



# TOWN OF JEROME

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

## AGENDA

(Amended 3/4/21)

### REGULAR MEETING OF THE JEROME TOWN COUNCIL

Via ZOOM

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

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

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

#### PUBLIC PARTICIPATION IN THE MEETING

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

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

To submit questions and comments, "raise your hand" during the Zoom session, or email [c.gallagher@jerome.az.gov](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 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.

<b>ITEM #1:</b>	<b>CALL TO ORDER/ROLL CALL</b> Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.	
<b>ITEM #2:</b>	<b>FINANCIAL REPORTS</b> Financial reports for February 2021	Discussion/Possible Action
<b>ITEM #3:</b>	<b>STAFF AND COUNCIL REPORTS</b> Reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, and Fire Chief, and Council members.	Discussion/Possible Action
<b>ITEM #4:</b>	<b>ZONING ADMINISTRATOR'S REPORT AND MINUTES</b> Minutes are provided for the information of Council and do not require action.	Discussion/Possible Direction
<b>ITEM #5:</b>	<b>APPROVAL OF MINUTES</b> February 2 special meeting; February 8 special meeting; February 9 regular meeting <i>Note: If necessary for review of closed session minutes, Council may convene in executive session, pursuant to A.R.S. § 38-431.03 (A)(2), for discussion or consideration of records exempt by law from public inspection.</i>	Discussion/Possible Action
<b>ITEM #6:</b>	<b>PETITIONS FROM THE PUBLIC</b> <i>Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Council. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Council's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.</i>	Discussion/Possible Direction
<b>ITEM #7:</b>	<b>ORDINANCES AND RELATED RESOLUTIONS</b>	
	<b>ITEM #7A: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 465, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTION 201, "DEFINITIONS," SECTION 507, "C-1 ZONE, GENERAL COMMERCIAL," AND SECTION 510, "PARKING AND LOADING REQUIREMENTS" OF THE JEROME ZONING ORDINANCE REGARDING TRANSIENT LODGING</b> Council may conduct the second reading of, and may adopt, Ordinance No. 465, amending the Jerome Zoning Ordinance regarding boarding houses, bed and breakfasts, hotels and motels.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<b>ITEM #7B: FIRST READING: ORDINANCE NO. 468, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING THE JEROME TOWN CODE BY THE DELETION OF SECTION 10-3 THEREOF, "DRIVING WHILE USING A PORTABLE COMMUNICATIONS DEVICE"</b> Council may conduct the first reading of Ordinance No. 468.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<b>ITEM #7C: FIRST READING: ORDINANCE NO. 469, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA, AMENDING SECTION 8-5, "TOUR BUSINESS CODE" OF THE JEROME TOWN CODE REGARDING BUSINESS LOCATION</b> Council may conduct the first reading of Ordinance No. 469.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action

	<p><b>ITEM #7D: RESOLUTION NO. 610, A RESOLUTION OF THE TOWN COUNCIL OF JEROME, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "2021 CHANGES TO THE JEROME ZONING ORDINANCE REGARDING ADMINISTRATIVE APPROVALS AND APPEALS"</b></p> <p>Council may adopt Resolution 610, declaring as a public record certain changes to the Jerome Zoning Ordinance to be considered for adoption as part of Ordinance 470.</p>	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<p><b>ITEM #7E: FIRST READING: ORDINANCE NO. 470, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTIONS 106, 302, 303.1, 303.2, 303.3, 303.4, 304 AND 502 OF THE JEROME ZONING ORDINANCE RELATED TO ADMINISTRATIVE APPROVAL AND THE APPEALS PROCESS FOR CERTAIN TYPES OF PROJECTS</b></p> <p>Council may conduct the first reading of Ordinance No. 470.</p>	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
<b>ITEM #8:</b>	<b>UNFINISHED BUSINESS</b>	
	<p><b>ITEM #8A: APPOINTMENTS TO BOARDS</b></p> <p>Council may make appointments to the Planning &amp; Zoning Commission and Design Review Board.</p>	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<p><b>ITEM #8B: COVID-19</b></p> <p>Council will again discuss plans and timeline for reopening Town Hall and the library, resuming the weekend shuttle service, and conducting in-person public meetings.</p>	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<p><b>ITEM #8C: REVIEW OF OVERDUE RENTAL AND UTILITY PAYMENTS</b></p> <p>Council will review the status of overdue rental and utility payments and may direct staff in this regard.</p>	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<p><b>ITEM #8D: JOB DESCRIPTION AND REQUIREMENTS: CHIEF OF POLICE</b></p> <p>Council will discuss the job description and requirements, including residency, for the Chief of Police.</p>	Sponsored by Vice Mayor Mandy Worth Discussion; Possible Action
	<p><b>ITEM #8E: DISTRICT SIGNS</b></p> <p>The Zoning Administrator will provide an update regarding district signs.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
	<p><b>ITEM #8F: HOTEL JEROME</b></p> <p>Council will review the status of improvements to the Hotel Jerome and the next steps in the process.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Direction
<b>ITEM #9:</b>	<b>NEW BUSINESS</b>	
	<p><b>ITEM #9A: USE OF WILDLANDS REVENUES FOR REPLACEMENT OF HANDICAP RAMP</b></p> <p>Council will review and may approve a request by the Fire Chief to utilize certain wildlands revenues to replace the handicap ramp at the Fire Station.</p>	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<p><b>ITEM #9B: COVID VACCINATION EVENT</b></p> <p>Mayor Dillenberg will discuss plans for a COVID vaccination event in Jerome by Spectrum Healthcare.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
	<p><b>ITEM #9C: TINY HOMES</b></p> <p>Council will discuss and may initiate an amendment to the Jerome Zoning Ordinance to allow tiny homes.</p>	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<p><b>ITEM #9D: BEES IN JEROME</b></p> <p>Council will resume discussion of bees in Jerome and may direct staff in this regard.</p>	Sponsored by Councilmember Sage Harvey Discussion; Possible Direction
	<p><b>ITEM #9E: TELECOMMUNICATIONS FACILITIES</b></p> <p>Council will discuss and may initiate an amendment to the Jerome Zoning Ordinance regarding telecommunications facilities.</p>	Sponsored by Councilmember Sage Harvey Discussion; Possible Action
<b>ITEM #10:</b>	<p><b>TO AND FROM THE COUNCIL</b></p> <p>Council may direct staff regarding items to be placed on a future agenda.</p>	Discussion; Possible Direction
<b>ITEM #11:</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  
21-Feb

Fund	Department	Current Period			YTD		
		Revenue	Budget	Variance	Revenue	Budget	Variance
10	GF Revenue	\$ 120,663.68	\$ 110,955.94	\$ 9,707.74	\$ 1,236,203.34	\$ 1,129,498.24	\$ 106,705.10
	Total	\$ 120,663.68	\$ 110,955.94	\$ 9,707.74	\$ 1,236,203.34	\$ 1,129,498.24	\$ 106,705.10
		<u>Expense</u>	<u>Budget</u>	<u>Variance</u>	<u>Expense</u>	<u>Budget</u>	<u>Variance</u>
11	Admin	\$ 53,502.30	\$ 54,610.51	\$ 1,108.21	\$ 317,674.35	\$ 332,763.46	\$ 15,089.11
12	Court	\$ 5,793.72	\$ 7,063.06	\$ 1,269.34	\$ 53,525.22	\$ 58,011.76	\$ 4,486.54
13	Police	\$ 36,460.36	\$ 41,319.49	\$ 4,859.13	\$ 334,689.07	\$ 374,281.04	\$ 39,591.97
14	Fire	\$ 19,424.88	\$ 24,637.87	\$ 5,212.99	\$ 219,651.21	\$ 269,990.52	\$ 50,339.31
15	Library	\$ 5,617.81	\$ 8,310.10	\$ 2,692.29	\$ 49,821.35	\$ 64,238.61	\$ 14,417.26
16	P&Z	\$ 7,016.33	\$ 8,720.38	\$ 1,704.05	\$ 61,542.74	\$ 70,287.98	\$ 8,745.24
17	Parks	\$ 943.87	\$ 1,477.10	\$ 533.23	\$ 7,834.56	\$ 12,001.60	\$ 4,167.04
18	Properties	\$ 8,939.81	\$ 16,336.48	\$ 7,396.67	\$ 87,655.43	\$ 138,377.08	\$ 50,721.65
	Total	\$ 137,699.08	\$ 162,474.99	\$ 24,775.91	\$ 1,132,393.93	\$ 1,319,952.05	\$ 187,558.12
General	Net Income (Loss)	\$ (17,035.40)	\$ (51,519.05)	\$ 34,483.65	\$ 103,809.41	\$ (190,453.81)	\$ 294,263.22
		<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>	<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>
50	Water	\$ 16,907.74	\$ 17,320.82	\$ (413.08)	\$ 137,256.32	\$ 143,716.72	\$ (6,460.40)
51	Sewer	\$ 16,922.82	\$ 17,541.66	\$ (618.84)	\$ 138,305.34	\$ 145,833.36	\$ (7,528.02)
52	Trash	\$ 14,757.55	\$ 15,748.33	\$ (990.78)	\$ 111,386.54	\$ 126,006.68	\$ (14,620.14)
	Total	\$ 48,588.11	\$ 50,610.81	\$ (2,022.70)	\$ 386,948.20	\$ 415,556.76	\$ (28,608.56)
		<u>Expense</u>	<u>Budget</u>	<u>Variance</u>	<u>Expense</u>	<u>Budget</u>	<u>Variance</u>
50	Water	\$ 12,667.05	\$ 21,409.18	\$ 8,742.13	\$ 109,868.22	\$ 177,353.78	\$ 67,485.56
51	Sewer	\$ 13,497.49	\$ 18,671.68	\$ 5,174.19	\$ 130,702.90	\$ 173,723.78	\$ 43,020.88
52	Trash	\$ 12,420.94	\$ 15,377.29	\$ 2,956.35	\$ 104,678.26	\$ 133,757.34	\$ 29,079.08
	Total	\$ 38,585.48	\$ 55,458.15	\$ 16,872.67	\$ 345,249.38	\$ 484,834.90	\$ 139,585.52
Utilities	Net Income (Loss)	\$ 10,002.63	\$ (4,847.34)	\$ 14,849.97	\$ 41,698.82	\$ (69,278.14)	\$ 110,976.96
		<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>	<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>
30	HURF	\$ 3,698.31	\$ 3,443.66	\$ 254.65	\$ 28,980.79	\$ 27,549.36	\$ 1,431.43
		<u>Expense</u>	<u>Budget</u>	<u>Variance</u>	<u>Expense</u>	<u>Budget</u>	<u>Variance</u>
		\$ 6,166.73	\$ 11,672.36	\$ 5,505.63	\$ 55,845.14	\$ 96,509.56	\$ 40,664.42
Road	Net Income (Loss)	\$ (2,468.42)	\$ (8,228.70)	\$ 5,760.28	\$ (26,864.35)	\$ (68,960.20)	\$ 42,095.85
		<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>	<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>
35	Parking	\$ 15,383.10	\$ 6,815.12	\$ 8,567.98	\$ 134,567.98	\$ 126,000.00	\$ 8,567.98
		<u>Expense</u>	<u>Budget</u>	<u>Variance</u>	<u>Expense</u>	<u>Budget</u>	<u>Variance</u>
		\$ 8,914.13	\$ 9,220.64	\$ 306.51	\$ 76,294.49	\$ 73,991.44	\$ (2,303.05)
Parking	Net Income (Loss)	\$ 6,468.97	\$ (2,405.52)	\$ 8,874.49	\$ 58,273.49	\$ 52,008.56	\$ 6,264.93
		<b>Feb-21</b>			<b>Year-To-Date</b>		
	<b>Total Revenue</b>	<u>\$ 188,333.20</u>			<u>\$ 1,786,700.31</u>		
	<b>Less Total Expense</b>	<u>\$ 191,365.42</u>			<u>\$ 1,609,782.94</u>		
	<b>Net Income (Loss)</b>	<u>\$ (3,032.22)</u>			<u>\$ 176,917.37</u>		

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b>Revenues</b>								
Property Taxes	\$2,449.22	\$2,450.00	\$(0.78)	0.0%	\$36,859.65	\$33,700.00	\$3,159.65	9.4%
City Sales Taxes	64,653.08	50,800.00	13,853.08	27.3	646,148.00	528,900.00	117,248.00	22.2
State Sales Taxes	3,717.39	3,437.16	280.23	8.2	34,227.30	27,497.36	6,729.94	24.5
Urban Revenue Share	17,864.25	17,864.25	0.00	0.0	142,914.00	142,914.00	0.00	0.0
Yavapai County for Library	0.00	0.00	0.00	0.0	10,968.80	9,500.00	1,468.80	15.5
Vehicle License Tax	2,750.82	2,830.91	(80.09)	(2.8)	25,359.01	22,647.36	2,711.65	12.0
Fines and Forfeitures	3,499.79	5,000.00	(1,500.21)	(30.0)	39,254.00	40,000.00	(746.00)	(1.9)
Court Security Fund Revenue	600.00	1,000.00	(400.00)	(40.0)	5,450.00	8,000.00	(2,550.00)	(31.9)
Building Permits	0.00	416.66	(416.66)	(100.0)	3,392.46	3,333.36	59.10	1.8
Planning & Zoning Fees	150.00	250.00	(100.00)	(40.0)	1,650.00	2,000.00	(350.00)	(17.5)
Business Licenses	410.00	500.00	(90.00)	(18.0)	2,950.00	4,000.00	(1,050.00)	(26.3)
Commercial Filming Fees	350.00	0.00	350.00	0.0	350.00	0.00	350.00	0.0
Fire Dept Services Rev	0.00	833.33	(833.33)	(100.0)	1,208.00	6,666.68	(5,458.68)	(81.9)
Franchise Fees	0.00	0.00	0.00	0.0	10,629.58	12,750.00	(2,120.42)	(16.6)
Police Officer Safety Equip Rev	98.56	166.66	(68.10)	(40.9)	1,191.81	1,333.36	(141.55)	(10.6)
Police Services	2,196.13	1,666.66	529.47	31.8	18,348.18	13,333.36	5,014.82	37.6
Rents	6,543.51	6,543.50	0.01	0.0	52,528.08	52,348.00	180.08	0.3
Utility Reimbursements	616.42	416.66	199.76	47.9	2,427.65	3,333.36	(905.71)	(27.2)
Wildland Fire Fees	0.00	0.00	0.00	0.0	50,000.00	50,000.00	0.00	0.0
Wildlands Wage Reimbursement	0.00	0.00	0.00	0.0	33,000.00	33,000.00	0.00	0.0
Firewise Wage Reimbursement	0.00	2,083.33	(2,083.33)	(100.0)	2,233.04	16,666.68	(14,433.64)	(86.6)
Contributions	1,250.00	0.00	1,250.00	0.0	1,350.50	0.00	1,350.50	0.0
Library Contributions	100.00	125.00	(25.00)	(20.0)	755.00	1,000.00	(245.00)	(24.5)
Interest	94.32	150.00	(55.68)	(37.1)	904.60	1,200.00	(295.40)	(24.6)
Sale of Assets	0.00	750.00	(750.00)	(100.0)	3,650.00	6,000.00	(2,350.00)	(39.2)
Miscellaneous Revenues	65.00	416.66	(351.66)	(84.4)	2,412.16	3,333.36	(921.20)	(27.6)
Administrative Charges	13,255.19	13,255.16	0.03	0.0	106,041.52	106,041.36	0.16	0.0
<b>Net Revenues</b>	<b>\$120,663.68</b>	<b>\$110,955.94</b>	<b>\$9,707.74</b>	<b>8.7 %</b>	<b>\$1,236,203.34</b>	<b>\$1,129,498.24</b>	<b>\$106,705.10</b>	<b>9.4 %</b>
<b>Net Income (Loss)</b>	<b>\$120,663.68</b>	<b>\$110,955.94</b>	<b>\$9,707.74</b>	<b>8.7%</b>	<b>\$1,236,203.34</b>	<b>\$1,129,498.24</b>	<b>\$106,705.10</b>	<b>9.4%</b>

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b><u>Program Expenses</u></b>								
Accounting and Auditing	\$14,000.00	\$18,000.00	\$4,000.00	22.2%	\$14,000.00	\$18,000.00	\$4,000.00	22.2%
Advertising, Printing, & Publishing	37.57	375.00	337.43	90.0	2,915.99	3,000.00	84.01	2.8
Contract Services	364.93	1,283.33	918.40	71.6	8,429.79	10,266.68	1,836.89	17.9
Training & Education	0.00	208.33	208.33	100.0	2,245.19	1,666.68	(578.51)	(34.7)
Dues, Subs & Memberships	0.00	236.36	236.36	100.0	5,699.72	5,654.56	(45.16)	(0.8)
TPT Collection Fee Exp	0.00	0.00	0.00	0.0	1,171.59	1,196.00	24.41	2.0
Election expenses	0.00	445.45	445.45	100.0	1,812.37	4,218.20	2,405.83	57.0
Fuel	0.00	0.00	0.00	0.0	39.00	0.00	(39.00)	0.0
Insurance	0.00	0.00	0.00	0.0	4,038.20	10,000.00	5,961.80	59.6
Insurance Deductible Exp	0.00	0.00	0.00	0.0	1,000.00	0.00	(1,000.00)	0.0
COVID Expenses	5,042.11	0.00	(5,042.11)	0.0	29,363.62	0.00	(29,363.62)	0.0
Legal Exp - Gen Gov	1,089.50	1,000.00	(89.50)	(9.0)	9,274.50	8,000.00	(1,274.50)	(15.9)
Miscellaneous	0.00	499.75	499.75	100.0	3,015.16	3,998.00	982.84	24.6
Bank Fees - Gen Admin	122.82	141.66	18.84	13.3	1,077.94	1,133.36	55.42	4.9
Bank Fees / Merch Svcs	794.84	566.66	(228.18)	(40.3)	5,369.33	4,533.36	(835.97)	(18.4)
Office Supplies	810.30	500.00	(310.30)	(62.1)	3,926.25	4,000.00	73.75	1.8
Copier & Equip Lease Expense	796.78	625.00	(171.78)	(27.5)	4,494.08	5,000.00	505.92	10.1
Software Support Exp - GG	4,798.82	1,777.75	(3,021.07)	(169.9)	9,688.06	8,800.00	(888.06)	(10.1)
Computer Hardware & Service	2,927.50	833.33	(2,094.17)	(251.3)	6,085.87	6,666.68	580.81	8.7
Operating Supplies - Gen Gov	0.00	83.33	83.33	100.0	408.42	666.68	258.26	38.7
Postage	497.05	416.66	(80.39)	(19.3)	2,080.02	3,333.36	1,253.34	37.6
Rep and Maint - Vehicles	0.00	41.66	41.66	100.0	0.00	333.36	333.36	100.0
Shuttle Expenses	0.00	136.36	136.36	100.0	56.41	954.56	898.15	94.1
Small Tools and Equipment	0.00	62.50	62.50	100.0	527.16	500.00	(27.16)	(5.4)
Telephone	220.34	291.66	71.32	24.5	1,696.64	2,333.36	636.72	27.3
Travel	0.00	250.00	250.00	100.0	172.50	2,000.00	1,827.50	91.4
Tourism 1% Bed Tax	0.00	0.00	0.00	0.0	10,000.00	10,000.00	0.00	0.0
Community Health	0.00	41.66	41.66	100.0	0.00	333.36	333.36	100.0
Preservation of Historic Buildings	0.00	833.33	833.33	100.0	0.00	6,666.68	6,666.68	100.0
<b>Total Program Expenses</b>	<b>\$31,502.56</b>	<b>\$28,649.78</b>	<b>\$(2,852.78)</b>	<b>(10.0)%</b>	<b>\$128,587.81</b>	<b>\$123,254.88</b>	<b>\$(5,332.93)</b>	<b>(4.3)%</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$15,957.73	\$19,115.33	\$3,157.60	16.5%	\$136,702.35	\$152,922.68	\$16,220.33	10.6%
Longevity Bonus	0.00	0.00	0.00	0.0	949.00	1,114.00	165.00	14.8
Payment in Lieu of Medical Benefits	489.46	530.25	40.79	7.7	4,160.41	4,242.00	81.59	1.9
FICA Match	1,223.05	1,511.58	288.53	19.1	10,585.03	12,092.68	1,507.65	12.5

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Retirement Match	1,234.02	1,398.66	164.64	11.8	10,488.37	11,189.36	700.99	6.3
Health/Life Insurance	2,979.42	3,360.00	380.58	11.3	25,325.07	26,880.00	1,554.93	5.8
Workers Compensation	0.00	0.00	0.00	0.0	528.00	708.50	180.50	25.5
Unemployment Insurance	116.06	44.91	(71.15)	(158.4)	348.31	359.36	11.05	3.1
<b>Total General &amp; Administrative Expenses</b>	<b>\$21,999.74</b>	<b>\$25,960.73</b>	<b>\$3,960.99</b>	<b>15.3 %</b>	<b>\$189,086.54</b>	<b>\$209,508.58</b>	<b>\$20,422.04</b>	<b>9.7 %</b>
<b>Total Expenses</b>	<b>\$53,502.30</b>	<b>\$54,610.51</b>	<b>\$1,108.21</b>	<b>2.0%</b>	<b>\$317,674.35</b>	<b>\$332,763.46</b>	<b>\$15,089.11</b>	<b>4.5%</b>
<b>Net Income (Loss)</b>	<b>\$(53,502.30)</b>	<b>\$(54,610.51)</b>	<b>\$1,108.21</b>	<b>2.0%</b>	<b>\$(317,674.35)</b>	<b>\$(332,763.46)</b>	<b>\$15,089.11</b>	<b>4.5%</b>

