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

Ledger as of : 1/1/2022 to 1/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
<b>11222MA13</b>	<b>01/12/22</b>	<b>01/12/22</b>	<b>02/11/22</b>								
Inv 5628 Project B614 Jerome WWTP		2.51.6140 - Engineering Fees			\$3,532.26	\$0.00	\$3,532.26	01/12/22	12510	ASCUCK	\$0.00
<b>INVOICE 11222MA13 TOTALS:</b>					<b>\$3,532.26</b>	<b>\$0.00</b>	<b>\$3,532.26</b>				<b>\$0.00</b>
<b>PACIFIC ADVANCED CIVIL ENGIN TOTALS:</b>					<b>\$3,532.26</b>	<b>\$0.00</b>	<b>\$3,532.26</b>				<b>\$0.00</b>
<b>VENDOR: 1098 - PROCOPY</b>											<b>\$0.00</b>
<b>1522MA5</b>	<b>01/05/22</b>	<b>01/05/22</b>	<b>02/04/22</b>								
Inv 3305245 Copier Lease Jan 2022		1.11.6191 - Copier & Equip Lease Expense			\$336.18	\$0.00	\$336.18	01/05/22	12486	ASCUCK	\$0.00
<b>INVOICE 1522MA5 TOTALS:</b>					<b>\$336.18</b>	<b>\$0.00</b>	<b>\$336.18</b>				<b>\$0.00</b>
<b>PROCOPY TOTALS:</b>					<b>\$336.18</b>	<b>\$0.00</b>	<b>\$336.18</b>				<b>\$0.00</b>
<b>VENDOR: 1104 - SCOTT KOLU</b>											<b>\$0.00</b>
<b>12622MA2</b>	<b>01/26/22</b>	<b>01/26/22</b>	<b>02/25/22</b>								
Reimbursement for Shuttle Wiper Bla		1.11.6245 - Shuttle Expenses			\$39.52	\$0.00	\$39.52	01/26/22	12535	ASCUCK	\$0.00
<b>INVOICE 12622MA2 TOTALS:</b>					<b>\$39.52</b>	<b>\$0.00</b>	<b>\$39.52</b>				<b>\$0.00</b>
<b>SCOTT KOLU TOTALS:</b>					<b>\$39.52</b>	<b>\$0.00</b>	<b>\$39.52</b>				<b>\$0.00</b>
<b>VENDOR: 113 - ALL-MED EQUIPMENT &amp; SERVICES</b>											<b>\$0.00</b>
<b>11222MA5</b>	<b>01/12/22</b>	<b>01/12/22</b>	<b>01/12/22</b>								
Inv 679455 Monthly Tank Rental		1.14.6181 - Medical Supplies Exp			\$119.04	\$0.00	\$119.04	01/12/22	12511	ASCUCK	\$0.00
<b>INVOICE 11222MA5 TOTALS:</b>					<b>\$119.04</b>	<b>\$0.00</b>	<b>\$119.04</b>				<b>\$0.00</b>
<b>ALL-MED EQUIPMENT &amp; SERVICES TOTALS:</b>					<b>\$119.04</b>	<b>\$0.00</b>	<b>\$119.04</b>				<b>\$0.00</b>
<b>VENDOR: 119 - APS</b>											<b>\$0.00</b>
<b>1522MA22</b>	<b>01/05/22</b>	<b>01/05/22</b>	<b>01/20/22</b>								
9438060 Hull St Roof		1.18.6285 - Utilities			\$13.81	\$0.00	\$13.81	01/05/22	12487	ASCUCK	\$0.00
<b>INVOICE 1522MA22 TOTALS:</b>					<b>\$13.81</b>	<b>\$0.00</b>	<b>\$13.81</b>				<b>\$0.00</b>
<b>12622MA10</b>	<b>01/26/22</b>	<b>01/26/22</b>	<b>02/10/22</b>								
149044 Street Lights		3.30.6255 - Street Lights			\$1,012.39	\$0.00	\$1,012.39	01/26/22	12542	ASCUCK	\$0.00
<b>INVOICE 12622MA10 TOTALS:</b>					<b>\$1,012.39</b>	<b>\$0.00</b>	<b>\$1,012.39</b>				<b>\$0.00</b>
<b>APS TOTALS:</b>					<b>\$1,026.20</b>	<b>\$0.00</b>	<b>\$1,026.20</b>				<b>\$0.00</b>
<b>VENDOR: 122 - AT&amp;T</b>											<b>\$0.00</b>
<b>1522MA19</b>	<b>01/05/22</b>	<b>01/05/22</b>	<b>02/04/22</b>								
287251435682x12262021 Kiosk Phone		3.35.6265 - Telephone			\$201.20	\$0.00	\$201.20	01/05/22	12488	ASCUCK	\$0.00
287251435682x12262021 PD		1.13.6265 - Telephone			\$127.62	\$0.00	\$127.62	01/05/22	12488	ASCUCK	\$0.00
<b>INVOICE 1522MA19 TOTALS:</b>					<b>\$328.82</b>	<b>\$0.00</b>	<b>\$328.82</b>				<b>\$0.00</b>
<b>11922MA10</b>	<b>01/19/22</b>	<b>01/19/22</b>	<b>02/18/22</b>								
287251435682x01152022 Phone, PD		1.13.6265 - Telephone			\$45.47	\$0.00	\$45.47	01/19/22	12522	ASCUCK	\$0.00

\*V - Denotes Voided Check Entries

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

Ledger as of : 1/1/2022 to 1/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
INVOICE 11922MA10 TOTALS:				\$45.47	\$0.00	\$45.47				\$0.00
AT&T TOTALS:				\$374.29	\$0.00	\$374.29				\$0.00
VENDOR: 135 - AMRRP - WC										\$0.00
1522MA6	01/05/22	01/05/22	01/05/22							
Acct 40000598 Qtr 4 2021 WC GG		1.11.5013 - Workers Compensation		\$296.00	\$0.00	\$296.00	01/05/22	12489	ASCUCK	\$0.00
Acct 40000598 Qtr 4 2021 WC CT		1.12.5013 - Worker's Compensation		\$50.00	\$0.00	\$50.00	01/05/22	12489	ASCUCK	\$0.00
Acct 40000598 Qtr 4 2021 WC PD		1.13.5013 - Worker's Compensation		\$5,061.00	\$0.00	\$5,061.00	01/05/22	12489	ASCUCK	\$0.00
Acct 40000598 Qtr 4 2021 WC FD		1.14.5013 - Worker's Compensation		\$4,314.00	\$0.00	\$4,314.00	01/05/22	12489	ASCUCK	\$0.00
Acct 40000598 Qtr 4 2021 WC LB		1.15.5013 - Worker's Compensation		\$60.00	\$0.00	\$60.00	01/05/22	12489	ASCUCK	\$0.00
Acct 40000598 Qtr 4 2021 WC PZ		1.16.5013 - Worker's Compensation		\$54.00	\$0.00	\$54.00	01/05/22	12489	ASCUCK	\$0.00
Acct 40000598 Qtr 4 2021 WC Parks		1.17.5013 - Worker's Compensation		\$66.00	\$0.00	\$66.00	01/05/22	12489	ASCUCK	\$0.00
Acct 40000598 Qtr 4 2021 WC Prop		1.18.5013 - Worker's Compensation		\$371.00	\$0.00	\$371.00	01/05/22	12489	ASCUCK	\$0.00
Acct 40000598 Qtr 4 2021 WC Water		2.50.5013 - Worker's Compensation		\$876.00	\$0.00	\$876.00	01/05/22	12489	ASCUCK	\$0.00
Acct 40000598 Qtr 4 2021 WC Sewer		2.51.5013 - Worker's Compensation		\$444.00	\$0.00	\$444.00	01/05/22	12489	ASCUCK	\$0.00
Acct 40000598 Qtr 4 2021 WC Trash		2.52.5013 - Worker's Compensation		\$1,245.00	\$0.00	\$1,245.00	01/05/22	12489	ASCUCK	\$0.00
Acct 40000598 Qtr 4 2021 WC HURF		3.30.5013 - Worker's Compensation		\$366.00	\$0.00	\$366.00	01/05/22	12489	ASCUCK	\$0.00
Acct 40000598 Qtr 4 2021 WC Parking		3.35.5013 - Worker's Compensation		\$180.00	\$0.00	\$180.00	01/05/22	12489	ASCUCK	\$0.00
INVOICE 1522MA6 TOTALS:				\$13,383.00	\$0.00	\$13,383.00				\$0.00
AMRRP - WC TOTALS:				\$13,383.00	\$0.00	\$13,383.00				\$0.00
VENDOR: 164 - SUPERIOR COURT YAVAPAI COUNTY										\$0.00
11922MA7	01/19/22	01/19/22	01/19/22							
Inv 2 2022 J Pro Tem Costs		1.12.6110 - Contract Services		\$76.46	\$0.00	\$76.46	01/19/22	12523	ASCUCK	\$0.00
INVOICE 11922MA7 TOTALS:				\$76.46	\$0.00	\$76.46				\$0.00
SUPERIOR COURT YAVAPAI COUNTY TOTALS:				\$76.46	\$0.00	\$76.46				\$0.00
VENDOR: 167 - OFFICE DEPOT										\$0.00
1522MA4	01/05/22	01/05/22	03/06/22							
63266436, Inv219286666001 Envelopes		1.11.6190 - Office Supplies		\$44.09	\$0.00	\$44.09	01/05/22	12490	ASCUCK	\$0.00
63266436, Inv215633122001 Binders/T		1.11.6190 - Office Supplies		\$63.17	\$0.00	\$63.17	01/05/22	12490	ASCUCK	\$0.00
INVOICE 1522MA4 TOTALS:				\$107.26	\$0.00	\$107.26				\$0.00
11222MA11	01/12/22	01/12/22	03/13/22							
63266436, Inv219252644001 Hanging F		1.11.6190 - Office Supplies		\$26.75	\$0.00	\$26.75	01/12/22	12512	ASCUCK	\$0.00
63266436, Inv219253800001 Coffee		1.11.6190 - Office Supplies		\$12.40	\$0.00	\$12.40	01/12/22	12512	ASCUCK	\$0.00
INVOICE 11222MA11 TOTALS:				\$39.15	\$0.00	\$39.15				\$0.00
12622MA6	01/26/22	01/26/22	03/27/22							
63266436, Inv219585932001 Highlighter		1.11.6190 - Office Supplies		\$29.54	\$0.00	\$29.54	01/26/22	12536	ASCUCK	\$0.00
63266436, Inv219486854001 Paper		1.11.6190 - Office Supplies		\$40.90	\$0.00	\$40.90	01/26/22	12536	ASCUCK	\$0.00
63266436, Inv219960477001 Name Plat		1.11.6190 - Office Supplies		\$37.68	\$0.00	\$37.68	01/26/22	12536	ASCUCK	\$0.00
63266436, Inv219959481001 Toner, Pa		1.11.6190 - Office Supplies		\$127.11	\$0.00	\$127.11	01/26/22	12536	ASCUCK	\$0.00

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

Ledger as of : 1/1/2022 to 1/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
63266436, Inv219948220001 Mouse, We		1.11.6190 - Office Supplies		\$52.78	\$0.00	\$52.78	01/26/22	12536	ASCUCK	\$0.00
63266436, Inv219956850001 USB Cord		1.11.6190 - Office Supplies		\$10.55	\$0.00	\$10.55	01/26/22	12536	ASCUCK	\$0.00
63266436, Inv219956851001 Desk Lamp		1.11.6190 - Office Supplies		\$46.45	\$0.00	\$46.45	01/26/22	12536	ASCUCK	\$0.00
INVOICE 12622MA6 TOTALS:				<u>\$345.01</u>	<u>\$0.00</u>	<u>\$345.01</u>				<u>\$0.00</u>
OFFICE DEPOT TOTALS:				<u>\$491.42</u>	<u>\$0.00</u>	<u>\$491.42</u>				<u>\$0.00</u>
VENDOR: 168 - CENTURY LINK										\$0.00
11922MA11	01/19/22	01/19/22	02/03/22							
Inv 276556661 Phone, GG		1.11.6265 - Telephone		\$5.30	\$0.00	\$5.30	01/19/22	12524	ASCUCK	\$0.00
INVOICE 11922MA11 TOTALS:				<u>\$5.30</u>	<u>\$0.00</u>	<u>\$5.30</u>				<u>\$0.00</u>
12622MA1	01/26/22	01/26/22	02/10/22							
928 634 2245 PD		1.13.6265 - Telephone		\$34.30	\$0.00	\$34.30	01/26/22	12537	ASCUCK	\$0.00
928 634 7943 GG		1.11.6265 - Telephone		\$163.23	\$0.00	\$163.23	01/26/22	12537	ASCUCK	\$0.00
928 634 8992 PD		1.13.6265 - Telephone		\$173.91	\$0.00	\$173.91	01/26/22	12537	ASCUCK	\$0.00
928 639 0574 LB		1.15.6265 - Telephone		\$77.70	\$0.00	\$77.70	01/26/22	12537	ASCUCK	\$0.00
928 649 2776 PD		1.13.6265 - Telephone		\$40.18	\$0.00	\$40.18	01/26/22	12537	ASCUCK	\$0.00
928 649 3034 FD		1.14.6265 - Telephone		\$126.19	\$0.00	\$126.19	01/26/22	12537	ASCUCK	\$0.00
928 649 3250 CT		1.12.6265 - Telephone		\$70.68	\$0.00	\$70.68	01/26/22	12537	ASCUCK	\$0.00
INVOICE 12622MA1 TOTALS:				<u>\$686.19</u>	<u>\$0.00</u>	<u>\$686.19</u>				<u>\$0.00</u>
CENTURY LINK TOTALS:				<u>\$691.49</u>	<u>\$0.00</u>	<u>\$691.49</u>				<u>\$0.00</u>
VENDOR: 170 - THYSSENKRUPP ELEVATOR CORP										\$0.00
1522MA21	01/05/22	01/05/22	01/05/22							
51348, Inv3006353160 Jan-Mar 2022		1.18.6110 - Contract Services		\$1,128.29	\$0.00	\$1,128.29	01/05/22	12491	ASCUCK	\$0.00
INVOICE 1522MA21 TOTALS:				<u>\$1,128.29</u>	<u>\$0.00</u>	<u>\$1,128.29</u>				<u>\$0.00</u>
THYSSENKRUPP ELEVATOR CORP TOTALS:				<u>\$1,128.29</u>	<u>\$0.00</u>	<u>\$1,128.29</u>				<u>\$0.00</u>
VENDOR: 185 - COTTONWOOD EXPRESS LUBE										\$0.00
1522MA16	01/05/22	01/05/22	01/05/22							
Inv 72417 Oil Change Unit 27 Labor		1.13.6220 - Rep and Maint - Vehicles		\$44.00	\$0.00	\$44.00	01/05/22	12492	ASCUCK	\$0.00
Inv 72417 Oil Change Unit 27 Parts		1.13.6220 - Rep and Maint - Vehicles		\$6.07	\$0.00	\$6.07	01/05/22	12492	ASCUCK	\$0.00
INVOICE 1522MA16 TOTALS:				<u>\$50.07</u>	<u>\$0.00</u>	<u>\$50.07</u>				<u>\$0.00</u>
COTTONWOOD EXPRESS LUBE TOTALS:				<u>\$50.07</u>	<u>\$0.00</u>	<u>\$50.07</u>				<u>\$0.00</u>
VENDOR: 190 - HUGHES SUPPLY										\$0.00
1522MA1	01/05/22	01/05/22	01/15/22							
Acct 151128, InvS163600649 Blackfl		2.51.6230 - Rep and Maint - Infrastructure		\$68.65	\$0.00	\$68.65	01/05/22	12493	ASCUCK	\$0.00
INVOICE 1522MA1 TOTALS:				<u>\$68.65</u>	<u>\$0.00</u>	<u>\$68.65</u>				<u>\$0.00</u>
HUGHES SUPPLY TOTALS:				<u>\$68.65</u>	<u>\$0.00</u>	<u>\$68.65</u>				<u>\$0.00</u>

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

Ledger as of : 1/1/2022 to 1/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
<b>VENDOR: 207 - HOME DEPOT CREDIT SERVICES</b>										<b>\$0.00</b>
<b>1522MA20</b>	<b>01/05/22</b>	<b>01/05/22</b>	<b>01/25/22</b>							
3429 Ref7510985 Potable Safe		1.18.6195 - Operating Supplies - Properties		\$29.86	\$0.00	\$29.86	01/05/22	12494	ASCUCK	\$0.00
3429 Ref1022040 Bags of Salt/Filter		1.18.6195 - Operating Supplies - Properties		\$494.48	\$0.00	\$494.48	01/05/22	12494	ASCUCK	\$0.00
3429 Ref3023164 Angle Iron/Paint		2.52.6225 - Rep and Maint - Equipment		\$133.96	\$0.00	\$133.96	01/05/22	12494	ASCUCK	\$0.00
<b>INVOICE 1522MA20 TOTALS:</b>				<b>\$658.30</b>	<b>\$0.00</b>	<b>\$658.30</b>				<b>\$0.00</b>
<b>HOME DEPOT CREDIT SERVICES TOTALS:</b>				<b>\$658.30</b>	<b>\$0.00</b>	<b>\$658.30</b>				<b>\$0.00</b>
<b>VENDOR: 218 - VERIZON WIRELESS</b>										<b>\$0.00</b>
<b>1522MA17</b>	<b>01/05/22</b>	<b>01/05/22</b>	<b>01/30/22</b>							
928 301 4380 PD		1.13.6265 - Telephone		\$50.57	\$0.00	\$50.57	01/05/22	12496	ASCUCK	\$0.00
928 301 9672 PD		1.13.6265 - Telephone		\$50.56	\$0.00	\$50.56	01/05/22	12496	ASCUCK	\$0.00
Access Charges PD		1.13.6265 - Telephone		\$161.00	\$0.00	\$161.00	01/05/22	12496	ASCUCK	\$0.00
928 451 2174 Kiosk Phone		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	01/05/22	12496	ASCUCK	\$0.00
928 451 2402 Kiosk Phone		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	01/05/22	12496	ASCUCK	\$0.00
928 451 2436 Kiosk Phone		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	01/05/22	12496	ASCUCK	\$0.00
928 821 0736 Kiosk Phone		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	01/05/22	12496	ASCUCK	\$0.00
<b>INVOICE 1522MA17 TOTALS:</b>				<b>\$382.45</b>	<b>\$0.00</b>	<b>\$382.45</b>				<b>\$0.00</b>
<b>1522MA18</b>	<b>01/05/22</b>	<b>01/05/22</b>	<b>01/30/22</b>							
928 300 5987 PZ		1.16.6265 - Telephone		\$37.51	\$0.00	\$37.51	01/05/22	12495	ASCUCK	\$0.00
928 300 8701 FD		1.14.6265 - Telephone		\$59.40	\$0.00	\$59.40	01/05/22	12495	ASCUCK	\$0.00
928 821 0133 Shuttle		1.11.6265 - Telephone		\$33.06	\$0.00	\$33.06	01/05/22	12495	ASCUCK	\$0.00
928 963 4958 FD		1.14.6265 - Telephone		\$10.44	\$0.00	\$10.44	01/05/22	12495	ASCUCK	\$0.00
Access Charge FD		1.14.6265 - Telephone		\$32.20	\$0.00	\$32.20	01/05/22	12495	ASCUCK	\$0.00
Access Charge PZ		1.16.6265 - Telephone		\$16.10	\$0.00	\$16.10	01/05/22	12495	ASCUCK	\$0.00
Access Charge GG		1.11.6265 - Telephone		\$16.10	\$0.00	\$16.10	01/05/22	12495	ASCUCK	\$0.00
<b>INVOICE 1522MA18 TOTALS:</b>				<b>\$204.81</b>	<b>\$0.00</b>	<b>\$204.81</b>				<b>\$0.00</b>
<b>VERIZON WIRELESS TOTALS:</b>				<b>\$587.26</b>	<b>\$0.00</b>	<b>\$587.26</b>				<b>\$0.00</b>
<b>VENDOR: 224 - LEGEND</b>										<b>\$0.00</b>
<b>1522MA9</b>	<b>01/05/22</b>	<b>01/05/22</b>	<b>02/04/22</b>							
Acct 00-0001475, Inv. 2118835		2.51.6240 - Service Tests/System Testing		\$99.00	\$0.00	\$99.00	01/05/22	12497	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2118834		2.50.6240 - Service Tests/System Testing		\$15.00	\$0.00	\$15.00	01/05/22	12497	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2118834		2.51.6240 - Service Tests/System Testing		\$293.00	\$0.00	\$293.00	01/05/22	12497	ASCUCK	\$0.00
<b>INVOICE 1522MA9 TOTALS:</b>				<b>\$407.00</b>	<b>\$0.00</b>	<b>\$407.00</b>				<b>\$0.00</b>
<b>11922MA4</b>	<b>01/19/22</b>	<b>01/19/22</b>	<b>02/18/22</b>							
Acct 00-0001475, Inv. 2115694		2.51.6240 - Service Tests/System Testing		\$51.00	\$0.00	\$51.00	01/19/22	12525	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2200385		2.51.6240 - Service Tests/System Testing		\$99.00	\$0.00	\$99.00	01/19/22	12525	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2200387		2.51.6240 - Service Tests/System Testing		\$225.00	\$0.00	\$225.00	01/19/22	12525	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2200758		2.51.6240 - Service Tests/System Testing		\$123.00	\$0.00	\$123.00	01/19/22	12525	ASCUCK	\$0.00
<b>INVOICE 11922MA4 TOTALS:</b>				<b>\$498.00</b>	<b>\$0.00</b>	<b>\$498.00</b>				<b>\$0.00</b>
<b>12622MA4</b>	<b>01/26/22</b>	<b>01/26/22</b>	<b>02/25/22</b>							

\*V - Denotes Voided Check Entries



## Town of Jerome

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

Ledger as of : 1/1/2022 to 1/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Acct 00-0001475, Inv. 2201097 Water		2.50.6240 - Service Tests/System Testing		\$15.00	\$0.00	\$15.00	01/26/22	12538	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2201097 Sewer		2.51.6240 - Service Tests/System Testing		\$123.00	\$0.00	\$123.00	01/26/22	12538	ASCUCK	\$0.00
INVOICE 12622MA4 TOTALS:				\$138.00	\$0.00	\$138.00				\$0.00
LEGEND TOTALS:				\$1,043.00	\$0.00	\$1,043.00				\$0.00
VENDOR: 237 - UNISOURCE ENERGY SERVICES										\$0.00
11922MA12	01/19/22	01/19/22	02/08/22							
435334 Town Yard		1.18.6285 - Utilities		\$358.73	\$0.00	\$358.73	01/19/22	12526	ASCUCK	\$0.00
055982 Fire Station		1.18.6285 - Utilities		\$366.44	\$0.00	\$366.44	01/19/22	12526	ASCUCK	\$0.00
750593 Town Hall		1.18.6285 - Utilities		\$963.18	\$0.00	\$963.18	01/19/22	12526	ASCUCK	\$0.00
693726 Police Station		1.18.6285 - Utilities		\$59.68	\$0.00	\$59.68	01/19/22	12526	ASCUCK	\$0.00
235334 Co-Op		1.18.6285 - Utilities		\$313.59	\$0.00	\$313.59	01/19/22	12526	ASCUCK	\$0.00
INVOICE 11922MA12 TOTALS:				\$2,061.62	\$0.00	\$2,061.62				\$0.00
UNISOURCE ENERGY SERVICES TOTALS:				\$2,061.62	\$0.00	\$2,061.62				\$0.00
VENDOR: 238 - VERDE VALLEY HARDWARE										\$0.00
11222MA10	01/12/22	01/12/22	01/27/22							
2860 Inv 38203 Leaf Blower		7.25.6276 - Wildlands Exp - Contingency		\$235.05	\$0.00	\$235.05	01/12/22	12513	ASCUCK	\$0.00
2860 Inv 38268 Nuts/Bolts/Washers		3.30.6185 - Miscellaneous		\$44.57	\$0.00	\$44.57	01/12/22	12513	ASCUCK	\$0.00
2860 Inv 38439 Blacktop Repair		3.30.6260 - Street Supplies		\$186.64	\$0.00	\$186.64	01/12/22	12513	ASCUCK	\$0.00
2860 Inv 38493 KM131R/Blade		7.25.6276 - Wildlands Exp - Contingency		\$590.95	\$0.00	\$590.95	01/12/22	12513	ASCUCK	\$0.00
2860 Inv 38697 Shovel/Starter Fluid		1.18.6250 - Small Tools and Equipment		\$56.87	\$0.00	\$56.87	01/12/22	12513	ASCUCK	\$0.00
2860 Inv 38951 Pruning Blades		7.25.6276 - Wildlands Exp - Contingency		\$47.41	\$0.00	\$47.41	01/12/22	12513	ASCUCK	\$0.00
2860 Inv 38974 Spreaders/Tarp		1.18.6250 - Small Tools and Equipment		\$82.35	\$0.00	\$82.35	01/12/22	12513	ASCUCK	\$0.00
INVOICE 11222MA10 TOTALS:				\$1,243.84	\$0.00	\$1,243.84				\$0.00
VERDE VALLEY HARDWARE TOTALS:				\$1,243.84	\$0.00	\$1,243.84				\$0.00
VENDOR: 249 - POSTMASTER										\$0.00
1522MA22	01/05/22	01/05/22	01/05/22							
Postage Jan/Feb 2022 Newsletter		1.11.6200 - Postage		\$62.99	\$0.00	\$62.99	01/05/22	12498	ASCUCK	\$0.00
INVOICE 1522MA22 TOTALS:				\$62.99	\$0.00	\$62.99				\$0.00
POSTMASTER TOTALS:				\$62.99	\$0.00	\$62.99				\$0.00
VENDOR: 252 - NAPA AUTO PARTS										\$0.00
1522MA11	01/05/22	01/05/22	01/25/22							
31380 Inv 275775 Starter Garbage Tr		2.52.6220 - Rep and Maint - Vehicles		\$412.06	\$0.00	\$412.06	01/05/22	12499	ASCUCK	\$0.00
31380 Inv 275775 Starter Garbage Tr		2.52.6220 - Rep and Maint - Vehicles		(\$412.06)	\$0.00	(\$412.06)	01/05/22	12499	ASCUCK	\$0.00
31380 Inv 277354 Hydraulic Hose/Fit		2.52.6220 - Rep and Maint - Vehicles		\$98.58	\$0.00	\$98.58	01/05/22	12499	ASCUCK	\$0.00
31380 Invs 277517,277657,277868 Par		1.17.6220 - Rep and Maint - Vehicles		\$38.61	\$0.00	\$38.61	01/05/22	12499	ASCUCK	\$0.00
31380 Invs 277517,277657,277868 Pro		1.18.6220 - Rep and Maint - Vehicles		\$38.61	\$0.00	\$38.61	01/05/22	12499	ASCUCK	\$0.00
31380 Invs 277517,277657,277868 Wat		2.50.6220 - Rep and Maint - Vehicles		\$38.61	\$0.00	\$38.61	01/05/22	12499	ASCUCK	\$0.00
31380 Invs 277517,277657,277868 Sew		2.51.6220 - Rep and Maint - Vehicles		\$38.61	\$0.00	\$38.61	01/05/22	12499	ASCUCK	\$0.00

Town of Jerome

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

Ledger as of : 1/1/2022 to 1/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
31380 Invs 277517,277657,277868 Tra		2.52.6220 - Rep and Maint - Vehicles		\$38.61	\$0.00	\$38.61	01/05/22	12499	ASCUCK	\$0.00
31380 Invs 277517,277657,277868 HUR		3.30.6220 - Rep and Maint - Vehicles		\$38.61	\$0.00	\$38.61	01/05/22	12499	ASCUCK	\$0.00
INVOICE 1522MA11 TOTALS:				\$330.24	\$0.00	\$330.24				\$0.00
NAPA AUTO PARTS TOTALS:				\$330.24	\$0.00	\$330.24				\$0.00
VENDOR: 255 - CITY OF COTTONWOOD										\$0.00
11922MA13	01/19/22	01/19/22	01/19/22							
Inv 4857 Dispatch Fees FD		1.14.6120 - Dispatch Fees		\$560.33	\$0.00	\$560.33	01/19/22	12527	ASCUCK	\$0.00
Inv 4860 Dispatch Fees PD		1.13.6120 - Dispatch Fees		\$3,478.75	\$0.00	\$3,478.75	01/19/22	12527	ASCUCK	\$0.00
INVOICE 11922MA13 TOTALS:				\$4,039.08	\$0.00	\$4,039.08				\$0.00
CITY OF COTTONWOOD TOTALS:				\$4,039.08	\$0.00	\$4,039.08				\$0.00
VENDOR: 265 - CONTRACT WASTEWATER OPERATIONS										\$0.00
11222MA3	01/12/22	01/12/22	02/06/22							
Inv 1015112 Spring Maintenance Dec		2.50.6110 - Contract Services		\$900.00	\$0.00	\$900.00	01/12/22	12514	ASCUCK	\$0.00
Inv 1015112 WWTP Maintenance Dec 21		2.51.6110 - Contract Services		\$3,200.00	\$0.00	\$3,200.00	01/12/22	12514	ASCUCK	\$0.00
Inv 1015112 WWTP Legend Fees		2.51.6240 - Service Tests/System Testing		\$110.00	\$0.00	\$110.00	01/12/22	12514	ASCUCK	\$0.00
Inv 1015112 WWTP Supplies		2.51.6195 - Operating Supplies - Sewer		\$24.00	\$0.00	\$24.00	01/12/22	12514	ASCUCK	\$0.00
INVOICE 11222MA3 TOTALS:				\$4,234.00	\$0.00	\$4,234.00				\$0.00
CONTRACT WASTEWATER OPERATIONS TOTALS:				\$4,234.00	\$0.00	\$4,234.00				\$0.00
VENDOR: 270 - KATHLEEN JARVIS										\$0.00
11222MA6	01/12/22	01/12/22	01/19/22							
Art Workshop Supplies		1.15.6195 - Operating Supplies - Library		\$558.02	\$0.00	\$558.02	01/12/22	12515	ASCUCK	\$0.00
INVOICE 11222MA6 TOTALS:				\$558.02	\$0.00	\$558.02				\$0.00
KATHLEEN JARVIS TOTALS:				\$558.02	\$0.00	\$558.02				\$0.00
VENDOR: 382 - THOMSON REUTERS - WEST										\$0.00
11922MA8	01/19/22	01/19/22	02/18/22							
Inv 845720298 AZ Rules of Court 202		1.12.6125 - Dues and Subscriptions		\$198.83	\$0.00	\$198.83	01/19/22	12528	ASCUCK	\$0.00
INVOICE 11922MA8 TOTALS:				\$198.83	\$0.00	\$198.83				\$0.00
THOMSON REUTERS - WEST TOTALS:				\$198.83	\$0.00	\$198.83				\$0.00
VENDOR: 384 - USA BLUE BOOK										\$0.00
1522MA10	01/05/22	01/05/22	02/04/22							
959133 Inv 802799		2.51.6195 - Operating Supplies - Sewer		\$284.50	\$0.00	\$284.50	01/05/22	12500	ASCUCK	\$0.00
INVOICE 1522MA10 TOTALS:				\$284.50	\$0.00	\$284.50				\$0.00
USA BLUE BOOK TOTALS:				\$284.50	\$0.00	\$284.50				\$0.00