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b><u>Program Expenses</u></b>								
Court Security Fund Expenses	\$0.00	\$25.00	\$25.00	100.0%	\$228.79	\$200.00	\$(28.79)	(14.4)%
Contract Services	0.00	583.33	583.33	100.0	2,854.00	4,666.68	1,812.68	38.8
Training & Education	0.00	43.75	43.75	100.0	0.00	350.00	350.00	100.0
Dues and Subscriptions	0.00	23.91	23.91	100.0	308.21	191.36	(116.85)	(61.1)
Miscellaneous	43.70	25.00	(18.70)	(74.8)	58.70	200.00	141.30	70.7
Office Supplies	0.00	16.66	16.66	100.0	0.00	133.36	133.36	100.0
Copier & Equip Lease Exp	0.00	0.00	0.00	0.0	1,153.14	1,125.00	(28.14)	(2.5)
Telephone	74.60	75.00	0.40	0.5	583.19	600.00	16.81	2.8
Travel	0.00	100.00	100.00	100.0	0.00	800.00	800.00	100.0
<b>Total Program Expenses</b>	<b>\$118.30</b>	<b>\$892.65</b>	<b>\$774.35</b>	<b>86.7 %</b>	<b>\$5,186.03</b>	<b>\$8,266.40</b>	<b>\$3,080.37</b>	<b>37.3 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$5,053.72	\$5,509.00	\$455.28	8.3%	\$42,757.10	\$44,072.00	\$1,314.90	3.0%
Longevity Bonus	0.00	0.00	0.00	0.0	509.00	509.00	0.00	0.0
FICA and Medicare	386.60	424.66	38.06	9.0	3,317.47	3,397.36	79.89	2.4
Retirement	176.00	192.25	16.25	8.5	1,515.04	1,538.00	22.96	1.5
Worker's Compensation	0.00	0.00	0.00	0.0	101.00	128.00	27.00	21.1
Unemployment	59.10	44.50	(14.60)	(32.8)	139.58	101.00	(38.58)	(38.2)
<b>Total General &amp; Administrative Expenses</b>	<b>\$5,675.42</b>	<b>\$6,170.41</b>	<b>\$494.99</b>	<b>8.0 %</b>	<b>\$48,339.19</b>	<b>\$49,745.36</b>	<b>\$1,406.17</b>	<b>2.8 %</b>
<b>Total Expenses</b>	<b>\$5,793.72</b>	<b>\$7,063.06</b>	<b>\$1,269.34</b>	<b>18.0%</b>	<b>\$53,525.22</b>	<b>\$58,011.76</b>	<b>\$4,486.54</b>	<b>7.7%</b>
<b>Net Income (Loss)</b>	<b>\$(5,793.72)</b>	<b>\$(7,063.06)</b>	<b>\$1,269.34</b>	<b>18.0%</b>	<b>(\$53,525.22)</b>	<b>\$(58,011.76)</b>	<b>\$4,486.54</b>	<b>7.7%</b>

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b><u>Program Expenses</u></b>								
Contract Services	\$0.00	\$41.66	\$41.66	100.0%	\$81.02	\$333.36	\$252.34	75.7%
Training & Education	0.00	500.00	500.00	100.0	3,862.51	4,000.00	137.49	3.4
Dispatch Fees	533.67	537.50	3.83	0.7	4,269.36	4,300.00	30.64	0.7
Dues and Subscriptions	0.00	125.00	125.00	100.0	439.61	1,000.00	560.39	56.0
Fuel	285.52	416.66	131.14	31.5	2,107.86	3,333.36	1,225.50	36.8
Legal Exp - Fire	0.00	41.66	41.66	100.0	0.00	333.36	333.36	100.0
Medical Expenses	0.00	83.33	83.33	100.0	30.00	666.68	636.68	95.5
Medical Supplies Exp	419.04	0.00	(419.04)	0.0	4,629.95	3,000.00	(1,629.95)	(54.3)
Miscellaneous	0.00	125.00	125.00	100.0	118.30	1,000.00	881.70	88.2
Software Service & Support	75.00	75.00	0.00	0.0	600.00	600.00	0.00	0.0
Operating Supplies - Fire Dept	0.00	0.00	0.00	0.0	1,795.89	1,500.00	(295.89)	(19.7)
Rep and Maint - Vehicles	1,819.96	842.43	(977.53)	(116.0)	14,772.10	12,630.28	(2,141.82)	(17.0)
Rep and Maint - Equipment	0.00	416.66	416.66	100.0	1,190.31	3,333.36	2,143.05	64.3
Small Tools and Equipment	160.77	833.33	672.56	80.7	5,585.59	6,666.68	1,081.09	16.2
Telephone	235.29	333.33	98.04	29.4	1,801.56	2,666.68	865.12	32.4
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>\$3,529.25</b>	<b>\$4,371.56</b>	<b>\$842.31</b>	<b>19.3 %</b>	<b>\$43,976.06</b>	<b>\$48,063.76</b>	<b>\$4,087.70</b>	<b>8.5 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$9,560.16	\$11,100.75	\$1,540.59	13.9%	\$72,871.71	\$88,806.00	\$15,934.29	17.9%
Wildland Personnel	0.00	0.00	0.00	0.0	48,964.37	38,000.00	(10,964.37)	(28.9)
Volunteer-Employee Per Call Personnel	1,782.50	1,583.33	(199.17)	(12.6)	11,448.50	12,666.68	1,218.18	9.6
Firewise Personnel	169.00	2,750.00	2,581.00	93.9	4,868.00	22,000.00	17,132.00	77.9
Longevity Bonus	0.00	0.00	0.00	0.0	0.00	180.00	180.00	100.0
FICA and Medicare	720.79	1,245.55	524.76	42.1	7,112.05	10,509.80	3,397.75	32.3
Retirement	764.82	819.41	54.59	6.7	17,247.17	18,555.36	1,308.19	7.1
Health Insurance	2,836.62	2,705.00	(131.62)	(4.9)	16,643.42	21,640.00	4,996.58	23.1
Worker's Compensation	0.00	0.00	0.00	0.0	6,978.00	8,996.00	2,018.00	22.4
Unemployment	61.74	62.27	0.53	0.9	506.30	572.92	66.62	11.6
Payroll Adjustment-Fire	0.00	0.00	0.00	0.0	(10,964.37)	0.00	10,964.37	0.0
<b>Total General &amp; Administrative Expenses</b>	<b>\$15,895.63</b>	<b>\$20,266.31</b>	<b>\$4,370.68</b>	<b>21.6 %</b>	<b>\$175,675.15</b>	<b>\$221,926.76</b>	<b>\$46,251.61</b>	<b>20.8 %</b>
<b>Total Expenses</b>	<b>\$19,424.88</b>	<b>\$24,637.87</b>	<b>\$5,212.99</b>	<b>21.2%</b>	<b>\$219,651.21</b>	<b>\$269,990.52</b>	<b>\$50,339.31</b>	<b>18.6%</b>
<b>Net Income (Loss)</b>	<b>\$(19,424.88)</b>	<b>\$(24,637.87)</b>	<b>\$5,212.99</b>	<b>21.2%</b>	<b>\$(219,651.21)</b>	<b>\$(269,990.52)</b>	<b>\$50,339.31</b>	<b>18.6%</b>



**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b><u>Program Expenses</u></b>								
Contract Services	\$0.00	\$0.00	\$0.00	0.0%	\$700.00	\$0.00	\$(700.00)	0.0%
Training & Education	0.00	83.33	83.33	100.0	329.00	666.68	337.68	50.7
Dispatch Fees	0.00	0.00	0.00	0.0	17,500.00	17,550.00	50.00	0.3
Dues and Subscriptions	0.00	100.00	100.00	100.0	676.89	800.00	123.11	15.4
Fuel	450.62	625.00	174.38	27.9	3,872.90	5,000.00	1,127.10	22.5
Prosecutor Exp	1,408.00	2,000.00	592.00	29.6	11,755.70	16,000.00	4,244.30	26.5
Miscellaneous	0.00	50.00	50.00	100.0	0.00	400.00	400.00	100.0
Software Service & Support	150.00	366.66	216.66	59.1	3,157.02	4,033.36	876.34	21.7
Computer Hardware & Service	0.00	208.33	208.33	100.0	0.00	1,666.68	1,666.68	100.0
Operating Supplies - Police	0.00	208.33	208.33	100.0	1,671.22	1,666.68	(4.54)	(0.3)
Postage	6.95	16.66	9.71	58.3	109.76	133.36	23.60	17.7
Rep and Maint - Vehicles	494.31	468.88	(25.43)	(5.4)	5,152.83	5,624.48	471.65	8.4
Rep and Maint - Equipment	0.00	125.00	125.00	100.0	293.94	1,000.00	706.06	70.6
Police Officer Safety Equip Exp	0.00	166.66	166.66	100.0	0.00	1,333.36	1,333.36	100.0
Small Tools and Equipment	1,468.18	583.33	(884.85)	(151.7)	3,170.25	4,666.68	1,496.43	32.1
Telephone	607.21	333.33	(273.88)	(82.2)	3,197.28	2,666.68	(530.60)	(19.9)
Uniforms	0.00	125.00	125.00	100.0	1,721.76	1,000.00	(721.76)	(72.2)
Vehicles, Cap Outlay, Police	0.00	0.00	0.00	0.0	5,415.58	10,750.00	5,334.42	49.6
<b>Total Program Expenses</b>	<b>\$4,585.27</b>	<b>\$5,460.51</b>	<b>\$875.24</b>	<b>16.0 %</b>	<b>\$58,724.13</b>	<b>\$74,957.96</b>	<b>\$16,233.83</b>	<b>21.7 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$22,786.40	\$25,265.91	\$2,479.51	9.8%	\$189,265.96	\$202,127.36	\$12,861.40	6.4%
Longevity Bonus	100.00	0.00	(100.00)	0.0	1,219.00	1,269.00	50.00	3.9
FICA and Medicare	1,654.41	1,942.58	288.17	14.8	13,794.27	15,540.68	1,746.41	11.2
Retirement	2,159.63	2,899.08	739.45	25.5	21,744.08	23,192.68	1,448.60	6.2
Health Insurance	4,992.36	5,679.50	687.14	12.1	38,725.48	45,436.00	6,710.52	14.8
Worker's Compensation	0.00	0.00	0.00	0.0	11,519.00	11,182.00	(337.00)	(3.0)
Unemployment	182.29	71.91	(110.38)	(153.5)	541.35	575.36	34.01	5.9
Payroll Adjustment-Police	0.00	0.00	0.00	0.0	(844.20)	0.00	844.20	0.0
<b>Total General &amp; Administrative Expenses</b>	<b>\$31,875.09</b>	<b>\$35,858.98</b>	<b>\$3,983.89</b>	<b>11.1 %</b>	<b>\$275,964.94</b>	<b>\$299,323.08</b>	<b>\$23,358.14</b>	<b>7.8 %</b>
<b>Total Expenses</b>	<b>\$36,460.36</b>	<b>\$41,319.49</b>	<b>\$4,859.13</b>	<b>11.8%</b>	<b>\$334,689.07</b>	<b>\$374,281.04</b>	<b>\$39,591.97</b>	<b>10.6%</b>
<b>Net Income (Loss)</b>	<b>\$(36,460.36)</b>	<b>\$(41,319.49)</b>	<b>\$4,859.13</b>	<b>11.8%</b>	<b>(\$334,689.07)</b>	<b>\$(374,281.04)</b>	<b>\$39,591.97</b>	<b>10.6%</b>

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b><u>Program Expenses</u></b>								
Contract Services	\$0.00	\$104.16	\$104.16	100.0%	\$0.00	\$833.36	\$833.36	100.0%
Miscellaneous	0.00	0.00	0.00	0.0	174.52	187.51	12.99	6.9
Office Supplies	0.00	20.83	20.83	100.0	0.00	166.68	166.68	100.0
Operating Supplies - Library	0.00	250.00	250.00	100.0	1,307.40	2,000.00	692.60	34.6
Print and Non-Print Materials	0.00	324.16	324.16	100.0	1,241.56	2,593.36	1,351.80	52.1
Rep and Maint - Equipment	0.00	8.33	8.33	100.0	0.00	66.68	66.68	100.0
Small Tools and Equipment	0.00	125.00	125.00	100.0	537.10	1,000.00	462.90	46.3
Telephone	79.14	75.00	(4.14)	(5.5)	645.99	600.00	(45.99)	(7.7)
E-Rate Exp	45.80	66.75	20.95	31.4	572.12	533.00	(39.12)	(7.3)
<b>Total Program Expenses</b>	<b>\$124.94</b>	<b>\$974.23</b>	<b>\$849.29</b>	<b>87.2 %</b>	<b>\$4,478.69</b>	<b>\$7,980.59</b>	<b>\$3,501.90</b>	<b>43.9 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$3,636.08	\$5,329.25	\$1,693.17	31.8%	\$32,848.24	\$42,634.00	\$9,785.76	23.0%
Longevity Bonus	388.00	388.00	0.00	0.0	413.00	598.00	185.00	30.9
FICA and Medicare	301.18	412.16	110.98	26.9	2,506.15	3,297.36	791.21	24.0
Retirement	298.44	289.66	(8.78)	(3.0)	2,302.44	2,317.36	14.92	0.6
Health Insurance	823.10	888.00	64.90	7.3	7,005.55	7,104.00	98.45	1.4
Worker's Compensation	0.00	0.00	0.00	0.0	117.00	134.50	17.50	13.0
Unemployment	46.07	28.80	(17.27)	(60.0)	150.28	172.80	22.52	13.0
<b>Total General &amp; Administrative Expenses</b>	<b>\$5,492.87</b>	<b>\$7,335.87</b>	<b>\$1,843.00</b>	<b>25.1 %</b>	<b>\$45,342.66</b>	<b>\$56,258.02</b>	<b>\$10,915.36</b>	<b>19.4 %</b>
<b>Total Expenses</b>	<b>\$5,617.81</b>	<b>\$8,310.10</b>	<b>\$2,692.29</b>	<b>32.4%</b>	<b>\$49,821.35</b>	<b>\$64,238.61</b>	<b>\$14,417.26</b>	<b>22.4%</b>
<b>Net Income (Loss)</b>	<b>\$(5,617.81)</b>	<b>\$(8,310.10)</b>	<b>\$2,692.29</b>	<b>32.4%</b>	<b>(\$49,821.35)</b>	<b>\$64,238.61</b>	<b>\$14,417.26</b>	<b>22.4%</b>

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b><u>Program Expenses</u></b>								
Advertising, Printing, & Publishing	\$37.57	\$41.66	\$4.09	9.8%	\$55.25	\$333.36	\$278.11	83.4%
Conventions and Seminars	0.00	41.66	41.66	100.0	0.00	333.36	333.36	100.0
Training & Education	0.00	83.33	83.33	100.0	0.00	666.68	666.68	100.0
Legal Exp - P&Z	741.00	1,250.00	509.00	40.7	8,916.50	10,000.00	1,083.50	10.8
Map Upgrades and Materials	0.00	83.33	83.33	100.0	0.00	666.68	666.68	100.0
Miscellaneous	0.00	25.00	25.00	100.0	0.00	200.00	200.00	100.0
Software Maintenance & Support	0.00	58.33	58.33	100.0	0.00	466.68	466.68	100.0
Operating Supplies - P&Z	0.00	25.00	25.00	100.0	0.00	200.00	200.00	100.0
Small Tools and Equipment	0.00	25.00	25.00	100.0	0.00	200.00	200.00	100.0
Telephone	64.86	50.00	(14.86)	(29.7)	456.45	400.00	(56.45)	(14.1)
Travel	0.00	41.66	41.66	100.0	0.00	333.36	333.36	100.0
<b>Total Program Expenses</b>	<b>\$843.43</b>	<b>\$1,724.97</b>	<b>\$881.54</b>	<b>51.1 %</b>	<b>\$9,428.20</b>	<b>\$13,800.12</b>	<b>\$4,371.92</b>	<b>31.7 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$4,624.25	\$5,586.00	\$961.75	17.2%	\$40,234.92	\$44,688.00	\$4,453.08	10.0%
Longevity Bonus	0.00	0.00	0.00	0.0	218.00	218.00	0.00	0.0
Health Benefit Stipend	0.00	560.50	560.50	100.0	3,362.97	4,484.00	1,121.03	25.0
FICA and Medicare	353.22	472.33	119.11	25.2	3,362.35	3,778.68	416.33	11.0
Retirement	331.36	362.33	30.97	8.5	2,834.03	2,898.68	64.65	2.2
Health Insurance	824.92	0.00	(824.92)	0.0	1,683.77	0.00	(1,683.77)	0.0
Worker's Compensation	0.00	0.00	0.00	0.0	265.00	306.50	41.50	13.5
Unemployment	39.15	14.25	(24.90)	(174.7)	153.50	114.00	(39.50)	(34.6)
<b>Total General &amp; Administrative Expenses</b>	<b>\$6,172.90</b>	<b>\$6,995.41</b>	<b>\$822.51</b>	<b>11.8 %</b>	<b>\$52,114.54</b>	<b>\$56,487.86</b>	<b>\$4,373.32</b>	<b>7.7 %</b>
<b>Total Expenses</b>	<b>\$7,016.33</b>	<b>\$8,720.38</b>	<b>\$1,704.05</b>	<b>19.5%</b>	<b>\$61,542.74</b>	<b>\$70,287.98</b>	<b>\$8,745.24</b>	<b>12.4%</b>
<b>Net Income (Loss)</b>	<b>\$(7,016.33)</b>	<b>\$(8,720.38)</b>	<b>\$1,704.05</b>	<b>19.5%</b>	<b>(\$61,542.74)</b>	<b>\$(70,287.98)</b>	<b>\$8,745.24</b>	<b>12.4%</b>

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b><u>Program Expenses</u></b>								
Fuel	\$3.54	\$4.16	\$0.62	14.9%	\$29.25	\$33.36	\$4.11	12.3%
Legal Exp - Parks	0.00	41.66	41.66	100.0	0.00	333.36	333.36	100.0
Miscellaneous	0.00	20.83	20.83	100.0	4.76	166.68	161.92	97.1
Software Service & Support	12.50	16.66	4.16	25.0	100.00	133.36	33.36	25.0
Operating Supplies - Parks	0.00	16.66	16.66	100.0	285.13	133.36	(151.77)	(113.8)
R&M Building - Parks	0.00	8.33	8.33	100.0	0.00	66.68	66.68	100.0
Rep and Maint - Vehicles	104.99	208.33	103.34	49.6	356.50	1,666.68	1,310.18	78.6
Rep and Maint - Equipment	0.00	0.00	0.00	0.0	15.67	0.00	(15.67)	0.0
Rep and Maint - Infrastructure	0.00	125.00	125.00	100.0	0.00	1,000.00	1,000.00	100.0
Small Tools and Equipment	0.00	25.00	25.00	100.0	95.56	200.00	104.44	52.2
Uniform Exp Parks	0.00	25.00	25.00	100.0	231.24	200.00	(31.24)	(15.6)
Utilities	166.40	233.33	66.93	28.7	1,474.95	1,866.68	391.73	21.0
Lease Payments	21.68	21.66	(0.02)	(0.1)	151.76	173.36	21.60	12.5
<b>Total Program Expenses</b>	<b>\$309.11</b>	<b>\$746.62</b>	<b>\$437.51</b>	<b>58.6 %</b>	<b>\$2,744.82</b>	<b>\$5,973.52</b>	<b>\$3,228.70</b>	<b>54.1 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$490.90	\$507.41	\$16.51	3.3%	\$3,626.22	\$4,059.36	\$433.14	10.7%
FICA and Medicare	36.44	38.83	2.39	6.2	268.33	310.68	42.35	13.6
Retirement	25.79	40.08	14.29	35.7	243.60	320.68	77.08	24.0
Health Insurance	77.26	143.00	65.74	46.0	780.28	1,144.00	363.72	31.8
Worker's Compensation	0.00	0.00	0.00	0.0	156.00	184.00	28.00	15.2
Unemployment	4.37	1.16	(3.21)	(276.7)	15.31	9.36	(5.95)	(63.6)
<b>Total General &amp; Administrative Expenses</b>	<b>\$634.76</b>	<b>\$730.48</b>	<b>\$95.72</b>	<b>13.1 %</b>	<b>\$5,089.74</b>	<b>\$6,028.08</b>	<b>\$938.34</b>	<b>15.6 %</b>
<b>Total Expenses</b>	<b>\$943.87</b>	<b>\$1,477.10</b>	<b>\$533.23</b>	<b>36.1%</b>	<b>\$7,834.56</b>	<b>\$12,001.60</b>	<b>\$4,167.04</b>	<b>34.7%</b>
<b>Net Income (Loss)</b>	<b>\$(943.87)</b>	<b>\$(1,477.10)</b>	<b>\$533.23</b>	<b>36.1%</b>	<b>\$(7,834.56)</b>	<b>\$(12,001.60)</b>	<b>\$4,167.04</b>	<b>34.7%</b>

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b><u>Program Expenses</u></b>								
Contract Services	\$50.00	\$344.69	\$294.69	85.5%	\$7,068.00	\$7,121.24	\$53.24	0.7%
Engineering Fees	0.00	416.66	416.66	100.0	0.00	3,333.36	3,333.36	100.0
Fuel	7.09	8.33	1.24	14.9	58.52	66.68	8.16	12.2
Legal Exp - Properties	0.00	41.66	41.66	100.0	0.00	333.36	333.36	100.0
Miscellaneous	150.71	125.00	(25.71)	(20.6)	463.79	1,000.00	536.21	53.6
Software Service & Support	12.50	16.66	4.16	25.0	100.00	133.36	33.36	25.0
Operating Supplies - Properties	0.00	100.00	100.00	100.0	249.84	800.00	550.16	68.8
R&M Building - Properties	556.79	3,151.51	2,594.72	82.3	18,912.04	27,393.96	8,481.92	31.0
Rep and Maint - Vehicles	104.99	208.33	103.34	49.6	540.30	1,666.68	1,126.38	67.6
Rep and Maint - Equipment	0.00	0.00	0.00	0.0	140.17	0.00	(140.17)	0.0
Rep and Maint - Infrastructure	0.00	3,500.00	3,500.00	100.0	147.04	28,000.00	27,852.96	99.5
Small Tools and Equipment	0.00	20.83	20.83	100.0	9.36	166.68	157.32	94.4
Uniform Exp Properties	0.00	25.00	25.00	100.0	231.25	200.00	(31.25)	(15.6)
Utilities	4,105.34	3,833.33	(272.01)	(7.1)	28,161.72	30,666.68	2,504.96	8.2
Lease Payments	21.68	21.66	(0.02)	(0.1)	151.76	173.36	21.60	12.5
<b>Total Program Expenses</b>	<b>\$5,009.10</b>	<b>\$11,813.66</b>	<b>\$6,804.56</b>	<b>57.6 %</b>	<b>\$56,233.79</b>	<b>\$101,055.36</b>	<b>\$44,821.57</b>	<b>44.4 %</b>
<b><u>General &amp; Administrative Expenses</u></b>								
Salaries and Wages	\$3,039.78	\$3,142.00	\$102.22	3.3%	\$22,454.77	\$25,136.00	\$2,681.23	10.7%
FICA and Medicare	225.66	240.33	14.67	6.1	1,661.60	1,922.68	261.08	13.6
Retirement	159.73	248.00	88.27	35.6	1,508.58	1,984.00	475.42	24.0
Health Insurance	478.47	885.33	406.86	46.0	4,831.78	7,082.68	2,250.90	31.8
Worker's Compensation	0.00	0.00	0.00	0.0	880.00	1,139.00	259.00	22.7
Unemployment	27.07	7.16	(19.91)	(278.1)	84.91	57.36	(27.55)	(48.0)
<b>Total General &amp; Administrative Expenses</b>	<b>\$3,930.71</b>	<b>\$4,522.82</b>	<b>\$592.11</b>	<b>13.1 %</b>	<b>\$31,421.64</b>	<b>\$37,321.72</b>	<b>\$5,900.08</b>	<b>15.8 %</b>
<b>Total Expenses</b>	<b>\$8,939.81</b>	<b>\$16,336.48</b>	<b>\$7,396.67</b>	<b>45.3%</b>	<b>\$87,655.43</b>	<b>\$138,377.08</b>	<b>\$50,721.65</b>	<b>36.7%</b>
<b>Net Income (Loss)</b>	<b>\$(8,939.81)</b>	<b>\$(16,336.48)</b>	<b>\$7,396.67</b>	<b>45.3%</b>	<b>\$(87,655.43)</b>	<b>\$(138,377.08)</b>	<b>\$50,721.65</b>	<b>36.7%</b>

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b>Revenues</b>								
Connection Fees	\$0.00	\$0.00	\$0.00	0.0%	\$5,000.00	\$5,000.00	\$0.00	0.0%
Water Usage Fees	14,377.74	14,166.66	211.08	1.5	112,111.32	113,333.36	(1,222.04)	(1.1)
Miscellaneous	30.00	654.16	(624.16)	(95.4)	145.00	5,383.36	(5,238.36)	(97.3)
Transfers In	2,500.00	2,500.00	0.00	0.0	20,000.00	20,000.00	0.00	0.0
<b>Net Revenues</b>	<b>\$16,907.74</b>	<b>\$17,320.82</b>	<b>\$(413.08)</b>	<b>(2.4)%</b>	<b>\$137,256.32</b>	<b>\$143,716.72</b>	<b>\$(6,460.40)</b>	<b>(4.5)%</b>
<b>Program Expenses</b>								
Contract Services	\$900.00	\$900.00	\$0.00	0.0%	\$6,300.00	\$7,200.00	\$900.00	12.5%
Training & Education	0.00	33.33	33.33	100.0	0.00	266.68	266.68	100.0
Permit Fee Exp - Water	0.00	150.00	150.00	100.0	895.16	1,200.00	304.84	25.4
Engineering Fees	0.00	125.00	125.00	100.0	0.00	1,000.00	1,000.00	100.0
Fuel	147.12	166.66	19.54	11.7	877.69	1,333.36	455.67	34.2
Insurance	0.00	0.00	0.00	0.0	0.00	3,000.00	3,000.00	100.0
Legal Exp - Water	0.00	1,658.33	1,658.33	100.0	595.50	13,366.68	12,771.18	95.5
Miscellaneous	0.00	28.16	28.16	100.0	34.79	225.36	190.57	84.6
Software Support Exp - Water	12.50	233.33	220.83	94.6	100.00	1,866.68	1,766.68	94.6
Operating Supplies - Water	0.00	250.00	250.00	100.0	309.41	2,000.00	1,690.59	84.5
R&M Building - Water	0.00	41.66	41.66	100.0	0.00	333.36	333.36	100.0
Rep and Maint - Vehicles	316.98	208.33	(108.65)	(52.2)	840.95	1,666.68	825.73	49.5
Rep and Maint - Equipment	0.00	165.00	165.00	100.0	137.95	1,340.00	1,202.05	89.7
Rep and Maint - Infrastructure	105.54	4,583.33	4,477.79	97.7	8,240.31	36,666.68	28,426.37	77.5
Service Tests/System Testing	15.00	83.33	68.33	82.0	393.00	666.68	273.68	41.1
Small Tools and Equipment	0.00	125.00	125.00	100.0	127.88	1,000.00	872.12	87.2
DWR Fee Exp	0.00	0.00	0.00	0.0	0.00	900.00	900.00	100.0
Uniform Exp Water	0.00	25.00	25.00	100.0	231.28	200.00	(31.28)	(15.6)
Utilities Exp - Water	35.85	41.66	5.81	13.9	299.15	333.36	34.21	10.3
Administrative Charge	4,124.47	4,124.50	0.03	0.0	32,995.76	32,996.00	0.24	0.0
Lease Payments	75.88	75.91	0.03	0.0	531.16	607.36	76.20	12.5
Vehicle Purchase-Water	0.00	412.50	412.50	100.0	1,000.00	3,350.00	2,350.00	70.1
<b>Total Program Expenses</b>	<b>\$5,733.34</b>	<b>\$13,431.03</b>	<b>\$7,697.69</b>	<b>57.3 %</b>	<b>\$53,909.99</b>	<b>\$111,518.88</b>	<b>\$57,608.89</b>	<b>51.7 %</b>
<b>General &amp; Administrative Expenses</b>								
Salaries and Wages	\$5,362.12	\$5,542.41	\$180.29	3.3%	\$39,609.62	\$44,339.36	\$4,729.74	10.7%
FICA and Medicare	398.07	424.00	25.93	6.1	2,931.04	3,392.00	460.96	13.6
Retirement	281.76	437.41	155.65	35.6	2,661.10	3,499.36	838.26	24.0
Health Insurance	844.01	1,561.75	717.74	46.0	8,523.25	12,494.00	3,970.75	31.8
Worker's Compensation	0.00	0.00	0.00	0.0	2,081.00	2,009.50	(71.50)	(3.6)

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**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	<u>Actual</u>	<u>Current Period Budget</u>	<u>Variance</u>	<u>%</u>	<u>Actual</u>	<u>Year To Date Budget</u>	<u>Variance</u>	<u>%</u>
Unemployment	47.75	12.58	(35.17)	(279.6)	152.22	100.68	(51.54)	(51.2)
<b>Total General &amp; Administrative Expenses</b>	<b>\$6,933.71</b>	<b>\$7,978.15</b>	<b>\$1,044.44</b>	<b>13.1 %</b>	<b>\$55,958.23</b>	<b>\$65,834.90</b>	<b>\$9,876.67</b>	<b>15.0 %</b>
<b>Total Expenses</b>	<b>\$12,667.05</b>	<b>\$21,409.18</b>	<b>\$8,742.13</b>	<b>40.8%</b>	<b>\$109,868.22</b>	<b>\$177,353.78</b>	<b>\$67,485.56</b>	<b>38.1%</b>
<b>Net Income (Loss)</b>	<b>\$4,240.69</b>	<b>\$(4,088.36)</b>	<b>\$8,329.05</b>	<b>203.7%</b>	<b>\$27,388.10</b>	<b>\$(33,637.06)</b>	<b>\$61,025.16</b>	<b>181.4%</b>

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b>Revenues</b>								
Connection Fees	\$0.00	\$0.00	\$0.00	0.0%	\$5,500.00	\$5,500.00	\$0.00	0.0%
Sewer Usage Fees	14,422.82	15,033.33	(610.51)	(4.1)	112,777.59	120,266.68	(7,489.09)	(6.2)
Interest and Investment Earnings	0.00	8.33	(8.33)	(100.0)	27.75	66.68	(38.93)	(58.4)
Transfers In	2,500.00	2,500.00	0.00	0.0	20,000.00	20,000.00	0.00	0.0
<b>Net Revenues</b>	<b>\$16,922.82</b>	<b>\$17,541.66</b>	<b>\$(618.84)</b>	<b>(3.5)%</b>	<b>\$138,305.34</b>	<b>\$145,833.36</b>	<b>\$(7,528.02)</b>	<b>(5.2)%</b>
<b>Program Expenses</b>								
Contract Services	\$3,200.00	\$3,200.00	\$0.00	0.0%	\$22,400.00	\$25,600.00	\$3,200.00	12.5%
Permit Fee Exp - Sewer	0.00	0.00	0.00	0.0	0.00	1,150.00	1,150.00	100.0
Engineering Fees	0.00	2,083.33	2,083.33	100.0	3,357.00	16,666.68	13,309.68	79.9
Fuel	93.82	183.33	89.51	48.8	607.75	1,466.68	858.93	58.6
Insurance	0.00	0.00	0.00	0.0	0.00	3,000.00	3,000.00	100.0
Legal Exp - Sewer	0.00	41.66	41.66	100.0	0.00	333.36	333.36	100.0
Miscellaneous	61.49	29.33	(32.16)	(109.6)	66.25	234.68	168.43	71.8
Bank Fees - Sewer Accts	0.00	0.00	0.00	0.0	45.00	0.00	(45.00)	0.0
Software Support Exp - Sewer	12.50	233.33	220.83	94.6	100.00	1,866.68	1,766.68	94.6
Operating Supplies - Sewer	172.43	1,000.00	827.57	82.8	3,186.70	8,000.00	4,813.30	60.2
R&M Building - Sewer	0.00	41.66	41.66	100.0	19.29	333.36	314.07	94.2
Rep and Maint - Vehicles	1,021.57	165.83	(855.74)	(516.0)	1,273.09	1,336.68	63.59	4.8
Rep and Maint - Equipment	0.00	375.00	375.00	100.0	15.67	3,000.00	2,984.33	99.5
Rep and Maint - Infrastructure	278.51	1,250.00	971.49	77.7	5,957.35	10,000.00	4,042.65	40.4
Service Tests/System Testing	547.00	1,000.00	453.00	45.3	6,518.20	8,000.00	1,481.80	18.5
Small Tools and Equipment	0.00	250.00	250.00	100.0	3,515.30	2,000.00	(1,515.30)	(75.8)
Uniform Exp Sewer	0.00	41.66	41.66	100.0	231.28	333.36	102.08	30.6
Utilities	149.99	250.00	100.01	40.0	1,189.44	2,000.00	810.56	40.5
Administrative Charge	4,124.47	4,124.50	0.03	0.0	32,995.76	32,996.00	0.24	0.0
Sewer Principal Expense	0.00	0.00	0.00	0.0	12,270.84	12,300.00	29.16	0.2
Sewer Interest Expense	0.00	0.00	0.00	0.0	6,151.64	6,800.00	648.36	9.5
Lease Payments	75.88	75.91	0.03	0.0	531.16	607.36	76.20	12.5
<b>Total Program Expenses</b>	<b>\$9,737.66</b>	<b>\$14,345.54</b>	<b>\$4,607.88</b>	<b>32.1 %</b>	<b>\$100,431.72</b>	<b>\$138,024.84</b>	<b>\$37,593.12</b>	<b>27.2 %</b>
<b>General &amp; Administrative Expenses</b>								
Salaries and Wages	\$2,907.62	\$3,005.41	\$97.79	3.3%	\$21,478.44	\$24,043.36	\$2,564.92	10.7%
FICA and Medicare	215.85	229.91	14.06	6.1	1,589.39	1,839.36	249.97	13.6
Retirement	152.79	237.16	84.37	35.6	1,442.98	1,897.36	454.38	23.9
Health Insurance	457.68	846.83	389.15	46.0	4,621.82	6,774.68	2,152.86	31.8
Worker's Compensation	0.00	0.00	0.00	0.0	1,056.00	1,089.50	33.50	3.1



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**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Unemployment	25.89	6.83	(19.06)	(279.1)	82.55	54.68	(27.87)	(51.0)
<b>Total General &amp; Administrative Expenses</b>	<b>\$3,759.83</b>	<b>\$4,326.14</b>	<b>\$566.31</b>	<b>13.1 %</b>	<b>\$30,271.18</b>	<b>\$35,698.94</b>	<b>\$5,427.76</b>	<b>15.2 %</b>
<b>Total Expenses</b>	<b>\$13,497.49</b>	<b>\$18,671.68</b>	<b>\$5,174.19</b>	<b>27.7%</b>	<b>\$130,702.90</b>	<b>\$173,723.78</b>	<b>\$43,020.88</b>	<b>24.8%</b>
<b>Net Income (Loss)</b>	<b>\$3,425.33</b>	<b>\$(1,130.02)</b>	<b>\$4,555.35</b>	<b>403.1%</b>	<b>\$7,602.44</b>	<b>\$(27,890.42)</b>	<b>\$35,492.86</b>	<b>127.3%</b>

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b>Revenues</b>								
Sanitation Usage Fees	\$14,757.55	\$15,665.00	\$(907.45)	(5.8)%	\$111,164.54	\$125,340.00	\$(14,175.46)	(11.3)%
Miscellaneous	0.00	83.33	(83.33)	(100.0)	222.00	666.68	(444.68)	(66.7)
<b>Net Revenues</b>	<b>\$14,757.55</b>	<b>\$15,748.33</b>	<b>\$(990.78)</b>	<b>(6.3)%</b>	<b>\$111,386.54</b>	<b>\$126,006.68</b>	<b>\$(14,620.14)</b>	<b>(11.6)%</b>
<b>Program Expenses</b>								
Recycling Contract Exp	\$120.00	\$183.33	\$63.33	34.5%	\$960.00	\$1,466.68	\$506.68	34.5%
Training & Education	0.00	16.25	16.25	100.0	0.00	135.00	135.00	100.0
Equipment Rentals	0.00	54.16	54.16	100.0	0.00	433.36	433.36	100.0
Fuel	653.37	750.00	96.63	12.9	3,064.62	6,000.00	2,935.38	48.9
Insurance	0.00	0.00	0.00	0.0	0.00	4,000.00	4,000.00	100.0
Landfill Tipping Fees	1,424.00	2,041.66	617.66	30.3	10,890.80	16,333.36	5,442.56	33.3
Miscellaneous	0.00	16.58	16.58	100.0	99.81	132.68	32.87	24.8
Software Support Exp - Trash	12.50	108.33	95.83	88.5	100.00	866.68	766.68	88.5
Operating Supplies - Trash	0.00	16.66	16.66	100.0	225.12	133.36	(91.76)	(68.8)
Rep and Maint - Vehicles	105.06	833.33	728.27	87.4	1,650.10	6,666.68	5,016.58	75.2
Rep and Maint - Equipment	0.00	75.00	75.00	100.0	15.67	600.00	584.33	97.4
Small Tools and Equipment	0.00	250.00	250.00	100.0	9.37	2,000.00	1,990.63	99.5
Uniform Exp Trash	0.00	25.00	25.00	100.0	231.38	200.00	(31.38)	(15.7)
Administrative Charge	4,124.47	4,124.50	0.03	0.0	32,995.76	32,996.00	0.24	0.0
Transfers Out	0.00	0.00	0.00	0.0	5,000.00	5,000.00	0.00	0.0
<b>Total Program Expenses</b>	<b>\$6,439.40</b>	<b>\$8,494.80</b>	<b>\$2,055.40</b>	<b>24.2 %</b>	<b>\$55,242.63</b>	<b>\$76,963.80</b>	<b>\$21,721.17</b>	<b>28.2 %</b>
<b>General &amp; Administrative Expenses</b>								
Salaries and Wages	\$4,625.75	\$4,781.33	\$155.58	3.3%	\$34,170.29	\$38,250.68	\$4,080.39	10.7%
FICA and Medicare	343.40	365.75	22.35	6.1	2,528.54	2,926.00	397.46	13.6
Retirement	243.08	377.33	134.25	35.6	2,295.66	3,018.68	723.02	24.0
Health Insurance	728.12	1,347.25	619.13	46.0	7,352.81	10,778.00	3,425.19	31.8
Worker's Compensation	0.00	0.00	0.00	0.0	2,957.00	1,733.50	(1,223.50)	(70.6)
Unemployment	41.19	10.83	(30.36)	(280.3)	131.33	86.68	(44.65)	(51.5)
<b>Total General &amp; Administrative Expenses</b>	<b>\$5,981.54</b>	<b>\$6,882.49</b>	<b>\$900.95</b>	<b>13.1 %</b>	<b>\$49,435.63</b>	<b>\$56,793.54</b>	<b>\$7,357.91</b>	<b>13.0 %</b>
<b>Total Expenses</b>	<b>\$12,420.94</b>	<b>\$15,377.29</b>	<b>\$2,956.35</b>	<b>19.2%</b>	<b>\$104,678.26</b>	<b>\$133,757.34</b>	<b>\$29,079.08</b>	<b>21.7%</b>
<b>Net Income (Loss)</b>	<b>\$2,336.61</b>	<b>\$371.04</b>	<b>\$1,965.57</b>	<b>529.7%</b>	<b>\$6,708.28</b>	<b>\$(7,750.66)</b>	<b>\$14,458.94</b>	<b>186.6%</b>

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b>Revenues</b>								
Parking Kiosk Revenue	\$815.12	\$815.12	\$0.00	0.0%	\$120,000.00	\$120,000.00	\$0.00	0.0%
Allowance for Additional Kiosk Revenues	14,567.98	6,000.00	8,567.98	142.8	14,567.98	6,000.00	8,567.98	142.8
<b>Net Revenues</b>	<b>\$15,383.10</b>	<b>\$6,815.12</b>	<b>\$8,567.98</b>	<b>125.7 %</b>	<b>\$134,567.98</b>	<b>\$126,000.00</b>	<b>\$8,567.98</b>	<b>6.8 %</b>
<b>Program Expenses</b>								
Miscellaneous	\$0.00	\$64.58	\$64.58	100.0%	\$57.00	\$516.68	\$459.68	89.0%
Credit Card Processing Fees	2,216.50	2,250.00	33.50	1.5	20,542.22	18,000.00	(2,542.22)	(14.1)
Software Service and Support	402.05	400.00	(2.05)	(0.5)	2,853.11	3,200.00	346.89	10.8
Operating Supplies	0.00	333.33	333.33	100.0	768.33	2,666.68	1,898.35	71.2
Telephone	120.32	125.00	4.68	3.7	852.24	1,000.00	147.76	14.8
Transfers Out	5,000.00	5,000.00	0.00	0.0	40,000.00	40,000.00	0.00	0.0
<b>Total Program Expenses</b>	<b>\$7,738.87</b>	<b>\$8,172.91</b>	<b>\$434.04</b>	<b>5.3 %</b>	<b>\$65,072.90</b>	<b>\$65,383.36</b>	<b>\$310.46</b>	<b>0.5 %</b>
<b>General &amp; Administrative Expenses</b>								
Salaries and Wages	\$1,080.00	\$966.66	\$(113.34)	(11.7)%	\$10,067.72	\$7,733.36	\$(2,334.36)	(30.2)%
Longevity Bonus	0.00	0.00	0.00	0.0	50.00	50.00	0.00	0.0
FICA and Medicare	82.62	73.91	(8.71)	(11.8)	777.88	591.36	(186.52)	(31.5)
Worker's Compensation	0.00	0.00	0.00	0.0	255.00	176.00	(79.00)	(44.9)
Unemployment	12.64	7.16	(5.48)	(76.5)	70.99	57.36	(13.63)	(23.8)
<b>Total General &amp; Administrative Expenses</b>	<b>\$1,175.26</b>	<b>\$1,047.73</b>	<b>\$(127.53)</b>	<b>(12.2)%</b>	<b>\$11,221.59</b>	<b>\$8,608.08</b>	<b>\$(2,613.51)</b>	<b>(30.4)%</b>
<b>Total Expenses</b>	<b>\$8,914.13</b>	<b>\$9,220.64</b>	<b>\$306.51</b>	<b>3.3%</b>	<b>\$76,294.49</b>	<b>\$73,991.44</b>	<b>\$(2,303.05)</b>	<b>(3.1)%</b>
<b>Net Income (Loss)</b>	<b>\$6,468.97</b>	<b>\$(2,405.52)</b>	<b>\$8,874.49</b>	<b>368.9%</b>	<b>\$58,273.49</b>	<b>\$52,008.56</b>	<b>\$6,264.93</b>	<b>12.0%</b>