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

Ledger as of : 1/1/2022 to 1/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description			Account								
<b>VENDOR: 450 - #1 FOOD STORE</b>											<b>\$0.00</b>
<b>11922MA1</b>	<b>01/19/22</b>	<b>01/19/22</b>	<b>01/19/22</b>								
Fuel, PD			1.13.6145 - Fuel		\$102.01	\$0.00	\$102.01	01/19/22	12529	ASCUCK	\$0.00
Fuel, FD			1.14.6145 - Fuel		\$743.70	\$0.00	\$743.70	01/19/22	12529	ASCUCK	\$0.00
<b>INVOICE 11922MA1 TOTALS:</b>					<b>\$845.71</b>	<b>\$0.00</b>	<b>\$845.71</b>				<b>\$0.00</b>
<b>#1 FOOD STORE TOTALS:</b>					<b>\$845.71</b>	<b>\$0.00</b>	<b>\$845.71</b>				<b>\$0.00</b>
<b>VENDOR: 548 - JC CULLEN INC</b>											<b>\$0.00</b>
<b>1522MA15</b>	<b>01/05/22</b>	<b>01/05/22</b>	<b>02/04/22</b>								
Inv 148964 Replacement Module Red L			1.13.6225 - Rep and Maint - Equipment		\$320.17	\$0.00	\$320.17	01/05/22	12501	ASCUCK	\$0.00
<b>INVOICE 1522MA15 TOTALS:</b>					<b>\$320.17</b>	<b>\$0.00</b>	<b>\$320.17</b>				<b>\$0.00</b>
<b>11922MA9</b>	<b>01/19/22</b>	<b>01/19/22</b>	<b>02/18/22</b>								
Inv 149040 911 IP Port Services			1.14.6125 - Dues and Subscriptions		\$70.97	\$0.00	\$70.97	01/19/22	12530	ASCUCK	\$0.00
<b>INVOICE 11922MA9 TOTALS:</b>					<b>\$70.97</b>	<b>\$0.00</b>	<b>\$70.97</b>				<b>\$0.00</b>
<b>JC CULLEN INC TOTALS:</b>					<b>\$391.14</b>	<b>\$0.00</b>	<b>\$391.14</b>				<b>\$0.00</b>
<b>VENDOR: 571 - NORTHERN CHEMICAL COMPANY</b>											<b>\$0.00</b>
<b>1522MA23</b>	<b>01/05/22</b>	<b>01/05/22</b>	<b>02/04/22</b>								
2135, Inv 692801 Restroom Supplies			3.30.6210 - Public Restroom Supplies		\$603.42	\$0.00	\$603.42	01/05/22	12502	ASCUCK	\$0.00
<b>INVOICE 1522MA23 TOTALS:</b>					<b>\$603.42</b>	<b>\$0.00</b>	<b>\$603.42</b>				<b>\$0.00</b>
<b>NORTHERN CHEMICAL COMPANY TOTALS:</b>					<b>\$603.42</b>	<b>\$0.00</b>	<b>\$603.42</b>				<b>\$0.00</b>
<b>VENDOR: 656 - ADEQ</b>											<b>\$0.00</b>
<b>11222MA14</b>	<b>01/12/22</b>	<b>01/12/22</b>	<b>02/11/22</b>								
B2021621 Inv 355664X WWTP			2.51.6135 - Permit Fee Exp - Sewer		\$3,050.00	\$0.00	\$3,050.00	01/12/22	12516	ASCUCK	\$0.00
<b>INVOICE 11222MA14 TOTALS:</b>					<b>\$3,050.00</b>	<b>\$0.00</b>	<b>\$3,050.00</b>				<b>\$0.00</b>
<b>ADEQ TOTALS:</b>					<b>\$3,050.00</b>	<b>\$0.00</b>	<b>\$3,050.00</b>				<b>\$0.00</b>
<b>VENDOR: 716 - AHS RESCUE</b>											<b>\$0.00</b>
<b>12622MA7</b>	<b>01/26/22</b>	<b>01/26/22</b>	<b>02/25/22</b>								
Inv 22899 Clutch FD			1.14.6250 - Small Tools and Equipment		\$712.64	\$0.00	\$712.64	01/26/22	12539	ASCUCK	\$0.00
<b>INVOICE 12622MA7 TOTALS:</b>					<b>\$712.64</b>	<b>\$0.00</b>	<b>\$712.64</b>				<b>\$0.00</b>
<b>AHS RESCUE TOTALS:</b>					<b>\$712.64</b>	<b>\$0.00</b>	<b>\$712.64</b>				<b>\$0.00</b>
<b>VENDOR: 725 - DIESEL DIRECT WEST</b>											<b>\$0.00</b>
<b>11222MA1</b>	<b>01/12/22</b>	<b>01/12/22</b>	<b>01/27/22</b>								
18583, Inv 84349280 Fuel, Water			2.50.6145 - Fuel		\$26.71	\$0.00	\$26.71	01/12/22	12517	ASCUCK	\$0.00
18583, Inv 84349280 Fuel, Sewer			2.51.6145 - Fuel		\$26.71	\$0.00	\$26.71	01/12/22	12517	ASCUCK	\$0.00
18583, Inv 84349280 Fuel, Trash			2.52.6145 - Fuel		\$213.71	\$0.00	\$213.71	01/12/22	12517	ASCUCK	\$0.00

Town of Jerome

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

Ledger as of : 1/1/2022 to 1/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
INVOICE 11222MA1 TOTALS:					\$267.13	\$0.00	\$267.13				\$0.00
11922MA3	01/19/22	01/19/22	02/03/22								
18583, Inv 84365994 Fuel, Water		2.50.6145 - Fuel			\$25.64	\$0.00	\$25.64	01/19/22	12531	ASCUCK	\$0.00
18583, Inv 84365994 Fuel, Sewer		2.51.6145 - Fuel			\$25.64	\$0.00	\$25.64	01/19/22	12531	ASCUCK	\$0.00
18583, Inv 84365994 Fuel, Trash		2.52.6145 - Fuel			\$205.14	\$0.00	\$205.14	01/19/22	12531	ASCUCK	\$0.00
INVOICE 11922MA3 TOTALS:					\$256.42	\$0.00	\$256.42				\$0.00
DIESEL DIRECT WEST TOTALS:					\$523.55	\$0.00	\$523.55				\$0.00
VENDOR: 735 - FOUR-D LLC											\$0.00
1522MA2	01/05/22	01/05/22	02/04/22								
Inv 827 IT Work Completed Dec 2021		1.11.6193 - Computer Hardware & Service			\$460.00	\$0.00	\$460.00	01/05/22	12503	ASCUCK	\$0.00
INVOICE 1522MA2 TOTALS:					\$460.00	\$0.00	\$460.00				\$0.00
FOUR-D LLC TOTALS:					\$460.00	\$0.00	\$460.00				\$0.00
VENDOR: 747 - TOWN OF JEROME PR											\$0.00
11922MA2	01/19/22	01/19/22	01/19/22								
Monthly Payroll Transfer		1.10.2999 - Suspense Account			\$90,000.00	\$0.00	\$90,000.00	01/19/22	12532	ASCUCK	\$0.00
INVOICE 11922MA2 TOTALS:					\$90,000.00	\$0.00	\$90,000.00				\$0.00
TOWN OF JEROME PR TOTALS:					\$90,000.00	\$0.00	\$90,000.00				\$0.00
VENDOR: 748 - SIMS MACKIN, LTD											\$0.00
11922MA5	01/19/22	01/19/22	02/18/22								
Inv 33208 Legal, GG		1.11.6170 - Legal Exp - Gen Gov			\$2,008.50	\$0.00	\$2,008.50	01/19/22	12533	ASCUCK	\$0.00
Inv 33208 Legal, PZ		1.16.6170 - Legal Exp - P&Z			\$4,758.00	\$0.00	\$4,758.00	01/19/22	12533	ASCUCK	\$0.00
INVOICE 11922MA5 TOTALS:					\$6,766.50	\$0.00	\$6,766.50				\$0.00
SIMS MACKIN, LTD TOTALS:					\$6,766.50	\$0.00	\$6,766.50				\$0.00
VENDOR: 755 - RONDA BROCKMAN											\$0.00
12622MA3	01/26/22	01/26/22	02/25/22								
Reimbursement Laser Printer Adapter		1.12.6185 - Miscellaneous			\$18.99	\$0.00	\$18.99	01/26/22	12540	ASCUCK	\$0.00
INVOICE 12622MA3 TOTALS:					\$18.99	\$0.00	\$18.99				\$0.00
RONDA BROCKMAN TOTALS:					\$18.99	\$0.00	\$18.99				\$0.00
VENDOR: 776 - COLBY & POWELL, PLC											\$0.00
11922MA6	01/19/22	01/19/22	01/19/22								
Inv 615933 Court Triennial Audit		1.12.6101 - Accounting and Auditing			\$2,500.00	\$0.00	\$2,500.00	01/19/22	12534	ASCUCK	\$0.00
INVOICE 11922MA6 TOTALS:					\$2,500.00	\$0.00	\$2,500.00				\$0.00
COLBY & POWELL, PLC TOTALS:					\$2,500.00	\$0.00	\$2,500.00				\$0.00

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Description			Account								
<b>VENDOR: 793 - TOWN OF JEROME - UTILITIES</b>											<b>\$0.00</b>
<b>1522MA7</b>	<b>01/05/22</b>	<b>01/05/22</b>	<b>02/04/22</b>								
7060-01 Town Yard			1.18.6285 - Utilities		\$137.56	\$0.00	\$137.56	01/05/22	12504	ASCUCK	\$0.00
7054-01 Police Station			1.18.6285 - Utilities		\$177.32	\$0.00	\$177.32	01/05/22	12504	ASCUCK	\$0.00
7031-01 Library			1.18.6285 - Utilities		\$137.56	\$0.00	\$137.56	01/05/22	12504	ASCUCK	\$0.00
7015-01 Fire Station			1.18.6285 - Utilities		\$137.56	\$0.00	\$137.56	01/05/22	12504	ASCUCK	\$0.00
7002-01 Town Hall			1.18.6285 - Utilities		\$216.90	\$0.00	\$216.90	01/05/22	12504	ASCUCK	\$0.00
<b>INVOICE 1522MA7 TOTALS:</b>					<b>\$806.90</b>	<b>\$0.00</b>	<b>\$806.90</b>				<b>\$0.00</b>
<b>TOWN OF JEROME - UTILITIES TOTALS:</b>					<b>\$806.90</b>	<b>\$0.00</b>	<b>\$806.90</b>				<b>\$0.00</b>
<b>VENDOR: 806 - PRESCOTT LAW GROUP, PLC</b>											<b>\$0.00</b>
<b>11222MA12</b>	<b>01/12/22</b>	<b>01/12/22</b>	<b>02/11/22</b>								
2011-00019 Inv 4911 Legal, PD			1.13.6172 - Prosecutor Exp		\$1,320.00	\$0.00	\$1,320.00	01/12/22	12518	ASCUCK	\$0.00
<b>INVOICE 11222MA12 TOTALS:</b>					<b>\$1,320.00</b>	<b>\$0.00</b>	<b>\$1,320.00</b>				<b>\$0.00</b>
<b>PRESCOTT LAW GROUP, PLC TOTALS:</b>					<b>\$1,320.00</b>	<b>\$0.00</b>	<b>\$1,320.00</b>				<b>\$0.00</b>
<b>VENDOR: 866 - DEERE CREDIT, INC.</b>											<b>\$0.00</b>
<b>1522MA12</b>	<b>01/05/22</b>	<b>01/05/22</b>	<b>02/04/22</b>								
510001614248 JD 210L Parks			1.17.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	01/05/22	12505	ASCUCK	\$0.00
510001614248 JD 210L Prop			1.18.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	01/05/22	12505	ASCUCK	\$0.00
510001614248 JD 210L Water			2.50.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	01/05/22	12505	ASCUCK	\$0.00
510001614248 JD 210L Sewer			2.51.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	01/05/22	12505	ASCUCK	\$0.00
510001614248 JD 210L HURF			3.30.8040 - Lease Payments		\$21.69	\$0.00	\$21.69	01/05/22	12505	ASCUCK	\$0.00
<b>INVOICE 1522MA12 TOTALS:</b>					<b>\$216.81</b>	<b>\$0.00</b>	<b>\$216.81</b>				<b>\$0.00</b>
<b>DEERE CREDIT, INC. TOTALS:</b>					<b>\$216.81</b>	<b>\$0.00</b>	<b>\$216.81</b>				<b>\$0.00</b>
<b>VENDOR: 952 - KAIROS HEALTH ARIZONA, INC.</b>											<b>\$0.00</b>
<b>11222MA7</b>	<b>01/12/22</b>	<b>01/12/22</b>	<b>02/11/22</b>								
Health Insurance - Jan 2022			1.10.2406 - Health Insurance		\$17,758.26	\$0.00	\$17,758.26	01/12/22	12519	ASCUCK	\$0.00
<b>INVOICE 11222MA7 TOTALS:</b>					<b>\$17,758.26</b>	<b>\$0.00</b>	<b>\$17,758.26</b>				<b>\$0.00</b>
<b>KAIROS HEALTH ARIZONA, INC. TOTALS:</b>					<b>\$17,758.26</b>	<b>\$0.00</b>	<b>\$17,758.26</b>				<b>\$0.00</b>
<b>VENDOR: 968 - PATRIOT DISPOSAL, INC.</b>											<b>\$0.00</b>
<b>11222MA2</b>	<b>01/12/22</b>	<b>01/12/22</b>	<b>02/11/22</b>								
0040, Ticket 255779			2.52.6165 - Landfill Tipping Fees		\$359.20	\$0.00	\$359.20	01/12/22	12520	ASCUCK	\$0.00
0040, Ticket 256266			2.52.6165 - Landfill Tipping Fees		\$361.20	\$0.00	\$361.20	01/12/22	12520	ASCUCK	\$0.00
0040, Ticket 256723			2.52.6165 - Landfill Tipping Fees		\$337.20	\$0.00	\$337.20	01/12/22	12520	ASCUCK	\$0.00
0040, Ticket 256823			2.52.6165 - Landfill Tipping Fees		\$29.60	\$0.00	\$29.60	01/12/22	12520	ASCUCK	\$0.00
0040, Ticket 257064			2.52.6165 - Landfill Tipping Fees		\$371.60	\$0.00	\$371.60	01/12/22	12520	ASCUCK	\$0.00
<b>INVOICE 11222MA2 TOTALS:</b>					<b>\$1,458.80</b>	<b>\$0.00</b>	<b>\$1,458.80</b>				<b>\$0.00</b>

Town of Jerome

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

Ledger as of : 1/1/2022 to 1/31/2022

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
PATRIOT DISPOSAL, INC. TOTALS:					\$1,458.80	\$0.00	\$1,458.80				\$0.00
VENDOR: 995 - MELANIE ATKIN											\$0.00
12622MA5	01/26/22	01/26/22	02/25/22								
Mileage Governmental Accounting Con		1.11.6275 - Travel			\$134.55	\$0.00	\$134.55	01/26/22	12541	ASCUCK	\$0.00
INVOICE 12622MA5 TOTALS:					\$134.55	\$0.00	\$134.55				\$0.00
MELANIE ATKIN TOTALS:					\$134.55	\$0.00	\$134.55				\$0.00
VENDOR: ONETIM - GHA TECHNOLOGIES, INC											\$0.00
1522MA8	01/05/22	01/05/22	02/04/22								
Inv 101182744 Firewall Appliance LB		1.15.6250 - Small Tools and Equipment			\$540.46	\$0.00	\$540.46	01/05/22	12507	ASCUCK	\$0.00
INVOICE 1522MA8 TOTALS:					\$540.46	\$0.00	\$540.46				\$0.00
GHA TECHNOLOGIES, INC TOTALS:					\$540.46	\$0.00	\$540.46				\$0.00
VENDOR: ONETIM - MIDCO DIVING & MARINE SERVICES											\$0.00
11222MA8	01/12/22	01/12/22	02/11/22								
Inv 4504 Water Reservoir Cleaning/I		2.50.6225 - Rep and Maint - Equipment			\$3,198.00	\$0.00	\$3,198.00	01/12/22	12521	ASCUCK	\$0.00
INVOICE 11222MA8 TOTALS:					\$3,198.00	\$0.00	\$3,198.00				\$0.00
MIDCO DIVING & MARINE SERVICES TOTALS:					\$3,198.00	\$0.00	\$3,198.00				\$0.00
VENDOR: ONETIM - NATIONAL NOTARY ASSOCIATION											\$0.00
1522MA3	01/05/22	01/05/22	02/04/22								
Notary Renewal/Muenz		1.11.6185 - Miscellaneous			\$112.25	\$0.00	\$112.25	01/05/22	12506	ASCUCK	\$0.00
INVOICE 1522MA3 TOTALS:					\$112.25	\$0.00	\$112.25				\$0.00
NATIONAL NOTARY ASSOCIATION TOTALS:					\$112.25	\$0.00	\$112.25				\$0.00
LEDGER TOTALS:					\$170,530.45	\$0.00	\$170,530.45				\$460.07

For the meeting of February 8, 2022

## **MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL**

*Candace B. Gallagher, Town Manager/Clerk*

Once again, the bulk of my time over the past month was spent dealing with various planning and zoning related issues, including attending board meetings, drafting board resolutions and, with Rosa Cays, handling day to day matters and inquiries. This has been very time-consuming for both of us.

My other activities have included:

- Began FY23 budget process and provided information to departments.
- Updated Town Code with all ordinances adopted and effective to date. The online Code is up to date and hard copies are available upon request.
- Updated online fee schedule to include all fees adopted and amended to date.
- Provided information to State Senate staffer and monitoring progress of SB1174, which would appropriate \$560,000 for work on Center Street.
- Completed and posted mandatory OSHA report regarding workplace injuries and illnesses for 2021.
- Continued work with NACOG and Town Engineer regarding CDBG grant for water system improvements. The project has been scaled down and will be going out to rebid soon.
- Continued work with ADOT and Town Engineer regarding HURF-funded drainage projects.
- Continued work with NACOG on Jerome Transit Plan.
- Communicated with several applicants for Zoning Administrator and arranged interviews with Council.
- Reviewed draft FY21 financial statements and provided comments to auditor.
- Prepared and compiled materials for Council meeting packets.
- Continued attendance at various virtual meetings and webinars with local officials and others.
- 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.

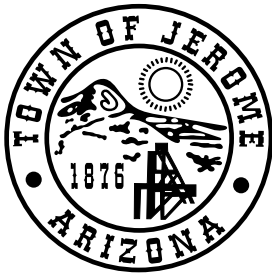
*And, last but not least ...*

- Submitted my notice of retirement, effective August 1, 2022. See attached.

Following is an accounting of sales tax revenues through December. The water flows report has been slightly delayed and will be provided asap.

As always, please feel free to contact me with any questions or concerns.

*Candace*



# TOWN OF JEROME

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

## MEMO

**FROM:** Candace Gallagher, Town Manager/Clerk  
**TO:** Mayor and Council  
Town of Jerome Staff  
Bill Sims, Town Attorney  
**SUBJECT:** Retirement  
**DATE:** January 31, 2022

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It is with a multitude of mixed feelings that I am announcing today my retirement effective August 1, 2022. My last day in the office will be Thursday, July 28.

Words cannot express my gratitude to you all, to prior Council members, and to Jerome's residents for the tremendous support and encouragement I've received during my tenure here. I feel privileged to have served this town that I love so dearly for over 12 years as your Manager and Clerk.

I will do all that I can to assist in facilitating a smooth transition.

Thank you all, from the bottom of my heart.

*Candace*



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

	<b>FY2022 BUDGET</b>	<b>FY2022 actual</b>	<b>Budget +/-</b>	<b>FY2021 actual</b>	<b>Compared to prior year +/-</b>
July	80,500	117,605	37,105	84,065	33,540
August	78,000	118,436	40,436	81,343	37,093
September	74,100	81,826	7,726	77,127	4,699
October	85,600	140,055	54,455	89,557	50,498
November	101,700	160,051	58,351	107,091	52,960
December	97,000	124,708	27,708	102,005	22,703
January	69,600			72,290	
February	71,300			74,062	
March	92,700			97,302	
April	113,900			133,377	
May	114,200			133,613	
June	121,400			141,472	
<b>Total YTD</b>	<b>1,100,000</b>	<b>742,681</b>	<b>225,781</b>	<b>1,193,304</b>	<b>201,493</b>

**TOWN OF JEROME, AZ**

Comparison of Restaurant/Bar, Accomodation and Retail Sales Tax Revenues  
FY2022 vs FY2021

	RESTAURANTS/BARS (Bus Class 11)			ACCOMMODATION (Bus Class 44/144)			RETAIL (Bus Class 17)		
	FY2022 actual	FY2021 actual	+/-	FY2022 actual	FY2021 actual	+/-	FY2022 actual	FY2021 actual	+/-
July	38,281	30,997	7,284	18,467	12,545	5,922	47,339	31,882	15,457
August	41,580	27,677	13,903	18,024	12,215	5,809	47,731	26,169	21,562
September	26,920	28,733	(1,813)	14,684	12,548	2,136	28,573	27,630	943
October	45,726	29,686	16,040	20,051	14,078	5,973	58,351	37,015	21,336
November	53,186	39,092	14,094	25,622	17,604	8,018	68,645	41,909	26,736
December	42,240	31,036	11,204	19,769	17,514	2,255	51,239	43,545	7,694
January		20,729			12,071			30,776	
February		26,693			12,132			24,068	
March		34,952			13,831			38,250	
April		49,265			21,947			50,849	
May		39,869			21,324			60,061	
June		54,832			20,516			54,061	
<b>Total YTD</b>		<b>413,561</b>	<b>60,712</b>		<b>188,325</b>	<b>30,113</b>		<b>466,215</b>	<b>93,728</b>

**Added 1% Bed Tax**

		<u>TOTAL TO DATE</u>
July	2,841	2,841
August	2,773	5,614
September	2,259	7,873
October	3,085	10,958
November	3,942	14,900
December	3,041	17,941
January		
February		
March		
April		
May		
June		



Founded 1876  
Incorporated 1899

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

## **February 2022 Staff Report (January activity)**

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

- ⚙ Collected, edited, designed, and published content for the January-February *Point of View* newsletter, with contributions from staff, town council, and members of the community.
- ⚙ Administered BOA, P&Z and DRB-related business in the absence of a zoning administrator, with support from Candace Gallagher, keeping applications and meetings flowing, and board members and applicants informed.
- ⚙ Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, post office, town hall), plus posted notices at two residences regarding public hearings.
- ⚙ Prepared agenda packets for P&Z and DRB meetings with support from Candace Gallagher and assisted in preparing the Council meeting agenda packets. Took and transcribed the minutes for all open sessions of Council, DRB, and P&Z meetings.
- ⚙ Processed the daily bank reconciliation reports for January as well as the end-of-month reconciliations for December.
- ⚙ 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.



Founded 1876  
Incorporated 1899

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

**February 2022** staff report for January activity submitted by Kristen Muenz.

**Utilities**

- Current debt (45 days past due):

13 accounts were on the shut-off list at the beginning of January. 6 accounts were sent Yellow Tags, and 1 account was shut off. That accountholder paid in full, and the water was reinstated.

Balance owed on shut-off accounts from December billing: \$4,373.86

Balance owed at end of January: \$1,212.76

- I coordinated with Data West Tech Support to add new billing rates in our utility billing software. Then, the current Commercial accounts were updated with the new rates passed in Resolution No. 628. After contacting the accountholders, Commercial accounts that were not linked to a separate meter, and could no longer be billed individually, were combined and/or closed, depending on the best option for each.

- A copy of the February AR Aging report is attached.

**Business Licenses**

Applications submitted: 15

Issued: 12

In process: 12

Renewal reminders went out to 13 businesses whose licenses expire at the end of January. We also received an application for 2 new businesses.

**Rentals**

One renter is behind by a month; all others made their rental payments and are on track.

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Charge Item Summary By User Type

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ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	\$3.09	(\$500.00)	(\$500.00)	(\$650.00)	(\$680.38)	(\$2,327.29)
Water	\$0.00	\$4,177.94	\$670.81	\$141.99	\$0.00	\$270.39	\$5,261.13
Sewer	\$0.00	\$5,232.02	\$860.63	\$207.74	\$0.00	\$522.58	\$6,822.97
Trash	\$0.00	\$7,977.20	\$1,042.60	\$250.60	\$0.00	\$848.07	\$10,118.47
Tax	\$0.00	\$406.07	\$66.02	\$6.33	\$0.00	\$39.24	\$517.66
Misc	\$0.00	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.00
Late Fee	\$0.00	\$30.00	\$20.00	\$10.00	\$10.00	\$2,150.00	\$2,220.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)-----	-----	-----	-----	-----	-----	-----	-----
Subtotal --->	\$0.00	\$17,871.32	\$2,160.06	\$116.66	(\$640.00)	\$3,149.90	\$22,657.94
UserType: Residential							
Credit	\$0.00	(\$181.56)	(\$538.10)	(\$868.50)	\$0.00	(\$2,751.49)	(\$4,339.65)
Water	\$0.00	\$7,872.60	\$1,106.50	\$258.96	\$0.00	\$2,192.17	\$11,430.23
Sewer	\$0.00	\$6,752.17	\$982.71	\$278.08	\$82.80	\$3,699.88	\$11,795.64
Trash	\$0.00	\$5,398.38	\$642.05	\$164.88	\$34.96	\$2,143.78	\$8,384.05
Tax	\$0.00	\$763.70	\$101.71	\$25.52	\$0.00	\$298.22	\$1,189.15
Misc	\$0.00	\$67.55	\$0.00	\$0.00	\$0.00	\$38.55	\$106.10
Late Fee	\$0.00	\$170.00	\$130.00	\$100.00	\$90.00	\$5,004.89	\$5,494.89
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Residential (8)-----	-----	-----	-----	-----	-----	-----	-----
Subtotal --->	\$0.00	\$20,842.84	\$2,424.87	(\$41.06)	\$207.76	\$10,626.00	\$34,060.41
UserType: Municipal							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$0.00	\$405.97	\$0.00	\$0.00	\$0.00	\$0.00	\$405.97
Sewer	\$0.00	\$540.14	\$0.00	\$0.00	\$0.00	\$0.00	\$540.14
Trash	\$0.00	\$141.20	\$0.00	\$0.00	\$0.00	\$0.00	\$141.20
Tax	\$0.00	\$39.99	\$0.00	\$0.00	\$0.00	\$0.00	\$39.99
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	\$1,127.30	\$0.00	\$0.00	\$0.00	\$0.00	\$1,127.30

-----

Charge Item Summary By User Type

-----

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
=====							
UserType: Commercial							
Credit	\$0.00	(\$116.95)	(\$60.00)	(\$60.00)	(\$60.00)	(\$21.25)	(\$318.20)
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent	\$0.00	\$6,404.28	\$264.40	\$264.40	\$0.00	\$347.36	\$7,280.44
Gas	\$0.00	\$313.59	\$0.00	\$0.00	\$0.00	\$0.00	\$313.59
Electric	\$0.00	\$419.83	\$0.00	\$0.00	\$0.00	\$0.00	\$419.83
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-----							
UserType: Commercial (8)-----							
Subtotal --->	\$0.00	\$7,020.75	\$204.40	\$204.40	(\$60.00)	\$326.11	\$7,695.66
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	\$46,862.21	\$4,789.33	\$280.00	(\$492.24)	\$14,102.01	\$65,541.31

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Charge Item Summary

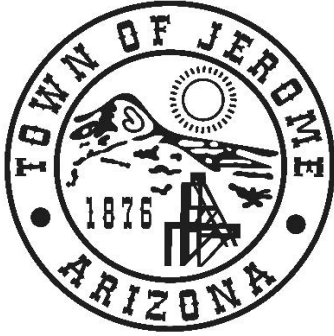
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ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
Credit	\$0.00	(\$295.42)	(\$1,098.10)	(\$1,428.50)	(\$710.00)	(\$3,453.12)	(\$6,985.14)
Water	\$0.00	\$12,456.51	\$1,777.31	\$400.95	\$0.00	\$2,462.56	\$17,097.33
Sewer	\$0.00	\$12,524.33	\$1,843.34	\$485.82	\$82.80	\$4,222.46	\$19,158.75
Trash	\$0.00	\$13,516.78	\$1,684.65	\$415.48	\$34.96	\$2,991.85	\$18,643.72
Tax	\$0.00	\$1,209.76	\$167.73	\$31.85	\$0.00	\$337.46	\$1,746.80
Misc	\$0.00	\$112.55	\$0.00	\$0.00	\$0.00	\$38.55	\$151.10
Late Fee	\$0.00	\$200.00	\$150.00	\$110.00	\$100.00	\$7,154.89	\$7,714.89
Rent	\$0.00	\$6,404.28	\$264.40	\$264.40	\$0.00	\$347.36	\$7,280.44
Gas	\$0.00	\$313.59	\$0.00	\$0.00	\$0.00	\$0.00	\$313.59
Electric	\$0.00	\$419.83	\$0.00	\$0.00	\$0.00	\$0.00	\$419.83
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	\$46,862.21	\$4,789.33	\$280.00	(\$492.24)	\$14,102.01	\$65,541.31

Customer Count = 384



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

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

## **JANUARY 2022 STAFF REPORT**

From: Melanie Atkin, Finance Manager

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, Sewer, Police, and HURF departments with transfers from the Parking Fund.
- ❖ Ran monthly fund, departmental, and vendor reports.
- ❖ Created a January summary budget to actual report for General, Utility, Road, and Parking funds.
- ❖ Attended a local & state governmental conference through Heinfeld, Meech & Co.

### **HR Duties:**

- ❖ Sent out 1099 NEC, 1099 R, and 945 tax filings to vendors and the IRS.





Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

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

Celebrating Our 123rd Anniversary  
1899 - 2022

### JANUARY 2022 PUBLIC WORKS MONTHLY REPORT

#### NORMAL WEEKLY DUTIES

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

#### OTHER PROJECTS

- Dig the hole for the electric panel near the recycle trailer, backfill, and install a bollard pole and pour concrete.
- Dig up and remove the asphalt and installed and pour concrete around the bank sign by the recycle trailer.
- Install the speed limit signs.
- Water line repair on Clark St
- Fix patch on Clark St.
- Fix the door
- Fix the door jamb at the Ghost pepper
- Fix the gator, Wacker (jumping jack compactor) and the garbage truck
- Fix and weld up repairs on the dumpsters
- Rotate the tires on the town crews and fire departments Rangers, and the gator
- Install back flow at 4<sup>th</sup> and Center.
- Fix the fence at Walnut.
- Paint the parking stripes.
- Install back up alarm on the garbage truck.
- Patch potholes on upper Gulch.

## **Jerome Library Staff Report, January 2022**

### **The New and improved online library catalog is here!**

After a four month get acquainted phase the new library catalog is up and running.

The catalog experience is fun and functional, try it today!

Catalog.yln.info

### **4H Stem Kits for space exploration.**

One dozen space exploration kits have been ordered from the 4-H club.

These are a free gift for libraries to encourage space exploration activities.

### **Summer Reading Supplies are in processing.**

Library staff are preparing summer reading activities for Jerome Kids.

### **Adult Computer in Children's area**

Thanks to Gregory Worth, the library kids room has an adult computer for caregivers to use while spending time in the Children's area.

### **Book Scanner has been installed.**

The New Scannx Book Scanner is now up and running. Scanned pages can be sent to a thumb drive for printing. Regular print fees of .25 per page will apply.

**Due to the increase in Covid -19 in our area the library staff have increased security at the library . Our purpose is to provide library admittance to locals for library service's only.**

**Respectfully, Librarian , Kathleen Jarvis**



## **JEROME MUNICIPAL COURT**

**Hon. Angela M. Bradshaw Napper, Magistrate**

P O Box 335  
Jerome, AZ 86331

600 Clark Street  
Phone (928) 649-3250

---

TO: Jerome Town Council

FROM: Angela M. Bradshaw Napper, Magistrate

SUBJECT: Monthly Staff Report

DATE: January 27, 2022

I am happy to report that I am adapting to my new position as magistrate for the Town of Jerome. Court staff, as well as other town personnel, have been thoughtful and helpful assisting in my leadership transition. I have met with the town manager, other town personnel members, the Chief of Police, and the part-time court security officer. I look forward to meeting other community leaders, once those meetings can be safely held in person.

The closure of the town building was managed timely and effectively. We are happy to make necessary adjustments and partner with local government in keeping the safety of the community at the forefront and continue to be able to conduct regular court business.

Revenue information for the months of November and December was submitted by my predecessor, the Hon. Joan Dwyer. Monthly financials are calendared for completion on the first week of each month; future financial reports will be timely submitted for council review.

In the coming weeks, in addition to normal court business, with scheduled court appearances and hearings held on most Thursdays of the month, my goals are to:

- complete and submit my budget for the coming fiscal year;
- review parking tickets and the collection of unpaid fees for those tickets;
- evaluate our current capacity to process those unpaid parking tickets in order to better determine the possible need for additional staff;
- continue working with court staff at the local, county, and state levels to become familiar and proficient in all aspects of the new position.

Please accept my gratitude for the confidence you have placed in me. If you have any questions or concerns, please do not hesitate to contact me.



# 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: January Year: 2022

Calls by Type	Number	Resident	Non-Resident
EMS Calls	8	2	6
Residential Fire	1	0	1
Commercial Fire	0	0	0
Wildland	0	0	0
Still Assignment	3	3	0
Station Staffing	0	0	0
Citizen Assist	0	0	0
Agency Assist	4	1	3
Special Duty	4	3	1
Snake Removal	0	0	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>22</b>	<b>9</b>	<b>13</b>
<b>Total Calls Chief on Scene</b>	<b>14</b>		
<b>Total JFD Meetings Chief Attended</b>	<b>6</b>		

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

JVFD Hours Worked (No Salaried Hours Included in these totals)	Total Hours:152
--	-----------------

Fire Chief Meetings	Date
Fire Marshals Meeting	1/5/22
Verde Valley Chief's Meeting	1/5/22
State Park Meeting	1/8/22
Yavapai County Chief's Meeting	1/27/22

### Education, Summer Semester:

- 3 members have been signed up for classes for Yavapai's Colleges Spring Semester.
  - Ricardo Hernandez for Fire Prevention and Fire Department Co Officer.
  - Carl Whiting for Firefighter Safety and building construction.

- Casner Dudley for Emergency Medical Technician.
- Ricardo Hernandez has passed Intermediate and Advanced ICS as well as Incident Safety officer classes.
- Hernandez, Dudley, Muma, Lazaro, and Giles have all Been signed up for the Wildland academy in March

### Additional Training:

- On Thursday 5PM January 6 we had a business meeting with Truck Checks, conducted by Blair.
- On Thursday 5PM January 13 we conducted Truck Pumping Training with Muma.
- On Thursday 5PM January 20 we conducted Training on the Clubhouse and the Grand hotel with Whiting.
- On Saturday 9AM January 27 we conducted Rope Training with Muma and Lee.
- On Thursday 5PM January 27 we conducted training on FDCs, Knox boxes, and sprinkler systems with Hernandez and Blair

### Department Affairs and Ongoing Projects

- Our January call volume is down by 10 calls over last January's 32 calls, totaling 22 calls this month. Our Fire Department personnel are performing their tasks in a professional manner with no injuries occurring.
- We have had all of our vehicles annual service done. However, we still need to have our annual service on the CAFS units and pump test on our larger units. These have been scheduled for February 1.
- We have been working on preparing for our ISO Assessment that is scheduled for the 17<sup>th</sup> of February. This involves flowing hydrants, testing response times and organizing all our data.
- In February we are also making our annual Fire extinguisher servicing available to all of our residents and businesses.

### Prevention

- We have had a total of 41 Firewise activities and visits to the burn pile in January with 69 loads of trimmings, slash, and brush for a total of 183 combined Jerome's citizen hours. As well as 150 total hours from our Fuels Crew and Adult Probation. If you need assistance, and have not filled out a Firewise application, they can be obtained at the Town Hall or the Fire Department.
- In addition to the efforts from Probation the Fire Department is putting some of our Firewise efforts towards rehabbing the Cemetery down in Clarkdale.
- 9 Business license inspections were performed.

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

### January Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	#
22-01	1/1/22	8:00:00 AM	Sat	Special Duty Resident	Clear Ice and Snow	2
22-02	1/1/22	2:00:00 PM	Sat	Special Duty Non-Resident	Citizen assist Vehicle stuck on ice	1
1	1/1/22	4:15:00 PM	Sat	EMS Non-Resident	28 Yof Sick Person	2
22-03	1/2/22	9:00:00 AM	Sun	Special Duty Resident	Salt Sidewalk clear snow	1
22-04	1/3/22	8:00:00 AM	Mon	Special Duty Resident	Clear Ice and snow	2

22-05	1/6/22	10:00:00 AM	Thurs	EMS Resident	Assisted 72 YOF with O2 bottles	1
2	1/12/22	9:59:00 AM	Wed	Residential Fire	Canceled before Dispatch	0
22-06	1/12/22	10:00:00 AM	Wed	Agency Assist Resident	JPW Traffic Control	1
22-07	1/13/22	8:30:00 AM	Thurs	MVA/Rescue Non-Resident	Vehicle Lost tire - Traffic control	2
22-08	1/14/22	9:00:00 AM	Fri	Still Assignment Resident	Burnt burn pile	2
3	1/17/22	12:10:00 AM	Mon	EMS Non-Resident	45 YOM Breathing Probs	3
4	1/17/22	8:36:00 AM	Mon	Agency Assist Non-Resident	Oversized Vehicle	3
5	1/21/22	3:21:00 PM	Fri	EMS Non-Resident	70 YOF Fall	5
6	1/22/22	3:21:00 PM	Sat	EMS Non-Resident	Possible 901 - Canceled Enroute	6
22-09	1/24/22	9:32:00 AM	Mon	EMS Resident	50 YOM Diabetic problem	3
7	1/24/22	11:40:00 AM	Mon	MVA/Rescue Non-Resident	Vehicle into guardrail - Canceled Enroute	6
22-10	1/24/22	5:00:00 PM	Mon	Agency Assist Non-Resident	Oversized Vehicle	3
8	1/25/22	2:20:00 PM	Tue	Agency Assist Non-Resident	Oversized Vehicle	6
22-11	1/28/22	2:15:00 PM	Fri	Still Assignment Resident	Smoke alarm	2
9	1/29/22	12:03:00 PM	Sat	Still Assignment Resident	Smoke Alarm - Canceled Enroute	3
10	1/31/22	9:52:00 AM	Mon	EMS Non-Resident	61 YOF Sick Person	7
22-12	1/31/22	6:22:00 PM	Mon	EMS Non-Resident	61 YOF Lift Assist	3
<b>Incident</b>	<b>Date</b>	<b>Time</b>	<b>Day of week</b>	<b>Select Type</b>	<b>Additional Info</b>	<b>#</b>

### January 2021 Burn Pile Log

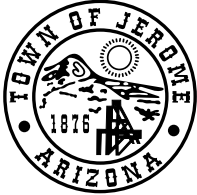
JC stands for Jerome citizens

Date	Address	Adult Prob.	# Crew Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	JC# crew	JC# Hrs.	JC Total Hrs.
1/2/2022	Beale		1	8	8	1			0
1/4/2022	215 Second				0	1	1	1	1
1/7/2022	Jerome Cemetery	7		8	56	15			0
1/7/2022	30 Magnolia				0	2	2	4	8
1/8/2022	30 Magnolia				0	2	2	4	8
1/9/2022	Conglomerate		1	8	8				0
1/10/2022	156 North				0	2	2	4	8
1/10/2022	East Ave 735				0	5	2	8	16
1/10/2022	30 Magnolia				0	1	2	2	4
1/10/2022	327 Remington Way				0	3	2	6	12
1/11/2022	659 Giroux				0	1	1	1	1
1/11/2022	123 Beale				0	1	1	1	1
1/13/2022	30 Magnolia				0	2	2	4	8
1/14/2022	100 UVX		2	8	16				0
1/15/2022	Beale		2	8	16				0
1/16/2022	89A		1	8	8				0
1/16/2022	30 Magnolia				0	2	2	4	8
1/17/2022	Mine				0	4	4	8	32

*Fire Chief's Report*

1/17/2022	847 Gulch				0	2	1	4	4
1/17/2022	Remington way				0	3	2	6	12
1/18/2022	Jerome Cemetery		1	6	6				0
1/19/2022	Jerome Cemetery		1	4	4				0
1/20/2022	Jerome Cemetery		1	6	6				0
1/20/2022	30 Magnolia				0	1	2	2	4
1/23/2022	211 Mine Rd.				0	2	2	6	12
1/23/2022	100 Perkinsville				0	2	2	6	12
1/24/2022	747 East				0	2	1	4	4
1/25/2022	209 3rd				0	1	1	1	1
1/25/2022	120 Juarez				0	3	2	4	8
1/26/2022	747 East				0	2	2	4	8
1/25/2022	Jerome Cemetery		1	6	6				0
1/26/2022	101 Main		1	4	4				0
1/26/2022	345 Dundee		3	2	6				0
1/27/2022	111 Deception				0	1	1	1	1
1/27/2022	27 Rich St.				0	1	1	1	1
1/28/2022	209 3rd St.				0	1	1	1	1
1/28/2022	200 County				0	1	1	1	1
1/28/2022	101 Main		1	6	6	2			0
1/31/2022	209 3rd St.				0	1	1	1	1
1/31/2022	100 Hill				0	1	2	2	4
1/31/2022	659 Giroux				0	1	1	2	2
	Totals	<b>7</b>	<b>16</b>	<b>82</b>	<b>150</b>	<b>69</b>	<b>46</b>	<b>93</b>	<b>183</b>
	Jerome Citizen Hours-	Adult Prob.	Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	JC# Crew	JC# Hrs.	JC Total Hrs.

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



# TOWN OF JEROME

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

## Regular Meeting of the Town of Jerome

### DESIGN REVIEW BOARD

Monday, January 3, 2022, 6:00 pm

CONDUCTED VIA ZOOM

### ACTION MINUTES

**Item 1: Call to order** 6:01 p.m. All board members were present.

**Item 2: Petitions from the public – None**  
Possible Direction to Staff

**Item 3: Approval of Minutes:** Minutes of the regular meeting of December 6, 2021  
Discussion/Possible Action

**APPROVED**

**Continued Items/Old Business:** none

#### New Business:

**Item 4: Design review of new door and windows**

Applicant/Owner: Scott Hudson/Janet Bustrin

Address: 538 School Street

Zone: C-1

APN: 401-06-092

Applicant is seeking approval to change out two windows and a door on the front lower level of the home, which were not original and have compromised the structural integrity of the house. This is the side of the home that faces Main Street.

**Discussion/Possible Action - DRB Resolution 2022-01**

**APPROVED**

**Item 5: Design review of a new two-story, single-family residence**

Applicants/Owners: Cynthia Barber & Eric Lerette

Address: 776 East Avenue

Zone: R1-5

APN: 401-07-099B

Applicants are seeking design approval for a newly constructed single-family home, which will be two stories and approximately 1664 square feet.

**Discussion/Possible Action - DRB Resolution 2022-02**

**APPROVED**

**Item 6: Review of Jerome Design Guidelines**

Jerome Town Council has requested that the Design Review Board review the draft of the design guidelines and provide feedback to Council.

**Discussion/Possible Action**

**DISCUSSED AND SUGGESTIONS SUBMITTED**

#### Meeting Updates:

**Updates of Recent and Upcoming Meetings – Rosa Cays, Deputy Town Clerk**

- a) **December 14 Council meeting** – 300 Queen Street zoning (second reading); resolution regarding fee schedule for planning and zoning, design review, and board of adjustment fees; contractual options to address street abandonment and subsidence; short-term rentals; request for abandonment of a portion of a town right-of-way
- b) **December 15 P&Z meeting** – ordinance amendments related to temporary signs in the commercial and industrial zones—final pass; Jerome design guidelines
- c) **December 28 special Council meeting** – applicant interview for zoning administrator position

**Item 7: Future DRB Agenda Items for Monday, February 7, 2022:** Cornish Pasty sign

**Item 8: Adjourn** 6:34 p.m.





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

**DRB Resolution No. 2022-01**  
**Approving design review for window and door replacement**

WHEREAS, the Town of Jerome has received an application from Copper Star Remodeling (Scott Hudson) for Design Review to replace existing windows and a door on lower front of home at 538 School Street (APN 401-06-092); and

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

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

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

1. **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.
2. **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.
3. **COLOR** – Exterior colors should be as near as possible to the original colors appropriate to the years during which the building or structure was built.
4. **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.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the Preliminary and Final Design to replace an existing bay window with two new windows at 538 School Street is hereby approved, subject to the following conditions:

1. **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.
2. **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, or construction materials, may require additional review by the Planning and Zoning Commission and/or the Design Review Board.
3. **Compliance with plans** – The project shall be completed in compliance with the approved plans and elevations.
4. **Expiration of Approval** – This approval shall become null and void if a building permit is not issued within six (6) months of final Design Review Board approval of this application. If necessary, the

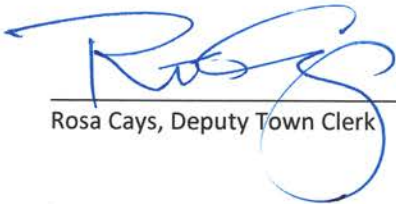
## DRB RESOLUTION NO. 2022-01

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

5. **Appeal** – Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review any and all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 3<sup>rd</sup> day of January, 2022.

ATTEST:

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

APPROVED:

  
\_\_\_\_\_  
Tyler Christensen, Chair



# TOWN OF JEROME

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

## **DRB Resolution 2022-02 Approving Design Review for a house**

WHEREAS the Town of Jerome has received an application from Cynthia Barber and Eric Lerette for design review approval to construct an approximately 1664-square-foot house at 776 East Avenue (APN 401-07-099B); and

WHEREAS the property is in the R1-5 zoning district, and single-family homes are an allowed use in that District; and

WHEREAS, a notice was posted at the site on December 23, 2021, in accordance with Jerome Zoning Ordinance Section 303.1C; and

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

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

- 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 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, antenna



## DRB RESOLUTION NO. 2022-02


- 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 are available at Jerome Town Hall, the Jerome Library and on the Town of Jerome website.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the final design for 300 Queen Street is hereby approved, subject to the following conditions:


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

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 3<sup>rd</sup> day of January, 2022.

ATTEST:

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

APPROVED:

  
\_\_\_\_\_  
Tyler Christensen, Chair



# TOWN OF JEROME

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

## ACTION MINUTES

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

Wednesday, January 19, 2022, 6:00 pm

CONDUCTED VIA ZOOM

**Item 1: Call to order 6:01 p.m. All commissioners were present.**

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

**Item 3: Approval of Minutes** – Regular meeting of December 15, 2021

**APPROVED**

**Old (continued) Business:** none

### New Business:

**Item 4: Preliminary and Final Site Plan Review for public restrooms**

The Town of Jerome is seeking a "courtesy" preliminary and final site plan review of an approximately 250-square-foot public restroom, which would be constructed on the corner of First Avenue and Main Street across from the police station.

**Discussion/Possible Action**

**APPROVED**

**Item 5: Preliminary and Final Site Plan Review for home improvements**

Applicant/Owner: Thomas Lopez

Zone: R-1

Address: 804 Hampshire Avenue

APN: 401-07-128A/127A

Applicant is seeking preliminary and final site plan review for various home improvements, including addition of a two-story deck, stone retaining wall, and CMU block foundation. DRB has approved the design, including the stone retaining wall.

**Discussion/Possible Action – P&Z Reso. 2022-01**

**APPROVED**

**Item 6: Preliminary and Final Site Plan Review for a new single-family home**

Applicants/Owners: Cid Barber & Eric Lerette

Zone: R1-5

Address: 446 Clark Street

APN: 401-07-099B

Applicants are seeking preliminary and final site plan review for construction of a new single-family home, which will be two stories and approximately 1664 square feet. DRB approved the design at their January 3, 2022 meeting.

**Discussion/Possible Action – P&Z Reso. 2022-02**

**APPROVED subject to Board of Adjustment approval of setback variance**

**Item 6: Conditional Use Permit (CUP) for a temporary shipping container**

Applicant/Owner: Steve Knowlton/Ideas-A-Plenty, LLC

Zone: C-1

Address: 776 East Avenue

APN: 401-06-032

Applicant is seeking preliminary and final site plan review for a temporary shipping container to be placed on the property during construction and removed once construction is finished. According to the zoning ordinance, "Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work," are permitted in residential zones, and therefore would be a conditional use in the C-1 zone. The applicant is currently renovating an apartment building on this property. This item will go before DRB next, subject to P&Z's decision.

**Discussion/Possible Action – P&Z Reso. 2022-03**

**APPROVED**

**Item 7: Updates of recent and upcoming meetings**

- **December 28, 2021 special Council meeting** – applicant interview for zoning administrator position
- **January 3, 2022 DRB meeting** – new door and windows at 538 School Street; new home at 776 East Avenue; review of design guidelines
- **January 11 Council meeting** – rezone at 300 Queen Street; sign ordinance; short-term rental regulation; Hotel Jerome window replacement; waterline improvements and hydrant installation; COVID.

**Item 8: Potential items for Wednesday, February 16, 2022** – No items at this time.

**Item 9: Adjourn 6:57 p.m.**



# TOWN OF JEROME

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

## P&Z Resolution No. 2022-01

### Approving Preliminary and Final Site Plan for miscellaneous improvements at 804 Hampshire Avenue

WHEREAS, the Town of Jerome has received an application for Preliminary and Final Site Plan Review from Thomas Lopez for property located at 804 Hampshire Avenue (APN 401-07-128A and 401-07-127A); and

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

WHEREAS, a notice was posted at the site on January 3, 2022, in accordance with Jerome Zoning Ordinance Section 303.1E; and

WHEREAS, the application has been reviewed in accordance with Section 303.1 and Section 303.2 of the Jerome Zoning Ordinance; and

WHEREAS, the application has been reviewed and determined to be in compliance with the property development standards of Section 504 of the Jerome Zoning Ordinance; and

WHEREAS, the Jerome Design Review Board approved this application at their December 6, 2021 meeting; and

WHEREAS, the Planning and Zoning Commission finds that the proposed improvements do 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 for various improvements at 804 Hampshire Avenue as detailed in applicant's submission dated November 10, 2021, is hereby approved, subject to the following conditions:

1. **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.
2. **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.
3. **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 and other drains shall not be directed across sidewalks.



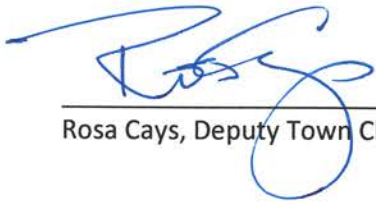
**P&Z RESOLUTION NO. 2022-01**

4. **Building Permit Submittal and Code Requirements** - The applicant/s 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 507).
5. **Compliance with plans** – The project shall be completed in compliance with the approved plans.
6. **Conditions on Plans** – The building permit plan submittal shall include a sheet with a list of approved conditions from both the Design Review Board and Planning and Zoning Commission.
7. **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.

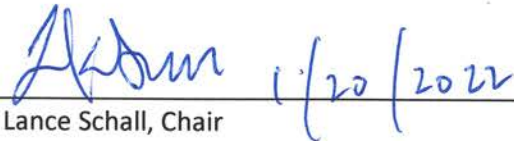
ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 19th day of January 2022.

ATTEST:

APPROVED:



Rosa Cays, Deputy Town Clerk



Lance Schall, Chair



# TOWN OF JEROME

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

## P&Z Resolution No. 2022-02

### Approving preliminary and final site plan for a new single-family home at 776 East Avenue

Whereas the Town of Jerome has received an application for Preliminary and Final Site Plan Review from Cynthia Barber and Eric Lerette to construct a new home at 776 East Avenue (APN 401-07-099B); and

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

Whereas the proposed project consists of an approximately 1,664-square-foot single-family home;

Whereas a notice was posted at the site on December 23, 2021, in accordance with Jerome Zoning Ordinance Section 303.1C;

Whereas the Design Review Board reviewed and approved this application at their January 3, 2022 meeting;

Whereas the Jerome Planning & Zoning Commission reviewed this application at their January 19, 2022 meeting and wishes to approve the application subject to review and approval of the variance request by the Board of Adjustment; 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 1,664-square-foot single-family home at 776 East 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** – **Subject to approval of a variance by the Board of Adjustment for setbacks as follows:** A front setback of five (5) feet shall be provided on East Avenue, which is comparable to the setbacks of buildings nearby, and permitted per the Zoning Ordinance: *Section 505.D.1) the applicant can reduce the setback to that of any building within one hundred feet of the lot*; a minimum five (5)-foot setback shall be provided on the side lots, and a minimum 15-to-20-foot setback shall be provided for the rear yard.
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 as determined by the Planning & Zoning Commission.



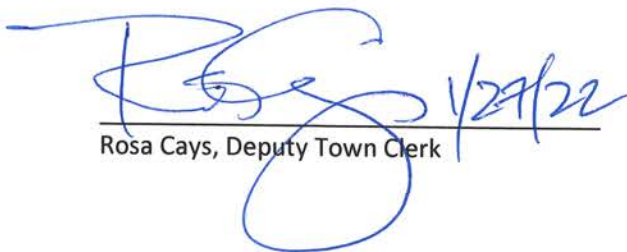
**P&Z Resolution No. 2021-09**

6. **Water Extension** – Prior to occupancy, a water connection shall be provided to 776 East Avenue to serve the proposed improvements.
7. **Sewer Extension** – Prior to occupancy, a sewer line shall be extended to 776 East Avenue to serve the proposed improvements.
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 January 2022.

ATTEST:

APPROVED:

  
Rosa Cays, Deputy Town Clerk

  
Chairman Lance Schall



# TOWN OF JEROME

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

## **P&Z Resolution 2022-03** **Recommending approval of a CUP for a shipping container**

Whereas the Town of Jerome has received an application from Steve Knowlton for a conditional use permit to allow a temporary shipping container in the C-1 zone at 446 Clark Street (APN 401-06-032);

Whereas a shipping container is not specifically listed as a permitted or conditional use in the Jerome Zoning Ordinance;

Whereas the applicant has requested that shipping containers be determined to be similar in nature to a temporary building "for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work," which *are* permitted in residential zones per the Jerome Zoning Ordinance and which would therefore be a conditional use in the C-1 District; and

Whereas the Jerome Design Review Board shall review this application at their February 7, 2022 meeting; and

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

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

Now, therefore be it resolved that the Planning and Zoning Commission of the Town of Jerome, Arizona, recommends approval of this Conditional Use Permit by the Town Council, subject to the following conditions:

1. **Certificate of Occupancy** – The applicant shall receive the Certificate of Occupancy from the town building inspector once the construction project is completed and only after the shipping container is removed from the property.
2. **Visual compatibility** – The applicant shall present his application to the Jerome Design Review Board for approval and comply with any requirements deemed necessary to make the shipping container visually compatible with the surrounding area.
3. **Review** - The Planning and Zoning Commission shall review the CUP approximately six (6) months from the opening date of the business. The review shall address any complaints or concerns and compliance with existing conditions of approval. New conditions may be added if necessary to mitigate any new issues that have arisen.

**P&Z RESOLUTION NO. 2021-16**

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

Adopted and approved by a majority vote of the Planning and Zoning Commission on the 19th day of January 2022.

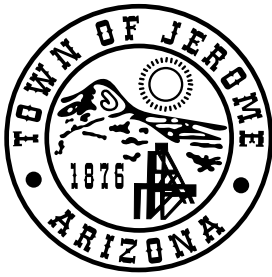
ATTEST:

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

600 CLARK STREET, COUNCIL CHAMBERS

TUESDAY, DECEMBER 28, 2021 AT 2:00 PM

<b>ITEM #1:</b> <b>2:04 (0:01)</b>	<b>CALL TO ORDER/ROLL CALL</b> Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg called the meeting to order at 2:04 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 Sage Harvey, Alex Barber, and Jane Moore.</i>
<b>ITEM #2:</b> <b>2:04 (0:33)</b>	<b>INTERVIEW WITH CANDIDATE FOR ZONING ADMINISTRATOR</b> Council will conduct an interview with Robert Gould for the position of Zoning Administrator and may make an appointment to that position. <i>Mayor Dillenberg welcomed Mr. Gould, who was then asked questions by the Council.</i> <i>Councilmember Moore asked Mr. Gould about his experience with law and code enforcement. Mr. Gould said he oversaw code enforcement in Payson as well as Gila County. He said he tends to side with the customer/resident and that 10 years passed without any complaints about how he managed code enforcement.</i> <i>Mayor Dillenberg asked Mr. Gould how he would deal with an angry resident; he replied that he does not react to anger. He said after 30 years, he does not recall a single time anyone getting angry with him.</i> <i>Councilmember Harvey asked Mr. Gould if he had read the zoning ordinance. He said he had not yet read it and mentioned that he had written ordinances in the past. Councilmember Barber said Council would want him to be familiar with the town code, zoning ordinance, and general plan.</i> <i>Ms. Harvey suggested Mr. Gould read the zoning ordinance to be sure he would want to enforce it. He laughed and said he would not have a choice but to enforce it. He planned to read the general plan first, then the ordinance.</i> <i>Ms. Barber said Council continues to improve upon the ordinance and would appreciate Mr. Gould's experience to assist them with this. He said he has spent many hours revising ordinances.</i> <i>Ms. Barber then talked about Jerome's National Historic Landmark designation and the importance of the zoning administrator's management of new construction so that it works with the town policies and builders stay with their approved plans. She then asked Mr. Gould about his experience with historic preservation. He said he helped establish the first historic preservation commission in Payson and helped write their ordinance as well as the town's design ordinance.</i> <i>Ms. Barber asked if he has helped preserve a specific historic structure. He said during the redevelopment of Main Street in Payson, the National Bank building was preserved, among other buildings. Ms. Barber then asked why historic preservation is important, and Mr. Gould said it was important to remember where we came from and our cultural past.</i> <i>Ms. Moore asked Mr. Gould if he could be objective in applying town codes without discrimination, and what he would enjoy most and least about code enforcement. Mr. Gould said ambiguity in the ordinance is what makes the job tough—it must be clear to the "customer" or resident what is required. To communicate effectively solves any problem. He also said nepotism is not acceptable.</i> <i>Mayor Dillenberg informed Mr. Gould about the regular meetings per month and asked if he would be willing to relocate. He said he was fine with the meetings but was having a tough time finding housing.</i>

The mayor then asked him about salary requirements and when he could start. Mr. Gould was flexible with both. Ms. Gallagher said the salary was budgeted at approximately \$50,000.

Ms. Harvey stated that Jerome is extremely difficult when it comes to zoning because certain residents make it their business to know what is happening in the zoning department. She asked how Mr. Gould deals with difficult people and if he is one to ask for assistance if he needs it.

Mr. Gould said that there are people who don't want the government to tell them what to do with their private property, and that all he would do is communicate and reason with them and most of the time, they would cooperate. He said he was fine with asking for help.

Ms. Barber asked Mr. Gould about his computer skills. She then shared a few facts about the town, the uptick in tourism and vacation rentals, and warned him about the zoning administrator "hot seat."

Vice Mayor Worth [attended via Zoom, so was difficult to hear at times] asked Mr. Gould about his experience with CDBG funding. Mr. Gould said he has written several grants and even done door-to-door surveys for CDBG. She then asked him a few more questions, including his take on compatibility between residents and economic contributors. Mr. Gould said that the residents are the priority but not every issue is decided in their favor. He said it was a matter of knowing how to deal with conflict.

Ms. Moore requested that the floor be open to the public.

Ms. Barber asked building inspector Barry Wolstencroft what he thought of Mr. Gould and his replies to the questions. Mr. Wolstencroft replied that it seemed Mr. Gould had the experience.

Jerome resident Nancy Robinson made comments about the demands of the zoning administrator position and later asked Mr. Gould about his housing needs.

Ms. Moore asked Mr. Gould if he had ever worked on a renovation project like the Hotel Jerome. He said he had not.

Ms. Barber said it was important to have a zoning administrator who would confer with town staff and other locals before making hasty decisions on projects.

Vice Mayor Worth motioned to offer Mr. Gould the job. Ms. Barber second the motion.

Ms. Moore asked Mr. Gould to look at the zoning ordinance and general plan and offer feedback—and see if he would still want the job. She said they would want to review with him after six months.

Ms. Moore then asked if he would be bored with code enforcement and historic preservation. He said it is what he has mostly done and would be fine with it.

**Motion to offer Mr. Gould the zoning administrator position**

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

Council took a 5-minute break.

**ITEM #3:  
2:54 (42:38)**

**INTERVIEW WITH CANDIDATES FOR MUNICIPAL MAGISTRATE**

Council will conduct interviews with Angela Napper and Catherine Kelley for the position of Municipal Magistrate and may make an appointment to that position.

*[Ms. Kelley withdrew her application prior to the meeting.]*

Mayor Dillenberg introduced Ms. Napper.

Ms. Barber asked Ms. Napper if she was familiar with Jerome's court and its operation. Ms. Napper said she was and that she had observed the court last October.

Ms. Barber asked Ms. Napper why she wanted the position. Ms. Napper shared her experience and where she has worked and said it felt like the natural, next step in her career to have her own court and that her talents could be put to effective use in a community like Jerome. She added that it would be a good place to start and maybe finish her career.

Ms. Barber then asked Ms. Napper to describe her communication skills. Ms. Napper replied that she prides herself on her ability to collaborate with defendants, lawyers, paralegals, and others. She explained that education and open dialogue were important to her, to a point, and not a "put up or shut up" attitude.

	<p>Ms. Harvey asked what challenges Ms. Napper would face if she were to take the position. Ms. Napper said her greatest learning curve would be working with the budgetary piece. Ms. Harvey asked Ms. Gallagher if this were something with which she could assist. Ms. Gallagher said she and Finance Manager Melanie Atkin could help.</p> <p>Vice Mayor Worth asked Ms. Napper to talk about her work history. Ms. Napper talked about knowing attorney Rob Pecharich and her first job in high school when she worked in his law office. She said as a criminal defense attorney in Coconino County, many cases involved substance abuse issues—but there was no effective tool to assess or address the problem. As a three-year attorney at the age of 28, she produced a grant proposal and had a university student do rudimentary assessments to figure out the needs. She said this helped provide incentive to the criminals to seek treatment and help clear their record, and though it took additional effort and buy-in at all levels, she was grateful to be part of it.</p> <p>Ms. Moore asked Ms. Napper to describe a situation where she had to support a legal position that conflicted with her personal beliefs. Ms. Napper said she is often asked the “cocktail party” question of how she can defend someone she knows is guilty, and her answer is that we have a constitution for this reason, to protect the rights of everyone. Ms. Napper said the most difficult cases are those that follow the law yet cause hardship for the person appearing in front of her.</p> <p>Mayor Dillenberg said he was impressed with Ms. Napper’s experience and accomplishments. He asked how she deals with orders of protection and DUIs, and what is appropriate for a first-time versus a serial offender. Ms. Napper said for a first-timer, it is usually economics, and for serial offenders, it’s usually underlying issues. She said she takes every case seriously. As for orders of protection, Ms. Napper said she has been through several trainings, including lethality training, which taught her how to listen for tipoffs of endangerment, and that to be educated about domestic violence is key.</p> <p>Mayor Dillenberg asked Ms. Napper if she has encountered questionable ethical behavior from professionals. She said that she has prosecuted ethical infractions, but as a judicial officer, has not had a lawyer challenge the ethics of law, although as an attorney, she has reported an unethical lawyer.</p> <p>Ms. Harvey asked Ms. Napper if she would be available for 3 a.m. warrants, if needed. Ms. Napper said she would be.</p> <p>Ms. Gallagher asked what salary Ms. Napper would be asking for. She said she would be fine with what Judge Dwyer was making.</p> <p>Mayor Dillenberg said Ms. Napper would be an outstanding addition to the community. Ms. Napper said she would be humbled by the opportunity.</p> <p style="text-align: center;"><b><u>Motion to offer Ms. Napper the municipal magistrate position</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <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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<b>ITEM #4:</b>	<p><b>ADJOURNMENT</b></p> <p style="text-align: center;"><b><u>Motion to adjourn at 3:20 p.m.</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <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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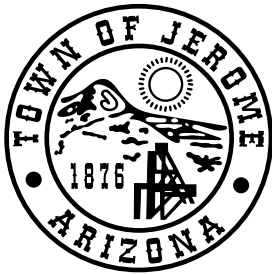
APPROVE:

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 www.jerome.az.gov

## MINUTES

### SPECIAL MEETING OF THE JEROME TOWN COUNCIL

VIA ZOOM

TUESDAY, JANUARY 11, 2022 AT 6:30 P.M.

ITEM #1: 6:30 (0:05)	<b>CALL TO ORDER/ROLL CALL</b> Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg called the meeting to order at 6:30 p.m. (recording began shortly thereafter).</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.</i>																																										
ITEM #2: 6:30 (0:51)	<b>EXECUTIVE SESSION</b> Council may enter into executive session, pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4), to receive legal advice from the Town Attorney regarding: <ul style="list-style-type: none"><li>• Short-term rentals</li><li>• Matters related to 300 Queen Street</li><li>• Tour business regulation</li><li>• Sign regulations</li></ul> <b><i>Motion to enter into executive session</i></b> <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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ITEM #3: (1:59)	<b>ADJOURNMENT</b> <b><i>Motion to adjourn executive session at 7:07 p.m.</i></b> <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			
COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN																																					
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DILLENBERG			X																																								
HARVEY	X		X																																								
MOORE			X																																								
WORTH		X	X																																								

APPROVE:

ATTEST:

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

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

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

**TOWN OF JEROME, ARIZONA**

Annual Financial Statements  
and Independent Auditors' Report

June 30, 2021





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## **INDEPENDENT AUDITORS' REPORT**

To the Town Council  
Town of Jerome, Arizona

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the Town of Jerome, Arizona, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the Town of Jerome, Arizona, as of June 30, 2021, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

The Town of Jerome, Arizona has not presented the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Accounting principles generally accepted in the United States of America require that the Budgetary Comparison Schedules and net pension liability and other post-employment benefit plan information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

The Segmented Statement of Revenue, Expenses, and Changes in Fund Net Position is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining Segmented Statement of Revenue, Expenses, and Changes in Fund Net Position is fairly stated in all material respects in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 14, 2021, on our consideration of the Town of Jerome, Arizona's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Jerome. Arizona's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Jerome, Arizona's internal control over financial reporting and compliance.

### **Other Reporting Required by Arizona Revised Statutes**

In connection with our audit, nothing came to our attention that caused us to believe that the Town failed comply with the authorized transportation purposes, insofar as they relate to accounting matters, for Highway User Revenue Fund monies it received pursuant to Arizona Revised Statutes Title 28, Chapter 18, Article 2 and any other dedicated state transportation revenues it received. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures; other matters may have come to our attention regarding the Town's noncompliance with authorized transportation purposes referred to above, insofar as they relate to accounting matters.

The communication related to compliance over the use of Highway User Revenue Fund and other dedicated State transportation revenue monies in the preceding paragraph is intended solely for the information and use of the members of the Arizona State Legislature, the Auditor General of the State of Arizona, the Town Council, management, and other responsible parties within the Town and is not intended to be and should not be used by anyone other than these specified parties.