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<b>Revenues</b>								
HURF Revenue	\$3,667.24	\$3,360.33	\$306.91	9.1%	\$28,622.90	\$26,882.68	\$1,740.22	6.5%
Interest and Investment Earnings	31.07	83.33	(52.26)	(62.7)	357.89	666.68	(308.79)	(46.3)
<b>Net Revenues</b>	<b>\$3,698.31</b>	<b>\$3,443.66</b>	<b>\$254.65</b>	<b>7.4 %</b>	<b>\$28,980.79</b>	<b>\$27,549.36</b>	<b>\$1,431.43</b>	<b>5.2 %</b>
<b>Program Expenses</b>								
Engineering Fees	\$0.00	\$416.66	\$416.66	100.0%	\$2,991.25	\$3,333.36	\$342.11	10.3%
Equipment Rentals - HURF	0.00	125.00	125.00	100.0	0.00	1,000.00	1,000.00	100.0
Fuel	3.55	8.33	4.78	57.4	29.27	66.68	37.41	56.1
Insurance	0.00	0.00	0.00	0.0	0.00	2,000.00	2,000.00	100.0
Miscellaneous	0.00	46.33	46.33	100.0	4.76	370.68	365.92	98.7
Software Service & Support	12.50	15.00	2.50	16.7	100.00	120.00	20.00	16.7
Operating Supplies - HURF	0.00	58.33	58.33	100.0	296.93	466.68	169.75	36.4
Public Restroom Supplies	0.00	183.33	183.33	100.0	898.16	1,466.68	568.52	38.8
R&M Building - HURF	0.00	416.66	416.66	100.0	0.00	3,333.36	3,333.36	100.0
Rep and Maint - Vehicles	104.99	166.25	61.26	36.8	259.24	1,335.00	1,075.76	80.6
Rep and Maint - Equipment	0.00	16.66	16.66	100.0	384.72	133.36	(251.36)	(188.5)
Rep and Maint - Infrastructure	0.00	2,812.50	2,812.50	100.0	96.35	22,500.00	22,403.65	99.6
Small Tools and Equipment	0.00	41.66	41.66	100.0	9.36	333.36	324.00	97.2
Street Lights	940.70	1,083.33	142.63	13.2	7,485.20	8,666.68	1,181.48	13.6
Street Supplies	42.42	500.00	457.58	91.5	1,358.70	4,000.00	2,641.30	66.0
Uniform Exp - HURF	0.00	25.00	25.00	100.0	231.30	200.00	(31.30)	(15.7)
Administrative Charge	881.78	881.75	(0.03)	0.0	7,054.24	7,054.00	(0.24)	0.0
Lease Payments	21.69	25.00	3.31	13.2	151.83	200.00	48.17	24.1
<b>Total Program Expenses</b>	<b>\$2,007.63</b>	<b>\$6,821.79</b>	<b>\$4,814.16</b>	<b>70.6 %</b>	<b>\$21,351.31</b>	<b>\$56,579.84</b>	<b>\$35,228.53</b>	<b>62.3 %</b>
<b>General &amp; Administrative Expenses</b>								
Salaries and Wages	\$3,359.86	\$3,676.91	\$317.05	8.6%	\$26,399.55	\$29,415.36	\$3,015.81	10.3%
FICA and Medicare	251.47	281.25	29.78	10.6	1,978.04	2,250.00	271.96	12.1
Retirement	128.97	200.25	71.28	35.6	1,218.10	1,602.00	383.90	24.0
Health Insurance	386.34	679.25	292.91	43.1	3,901.43	5,434.00	1,532.57	28.2
Worker's Compensation	0.00	0.00	0.00	0.0	899.00	1,125.00	226.00	20.1
Unemployment	32.46	12.91	(19.55)	(151.4)	97.71	103.36	5.65	5.5
<b>Total General &amp; Administrative Expenses</b>	<b>\$4,159.10</b>	<b>\$4,850.57</b>	<b>\$691.47</b>	<b>14.3 %</b>	<b>\$34,493.83</b>	<b>\$39,929.72</b>	<b>\$5,435.89</b>	<b>13.6 %</b>
<b>Total Expenses</b>	<b>\$6,166.73</b>	<b>\$11,672.36</b>	<b>\$5,505.63</b>	<b>47.2%</b>	<b>\$55,845.14</b>	<b>\$96,509.56</b>	<b>\$40,664.42</b>	<b>42.1%</b>
<b>Net Income (Loss)</b>	<b>\$(2,468.42)</b>	<b>\$(8,228.70)</b>	<b>\$5,760.28</b>	<b>70.0%</b>	<b>(\$26,864.35)</b>	<b>\$(68,960.20)</b>	<b>\$42,095.85</b>	<b>61.0%</b>

3/1/21  
4:47:10 PM

**Town of Jerome**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 2/1/2021 Through 2/28/2021

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

<b>Actual</b>	<b>Current Period Budget</b>	<b>Variance</b>	<b>%</b>	<b>Actual</b>	<b>Year To Date Budget</b>	<b>Variance</b>	<b>%</b>
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3/1/21  
10:13:27 AM

**Town of Jerome**  
**Balance Sheet**  
**As of 2/28/2021**  
**Fund: (1) General**

**Assets**

**Current Assets**

LGIP	\$1,703.02	
Petty Cash - General Gov	275.00	
Auto Lieu Taxes	1,516.46	
City Sales Taxes	99,828.97	
Franchise Fees	3,076.63	
GF Accounts Receivable	1,731.02	
Property Taxes	3,342.78	
State Sales Taxes	2,465.18	
Court - Checking & Bond Acct	99,349.60	
Court - JCEF Acct	13,187.48	
Court - FTG Acct	7,304.04	
Petty Cash - Fire Dept	150.00	
Petty Cash - Library	150.00	
NBA Checking	94,422.51	
OAZ Checking	181,293.13	
OAZ General Savings	496,044.57	
OAZ CTL Business Savings	5.00	
Total Current Assets		\$1,005,845.39

**Other Assets**

Due From Other Funds	\$977,614.26	
Total Other Assets		977,614.26

**Total Assets**

**\$1,983,459.65**

**Liabilities and Net Assets**

**Current Liabilities**

Accounts Payable	\$2,565.33	
Federal WH & FICA	2,802.35	
AFLAC	(2.38)	
Health Insurance	(2,197.52)	
457G Retirement	66.53	
PSPRS	0.05	
Customer Deposits	6,760.72	
FD Per Call Payable	5,353.25	
Ganishments Payable	1,735.51	
Wages Payable	24,939.58	
Due To Other Funds	1,188,182.69	
Court Liabilities	12,419.35	
Total Current Liabilities		\$1,242,625.46
<b>Total Liabilities</b>		<b>\$1,242,625.46</b>

**Net Assets**

Unrestricted Funds	745,721.19	
Current Year Net Assets	(4,887.00)	
<b>Total Net Assets</b>		<b>740,834.19</b>
<b>Total Liabilities and Net Assets</b>		<b>\$1,983,459.65</b>

3/1/21  
10:14:46 AM

**Town of Jerome**  
**Balance Sheet**  
**As of 2/28/2021**  
**Fund: (2) Utilities**

**Assets**

**Current Assets**

Allowance for Doubtful Accts	\$(15,000.00)	
Utilities A/R	66,952.65	
Miscellaneous	27.21	
Bond Account	4,463.65	
Replacement & Extension Acct	75,311.38	
Series 2001 Bond Reserve Acct	30,057.78	
Total Current Assets		\$161,812.67

**Property, Plant & Equipment**

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

**Other Assets**

Due From Other Funds	\$540,272.94	
Total Other Assets		540,272.94

**Total Assets**

**\$2,772,565.93**

**Liabilities and Net Assets**

**Current Liabilities**

Sales Tax Payable	\$663.17	
Customer Deposits	20,927.01	
Compensated Absences	5,220.11	
Bonds Payable	136,703.30	
Other Liabilities	5,524.68	
Due To Other Funds	372,538.71	
Accrued Payroll	4,023.49	
Accrued Interest Payable	3,075.85	
Total Current Liabilities		\$548,676.32

**Total Liabilities**

**\$548,676.32**

**Net Assets**

Unrestricted Fund Balance	746,343.00	
Unrestricted Fund Balance	(138,334.00)	
Unrestricted Fund Balance	1,511,631.39	
Current Year Net Assets	104,249.22	

**Total Net Assets**

**2,223,889.61**

**Total Liabilities and Net Assets**

**\$2,772,565.93**

3/1/21  
10:17:05 AM

**Town of Jerome**  
Balance Sheet  
As of 2/28/2021  
  
Fund: (3) Road  
Department: (35) Parking

**Assets**

**Other Assets**

Due From	\$134,623.98	
Total Other Assets		\$134,623.98
<b>Total Assets</b>		<b>\$134,623.98</b>

**Liabilities and Net Assets**

**Current Liabilities**

Due To	\$76,350.49	
Total Current Liabilities		\$76,350.49
<b>Total Liabilities</b>		<b>\$76,350.49</b>

**Net Assets**

Current Year Net Assets	\$58,273.49	
<b>Total Net Assets</b>		<b>58,273.49</b>
<b>Total Liabilities and Net Assets</b>		<b>\$134,623.98</b>



3/1/21  
10:15:41 AM

**Town of Jerome**  
Balance Sheet  
As of 2/28/2021  
  
Fund: (3) Road  
Department: (30) HURF

**Assets**

**Current Assets**

HURF Accounts Receivable	\$3,230.11	
OAZ HURF Savings	406,170.12	
Total Current Assets		\$409,400.23

**Other Assets**

Due From Other Funds	\$14,005.46	
Total Other Assets		14,005.46

**Total Assets**

**\$423,405.69**

**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$295,949.47	
Accrued Payroll	1,146.12	
Total Current Liabilities		\$297,095.59

**Total Liabilities**

**\$297,095.59**

**Net Assets**

Unrestricted Fund Balance	(3,596.67)	
Current Year Net Assets	129,906.77	

**Total Net Assets**

**126,310.10**

**Total Liabilities and Net Assets**

**\$423,405.69**

3/1/21  
10:19:05 AM

**Town of Jerome**  
Balance Sheet  
As of 2/28/2021

Fund: (4) Firefighters Pension & Relief

**Assets**

**Current Assets**

Due from State of AZ	\$2,127.19	
Investments - Pension & Relief	149,719.01	
<b>Total Current Assets</b>		<b>\$151,846.20</b>

**Other Assets**

Due From Other Funds	\$34,992.40	
<b>Total Other Assets</b>		<b>34,992.40</b>

**Total Assets**

**\$186,838.60**

**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$22,961.70	
<b>Total Current Liabilities</b>		<b>\$22,961.70</b>

**Total Liabilities**

**\$22,961.70**

**Net Assets**

Unrestricted Fund Balance	156,773.30	
Current Year Net Assets	7,103.60	
<b>Total Net Assets</b>		<b>163,876.90</b>

**Total Liabilities and Net Assets**

**\$186,838.60**

3/1/21  
10:23:01 AM

**Town of Jerome**  
Balance Sheet  
As of 2/28/2021

Fund: (5) Operating Grants

**Assets**

**Current Assets**

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

**Other Assets**

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

**Total Assets**

\$105,262.42

**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$17,489.16	
Deferred Revenue - Opr Grants	43,587.19	
Total Current Liabilities		\$61,076.35

**Total Liabilities**

\$61,076.35

**Net Assets**

Unrestricted Fund Balance	78,990.87	
Current Year Net Assets	(34,804.80)	

**Total Net Assets**

44,186.07

**Total Liabilities and Net Assets**

\$105,262.42

3/1/21  
10:23:40 AM

**Town of Jerome**  
Balance Sheet  
As of 2/28/2021

Fund: (6) Capital Grants

**Assets**

**Current Assets**

Cap Grants Receivable	\$50,490.18	
Total Current Assets		\$50,490.18

**Other Assets**

Due From Other Funds	\$239,090.01	
Total Other Assets		239,090.01

<b>Total Assets</b>		<b>\$289,580.19</b>
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**Liabilities and Net Assets**

**Current Liabilities**

Deferred Revenue - Cap Grants	\$163,149.59	
Due To Other Funds	137,599.11	
Total Current Liabilities		\$300,748.70

<b>Total Liabilities</b>		<b>\$300,748.70</b>
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**Net Assets**

Restricted Fund Balance	\$12,643.92	
Current Year Net Assets	(23,812.43)	

<b>Total Net Assets</b>		<b>(11,168.51)</b>
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<b>Total Liabilities and Net Assets</b>		<b>\$289,580.19</b>
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3/1/21  
10:24:31 AM

**Town of Jerome**  
Balance Sheet  
As of 2/28/2021

Fund: (7) GF Contingencies

**Assets**

**Other Assets**

Due From Other Funds	\$141,224.48	
Total Other Assets		\$141,224.48
<b>Total Assets</b>		<b>\$141,224.48</b>

**Liabilities and Net Assets**

**Current Liabilities**

Due To Other Funds	\$94,946.00	
Total Current Liabilities		\$94,946.00
<b>Total Liabilities</b>		<b>\$94,946.00</b>

**Net Assets**

Unrestricted Fund Balance	\$89,351.93	
Current Year Net Assets	(43,073.45)	
<b>Total Net Assets</b>		<b>46,278.48</b>
<b>Total Liabilities and Net Assets</b>		<b>\$141,224.48</b>

3/1/21  
10:25:03 AM

**Town of Jerome**  
Balance Sheet  
As of 2/28/2021  
Fund: (9) Capital

**Assets**

**Current Assets**

OAZ Capital Improvements  
Total Current Assets

\$50,723.42

\$50,723.42

**Other Assets**

Due From Other Funds  
Total Other Assets

\$32,124.44

32,124.44

**Total Assets**

**\$82,847.86**

**Net Assets**

Unrestricted Fund Balance  
Current Year Net Assets

\$72,712.30

10,135.56

82,847.86

**Total Net Assets**

**Total Liabilities and Net Assets**

**\$82,847.86**

Town of Jerome

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

Ledger as of : 2/1/2021 to 2/28/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
<b>VENDOR: 1002 - XEROX FINANCIAL SERVICES</b>											<b>\$0.00</b>
<b>21821MA5</b>	<b>02/17/21</b>	<b>02/17/21</b>	<b>03/19/21</b>								
020-0098114-001, Inv 2466339 Copier		1.11.6191 - Copier & Equip Lease Expense		\$321.03	\$0.00	\$321.03	02/18/21	11682	ASCUCK	\$0.00	
		<b>INVOICE 21821MA5 TOTALS:</b>		<b>\$321.03</b>	<b>\$0.00</b>	<b>\$321.03</b>				<b>\$0.00</b>	
		<b>XEROX FINANCIAL SERVICES TOTALS:</b>		<b>\$321.03</b>	<b>\$0.00</b>	<b>\$321.03</b>				<b>\$0.00</b>	
<b>VENDOR: 1011 - SOUTHWESTERN ENVIRON (SEC)</b>											<b>\$0.00</b>
<b>21821MA9</b>	<b>02/18/21</b>	<b>02/18/21</b>	<b>03/20/21</b>								
Inv 2021-056 Water Improv Project		6.70.6140 - Engineering Exp - Cap Grants		\$10,570.00	\$0.00	\$10,570.00	02/18/21	11683	ASCUCK	\$0.00	
Inv 2021-057 Drainage Improv Projec		6.70.6140 - Engineering Exp - Cap Grants		\$2,756.00	\$0.00	\$2,756.00	02/18/21	11683	ASCUCK	\$0.00	
		<b>INVOICE 21821MA9 TOTALS:</b>		<b>\$13,326.00</b>	<b>\$0.00</b>	<b>\$13,326.00</b>				<b>\$0.00</b>	
		<b>SOUTHWESTERN ENVIRON (SEC) TOTALS:</b>		<b>\$13,326.00</b>	<b>\$0.00</b>	<b>\$13,326.00</b>				<b>\$0.00</b>	
<b>VENDOR: 1016 - COMPLETE INTEGRATED SOLUTIONS</b>											<b>\$0.00</b>
<b>22521MA11</b>	<b>02/24/21</b>	<b>02/24/21</b>	<b>03/26/21</b>								
Inv 1168 Toughbook 54/55 Docking St		5.40.6236 - RICO Exp - Opr Grants		\$619.00	\$0.00	\$619.00	02/25/21	11693	ASCUCK	\$0.00	
Inv 1164 Win10 Pro Computer/Car Ada		5.40.6236 - RICO Exp - Opr Grants		\$2,509.00	\$0.00	\$2,509.00	02/25/21	11693	ASCUCK	\$0.00	
Inv 1165 Win10 Pro Computer		1.11.6193 - Computer Hardware & Service		\$1,928.00	\$0.00	\$1,928.00	02/25/21	11693	ASCUCK	\$0.00	
		<b>INVOICE 22521MA11 TOTALS:</b>		<b>\$5,056.00</b>	<b>\$0.00</b>	<b>\$5,056.00</b>				<b>\$0.00</b>	
		<b>COMPLETE INTEGRATED SOLUTIONS TOTALS:</b>		<b>\$5,056.00</b>	<b>\$0.00</b>	<b>\$5,056.00</b>				<b>\$0.00</b>	
<b>VENDOR: 1028 - YAVAPAI CO. EDUCATION TECH</b>											<b>\$0.00</b>
<b>2421MA12</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>03/05/21</b>								
Inv 20-749 E-Rate LB		1.15.6266 - E-Rate Exp		\$45.80	\$0.00	\$45.80	02/03/21	11640	ASCUCK	\$0.00	
Inv 20-750 Internet Access GG		1.11.6192 - Software Support Exp - GG		\$120.00	\$0.00	\$120.00	02/03/21	11640	ASCUCK	\$0.00	
Inv 20-750 Internet Access PD		1.13.6192 - Software Service & Support		\$150.00	\$0.00	\$150.00	02/03/21	11640	ASCUCK	\$0.00	
Inv 20-750 Internet Access FD		1.14.6192 - Software Service & Support		\$75.00	\$0.00	\$75.00	02/03/21	11640	ASCUCK	\$0.00	
Inv 20-750 Internet Access Parks		1.17.6192 - Software Service & Support		\$12.50	\$0.00	\$12.50	02/03/21	11640	ASCUCK	\$0.00	
Inv 20-750 Internet Access Prop		1.18.6192 - Software Service & Support		\$12.50	\$0.00	\$12.50	02/03/21	11640	ASCUCK	\$0.00	
Inv 20-750 Internet Access Water		2.50.6192 - Software Support Exp - Water		\$12.50	\$0.00	\$12.50	02/03/21	11640	ASCUCK	\$0.00	
Inv 20-750 Internet Access Sewer		2.51.6192 - Software Support Exp - Sewer		\$12.50	\$0.00	\$12.50	02/03/21	11640	ASCUCK	\$0.00	
Inv 20-750 Internet Access Trash		2.52.6192 - Software Support Exp - Trash		\$12.50	\$0.00	\$12.50	02/03/21	11640	ASCUCK	\$0.00	
Inv 20-750 Internet Access HURF		3.30.6192 - Software Service & Support		\$12.50	\$0.00	\$12.50	02/03/21	11640	ASCUCK	\$0.00	
		<b>INVOICE 2421MA12 TOTALS:</b>		<b>\$465.80</b>	<b>\$0.00</b>	<b>\$465.80</b>				<b>\$0.00</b>	
		<b>YAVAPAI CO. EDUCATION TECH TOTALS:</b>		<b>\$465.80</b>	<b>\$0.00</b>	<b>\$465.80</b>				<b>\$0.00</b>	
<b>VENDOR: 1036 - AZ DEPT OF FORESTRY &amp; FIRE MGT</b>											<b>\$0.00</b>
<b>22521MA10</b>	<b>02/24/21</b>	<b>02/24/21</b>	<b>03/26/21</b>								
Inv GSA 21-028 Wildland Uniform Pan		7.25.6276 - Wildlands Exp - Contingency		\$912.58	\$0.00	\$912.58	02/25/21	11694	ASCUCK	\$0.00	
		<b>INVOICE 22521MA10 TOTALS:</b>		<b>\$912.58</b>	<b>\$0.00</b>	<b>\$912.58</b>				<b>\$0.00</b>	
		<b>AZ DEPT OF FORESTRY &amp; FIRE MGT TOTALS:</b>		<b>\$912.58</b>	<b>\$0.00</b>	<b>\$912.58</b>				<b>\$0.00</b>	

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Town of Jerome

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Ledger as of : 2/1/2021 to 2/28/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
<b>VENDOR: 1054 - PARKEON</b>											<b>\$0.00</b>
<b>2421MA16</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>03/05/21</b>								
S0131335, Inv IV120781 Parkfolio Fe		3.35.6192 - Software Service and Support		\$312.00	\$0.00	\$312.00	02/03/21	11641	ASCUCK	\$0.00	
S0131335, Inv IV120781 Codes		3.35.6192 - Software Service and Support		\$30.00	\$0.00	\$30.00	02/03/21	11641	ASCUCK	\$0.00	
S0131335, Inv IV120781 Tax		3.35.6192 - Software Service and Support		\$33.69	\$0.00	\$33.69	02/03/21	11641	ASCUCK	\$0.00	
<b>INVOICE 2421MA16 TOTALS:</b>				<b>\$375.69</b>	<b>\$0.00</b>	<b>\$375.69</b>				<b>\$0.00</b>	
<b>21121MA15</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>03/12/21</b>								
S0131335, Flowbird Fee		3.35.6192 - Software Service and Support		\$26.36	\$0.00	\$26.36	02/10/21	11661	ASCUCK	\$0.00	
<b>INVOICE 21121MA15 TOTALS:</b>				<b>\$26.36</b>	<b>\$0.00</b>	<b>\$26.36</b>				<b>\$0.00</b>	
<b>PARKEON TOTALS:</b>				<b>\$402.05</b>	<b>\$0.00</b>	<b>\$402.05</b>				<b>\$0.00</b>	
<b>VENDOR: 1079 - O'REILLY AUTOMOTIVE, INC.</b>											<b>\$0.00</b>
<b>21121MA3</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>03/12/21</b>								
Trans #3492420424, 3492421989, Park and #3492422263, Prop		1.17.6220 - Rep and Maint - Vehicles		\$53.08	\$0.00	\$53.08	02/10/21	11662	ASCUCK	\$0.00	
Water		1.18.6220 - Rep and Maint - Vehicles		\$53.08	\$0.00	\$53.08	02/10/21	11662	ASCUCK	\$0.00	
Sewer		2.50.6220 - Rep and Maint - Vehicles		\$53.08	\$0.00	\$53.08	02/10/21	11662	ASCUCK	\$0.00	
Trash		2.51.6220 - Rep and Maint - Vehicles		\$53.08	\$0.00	\$53.08	02/10/21	11662	ASCUCK	\$0.00	
Hurf		2.52.6220 - Rep and Maint - Vehicles		\$53.13	\$0.00	\$53.13	02/10/21	11662	ASCUCK	\$0.00	
3492425085 Jack Tol Kit Unit 28		3.30.6220 - Rep and Maint - Vehicles		\$53.08	\$0.00	\$53.08	02/10/21	11662	ASCUCK	\$0.00	
		1.13.6220 - Rep and Maint - Vehicles		\$36.71	\$0.00	\$36.71	02/10/21	11662	ASCUCK	\$0.00	
<b>INVOICE 21121MA3 TOTALS:</b>				<b>\$355.24</b>	<b>\$0.00</b>	<b>\$355.24</b>				<b>\$0.00</b>	
<b>O'REILLY AUTOMOTIVE, INC. TOTALS:</b>				<b>\$355.24</b>	<b>\$0.00</b>	<b>\$355.24</b>				<b>\$0.00</b>	
<b>VENDOR: 1080 - NICE JONS, INC.</b>											<b>\$0.00</b>
<b>22521MA3</b>	<b>02/24/21</b>	<b>02/24/21</b>	<b>03/26/21</b>								
Inv 35624 Toilets/Hand Washing 1/28		1.11.6160 - COVID Expenses		\$2,398.00	\$0.00	\$2,398.00	02/25/21	11695	ASCUCK	\$0.00	
<b>INVOICE 22521MA3 TOTALS:</b>				<b>\$2,398.00</b>	<b>\$0.00</b>	<b>\$2,398.00</b>				<b>\$0.00</b>	
<b>NICE JONS, INC. TOTALS:</b>				<b>\$2,398.00</b>	<b>\$0.00</b>	<b>\$2,398.00</b>				<b>\$0.00</b>	
<b>VENDOR: 1086 - UNIVERSAL POLICE SUPPLY CO</b>											<b>\$0.00</b>
<b>2421MA2</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>03/05/21</b>								
Inv 254664 Traverse Dress, Pouches		5.40.6237 - Police Dept Exp - Opr Grants		\$441.97	\$0.00	\$441.97	02/03/21	11642	ASCUCK	\$0.00	
<b>INVOICE 2421MA2 TOTALS:</b>				<b>\$441.97</b>	<b>\$0.00</b>	<b>\$441.97</b>				<b>\$0.00</b>	
<b>UNIVERSAL POLICE SUPPLY CO TOTALS:</b>				<b>\$441.97</b>	<b>\$0.00</b>	<b>\$441.97</b>				<b>\$0.00</b>	
<b>VENDOR: 1087 - SAN DIEGO POLICE EQUIPMENT CO</b>											<b>\$0.00</b>
<b>21121MA14</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>03/12/21</b>								
Inv 645639 Police Equipment		5.40.6236 - RICO Exp - Opr Grants		\$1,034.76	\$0.00	\$1,034.76	02/10/21	11663	ASCUCK	\$0.00	
Inv 645640 Police Equipment		1.13.6250 - Small Tools and Equipment		\$336.03	\$0.00	\$336.03	02/10/21	11663	ASCUCK	\$0.00	
<b>INVOICE 21121MA14 TOTALS:</b>				<b>\$1,370.79</b>	<b>\$0.00</b>	<b>\$1,370.79</b>				<b>\$0.00</b>	