*Colby + Powell*

December 14, 2021

**TOWN OF JEROME, ARIZONA**  
**Statement of Net Position**  
**June 30, 2021**

	Primary Government		
	Governmental	Business-type	
	Activities	Activities	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ 1,390,010	\$ 117,071	\$ 1,507,081
Cash and cash equivalents, restricted	-	23,237	23,237
Accounts receivable-net	-	44,797	44,797
Taxes receivable	6,122	-	6,122
Due from other governments	285,759	-	285,759
Inventories	13,193	-	13,193
Capital assets, not being depreciated	335,393	137,928	473,321
Capital assets, being depreciated, net	1,022,156	1,971,492	2,993,648
<b>Total assets</b>	<b>3,052,633</b>	<b>2,294,525</b>	<b>5,347,158</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflows related to pensions and other postemployment benefits	235,422	-	235,422
<b>LIABILITIES</b>			
Accounts payable	73,726	36,769	110,495
Accrued expenses	44,403	4,997	49,400
Deposits held for others	6,761	23,237	29,998
Unearned revenue	160,373	-	160,373
Due to fiduciary fund	14,235	-	14,235
Noncurrent liabilities			
Due within 1 year	31,010	5,686	36,696
Due in more than 1 year	165,091	3,816	168,907
<b>Total liabilities</b>	<b>495,599</b>	<b>74,505</b>	<b>570,104</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred inflows related to pensions and other postemployment benefits	9,158	-	9,158
<b>NET POSITION</b>			
Net investment in capital assets	1,336,510	2,105,379	3,441,889
Restricted for:			
Court enhancement fund	21,854	-	21,854
Public works and streets	108,158	-	108,158
Community development	48,560	-	48,560
Unrestricted	1,268,216	114,641	1,382,857
<b>Total net position</b>	<b>\$ 2,783,298</b>	<b>\$ 2,220,020</b>	<b>\$ 5,003,318</b>

*See accompanying notes to financial statements.*

**TOWN OF JEROME, ARIZONA**  
**Statement of Activities**  
**June 30, 2021**

Functions / Programs	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		Total
					Governmental Activities	Business-type Activities	
<b>Primary government:</b>							
Governmental activities							
General government	\$ 507,503	\$ 8,077	\$ -	\$ -	\$ (499,426)	\$ -	\$ (499,426)
Public safety	1,218,733	362,759	25,000	90,963	(740,011)	-	(740,011)
Public works and streets	88,441	-	44,101	47,736	3,396	-	3,396
Community development	319,913	82,432	28,315	-	(209,166)	-	(209,166)
Parking	65,064	241,002			175,938		175,938
Culture and recreation	94,266	-	20,906	-	(73,360)	-	(73,360)
Interest on long-term debt	339	-	-	-	(339)	-	(339)
<b>Total governmental activities</b>	<b>2,294,259</b>	<b>694,270</b>	<b>118,322</b>	<b>138,699</b>	<b>(1,342,968)</b>	<b>-</b>	<b>(1,342,968)</b>
Business-type activities							
Utilities	471,155	529,472	-	72,959	-	131,276	131,276
<b>Total business-type activities</b>	<b>471,155</b>	<b>529,472</b>	<b>-</b>	<b>72,959</b>	<b>-</b>	<b>131,276</b>	<b>131,276</b>
<b>Total primary government</b>	<b>\$ 2,765,414</b>	<b>\$ 1,223,742</b>	<b>\$ 118,322</b>	<b>\$ 211,658</b>	<b>(1,342,968)</b>	<b>131,276</b>	<b>(1,211,692)</b>
<b>General revenues:</b>							
Taxes:							
Property taxes					49,642	-	49,642
Town sales taxes					1,226,845	-	1,226,845
Franchise taxes					16,129	-	16,129
Shared revenue-State sales tax					53,978	-	53,978
Shared revenue-Urban revenue					214,371	-	214,371
Shared revenue-State vehicle license tax					38,605	-	38,605
Investment earnings					1,907	33	1,940
Gain on disposal of assets					2,650	-	2,650
Miscellaneous					3,323	-	3,323
<b>Transfers</b>					<b>93,481</b>	<b>(93,481)</b>	<b>-</b>
Total general revenues and transfers					<b>1,700,931</b>	<b>(93,448)</b>	<b>1,607,483</b>
Change in net position					357,963	37,828	395,791
Net position, beginning of year					2,425,335	2,182,192	4,607,527
Net position, end of year					<b>\$ 2,783,298</b>	<b>\$ 2,220,020</b>	<b>\$ 5,003,318</b>

*See accompanying notes to financial statements.*



**TOWN OF JEROME, ARIZONA**  
**Balance Sheet**  
**Governmental Funds**  
**June 30, 2021**

	General Fund	HURF Fund	Grants Fund	Total Governmental Funds
<b>ASSETS</b>				
Cash and cash equivalents	\$ 1,156,990	\$ 107,797	\$ 125,223	\$ 1,390,010
Taxes receivable	6,122	-	-	6,122
Due from other governments	205,234	3,934	76,591	285,759
Inventories	-	-	13,193	13,193
<b>Total assets</b>	<u>\$ 1,368,346</u>	<u>\$ 111,731</u>	<u>\$ 215,007</u>	<u>\$ 1,695,084</u>
<b>LIABILITIES</b>				
Accounts payable	\$ 65,366	\$ 2,286	\$ 6,074	\$ 73,726
Accrued expenses	43,116	1,287	-	44,403
Deposits held for others	6,761	-	-	6,761
Unearned revenue	-	-	160,373	160,373
Due to other funds	14,235	-	-	14,235
<b>Total liabilities</b>	<u>129,478</u>	<u>3,573</u>	<u>166,447</u>	<u>299,498</u>
<b>FUND BALANCES</b>				
Restricted for:				
Court enhancement	21,854	-	-	21,854
Public works and streets	-	108,158	-	108,158
Community development	-	-	48,560	48,560
Unassigned	1,217,014	-	-	1,217,014
<b>Total fund balances</b>	<u>1,238,868</u>	<u>108,158</u>	<u>48,560</u>	<u>1,395,586</u>
<b>Total liabilities and fund balances</b>	<u>\$ 1,368,346</u>	<u>\$ 111,731</u>	<u>\$ 215,007</u>	<u>\$ 1,695,084</u>

*See accompanying notes to financial statements.*

**TOWN OF JEROME, ARIZONA**  
**Reconciliation of the Governmental Balance Sheet**  
**to the Government-wide Statement of Net Position**  
**June 30, 2021**

Fund balances-total governmental funds	\$ 1,395,586
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	1,357,549
Long-term liabilities, such as net pension/OPEB liabilities and capital leases payable, are not due and payable in the current period and, therefore, are not reported as a liability in the funds.	(196,101)
Deferred outflows and inflows of resources related to pensions/OPEB are applicable to future reporting periods and, therefore, are not reported in the funds.	<u>226,264</u>
<b>Net position of governmental activities</b>	<b><u><u>\$ 2,783,298</u></u></b>

*See accompanying notes to financial statements.*

**TOWN OF JEROME, ARIZONA**  
**Statement of Revenue, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**Year Ended June 30, 2021**

	General Fund	HURF Fund	Grants Fund	Total Governmental Funds
<b>Revenues</b>				
Taxes	\$ 1,276,486	\$ -	\$ -	\$ 1,276,486
Intergovernmental	376,906	44,101	180,949	601,956
Charges for services	309,460	-	-	309,460
Parking	241,002	-	-	241,002
Fines and forfeits	78,914	-	-	78,914
Licenses and permits	26,826	-	-	26,826
Miscellaneous	9,640	-	-	9,640
Investment earnings	1,411	496	-	1,907
Donations and grants	3,556	-	6,344	9,900
<b>Total revenues</b>	<u>2,324,201</u>	<u>44,597</u>	<u>187,293</u>	<u>2,556,091</u>
<b>Expenditures</b>				
Current				
General government	468,256	-	-	468,256
Public safety	1,051,021	-	32,164	1,083,185
Public works and streets	-	78,772	-	78,772
Community development	262,423	-	56,695	319,118
Parking	65,064	-	-	65,064
Culture and recreation	93,533	-	-	93,533
Debt service				
Principal	5,645	212	-	5,857
Interest	291	48	-	339
Capital outlay	43,415	-	95,284	138,699
<b>Total expenditures</b>	<u>1,989,648</u>	<u>79,032</u>	<u>184,143</u>	<u>2,252,823</u>
Excess (deficiency) of revenues over expenditures	<u>334,553</u>	<u>(34,435)</u>	<u>3,150</u>	<u>303,268</u>
<b>Other financing sources (uses)</b>				
Sale of capital assets	2,650	-	-	2,650
Transfers	104,062	(10,581)	-	93,481
<b>Total other financing sources (uses)</b>	<u>106,712</u>	<u>(10,581)</u>	<u>-</u>	<u>96,131</u>
<b>Net change in fund balances</b>	441,265	(45,016)	3,150	399,399
Fund balances, beginning of year	<u>797,603</u>	<u>153,174</u>	<u>45,410</u>	<u>996,187</u>
<b>Fund balances, end of year</b>	<u>\$ 1,238,868</u>	<u>\$ 108,158</u>	<u>\$ 48,560</u>	<u>\$ 1,395,586</u>

*See accompanying notes to financial statements.*

**TOWN OF JEROME, ARIZONA**  
**Reconciliation of the Governmental Funds Statement of Revenue, Expenditures,**  
**and Changes in Fund Balances to the Government-wide Statement of Activities**  
**Year Ended June 30, 2021**

Net change in fund balances-total governmental funds \$ 399,399

Amounts reported for governmental activities in the statement of activities are because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense

Capital outlay	138,699	
Depreciation expense	(120,619)	18,080

Town pension/OPEB contributions are reported as expenditures in the governmental funds when made. However they are reported as deferred outflows of resources in the statement of net position because the reported net pension/OPEB liability is measured a year before the Town's report date. Pension/OPEB expense, which is the change in the net pension/OPEB liability adjusted for changed in deferred outflows and inflows of resources related to pensions/OPEB, is reported in the statement of activities.

Town pension/OPEB contributions	28,965	
Pension/OPEB expense	(91,927)	(62,962)

Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of position.

Debt principal repaid		5,857
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Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available resources. In the statement of activities, however, which is presented on the accrual basis of accounting, expenses are reported regardless of when the financial resources are available.

Decrease in compensated absences		(2,411)
----------------------------------	--	---------

**Change in net position of governmental activities \$ 357,963**

*See accompanying notes to financial statements.*

**TOWN OF JEROME, ARIZONA**  
**Statement of Net Position**  
**Proprietary Funds**  
**June 30, 2021**

	Utilities Fund
<b>ASSETS</b>	
Current assets	
Cash and cash equivalents	\$ 117,071
Cash and cash equivalents, restricted	23,237
Accounts receivable-net	44,797
<b>Total current assets</b>	<b>185,105</b>
Noncurrent assets	
Capital assets, not being depreciated	137,928
Capital assets, being depreciated, net	1,971,492
<b>Total noncurrent assets</b>	<b>2,109,420</b>
<b>Total assets</b>	<b>2,294,525</b>
<b>LIABILITIES</b>	
Current liabilities	
Accounts payable	36,769
Accrued expenses	4,997
Deposits held for customers	23,237
Compensated absences payable, current portion	4,096
Capital lease payable, current portion	1,590
<b>Total current liabilities</b>	<b>70,689</b>
Noncurrent liabilities	
Compensated absences payable	1,365
Capital lease payable	2,451
<b>Total noncurrent liabilities</b>	<b>3,816</b>
<b>Total liabilities</b>	<b>74,505</b>
<b>NET POSITION</b>	
Net investment in capital assets	2,105,379
Unrestricted	114,641
<b>Total net position</b>	<b>\$ 2,220,020</b>

*See accompanying notes to financial statements.*

**TOWN OF JEROME, ARIZONA**  
**Statement of Revenue, Expenses, and Changes in Fund Net Position**  
**Proprietary Funds**  
**Year Ended June 30, 2021**

	Utilities Fund
<b>Operating revenues</b>	
Charges for services	
Sewer user fees	\$ 172,177
Sanitation user fees	171,739
Water user fees	171,806
Miscellaneous	13,750
<b>Total operating revenues</b>	<b>529,472</b>
<b>Operating expenses</b>	
Personnel	212,472
Depreciation	76,909
Contract services	51,000
Repairs and maintenance	44,144
Legal and professional	1,369
Fees and permits	22,279
Insurance	18,800
Office	15,475
Fuel	8,434
Tools and equipment	9,191
Utilities	2,210
Miscellaneous	2,997
<b>Total operating expenses</b>	<b>465,280</b>
<b>Operating income (loss)</b>	<b>64,192</b>
<b>Nonoperating revenues (expenses)</b>	
Investment earnings	33
Interest expense	(5,875)
<b>Total nonoperating revenues (expenses)</b>	<b>(5,842)</b>
<b>Income (loss) before transfers</b>	<b>58,350</b>
Transfers	(93,481)
Capital grant contribution	72,959
<b>Increase (decrease) in net position</b>	<b>37,828</b>
Net position, beginning of year	2,182,192
<b>Net position, end of year</b>	<b>\$ 2,220,020</b>

*See accompanying notes to financial statements.*

**TOWN OF JEROME, ARIZONA**  
**Statement of Cash Flows**  
**Proprietary Funds**  
**Year Ended June 30, 2021**

	Utilities Fund
<b>Cash flows from operating activities</b>	
Receipts from customers	\$ 526,726
Payments to suppliers and providers of goods and services	(156,056)
Payments to employee wages and benefits	(211,257)
<b>Net cash provided by (used for) operating activities</b>	<u>159,413</u>
<b>Cash flows from noncapital financing activities</b>	
Transfers to other funds	<u>(93,481)</u>
<b>Cash flows from capital and related financing activities</b>	
Proceeds from capital grant	72,959
Principal paid on capital lease	(1,484)
Interest paid	(8,951)
Principal paid on revenue bond maturities	(136,703)
Purchase of capital assets	(115,848)
<b>Net cash provided by (used for) capital and related financing activities</b>	<u>(190,027)</u>
<b>Cash flows from investing activities</b>	
Interest received on investments	<u>33</u>
<b>Net increase (decrease) in cash and cash equivalents</b>	(124,062)
Cash and cash equivalents, beginning of year	<u>264,370</u>
<b>Cash and cash equivalents, end of year</b>	<u><u>\$ 140,308</u></u>
Cash and cash equivalents	\$ 117,071
Cash and cash equivalents, restricted	<u>23,237</u>
<b>Cash and cash equivalents, end of year</b>	<u><u>\$ 140,308</u></u>

*See accompanying notes to financial statements.*

**TOWN OF JEROME, ARIZONA**  
**Statement of Cash Flows**  
**Proprietary Funds**  
**Year Ended June 30, 2021**  
*(Continued)*

	Utilities Fund
<b>Reconciliation of operating income (loss) to net cash provided by (used for) operating activities:</b>	
Operating income (loss)	\$ 64,192
Adjustments to reconcile operating income to net cash provided by (used for) operating activities:	
Depreciation	76,909
Changes in assets and liabilities:	
Account receivable	(1,771)
Accounts payable	19,843
Accrued expenses	974
Deposits held for customers	(975)
Compensated absences	241
<b>Net cash provided by (used for) operating activities</b>	<b>\$ 159,413</b>

*See accompanying notes to financial statements.*



**TOWN OF JEROME, ARIZONA**  
**Statement of Fiduciary Net Position**  
**Fiduciary Fund**  
**June 30, 2021**

	Pension Trust Fund
<b>ASSETS</b>	
Cash and cash equivalents	\$ 15,191
Investments, at fair value	191,646
Due from Town	<u>14,235</u>
<b>Total assets</b>	<u>221,072</u>
<b>NET POSITION</b>	
Held in trust for investment trust participants	<u><u>\$ 221,072</u></u>

*See accompanying notes to financial statements.*

**TOWN OF JEROME, ARIZONA**  
**Statement of Changes in Fiduciary Net Position**  
**Fiduciary Fund**  
**Year Ended June 30, 2021**

	Pension Trust Fund
<b>Additions:</b>	
Contributions	\$ 14,204
Investment earnings:	
Interest and dividends	7,756
Net increase (decrease) in fair value of investments	48,885
<b>Total additions</b>	<u>70,845</u>
<b>Deductions:</b>	
Distributions to participants	8,835
Administrative fees	4,815
<b>Total deductions</b>	<u>13,650</u>
Change in net position	57,195
Net position, beginning of year	<u>163,877</u>
<b>Net position, end of year</b>	<u><u>\$ 221,072</u></u>

*See accompanying notes to financial statements.*

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

***NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES***

The Town of Jerome, Arizona's accounting policies conform to generally accepted accounting principles applicable to governmental units adopted by the Governmental Accounting Standards Board (GASB).

**A. Reporting Entity**

The Town is a general-purpose local government that is governed by a separately elected Town Council. The accompanying financial statements present the activities of the Town (the primary government).

**B. Basis of Presentation**

The basic financial statements include both government-wide statements and fund financial statements. The government-wide statements focus on the Town as a whole, while the fund statements focus on major funds. Each presentation provides valuable information that can be analyzed and compared between years and between governments to enhance the information's usefulness.

Government-wide statements—Provide information about the primary government (the Town). The statements include a statement of net position and a statement of activities. These statements report the overall government's financial activities, except for fiduciary activities. They also distinguish between the Town's governmental and business-type activities. Governmental activities generally are financed through taxes and intergovernmental revenues. Business-type activities are financed in whole or in part by fees charged to external parties.

A statement of activities presents a comparison between direct expenses and program revenues for each function of the Town's governmental activities and segment of its business-type activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. The Town does not allocate indirect expenses to programs or functions. Program revenues include:

- charges to customers or applicants for goods, services, or privileges provided;
- operating grants and contributions; and
- capital grants and contributions, including special assessments.

Revenues that are not classified as program revenues, including internally dedicated resources and all taxes the Town levies or imposes, are reported as general revenues.

Generally, the effect of interfund activity has been eliminated from the government-wide financial statements to minimize the double-counting of internal activities. However, charges for interfund services provided and used are not eliminated if the prices approximate their external exchange values.

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

***NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued***

Fund financial statements—Provide information about the Town’s funds, including fiduciary funds. Separate statements are presented for the governmental, proprietary, and fiduciary fund categories. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as nonmajor funds. Fiduciary funds are aggregated and reported by fund type.

Proprietary fund revenues and expenses are classified as either operating or nonoperating. Operating revenues and expenses generally result from transactions associated with the fund’s principal activity. Accordingly, revenues, such as user charges and insurance premiums, in which each party receives and gives up essentially equal values are operating revenues. Other revenues, such as subsidies, result from transactions in which the parties do not exchange equal values and are considered nonoperating revenues along with investment earnings and revenues ancillary activities generate. Operating expenses include the cost of services, administrative expenses, and depreciation on capital assets. Other expenses, such as interest expense, are considered nonoperating expenses.

The Town reports the following major governmental funds:

The ***General Fund*** is the Town’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The ***HURF Fund*** accounts for specific revenue received from the State of Arizona Highway User Revenue Fund which is legally restricted to expenditures for specified purposes.

The ***Grants Fund*** accounts for financial resources received from various entities. Restrictions on the use of these resources are derived from the agreements from which the resources were provided.

The Town reports the following major enterprise fund:

The ***Utilities Fund*** accounts for operations of the Town-owned water, sewer, and sanitation, that are financed and operated in a manner similar to private business enterprises, in which the intent of the Town Council is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or for which the Town Council has decided that periodic determination of revenue earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The Town reports the following fund types:

The ***Pension Trust Fund*** accounts for the Town’s Volunteer Firefighter’s Relief and Pension Fund, a defined contribution plan for which the assets are held by the Town in a trustee capacity.

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

***NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued***

**C. Basis of Accounting**

The government-wide, proprietary fund, and fiduciary fund financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Property taxes are recognized as revenue in the year for which they are levied. Grants and donations are recognized as revenue as soon as all eligibility requirements the provider imposed have been met.

Under the terms of grant agreements, the Town funds certain programs by a combination of grants and general revenues. Therefore, when program expenses are incurred, there are both restricted and unrestricted resources available to finance the program. The Town applies grant resources to such programs before using general revenues.

Governmental funds in the fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when they become both measurable and available. The Town considers all revenues reported in the governmental funds to be available if the revenues are collected within 60 days after year-end. The Town's major revenue sources that are susceptible to accrual are property taxes, special assessments, intergovernmental, charges for services, and investment earnings. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, compensated absences, landfill closure and post closure care costs, and pollution remediation obligations, which are recognized as expenditures to the extent they are due and payable. General capital asset acquisitions are reported as expenditures in governmental funds. Issuances of general long-term debt and acquisitions under capital lease agreements are reported as other financing sources.

**D. Cash and Investments**

For the statement of cash flows, the Town's cash and cash equivalents are considered to be cash on hand, demand deposits, investments in the State Treasurer's local government investment pool, and only those highly liquid investments with a maturity of three months or less when purchased.

Cash and investments are pooled, except for investments that are restricted under provisions of bond indentures or other restrictions that are required to be reported in the individual funds.

Arizona Revised Statutes authorize the Town to invest public monies in the State Treasurer's local government investment pools, the County Treasurer's investment pool, obligations of the U.S. Government and its agencies, obligations of the state and certain local government subdivisions, interest-bearing savings accounts and certificates of deposit, collateralized repurchase agreements, certain obligations of U.S. corporations, and certain other securities. Investments are stated at fair value.

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

***NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued***

Arizona statute requires a pooled collateral program for public deposits and a Statewide Collateral Pool Administrator (Administrator) in the State Treasurer's Office. The purpose of the pooled collateral program is to ensure that governmental entities' public deposits placed in participating depositories are secured with collateral of 102 percent of the public deposits, less any applicable deposit insurance. An eligible depository may not retain or accept any public deposit unless it has deposited the required collateral with a qualified escrow agent or the Administrator. The Administrator manages the pooled collateral program, including reporting on each depository's compliance with the program.

**E. Allowance for Uncollectible Accounts**

Allowances for uncollectible accounts receivable are estimated by the Town. The amount recorded as uncollectible at June 30, 2021 in the Utilities Fund was \$15,000.

**F. Inventories**

The Town accounts for its inventories in the governmental funds using the consumption method. Inventories of the governmental funds consist of expendable supplies held for consumption and are recorded as expenditures at the time of consumption.

These inventories are stated at cost using the first-in, first-out (FIFO) method of valuation.

**G. Property Tax Calendar**

Property taxes are recognized as revenue in the fiscal year they are levied and collected or if they are collected within 60 days subsequent to fiscal year-end. Property taxes not collected within 60 days subsequent to fiscal year-end are reported as unavailable revenue. Property taxes collected in advance of the fiscal year for which they are levied are reported as unearned revenue.

The Town levies real property taxes on or before the third Monday in August that become due and payable in two equal installments. The first installment is due on the first day of October and becomes delinquent after the first business day of November. The second installment is due on the first day of March of the next year and becomes delinquent after the first business day of May.

A lien assessed against real and personal property attaches on the first day of January preceding assessment and levy.

**H. Capital Assets**

Capital assets are reported at actual cost (or estimated historical cost if historical records are not available). Donated assets are reported at acquisition value.

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

***NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued***

Capitalization thresholds (the dollar values above which asset acquisitions are added to the capital asset accounts), depreciation methods, and estimated useful lives of capital assets are as follows:

	Capitalization Threshold	Depreciation Method	Estimated Useful Life (years)
Land	\$ 5,000	N/A	N/A
Buildings and improvements	5,000	Straight-line	5-30
Machinery and equipment	5,000	Straight-line	3-20
Vehicles	5,000	Straight-line	5-10
Water system and improvements	5,000	Straight-line	15-50
Wastewater plant	5,000	Straight-line	15-50

**I. Deferred Outflows and Inflows of Resources**

The statement of net position and balance sheet include separate sections for deferred outflows of resources and deferred inflows of resources. Deferred outflows of resources represent a consumption of net position that applies to future periods that will be recognized as an expense or expenditure in future periods. Deferred inflows of resources represent an acquisition of net position or fund balance that applies to future periods and will be recognized as a revenue in future periods.

**J. Postemployment Benefits**

For purposes of measuring the net pension and other postemployment benefits (OPEB) assets and liabilities, deferred outflows of resources and deferred inflows of resources related to pensions and OPEB, and pension and OPEB expense, information about the plans' fiduciary net position and additions to/deductions from the plans' fiduciary net position have been determined on the same basis as they are reported by the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**K. Investment Earnings**

Investment income is composed of interest, dividends, and net changes in the fair value of applicable investments.

**L. Compensated Absences**

Compensated absences consist of PTO leave earned by employees based on services already rendered.

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

***NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued***

There is no limit as to the number of hours employees may accumulate; however, any hours earned and unused in excess of 480 at the end of the calendar year is paid out to the employees at 60%. Upon termination of employment, only 60% of accrued PTO, up to a maximum of 180 hours, is paid to employees.

Accordingly, an estimate for PTO benefits has been accrued as a liability in the financial statements.

**M. Fund Balance Reporting**

The governmental funds' fund balances are reported separately within classifications based on a hierarchy of the constraints placed on those resources' use. The classifications are based on the relative strength of the constraints that control how the specific amounts can be spent. The classifications are nonspendable, restricted, and unrestricted, which includes committed, assigned, and unassigned fund balance classifications.

The nonspendable fund balance classification includes amounts that cannot be spent because they are either not in spendable form, such as inventories, or are legally or contractually required to be maintained intact. Restricted fund balances are those that have externally imposed restrictions on their usage by creditors (such as through debt covenants), grantors, contributors, or laws and regulations.

The unrestricted fund balance category is composed of committed, assigned, and unassigned resources.

Committed fund balances are self-imposed limitations that the Town Council has approved, which is the highest level of decision-making authority within the Town. Only the Town Council can remove or change the constraints placed on committed fund balances.

Assigned fund balances are resources constrained by the Town's intent to be used for specific purposes, but that are neither restricted nor committed. The Town Council has authorized the Town manager to assign resources for a specific purpose.

The unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not reported in the other classifications. Also, deficits in fund balances of the other governmental funds are reported as unassigned.

When an expenditure is incurred that can be paid from either restricted or unrestricted fund balances, it is the Town's policy to use (the Town will use) restricted fund balance first. It is the Town's policy to use (the Town will use) committed amounts first when disbursing unrestricted fund balances, followed by assigned amounts, and lastly unassigned amounts.



**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

***NOTE 2 – DEPOSITS AND INVESTMENTS***

Arizona Revised Statutes (A.R.S.) authorize the Town to invest public monies in the State Treasurer's investment pool; obligations issued or guaranteed by the United States or any of the senior debt of its agencies, sponsored agencies, corporations, sponsored corporations, or instrumentalities; specified state and local government bonds, notes, and other evidences of indebtedness; interest-earning investments such as savings accounts, certificates of deposit, and repurchase agreements in eligible depositories; specified commercial paper issued by corporations organized and doing business in the United States; specified bonds, debentures, notes, and other evidences of indebtedness that are denominated in United States dollars; and certain open-end and closed-end mutual funds, including exchange traded funds. In addition, the Town Treasurer may invest trust funds in certain fixed income securities of corporations doing business in the United States or District of Columbia.

*Credit risk*

Statutes have the following requirements for credit risk:

1. Commercial paper must be of prime quality and be rated within the top two ratings by a nationally recognized rating agency.
2. Bonds, debentures, notes, and other evidences of indebtedness that are denominated in United States dollars must be rated "A" or better at the time of purchase by at least two nationally recognized rating agencies.
3. Fixed income securities must carry one of the two highest ratings by Moody's investor's service and Standard and Poor's rating service. If only one of the above-mentioned services rates the security, it must carry the highest rating of that service.

*Custodial credit risk*

Statutes require collateral for deposits at 102 percent of all deposits federal depository insurance does not cover.

*Concentration of credit risk*

Statutes do not include any requirements for concentration of credit risk

*Interest rate risk*

Statutes require that public monies invested in securities and deposits have a maximum maturity of 5 years. The maximum maturity for investments in repurchase agreements is 180 days.

*Foreign currency risk*

Statutes do not allow foreign investments unless the investment is denominated in United States dollars.

The Town's investment policy states that the Town will conform with Arizona Revised Statutes. The Town does not have a formal investment policy with respect to custodial credit risk, concentration of credit risk, or foreign currency risk.

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

***NOTE 2 – DEPOSITS AND INVESTMENTS – Continued***

*Deposits*—At June 30, 2021, the carrying amount of the Town’s total cash in bank was \$1,543,231 and the bank balances were \$1,612,759. Of the bank balances, \$400,793 was covered by federal depository insurance or similar insurance. The remainder was covered by collateral held by the pledging financial institution in the Town’s name.

*Restricted cash* – Restricted cash in the Utilities Fund consists of monies restricted for refundable customer deposits in the amount of \$23,237.

*Investments*—The Town reported investments in the State Treasurer’s Investment Pool 5 with a reported amount of \$1,703. The Standard and Poor’s credit quality rating of the pool is AAA.

The State Board of Investment provides oversight for the State Treasurer’s pools. The fair value of a participant’s position in the pool approximates the value of that participant’s pool shares and the participant’s shares are not identified with specific investments.

The Town’s Pension Trust Fund had investments in mutual funds of \$191,646 at June 30, 2021, categorized within the fair value hierarchy established by generally accepted accounting principles as Level 1. Investments categorized as Level 1 are valued using prices quoted in active markets for those investments.

A reconciliation of cash, deposits, and investments to amounts shown on the statements of net position follows:

	Governmental activities	Business-type activities	Pension Trust Fund	Total
Statement of net position:				
Cash on hand	\$ 575	\$ -	\$ -	\$ 575
State Treasurer's investment pool 5	1,703	-	-	1,703
Mutual funds	-	-	191,646	191,646
Cash and cash equivalents	1,387,732	140,308	15,191	1,543,231
Total	<u>\$ 1,390,010</u>	<u>\$ 140,308</u>	<u>\$ 206,837</u>	<u>\$ 1,737,155</u>

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

**NOTE 3 – DUE FROM OTHER GOVERNMENTS**

Amounts due from other governments in the General Fund at June 30, 2021 consisted of \$2,658 in state-shared revenue from sales taxes, \$1,703 in state-shared revenue from auto lieu taxes, \$159,336 in local sales taxes collected by the State, and \$41,537 for fire services from the State of Arizona.

Amounts due from other governments in the HURF Fund at June 30, 2021 consisted of \$3,934 in state-shared revenue from Highway User Revenue Fund (HURF) taxes.

Amounts due from other governments in the Grants Fund at June 30, 2021 consisted of \$76,591 in various grants revenues from the State of Arizona.

**NOTE 4 – CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2021, was as follows:

	Balance July, 1, 2020	Increases	Decreases	Balance June 30, 2021
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 295,751	\$ -	\$ -	\$ 295,751
Construction in process	-	39,642	-	39,642
<b>Total capital assets not being depreciated</b>	<u>295,751</u>	<u>39,642</u>	<u>-</u>	<u>335,393</u>
Capital assets being depreciated:				
Buildings and improvements	1,308,771	61,082	-	1,369,853
Vehicles and equipment	1,635,253	37,975	(17,500)	1,655,728
Infrastructure	197,983	-	-	197,983
<b>Total</b>	<u>3,142,007</u>	<u>99,057</u>	<u>(17,500)</u>	<u>3,223,564</u>
Less accumulated depreciation for:				
Buildings and improvements	(1,051,067)	(32,062)	-	(1,083,129)
Vehicles and equipment	(1,017,214)	(83,915)	17,500	(1,083,629)
Infrastructure	(30,008)	(4,642)	-	(34,650)
<b>Total</b>	<u>(2,098,289)</u>	<u>(120,619)</u>	<u>17,500</u>	<u>(2,201,408)</u>
<b>Total capital assets being depreciated, net</b>	<u>1,043,718</u>	<u>(21,562)</u>	<u>-</u>	<u>1,022,156</u>
Governmental activities capital assets, net	<u>\$ 1,339,469</u>	<u>\$ 18,080</u>	<u>\$ -</u>	<u>\$ 1,357,549</u>

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

**NOTE 4 – CAPITAL ASSETS – Continued**

	Balance July, 1, 2020	Increases	Decreases	Balance June 30, 2021
Business-type activities:				
Capital assets not being depreciated:				
Land	\$ 22,080	\$ -	\$ -	\$ 22,080
Construction in progress	-	115,848	-	115,848
<b>Total capital assets not being depreciated</b>	<u>22,080</u>	<u>115,848</u>	<u>-</u>	<u>137,928</u>
Capital assets being depreciated:				
Buildings and infrastructure	3,544,209	-	-	3,544,209
Vehicles and equipment	205,765	-	(5,049)	200,716
<b>Total</b>	<u>3,749,974</u>	<u>-</u>	<u>(5,049)</u>	<u>3,744,925</u>
Less accumulated depreciation for:				
Buildings and infrastructure	(1,546,577)	(69,411)	-	(1,615,988)
Vehicles and equipment	(154,996)	(7,498)	5,049	(157,445)
<b>Total</b>	<u>(1,701,573)</u>	<u>(76,909)</u>	<u>5,049</u>	<u>(1,773,433)</u>
<b>Total capital assets being depreciated, net</b>	<u>2,048,401</u>	<u>(76,909)</u>	<u>-</u>	<u>1,971,492</u>
Business-type activities capital assets, net	<u><u>\$ 2,070,481</u></u>	<u><u>\$ 38,939</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,109,420</u></u>

Depreciation expense was charged to functions as follows:

Governmental activities:	
General government	\$ 38,548
Public safety	71,164
Public works and streets	9,549
Community development	625
Culture and recreation	733
Total governmental activities depreciation expense	<u><u>\$ 120,619</u></u>
Business-type activities:	
Water	\$ 55,936
Sewer	20,697
Sanitation and recycling	276
Total business-type activities depreciation expense	<u><u>\$ 76,909</u></u>

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

***NOTE 5 – LONG-TERM LIABILITIES***

The following schedule details the Town's long-term liability and obligation activity for the year ended June 30, 2021.

	Balance July 1, 2020	Additions	Reductions	Balance June 30, 2021	Due within 1 year
Governmental activities:					
Capital leases payable	\$ 26,896	\$ -	\$ 5,857	\$ 21,039	\$ 5,242
Net pension liability	5,536	135,169	-	140,705	
Compensated absences payable	31,946	2,411	-	34,357	25,768
Total governmental activities long-term liabilities	<u>\$ 64,378</u>	<u>\$ 137,580</u>	<u>\$ 5,857</u>	<u>\$ 196,101</u>	<u>\$ 31,010</u>
Business-type activities:					
Revenue bonds payable	\$ 136,703	\$ -	\$ 136,703	\$ -	\$ -
Capital leases payable	5,525	-	1,484	4,041	1,590
Compensated absences payable	5,220	241	-	5,461	4,096
Total business-type activities long-term liabilities	<u>\$ 147,448</u>	<u>\$ 241</u>	<u>\$ 138,187</u>	<u>\$ 9,502</u>	<u>\$ 5,686</u>

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

**NOTE 5 – LONG-TERM LIABILITIES – Continued**

Capital leases—The Town has acquired vehicles and equipment under the provisions of long-term lease agreements classified as capital leases for accounting purposes because they provide for a bargain purchase option or a transfer of ownership by the end of the lease terms.

The assets acquired through capital leases are as follows:

	Governmental activities	Business-type activities	Total
Vehicles	\$ 29,470	\$ -	\$ 29,470
Equipment	13,484	24,796	38,280
Less: accumulated depreciation	(15,272)	(6,406)	(21,678)
Carrying value	<u>\$ 27,682</u>	<u>\$ 18,390</u>	<u>\$ 46,072</u>

The following schedule details minimum lease payments to maturity for the Town's capital leases payable at June 30, 2021:

Year Ending June 30	Governmental activities	Business-type activities	Total
2021	\$ 6,077	\$ 1,821	\$ 7,898
2022	6,076	1,821	7,897
2023	5,622	760	6,382
2024	5,295	-	5,295
Total minimum lease payments	23,069	4,402	27,471
Less amount representing interest	(2,030)	(361)	(2,391)
Present value of net minimum lease payments	<u>\$ 21,039</u>	<u>\$ 4,041</u>	<u>\$ 25,080</u>

**NOTE 6 – RISK MANAGEMENT**

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town carries commercial insurance for all such risks of loss, including workers' compensation and employees' health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

**NOTE 7 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS**

The Town participates in two separate retirement plans.

For nonpublic safety employees, the Town contributes eight percent of the employees' covered payroll to a defined contribution plan. Employees may contribute to the plan; however, they are not required to make any contributions the plan. For the year ended June 30, 2021, the Town contributed a total \$51,433 on behalf of employees to the plan.

For public safety employees, the Town contributes to the Public Safety Personnel Retirement System (PSPRS). PSPRS is a component unit of the State of Arizona.

At June 30, 2021, the Town reported the following amounts related to PSPRS:

<b>Statement of Net Position and Statement of Activities</b>	<b>Governmental Activities</b>
Net pension and OPEB liability	\$ 140,705
Deferred outflows of resources related to pensions and OPEB	235,422
Deferred inflows of resources related to pensions and OPEB	9,158
Pension and OPEB (income) expense	91,927

The Town reported \$28,965 of pension expenditures in the governmental funds related to all pension plans to which it contributes.

**Plan Description** – Town police employees participate in the Public Safety Personnel Retirement System (PSPRS) or employees who became members on or after July 1, 2017, may participate in the Public Safety Personnel Defined Contribution Retirement Plan (PSPDCRP). The PSPRS administers agent and cost-sharing multiple-employer defined benefit pension plans and agent and cost-sharing multiple-employer defined benefit health insurance premium benefit (OPEB) plans. A nine-member board known as the Board of Trustees and the participating local boards govern the PSPRS according to the provisions of A.R.S. Title 38, Chapter 5, Article 4. Employees who were PSPRS members before July 1, 2017, participate in the agent plans, and those who became PSPRS members on or after July 1, 2017, participate in the cost-sharing plans (PSPRS Tier 3 Risk Pool) which are not further disclosed because of their relative insignificance to the Town's financial statements.

The PSPRS issue publicly available financial reports that include their financial statements and required supplementary information. The reports are available on the PSPRS Web site at [www.psprs.com](http://www.psprs.com).

**Benefits Provided** – The PSPRS provide retirement, health insurance premium supplement, disability, and survivor benefits.

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

**NOTE 7 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued**

State statute establishes benefit terms. Retirement, disability, and survivor benefits are calculated on the basis of age, average monthly compensation, and service credit as follows:

<b>PSPRS</b>	Initial Membership Date:	
	Before January 1, 2012	On or after January 1, 2012 and before July 1, 2017
<b>Retirement and Disability</b>		
Years of service and age required to receive benefit	20 years of service, any age 15 years of service, age 62	25 years of service or 15 years of credited service, age 52.5
Final average salary is based on	Highest 36 consecutive months of last 20 years	Highest 36 consecutive months of last 20 years
<b>Benefit percentage</b>		
Normal Retirement	50% less 2.0% for each year of credited service less than 20 years OR plus 2.0% to 2.5% for each year of credited services over 20 years, not to exceed 80%	1.5% to 2.5% per year of credited service, not to exceed 80%
Accidental Disability Retirement	50% or normal retirement, whichever is greater	
Catastrophic Disability Retirement	90% for the first 60 months then reduced to either 62.5% or normal retirement, whichever is greater	
Ordinary Disability Retirement	Normal retirement calculated with actual years of credited service or 20 years of credited service, whichever is greater, multiplied by years of credited service (not to exceed 20 years) divided by 20	
<b>Survivor Benefit</b>		
Retired Members	80% to 100% of retired member's pension benefit	
Active Members	80% to 100% of accidental disability retirement benefit or 100% of average monthly compensation if death was result of injuries received on the job	

Retirement and survivor benefits are subject to automatic cost-of-living adjustments based on inflation. PSPRS also provides temporary disability benefits of 50 percent of the member's compensation for up to 12 months.

Health insurance premium benefits are available to retired or disabled members with 5 years of credited service. The benefits are payable only with respect to allowable health insurance premiums for which the member is responsible. Benefits range from \$100 per month to \$260 per month depending on the age of the member and dependents.



**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

**NOTE 7 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued**

**Employees Covered by Benefit Terms** – At June 30, 2021, the following employees were covered by the agent pension plans' benefit terms:

	<b>PSPRS Police</b>	
	<b>Pension</b>	<b>Health</b>
Inactive employees entitled to but not yet receiving benefits	1	-
Active employees	4	4
Total	5	4

**Contributions** – State statutes establish the pension contribution requirements for active PSPRS employees. In accordance with state statutes, annual actuarial valuations determine employer contribution requirements for PSPRS pension and health insurance premium benefits. The combined active member and employer contribution rates are expected to finance the costs of benefits employees earn during the year, with an additional amount to finance any unfunded accrued liability. Contributions rates for the year ended June 30, 2021, are indicated below. Rates are a percentage of active members' annual covered payroll.

	<b>Active Member- Pension</b>	<b>Town-Pension</b>	<b>Town-Health Insurance</b>
PSPRS Police	7.65 - 11.65%	12.12%	0.89%

The Town's contributions to the plans for the year ended June 30, 2021, were:

	<b>Pension</b>	<b>Health Insurance Premium Benefit</b>
PSPRS Police	\$ 27,158	\$ 1,805

During fiscal year 2021, the Town paid for 100 percent of PSPRS pension and OPEB contributions from the General Fund.

**Liability** – At June 30, 2021, the Town reported the following assets and liabilities:

	<b>Net Pension Liability</b>	<b>Net OPEB (Asset) Liability</b>
PSPRS Police	\$ 138,006	\$ 2,699

The net assets and net liabilities were measured as of June 30, 2021, and the total liability used to calculate the net asset or liability was determined by an actuarial valuation as of that date.

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

**NOTE 7 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued**

**Actuarial Assumptions** – The significant actuarial assumptions used to measure the total pension/OPEB liability are as follows:

Actuarial valuation date	June 30, 2020
Actuarial cost method	Entry age normal
Investment rate of return	7.3%
Wage inflation	3.5% for pensions/not applicable for OPEB
Price inflation	2.5% for pensions/not applicable for OPEB
Cost-of-living adjustment	1.75% for pensions/not applicable for OPEB
Mortality rates	PubS-2010 tables
Healthcare cost trend rate	Not applicable

Actuarial assumptions used in the June 30, 2020, valuation were based on the results of an actuarial experience study for the 5-year period ended June 30, 2017.

The long-term expected rate of return on PSPRS plan investments was determined to be 7.3 percent using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of plan investment expenses and inflation) are developed for each major asset class. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

<b>Asset Class</b>	<b>Target Allocation</b>	<b>Long-term Expected Geometric Real Rate of Return</b>
U.S Public Equity	23%	4.93%
International Public Equity	15%	6.09%
Global Private Equity	18%	8.42%
Other Assets (Capital Appreciation)	7%	5.61%
Core Bonds	2%	0.22%
Private credit	22%	2.31%
Diversifying Strategies	12%	3.22%
Cash - Mellon	1%	-0.60%
Total	100%	

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

**NOTE 7 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued**

**Discount Rate** – At June 30, 2020, the discount rate used to measure the PSPRS total pension/OPEB liabilities was 7.3 percent. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between the actuarially determined contribution rate and the member rate. Based on those assumptions, the plans' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension/OPEB liability.

**Changes in the Net Pension/OPEB Liability (Asset)**

	Pension		
	Increase (Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability (Asset)
	(a)	(b)	(a) - (b)
Balances at June 30, 2020	\$ 788,364	\$ 782,828	\$ 5,536
Changes for the year			
Service Cost	40,225	-	40,225
Interest on the total liability	60,487	-	60,487
Differences between expected and actual experience in the measurement of the liability	88,130	-	88,130
Contributions-employer	-	28,278	(28,278)
Contributions-employee	-	18,655	(18,655)
Net investment income	-	10,277	(10,277)
Administrative expense	-	(838)	838
Net changes	188,842	56,372	132,470
Balances at June 30, 2021	\$ 977,206	\$ 839,200	\$ 138,006

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

**NOTE 7 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued**

PSPRS - Police	Health Insurance Premium Benefit		
	Increase (Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability (Asset)
	(a)	(b)	(a) - (b)
Balances at June 30, 2020	\$ 28,950	\$ 29,148	\$ (198)
Changes for the year			
Service Cost	1,924	-	1,924
Interest on the total liability	2,285	-	2,285
Differences between expected and actual experience in the measurement of the liability	724	-	724
Contributions-employer	-	1,695	(1,695)
Net investment income	-	371	(371)
Administrative expense	-	(30)	30
Net changes	4,933	2,036	2,897
Balances at June 30, 2021	\$ 33,883	\$ 31,184	\$ 2,699

**Sensitivity of the Town's Net Pension/OPEB (Asset) Liability to Changes in the Discount Rate** – The following table presents the Town's net pension/OPEB (assets) liabilities calculated using the discount rate of 7.3 percent, as well as what the Town's net pension/OPEB (asset) liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.3 percent) or 1 percentage point higher (8.3 percent) than the current rate:

	1% Decrease (6.3%)	Current Discount Rate (7.3%)	1% Increase (8.3%)
PSPRS Police			
Net pension (asset) liability	\$ 286,500	\$ 138,006	\$ 15,750
Net OPEB (asset) liability	6,955	2,699	(898)

**Plan Fiduciary Net Position** – Detailed information about the plans' fiduciary net position is available in the separately issued PSPRS financial reports.

**Expense** – For the year ended June 30, 2021, the Town recognized the following pension and OPEB expense:

	Pension Expense	OPEB Expense
PSPRS Police	\$ 88,884	\$ 3,043

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

**NOTE 7 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued**

**Deferred Outflows/Inflows of Resources** – At June 30, 2021, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions and OPEB from the following sources:

**PSPRS - Police**

	<b>Pension</b>		<b>Health Insurance Premium Benefit</b>	
	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected actual experience	\$ 146,607	\$ 4,642	\$ 6,966	\$ 3,918
Changes of assumptions or other inputs	7,412	-	195	598
Net difference between projected and actual earnings on plan investments	43,638	-	1,641	-
Town contributions subsequent to the measurement date	27,158	-	1,805	-
Total	<u>\$ 224,815</u>	<u>\$ 4,642</u>	<u>\$ 10,607</u>	<u>\$ 4,516</u>

The amounts reported as deferred outflows of resources related to pensions and OPEB resulting from Town contributions subsequent to the measurement date will be recognized as an increase in the net asset or a reduction of the net liability in the year ending June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions and OPEB will be recognized as expenses as follows:

	<b>PSPRS Police</b>	
	<b>Pension</b>	<b>Health</b>
Year ended June 30,		
2022	\$ 64,375	\$ 992
2023	65,074	1,172
2024	33,202	1,150
2025	30,364	1,068
2026	-	(199)
Thereafter	-	103

**TOWN OF JEROME, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2021**

***NOTE 8 – INTERFUND BALANCES AND ACTIVITY***

Interfund transfers – Interfund transfers for the year ended June 30, 2021, were as follows:

Transfer To	Transfer From		Total
	HURF Fund	Utilities Fund	
General Fund	<u>\$ 10,581</u>	<u>\$ 93,481</u>	<u>\$ 104,062</u>

The purpose of the transfer shown above to the General Fund from the Utilities Fund and the HURF Fund was to reimburse for administrative costs.

**OTHER REQUIRED SUPPLEMENTARY INFORMATION**

**TOWN OF JEROME, ARIZONA**  
**Required Supplementary Information**  
**Budgetary Comparison Schedule**  
**General Fund**  
**Year Ended June 30, 2021**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
<b>Revenues</b>				
Taxes	\$ 1,256,562	\$ 1,256,562	\$ 1,276,486	\$ 19,924
Intergovernmental	308,588	308,588	376,906	68,318
Charges for services	224,522	224,522	309,460	84,938
Fines and forfeits	74,000	74,000	78,914	4,914
Licenses and permits	28,000	28,000	26,826	(1,174)
Parking	150,000	150,000	241,002	91,002
Miscellaneous	14,000	14,000	9,640	(4,360)
Investment earnings	1,800	1,800	1,411	(389)
Donations and grants	1,500	1,500	3,556	2,056
<b>Total revenues</b>	<u>2,058,972</u>	<u>2,058,972</u>	<u>2,324,201</u>	<u>265,229</u>
<b>Expenditures</b>				
General government	487,051	487,051	468,256	18,795
Magistrate court	87,432	87,432	82,919	4,513
Police	568,549	568,549	527,022	41,527
Fire	378,164	378,164	320,692	57,472
Library	96,224	96,224	80,911	15,313
Planning and zoning	105,596	105,596	92,673	12,923
Parks	18,094	18,094	12,882	5,212
Properties	204,862	204,862	170,011	34,851
Parking	90,000	90,000	65,064	24,936
Capital	200,000	200,000	45,710	154,290
Contingency	1,009,000	1,009,000	123,508	885,492
<b>Total expenditures</b>	<u>3,244,972</u>	<u>3,244,972</u>	<u>1,989,648</u>	<u>1,255,324</u>
Excess (deficiency) of revenues over expenditures	<u>(1,186,000)</u>	<u>(1,186,000)</u>	<u>334,553</u>	<u>1,520,553</u>
<b>Other financing sources (uses)</b>				
Sale of capital assets	1,000,000	1,000,000	2,650	(997,350)
Transfers	(60,000)	(60,000)	104,062	164,062
<b>Total other financing sources (uses)</b>	<u>940,000</u>	<u>940,000</u>	<u>106,712</u>	<u>(833,288)</u>
<b>Net change in fund balances</b>	<u>(246,000)</u>	<u>(246,000)</u>	<u>441,265</u>	<u>687,265</u>
Fund balances, beginning of year	<u>797,603</u>	<u>797,603</u>	<u>797,603</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u>\$ 551,603</u>	<u>\$ 551,603</u>	<u>\$ 1,238,868</u>	<u>\$ 687,265</u>

*See accompanying notes to budgetary comparison schedule.*



**TOWN OF JEROME, ARIZONA**  
**Required Supplementary Information**  
**Budgetary Comparison Schedule**  
**HURF Fund**  
**Year Ended June 30, 2021**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
<b>Revenues</b>				
Intergovernmental	\$ 40,324	\$ 40,324	\$ 44,101	\$ 3,777
Investment earnings	1,000	1,000	496	(504)
<b>Total revenues</b>	<u>41,324</u>	<u>41,324</u>	<u>44,597</u>	<u>3,273</u>
<b>Expenditures</b>				
Current				
Public works and streets	148,024	148,024	78,772	69,252
Debt service				
Principal	250	250	212	38
Interest	50	50	48	2
<b>Total expenditures</b>	<u>148,324</u>	<u>148,324</u>	<u>79,032</u>	<u>69,292</u>
Excess (deficiency) of revenues over expenditures	<u>(107,000)</u>	<u>(107,000)</u>	<u>(34,435)</u>	<u>72,565</u>
<b>Other financing sources (uses)</b>				
Transfers	<u>-</u>	<u>-</u>	<u>(10,581)</u>	<u>(10,581)</u>
<b>Net change in fund balances</b>	<u>(107,000)</u>	<u>(107,000)</u>	<u>(45,016)</u>	<u>61,984</u>
Fund balances, beginning of year	<u>153,174</u>	<u>153,174</u>	<u>153,174</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u><u>\$ 46,174</u></u>	<u><u>\$ 46,174</u></u>	<u><u>\$ 108,158</u></u>	<u><u>\$ 61,984</u></u>

*See accompanying notes to budgetary comparison schedule.*

**TOWN OF JEROME, ARIZONA**  
**Required Supplementary Information**  
**Budgetary Comparison Schedule**  
**Grants Fund**  
**Year Ended June 30, 2021**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
<b>Revenues</b>				
Intergovernmental	\$ 1,883,570	\$ 1,883,570	\$ 180,949	\$(1,702,621)
Donations and grants	-	-	6,344	6,344
<b>Total revenue</b>	<u>1,883,570</u>	<u>1,883,570</u>	<u>187,293</u>	<u>(1,696,277)</u>
<b>Expenditures</b>				
Current				
Public safety	150,900	150,900	32,164	118,736
Community development	270,000	270,000	56,695	213,305
Capital outlay	1,462,670	1,462,670	95,284	1,367,386
<b>Total expenditures</b>	<u>1,883,570</u>	<u>1,883,570</u>	<u>184,143</u>	<u>1,699,427</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>-</u>	<u>3,150</u>	<u>3,150</u>
Fund balances, beginning of year	<u>45,410</u>	<u>45,410</u>	<u>45,410</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u><u>\$ 45,410</u></u>	<u><u>\$ 45,410</u></u>	<u><u>\$ 48,560</u></u>	<u><u>\$ 3,150</u></u>

*See accompanying notes to budgetary comparison schedule.*

**TOWN OF JEROME, ARIZONA**  
**Required Supplementary Information**  
**Notes to Budgetary Comparison Schedules**  
**June 30, 2021**

***NOTE 1 – BUDGETING AND BUDGETARY CONTROL***

Arizona Revised Statutes (A.R.S.) requires the Town to prepare and adopt a balanced budget annually for each governmental fund. The Town Council must approve such operating budgets on or before the third Monday in July to allow sufficient time for the legal announcements and hearings required for the adoption of the property tax levy on the third Monday in August. A.R.S. prohibits expenditures or liabilities in excess of the amounts budgeted.

Expenditures may not legally exceed appropriations at the department level. In certain instances, transfers of appropriations between departments or from the contingency account to a department may be made upon the Town Council's approval. With the exception of the General Fund, each fund includes only one department.

***NOTE 2 – BUDGETARY BASIS OF ACCOUNTING***

The Town's budget is prepared on a basis consistent with generally accepted accounting principles.

**TOWN OF JEROME, ARIZONA**  
**Required Supplementary Information**  
**Schedule of Changes in Town's**  
**Net Pension/OPEB Liability (Asset) and Related Ratios**  
**Agent Plans**  
**June 30, 2021**

PSPRS - Pension	Reporting Fiscal Year (Measurement Date)							2014 through 2012  Information not available
	2021 (2020)	2020 (2019)	2019 (2018)	2018 (2017)	2017 (2016)	2016 (2015)	2015 (2014)	
Total pension liability								
Service cost	\$ 40,225	\$ 43,190	\$ 43,075	\$ 43,451	\$ 28,796	\$ 33,397	\$ 32,631	
Interest on the total pension liability	60,487	53,067	32,409	27,384	22,890	19,718	18,410	
Changes of benefit terms	-	-	-	(3,199)	31,147	-	(1,024)	
Differences between expected and actual experience in the measurement of the pension liability	88,130	10,039	182,031	(5,961)	(30,273)	(10,398)	(36,345)	
Changes of assumptions or other inputs	-	8,131	-	11,358	13,630	-	2,606	
Net change in total pension liability	188,842	114,427	257,515	73,033	66,190	42,717	16,278	
Total pension liability - beginning	788,364	673,937	416,422	343,389	277,199	234,482	218,204	
Total pension liability - ending (a)	<u>\$ 977,206</u>	<u>\$ 788,364</u>	<u>\$ 673,937</u>	<u>\$ 416,422</u>	<u>\$ 343,389</u>	<u>\$ 277,199</u>	<u>\$ 234,482</u>	
Plan fiduciary net position								
Contributions - employer	\$ 28,278	\$ 30,279	\$ 33,078	\$ 20,572	\$ 20,660	\$ 18,279	\$ 13,997	
Contributions - employee	18,655	17,455	16,778	17,348	19,027	18,421	15,379	
Net investment income	10,277	39,141	43,209	51,823	2,358	13,372	40,722	
Hall/Parker Settlement	-	-	(19,614)	-	-	-	-	
Administrative expense	(838)	(1,680)	(1,358)	(859)	(739)	(707)	-	
Other changes	-	-	112,027	6	(13,001)	(269)	(26,233)	
Net change in plan fiduciary net position	56,372	85,195	184,120	88,890	28,305	49,096	43,865	
Plan fiduciary net position - beginning	782,828	697,633	513,513	424,623	396,318	347,222	303,357	
Plan fiduciary net position - ending (b)	<u>\$ 839,200</u>	<u>\$ 782,828</u>	<u>\$ 697,633</u>	<u>\$ 513,513</u>	<u>\$ 424,623</u>	<u>\$ 396,318</u>	<u>\$ 347,222</u>	
Town's net pension liability (asset) - ending (a) - (b)	<u>\$ 138,006</u>	<u>\$ 5,536</u>	<u>\$ (23,696)</u>	<u>\$ (97,091)</u>	<u>\$ (81,234)</u>	<u>\$ (119,119)</u>	<u>\$ (112,740)</u>	
Plan fiduciary net position as a percentage of the total pension liab	85.88%	99.30%	103.52%	123.32%	123.66%	142.97%	148.08%	
Covered payroll	\$ 224,974	\$ 203,480	\$ 195,265	\$ 176,917	\$ 136,151	\$ 134,655	\$ 167,936	
Town's net pension (asset) liability as a percentage of covered pay	61.34%	2.72%	-12.14%	-54.88%	-59.66%	-88.46%	-67.13%	

*See accompanying notes to pension/OPEB plan schedules.*

**TOWN OF JEROME, ARIZONA**  
**Required Supplementary Information**  
**Schedule of Changes in Town's**  
**Net Pension/OPEB Liability (Asset) and Related Ratios**  
**Agent Plans**  
**June 30, 2021**

PSPRS - Health Insurance Premium Benefit	Reporting Fiscal Year (Measurement Date)				2017 through 2012
	2021 (2020)	2020 (2019)	2019 (2018)	2018 (2017)	
Total OPEB liability					
Service cost	\$ 1,924	\$ 1,269	\$ 1,601	\$ 1,521	Information not available
Interest on the total OPEB liability	2,285	2,337	1,289	1,216	
Differences between expected and actual experience in the measurement of the pension liability	724	(5,243)	10,803	(353)	
Changes of assumptions or other inputs	-	275	-	(1,214)	
Net change in total OPEB liability	4,933	(1,362)	13,693	1,170	
Total OPEB liability - beginning	28,950	30,312	16,619	15,449	
Total OPEB liability - ending (a)	<u>\$ 33,883</u>	<u>\$ 28,950</u>	<u>\$ 30,312</u>	<u>\$ 16,619</u>	
Plan fiduciary net position					
Contributions - employer	\$ 1,695	\$ 982	\$ 957	\$ 651	
Net investment income	371	1,475	1,703	2,500	
Administrative expense	(30)	(25)	(26)	(23)	
Other changes	-	-	(1)	-	
Net change in plan fiduciary net position	2,036	2,432	2,633	3,128	
Plan fiduciary net position - beginning	29,148	26,716	24,083	20,955	
Plan fiduciary net position - ending (b)	<u>\$ 31,184</u>	<u>\$ 29,148</u>	<u>\$ 26,716</u>	<u>\$ 24,083</u>	
Town's net OPEB (asset) liability - ending (a) - (b)	<u>\$ 2,699</u>	<u>\$ (198)</u>	<u>\$ 3,596</u>	<u>\$ (7,464)</u>	
Plan fiduciary net position as a percentage of the total OPEB liability	92.03%	100.68%	88.14%	144.91%	
Covered payroll	\$ 224,974	\$ 203,480	\$ 195,265	\$ 176,917	
Town's net OPEB (asset) liability as a percentage of covered payroll	1.20%	-0.10%	1.84%	-4.22%	

*See accompanying notes to pension/OPEB plan schedules.*

**TOWN OF JEROME, ARIZONA**  
**Required Supplementary Information**  
**Schedule of Town Pension/OPEB Contributions**  
**June 30, 2021**

	PS PRS - Pension								
	Reporting Fiscal Year								
	2021	2020	2019	2018	2017	2016	2015	2014	2013 through 2012
Actuarially determined contribution	\$ 27,158	\$ 28,276	\$ 30,279	\$ 33,078	\$ 20,572	\$ 20,660	\$ 18,279	\$ 13,997	Information not available
Town's contributions in relation to the actuarially determined contribution	(27,158)	(28,276)	(30,279)	(33,078)	(20,572)	(20,660)	(18,279)	(13,997)	
Town's contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Town's covered-employee payroll	\$ 235,033	\$ 214,538	\$ 203,480	\$ 195,265	\$ 176,917	\$ 136,151	\$ 134,655	\$ 167,936	
Town's contributions as a percentage of covered payroll	11.55%	13.18%	14.88%	16.94%	11.63%	15.17%	13.57%	8.33%	
PS PRS - Health Insurance Premium Benefit									
	Reporting Fiscal Year								
	2021	2020	2019	2018	2017	2016 through 2012			
Actuarially determined contribution	\$ 1,805	\$ 1,695	\$ 982	\$ 957	\$ 651	Information not available			
Town's contributions in relation to the actuarially determined contribution	(1,805)	(1,695)	(982)	(957)	(651)				
Town's contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -				
Town's covered payroll	\$ 235,033	\$ 214,538	\$ 203,480	\$ 195,265	\$ 176,917				
Town's contributions as a percentage of covered payroll	0.77%	0.79%	0.48%	0.49%	0.37%				

*See accompanying notes to pension/OPEB plan schedules.*

**TOWN OF JEROME, ARIZONA**  
**Required Supplementary Information**  
**Notes to Pension/OPEB Plan Schedules**  
**June 30, 2021**

***NOTE 1 – ACTUARIALLY DETERMINED CONTRIBUTION RATES***

Actuarial determined contribution rates for PSPRS are calculated as of June 30 two years prior to the end of the fiscal year in which contributions are made. The actuarial methods and assumptions used to establish the contribution requirements are as follows:

Actuarial cost method	Entry age normal
Amortization method	Level percent-of-pay, closed
Remaining amortization period as of the 2019 actuarial valuation	17 years
Asset valuation method	7-year smoothed market value; 80%/120% market corridor
Actuarial assumptions:	
Investment rate of return	In the 2017 actuarial valuation, the investment rate of return was decreased from 7.5% to 7.4%. In 2016 actuarial valuation, the investment rate of return was decreased from 7.85% to 7.5%. In the 2013 actuarial valuation, the investment rate of return was decreased from 8.0% to 7.85%.
Projected salary increases	In the 2017 actuarial valuation, projected salary increases were decreased from 4.0%–8.0% to 3.5%–7.5% for PSPRS. In the 2014 actuarial valuation, projected salary increases were decreased from 4.5%–8.5% to 4.0%–8.0% for PSPRS. In the 2013 actuarial valuation, projected salary increases were decreased from 5.0%–9.0% to 4.5%–8.5% for PSPRS.
Wage growth	In the 2017 actuarial valuation, wage growth was decreased from 4% to 3.5% for PSPRS. In the 2014 actuarial valuation, wage growth was decreased from 4.5% to 4.0% for PSPRS. In the 2013 actuarial valuation, wage growth was decreased from 5.0% to 4.5% for PSPRS.
Retirement age	Experience-based table of rates that is specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period July 1, 2006 - June 30, 2011.
Mortality	In the 2017 actuarial valuation, changed to RP-2014 tables, with 75% of MP-2016 fully generational projection scales. RP-2000 mortality table (adjusted by 105% for both males and females)

***NOTE 2 – FACTORS THAT AFFECT TRENDS***

Arizona courts have ruled that provisions of a 2011 law that changed the mechanism for funding permanent pension benefit increases and increased employee pension contribution rates were unconstitutional or a breach of contract because those provisions apply to individuals who were members as of the law's effective date. As a result, the PSPRS changed benefit terms to reflect the prior mechanism for funding permanent benefit increases for those members and revised actuarial assumptions to explicitly value future permanent benefit increases. PSPRS also reduced those members' employee contribution rates. These changes are reflected in the plans' pension liabilities for fiscal year 2015 (measurement date 2014) for members who were retired as of the law's effective date and fiscal year 2018 (measurement date 2017) for members who retired or will retire after the law's effective date.

**TOWN OF JEROME, ARIZONA**  
**Required Supplementary Information**  
**Notes to Pension/OPEB Plan Schedules**  
**June 30, 2021**

***NOTE 2 – FACTORS THAT AFFECT TRENDS – Continued***

These changes also increased the PSPRS-required pension contributions beginning in fiscal year 2016 for members who were retired as of the law's effective date. These changes increased the PSPRS-required contributions beginning in fiscal year 2019 for members who retired or will retire after the law's effective date. Also, the Town refunded excess employee contributions to PSPRS members. PSPRS allowed the Town to reduce its actual employer contributions for the refund amounts. As a result, the Town's pension contributions were less than the actuarially or statutorily determined contributions for 2018 and 2019.



## **OTHER SUPPLEMENTARY INFORMATION**

**TOWN OF JEROME, ARIZONA**  
**Other Supplementary Information**  
**Segmented Statement of Revenue, Expenses, and Changes**  
**in Fund Net Position**  
**Utilities Fund**  
**Year Ended June 30, 2021**

	Water Utility	Sewer Utility	Sanitation Utility	Total Utilities Fund
<b>Operating revenues</b>				
Charges for services	\$ 171,806	\$ 172,177	\$ 171,739	\$ 515,722
Miscellaneous	5,490	5,500	2,760	13,750
<b>Total operating revenues</b>	<u>177,296</u>	<u>177,677</u>	<u>174,499</u>	<u>529,472</u>
<b>Operating expenses</b>				
Personnel	88,211	46,507	77,754	212,472
Depreciation	55,936	20,697	276	76,909
Contract services	10,800	38,400	1,800	51,000
Repairs and maintenance	18,157	20,415	5,572	44,144
Legal and professional	1,369	-	-	1,369
Fees and permits	1,895	-	20,384	22,279
Insurance	5,423	6,146	7,231	18,800
Office	9,111	4,953	1,411	15,475
Fuel	1,607	1,232	5,595	8,434
Tools and equipment	1,555	3,515	4,121	9,191
Utilities	451	1,759	-	2,210
Miscellaneous	498	591	1,908	2,997
<b>Total operating expenses</b>	<u>195,013</u>	<u>144,215</u>	<u>126,052</u>	<u>465,280</u>
<b>Operating income</b>	(17,717)	33,462	48,447	64,192
<b>Nonoperating revenues (expenses)</b>				
Investment earnings	-	33	-	33
Interest expense	(169)	(5,706)	-	(5,875)
<b>Total nonoperating revenues (expenses)</b>	<u>(169)</u>	<u>(5,673)</u>	<u>-</u>	<u>(5,842)</u>
<b>Income (loss) before transfers</b>	(17,886)	27,789	48,447	58,350
Transfer out	(49,493)	(49,494)	(54,494)	(153,481)
Transfer in	30,000	30,000	-	60,000
Capital grant contribution	72,959	-	-	72,959
<b>Increase (decrease) in net position</b>	35,580	8,295	(6,047)	37,828
Net position, beginning of year	<u>1,556,507</u>	<u>768,669</u>	<u>(142,984)</u>	<u>2,182,192</u>
<b>Net position, end of year</b>	<u>\$1,592,087</u>	<u>\$ 776,964</u>	<u>\$ (149,031)</u>	<u>\$2,220,020</u>



**INDEPENDENT AUDITORS' REPORT ON INTERNAL  
CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the Town Council  
Town of Jerome, Arizona

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, and each major fund of the Town of Jerome, Arizona, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Town of Jerome, Arizona's basic financial statements and have issued our report thereon dated December 14, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town of Jerome, Arizona's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Jerome, Arizona's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Jerome, Arizona's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

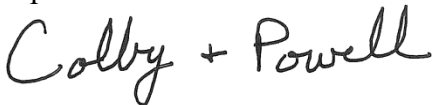
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

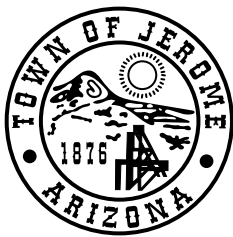
As part of obtaining reasonable assurance about whether the Town of Jerome, Arizona's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Colby + Powell". The script is cursive and fluid, with the first letters of "Colby" and "Powell" being capitalized and prominent.