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Description		Account									
<b>SAN DIEGO POLICE EQUIPMENT CO TOTALS:</b>					<b>\$1,370.79</b>	<b>\$0.00</b>	<b>\$1,370.79</b>				<b>\$0.00</b>
<b>VENDOR: 109 - AFLAC</b>											<b>\$0.00</b>
<b>22521MA5</b>	<b>02/24/21</b>	<b>02/24/21</b>	<b>02/24/21</b>								
Acct # DN513, Inv. 446984		1.10.2405 - AFLAC			\$143.52	\$0.00	\$143.52	02/25/21	11696	ASCUCK	\$0.00
<b>INVOICE 22521MA5 TOTALS:</b>					<b>\$143.52</b>	<b>\$0.00</b>	<b>\$143.52</b>				<b>\$0.00</b>
<b>AFLAC TOTALS:</b>					<b>\$143.52</b>	<b>\$0.00</b>	<b>\$143.52</b>				<b>\$0.00</b>
<b>VENDOR: 113 - ALL-MED EQUIPMENT &amp; SERVICES</b>											<b>\$0.00</b>
<b>21121MA2</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>02/10/21</b>								
Inv 635810 Monthly Tank Rental		1.14.6181 - Medical Supplies Exp			\$119.04	\$0.00	\$119.04	02/10/21	11664	ASCUCK	\$0.00
<b>INVOICE 21121MA2 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>2421MA15</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>02/18/21</b>								
9438060 Hull St Roof		1.18.6285 - Utilities			\$13.79	\$0.00	\$13.79	02/03/21	11643	ASCUCK	\$0.00
<b>INVOICE 2421MA15 TOTALS:</b>					<b>\$13.79</b>	<b>\$0.00</b>	<b>\$13.79</b>				<b>\$0.00</b>
<b>22521MA2</b>	<b>02/24/21</b>	<b>02/24/21</b>	<b>03/11/21</b>								
1490440 Street Lights		3.30.6255 - Street Lights			\$940.70	\$0.00	\$940.70	02/25/21	11697	ASCUCK	\$0.00
6109570 Perskinsville Rd		1.18.6285 - Utilities			\$169.27	\$0.00	\$169.27	02/25/21	11697	ASCUCK	\$0.00
6506951 Police Station		1.18.6285 - Utilities			\$184.36	\$0.00	\$184.36	02/25/21	11697	ASCUCK	\$0.00
8468241 Middle Park		1.17.6285 - Utilities			\$37.08	\$0.00	\$37.08	02/25/21	11697	ASCUCK	\$0.00
8061950 Sunshine Hill Water Tank		2.50.6285 - Utilities Exp - Water			\$35.85	\$0.00	\$35.85	02/25/21	11697	ASCUCK	\$0.00
3216010 Hotel Jerome		1.18.6285 - Utilities			\$45.98	\$0.00	\$45.98	02/25/21	11697	ASCUCK	\$0.00
4246290 WWTP		2.51.6285 - Utilities			\$149.99	\$0.00	\$149.99	02/25/21	11697	ASCUCK	\$0.00
2383901 Upper Park		1.17.6285 - Utilities			\$37.08	\$0.00	\$37.08	02/25/21	11697	ASCUCK	\$0.00
2353720 FD Gulch		1.18.6285 - Utilities			\$94.98	\$0.00	\$94.98	02/25/21	11697	ASCUCK	\$0.00
5613490 Upper Park 2		1.17.6285 - Utilities			\$55.02	\$0.00	\$55.02	02/25/21	11697	ASCUCK	\$0.00
0421621 Fire Station		1.18.6285 - Utilities			\$352.00	\$0.00	\$352.00	02/25/21	11697	ASCUCK	\$0.00
7575770 Civic Center		1.18.6285 - Utilities			\$764.62	\$0.00	\$764.62	02/25/21	11697	ASCUCK	\$0.00
0024240 Lower Park		1.17.6285 - Utilities			\$37.22	\$0.00	\$37.22	02/25/21	11697	ASCUCK	\$0.00
2839800 Ghost Pepper		1.18.6285 - Utilities			\$213.53	\$0.00	\$213.53	02/25/21	11697	ASCUCK	\$0.00
1976520 Co-Op		1.18.6285 - Utilities			\$162.28	\$0.00	\$162.28	02/25/21	11697	ASCUCK	\$0.00
<b>INVOICE 22521MA2 TOTALS:</b>					<b>\$3,279.96</b>	<b>\$0.00</b>	<b>\$3,279.96</b>				<b>\$0.00</b>
<b>APS TOTALS:</b>					<b>\$3,293.75</b>	<b>\$0.00</b>	<b>\$3,293.75</b>				<b>\$0.00</b>
<b>VENDOR: 120 - ARROW EXPRESS</b>											<b>\$0.00</b>
<b>22521MA6</b>	<b>02/24/21</b>	<b>02/24/21</b>	<b>03/26/21</b>								
Inv 129638 Sewer Sample Shipping		2.51.6240 - Service Tests/System Testing			\$45.00	\$0.00	\$45.00	02/25/21	11698	ASCUCK	\$0.00
<b>INVOICE 22521MA6 TOTALS:</b>					<b>\$45.00</b>	<b>\$0.00</b>	<b>\$45.00</b>				<b>\$0.00</b>

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Description		Account									
<b>ARROW EXPRESS TOTALS:</b>					<b>\$45.00</b>	<b>\$0.00</b>	<b>\$45.00</b>				<b>\$0.00</b>
<b>VENDOR: 122 - AT&amp;T</b>											<b>\$0.00</b>
<b>2421MA4</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>03/05/21</b>								
287251435682x01152021 Phone, PD		1.13.6265 - Telephone		\$46.14	\$0.00	\$46.14	02/03/21	11644	ASCUCK	\$0.00	
<b>INVOICE 2421MA4 TOTALS:</b>					<b>\$46.14</b>	<b>\$0.00</b>	<b>\$46.14</b>				<b>\$0.00</b>
<b>22521MA12</b>	<b>02/24/21</b>	<b>02/24/21</b>	<b>03/26/21</b>								
287251435682x02152021 PD		1.13.6265 - Telephone		\$46.14	\$0.00	\$46.14	02/25/21	11699	ASCUCK	\$0.00	
<b>INVOICE 22521MA12 TOTALS:</b>					<b>\$46.14</b>	<b>\$0.00</b>	<b>\$46.14</b>				<b>\$0.00</b>
<b>AT&amp;T TOTALS:</b>					<b>\$92.28</b>	<b>\$0.00</b>	<b>\$92.28</b>				<b>\$0.00</b>
<b>VENDOR: 157 - BOUND TREE MEDICAL, LLC</b>											<b>\$0.00</b>
<b>2421MA9</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>03/05/21</b>								
103795, Inv 83919042 Epi Pen		1.14.6181 - Medical Supplies Exp		\$300.00	\$0.00	\$300.00	02/03/21	11645	ASCUCK	\$0.00	
<b>INVOICE 2421MA9 TOTALS:</b>					<b>\$300.00</b>	<b>\$0.00</b>	<b>\$300.00</b>				<b>\$0.00</b>
<b>BOUND TREE MEDICAL, LLC TOTALS:</b>					<b>\$300.00</b>	<b>\$0.00</b>	<b>\$300.00</b>				<b>\$0.00</b>
<b>VENDOR: 167 - OFFICE DEPOT</b>											<b>\$0.00</b>
<b>21821MA10</b>	<b>02/18/21</b>	<b>02/18/21</b>	<b>04/19/21</b>								
63266436, Inv155746773001 Banker Bo		1.11.6190 - Office Supplies		\$21.71	\$0.00	\$21.71	02/18/21	11684	ASCUCK	\$0.00	
63266436, Inv155750007001 Flash Dri		1.11.6190 - Office Supplies		\$38.00	\$0.00	\$38.00	02/18/21	11684	ASCUCK	\$0.00	
<b>INVOICE 21821MA10 TOTALS:</b>					<b>\$59.71</b>	<b>\$0.00</b>	<b>\$59.71</b>				<b>\$0.00</b>
<b>22521MA7</b>	<b>02/24/21</b>	<b>02/24/21</b>	<b>04/25/21</b>								
63266436, Inv154637760001 Clorox Wi		1.11.6190 - Office Supplies		\$25.30	\$0.00	\$25.30	02/25/21	11700	ASCUCK	\$0.00	
63266436, Inv155753097001 Thermal P		1.11.6190 - Office Supplies		\$148.79	\$0.00	\$148.79	02/25/21	11700	ASCUCK	\$0.00	
<b>INVOICE 22521MA7 TOTALS:</b>					<b>\$174.09</b>	<b>\$0.00</b>	<b>\$174.09</b>				<b>\$0.00</b>
<b>OFFICE DEPOT TOTALS:</b>					<b>\$233.80</b>	<b>\$0.00</b>	<b>\$233.80</b>				<b>\$0.00</b>
<b>VENDOR: 168 - CENTURY LINK</b>											<b>\$0.00</b>
<b>22521MA1</b>	<b>02/24/21</b>	<b>02/24/21</b>	<b>03/11/21</b>								
928 634 2245 PD		1.13.6265 - Telephone		\$36.23	\$0.00	\$36.23	02/25/21	11701	ASCUCK	\$0.00	
928 634 7943 GG		1.11.6265 - Telephone		\$171.07	\$0.00	\$171.07	02/25/21	11701	ASCUCK	\$0.00	
928 634 8992 PD		1.13.6265 - Telephone		\$174.90	\$0.00	\$174.90	02/25/21	11701	ASCUCK	\$0.00	
928 639 0574 LB		1.15.6265 - Telephone		\$79.14	\$0.00	\$79.14	02/25/21	11701	ASCUCK	\$0.00	
928 649 2776 PD		1.13.6265 - Telephone		\$42.14	\$0.00	\$42.14	02/25/21	11701	ASCUCK	\$0.00	
928 649 3034 FD		1.14.6265 - Telephone		\$132.03	\$0.00	\$132.03	02/25/21	11701	ASCUCK	\$0.00	
928 649 3250 CT		1.12.6265 - Telephone		\$74.60	\$0.00	\$74.60	02/25/21	11701	ASCUCK	\$0.00	
<b>INVOICE 22521MA1 TOTALS:</b>					<b>\$710.11</b>	<b>\$0.00</b>	<b>\$710.11</b>				<b>\$0.00</b>
<b>CENTURY LINK TOTALS:</b>					<b>\$710.11</b>	<b>\$0.00</b>	<b>\$710.11</b>				<b>\$0.00</b>

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

Ledger as of : 2/1/2021 to 2/28/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
<b>VENDOR: 188 - DATA WEST</b>											<b>\$0.00</b>
<b>21121MA22</b>	<b>02/11/21</b>	<b>02/11/21</b>	<b>03/13/21</b>								
Annual Maint Jan - Dec 2021		1.11.6192 - Software Support Exp - GG		\$4,570.66	\$0.00	\$4,570.66	02/11/21	11681	ASCUCK	\$0.00	
		<b>INVOICE 21121MA22 TOTALS:</b>		<b>\$4,570.66</b>	<b>\$0.00</b>	<b>\$4,570.66</b>				<b>\$0.00</b>	
		<b>DATA WEST TOTALS:</b>		<b>\$4,570.66</b>	<b>\$0.00</b>	<b>\$4,570.66</b>				<b>\$0.00</b>	
<b>VENDOR: 190 - HUGHES SUPPLY</b>											<b>\$0.00</b>
<b>2421MA14</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>02/13/21</b>								
Acct 151128, Inv S160668567 Meter		2.51.6230 - Rep and Maint - Infrastructure		\$13.25	\$0.00	\$13.25	02/03/21	11646	ASCUCK	\$0.00	
		<b>INVOICE 2421MA14 TOTALS:</b>		<b>\$13.25</b>	<b>\$0.00</b>	<b>\$13.25</b>				<b>\$0.00</b>	
		<b>HUGHES SUPPLY TOTALS:</b>		<b>\$13.25</b>	<b>\$0.00</b>	<b>\$13.25</b>				<b>\$0.00</b>	
<b>VENDOR: 203 - SMART DOCUMENT SOLUTIONS</b>											<b>\$0.00</b>
<b>21121MA6</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>02/10/21</b>								
C10253, CT1221-01, Inv 15913 Copier		1.11.6191 - Copier & Equip Lease Expense		\$475.75	\$0.00	\$475.75	02/10/21	11665	ASCUCK	\$0.00	
		<b>INVOICE 21121MA6 TOTALS:</b>		<b>\$475.75</b>	<b>\$0.00</b>	<b>\$475.75</b>				<b>\$0.00</b>	
		<b>SMART DOCUMENT SOLUTIONS TOTALS:</b>		<b>\$475.75</b>	<b>\$0.00</b>	<b>\$475.75</b>				<b>\$0.00</b>	
<b>VENDOR: 204 - SEDONA RECYCLES, INC</b>											<b>\$0.00</b>
<b>21121MA11</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>02/10/21</b>								
Inv Jerome 221 Recycling Services		2.52.6111 - Recycling Contract Exp		\$120.00	\$0.00	\$120.00	02/10/21	11666	ASCUCK	\$0.00	
		<b>INVOICE 21121MA11 TOTALS:</b>		<b>\$120.00</b>	<b>\$0.00</b>	<b>\$120.00</b>				<b>\$0.00</b>	
		<b>SEDONA RECYCLES, INC TOTALS:</b>		<b>\$120.00</b>	<b>\$0.00</b>	<b>\$120.00</b>				<b>\$0.00</b>	
<b>VENDOR: 207 - HOME DEPOT CREDIT SERVICES</b>											<b>\$0.00</b>
<b>2421MA7</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>02/23/21</b>								
3429 Ref# 5540468 Holesaw, Recip Sa		2.51.6195 - Operating Supplies - Sewer		\$172.43	\$0.00	\$172.43	02/03/21	11647	ASCUCK	\$0.00	
3429 Ref# 2523174 125 ft Cable		1.18.6215 - R&M Building - Properties		\$180.70	\$0.00	\$180.70	02/03/21	11647	ASCUCK	\$0.00	
3429 Ref# 1026886 12 Bags of Salt		1.18.6185 - Miscellaneous		\$70.83	\$0.00	\$70.83	02/03/21	11647	ASCUCK	\$0.00	
		<b>INVOICE 2421MA7 TOTALS:</b>		<b>\$423.96</b>	<b>\$0.00</b>	<b>\$423.96</b>				<b>\$0.00</b>	
		<b>HOME DEPOT CREDIT SERVICES TOTALS:</b>		<b>\$423.96</b>	<b>\$0.00</b>	<b>\$423.96</b>				<b>\$0.00</b>	
<b>VENDOR: 218 - VERIZON WIRELESS</b>											<b>\$0.00</b>
<b>21121MA7</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>03/07/21</b>								
928 301 4380 PD		1.13.6265 - Telephone		\$50.33	\$0.00	\$50.33	02/10/21	11668	ASCUCK	\$0.00	
928 301 9672 PD		1.13.6265 - Telephone		\$50.33	\$0.00	\$50.33	02/10/21	11668	ASCUCK	\$0.00	
Access charges PD		1.13.6265 - Telephone		\$161.00	\$0.00	\$161.00	02/10/21	11668	ASCUCK	\$0.00	
928 451 2174 Kiosk Phone		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	02/10/21	11668	ASCUCK	\$0.00	
928 451 2402 Kiosk Phone		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	02/10/21	11668	ASCUCK	\$0.00	
928 451 2436 Kiosk Phone		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	02/10/21	11668	ASCUCK	\$0.00	
928 821 0736 Kiosk Phone		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	02/10/21	11668	ASCUCK	\$0.00	

\*V - Denotes Voided Check Entries

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Description	Account									
<b>INVOICE 21121MA7 TOTALS:</b>				<b>\$381.98</b>	<b>\$0.00</b>	<b>\$381.98</b>				<b>\$0.00</b>
<b>21121MA8</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>03/07/21</b>							
928 300 5987 Barry		1.16.6265 - Telephone		\$48.76	\$0.00	\$48.76	02/10/21	11667	ASCUCK	\$0.00
928 300 8701 Rusty		1.14.6265 - Telephone		\$60.61	\$0.00	\$60.61	02/10/21	11667	ASCUCK	\$0.00
928 821 0133 Shuttle		1.11.6265 - Telephone		\$33.17	\$0.00	\$33.17	02/10/21	11667	ASCUCK	\$0.00
928 963 4958 Rusty		1.14.6265 - Telephone		\$10.45	\$0.00	\$10.45	02/10/21	11667	ASCUCK	\$0.00
Access Charges GG		1.11.6265 - Telephone		\$16.10	\$0.00	\$16.10	02/10/21	11667	ASCUCK	\$0.00
Access Charges FD		1.14.6265 - Telephone		\$32.20	\$0.00	\$32.20	02/10/21	11667	ASCUCK	\$0.00
Access Charges PZ		1.16.6265 - Telephone		\$16.10	\$0.00	\$16.10	02/10/21	11667	ASCUCK	\$0.00
<b>INVOICE 21121MA8 TOTALS:</b>				<b>\$217.39</b>	<b>\$0.00</b>	<b>\$217.39</b>				<b>\$0.00</b>
<b>VERIZON WIRELESS TOTALS:</b>				<b>\$599.37</b>	<b>\$0.00</b>	<b>\$599.37</b>				<b>\$0.00</b>
<b>VENDOR: 224 - LEGEND</b>										<b>\$0.00</b>
<b>2421MA5</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>03/05/21</b>							
Acct 00-0001475, Inv. 2101687		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	02/03/21	11648	ASCUCK	\$0.00
<b>INVOICE 2421MA5 TOTALS:</b>				<b>\$75.00</b>	<b>\$0.00</b>	<b>\$75.00</b>				<b>\$0.00</b>
<b>21121MA18</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>03/12/21</b>							
Acct 00-0001475, Inv. 2102182		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	02/10/21	11669	ASCUCK	\$0.00
<b>INVOICE 21121MA18 TOTALS:</b>				<b>\$75.00</b>	<b>\$0.00</b>	<b>\$75.00</b>				<b>\$0.00</b>
<b>21821MA8</b>	<b>02/17/21</b>	<b>02/17/21</b>	<b>03/19/21</b>							
Acct 00-0001475, Inv. 2102502 Water		2.50.6240 - Service Tests/System Testing		\$15.00	\$0.00	\$15.00	02/18/21	11685	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2102502 Sewer		2.51.6240 - Service Tests/System Testing		\$277.00	\$0.00	\$277.00	02/18/21	11685	ASCUCK	\$0.00
<b>INVOICE 21821MA8 TOTALS:</b>				<b>\$292.00</b>	<b>\$0.00</b>	<b>\$292.00</b>				<b>\$0.00</b>
<b>22521MA8</b>	<b>02/24/21</b>	<b>02/24/21</b>	<b>03/26/21</b>							
Acct 00-0001475, Inv. 2102702		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	02/25/21	11702	ASCUCK	\$0.00
<b>INVOICE 22521MA8 TOTALS:</b>				<b>\$75.00</b>	<b>\$0.00</b>	<b>\$75.00</b>				<b>\$0.00</b>
<b>LEGEND TOTALS:</b>				<b>\$517.00</b>	<b>\$0.00</b>	<b>\$517.00</b>				<b>\$0.00</b>
<b>VENDOR: 237 - UNISOURCE ENERGY SERVICES</b>										<b>\$0.00</b>
<b>21821MA4</b>	<b>02/17/21</b>	<b>02/17/21</b>	<b>03/09/21</b>							
0559820 Fire Station		1.18.6285 - Utilities		\$232.59	\$0.00	\$232.59	02/18/21	11686	ASCUCK	\$0.00
7505930 Town Hall		1.18.6285 - Utilities		\$549.62	\$0.00	\$549.62	02/18/21	11686	ASCUCK	\$0.00
4353340 Town Yard		1.18.6285 - Utilities		\$288.86	\$0.00	\$288.86	02/18/21	11686	ASCUCK	\$0.00
6937260 Police Station		1.18.6285 - Utilities		\$39.89	\$0.00	\$39.89	02/18/21	11686	ASCUCK	\$0.00
2353340 Co-Op		1.18.6285 - Utilities		\$186.67	\$0.00	\$186.67	02/18/21	11686	ASCUCK	\$0.00
<b>INVOICE 21821MA4 TOTALS:</b>				<b>\$1,297.63</b>	<b>\$0.00</b>	<b>\$1,297.63</b>				<b>\$0.00</b>
<b>UNISOURCE ENERGY SERVICES TOTALS:</b>				<b>\$1,297.63</b>	<b>\$0.00</b>	<b>\$1,297.63</b>				<b>\$0.00</b>
<b>VENDOR: 238 - VERDE VALLEY HARDWARE</b>										<b>\$0.00</b>
<b>21121MA4</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>02/25/21</b>							