December 14, 2021



# TOWN OF JEROME

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

## ORDINANCE NO. 478

### AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 509, "SIGNS," OF THE JEROME ZONING ORDINANCE

WHEREAS, the Jerome Planning & Zoning Commission has adopted P&Z Resolution No. 2021-20, recommending certain amendments to the Jerome Zoning Ordinance regarding signage; and

WHEREAS, the Council has reviewed and concurs with the Commission's recommendations;

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 "PROPOSED CHANGES TO THE SIGN ORDINANCE – JANUARY 11, 2022," 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. 631 of the Town of Jerome, Arizona, are hereby referred to, adopted and made a part hereof as if fully set out in this ordinance.

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

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

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2022.

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

ATTEST:

APPROVED AS TO FORM:

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

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

Date of first reading: 1/11/2022

Dates of publication:

Date of adoption:

Date of posting:

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

**REDLINE OF PROPOSED CHANGES TO THE SIGN ORDINANCE**

**JANUARY 11, 2022**

RESOLUTION 631 ADOPTED 1/11/22

## SECTION 509. SIGNS

### A. PURPOSE

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

### B. DEFINITIONS

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

1. Area -- Sign area is calculated as the area within a continuous perimeter that encloses the limits of text and graphics of a sign, together with any frame or other material or color forming an integral part of the display or used to differentiate the sign's message from the background against which it is placed. The area excludes the structure upon which the sign is placed and sign supports.
- ~~1.2.~~ Barber Pole-pole – a type of sign used by barbers to signify the place or shop where they perform their craft. The sign includes a staff or pole with a helix of colored stripes (usually red, white, and blue). The pole may be stationary or may rotate, often with the aid of an electric motor.
- ~~2.3.~~ Clear Vision-vision Triangle-triangle – A triangle-triangle-shaped zone formed by the existing or proposed curb lines of two or more intersecting streets, roads, or alleys and a third line connecting said curb lines at a distance of thirty (30) feet in each direction from the point of the curb line intersection, in order to provide vehicular traffic an unobstructed view of cross traffic at intersections. In locations without curbs, the edge of the drivable surface of the street or road shall be treated the same as a curb.
4. Flying Banner-banner – a flexible or rigid pole to which attached to one side of a flexible fabric, generally in the shape of a feather-or similar shape, is attached, and which is used for the primary purpose of advertising or attention-getting by the public display of visually communicative images. Such banners are also known and sold under names which that include, but are not limited to, “quill sign,” “wing banner,” “banana banner,” “blade banner,” “flutter banner,” “flutter flag,” “bowflag,” “teardrop banner,” and others. The definition includes functionally similar display devices.
5. Mannequin/skeleton/statue – a styled and three-dimensional representation of the human form.
6. Mural – See definition for Sign, Painted.
- ~~3.~~ —
7. Organization – An organized body of people with a particular non-profit or for-profit purpose, such as a society, association, civic or charitable group.
- ~~4.8.~~ Sign -- An object meant to convey a message through the use of words or symbols. A sign can be painted on one surface, or both-multiple surfaces, be free-standing, or be signs-supported by a pole, or pole or attached to a building. All exterior signs, whether public or private, are regulated by this ordinance.

9. Sign, A-frame – A temporary, movable, free-standing sign placed on but not permanently anchored in the ground. This definition includes T-frame signs and other similar temporary signs. A-frame signs are typically constructed of wood, cardboard, plastic, or other lightweight and rigid material, and are often referred to as sandwich boards.
10. Sign, Balloon –~~Balloon sign shall mean~~any sign painted onto or otherwise attached to or suspended from a balloon, whether ~~such balloon is~~ anchored or affixed to ~~a building or any other~~ portion of the premises or tethered to and floating above any portion of the premises.
11. Sign, Banner – A sign made of fabric or similar material with no enclosing framework that is mounted to a building or structure (see also definition for Does not include a flying banner).
12. Sign, Business Door Identification -- A nameplate sign of a business name on an entry door, not exceeding 2 by 12 inches.
5. —
6. —~~Area – A rectangular area calculated by drawing horizontal and vertical lines from all sign extremities excluding those which are essentially sign supports.~~
- 7.13. Sign, Canopy -- A sign mounted on or painted on a canopy or awning.
14. Sign, Changeable-Copy – A sign, or portion thereof, with characters, letters, or illustrations that can be changed or rearranged manually without altering the face or surface of the sign. Examples include whiteboards, chalkboards, and menu boards.
15. Sign, Directional – An exterior sign that indicates whether a business is open or closed or directs people to a particular entrance of a building.
- 8.16. Sign, Free-Standing -- A sign not attached to or supported by a building.
17. Sign, Gas-Generated -- Gas-generated signs or signs illuminated by gas-generated lighting.
- 9.18. Sign, Height -- The vertical distance from the ground directly under the sign to the lowest highest point of the sign.
- 10.19. Sign, Interior -- Signs within a building not accessible-visible from outside. Interior signs are not regulated by this ordinance.
11. —~~Sign, Gas Generated – Gas generated signs or signs illuminated by gas-generated lighting, other than those existing on June 14, 1977, are prohibited.~~
20. Sign, Nameplate - A sign typically used to identify the business or residents of the premises.
- 12.21. Sign, Off-premise -- A permanent or temporary sign not located on the premises of the business which that it advertises.
- 13.22. Sign, On-premise -- A permanent or temporary sign located on the premises of the business that it advertisesA sign, the content of which relates to the premises on which it is located, referring exclusively to the name, location, products, persons, accommodations, services, or activities of or on those premises, or the sale or lease of those premises.
14. —~~Sign, Nameplate – A sign which is limited to the name and/or business of the residents of the premises, not exceeding two inches by twelve inches (2" x 12").~~



- ~~15. Sign, Business Door Identification – A nameplate sign of a business name on an entry door, not exceeding two inches by twelve inches (2" x 12").~~
23. Sign, Open/Closed – See definition of Sign, Directional.
24. Sign, Painted – A sign painted directly on the building façade.
25. Sign, Permanent – A sign permanently attached to a structure or affixed to the ground. Includes Wall Signs, Free standing Signs, Projecting Signs, Painted Signs, and Barber poles. Permanent signs are intended to advertise or call attention to any item, business, activity, or place; are visible from outside a building; and are intended to be in place for longer than thirty days.
- ~~16.26. Sign, Projecting – A building-mounted sign which that projects from and is supported by a wall of a building.~~
- ~~17. Sign, Wall – A sign attached flush to the exterior surface of a building, or permanently applied to a window of a building. The sign must not project above the roof. Light sources aimed at the wall sign may project further.~~
- ~~18. Sign, Historical/Historical Period – A sign in use in Jerome during the period between 1876 and 1953.~~
- ~~19.27. Sign, Service – An interior sign whose purpose is not to advertise the business displaying the sign, but to inform or provide for the safety of the public. Signs such as credit card placards, directional signs, and “No Smoking” signs, and menu boards are examples of service signs.~~
- ~~20. Sign, Open/Closed – A sign indicating that a place of business is open or closed.~~
- ~~21.28. Sign, Temporary – A sign not permanently attached to a structure or to the ground. Examples of temporary signs include garage sale signs, temporary sale signs, contractor signs, banner signs, A-frame signs, T-frame signs, candidate signs, and real estate signs. Temporary signs shall only be displayed for a limited period. The definition of temporary sign does not include flags.~~
- ~~22.29. Sign Walker – A person (or persons) waving “sales theme signs” with arrows at entrances to major highways or at corners of high traffic intersections directing customers to a sale. Also called sign twirlers, sign holders, human billboards, and sign events.~~
30. Sign, Wall – A sign attached flush to the exterior surface of a building, or permanently applied to the exterior of a window of a building. The sign must not project above the roof. Light sources aimed at the wall sign may project further out from the wall.
- ~~23. Organization – An organized body of people with a particular purpose, such as a society, association, civic or charitable group, or similar, whether non-profit or for-profit.~~

[Ord. No. 457; Ord. No. 472]

### C. APPLICABILITY

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

1. Non-illuminated names of buildings, dates of erection, monument citations, commemorative tablets, and the like, when carved into stone, concrete, metal, or any other permanent type construction and made an integral part of a permitted structure or made flush to the ground.
2. Signs required by law or signs of a duly constituted governmental body, such as traffic signs, warning signs, or no trespassing signs.

3. Signs placed by a public utility for the safety, welfare, or convenience of the public, such as signs identifying high voltage, public telephone, or underground cables.
4. Notices regarding parking, directions, or trespassing on private property.
5. Signs upon a vehicle, provided that any such vehicle is actively used for bona fide delivery or other business purposes.
6. Bumper stickers on a vehicle.
- ~~5-7.~~ Temporary signs for town-sponsored or co-sponsored events.

[Ord. No. 457]

#### D. PERMITS

1. A sign permit shall be required before a permanent sign may be placed, constructed, re-constructed, or altered within the Town of Jerome with the exception of the following:
  - a. A-frame signs which are on private property (see additional standards regarding A-frame signs in paragraph G.9 of this Section).
  - b. Changeable-Copy Signs.
  - c. Directional Signs.
  - d. Exterior temporary signs in the residential districts.
  - ~~a.e.~~ Name-plate signs and business door identifiers not exceeding ~~two~~ two inches by twelve inches (2" x 12") (~~2" x 12"~~).
  - ~~b.f.~~ Repainting or maintenance of signs, provided there is no change in size, shape, wording, composition, or color.
  - ~~e.~~ On-site menu boards, either in a wall-mounted case or window display.
  - ~~d.~~ Exterior temporary signs.
  - ~~e.g.~~ Signs not permanently affixed to a window and located entirely within an enclosed building.
2. An application for a permanent sign permit shall be filed with the ~~Zoning~~ zoning Administrator ~~administrator~~ on a form prescribed by the ~~Zoning~~ zoning Administrator ~~department~~. The application ~~and~~ shall be accompanied by ~~the required number of copies required by the Zoning Administrator.~~ eight identical copies of the sign plans. Each copy shall be on one or more sheets of paper measuring ~~not more~~ no larger than ~~twenty-four~~ 24 inches by ~~thirty-six~~ 36 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~~ that the Design Review Board may require in order to decide on the application, in accordance with Section 304.H.4 of the Zoning Ordinance.

- 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~~ town Clerk. Applicant may re-submit a modified plan without paying an additional fee. Payment of the filing fee shall be waived when the applicant is an ~~agency~~ agent of the town, county, state, or federal government.

### 3. Plan Review

The ~~Zoning~~ zoning Administrator shall review and accept completed plans in accordance with the provisions of Section 30~~3~~4. These plans shall be placed on the agenda of the next Design Review Board meeting.

### 4. Design Review

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

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

[Ord. No. 457; Ord. No. 472]

## E. REGULATIONS APPLICABLE TO SIGNS IN ALL ZONES

1. The design, color, shape, materials, and style of permanent signs shall be subject to review and approval of the Design Review Board.
2. All signs shall be constructed, designed, or attached to structures in conformance with the building code adopted by the Town of Jerome.
3. No sign, mannequin, skeleton or statue shall be constructed or placed in the clear vision triangle, erected or lit in such a manner as to interfere in any way with the flow of traffic on the public right of way, or present a traffic hazard.
4. No sign or mannequin/skeleton/statue shall be constructed or placed in such a manner as to interfere with pedestrian traffic on public or private walkways, stairs, and/or handrails.
- ~~4.5.~~ Free-standing signs shall not exceed four (4) feet in height.
- ~~5.6.~~ Organizations as defined herein are allowed temporary signs without a permit or review for temporary special event banners or signs. Banners for special events must be removed within three (3) days of the close of any event and may not be hung on Town property without permission of the Town of Jerome. The ~~Town~~ town Manager may approve special event banners to be hung on ~~Town~~ town property for recurring events. Banners to be hung on ~~Town~~ town property for ~~first~~ first-time events shall be approved by the ~~Town~~ town Council.
- ~~6.7.~~ Lighting shall be directed at the sign from an external, ~~incandescent~~ light source and shall be installed so as to avoid any glare or reflection into any adjacent property, or onto a street or alley so as to create a traffic hazard. These restrictions shall apply to internally lighted signs, which may be allowed if constructed of metal or wood. No internally lit signs that are constructed of acrylic or plastic are allowed. No sign that flashes or blinks shall be permitted outside. No visible bulbs, neon tubing, or luminous paints shall be permitted as part of any sign.

~~7.8.~~ Any existing nonconforming, permanent sign legally constructed or permitted prior to the adoption of this ordinance may be continued in use; if such a sign is damaged, it may be restored or repaired. If a new sign is constructed, it must conform to the provisions of this ~~chapter~~ Section 509 and Section 501.

~~8.9.~~ Signs shall be removed ~~upon~~ within thirty (30) days of business relocation or closure.

~~9.10.~~ If any sign becomes a danger to the public or becomes deteriorated or is abandoned, the property owner; or owner of the sign shall be notified to remove or repair the sign. If ~~he/she~~ they does not comply within ten (10) days, the ~~Zoning zoning Administrator administrator~~ shall have the sign removed and the cost assessed to the owner of the property on which such sign is located.

11. Painted Signs. Painted signs shall be subject to review by the Design Review Board in accordance with Section 304.H.4 of the Zoning Ordinance. The maximum number and area of painted signs shall be subject to the same restrictions and standards as other permanent signs.

~~10.12.~~ Flags. Unless otherwise required by state law or specified in this ~~Article~~ article, no more than two (2) flags may be displayed on a flagpole, from a flag bracket, or on a flag stanchion. Examples of flags include, but are not limited to, the insignia of any nation, organization of nations, state, province, county, city; ~~any~~ religious, civic or fraternal organization, or educational institution. The area of each flag shall not exceed sixteen (16) square feet and the height of the flag shall be no taller than the building to which it is attached. For the purpose of determining the area of a flag, only one side of the flag shall be counted. Flags may be externally illuminated. A sign permit is not required for a flag.

[Ord. No. 457; Ord. No. 472]

#### **F. REGULATIONS APPLICABLE TO SIGNS IN RESIDENTIAL ZONES**

1. One nameplate sign not exceeding ~~two 2 inches~~ by ~~twelve 12 inches~~ (~~2"x 12"~~) indicating the names of the occupants or business, and one set of numbers ~~four 4 inches 4~~ by ~~twelve 12 inches~~ (~~4"x 12"~~) indicating the street address shall be allowed for each dwelling unit without a permit.
2. One non-illuminated sign not exceeding eight (8) square feet in area shall be allowed on premises only to identify a home business and requires a permit and review by the Design Review Board. A two-sided sign is one sign.
3. No sign shall extend above the eaves line of a building or extend higher than ten (10) feet above the ground directly below it.
4. Temporary signs shall be permitted in the residential zones without a permit, subject to the following provisions:
  - a. The sum area of all temporary signs does not exceed five (5) square feet in size.
  - b. If the temporary sign pertained to an event (such as an open house or garage sale), the sign shall be removed within three (3) days of the completion of the event or activity ~~which~~ that is being advertised.
  - c. Signs shall maintain a minimum setback from the right of way of ten (10) feet, unless there is a primary structure on the lot ~~which is~~ located closer to the right of way ~~than~~ an ten (10) feet, in which case the sign may be placed at the same setback as the primary structure.
  - d. The maximum height of a temporary sign is four (4) feet.

- e. Signs shall not be illuminated.

[Ord. No. 457; Ord. No. 472]

## G. REGULATIONS APPLICABLE TO SIGNS IN COMMERCIAL AND INDUSTRIAL ZONES

1. No more than two (2) permanent signs are permitted for any one business except that a business having frontage on and physical access from two (2) or more streets will be allowed a total of three (3) signs.
2. The maximum area of all permanent signs shall not exceed 32 square feet.
- ~~2.3.~~ The area of any single wall, projecting, free-standing or canopy sign shall not exceed sixteen (16) square feet.
- ~~3.4.~~ No sign shall extend above the roof of the building to which it is attached.
- ~~4.5.~~ The bottom of any projecting sign shall be no lower than eight (8) feet above the ground directly below it.
- ~~5.6.~~ No part of any projecting or free-standing sign may project over any roadway.
- ~~6.7.~~ One (1) set of address numbers not exceeding four (4) inches by twelve (12) inches (4" x 12") in total area shall be allowed in addition to normal sign allowances.
- ~~7.8.~~ Temporary signs, which are promotional in nature and intended to advertise a specific event, activity, or business, such as "sale" signs are allowed in addition to other signs. Examples of temporary signs include, but are not limited to banner signs. Temporary signs must meet all restrictions for signs in this section in addition to the following:
  - a. The sum area of all temporary signs shall not exceed eight (8) sixteen (16) square feet.
  - ~~a.b.~~ A maximum of one (1) temporary sign may be placed on the property.
  - ~~b.c.~~ No business may display a temporary sign for more than thirty (30) consecutive ninety (90) days twice per calendar year, or forty-five (45) consecutive days.
  - d. If the temporary sign pertained to an event (such as an open house or garage sale), the sign shall be removed within three (3) days of the completion of the event or activity which is being advertised.
  - e. Temporary signs shall maintain a minimum setback from the right of way of five (5) feet, unless there is a primary structure on the lot which is located closer to the right of way than five (5) feet, in which case the sign may be placed at the same setback as the primary structure.
  - f. Temporary signs require administrative approval from the zoning administrator. Applications shall be submitted on a form prepared by the zoning administrator and shall demonstrate compliance with the standards of this section.
  - g. ~~Signs shall not be illuminated.~~ Application for a temporary sign shall include 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. Payment of the filing fee shall be waived when the applicant is an agent of the town, county, state, or federal government.
  - h. Temporary signs shall not be illuminated.

~~—No permit is required for temporary signs.~~

*Examples of temporary signs:*

- ~~Chalkboards or signs that change daily for menu specials~~
- ~~Signs for special events that have limited use, such as Art Walk announcements~~
- ~~Sandwich boards / A-Frame signs (allowed in vestibules and on private property, but not on public sidewalks)~~
- ~~Banners~~
- ~~"Sale" and other exterior product advertising~~

9. A-frame signs are allowed without a permit provided they meet the following requirements:

- a. They do not exceed four (4) square feet in size.
- b. They do not exceed four (4) feet in height.
- c. They are located entirely on private property owned by the business that they are advertising.
- d. They are not left outside during non-business hours.

10. Changeable-copy signs are allowed without a permit provided they do not exceed four (4) square feet in size and are attached to the façade of a building. A maximum of one sign per business is allowed.

~~15.11.~~ Exterior Directional signs indicating open and closed are permitted in addition to normal sign allowances. No more than two (2) directional signs are allowed with a maximum total area of ~~These signs should be no more than four (4) square feet in area. Directional signs do not require a permit. Such an exterior open/closed sign requires a permit and approval from the Design Review Board.~~

~~16.12.~~ Standard copyright signs Service signs offering information on incidental services or recommendations, e.g., VISA, MasterCard, WiFi, etc., are permitted in addition to normal sign allowances, provided:

- a. They conform to all provisions contained in this section.
- b. They are inside a window.
- c. There is no more than one (1) sign per incidental service per public entrance to the business.
- d. ~~No sign's area shall~~ Each sign does not exceed ~~sixteen (16)~~ square inches in area.

[Ord. No. 457; Ord. No. 472]

## **H. PROHIBITED SIGNS**

1. Abandoned signs
2. Billboards
3. Digital or electronic signs with changeable copy
4. Flying banners
5. Flashing or blinking signs
6. Gas-generated signs
7. Inflatable and balloon signs

8. Mannequins/skeletons/statues displaying, wearing, or holding any advertising content such as flyers, business cards, or other promotional materials.

~~8-9.~~ Moving and rotating signs – including rotating barber poles

~~9-10.~~ Off-premise signs in the commercial or industrial zoning districts

~~10-11.~~ Signs attached to or painted on trees, rocks or other natural features

~~11-12.~~ Signs emitting any sound designed to attract attention

~~12-13.~~ Signs in the clear vision triangle

14. Signs in the right-of-way

~~13-15.~~ Signs blocking pedestrian pathways, stairs, or handrails

~~14-16.~~ Signs painted on fences

~~15-17.~~ Sign walkers

~~16-18.~~ Signs with visible bulbs, neon tubing, or luminous paints

[Ord. No. 472]

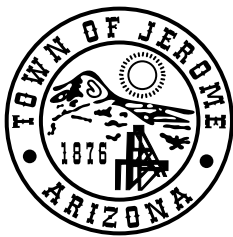
RESOLUTION 631 ADOPTED 1/11/22



~~17.~~19.

RESOLUTION 631 ADOPTED 1/11/22





# TOWN OF JEROME

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

## ORDINANCE NO. 480

### AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING THE JEROME TOWN CODE BY THE ADDITION OF NEW ARTICLE 8-7, "SHORT-TERM RENTAL REGULATION"

WHEREAS, the Jerome Town Council is committed to maintaining Jerome's small town character, scenic beauty, and natural resources that are the foundation of its economic strength and quality of life, and intend to safeguard the public health and safety of the residents of Jerome and their visitors and guests while preserving the residential character of neighborhoods, minimizing nuisances, and providing equity with other residential and commercial uses; and

WHEREAS, to that end, the Town Council wishes to adopt Code provisions to protect the public's health and safety in residential neighborhoods;

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 Town Code as set forth in that certain document known as "ARTICLE 8-7, JEROME TOWN CODE, SHORT-TERM RENTAL REGULATION," 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. 633 of the Town of Jerome, Arizona, are hereby referred to, adopted and made a part hereof as if fully set out in this ordinance.

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

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

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2022.

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

ATTEST:

APPROVED AS TO FORM:

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

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

Date of first reading: 1/11/22

Dates of publication:

Date of adoption:

Date of posting:

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

**ARTICLE 8-7  
JEROME TOWN CODE**

**SHORT-TERM RENTAL REGULATION**

RESOLUTION 633 ADOPTED 1/11/22

ARTICLE 8-7     **Short-Term Rental Regulation**

- 8-7-1     Title.
- 8-7-2     Findings and Purpose.
- 8-7-3     Definitions.
- 8-7-4     Emergency Contact.
- 8-7-5     Use Regulations.
- 8-7-6     Penalties.

Section 8-7-1     **Title**

This Article shall be known as the Town of Jerome Short-Term Rental Regulation Article.

Section 8-7-2     **Findings and Purpose.**

The Town of Jerome is committed to maintaining its small town character, scenic beauty, and natural resources that are the foundation of its economic strength and quality of life. The purpose of this Article is to safeguard the public health and safety of the residents of Jerome and their visitors and guests while preserving the residential character of neighborhoods, minimizing nuisances, and providing equity with other residential and commercial uses. Therefore, the Town does hereby adopt the following provisions in an attempt to protect the public's health and safety in residential neighborhoods.

Section 8-7-3     **Definitions.**

For the purpose of this Article, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

"Emergency point of contact" means the owner or owner's designee who is located within 25 miles of the vacation rental, short-term rental, or transient lodging establishment and who is available 24 hours per day, seven days per week for the purpose of responding in person, telephonically, or by electronic mail to complaints, emergencies, or other incidents at the property in a timely manner.

"Transient" means any person who either at the person's own expense or at the expense of another obtains lodging space or the use of lodging space on a daily or weekly basis, or any other basis for less than 30 consecutive days.

“Transient lodging” means the business of operating for occupancy by transients a hotel or motel, including an inn, tourist home or house, dude ranch, resort, campground, studio or bachelor hotel, lodging house, rooming house, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location, or other similar structure, and also including a space, lot, or slab that is occupied or intended or designed for occupancy by transients in a mobile home or trailer furnished by them for such occupancy. Transient lodging does not include those exceptions identified in A.R.S. § 42-5070(B).

“Vacation rental” or “short-term rental” means any individually or collectively owned single-family or one- to four- family house or dwelling unit or any unit or group of units in a condominium, cooperative, or timeshare that is also a transient public lodging establishment or owner-occupied residential home offered for transient use if the accommodations are not classified for property taxation under A.R.S. § 42-12001. “Vacation rental” and “short- term rental” do not include a unit that is used for any nonresidential use, including retail, restaurant, banquet space, event center, or another similar use.

#### Section 8-7-4     Emergency contact.

Before renting the property or offering the property for rent, the owner of any vacation rental, short-term rental, or transient lodging establishment shall provide the town with the name, address, e-mail address, and phone number of an emergency point of contact who is available 24 hours per day, seven days per week for the purpose of responding in a timely manner to any complaints, emergencies, or other incidents at the property.

The owner shall notify the Town, in writing, of all changes in the emergency contact information required by this section, not less than 10 days prior to the effective date of the change. The emergency point of contact shall be responsible to ensure that the occupants and guests of the property do not create unlawful noise disturbances, engage in disorderly conduct, or violate provisions of the Jerome Town Code or any state law. Upon notification from the Town that any occupant or guest of the property has created unlawful noise or disturbances, engaged in disorderly conduct, or committed violations of provisions of the Jerome Town Code or any state law, the emergency point of contact shall respond in a timely and appropriate manner to prevent such conduct. The phrase “in a timely and appropriate manner” shall mean telephonic or in-person contact with the occupants of the property and the Town or the Town’s designee within 60 minutes of a call for each incident.

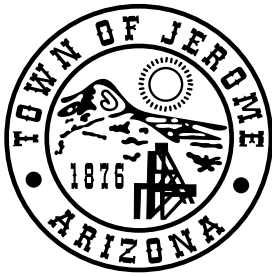
The contact information for the emergency point of contact shall be posted in a prominent and visible location inside the short-term rental, vacation rental, or transient lodging establishment.

Section 8-7-5     Use regulations.

The Jerome Zoning Ordinance district regulations shall be applied to a short-term rental, vacation rental, or transient lodging establishment in the same manner as other property classified under A.R.S. §§ 42-12003 and 42-12004 except as permitted by state law. The use of any short-term rental, vacation rental, or transient lodging establishment in any single-family residential district shall be limited to the uses identified in the Jerome Zoning Ordinance for that particular zoning district. No vacation rental, short-term rental, or transient lodging establishment in any residential district shall be used for nonresidential uses, including for any special event that would require a permit or license pursuant to Section 10-3 of the Jerome Town Code or as a retail establishment, restaurant, banquet space or any other similar use. The owner of any vacation rental, short-term rental, or transient lodging establishment shall be responsible to ensure that the property complies with all applicable fire, building, health and safety codes, and all other relevant state and local laws. No vacation rental, short-term rental or transient lodging establishment shall be rented or offered for rent without a current, valid transaction privilege tax license. The owner of any vacation rental, short-term rental, or transient lodging establishment shall list the transaction privilege tax license number on each advertisement offering the property for rent.

Section 8-7-6     Penalties.

Failure to comply with this Article may subject the owner of the short-term rental, vacation rental or transient lodging establishment to civil penalties up to \$2,500 per violation.



# TOWN OF JEROME

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

## RESOLUTION NO. 634

### A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, AMENDING THE ADOPTED FEE SCHEDULE BY THE ADDITION OF A WATER LINE MAINTENANCE CHARGE

WHEREAS, as part of the Town Council's study regarding its rate structure for water and sewer billing, Council expressed a desire to establish a line maintenance charge to cover costs of maintaining water lines; and

WHEREAS, on July 13, 2021, the Town Council approved a "Notice of Intent to Change Billing Method and Set New Rates, Fees or Charges for Water and Wastewater Service," which notice was published in the Verde Independent; and

WHEREAS, a public hearing to review rate alternatives and solicit input from ratepayers was held on September 14, 2021, and continued, for purposes of discussing the line maintenance charge, through January 11, 2022;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Jerome, Arizona, that Schedule A-2 of the town's Fee Schedule is hereby amended by the addition of the following charges:

<i>Monthly Water Line Maintenance Charge (based on distance of water line from meter to where water enters Jerome):</i>	
0 to 5,500 feet	No charge
5,500 feet to 6,500 feet	\$0.50
6,500 feet to 7,500 feet	\$1.50
7,500 feet to 8,500 feet	\$3.00
8,500 feet to 9,500 feet	\$5.00
9,500 feet to 10,500 feet	\$7.50
10,500 feet to 11,500 feet	\$10.50
11,500 feet to 12,500 feet	\$14.00
12,500 feet to 13,500 feet	\$18.00
13,500 feet to 14,500 feet	\$22.50
14,500 feet to 15,500 feet	\$27.50
Over 15,500 feet	\$33.00

AND, BE IT FURTHER RESOLVED that such charges shall become effective as of March 1, 2022.

ADOPTED AND APPROVED by a majority vote of the Jerome Town Council on the 8th day of February, 2022.

APPROVED:

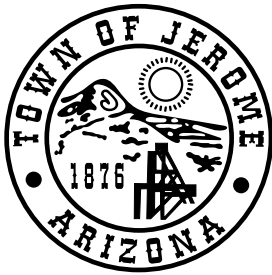
\_\_\_\_\_  
Dr. Jack Dillenberg, Mayor

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

## ORDINANCE NO. 481

### **AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 7-9, "INTERNATIONAL FIRE CODE" OF THE JEROME TOWN CODE TO ADOPT THE INTERNATIONAL FIRE CODE, 2018 EDITION, INCLUDING APPENDIXES B, C, D, E, F AND G, TOGETHER WITH AMENDMENTS THERETO.**

WHEREAS, the Jerome Fire Chief has recommended that the Town adopt the 2018 International Fire Code, with certain amendments and including certain appendixes;

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

Section 1. That certain document known as "International Fire Code, 2018 Edition," including Appendixes B, C, D, E, F and G, published by the International Code Council, together with amendments to same as set forth in Resolution No. 635 of the Town of Jerome, Arizona, three copies of which are on file in the office of the Town Clerk of the Town of Jerome, which documents were made public records by said Resolution No. 635, are hereby adopted and made a part hereof as if fully set out in this Ordinance.

Section 2. Article 7-9, "International Fire Code," of the Jerome Town Code is hereby amended as follows (additions underlined; deletions in ~~strikeout text~~):

#### ARTICLE 7-9      International Fire Code

That certain code entitled "International Fire Code," ~~2012~~ 2018 Edition, including Appendixes B, C, D, E, F and G, published by the International Code Council, together with amendments to same as set forth in Resolution No. ~~635~~536 of the Town of Jerome, Arizona, is hereby adopted as the Fire Code for the incorporated areas of the Town of Jerome and is made a part of this chapter as though said code was specifically set forth in full herein.

Section 4. Penalty clauses included in the amended and adopted Code are set forth below pursuant to A.R.S. § 9-803:

110.4 Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or

Date of first reading: \_\_\_\_\_

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

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

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

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

certificate used under provisions of this code, shall be guilty of a Class 1 misdemeanor, punishable by a fine, imprisonment, probation and/or penalties, as set forth in Title 13 of the Arizona Revised Statutes.

112.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe conditions, shall be liable to a fine of not more than two thousand five hundred (\$2,500.00) dollars.

Section 5. 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 6. 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 7. 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 \_\_\_\_\_ 2022.

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

ATTEST:

APPROVED AS TO FORM:

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

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



# **TOWN OF JEROME**

## **STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council

**From:** Rusty Blair, Fire Chief / Fire Marshall, Town of Jerome Fire Department

**Date:** 20 January 2022

**Meeting Date:** 08 February 2022

---

### **TITLE:**

Updating Fire, Building, Property Management and Associated Codes from 2012 to 2018.

### **RECOMMENDED ACTION:**

To approve an ordinance that updates to the newer 2018 IFC code with amendments.

---

### **ACTION SUMMARY:**

### **DISCUSSION:**

#### **Background/History:**

The State of Arizona and Yavapai County have adopted the 2018 International series of Fire and associated codes. The Town of Jerome is currently operating under the 2012 International Fire Code. It is difficult to administer fire prevention measures by having different fire codes between the Town of Jerome, Yavapai County, and the State of Arizona.

#### **Key Considerations:**

The proposed 2018 codes have been reviewed by The Jerome Fire Department in conjunction with nearby fire marshal affiliates. Most of the codes have been evaluated as acceptable as written with some changes and amendments noted and submitted for your review. The biggest amendment would be to strengthen the sprinkler requirements due to our topography, as well as to protect our firefighters and community. The 2018 Fire Code is the minimum set of standards that the State of Arizona recognizes. **Effective January 1<sup>st</sup>, 2022**

**Community Benefits and Considerations:**

Consideration of Jerome's historical and uniqueness was taken into account, and we feel the new codes are appropriate for our community. The newer codes would establish a contemporary approach to fire prevention, building construction and property management with the focus on life safety and property conservation.

**Community Involvement:**

The community is encouraged to review the code proposals.

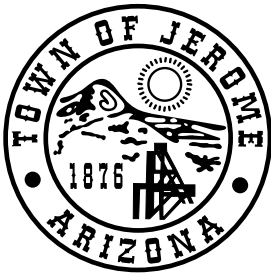
**Financial Implications:**

There was minimal expense to the Town of Jerome. We have already purchased four copies of the 2018 IFC code book and 3 digital copies that are required to be on file with the Town Clerk for the use of the Town of Jerome and its citizens.

**Options and Alternatives:**

All the surrounding areas utilize the 2018 International Codes. We would be aligned with our neighboring communities for assistance and cooperation when dealing with questionable situations. The State Fire Marshal as adapted the 2018 International Codes and would be a great resource for assistance if we have the same codes.

By maintaining the 2012 Codes, which are obsolete, our citizens, community and firefighters are at risk. The 2018 International Codes are updated and focused on life safety.



# TOWN OF JEROME

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## RESOLUTION NO. 635

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA,  
DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK  
AND ENTITLED "INTERNATIONAL FIRE CODE, 2018 EDITION," INCLUDING APPENDIXES B, C,  
D, E, F AND G, TOGETHER WITH AMENDMENTS THERETO**

WHEREAS, the Town desires to make the International Fire Code, 2018 Edition, including Appendixes B, C, D, E, F and G and together with amendments thereto as set forth on Exhibit A, attached, available for review by the public; and

WHEREAS, A.R.S. § 9-802 permits the enactment and publication by reference of a code in the interest of economy; and

WHEREAS, the document entitled "International Fire Code, 2012 Edition," including Appendixes B, C, D, E, F and G and together with amendments thereto as set forth on Exhibit A, attached, qualifies for enactment by reference;

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

1. That document entitled "International Fire Code, 2018 Edition," including B, C, D, E, F and G and together with amendments thereto as set forth on Exhibit A, attached, is hereby declared to be a public record pursuant to A.R.S. § 9-802.
2. Three copies of "International Fire Code, 2018 Edition," and amendments thereto as set forth on Exhibit A, attached, shall be filed in the office of the Town Clerk and kept available for public use and inspection.

ADOPTED AND APPROVED by a majority vote of the Mayor and Common Council on the \_\_\_\_ day of \_\_\_\_\_, 2022.

APPROVED:

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

ATTEST:

APPROVED AS TO FORM:

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

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

**RESOLUTION NO. 635**  
**EXHIBIT A**

AMENDMENTS to the International Fire Code, 2018 Edition:

**Chapter 1**  
**Scope and Administration**

- A. "Section 101.1 Title" is amended by the insertion of 'Town of Jerome' as the name of the jurisdiction.
- B. "Section 109 Board of Appeals" is amended in its entirety to read as follows:

109.1 Board of appeals established. In order to hear and decide appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of the codes, there shall be and is hereby created a board of appeals. The board of appeals shall be the current sitting Jerome Town Council. The fire code official and the building code official shall be ex officio members of said board but shall have no vote on any matter before the board. The board shall adopt rules of procedure for conducting its business and shall render all decisions and findings in writing to the appellant with a duplicate copy to the fire code official and building official.

109.1.1 Application for appeal. Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 20 days after the day of the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

DELETE 109.2 and 109.3.

- C. "Section 110.4 Violation penalties" is amended to read as follows:

110.4 Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the *approved construction documents* or directive of the *fire code* official, or of a permit or certificate used under provisions of this code, shall be guilty of a Class 1 misdemeanor, punishable by a fine, imprisonment, probation and/or penalties, as set forth in Title 13 of the Arizona Revised Statutes.

- D. "Section 112.4 Failure to comply" is amended to read as follows:

112.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe conditions, shall be liable to a fine of not more than two thousand five hundred (\$2,500.00) dollars.

## Chapter 5 Fire Service Features

E. "Section 503.2.7 Grade" is amended to read as follows:

503.2.7 Grade. Whether temporary or permanent, no fire apparatus access road grade shall exceed six percent (6%) unless the roadway is paved hard and smooth with materials such as asphalt. Grades shall not exceed twelve percent (12%) unless the surface of the roadway is constructed of concrete. Grades shall not exceed fifteen percent (15%) unless a written request is made and approved by the fire code official.

## Chapter 9 Fire Protection Systems

F. Sections 903.2 through 903.10 of "Section 903 Automatic Sprinkler Systems" are amended to read as follows:

903.2 Where required. An approved automatic fire sprinkler system shall be installed throughout any:

- Group H and I occupancies.
- Group R-1 and R-2 occupancies of more than 1,000 square feet;
- Group R-3 occupancy of more than 3,000 square feet;
- Any multistory structure (including basements);
- Any Group A, B, E, F, M, and U occupancy of more than 1,000 square feet;
- Any structure where the required fire flow cannot be provided;
- Any structure that is inaccessible to fire emergency vehicles as determined by the fire code official;
- Any structure that is 500 feet or more away from a functioning fire hydrant.

Such systems shall be designed and installed in accordance with:

- UBC standard 903.3.1.1 (NFPA 13) for Group A, B, E, F, H, I, M, R, S, and U occupancies,
- UBC standard 903.3.1.2 (NFPA 13-R) for residential occupancies four stories or less, and
- UBC standard 903.3.1.3 (NFPA 13-D) for R-3 and R-4 occupancies (one and two family dwellings).

Exceptions:

- Detached non-combustible carports or shade canopies.
- **When in the opinion of the fire code official and subject to the approval of the building code official, fire sprinklers may be omitted in rooms or areas as follows:**
  - When sprinklers are considered undesirable because of the nature of the contents or in rooms or areas which are of non-combustible construction with wholly non-combustible contents and which are not exposed by other areas.
  - Safe deposit or vaults of fire-resistive construction, when used for the storage of records, files and other documents, when storage is in metal cabinets.
  - Communications equipment areas under the exclusive control of a public communications utility agency, provided it is installed in accordance with NFPA standards.
  - Other approved alternative automatic fire-extinguishing systems may be installed to protect special hazards or occupancies in lieu of automatic fire sprinklers.

- Existing buildings are exempt from these requirements except that existing buildings (occupancies) are required to comply with the provisions of Section 903.2 when any of the following apply:
  - One or more additions are made to any occupancy and the aggregate of the addition(s) exceeds 50% of the original building (at the time of this ordinance) or 1,000 square feet, whichever is less.
  - Any addition which results in a structure that exceeds the available fire flow.
  - The building undergoes a change of occupancy and the new occupancy classification is Group A, H, I, R-1, R-2, R-4, U, S or mixed use to include Group R-3 occupancy.
  - The building undergoes a change of occupancy and the new occupancy presents a greater fire or life safety hazard that will be created.
  - Buildings vacant for longer than six months.

## **Appendix B**

### **Fire Flow Requirements for Buildings**

Table B105.1 Minimum Required Fire Flow and Flow Duration for Buildings is hereby amended by adding the following:

- Footnote c: In special circumstances, where the public or private water utility or rural water supply will not provide the required 1,500 gpm, the fire code official may accept a lesser amount. This amount shall never be less than 1,000 gpm.

**Yavapai County  
Department of Elections**

1015 Fair Street-Room 228  
Prescott, Arizona 86305  
**Phone: (928) 771-3250**  
[webelections@yavapaiaz.gov](mailto:webelections@yavapaiaz.gov)



**Lynn A. Constabile**  
Elections Director

January 18, 2022

Town of Jerome  
Attn: Candace B. Gallagher, Town Manager/Clerk  
Via email to [c.gallagher@jerome.az.gov](mailto:c.gallagher@jerome.az.gov)

Dear Candace B. Gallagher, Town Manager/Clerk,

This letter is to notify you that Yavapai County has modified the Intergovernmental Agreement for Election Services. Enclosed are the new Election Services Agreement (which updates all necessary language) and a document showing the changes made to the existing agreement.

This letter further serves to notify you that your existing agreement will terminate on March 31, 2022 in accordance with section 8a of the existing IGA.

If you wish to have your elections conducted by Yavapai County Elections & Voter Registration, please return the attached Agreement to my office no later than February 28, 2022. This will allow our office sufficient time to have these new agreements approved and signed by the Yavapai County Board of Supervisors at their April 6, 2022 meeting and in effect for the upcoming 2022 elections.

This will be the only opportunity for your jurisdiction to enter into an agreement for election services with Yavapai County for the 2022 election cycle. We will not consider election agreements again until the 2024 election cycle.

If you choose to decline our services, please be advised that you will be responsible for all aspects of your election. This includes ballot production, distribution and tabulation, and submitting an agenda item to the Yavapai County Board of Supervisors to cancel your election, if applicable. If you choose to decline our services, please email [web.elections@yavapaiaz.gov](mailto:web.elections@yavapaiaz.gov) by February 28, 2022.

Sincerely,

*Lynn A. Constabile*

Lynn A. Constabile  
Elections Director

Enclosures

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**FOR ELECTION RESULTS VISIT OUR WEB PAGE:** [www.yavapaiaz.gov/govote](http://www.yavapaiaz.gov/govote)

Hearing or speech disability? Call 7-1-1 and ask to be connected to 928.771.3250 or e-mail [webelections@yavapaiaz.gov](mailto:webelections@yavapaiaz.gov)

**Toll Free Numbers:** Ash Fork \ Bagdad \ Seligman \ Yarnell Areas 1-800-771-2797  
Black Canyon City 602-495-8800 Cottonwood \ Camp Verde \ Sedona Areas 928-639-8100

## INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES

**THIS INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES** (this “Agreement”) is entered into by and between the YAVAPAI COUNTY BOARD OF SUPERVISORS and the YAVAPAI COUNTY RECORDER (collectively the “COUNTY”) and \_\_\_\_\_, (the “JURISDICTION”).

The COUNTY and the JURISDICTION may each be referred to individually as a “Party” or “party” and collectively as the “Parties or “parties.”

**WHEREAS**, pursuant to A.R.S. §§11-952, 15-302(A)(7) and (A)(8), 16-205(C), 16-225, or 16-408(D), the governing body of any election district authorized to conduct an election may enter into an agreement with a County Board of Supervisors and County Recorder for election services with the contracted cost of such election to be a charge against the election district; and

**WHEREAS**, the COUNTY is willing to provide election services to election districts wishing to conduct vote-by-mail elections, but, with the exception of state primary and general elections, will not provide election services to districts wishing to conduct vote center elections unless a vote center election is expressly required by state or federal statute; and

**WHEREAS**, the JURISDICTION wishes to enter into an agreement with the COUNTY for the provision of elections services subject to the terms and conditions set forth herein,

### **NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

1. **Provision of Election Services.** The COUNTY hereby agrees to provide election services to the JURISDICTION for all consolidated election dates set forth by A.R.S. §16-204 during the effective term of this Agreement. This Agreement shall apply to all categories of elections including, but not limited to, primary, general, special, and recall elections. Services to be provided by the COUNTY, and those that remain the responsibility of the JURISDICTION, are set forth in the Elections Task Schedule attached to this Agreement as Exhibit 1.
2. **Limitation on Eligible Elections.** It is understood and agreed that the services to be provided pursuant to this Agreement shall be provided exclusively for vote-by-mail elections with the exception of state primary and general elections and elections expressly required by state or federal statute to be conducted at vote centers. It shall be the responsibility of the JURISDICTION to establish the legal basis for a requirement that an election is required by state or federal statute to be conducted at vote centers. The COUNTY may, in its sole discretion, decline to provide services for any election that it concludes is not required to be conducted at vote centers. The COUNTY will not provide services for exclusively vote-by-mail elections during the state primary and general elections, or any special election called by the legislature, which requires vote centers.
3. **Cancellation of certain elections.** As provided in A.R.S. §16-410, if the number of candidates is less than or equal to the number to be elected, the Yavapai County Board of Supervisors may cancel the election no earlier than one hundred five (105) days before the election and appoint the person(s) who filed the nominating petition/paper to fill the position(s). The COUNTY shall place all such races on a Yavapai County Board of Supervisors agenda for approval of cancellation unless written notice from the JURISDICTION is received by the County Officer in Charge of Elections on or before 120 days before the election.



#### 4. Compensation.

- a. **Fees.** The JURISDICTION shall compensate the COUNTY for election services provided pursuant to this Agreement in accordance with the fees set forth in the most current fiscal year Election/Voter Registration section of the Yavapai County Special Districts Fee Schedule (the “fee schedule”) posted online [www.yavapaiaz.gov/sd](http://www.yavapaiaz.gov/sd). The fee schedule is for base services only. Any additional services required by the JURISDICTION will result in additional charges. Additional services include, but are not limited to, the following: court preparation, court appearances, supplemental mailings, recounts, or any service which will cause the COUNTY to incur increased costs or expenses. In the event that additional services are requested, the JURISDICTION should refer to unit and hourly pricing information as set forth on the fee schedule. The COUNTY reserves the right to adjust election service fees annually or otherwise at any time during the effective term of this Agreement notice of which will be posted on the COUNTY’s website. Revised fee schedules will supersede prior fee schedules and be incorporated into this Agreement at the time of revision.
- b. **Late Fees.** Payment in full for all costs associated with the provision of services pursuant to this Agreement shall be made no later than 30 days following the date of the election. In the event that the required payment is not made by the due date deadline specified herein, the COUNTY shall impose a late charge of 2% of the unpaid balance for each 30-day period or portion thereof following the specified deadline for which any portion of the required payment, including unpaid late charges, remains unpaid.
- c. **Termination.** Failure to make payments as required by this Section shall be deemed a material breach of this Agreement and shall be grounds for termination of this Agreement pursuant to Section 8 of this Agreement.

- 5. **Discounts.** The COUNTY has established a discounted fee rate for JURISDICTIONS that provide assistance such as providing meeting sites free of charge or rent, or other services for COUNTY-administered elections.

☐ The JURISDICTION has elected to decline to receive discounted rates.

☐ The JURISDICTION has elected to receive these discounted rates subject to the terms and conditions set forth herein and will provide the service indicated below.

- a. **Services the JURISDICTION Will Provide.** The JURISDICTION and the COUNTY agree that the following two checked services will be provided by the JURISDICTION as consideration for the COUNTY’s provision of election services at the discounted rates as set forth in the Special Districts Fee Schedule posted online at [www.yavapaiaz.gov/sd](http://www.yavapaiaz.gov/sd).

**JURISDICTION**

will provide  
(check 2)

**Services**

- ☐ The JURISDICTION agrees to serve as a ballot drop-off site for any election that the COUNTY requests. In order to provide this service, it must be mutually agreed that the JURISDICTION currently has or could potentially have an outside ballot drop box on its property as supplied by the COUNTY. By checking this box, the JURISDICTION agrees to all duties as outlined in Exhibit 2.
- ☐ The JURISDICTION agrees to provide one vote center or training site at no charge for any statewide or countywide election cycle. Vote centers and training sites must be ADA compliant and are subject to review by the COUNTY.
- ☐ The JURISDICTION agrees to provide one poll worker for the Primary Election and one poll worker for the General Election. A poll worker must be a registered voter in Yavapai County and be able to perform any of the following duties: voter check-in, ballot distribution, voter assistance, equipment setup, and/or poll worker supervision. Such workers will be trusted employees of the JURISDICTION who are eligible to serve as poll workers. Poll workers will receive from the COUNTY the normal compensation for the position worked.
- ☐ The JURISDICTION agrees to provide either a second vote center or training site, or a second poll worker, as described above.

- b. Advance Notice.** The COUNTY hereby agrees to provide the JURISDICTION with at least 30 days notice of any election where the services agreed to above are required.
  - c. Discounted Fee Rates; Adjustment of Fees.** The COUNTY hereby agrees to provide election services to the JURISDICTION at the discounted fee rate for all consolidated election dates during the effective term of this Agreement. This Agreement shall apply to all categories of elections including, but not limited to primaries, generals, special, and recall elections. The COUNTY reserves the right to adjust election service fees and discounts annually or otherwise at any time during the effective term of this Agreement notice of which will be posted on the COUNTY's website. Revised schedules will supersede prior schedules and be incorporated into the Election Services Agreement in effect at the time of revision. Failure by the JURISDICTION to provide the agreed-upon services selected under this Agreement shall result in the discounted fee rate being null and void.
- 6. Conduct of Elections.** While the COUNTY will use its best efforts to provide election services pursuant to this Agreement in a capable and competent manner, it shall ultimately be the responsibility of the JURISDICTION to confirm that all legal requirements have been met and that all other activities related to a given election are carried out as required. Upon

request, the COUNTY will provide to the JURISDICTION, in advance, all forms, schedules, documents, and other information pertaining to each election conducted pursuant to this Agreement for the JURISDICTION's review and approval. The JURISDICTION may provide to the COUNTY all informational materials or other election-related documents generated by the JURISDICTION for review by the COUNTY prior to the distribution of such materials or documents.

7. **Term of Agreement.** This Agreement shall be automatically renewed for successive one-year terms **after** the initial term of this Agreement, which shall expire on December 31, 2024. Thereafter, this Agreement shall continue in full force and effect until terminated as provided herein.

## 8. Termination

- a. **Unilateral Termination.** This Agreement may be terminated by either Party upon 30 days written notice to the other Party of intent to terminate and specifying the termination date, provided, however, that this Agreement may not be unilaterally terminated by either party within 90 days of the date of an election for which the COUNTY would otherwise be providing services pursuant to this Agreement. Any termination of this Agreement shall not relieve the JURISDICTION of its responsibility for costs incurred prior to the effective date of the termination.

- b. **Termination by Mutual Agreement.** This Agreement may be terminated at any time by mutual agreement of the Parties.

- c. **Termination for Breach.** In the event of a breach of any term or condition of this agreement, the Party claiming breach shall provide written notice to the other Party specifying the factual basis for the claim that a breach has occurred. If the breach is not remedied within fifteen (15) days after notice is mailed to the Breaching Party at the address provided herein, the Non-breaching Party may terminate this Agreement without further notice.

9. **Conflict of Interest.** This Agreement is subject to the cancellation provisions of A.R.S. §38-511, the pertinent provisions of which are incorporated into this Agreement by reference.

10. **Non-appropriation of Funds.** The parties recognize and acknowledge that the COUNTY and the JURISDICTION are governmental entities and this Agreement's validity is based upon the availability of public funding. In the event public funds are not appropriated for the performance of either or both parties' obligations under this Agreement, then the COUNTY or the JURISDICTION, as appropriate, shall notify the other party in writing of any such non-allocation of funds at the earliest possible date, and this Agreement shall automatically expire without penalty to either party. If the COUNTY's or the JURISDICTION's allocation of funds are reduced, then the scope of this Agreement may be reduced, if appropriate, or this Agreement may be cancelled without further duty or obligation.

11. **Non-Discrimination.** The Parties shall comply with the Office of the Arizona Governor Executive Order 2009-09, which mandates that all persons, regardless of race, color, religion, sex, age, national origin, or political affiliation, shall have equal access to employment

opportunities, and all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin, or disability.

- 12. E-Verify; Government Procurement.** The Parties hereby warrant that they will, at all times during the term of this Agreement, comply with all federal immigration laws applicable to the employment of their respective employees and with the requirements of A.R.S. §§ 23-214 and 41-4401 (together the “state and federal immigration laws”). A breach of the foregoing warranty shall be deemed a material breach of this Agreement and the party who breaches may be subject to penalties up to and including termination of this Agreement.

The Parties further agree to ensure that each subcontractor that performs any work under this Agreement likewise complies with the state and federal immigration laws at all times during the term of this Agreement.

The Parties retain the legal right to inspect the papers of any contractor or subcontractor in order to verify such party’s compliance with the state and federal immigration laws.

- 13. Workers’ Compensation.** For purposes of workers’ compensation, an employee of a party to this Agreement, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another party pursuant to this specific intergovernmental agreement, is deemed to be an employee of both the party who is his primary employer and the party under whose jurisdiction or control or within whose jurisdictional boundaries he is then working, as provided in A.R.S. §23-1022(D). The primary employer party of such employee shall be solely liable for payment of workers’ compensation benefits for the purposes of this section. Each party herein shall comply with the provisions of A.R.S. §23-1022(E) by posting the public notice required.

- 14. Indemnification.** To the fullest extent permitted by law, each Party (as “Indemnitor”) agrees to indemnify, defend, and hold harmless the other Party, its departments, officers, officials, agents, and employees (collectively “Indemnitee”) without limitation from and against any and all claims, damages, losses, liabilities, fees, fines, costs, or expenses (including, but not limited to, attorney fees, court costs, and cost of appellate proceedings) relating to, arising from, resulting from or alleged to have arisen from or resulted from this Agreement. Indemnitor’s duty to defend, indemnify, and hold harmless Indemnitee shall arise in connection with any and all claims, damages, losses, liabilities, fees, fines, or expenses, that are attributable to bodily injury, personal injury, sickness, disease, death, or damage to, or destruction of tangible or intangible property including the loss of use therefrom caused in whole or in part by any act, error, mistake or omission of Indemnitor, its departments, officers, officials, employees, agents, vendors, subcontractors or anyone for whose acts Indemnitor may be liable. Indemnitor agrees to waive all rights of subrogation against Indemnitee. The obligations under this Paragraph shall survive the termination of this Agreement.

- 15. Property Disposition Clause.** The parties do not anticipate the joint acquisition of property attributable to the exercise of each party’s duties and obligations pursuant to this Agreement. Any property acquired during the term of this Agreement shall be returned to the purchasing

party no more than thirty (30) calendar days from the effective date of termination of this Agreement.

- 16. Insurance.** The parties shall maintain appropriate insurance. Certificates of Insurance shall be provided to a party upon request.
- 17. Governing Law.** This Agreement shall in all respects be interpreted and construed in accordance with and governed by the laws of the State of Arizona. Any changes in governing laws, rules, and regulations that do not materially affect this Agreement will apply during the term of this Agreement and will not require an amendment.
- 18. Material Change in Law or Regulation.** In the event of adoption of legislation, regulations, or instructions or the initiation of an enforcement action by a governmental agency, any of which materially affects the legality of this Agreement or the relationship among the parties hereto, either party may propose amendments to this Agreement to bring this Agreement into conformity with such laws. If the parties are unable to reach agreement on the renegotiation of this Agreement within thirty (30) days of the initiation of negotiations, then either party may terminate this Agreement upon written notice to the other party.
- 19. Compliance with Law.** The parties shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities in performing this Agreement, including environmental laws. Non-compliance with any election law shall be deemed a material breach of this Agreement and the party who breaches may be subject to penalties up to and including termination of this Agreement.
- 20. Alternative Dispute Resolution.** Pursuant to A.R.S. § 12-1518, disputes under this Agreement may be resolved through the use of arbitration.
- 21. Waiver of Jury Trial.** The parties hereby waive their respective rights to trial by jury in any action or proceeding arising out of this Agreement.
- 22. Notices/Contact Information.** Communications regarding services provided pursuant to this Agreement shall be directed to the following:

<p><b>COUNTY:</b></p> <p>Lynn Constabile</p> <p>Yavapai County Elections Director</p> <p>1015 Fair Street, Room 228</p> <p>Prescott, AZ 86305</p> <p>Phone: (928) 771-3250</p> <p>E-mail: <a href="mailto:web.elections@yavapaiaz.gov">web.elections@yavapaiaz.gov</a></p>	<p><b>JURISDICTION:</b></p> <p>Contact: _____</p> <p>Title: _____</p> <p>Mailing Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>E-mail: _____</p>
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All notices under this Agreement must be in writing and sent to the appropriate person. The Parties mutually agree that email is the preferred method of providing any notice required under this Agreement. The recipient of the email shall reply to the email acknowledging receipt of the email from the sender. Notice is effective on the date of actual receipt of the email.

- 23. Implied Contract Terms.** Each provision of law and any terms required by law to be in this Agreement are a part of this Agreement as if fully stated herein.
- 24. Relationship of Parties.** Nothing contained in this Agreement shall be deemed or construed as creating a joint venture, partnership, agency, employment or fiduciary relationship between the parties. The Parties' employees shall not be considered employees of the other Party, and neither Party's personnel will, by virtue of this Agreement, be entitled or eligible, by reason of this Agreement, to participate in any benefits or privileges given or extended by the other Party to its employees.
- 25. Third Parties.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against the COUNTY or the JURISDICTION. This Agreement is not intended to benefit any third party.
- 26. Assignment.** No party to this Agreement may assign any of its rights or responsibilities under this Agreement, either voluntarily or involuntarily, whether by merger, consolidation, dissolution, operation of law, or any other manner, except with the prior written consent of the other parties. No party may delegate any performance under this Agreement, except with the prior written consent of the other parties. Any purported assignment of rights or delegation of performance in violation of this paragraph is void.
- 27. Severability/Unenforceable Provisions.** In the event that any of the provisions of this Agreement are held to be unenforceable or invalid, the validity and enforceability of the remaining provisions shall not be affected, and effect shall be given to the intent manifested by the provisions held enforceable and valid. If any of the provisions of this Agreement are inapplicable to a person or circumstance, the same provisions shall remain applicable to all other persons and circumstances.
- 28. Parol Evidence.** This Agreement is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this Agreement.
- 29. Waiver.** A party's failure or neglect to enforce any term, covenant, condition, right, or duty in this Agreement does not constitute a waiver of any term, covenant condition, right, or duty, nor is it deemed to be a waiver of that party's rights or remedies under this Agreement. A waiver or extension is only effective if it is in writing and signed by the party granting it. No single or partial exercise of any right or remedy will preclude any other or further exercise of any right or remedy. One or more waivers by a party of any term, covenant, condition, right, or duty in this Agreement shall not be construed as a waiver of a subsequent default or breach of the same covenant, term, condition, right, or duty.
- 30. Headings and Construction of Agreement.** In construing this Agreement, all headings and titles are for the convenience of the parties and for organizational purposes only and shall not

be considered in interpreting the meaning of any provision in this Agreement or considered a part of this Agreement. Whenever required by the context, each number shall include the plural, each gender shall include all genders, and unless the context otherwise requires, the word "person" shall include corporation, firm or association. This Agreement shall not be construed as if prepared by one of the parties, but rather according to its fair meaning as a whole, as if both parties had prepared it.

- 31. Execution in Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signature(s) thereon, provided such signature page is attached to any other counterpart identical thereto. Each of the Parties may sign any number of copies of this Agreement. Each signed copy shall be deemed to be an original, but all of them together shall represent one and the same agreement.
- 32. Entire Agreement.** This Agreement contains the entire, integrated agreement of the parties and there are no oral agreements, understandings, or representations relied upon by the parties. This Agreement supersedes all prior negotiations, representations, or agreements, whether written or oral. Any modifications or amendments to this Agreement must be in writing and signed by all parties.
- 33. Legal Agreement.** This Agreement is an important, binding legal document, and each Party warrants it has had an opportunity to consult with an attorney about the terms set forth herein. By signing this Agreement, each person signing this Agreement represents and warrants that he or she is duly authorized and has the legal capacity to execute this Agreement and understands the meaning of all terms contained herein and agrees to their application and enforceability.
- 34. Binding Effect.** This Agreement shall not be legally binding upon either party until signed by the Yavapai County Recorder, the Yavapai County Chair of the Board of Supervisors, and the JURISDICTION.

## APPROVALS

### COUNTY:

\_\_\_\_\_  
Leslie Hoffman, Yavapai County Recorder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Mallory, Chair, Yavapai County Board of Supervisors

\_\_\_\_\_  
Date

### ATTEST:

\_\_\_\_\_  
Kim Kapin, Clerk of the Board, Yavapai County Board of Supervisors

In accordance with A.R.S. § 11-952, this Agreement has been reviewed by the undersigned who has determined that it is in the appropriate form and is within the power and authority granted to the COUNTY.

---

Deputy Yavapai County Attorney

---

Date

**JURISDICTION:**

---

Signature

---

Date

---

Printed Name and Title

In accordance with A.R.S. § 11-952, this Agreement has been reviewed by the undersigned who has determined that it is in the appropriate form and is within the power and authority granted to the JURISDICTION.

---

Signature

---

Date

---

Printed Name and Title



## Exhibit 1

## INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES

### ELECTIONS TASK SCHEDULE

Responsibilities for the conduct of elections pursuant to the Yavapai County Election Services Agreement are allocated as follows:

TASK	TO BE PERFORMED BY:	
	County	Jurisdiction*
If applicable, obtain pre-clearance of election changes from Department of Justice (Copy of submission to be forwarded to the COUNTY)		X
As required, publish/send Call of Election and/or Notice of Election		X
As required, publish Legal Advertising, Notices, Publicity Pamphlets, etc.		X
Notify COUNTY of intent to participate in the Election at least 150 days before Election day.		X
Within two business days of candidate filing deadline, approval or other deadlines, provide COUNTY with candidate names, rotation order, ballot language and any other ballot text required. Failure to provide required ballot information in a timely manner will cause the exclusion of race(s) from the ballot.		X
Ballot language translation (if applicable) <i>Note: COUNTY will follow the most recent Federal Register with regards to which minority languages to include on the ballot. (<a href="https://www.census.gov/programs-surveys/decennial-census/about/voting-rights/voting-rights-determination-file.html">https://www.census.gov/programs-surveys/decennial-census/about/voting-rights/voting-rights-determination-file.html</a>)</i>		X
Approve final ballot proof (Required JURISDICTION signoff)		X
Attend and certify official Logic and Accuracy (L&A) Test		X
If applicable, submit agenda item to County Board of Supervisors for election cancellation	X	
Order ballots (Costs included in fee schedule)	X	
If applicable, obtain vote centers, and hire and train poll workers	X	
Publish Logic & Accuracy Test notice	X	
Perform Logic & Accuracy Test	X	
Mail Vote-by-Mail Ballots and Early Ballots (Costs for return postage included in fee schedule)	X	
Process ballots, which includes testing, tabulation, and audit	X	
Perform signature verification on ballot affidavits and provisional ballots	X	
Administer Hand Count Audit, post-election L&A testing and all other audits	X	

\* For a countywide election, the JURISDICTION is only responsible for its portion.

PERFORMANCE OF TASKS AS OUTLINED ABOVE MAY HAVE SIGNIFICANT IMPACTS ON THE CONDUCT OF AN ELECTION AND MAY HAVE SIGNIFICANT LEGAL CONSEQUENCES AS WELL. PARTICIPATING JURISDICTIONS ARE ADVISED TO:

1. CAREFULLY REVIEW THE ALLOCATION OF TASKS AND TO DIRECT ANY QUESTIONS TO THE COUNTY CONTACT.
2. MAINTAIN CLOSE CONTACT WITH THE YAVAPAI COUNTY ELECTIONS DEPARTMENT PRIOR TO, DURING, AND AFTER ELECTIONS.
3. REFER ANY QUESTIONS REGARDING ELECTION-RELATED LEGAL ISSUES TO THE JURISDICTION'S LEGAL COUNSEL.

**Exhibit 2****INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES  
BALLOT DROP BOXES**

JURISDICTIONS who are provided with COUNTY ballot drop boxes hereby agree to the following additional responsibilities:

1. The COUNTY will issue ballot drop box keys to the JURISDICTION. Ballot drop box keys only open the portion of the ballot drop box to allow voters to place ballots in the ballot drop box and do not allow the JURISDICTION access to or the ability to review or retrieve ballots. Ballot drop box keys remain COUNTY property and must not be duplicated. The JURISDICTION agrees to keep ballot drop box keys in a secure location and allow only authorized staff or COUNTY-designated employees access to the ballot drop box keys.
2. The JURISDICTION shall “open” all COUNTY ballot drop boxes on the first day of early voting as instructed by the COUNTY, depending on the specific election.
3. The JURISDICTION shall maintain all COUNTY ballot drop boxes and periodically check them throughout the early voting period and on election night at 7 p.m.
4. The JURISDICTION shall promptly report to the COUNTY any misuse, damage, and/or graffiti to the COUNTY ballot drop box.
5. The JURISDICTION shall “close” and secure all COUNTY ballot drop boxes from accepting any more ballots promptly at 7:00 p.m. on election night.
6. The JURISDICTION shall provide written, advance notice to the COUNTY of any additional uses of the COUNTY ballot drop boxes.
7. The JURISDICTION hereby gives permission for a COUNTY drop box, light and/or camera to be installed on the JURISDICTION’S property. All installed items remain the property of the COUNTY.
8. The JURISDICTION shall provide the COUNTY access to any surveillance of the COUNTY drop box within the JURISDICTION’S control.