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2860 Inv 26564				GOJO Cleaner, Thresh	1.18.6215 - R&M Building - Properties	\$44.57	\$0.00	\$44.57	02/10/21	11670	ASCUCK	\$0.00
2860 Inv 26598				DWV Flex Coupler	2.51.6230 - Rep and Maint - Infrastructure	\$61.87	\$0.00	\$61.87	02/10/21	11670	ASCUCK	\$0.00
2860 Inv 26708				Ballast	1.18.6215 - R&M Building - Properties	\$54.90	\$0.00	\$54.90	02/10/21	11670	ASCUCK	\$0.00
2860 Inv 26752				PVC Elbows and Coupl	2.51.6230 - Rep and Maint - Infrastructure	\$29.58	\$0.00	\$29.58	02/10/21	11670	ASCUCK	\$0.00
2860 Inv 26884				Rubber Gloves	2.51.6185 - Miscellaneous	\$61.49	\$0.00	\$61.49	02/10/21	11670	ASCUCK	\$0.00
2860 Inv 26922				Concrete	2.51.6230 - Rep and Maint - Infrastructure	\$35.06	\$0.00	\$35.06	02/10/21	11670	ASCUCK	\$0.00
2860 Inv 27033				Window Fasteners	1.14.6250 - Small Tools and Equipment	\$45.28	\$0.00	\$45.28	02/10/21	11670	ASCUCK	\$0.00
<b>INVOICE 21121MA4 TOTALS:</b>						<b>\$332.75</b>	<b>\$0.00</b>	<b>\$332.75</b>				<b>\$0.00</b>
<b>VERDE VALLEY HARDWARE TOTALS:</b>						<b>\$332.75</b>	<b>\$0.00</b>	<b>\$332.75</b>				<b>\$0.00</b>
<b>VENDOR: 249 - POSTMASTER</b>												<b>\$0.00</b>
<b>22521MA9</b>	<b>02/24/21</b>	<b>02/24/21</b>	<b>02/24/21</b>	Postage for March/April 2021 Newsle	1.11.6200 - Postage	\$57.05	\$0.00	\$57.05	02/25/21	11703	ASCUCK	\$0.00
<b>INVOICE 22521MA9 TOTALS:</b>						<b>\$57.05</b>	<b>\$0.00</b>	<b>\$57.05</b>				<b>\$0.00</b>
<b>POSTMASTER TOTALS:</b>						<b>\$57.05</b>	<b>\$0.00</b>	<b>\$57.05</b>				<b>\$0.00</b>
<b>VENDOR: 252 - NAPA AUTO PARTS</b>												<b>\$0.00</b>
<b>2421MA6</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>02/23/21</b>	31380, Inv 244393 Starter, Oil Filt	2.50.6220 - Rep and Maint - Vehicles	\$211.99	\$0.00	\$211.99	02/03/21	11649	ASCUCK	\$0.00
				31380, Invs 244706,245031,246376 Pa	1.17.6220 - Rep and Maint - Vehicles	\$43.58	\$0.00	\$43.58	02/03/21	11649	ASCUCK	\$0.00
				31380, Invs 246563,246409 Prop	1.18.6220 - Rep and Maint - Vehicles	\$43.58	\$0.00	\$43.58	02/03/21	11649	ASCUCK	\$0.00
				31380, Water	2.50.6220 - Rep and Maint - Vehicles	\$43.58	\$0.00	\$43.58	02/03/21	11649	ASCUCK	\$0.00
				31380, Sewer	2.51.6220 - Rep and Maint - Vehicles	\$43.58	\$0.00	\$43.58	02/03/21	11649	ASCUCK	\$0.00
				31380, Trash	2.52.6220 - Rep and Maint - Vehicles	\$43.60	\$0.00	\$43.60	02/03/21	11649	ASCUCK	\$0.00
				31380, HURF	3.30.6220 - Rep and Maint - Vehicles	\$43.58	\$0.00	\$43.58	02/03/21	11649	ASCUCK	\$0.00
				31380, Inv 245351 Acetyl #4	1.18.6185 - Miscellaneous	\$79.88	\$0.00	\$79.88	02/03/21	11649	ASCUCK	\$0.00
				31380, Inv 245920 Engine Parts for	1.14.6220 - Rep and Maint - Vehicles	\$1,628.56	\$0.00	\$1,628.56	02/03/21	11649	ASCUCK	\$0.00
<b>INVOICE 2421MA6 TOTALS:</b>						<b>\$2,181.93</b>	<b>\$0.00</b>	<b>\$2,181.93</b>				<b>\$0.00</b>
<b>NAPA AUTO PARTS TOTALS:</b>						<b>\$2,181.93</b>	<b>\$0.00</b>	<b>\$2,181.93</b>				<b>\$0.00</b>
<b>VENDOR: 254 - VERDE VALLEY NEWSPAPERS</b>												<b>\$0.00</b>
<b>2421MA21</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>02/13/21</b>	11366 Order #605348 Legal Ordinance	1.11.6105 - Advertising, Printing, & Publishin	\$17.68	\$0.00	\$17.68	02/03/21	11650	ASCUCK	\$0.00
				11366 Order #605347 Legal Notice	1.11.6105 - Advertising, Printing, & Publishin	\$19.89	\$0.00	\$19.89	02/03/21	11650	ASCUCK	\$0.00
<b>INVOICE 2421MA21 TOTALS:</b>						<b>\$37.57</b>	<b>\$0.00</b>	<b>\$37.57</b>				<b>\$0.00</b>
<b>21121MA19</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>02/20/21</b>	11366, Order #605347 Legal Notice	1.16.6105 - Advertising, Printing, & Publishir	\$19.89	\$0.00	\$19.89	02/10/21	11671	ASCUCK	\$0.00
				11366, Order #605348 Legal Notice	1.16.6105 - Advertising, Printing, & Publishir	\$17.68	\$0.00	\$17.68	02/10/21	11671	ASCUCK	\$0.00
<b>INVOICE 21121MA19 TOTALS:</b>						<b>\$37.57</b>	<b>\$0.00</b>	<b>\$37.57</b>				<b>\$0.00</b>
<b>VERDE VALLEY NEWSPAPERS TOTALS:</b>						<b>\$75.14</b>	<b>\$0.00</b>	<b>\$75.14</b>				<b>\$0.00</b>
<b>VENDOR: 255 - CITY OF COTTONWOOD</b>												<b>\$0.00</b>

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Description				Account							
<b>21121MA9</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>02/10/21</b>								
Inv 4121 Dispatch Fees FD				1.14.6120 - Dispatch Fees	\$533.67	\$0.00	\$533.67	02/10/21	11672	ASCUCK	\$0.00
<b>INVOICE 21121MA9 TOTALS:</b>					<b>\$533.67</b>	<b>\$0.00</b>	<b>\$533.67</b>				<b>\$0.00</b>
<b>CITY OF COTTONWOOD TOTALS:</b>					<b>\$533.67</b>	<b>\$0.00</b>	<b>\$533.67</b>				<b>\$0.00</b>
<b>VENDOR: 265 - CONTRACT WASTEWATER OPERATIONS</b>											<b>\$0.00</b>
<b>21121MA12</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>03/07/21</b>								
Inv 1014826 Spring Maint. Jan 2021				2.50.6110 - Contract Services	\$900.00	\$0.00	\$900.00	02/10/21	11673	ASCUCK	\$0.00
Inv 1014826 WWTP Maint. Jan 2021				2.51.6110 - Contract Services	\$3,200.00	\$0.00	\$3,200.00	02/10/21	11673	ASCUCK	\$0.00
<b>INVOICE 21121MA12 TOTALS:</b>					<b>\$4,100.00</b>	<b>\$0.00</b>	<b>\$4,100.00</b>				<b>\$0.00</b>
<b>CONTRACT WASTEWATER OPERATIONS TOTALS:</b>					<b>\$4,100.00</b>	<b>\$0.00</b>	<b>\$4,100.00</b>				<b>\$0.00</b>
<b>VENDOR: 285 - JOAN DWYER</b>											<b>\$0.00</b>
<b>2421MA13</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>03/05/21</b>								
Reimbursement for "Filed w/Date" St				1.12.6185 - Miscellaneous	\$43.70	\$0.00	\$43.70	02/03/21	11651	ASCUCK	\$0.00
<b>INVOICE 2421MA13 TOTALS:</b>					<b>\$43.70</b>	<b>\$0.00</b>	<b>\$43.70</b>				<b>\$0.00</b>
<b>JOAN DWYER TOTALS:</b>					<b>\$43.70</b>	<b>\$0.00</b>	<b>\$43.70</b>				<b>\$0.00</b>
<b>VENDOR: 300 - REESE'S TIRE &amp; AUTOTIRE PROS</b>											<b>\$0.00</b>
<b>2421MA3</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>03/05/21</b>								
Inv 64694 Tires and Mount Unit 28 L				1.13.6220 - Rep and Maint - Vehicles	\$42.00	\$0.00	\$42.00	02/03/21	11652	ASCUCK	\$0.00
Inv 64694 Tires and Mount Unit 28 P				1.13.6220 - Rep and Maint - Vehicles	\$415.60	\$0.00	\$415.60	02/03/21	11652	ASCUCK	\$0.00
<b>INVOICE 2421MA3 TOTALS:</b>					<b>\$457.60</b>	<b>\$0.00</b>	<b>\$457.60</b>				<b>\$0.00</b>
<b>REESE'S TIRE &amp; AUTOTIRE PROS TOTALS:</b>					<b>\$457.60</b>	<b>\$0.00</b>	<b>\$457.60</b>				<b>\$0.00</b>
<b>VENDOR: 429 - PAPERWORK ANALYSIS COMPANY</b>											<b>\$0.00</b>
<b>21821MA6</b>	<b>02/17/21</b>	<b>02/17/21</b>	<b>03/09/21</b>								
Inv 53560 A/P Checks				1.11.6190 - Office Supplies	\$214.42	\$0.00	\$214.42	02/18/21	11687	ASCUCK	\$0.00
<b>INVOICE 21821MA6 TOTALS:</b>					<b>\$214.42</b>	<b>\$0.00</b>	<b>\$214.42</b>				<b>\$0.00</b>
<b>PAPERWORK ANALYSIS COMPANY TOTALS:</b>					<b>\$214.42</b>	<b>\$0.00</b>	<b>\$214.42</b>				<b>\$0.00</b>
<b>VENDOR: 450 - #1 FOOD STORE</b>											<b>\$0.00</b>
<b>21121MA13</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>02/10/21</b>								
Fuel, PD				1.13.6145 - Fuel	\$5.29	\$0.00	\$5.29	02/10/21	11674	ASCUCK	\$0.00
Fuel, FD				1.14.6145 - Fuel	\$219.57	\$0.00	\$219.57	02/10/21	11674	ASCUCK	\$0.00
<b>INVOICE 21121MA13 TOTALS:</b>					<b>\$224.86</b>	<b>\$0.00</b>	<b>\$224.86</b>				<b>\$0.00</b>
<b>#1 FOOD STORE TOTALS:</b>					<b>\$224.86</b>	<b>\$0.00</b>	<b>\$224.86</b>				<b>\$0.00</b>
<b>VENDOR: 502 - DANA KEPNER CO</b>											<b>\$0.00</b>
<b>2421MA11</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>03/05/21</b>								

\*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 2/1/2021 to 2/28/2021

Invoice Number	Inv.Date	Post.Date	Due.Date	Description	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
5124, Inv 9022614 Reducer, Adaptors		2.50.6230			- Rep and Maint - Infrastructure	\$105.54	\$0.00	\$105.54	02/03/21	11653	ASCUCK	\$0.00
5124, Inv 9023630 Rubber Saddle		2.51.6230			- Rep and Maint - Infrastructure	\$63.80	\$0.00	\$63.80	02/03/21	11653	ASCUCK	\$0.00
5124, Inv 9023885 Clay Coupling		2.51.6230			- Rep and Maint - Infrastructure	\$74.95	\$0.00	\$74.95	02/03/21	11653	ASCUCK	\$0.00
<b>INVOICE 2421MA11 TOTALS:</b>						<b>\$244.29</b>	<b>\$0.00</b>	<b>\$244.29</b>				<b>\$0.00</b>
<b>DANA KEPNER CO TOTALS:</b>						<b>\$244.29</b>	<b>\$0.00</b>	<b>\$244.29</b>				<b>\$0.00</b>
<b>VENDOR: 513 - HANSON AGGREGATES LLC</b>												<b>\$0.00</b>
<b>21121MA17</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>03/12/21</b>									
Inv 1130810 MAG ABC		3.30.6260			- Street Supplies	\$42.42	\$0.00	\$42.42	02/10/21	11675	ASCUCK	\$0.00
<b>INVOICE 21121MA17 TOTALS:</b>						<b>\$42.42</b>	<b>\$0.00</b>	<b>\$42.42</b>				<b>\$0.00</b>
<b>HANSON AGGREGATES LLC TOTALS:</b>						<b>\$42.42</b>	<b>\$0.00</b>	<b>\$42.42</b>				<b>\$0.00</b>
<b>VENDOR: 663 - TOWN OF JEROME</b>												<b>\$0.00</b>
<b>21821MA1</b>	<b>02/17/21</b>	<b>02/17/21</b>	<b>02/17/21</b>									
Monthly P&I Sewer Bond Transfer		1.10.2999			- Suspense Account	\$1,450.00	\$0.00	\$1,450.00	02/18/21	11689	ASCUCK	\$0.00
<b>INVOICE 21821MA1 TOTALS:</b>						<b>\$1,450.00</b>	<b>\$0.00</b>	<b>\$1,450.00</b>				<b>\$0.00</b>
<b>21821MA2</b>	<b>02/17/21</b>	<b>02/17/21</b>	<b>02/17/21</b>									
Monthly R&E Sewer Bond Transfer		1.10.2999			- Suspense Account	\$455.00	\$0.00	\$455.00	02/18/21	11688	ASCUCK	\$0.00
<b>INVOICE 21821MA2 TOTALS:</b>						<b>\$455.00</b>	<b>\$0.00</b>	<b>\$455.00</b>				<b>\$0.00</b>
<b>TOWN OF JEROME TOTALS:</b>						<b>\$1,905.00</b>	<b>\$0.00</b>	<b>\$1,905.00</b>				<b>\$0.00</b>
<b>VENDOR: 725 - DIESEL DIRECT WEST</b>												<b>\$0.00</b>
<b>21121MA1</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>02/25/21</b>									
18583, Inv 83905078 Fuel, Water		2.50.6145			- Fuel	\$18.25	\$0.00	\$18.25	02/10/21	11676	ASCUCK	\$0.00
18583, Inv 83905078 Fuel, Sewer		2.51.6145			- Fuel	\$18.25	\$0.00	\$18.25	02/10/21	11676	ASCUCK	\$0.00
18583, Inv 83905078 Fuel, Trash		2.52.6145			- Fuel	\$146.01	\$0.00	\$146.01	02/10/21	11676	ASCUCK	\$0.00
<b>INVOICE 21121MA1 TOTALS:</b>						<b>\$182.51</b>	<b>\$0.00</b>	<b>\$182.51</b>				<b>\$0.00</b>
<b>22521MA13</b>	<b>02/24/21</b>	<b>02/24/21</b>	<b>03/11/21</b>									
18583, Inv 83922655 Fuel, Water		2.50.6145			- Fuel	\$24.22	\$0.00	\$24.22	02/25/21	11704	ASCUCK	\$0.00
18583, Inv 83922655 Fuel, Sewer		2.51.6145			- Fuel	\$24.22	\$0.00	\$24.22	02/25/21	11704	ASCUCK	\$0.00
18583, Inv 83922655 Fuel, Trash		2.52.6145			- Fuel	\$193.78	\$0.00	\$193.78	02/25/21	11704	ASCUCK	\$0.00
<b>INVOICE 22521MA13 TOTALS:</b>						<b>\$242.22</b>	<b>\$0.00</b>	<b>\$242.22</b>				<b>\$0.00</b>
<b>DIESEL DIRECT WEST TOTALS:</b>						<b>\$424.73</b>	<b>\$0.00</b>	<b>\$424.73</b>				<b>\$0.00</b>
<b>VENDOR: 735 - FOUR-D LLC</b>												<b>\$0.00</b>
<b>2421MA8</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>03/05/21</b>									
Inv 789 IT Work Completed Jan 2021		1.11.6193			- Computer Hardware & Service	\$900.00	\$0.00	\$900.00	02/03/21	11654	ASCUCK	\$0.00
<b>INVOICE 2421MA8 TOTALS:</b>						<b>\$900.00</b>	<b>\$0.00</b>	<b>\$900.00</b>				<b>\$0.00</b>
<b>FOUR-D LLC TOTALS:</b>						<b>\$900.00</b>	<b>\$0.00</b>	<b>\$900.00</b>				<b>\$0.00</b>

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Town of Jerome

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

Ledger as of : 2/1/2021 to 2/28/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
<b>VENDOR: 747 - TOWN OF JEROME PR</b>											<b>\$0.00</b>
<b>21821MA3</b>	<b>02/17/21</b>	<b>02/17/21</b>	<b>02/17/21</b>								
Monthly Payroll Transfer		1.10.2999 - Suspense Account			\$90,000.00	\$0.00	\$90,000.00	02/18/21	11690	ASCUCK	\$0.00
<b>INVOICE 21821MA3 TOTALS:</b>					<b>\$90,000.00</b>	<b>\$0.00</b>	<b>\$90,000.00</b>				<b>\$0.00</b>
<b>TOWN OF JEROME PR TOTALS:</b>					<b>\$90,000.00</b>	<b>\$0.00</b>	<b>\$90,000.00</b>				<b>\$0.00</b>
<b>VENDOR: 748 - SIMS MACKIN, LTD</b>											<b>\$0.00</b>
<b>21821MA7</b>	<b>02/17/21</b>	<b>02/17/21</b>	<b>03/19/21</b>								
Inv 30686 Legal GG		1.11.6170 - Legal Exp - Gen Gov			\$1,089.50	\$0.00	\$1,089.50	02/18/21	11691	ASCUCK	\$0.00
Inv 30686 Legal PZ		1.16.6170 - Legal Exp - P&Z			\$741.00	\$0.00	\$741.00	02/18/21	11691	ASCUCK	\$0.00
<b>INVOICE 21821MA7 TOTALS:</b>					<b>\$1,830.50</b>	<b>\$0.00</b>	<b>\$1,830.50</b>				<b>\$0.00</b>
<b>SIMS MACKIN, LTD TOTALS:</b>					<b>\$1,830.50</b>	<b>\$0.00</b>	<b>\$1,830.50</b>				<b>\$0.00</b>
<b>VENDOR: 754 - ARIZONA BUG COMPANY</b>											<b>\$0.00</b>
<b>2421MA17</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>03/05/21</b>								
Inv 167467 Pest Control, 10101 prop		1.18.6110 - Contract Services			\$50.00	\$0.00	\$50.00	02/03/21	11655	ASCUCK	\$0.00
<b>INVOICE 2421MA17 TOTALS:</b>					<b>\$50.00</b>	<b>\$0.00</b>	<b>\$50.00</b>				<b>\$0.00</b>
<b>ARIZONA BUG COMPANY TOTALS:</b>					<b>\$50.00</b>	<b>\$0.00</b>	<b>\$50.00</b>				<b>\$0.00</b>
<b>VENDOR: 776 - COLBY &amp; POWELL, PLC</b>											<b>\$0.00</b>
<b>2421MA19</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>02/03/21</b>								
Inv 614073 2020 Audit Services		1.11.6101 - Accounting and Auditing			\$14,000.00	\$0.00	\$14,000.00	02/03/21	11656	ASCUCK	\$0.00
<b>INVOICE 2421MA19 TOTALS:</b>					<b>\$14,000.00</b>	<b>\$0.00</b>	<b>\$14,000.00</b>				<b>\$0.00</b>
<b>COLBY &amp; POWELL, PLC TOTALS:</b>					<b>\$14,000.00</b>	<b>\$0.00</b>	<b>\$14,000.00</b>				<b>\$0.00</b>
<b>VENDOR: 793 - TOWN OF JEROME - UTILITIES</b>											<b>\$0.00</b>
<b>2421MA10</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>03/05/21</b>								
7002-01 Civic Center		1.18.6285 - Utilities			\$216.90	\$0.00	\$216.90	02/03/21	11657	ASCUCK	\$0.00
7015-01 Fire Station		1.18.6285 - Utilities			\$137.56	\$0.00	\$137.56	02/03/21	11657	ASCUCK	\$0.00
7031-01 Library		1.18.6285 - Utilities			\$137.56	\$0.00	\$137.56	02/03/21	11657	ASCUCK	\$0.00
7054-01 Police Station		1.18.6285 - Utilities			\$177.32	\$0.00	\$177.32	02/03/21	11657	ASCUCK	\$0.00
7060-01 Town Yard		1.18.6285 - Utilities			\$137.56	\$0.00	\$137.56	02/03/21	11657	ASCUCK	\$0.00
<b>INVOICE 2421MA10 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>21821MA11</b>	<b>02/18/21</b>	<b>02/18/21</b>	<b>03/20/21</b>								
2011-00019, Inv 3894 Legal PD		1.13.6172 - Prosecutor Exp			\$1,408.00	\$0.00	\$1,408.00	02/18/21	11692	ASCUCK	\$0.00
<b>INVOICE 21821MA11 TOTALS:</b>					<b>\$1,408.00</b>	<b>\$0.00</b>	<b>\$1,408.00</b>				<b>\$0.00</b>
<b>PRESCOTT LAW GROUP, PLC TOTALS:</b>					<b>\$1,408.00</b>	<b>\$0.00</b>	<b>\$1,408.00</b>				<b>\$0.00</b>

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Ledger as of : 2/1/2021 to 2/28/2021