21 OCT 30 11:47 AM Lic. PM 4137

**State of Arizona**  
**Department of Liquor Licenses and Control**

Created 10/30/2021 @ 04:33:39 PM

Local Governing Body Report

**LICENSE**

Number:		Type:	012 RESTAURANT
Name:	CORNISH PASTY		
State:	Pending		
Issue Date:		Expiration Date:	
Original Issue Date:			
Location:	403 CLARK STREET #B1 JEROME, AZ 86331 USA		
Mailing Address:	736 S LONGMORE STREET CHANDLER, AZ 85224 USA		
Phone:	(000)000-0000		
Alt. Phone:	(602)738-1421		
Email:	MERECOINC@GMAIL.COM		

**AGENT**

Name:	LAUREN KAY MERRETT
Gender:	Female
Correspondence Address:	736 S LONGMORE STREET CHANDLER, AZ 85224 USA
Phone:	(602)738-1421
Alt. Phone:	
Email:	MERECOINC@GMAIL.COM

**OWNER**

Name:	JEROME PASTY CO INC		
Contact Name:	LAUREN KAY MERRETT		
Type:	CORPORATION		
AZ CC File Number:	23206921	State of Incorporation:	AZ
Incorporation Date:	04/09/2021		
Correspondence Address:	736 S LONGMORE STREET CHANDLER, AZ 85224 USA		
Phone:	(602)738-1421		
Alt. Phone:			
Email:	MERECOINC@GMAIL.COM		

**Officers / Stockholders**

Name:  
DEAN LLOYD THOMAS

Title:  
President/Dir

% Interest:  
100.00  
\*21 OCT 2019, Lic. PM 4:37

**JEROME PASTY CO INC - President/Dir**

Name: DEAN LLOYD THOMAS  
Gender: Male  
Correspondence Address: 736 S LONGMORE STREET  
CHANDLER, AZ 85224  
USA  
Phone: (488)033-7596  
Alt. Phone:  
Email: MERECOINC@GMAIL.COM

## APPLICATION INFORMATION

Application Number: 161305  
Application Type: New Application  
Created Date: 09/15/2021

SC7/CA

## QUESTIONS & ANSWERS

### 012 Restaurant

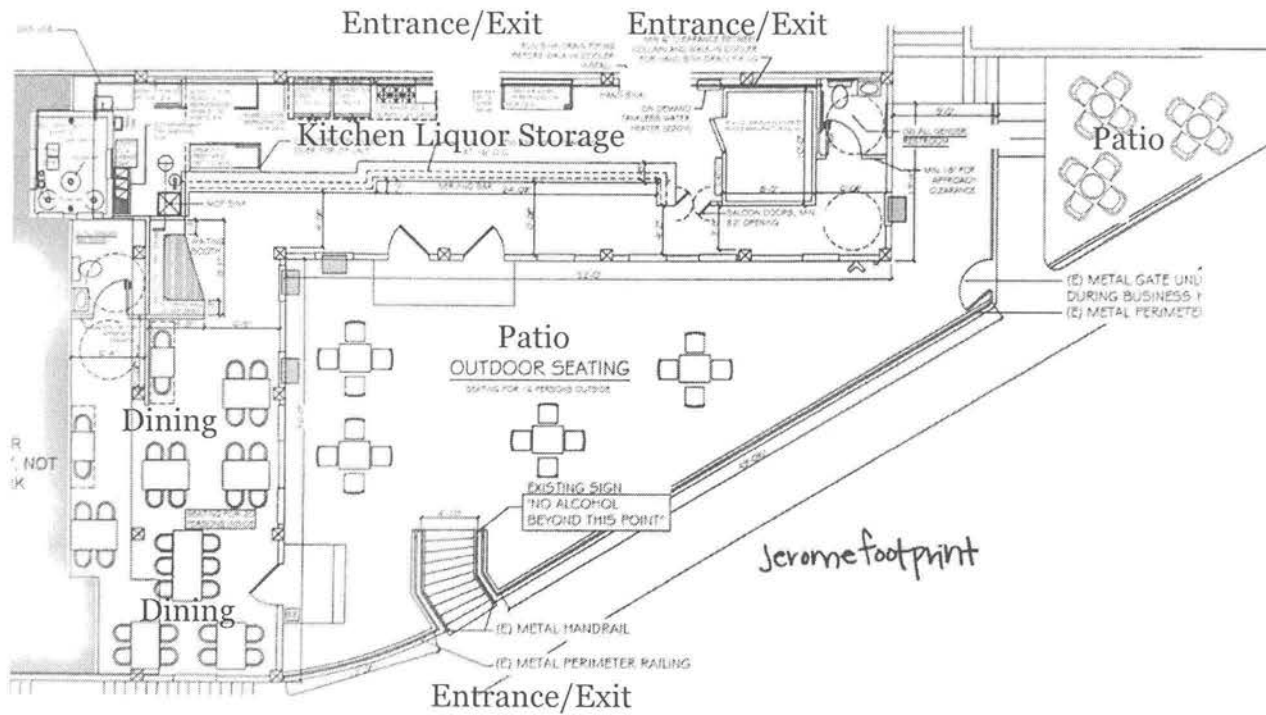
- 1) Are you applying for an Interim Permit (INP)?  
No
- 2) Are you one of the following? Please indicate below.  
Property Tenant  
Subtenant  
Property Owner  
Property Purchaser  
Property Management Company  
Property tenant
- 3) Is there a penalty if lease is not fulfilled?  
Yes  
What is the penalty?  
Balance
- 4) Is the Business located within the incorporated limits of the city or town of which it is located?  
Yes
- 5) What is the total money borrowed for the business not including the lease?  
Please list each amount owed to lenders/individuals.  
0 investment from other locations
- 6) Is there a drive through window on the premises?  
No
- 7) If there is a patio please indicate contiguous or non-contiguous within 30 feet.  
Contiguous
- 8) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?  
Yes  
If yes, what is your estimated completion date?  
12/15/2021

## DOCUMENTS

DOCUMENT TYPE	FILE NAME	UPLOADED DATE
DIAGRAM/FLOOR PLAN	1 Jerome copy.pdf	09/15/2021
MENU	Menu copy copy.pdf	09/15/2021
ORGANIZATIONAL DOCUMENTS	Flow chart copy.pdf	09/15/2021
QUESTIONNAIRE	My Questionnaire (Merged)-1 copy (Merged).pdf	09/15/2021
RECORDS REQUIRED FOR AUDIT	AUDIT GOOD records request copy.pdf	09/15/2021
RESTAURANT OPERATION PLAN	lrestaurantop notarized copy copy copy.pdf	09/15/2021

Cornish Pasty  
403 Clark Street #B1  
Jerome, AZ 86331

3300 ft.<sup>2</sup>



Jerome Pasty Co Inc.  
#23206921

Dean Lloyd Thomas  
319 E 14th St.,  
Tempe AZ 85281

Pres/Director      100%





Arizona Department of Liquor Licenses and Control  
800 W Washington 5th Floor  
Phoenix, AZ, 85007-2934  
www.azliquor.gov  
(602) 542-5141

21 OCT 30 Lic. Lic. PM 4 38

DLLC USE ONLY  
Job #: 161305

RESTAURANT OPERATION PLAN

- Name of restaurant (Please print): Cornish Pasty
- List equipment below by Make, Model, and Capacity : **(PROVIDE THE FOLLOWING ITEMS ONLY, NO ATTACHMENTS)**

Grill	M3R72-3 VULCAN DOUBLE STACK NATUR GAS CONVECTION OVEN
Oven	GARLAND GAS RANGE WITH CONVECTION OVENS G48-8CS
Freezer	TURBOAIR UNDER COUNTER FREEZER MUF-28
Refrigerator	TURBOAIR UNDER COUNTER WORKTOP REFRIDGERATOR TWR-48SD
Sink	3 compartment commercial grade
Dish Washing Facilities	TURBOAIR MEGATOP MST-72-30
Food Preparation Counter (Dimensions)	
Other	

- Attach a copy of your full menu **including prices**  
(examples: Breakfast, Lunch, Dinner, and Nonalcoholic beverages).
- List the **seating capacity** for:
  - Restaurant dining area of your premises:  
(**Do not include patio seating**) [ 90 ]
  - Bar area of your premises: [ + 10 ]
  - Total dining and bar seating capacity of your premises: [= 100 ]
- What Type of dinnerware and utensils are utilized within your restaurant?  
☒ Reusable ☐ Disposable ☐ Both
- Does your restaurant have a bar area that is distinct and separate from the dining area? ☒ YES ☐ No  
(If yes, what percentage of the public floor space does this area cover?) 10 %
- What percentage of your public premises is used primarily for restaurant dining?  
(**Do not include kitchen, bar, hi-top tables, or game area.**) 90 %

21 OCT 30 11:41 AM '18

8. Does your restaurant contain any games, televisions, or any other entertainment? ☐ YES ☒ No  
(If yes, specify what types and how many (examples: 4-TV's, 2-Pool Tables, 1-Video Game, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Do you have live entertainment or dancing? ☐ YES ☒ No  
(If yes, what type and how often 8.5  
example: DJ-2 x a week, Karaoke-2 x a month, Live Band-1 x a month, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Use space below to list how many employees for each position to fully staff your business.

Position	How many
Cooks	4
Bartenders	2
Hostesses	2
Managers	1
Servers	18
Other ( )	
Other ( )	
Other ( )	

I, Lauren Kay Merrett, hereby declare that I am the APPLICANT filling this application.  
I have read this application and the contents and all statements true, correct and complete.

x Lauren Kay Merrett  
(Signature of APPLICANT)

**NOTARY**

State of Arizona County of Maricopa

The foregoing instrument was acknowledged before me this 28<sup>th</sup> day of February 2019  
Day Month Year

My Commission Expires on: Sept 5, 2020  
Date



James W. Williams  
Notary Public - State of Arizona  
MARICOPA COUNTY  
My Commission Expires  
September 5, 2020



Arizona Department of Liquor Licenses and  
Control

800 W Washington 5th Floor  
Phoenix, AZ 85007-2934  
[www.azliquor.gov](http://www.azliquor.gov)  
(602) 542-5141

21 OCT 30 11:41 AM 4 138

**RECORDS REQUIRED FOR AUDIT**

**Applies to Series 11 (Hotel/Motel W/Restaurant) & Series 12 (Restaurant) Only**

**MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH YOUR DLLC RECORDS**

In the event of an audit, you will be asked to provide to the Department any documents necessary to determine compliance with A.R.S. § 4-205.02(G). Such documents requested may include however, are not limited to:

1. All invoices and receipts for the purchase of food and spirituous liquor for the licensed premises.
2. A list of **all** food and liquor vendors
3. The restaurant menu used during the audit period
4. A price list for alcoholic beverages during the audit period
5. Mark-up figures on food and alcoholic products during the audit period
6. A recent, **accurate** inventory of food and liquor (taken within two weeks of the Audit Interview Appointment)
7. Monthly Inventory Figures - beginning and ending figures for food and liquor
8. Chart of accounts (copy)
9. Financial Statements-Income Statements-Balance Sheets
10. General Ledger
  - A. Sales Journals/Monthly Sales Schedules
    - 1) Daily sales Reports (to include the name of each waitress/waiter, bartender, etc. with sales for that day)
    - 2) Daily Cash Register Tapes - Journal Tapes and Z-tapes
    - 3) Dated Guest Checks
    - 4) Coupons/Specials/Discounts
    - 5) Any other evidence to support income from food and liquor sales
  - B. Cash Receipts/Disbursement Journals
    - 1) Daily Bank Deposit Slips
    - 2) Bank Statements and canceled checks
11. Tax Records
  - A. Transaction Privilege Sales, Use and Severance Tax Return (copies)
  - B. Income Tax Return - city, state and federal (copies)
  - C. Any supporting books, records, schedules or documents used in preparation of tax returns
12. Payroll Records
  - A. Copies of all reports required by the State and Federal Government
  - B. Employee Log (A.R.S. § 4-119)
  - C. Employee time cards (actual document used to sign in and out each work day)
  - D. Payroll records for all employees showing hours worked each week and hourly wages

13. Off-site Catering Records (must be complete and separate from restaurant records)

- A. All documents which support the income derived from the sale of food off the license premises.
- B. All documents which support purchases made for food to be sold off the licensed premises.
- C. All coupons/specials/discounts

The sophistication of record keeping varies from establishment to establishment. Regardless of each licensee's accounting methods, the amount of gross revenue derived from the sale of food and liquor must be substantially documented.

**REVOCATION OF YOUR LIQUOR LICENSE MAY OCCUR IF YOU FAIL TO COMPLY WITH  
A.R.S. §4-210(A)7 AND A.R.S. §4-205.02(G).**

**A.R.S. §4-210(A)7**

The licensee fails to keep for two years and make available to the department upon reasonable request all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of spirituous liquors and, in the case of a restaurant or hotel-motel licensee, all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of food.

**A.R.S. §4-205.02(G)**

For the purpose of this section:

1. "Restaurant" means an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food
2. "Gross revenue" means the revenue derived from all sales of food and spirituous liquor on the licensed premises, regardless of whether the sales of spirituous liquor are made under a restaurant license issued pursuant to this section or under any other license that has been issued for the premises pursuant to this article.

**NOTARY**

I, (Print Full Name) Lauren Kay Merrett, have read and understand all aspects of this statement

X (Signature) Lauren Kay Merrett  
Controlling Person / Agent

State of Arizona County of Morongo  
the foregoing instrument was acknowledged before me this

My commission expires on: 03/02/2022 26<sup>th</sup> of December 2019  
Day Month Year



NOTARY PUBLIC  
STATE OF ARIZONA  
Pinal County  
MASON S PETERS  
My Commission Expires March 2, 2022

Mason S Peters  
Signature of NOTARY PUBLIC

**MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH RECORDS REQUIRED BY THE STATE**

# CORNISH PASTY CO.

## APPETIZERS & SOUPS

Soups made from scratch, Served with homemade bread  
 Cup \$4.75 Bowl \$6.50

Cream of Leek, Potato & Stilton

Cream of Tomato with Croutons

Mushroom, Walnut & Spinach

Red Pepper, Black Bean, Rice, Chicken & Jalapeno

**Ploughman's Plate** V \$14 / \$18  
 English cheeses, homemade bread, pickled onion, Branston  
 shutney, hardboiled egg, salad garnish. With cold cut home  
 roasted beef and ham.

**Chicken Liver Pâté** \$8  
 Homemade chicken liver pâté with homemade toasted bread,  
 butter, and red onion marmalade.

**Tandoori Wings** \$7.50  
 Chicken tandoori marinade, oven baked. Served with lemon  
 mint yogurt dip.

**Parliament Wings** \$7.50  
 Houses of Parliament sauce, with honey and spice, oven  
 baked. Served with Stilton blue cheese dip.

**Cornish Meatballs** \$8.25  
 Homemade meatballs wrapped in bacon, with sautéed onions,  
 in a white wine mustard gravy.

**Jalapeno Curry Chilled Bean Dip** \$6.50  
 With pastry chips, celery, and carrots.

**Scotch Egg** \$5.50  
 Hardboiled egg wrapped in sausage & breadcrumb with choice  
 of honey mustard, HP, or brown mustard.

## SALADS

Add Chicken or Veggie Chicken \$4.25 Salmon \$5.50

**Garden Salad** Half \$4.25 Full \$6.50  
 Romaine, red onion, cucumber, & cherry tomato.

**Greek Salad** Half \$6 Full \$8  
 Romaine, feta, kalamata olive, red onion, cherry tomato &  
 cucumber.

**Salmon or Chicken Caesar Salad** \$11 / \$10

**Chicken Tikka Salad** \$10  
 Chicken breast marinated & baked in Indian spices. Served  
 on a bed of romaine, cherry tomato, cucumber, & red onion,  
 served with a mint-yogurt dressing.

**Pasta Salad** \$9.75  
 Bow tie pasta, feta & parmesan, sun dried tomato, artichoke,  
 kalamata olive, roasted red pepper, & red onion, and served  
 over fresh spinach in a pesto dressing.

**Sausage Salad** \$10.25  
 Homemade pork with sage sausage, romaine, roasted red  
 pepper, cherry tomato, feta, mushroom, & red onion. Served  
 with a mustard cream dressing.

## SIGNATURE PASTIES

**The Oggie** (The Traditional Pasty) \$9.25  
 Steak, potato, onion, & rutabaga (swede) with a side of red  
 wine gravy or ketchup.

**Part baked to finish at home** \$7.50  
 (all of our pasties are available part baked at their regular price)

**Porky** \$10  
 Pork, potato, apple, onion, and sage. Served with a side of red  
 wine gravy.

**Lamb and Mint** \$11  
 Lamb, potato, rutabaga, onion, and fresh mint with a side of  
 red wine gravy.

**Bangers and Mash** \$10.25  
 Homemade pork with sage sausage, grilled onion, mashed  
 potato, & side of red wine gravy.

**Meat and Cheese** \$10  
 Homemade pork with sage sausage, cheddar, & Swiss. Choice  
 of red wine gravy, HP, or mustard cream sauce.

**The Royale with Cheese** \$10.25  
 Hamburger, french fries, grilled onion, bacon, button  
 mushroom, and cheddar-Swiss blend. Choice of ranch, 1000  
 island, ketchup, or BBQ sauce.

**Shepherd's Pie or Cottage Pie** \$11 / \$10  
 Ground minted lamb or seasoned ground beef. With peas &  
 carrots, grilled onion, mashed potato, and cheddar. Served  
 with a side of red wine gravy.

**Chicken Pot Pie** \$10.25  
 Chicken, carrots, red potato, green beans, celery, & onion in a  
 rosemary and chicken gravy.

**Cajun Chicken** \$10.25  
 Spicy Cajun chicken breast, bacon, ham, and Swiss. Served  
 with a side of chipotle sauce.

**Italian** \$10.50  
 Pepperoni, salami, capocollo, ham, fresh mozzarella, fresh  
 basil, and roasted tomato with a side of marinara.

**Meatball** \$10  
 Homemade Meatball, fresh basil, marinara, and fresh  
 mozzarella.

**Mexican** \$9.75  
 Mexican-spiced and simmered steak, potato, egg, hatch chili,  
 and cheddar with a side of sour cream & salsa.

**All Day English Breakfast\*** \$10  
 Bacon, poached egg, potato, grilled tomato, mushroom,  
 sausage, & baked beans. Served with a side of HP, ketchup, or  
 server suggestion.

**Spicy BBQ Turkey** \$10.25  
 Homemade bbq sauce, Shredded turkey, red onion, bacon,  
 jalapeno, Swiss, black beans, & corn with a side of the  
 homemade BBQ sauce and coleslaw.

## PREMIUM PASTIES

**Carne Adovada** \$11  
 New Mexican style pork red chili stew, Mexican rice, hatch  
 chili, & cheddar with sides of sour cream & salsa.

**The Chicken Greek** \$10.25  
 Chicken breast, spinach, fresh mozzarella, feta, sun-dried  
 tomato, kalamata olive, artichoke and garlic. Served with a  
 side of tahini or tzatziki.

**Chicken Tikka Masala** (Red Curry) \$10.50  
 Marinated chicken breast, tikka masala sauce, green bell  
 pepper & potato. Choice of minted-yogurt or tahini.

**Lamb Vindaloo** \$11  
 Lamb & potato in a spicy vindaloo sauce. Choice of minted-  
 yogurt or tahini sauce.

**Lovely Bit a Salmon** \$12  
 Marinated salmon, white wine & cream dill sauce, sautéed  
 asparagus, roasted tomato, spinach & red potato.

**Peppered Steak** \$12  
 Sirloin in a peppercorn brandy cream sauce, sautéed  
 portabella, leeks, zucchini & Stilton English bleu cheese.

**Pesto Chicken** \$10.50  
 Marinated chicken breast, portabella, artichoke, fresh  
 mozzarella and pesto with a side of marinara.

**Roast Dinner** \$11  
 House roasted beef, roasted potato, candied carrots, sautéed  
 Brussel sprouts, cheese sauce, & rutabaga mash. Served with  
 red wine gravy & horse radish cream.

**The Pilgrim** \$10.50  
 House roasted turkey, sweet potato, grilled onion and  
 homemade stuffing. Served with red wine gravy and  
 cranberry sauce.

**Portobello Chicken** \$10.25  
 Chicken, fresh mozzarella, balsamic marinated portabella,  
 roasted red peppers, fresh basil & marinara.

**Rosemary Chicken** \$10.50  
 Marinated chicken breast, roasted red potato, roasted red  
 peppers, brie, & rosemary with mustard cream sauce.

**Spicy Asiago Chicken** \$10  
 Spicy chicken, roasted corn, black bean, asiago cheese, hatch  
 chili, pico de gallo, & sides of sour cream & salsa.

**Reuben** \$11  
 Pastrami, corned beef, homemade sauerkraut and Swiss with a  
 side of 1000 Island.

**Guinness Stew** \$11  
 Beef simmered in a Guinness gravy, with cheddar, potato,  
 carrot, & celery. Layered with sautéed leeks, portobello &  
 cabbage. Served with sour cream & chive.

**Roast Beef Sarnie** \$10.50  
 House roasted beef, red & green peppers, portabella, onions,  
 Swiss & cheddar blend. Served with a horseradish sour  
 cream.

## VEGETARIAN & VEGAN PASTIES

**Vegan Pasties** \$10

At least two varieties of vegan pasty selections daily. Please ask your server for today's creations.

**Balsamic Portobello** \$10

Balsamic marinated Portobello mushrooms, fresh mozzarella, roasted red peppers and fresh basil with a side of marinara.

**Cheese and Onion** \$9.25

Potatoes, rutabaga, English cheddar, and onions with a side of marinara, ketchup, or HP.

**Eggplant Parmesan** \$10.25

Roasted eggplant, zucchini, broccoli, fresh mozzarella, spinach, fresh basil, parmesan & marinara.

**The Greek** \$10.25

Spinach, fresh mozzarella, feta, sun-dried tomatoes, kalamata olives, artichokes & garlic with choice of tzatziki or tahini.

**Veggie Oggie** \$9.75

Portobello, potatoes, rutabaga, and onions. Served with a side of ketchup or HP sauce.

**Veggie Pesto Chicken** \$10.25

Quorn® brand vegetarian chicken, artichokes, portabella, fresh mozzarella, and pesto. Served with a side of marinara.

**Veggie Spicy Asiago Chicken** \$10

Spicy Quorn® brand vegetarian chicken, roasted corn, black beans, asiago cheese, hatch chilies & Mexican stewed tomatoes with sides of salsa and sour cream.

**Veggie Rosemary Chicken** \$10.25

Quorn® brand vegetarian chicken, roasted red potatoes, onion, roasted red peppers and fresh rosemary with a side of mustard cream sauce.

**Veggie Cottage Pie** \$10.50

Quorn® brand vegetarian ground beef, peas, carrots, grilled onions, mashed potatoes and cheddar with a side of HP sauce.

**Veggie Chicken Tikka Masala (Red Curry)** \$10.25

Marinated Quorn® brand vegetarian chicken, tikka masala sauce, green bell peppers & curried potatoes with choice of mint-yogurt or tahini.

**Veggie Mexican** \$9.75

Mexican spiced Quorn® brand vegetarian ground beef, egg, potato, hatch chili, and cheddar with sides of sour cream and salsa.

**Veggie BBQ Spicy Chicken** \$10

Homemade bbq sauce, Quorn® brand chicken, red onion, jalapeño, Swiss, black beans and corn with sides of the homemade BBQ sauce and coleslaw.

## SIDES

**Onion & Herb Roasted Red Potatoes** \$4

**Garlic Mashed Potatoes with Cheese** \$4

**Curried Potatoes** \$4

**Oven Chips** \$4

Hand cut British style chips, cooked in the oven with cracked pepper & sea salt. Add Garlic and/or Jalapeno if you like

**British style Baked Beans or Spicy Beans** \$3

Stewed navy beans in homemade tomato sauce. Add cheese and/or jalapeno to your liking

**Mushy Peas** \$3.75

**Homemade Coleslaw (Cornish Style)** \$2.50

**Broccoli & Cauliflower Cheese Bake** \$4.75

**Mashed Rutabaga** \$4

## DESSERTS

**Apple Caramel Pasty** \$7

Apples, cinnamon & caramel baked inside pastry. Topped with ice cream and fresh cream.

**Banoffee Pie** \$7

Graham cracker crust, homemade caramel, fresh whipped cream and topped with sliced bananas.

**Peanut Butter & Jelly Pasty** \$7

Peanut butter, bananas & raspberry jelly. Choice of whipped cream or ice cream and raspberry sauce.

**Strawberry Pavlova** \$7

Homemade crisp meringue shells, filled with freshly whipped cream, strawberries, kiwi fruit & grapes. Finished with a raspberry coulé.

**Sticky Toffee Pudding** \$8

Sticky toffee pudding, made with imported British treacle, served hot with crème anglaise or ice cream.

**Chocolate Bread & Butter Pudding** \$8

Homemade bread baked in rich chocolate brandy sauce. Served crispy on the outside, warm and moist on the inside with choice of crème anglaise or ice cream.

## TEA, COFFEE, & SOFT DRINKS

**Fountain** \$3

Coke, Diet Coke, Dr Pepper, Sprite, Root Beer

**Homemade Lemonade (\$1 refills)** \$3.50

**Fresh Brew Iced Tea** \$3

Regular, Pomegranate Green, Hibiscus

**Coffee** \$3

**P.G Tips British Hot Tea (Pot)** \$2.50



## HISTORY

The Cornish pasty originates from Cornwall (Southwest England) and can be traced back as far as the 13th century. Mining was once a thriving industry in Cornwall and at that time pasties were baked by the wives and mothers of the tin miners. Pasties were made with a thick crimped edge along one side so the miners could use the crimp as a handle to hold onto while eating. The hands of the miners would often be covered in arsenic from the mine, so the miners would discard the handle when they were done. The crusts were never wasted though, as many miners believed that ghosts, or "knockers", inhabited the mines and their leftover crusts would keep these ghosts content.

Traditionally, pasties were made with different fillings at each end; one end containing meat and vegetables, and the other end with a sweet filling. The sweet end would be marked with an initial so the miners knew what side to eat first. Today, Cornish Pasties are filled with steak, potatoes, swede (rutabaga) and onions.

At one time Cornwall had nearly 2,000 flourishing tin mines, but by the 1880's tin mining had become a rapidly declining industry. At this time, Cornish miners began immigrating to Michigan's Upper Peninsula for copper mining, bringing with them the tradition of pasties. Cornish Pasties are well known throughout mining towns across America as well as the British Isles.

[www.cornishpastyco.com](http://www.cornishpastyco.com)

*\*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.*





Arizona Department of Liquor Licenses and Control  
800 W Washington 5<sup>th</sup> Floor  
Phoenix, AZ 85007-2934  
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\*21 OCT 30 Ligr. Lic. PM 4:38

**QUESTIONNAIRE**  
A.R.S. § 4-202, 4-210  
Type or Print with Black Ink

The fees allowed by R19-1-102 will be charged for all dishonored checks.

*fp Current 11/16/18*

**ATTENTION APPLICANT:** This is a legally binding document. Please type or print in black ink. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

**Attention local governments:** Social security and birth date information is confidential. This information may be given to law enforcement agencies for background checks only.

QUESTIONNAIRE IS TO BE COMPLETED BY EACH CONTROLLING PERSON, AGENT AND MANAGER BEING DISCLOSED TO THE DEPARTMENT. EACH PERSON COMPLETING THIS FORM MUST SUBMIT A BLUE OR BLACK LINED FINGERPRINT CARD ALONG WITH A \$22 FEE. FINGERPRINTS MUST BE DONE BY A LAW ENFORCEMENT AGENCY OR BONA FIDE FINGERPRINT SERVICE. FOR AN ADDITIONAL \$13 FEE, FINGERPRINTS MAY BE DONE AT THE DEPARTMENT OF LIQUOR WHEN ACCOMPANIED BY A COMPLETED APPLICATION.

Liquor License#: 161305

1. Check the  
Appropriate  
Box →

☐ Controlling Person

☒ Agent

☐ Premises Manager

(complete all questions except #12)

2. Name: Merrett, Lauren Kay Birth Date: [REDACTED]  
Last First Middle

3. Social Security #: [REDACTED] Driver License #: [REDACTED] State: AZ

4. Place of birth: Phoenix, AZ USA Height: 5'8" Weight: 140 Eyes: HZ Hair: BR  
City State COUNTRY (not county)

5. Name of current/most recent spouse: Morrow, James Quincy Birth Date: [REDACTED]  
Last First Middle (NOT a public record)

6. Are you a bona fide resident of Arizona? ☒ Yes ☐ No If yes, what is your date of residency: 1958

7. Daytime telephone number: 602-738-1421 E-mail address: Merecoinc@gmail.com

8. Business Name: Cornish Pasty Business Phone: Pending /

9. Business Location Address: 403 Clark Street #B1, Jerome AZ 86331 Yavapai  
Street (do not use PO Box) City State County Zip

10. List your employment or type of business during the past five (5) years. If unemployed, retired, or student, list residence address.

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYERS NAME OR NAME OF BUSINESS (Street Address, City, State & Zip)
1/1996	CURRENT	Pres/CEO Mereco Inc	736 S Longmore St Chandler AZ 85224

(ATTACH ADDITIONAL SHEET IF NECESSARY)

11. Provide your residence address information for the last five (5) years: *A.R.S. §4-202(D)*

FROM Month/Year	TO Month/Year	RESIDENTIAL Street Address
5/2000	CURRENT	736 S Longmore St Chandler AZ 85224

(ATTACH ADDITIONAL SHEET IF NECESSARY)

12. As a Controlling Person or Agent, will you be physically present and operating the licensed premises?  
If you answered YES, then answer #13 below. If NO, skip to #14. ☐ Yes ☒ No
13. Have you attended a DLLC approved Basic & Management Liquor Law Training Course within the past 3 years? ☐ Yes ☐ No
14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? ☐ Yes ☒ No
15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses pending against you? (Do not include civil traffic tickets.) *A.R.S. §4-202, 4-210* ☐ Yes ☒ No
16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? ☐ Yes ☒ No
17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? *A.R.S. §4-202(D)* ☐ Yes ☒ No
18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? *A.R.S. §4-202(D)* ☐ Yes ☒ No

If you answered "YES" to any Question 14 through 18 YOU MUST attach a signed statement.  
Give complete details including dates, agencies involved and dispositions.

CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

### NOTARY

I (Print Full Name) Lauren Kay Merrett hereby declare that I am the Agent/ Controlling Person / Premises Manager filing this application. I have read this document and verify the contents and all statements are true, correct and complete, to the best of my knowledge.

Signature: Lauren Kay Merrett State of Arizona County of Maricopa  
The foregoing instrument was acknowledged before me this  
My Commission Expires on February 6, 2019 6 Day of Dec. 2018  
Day Month Year



Angela Marie Schulze  
Signature of Notary

The Licensee has authorized the person named on this questionnaire to act as manager for the above License.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_





Arizona Department of Liquor Licenses and Control  
800 W Washington 5<sup>th</sup> Floor  
Phoenix, AZ 85007-2934  
www.azliquor.gov  
(602) 542-5141

21 OCT 30 Lic. Lic. PM 4 38

**QUESTIONNAIRE**  
A.R.S. §4-202, 4-210  
Type or Print with Black Ink

The fees allowed by R19-1-102 will be charged for all dishonored checks.

805-087

**ATTENTION APPLICANT:** This is a legally binding document. Please type or print in black ink. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

**Attention local governments:** Social security and birth date information is confidential. This information may be given to law enforcement agencies for background checks only.

QUESTIONNAIRE IS TO BE COMPLETED BY EACH CONTROLLING PERSON, AGENT AND MANAGER BEING DISCLOSED TO THE DEPARTMENT. EACH PERSON COMPLETING THIS FORM MUST SUBMIT A BLUE OR BLACK LINED FINGERPRINT CARD ALONG WITH A \$22 FEE. FINGERPRINTS MUST BE DONE BY A LAW ENFORCEMENT AGENCY OR BONA FIDE FINGERPRINT SERVICE. FOR AN ADDITIONAL \$13 FEE, FINGERPRINTS MAY BE DONE AT THE DEPARTMENT OF LIQUOR WHEN ACCOMPANIED BY A COMPLETED APPLICATION.

Liquor License#: 161305

1. Check the  
Appropriate  
Box →

☒ Controlling Person

☐ Agent

☐ Premises Manager  
(complete all questions except #12)

2. Name: Thomas, Dean Lloyd Birth Date: [REDACTED]  
Last First Middle (NOT a public record)

3. Social Security #: [REDACTED] Driver License #: [REDACTED] State: AZ

4. Place of birth: Plymouth, Devon England Height: 5'11" Weight: 185 Eyes: Bl Hair: Br  
City State COUNTRY (not county)

5. Name of current/most recent spouse: [REDACTED] Birth Date: [REDACTED]  
Last First Middle (NOT a public record)

6. Are you a bona fide resident of Arizona? ☒ Yes ☐ No If yes, what is your date of residency: 1999

7. Daytime telephone number: 480-332-7596 E-mail address: merecoinc@gmail.com

8. Business Name: Cornish Pasty Business Phone: Pending

9. Business Location Address: 403 Clark Street #B1, Jerome AZ 86331 Yavapai  
Street (do not use PO Box) City State County Zip

10. List your employment or type of business during the past five (5) years. If unemployed, retired, or student, list residence address.

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYERS NAME OR NAME OF BUSINESS (Street Address, City, State & Zip)
1/05	CURRENT	Owner Cornish Pasty Co	960 W University #103 Tempe AZ 85281

(ATTACH ADDITIONAL SHEET IF NECESSARY)

11. Provide your residence address information for the last five (5) years: *A.R.S. §4-202(D)*

FROM Month/Year	TO Month/Year	RESIDENTIAL Street Address
8/14	CURRENT	319 E 14th St., Tempe AZ 85281

(ATTACH ADDITIONAL SHEET IF NECESSARY)

12. As a Controlling Person or Agent, will you be physically present and operating the licensed premises?  
If you answered YES, then answer #13 below. If NO, skip to #14. ☒ Yes ☐ No
13. Have you attended a DLLC approved Basic & Management Liquor Law Training Course within the past 3 years? ☐ Yes ☒ No
14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? ☐ Yes ☒ No
15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses pending against you? (Do not include civil traffic tickets.) *A.R.S. §4-202, 4-210* ☐ Yes ☒ No
16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? ☐ Yes ☒ No
17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? *A.R.S. §4-202(D)* ☐ Yes ☒ No
18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? *A.R.S. §4-202(D)* ☐ Yes ☒ No

If you answered "YES" to any Question 14 through 18 YOU MUST attach a signed statement.  
Give complete details including dates, agencies involved and dispositions.

CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

### NOTARY

I (Print Full Name) Dean Lloyd Thomas hereby declare that I am the Agent/ Controlling Person / Premises Manager filling this application. I have read this document and verify the contents and all statements are true, correct and complete, to the best of my knowledge.

Signature: 

State of ARIZONA County of MARICOPA  
The foregoing instrument was acknowledged before me this

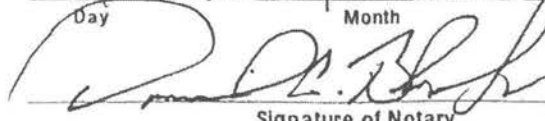
My Commission Expires on: 2/11/2025

Date

14<sup>TH</sup> Day of September, 2021  
Day Month Year



Notary Public State of Arizona  
Maricopa County  
Daniel C. Blank  
My Commission Expires 02/11/2025  
Commission Number 596289

  
Signature of Notary

The Licensee has authorized the person named on this questionnaire to act as manager for the above License.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_