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Description		Account									
<b>VENDOR: 839 - DIGITAL-ALLY</b>											<b>\$0.00</b>
<b>2421MA1</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>03/05/21</b>								
Inv 1115728 FVHD DVR w/Battery Cove		1.13.6250 - Small Tools and Equipment		\$245.00	\$0.00	\$245.00	02/03/21	11658	ASCUCK	\$0.00	
Inv 1115729 FVHD DVR w/Battery Cove		1.13.6250 - Small Tools and Equipment		\$245.00	\$0.00	\$245.00	02/03/21	11658	ASCUCK	\$0.00	
Inv 1115773 Chest Camera Kit x 3		1.13.6250 - Small Tools and Equipment		\$642.15	\$0.00	\$642.15	02/03/21	11658	ASCUCK	\$0.00	
<b>INVOICE 2421MA1 TOTALS:</b>				<b>\$1,132.15</b>	<b>\$0.00</b>	<b>\$1,132.15</b>				<b>\$0.00</b>	
<b>DIGITAL-ALLY TOTALS:</b>				<b>\$1,132.15</b>	<b>\$0.00</b>	<b>\$1,132.15</b>				<b>\$0.00</b>	
<b>VENDOR: 866 - DEERE CREDIT, INC.</b>											<b>\$0.00</b>
<b>2421MA18</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>03/05/21</b>								
510001614248 JD 210L Parks		1.17.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	02/03/21	11659	ASCUCK	\$0.00	
510001614248 JD 210L Prop		1.18.8040 - Lease Payments		\$21.68	\$0.00	\$21.68	02/03/21	11659	ASCUCK	\$0.00	
510001614248 JD 210L Water		2.50.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	02/03/21	11659	ASCUCK	\$0.00	
510001614248 JD 210L Sewer		2.51.8040 - Lease Payments		\$75.88	\$0.00	\$75.88	02/03/21	11659	ASCUCK	\$0.00	
510001614248 JD 210L Hurf		3.30.8040 - Lease Payments		\$21.69	\$0.00	\$21.69	02/03/21	11659	ASCUCK	\$0.00	
<b>INVOICE 2421MA18 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: 912 - TRAFFICADE WORKZONE SHORING</b>											<b>\$0.00</b>
<b>2421MA20</b>	<b>02/03/21</b>	<b>02/03/21</b>	<b>03/05/21</b>								
Inv 01522383 Message Board COVID		1.11.6160 - COVID Expenses		\$1,137.67	\$0.00	\$1,137.67	02/03/21	11660	ASCUCK	\$0.00	
<b>INVOICE 2421MA20 TOTALS:</b>				<b>\$1,137.67</b>	<b>\$0.00</b>	<b>\$1,137.67</b>				<b>\$0.00</b>	
<b>21121MA5</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>03/12/21</b>								
Inv 01523865 Message Board COVID		1.11.6160 - COVID Expenses		\$1,213.52	\$0.00	\$1,213.52	02/10/21	11677	ASCUCK	\$0.00	
<b>INVOICE 21121MA5 TOTALS:</b>				<b>\$1,213.52</b>	<b>\$0.00</b>	<b>\$1,213.52</b>				<b>\$0.00</b>	
<b>TRAFFICADE WORKZONE SHORING TOTALS:</b>				<b>\$2,351.19</b>	<b>\$0.00</b>	<b>\$2,351.19</b>				<b>\$0.00</b>	
<b>VENDOR: 952 - KAIROS HEALTH ARIZONA, INC.</b>											<b>\$0.00</b>
<b>22521MA4</b>	<b>02/24/21</b>	<b>02/24/21</b>	<b>03/26/21</b>								
Health Insurance - February 2021 Bi		1.10.2406 - Health Insurance		\$16,280.30	\$0.00	\$16,280.30	02/25/21	11705	ASCUCK	\$0.00	
<b>INVOICE 22521MA4 TOTALS:</b>				<b>\$16,280.30</b>	<b>\$0.00</b>	<b>\$16,280.30</b>				<b>\$0.00</b>	
<b>KAIROS HEALTH ARIZONA, INC. TOTALS:</b>				<b>\$16,280.30</b>	<b>\$0.00</b>	<b>\$16,280.30</b>				<b>\$0.00</b>	
<b>VENDOR: 968 - PATRIOT DISPOSAL, INC.</b>											<b>\$0.00</b>
<b>21121MA10</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>03/12/21</b>								
0040, Ticket 233747		2.52.6165 - Landfill Tipping Fees		\$372.80	\$0.00	\$372.80	02/10/21	11678	ASCUCK	\$0.00	
0040, Ticket 234161		2.52.6165 - Landfill Tipping Fees		\$350.40	\$0.00	\$350.40	02/10/21	11678	ASCUCK	\$0.00	
0040, Ticket 234605		2.52.6165 - Landfill Tipping Fees		\$345.60	\$0.00	\$345.60	02/10/21	11678	ASCUCK	\$0.00	
0040, Ticket 235096		2.52.6165 - Landfill Tipping Fees		\$355.20	\$0.00	\$355.20	02/10/21	11678	ASCUCK	\$0.00	
<b>INVOICE 21121MA10 TOTALS:</b>				<b>\$1,424.00</b>	<b>\$0.00</b>	<b>\$1,424.00</b>				<b>\$0.00</b>	

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**Town of Jerome**

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

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Description		Account									
<b>PATRIOT DISPOSAL, INC. TOTALS:</b>					<b>\$1,424.00</b>	<b>\$0.00</b>	<b>\$1,424.00</b>				<b>\$0.00</b>
<b>VENDOR: ONETIM - COAST TO COAST COMPUTER PROD</b>											<b>\$0.00</b>
<b>21121MA16</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>03/12/21</b>								
Inv A2220251 Xerox Workcenter Black		1.11.6190 - Office Supplies			\$241.65	\$0.00	\$241.65	02/10/21	11679	ASCUCK	\$0.00
<b>INVOICE 21121MA16 TOTALS:</b>					<b>\$241.65</b>	<b>\$0.00</b>	<b>\$241.65</b>				<b>\$0.00</b>
<b>COAST TO COAST COMPUTER PROD TOTALS:</b>					<b>\$241.65</b>	<b>\$0.00</b>	<b>\$241.65</b>				<b>\$0.00</b>
<b>VENDOR: ONETIM - MARGE GRAZIANO</b>											<b>\$0.00</b>
<b>21121MA20</b>	<b>02/10/21</b>	<b>02/10/21</b>	<b>03/12/21</b>								
LMP Refund		2.00.2600 - Customer Deposits			\$97.63	\$0.00	\$97.63	02/10/21	11680	ASCUCK	\$0.00
<b>INVOICE 21121MA20 TOTALS:</b>					<b>\$97.63</b>	<b>\$0.00</b>	<b>\$97.63</b>				<b>\$0.00</b>
<b>MARGE GRAZIANO TOTALS:</b>					<b>\$97.63</b>	<b>\$0.00</b>	<b>\$97.63</b>				<b>\$0.00</b>
<b>LEDGER TOTALS:</b>					<b>\$179,581.27</b>	<b>\$0.00</b>	<b>\$179,581.27</b>				<b>\$0.00</b>

\*V - Denotes Voided Check Entries

For the meeting of March 9, 2021

## MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

*Candace B. Gallagher, Town Manager/Clerk*

My activities over the past month included:

- With Mayor Dillenberg and John Knight, attended virtual meeting with representatives of Verde Exploration regarding plans for the high school complex and engineer's building. They plan to attend our April meeting to discuss with Council.
- With Councilmember Jane Moore and Henry MacVittie, attended virtual meeting with PACE Engineering regarding possible alternative locations for wastewater treatment plant. This is still being explored.
- Attended day-long virtual seminar hosted by the League regarding budget preparation during COVID-19.
- Filed annual Audited Financial Statements and Expenditure Limitation Report with Auditor General's office.
- Received \$14,863.17 from the Yavapai-Apache Nation as this year's allotment of Prop 202 funding.
- Worked with staff to send letters to delinquent utility and rental account holders (to be discussed at this meeting).
- Reached out to Hunter Bachrach and ADEQ Brownfields program regarding next steps at Hotel Jerome (to be discussed at this meeting).
- Drafted four ordinances for review at this meeting, and prepared other packet materials.
- Continuation of COVID-19 activities, including virtual meetings with local, County, State and Federal officials.
- Continued participation, when possible, in virtual weekly "intergov" meetings and legislative updates hosted by the League.
- Continued preparations for FY2022 budget. I anticipate public budget meetings to begin during April.
- Continued maintenance of Town of Jerome website and Facebook page.
- Continued to meet and/or speak individually with residents, businesspeople, contracted professionals, members of the governing body, and staff regarding various issues.
- Continued to field and respond to day-to-day issues requiring my attention, including public records requests, Planning and Zoning issues, personnel matters and more.

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

*Officer Mark Boan, who completed four years of full-time service to the Town on March 1.*

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

*Candace*

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

	<b>FY2021 BUDGET</b>	<b>FY2021 actual</b>	<b>Budget +/-</b>	<b>FY2020 actual</b>	<b>Compared to prior year +/-</b>
July	60,300	84,065	23,765	88,280	(4,215)
August	63,200	81,343	18,143	94,652	(13,309)
September	57,100	77,127	20,027	77,333	(206)
October	76,500	89,557	13,057	94,743	(5,186)
November	86,300	107,091	20,791	106,938	153
December	65,500	102,005	36,505	103,563	(1,558)
January	69,200	72,290	3,090	82,098	(9,808)
February	50,800			72,541	
March	60,000			84,006	
April	94,700			61,358	
May	96,400			17,842	
June	70,000			56,019	
<b>Total YTD</b>	<b>850,000</b>	<b>613,478</b>	<b>135,378</b>	<b>939,373</b>	<b>(34,129)</b>

**TOWN OF JEROME, AZ**

Comparison of Restaurant/Bar, Accomodation and Retail Sales Tax Revenues  
FY2021 vs FY2020

	RESTAURANTS/BARS (Bus Class 11)			ACCOMMODATION (Bus Class 44/144/325/344)			RETAIL (Bus Class 17)		
	FY2021 actual	FY2020 actual	+/-	FY2021 actual	FY2020 actual	+/-	FY2021 actual	FY2020 actual	+/-
July	30,997	39,559	(8,562)	12,545	11,815	730	31,882	29,123	2,759
August	27,677	33,614	(5,937)	12,215	12,450	(235)	26,169	32,101	(5,932)
September	28,733	29,346	(613)	12,548	11,761	787	27,630	28,177	(547)
October	29,686	32,816	(3,130)	14,078	12,094	1,984	37,015	37,691	(676)
November	39,092	34,381	4,711	17,604	17,329	275	41,909	45,646	(3,737)
December	31,036	39,638	(8,602)	17,514	13,276	4,238	43,545	43,142	403
January	20,729	26,239	(5,510)	12,071	9,493	2,578	30,776	34,031	(3,255)
February		27,273			9,242			26,862	
March		26,192			12,659			31,545	
April		21,873			7,097			23,466	
May		2,029			986			8,853	
June									
<b>Total YTD</b>		<b>312,960</b>	<b>(27,643)</b>		<b>118,202</b>	<b>10,357</b>		<b>340,637</b>	<b>(10,985)</b>

*Added 1% Bed Tax*

		<b>TOTAL TO DATE</b>
July	1,930	1,930
August	1,879	3,809
September	1,930	5,739
October	2,165	7,904
November	2,708	10,612
December	2,695	13,307
January	1,857	15,164
February		
March		
April		
May		
June		

## WATER FLOWS REPORT

Reading Date		WALNUT GPM	VERDE GPM
<b>2020</b>	3-Feb	52	136
	10-Feb	56.5	125
	18-Feb	55.6	118
	24-Feb	56.5	120
	2-Mar	61	138
	9-Mar	61	135
	16-Mar	414	330
	17-Mar	277	Turned out
	23-Mar	211	↓
	27-Mar	265	↓
	30-Mar	328	↓
	3-Apr	476	↓
	6-Apr	181	↓
	10-Apr	163	↓
	13-Apr	154	↓
	17-Apr	211	↓
	20-Apr	211	↓
	24-Apr	200	↓
	27-Apr	191	↓
	1-May	191	↓
	4-May	181	↓
	8-May	172	↓
	11-May	181	↓
	14-May	163	↓
	18-May	154	↓
	22-May	No reading	219
	26-May	146	190
	29-May	138	190
	4-Jun	130	170
	10-Jun	123	154
	18-Jun	108	145
	22-Jun	108	150
	25-Jun	108	150
	29-Jun	108	140
	6-Jul	89	220
	16-Jul	83	212
	20-Jul	83	214
	24-Jul	89	220
	27-Jul	89	210
	3-Aug	83	208
	10-Aug	77	200
	17-Aug	71	204
	21-Aug	71	199
	25-Aug	83	215
	3-Sept	66	201
	9-Sept	77	200
	15-Sept	77	200
	21-Sept	71	205
	28-Sept	66	197
	5-Oct	71	190
	12-Oct	67	190
	19-Oct	66	190
	26-Oct	77	182
	5-Nov	83	190
	9-Nov	83	185
	16-Nov	89	190
	23-Nov	89	190
	30-Nov	89	186
	8-Dec	89	185
	14-Dec	89	187
	22-Dec	83	187
	28-Dec	77	192
<b>2021</b>	04-Jan	82.6	191
	11-Jan	No reading	188
	19-Jan	No reading	180
	2-Feb	No reading	198
	8-Feb	77	192
	16-Feb	77	194
	22-Feb	77	188
	1-Mar	232	185



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**TOWN OF JEROME, ARIZONA**  
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## **March 2021 Staff Report (February activity)**

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

- ⚙ Collected, edited, and published content for the March-April *Point of View* newsletter, with contributions from staff, town council, and members of the community.
- ⚙ Assisted in preparing agenda packets for Council, P&Z, and DRB meetings; took minutes and transcribed the minutes.
- ⚙ Archived signed documents and agenda packets for the town's records for Council, Design Review, and P&Z.
- ⚙ Posted various town notices at the three locations in town (Gulch Road, post office, town hall) throughout the month.
- ⚙ Communicated with volunteer John Passeno, who has been cleaning the old Jerome cemetery in Clarkdale, and arranged with Marty Boland for town crew to pick up debris Mr. Passeno had collected.
- ⚙ Continue to review, edit, (and sign some) documents associated with P&Z and DRB for John Knight, zoning administrator, including staff reports, resolutions, notices of decision, agendas, and other documents.
- ⚙ Processed the daily bank reconciliation reports as well as the end-of-month reconciliations for January.
- ⚙ Continue to assist staff members, department heads, board members, and residents with a range of inquiries or tasks and help answer the phone when needed.



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**TOWN OF JEROME, ARIZONA**  
POST OFFICE BOX 335, JEROME, ARIZONA 86331  
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**March 2021** staff report for February activity submitted by Kristen Muenz

**Utilities**

Current debt (45 days past due):

Twenty-nine accounts were on the shut-off list at the beginning of February. No accounts were sent Yellow Tags and no shutoffs were completed per our pandemic relief. Payment plan letters were sent to 12 accountholders that have not made a payment in over 30 days.

Two accounts were sent to collections because the accountholders moved from the associated residences with a balance owed and did not respond to our requests for payment.

Balance owed on these accounts from January billing: \$18,650.37

Balance owed at end of February: \$14,303.25

A copy of the February AR Aging report is attached.

**Business Licenses**

Applications submitted:10

Issued: 21

In process: 10

Renewal reminders went out to 8 businesses whose licenses expire at the end of February. We also received 2 additional applications for new businesses.

**Rentals**

Two renters had not made payments last month and were sent letters requesting that they contact us with a plan to get caught up. One renter did not make a payment in February; that renter is now behind by six months. The other renter, who had fallen behind by 10 months, responded to our letter requesting payment and paid half her balance owed with a promise to pay the remainder next month. No action has been taken against any renters who fall behind due to the pandemic.



Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$3,478.94)	(\$325.48)	\$0.00	\$0.00	(\$357.00)	(\$4,161.42)
Water	\$0.00	\$4,861.58	\$487.60	(\$26.73)	\$343.21	\$953.77	\$6,619.43
Sewer	\$0.00	\$5,948.08	\$625.59	\$0.00	\$522.90	\$1,524.55	\$8,621.12
Trash	\$0.00	\$7,715.04	\$754.87	(\$3,818.56)	\$584.97	\$2,561.35	\$7,797.67
Tax	\$0.00	\$461.33	\$48.00	\$0.00	\$33.79	\$106.53	\$649.65
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,160.00	\$2,160.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)							
Subtotal --->	\$0.00	\$15,507.09	\$1,590.58	(\$3,845.29)	\$1,484.87	\$6,949.20	\$21,686.45
UserType: Residential							
Credit	\$0.00	(\$1,391.41)	(\$45.20)	(\$196.93)	(\$100.00)	(\$2,226.52)	(\$3,960.06)
Water	\$0.00	\$11,306.38	\$688.21	\$0.00	\$236.59	\$3,169.61	\$15,400.79
Sewer	\$0.00	\$10,300.32	\$799.26	\$47.56	\$360.95	\$4,132.45	\$15,640.54
Trash	\$0.00	\$8,401.50	\$621.32	\$0.00	\$251.11	\$2,882.60	\$12,156.53
Tax	\$0.00	\$1,092.35	\$65.94	\$0.00	\$22.13	\$396.11	\$1,576.53
Misc	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$93.55	\$123.55
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,769.45	\$5,769.45
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Residential (8)							
Subtotal --->	\$0.00	\$29,739.14	\$2,129.53	(\$149.37)	\$770.78	\$14,217.25	\$46,707.33
UserType: Municipal							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$0.00	\$169.69	\$0.00	\$0.00	\$0.00	\$0.00	\$169.69
Sewer	\$0.00	\$217.70	\$0.00	\$0.00	\$0.00	\$0.00	\$217.70
Trash	\$0.00	\$185.92	\$0.00	\$0.00	\$0.00	\$0.00	\$185.92
Tax	\$0.00	\$16.69	\$0.00	\$0.00	\$0.00	\$0.00	\$16.69
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Municipal (8)							
Subtotal --->	\$0.00	\$590.00	\$0.00	\$0.00	\$0.00	\$0.00	\$590.00

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$60.00)	(\$60.00)	(\$60.00)	(\$29.00)	\$0.00	(\$209.00)
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent	\$0.00	\$4,722.99	\$296.17	\$0.00	\$296.17	\$1,151.72	\$6,467.05
Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Electric	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$4,662.99	\$236.17	(\$60.00)	\$267.17	\$1,151.72	\$6,258.05
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	\$50,499.22	\$3,956.28	(\$4,054.66)	\$2,522.82	\$22,318.17	\$75,241.83

Charge Item Summary

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
Credit	\$0.00	(\$4,930.35)	(\$430.68)	(\$256.93)	(\$129.00)	(\$2,583.52)	(\$8,330.48)
Water	\$0.00	\$16,337.65	\$1,175.81	(\$26.73)	\$579.80	\$4,123.38	\$22,189.91
Sewer	\$0.00	\$16,466.10	\$1,424.85	\$47.56	\$883.85	\$5,657.00	\$24,479.36
Trash	\$0.00	\$16,302.46	\$1,376.19	(\$3,818.56)	\$836.08	\$5,443.95	\$20,140.12
Tax	\$0.00	\$1,570.37	\$113.94	\$0.00	\$55.92	\$502.64	\$2,242.87
Misc	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$93.55	\$123.55
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,929.45	\$7,929.45
Rent	\$0.00	\$4,722.99	\$296.17	\$0.00	\$296.17	\$1,151.72	\$6,467.05
Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Electric	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$50,499.22	\$3,956.28	(\$4,054.66)	\$2,522.82	\$22,318.17	\$75,241.83

Customer Count = 384



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

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## **FEBRUARY 2021 STAFF REPORT**

From: Melanie Atkin, Accounting/HR Clerk

To: The Mayor and Council

### **Accounting Duties:**

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

### **HR Duties:**

- ❖ Worked closely with KAIROS this month, learning about healthcare changes coming for the next fiscal year and attending webinars on how to navigate the new health benefit enrollment platform.
- ❖ Helped new PW employees enroll for benefits.
- ❖ Helped some employees update their personal information.



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## TOWN OF JEROME, ARIZONA

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

Celebrating Our 122nd Anniversary  
1899 - 2021

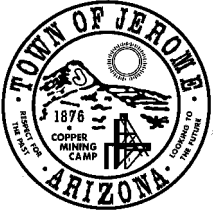
### February 2021 PUBLIC WORKS MONTHLY REPORT

#### NORMAL WEEKLY DUTIES

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

#### OTHER PROJECTS

- Blue stake the waterline on Deception and Dundee for new waterline planning.
- Striping parking areas.
- Digging, installing, and backfilling the new 6-inch sewer line on the hillside below the Savages on Hampshire.
- Grade Cemetery Rd. and First Ave.
- Build and install a box for a water valve on Fourth St.
- Pick up brush pile and bags of weeds at the Cemetery in Clarkdale.
- Fix sidewalk above Altai Leather.
- Clean out the ditches and side of the road of rocks on Douglas.
- Unclog and fix sewer lines on Diaz, First St., County Rd., Holly, and down by Gary Shapiro's house.
- Recover the open windows in the Hotel Jerome with new plywood.
- Install tankless water heaters under the sinks at town hall.
- Service heavy equipment at the town hall.
- Fill potholes with hot mix asphalt on County and First Ave.
- Find, dig up, repair, and replace water leak on Clark St. near town hall and above flume ditch.



## TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331

Barry Wolstencroft , Building Official

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

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FEBRUARY 2021

1. Under floor plumbing and Floor framing inspection for remodel at 538 School Street.
2. Sheetrock screw inspection at 639 Center Ave.
3. Investigated work without a permit at 143 Juarez Street.
4. Business license inspections.
5. Met with contractor concerning future work to be done at 324 Queen Street.
6. Roof nailing inspection at 143 Juarez Street.
7. Final Inspection for fire damage remodel at 778 East Ave.

Barry Wolstencroft , Building Inspector

## The Jerome Library Report, February 2021

- Attended Yavapai County Library District Cataloging meeting.
- Attended Library Development staff meeting through the AZ State Library.
- Updated Yavapai County on library status. Currently all county libraries are open by appointment only. City and town libraries have varied rules and procedures and are subject to change.
- Reviewed library transit procedures. Currently the Jerome Library is doing business as usual in regard to interlibrary loan and transit procedures. Patrons are picking up holds outside the building due to library closure.
- Joined the AZ Reading Program e-mail group to gain access to reading/learning programs through the AZ State Library.
- Attended RootsTech Conference Family History and Technology to learn how to help individuals use the latest technology to find family connections and history.

### Update on Community Art Room.

The Art Room now has access to three spinning wheels, two drum carders, weaving looms, and fabric dye, along with fiber equipment that will be used for Fiber Arts classes upon reopening to the public, hopefully by late spring.

I have been taking private tutorials learning to use and repair fiber equipment throughout the past few months. Fiber equipment is on loan to the Art Room from private benefactors.

Respectfully, Kathleen Jarvis

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

**TOWN REVENUE**

TRAFFIC & CRIMINAL FINES	\$	2,117.13
DEFENS DRIVING DIVERSION FEE	\$	220.00
ATTORNEY FEES REIMBURSEMENT	\$	305.08
DEFAULT FEE	\$	264.00
OFFICER SAFETY EQUIPMENT - PD	\$	85.11
DEFERRED PROSECUTION FEE	\$	240.00
LICENSE PLATE VIOLATION	\$	-
WARRANT FEE&OVERPAYMENT FORFEIT	\$	165.00
COURT SECURITY FEE	\$	560.00
<b>TOTAL TOWN REVENUE</b>	<b>\$</b>	<b>3,956.32</b>

**YTD**  
\$ 44,724.88

**COURT REVENUE COURT ENHANCEMENT FEE**

\$ -

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

CRIMINAL JUSTICE ENHANCE FUND	\$	888.48
DNA STATE 3%	\$	0.87
FARE DELINQUENCY FEE	\$	-
FARE SPECIAL COLLECTION	\$	19.57
FARE ENHANCED SPEC COLLECT FEE	\$	-
FARE ENHANCED DELINQUENCY FEE	\$	-
FILL THE GAP 7%	\$	147.79
DUI ABATEMENT FUND	\$	-
JUDICIAL COLLECTION ENHANCE FUND	\$	104.00
EXTRA DUI ASSESSMENT	\$	-
PEACE OFFICER TRAINING EQUIP FUND	\$	77.13
MED SERV ENHANCE 11% (36-2219.01;23-116.0)	\$	274.55
2011 ADDTNL ASSMT-STATE TRSR	\$	170.26
PRISON CONSTRUCTION	\$	1,015.00
PROBATION SURCHARGE	\$	426.19
ADPS FORENSIC FUND	\$	124.91
PUBLIC SAFETY EQUIPMENT FUND	\$	684.00
VICTIMS RIGHTS PENALTY ZVCAF	\$	71.96
VICTIMS RIGHTS ENFOR ASSMT FUND	\$	42.54
VICTIM'S RIGHTS FUND ZVRF	\$	119.56
<b>TOTAL STATE REVENUE</b>	<b>\$</b>	<b>4,378.05</b>

**REMITTED DIRECT JAIL (INCARCERATION FEES)**

\$ 84.92

2011 ADDTNL ASSMT - CNTY TRSR

\$ 21.28

**TOTAL COUNTY REVENUE**

**\$ 106.20**

**YTD**  
\$ 13,485.73

**LOCAL JCEF/ TIME PAYMENT ALLOCATION RECEIVED**

\$ 56.00

TITLE 22 Fees

**TOTAL JCEF FEES**

**\$ 56.00**

**UNAPPLIED PAYMENTS**

**\$ 3,150.00**

**RESTITUTION**

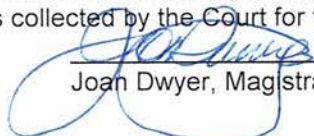
**TOTAL RECEIPTED FOR MONTH**

**\$ 11,646.57**

**BONDS**

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

I, Joan Dwyer, Magistrate for the Town of Jerome, do hereby certify that the foregoing is a true & accurate account of the funds collected by the Court for the month of February 2021

  
\_\_\_\_\_  
Joan Dwyer, Magistrate



# COURT REVENUE

## 2020-2021 TOWN REVENUE

June - May

### SECURITY

	Gross	PD Equip Fund	FEE	NET to Town
June	\$ 9,121.19	\$ 241.29	\$ 1,160.00	\$ 8,879.90
July	\$ 7,501.14	\$ 176.32	\$ 915.00	\$ 6,409.82
August	\$ 6,387.90	\$ 129.02	\$ 640.00	\$ 5,618.88
Sept	\$ 4,860.39	\$ 135.16	\$ 675.00	\$ 4,050.23
October	\$ 4,630.20	\$ 109.19	\$ 480.00	\$ 4,041.01
November	\$ 3,753.57	\$ 81.00	\$ 480.00	\$ 3,192.57
December	\$ 4,134.68	\$ 72.88	\$ 500.00	\$ 3,561.80
2021				
January	\$ 4,192.07	\$ 92.28	\$ 600.00	\$ 3,499.79
February	\$ 3,956.32	\$ 85.11	\$ 560.00	\$ 3,311.21
March				
April				
May				

TOTAL \$ 48,537.46 \$ 1,122.25 \$ 6,010.00 \$ 42,565.21

### NOTE:

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

### Other Court Monies (as of 2-24-2021)

JCEF	\$ 13,485.73
Fill the Gap	\$ 7,894.74
Court Enhancement Funds 2	\$ 44,724.88
Court Enhancement Funds 1	\$ 31,392.97
2008-2011	\$ 1,200.69
Fare Money	

funds transferred to Court on 10-19-2017

### TOTAL

\$ 98,699.01

### CHARGES

Civil Traffic Criminal Criminal Traffic DUI

*CEF						
\$ 47.00	67	6	2	0		
\$ 139.24	23	2	2	0		
\$ 43.70	42	5	5	2		
\$ -	32	7	0	7		
\$ 20.00	37	1	2	0		
\$ -	27	2	0	1		
\$ 100.00	25	6	2	4		
\$ -	31	6	1	0		
	27	0	0	3		

\$ 349.94 \$ 311 35 14 17

\*Court Enhancement Fund



# JEROME POLICE DEPARTMENT

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



March 2, 2021

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for February 2021.

The February "Calls for Service" report contained no significant incidents to report. Call volume for February is running about average.

The parking kiosks brought in \$16,623.70 (this does not count people who pay cash at the PD) for the month of February 2021. There were 269 parking citations that were issued for the month of February. Parking kiosk maintenance has increased a bit with a majority being replacement of receipt paper and changing out the coin receptacles. I was able to work with a technician and after several months of problems, I repaired kiosk #3 and it seems to be working normally now.

I continue working on the RMS system integration with P&Z and Building. I received the hardware and have completed initial programming. I hope to have a training completed prior to this council meeting so that the system can start being utilized.

Respectfully,

Allen L. Muma, Chief of Police



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

Date : 03/02/2021  
Page : 1  
Agency : JPD

## Calls For Service Totals By Call Type

02/01/2021 to 02/28/2021

Call Type	Totals	
10-34	Motorist Assist	1
205	Trespass	1
476	Animal Control Problem	1
500	Welfare Check	1
901	Injured Person	1
903	Follow-Up	8
908F	Found Property	5
908L	Lost or Stolen Property	7
917	Abandoned Vehicle	1
961	Accident - No injuries	1
AA	Agency Assist	5
AAMB	Assist Ambulance	1
ACPD	Assist Clarkdale PD	6
ADPS	Assist DPS	1
AF	Assist Fire Department	1
AYCSO	Assist YCSO	9
BI	Background Investigation	1
CA	Citizen Assist	3
CO	Call Out	1
COV19	Covid 19 Related	1
CRT	Court Appearance	1
DIS	Disorderly Conduct	1
FPF	Fingerprinting	2
FW	Fireworks Related	1
HS	Hazardous Situation	1
HSE	Hampshire Speed Enforcement	2
HUC	911 Hang Up Call	1
INFO	Information	3
ME	Medical Emergency	2
MISC	Miscellaneous	1
NE	Noise Enforcement Activities	1
NOISE	Noise Complaint	1
OA	Officer Assist	1
OT	Oversize Truck	6
PARK	Parking Complaint	1
PARKV	Parking Violation	1
PE	Parking Enforcement	41
PKM	Parking Kiosk Maintenance	7



**JEROME POLICE DEPARTMENT**  
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JEROME, AZ 86331  
(928) 634-8992

Date : **03/02/2021**  
Page : **2**  
Agency : **JPD**

### Calls For Service Totals By Call Type

02/01/2021 to 02/28/2021

Call Type		Totals
REC	Reckless Driver	2
SC	Security Check	22
SLC	Street Light Check	3
T/S	Traffic Stop	2
TCD	Traffic Control Duties	1
TF	Trip & Fall / Slip & Fall	1
TO	Traffic Offense	4
TRN	Training	3
VM	Vehicle Maintenance	1
<b>Grand Total for all calls</b>		<b>169</b>



# 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: February Year: 2021

Calls by Type	Number	Resident	Nonresident
EMS Calls	16	9	7
Residential Fire	0	0	0
Commercial Fire	0	0	0
Wildland	0	0	0
Still Assignment	2	1	1
Station Staffing	3	3	0
Citizen Assist	5	1	4
Agency Assist	4	1	3
Special Duty	0	0	0
Snake Removal	0	0	0
Tech Rope Rescue	0	0	0
MVA/Rescue	2	0	2
HazMat	0	0	0
Dispatch	0	0	0
<b>Totals:</b>	<b>32</b>	<b>15</b>	<b>17</b>
<b>Total Calls Chief on Scene</b>	<b>24</b>		
<b>Total JFD Meetings Chief Attended</b>	<b>7</b>		

Department Meetings and Drills	Number
Officer's Meeting	1
Work Session	1
Rope Drill	1
Drills	5

JVFD Hours Worked (No Salaried Hours Included in these totals)	Total Hours: 248
--	------------------

Fire Chief Meetings	Date
Verde Valley Chiefs Meeting	2/3/21

**Education, Fall Semester:**

- Allen Muma and Carl Whiting took their EMS refreshers

**Additional Training:**

- On Thursday 5PM February 4, we had a business meeting and truck checks conducted by Blair.
- On Thursday 5PM February 11, we trained on hose deployments with Ian Haney.
- On Thursday 5PM February 18, we trained on scene size-up conducted by Kinsella.
- On Saturday 9AM February 20, we hosted a wildland refresher conducted by Whiting.
- On Thursday 5PM February 25, we trained on wildland tactics with Whiting.
- On Saturday 9AM February 27, we trained on our rope rescue personal skills, conducted by Muma.

**Department Affairs and Ongoing Projects**

- Our February call volume is up by 4 calls over last February 28 calls, totaling 32 calls this month. Our year-to-date call volume is 64 compared with 58 calls YTD 2020. Our Fire Department personnel are performing their tasks in a professional manner with no injuries occurring.
- We are currently applying for 4 grants: FEMA for 21 new radios; Firehouse Subs for new turnouts and rope harnesses; 100 Club for new thermal cameras and a gas detector; VFA for new wildland packs and shelters.
- Engine 111 and 112 both had pump tests performed and passed. A-111 and B-111 had their CAFS serviced.
- Car 112's engine replacement is nearly complete. It should be ready to go shortly.

**Prevention**

- We have had a total of 27 visits to the burn pile in February with 44 loads of trimmings, slash, and brush for a total of 246 combined Jerome citizen hours. Adding to those totals are 51 hours of Firewise crew for a grand total of 297 combined hours. We have one part-time crewperson overseen by the chief. If you need assistance and have not filled out a Firewise application, they can be obtained at the Town Hall or the Fire Department.
- Performed 21 fire inspections for business license renewals. Only minor violations were found and all were approved.

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.

**February Fire and EMS Report:**

<b>Incident</b>	<b>Date</b>	<b>Time</b>	<b>Day</b>	<b>Select Type</b>	<b>Additional Info</b>	<b>#</b>
10	2/1/21	17:34	Mon	EMS Nonresident	25 YOM Altered Mental Status	8
21-24	2/2/21	11:00	Tue	Citizen Assist Resident	Assist Citizen w/ Lockout	1
21-25	2/3/21	13:15	Wed	Agency Assist Nonresident	Assist JPD w/ Oversized	2
21-26	2/4/21	9:00	Thurs	Still Assignment Resident	Burnt Burn Pile	4
11	2/6/21	14:04	Sat	EMS Resident	74 YOM Fall	9
21-27	2/6/21	15:30	Sat	Still Assignment Nonresident	Smoking Vehicle	1

12	2/6/21	17:43	Sat	EMS Resident	84 YOF Chest pain	8
21-28	2/7/21	12:10	Sun	Citizen Assist Nonresident	Assist Citizen w/ Lockout	1
13	2/7/21	15:08	Sun	EMS Nonresident	28 YOF Fall	7
21-29	2/7/21	12:00	Sun	Station Staffing	Station Staffing	2
21-30	2/8/21	13:00	Mon	Citizen Assist Nonresident	Assist Citizen w/ Lockout	2
21-31	2/9/21	13:00	Tue	EMS Resident	71 YOM Lift Assist	3
14	2/9/21	20:13	Tue	EMS Resident	71 YOM Fall- Possible Head Injury	8
21-32	2/10/21	9:30	Wed	EMS Resident	Medical Assist Provide Manpower	6
21-33	2/11/21	10:00	Thurs	Agency Assist Nonresident	Assisted JPD w/ Oversized	1
21-34	2/11/21	15:00	Thurs	Citizen Assist Nonresident	Assisted Citizen w/ Disabled Vehicle	1
21-35	2/13/21	9:00	Sat	Station Staffing	Station Staffing: Pronto Company	5
21-36	2/13/21	10:00	Sat	Citizen Assist Nonresident	Assist Citizen w/ Handcuff	4
15	2/14/21	12:12	Sun	EMS Resident	72 YOM Transport VVMC	8
16	2/14/21	15:06	Sun	EMS Resident	72 YOM Transfer Assist	7
17	2/14/21	15:52	Sun	EMS Resident	18 YOM Laceration Lt Thumb	8
18	2/15/21	14:37	Mon	EMS Resident	23 YOF Diabetic Problem	5
19	2/17/21	12:51	Wed	MVA/Rescue Nonresident	Vehicle Stuck in Tree	6
21-37	2/18/21	13:00	Thurs	EMS Nonresident	Assist w/ Panic Attack	4
20	2/19/21	13:45	Fri	EMS Nonresident	87 YOM Unknown Medical	7
21-38	2/20/21	9:00	Sat	Station Staffing	Station Staffing	2
21-39	2/22/21	12:00	Mon	Agency Assist Nonresident	Assist JPD with Disabled Vehicle	1
21	2/23/21	15:13	Tues	EMS Nonresident	Unknown Medical	2
21-40	2/23/21	8:00	Tues	Agency Assist Resident	Assist JPW with Water leak	1
22	2/23/21	23:19	Tues	EMS Nonresident	80 YOM Leg Injury	3
21-41	2/24/21	12:30	Wed	MVA Nonresident	Prevented rollover of vehicle, off road	1
23	2/25/21	13:14	Thurs	EMS Nonresident	90 YOM Ground-Level Fall	4
<b>Incident</b>	<b>Date</b>	<b>Time</b>	<b>Day of week</b>	<b>Select Type</b>	<b>Additional Info</b>	<b>#</b>

**February 2021 Burn Pile Log**

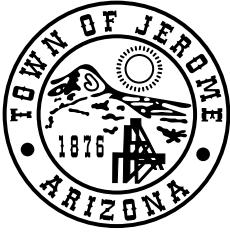
Date	Address	Adult Prob.	# Crew Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	# crew	# Hrs.	JC Total Hrs.
2/2/21	201 Main					2	2	4	8
2/4/21	100 UVX Burn Pile		2	8	16				
2/9/21	110 Dundee					1	1	2	2
2/9/21	222 Dundee					1	1	2	2
2/9/21	29 Magnolia					1	1	2	2
2/9/21	240 Hull Ave					2	2	4	8
2/9/21	Beale St. Fuels		1	6	6				
2/11/21	605 Holly					2	1	4	8
2/10/21	110 Juarez					1	1	2	2

*Fire Chief's Report*

2/11/21	876 Gulch					1	2	4	8
2/12/21	842 Gulch					1	1	4	4
2/13/21	888 Gulch					1	1	2	2
2/16/21	Beale St. Fuels		1	6	6				
2/17/21	643 Clark					2	2	4	8
2/18/21	875 Gulch		3	3	9				
2/18/21	875 Gulch					2	2	4	8
2/20/21	101 Allen Springs					1	1	2	2
2/21/21	875 Gulch					1	2	3	6
2/21/21	105 Third					1	1	3	3
2/23/21	Beale		1	7	7				
2/25/21	Beale		1	7	7				
2/26/21	158 Dundee					10	7	20	140
2/26/21	Empty Lot 6 <sup>th</sup> Street					10	1	20	20
2/27/21	880 Hampshire					1	1	3	3
2/27/21	875 Gulch					3	1	10	10
	<b>Totals</b>	<b>0</b>	<b>9</b>	<b>37</b>	<b>51</b>	<b>44</b>	<b>31</b>	<b>99</b>	<b>246</b>
		<b>Adult Prob.</b>	<b>Firewise</b>	<b>FW Hrs.</b>	<b>Firewise Total Hrs.</b>	<b># Loads</b>	<b># Crew</b>	<b># Hrs.</b>	<b>JC Total Hrs.</b>

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





## Town of Jerome – Zoning Administrator’s Report

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Council Meeting Date: Tuesday, March 9, 2021

Prepared by: John Knight, Zoning Administrator

- February 17th P&Z Meeting: hearing for code amendments to administrative approval of small projects and temporary signage
- March 1st DRB Meeting: signage and paint for Grapes building, replacement wood windows for Nellie Bly, and pergola for 700 Holly Avenue (Dillenberg)
- Code Enforcement: nothing significant to report
- Parking Inventory: waiting on new, portable laptop ordered by PD
- District Signs: coordinating with business owners (meeting on March 4<sup>th</sup> at 6:00 pm to discuss options)
- Miscellaneous
  - Mexican Pool – coordinating with new owners (closed February 9<sup>th</sup>)
  - Verde Exploration – coordinating with Verde Exploration staff about possible changes to the old high school and the Engineer’s building.
  - Business license reviews
  - Residential parking permits
  - Research on ordinance for tiny homes
  - Research on telecommunications ordinance
  - Coordination with real estate agents and potential buyers of lots and existing homes
  - Coordination with property owners that may be interested in leasing their property in the C-1 for expansion of the kiosk permit parking program



# TOWN OF JEROME

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

## REGULAR MEETING OF THE DESIGN REVIEW BOARD

Monday, February 1, 2020, 6:00 pm

### ACTION MINUTES

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

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

**Item 3: Approval of Minutes:** Minutes of the regular meeting of December 7, 2020  
**Discussion/Possible Action**

**APPROVED**

#### Continued Items/Old Business:

**Item 4: Community Garden – Fence Design**

Applicant: Town of Jerome

Address: Community Garden – Middle Park

Owner of record: Town of Jerome

Zone: C-1

APN: 401-06-015

The Town of Jerome is seeking input on fencing options for the community garden.

**Discussion/Possible Direction**

#### New Business:

**Item 5: Design Review for exterior modifications**

Applicant: Andy Farber and Lori Leachman

Address: 18 North Drive

Owner of record: Lori Leachman and Andrew Farber

Zone: R-2

APN: 401-11-007C

Applicant is seeking preliminary and final design review for exterior modifications to a previous approval.

**Discussion/Possible Action – DRB Reso. 2021-01**

**APPROVED**

**Item 6: Administrative Review of small projects**

Applicant: Town of Jerome

The Town of Jerome is seeking input from the DRB on types of projects that could be approved administratively.

**Discussion/Possible Direction**

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

**Item 7: Terms ending February 28, 2021 –** Board members John McDonald and Danny Smith

**Mr. Smith has resigned; Mr. McDonald will renew his term.**

**Item 8: Updates of Recent and Upcoming Meetings:** John Knight, Zoning Administrator

a) **December 8, 2020 Council Meeting** – beekeeping discussion and business license for Jerome Ghost Tours

b) **January 12, 2021 Council Meeting** – district signs, presentation on bees, porta-johns, soda machine for Paul and Jerry's

c) **January 20, 2021 P&Z Meeting** – ordinance amendments for residential lodging, temporary signs, and administrative review of small projects

**Item 9: Miscellaneous:** Update on recent activity regarding the Mexican Pool property

**Item 10: Future DRB Agenda Items for March 1, 2021:** No items currently scheduled

**Item 11: Adjourn 6:53 p.m.**



# TOWN OF JEROME

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

## Regular Meeting of the **Planning and Zoning Commission** Wednesday, February 17, 2021, 6:00 pm **ACTION MINUTES**

**Item 1: Call to order 6:00 p.m.**

**Item 2: Petitions from the public** — Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the commission. All comments are subject to reasonable time, place, and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please state your name and please observe the three (3)-minute time limit. No petitioners will be recognized without a request. The commission's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.

### **Possible Direction to Staff**

**Item 3: Approval of Minutes** – Regular meeting of January 20, 2021

**APPROVED**

### **Public Hearings:**

**Item 4: Proposed text amendments related to administrative approval for small projects and updates to the appeals process for certain types of projects**

Applicant: Town of Jerome

Amendments may include, but may not be limited to, Sections 303, 304, 305, 306 and 502 of the Town of Jerome Zoning Ordinance.

**Item 5: Discussion/Possible Action (recommendation to Council) – P&Z Reso. 2021-02**

**APPROVED**

**Item 6: Proposed text amendments regarding signs**

Applicant: Town of Jerome

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

**Item 7: Discussion/Possible Action (recommendation to Council) – P&Z Reso. 2021-03**

**TABLED**

**Old (continued) Business: none**

**New Business: none**

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

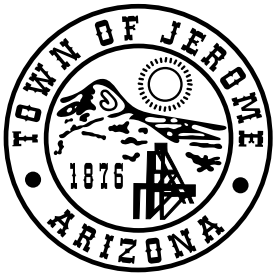
**Item 8: Updates of recent and upcoming meetings** – John Knight, Zoning Administrator

- a. **February 1, 2020 DRB meeting** – fencing for community garden, 18 North Drive exterior modifications, and administrative review of small projects
- b. **February 8, 2020 Council meeting** – executive session on the Mexican pool property and possible ordinance amendments regarding utility connection fees
- c. **February 9, 2020 Council meeting** – first reading of the transient lodging ordinance amendments and appointments to boards (P&Z and BOA)

**Item 9: Potential items for Wednesday, March 17, 2021:** selection of new chair/vice chair and hearing on code amendments regarding mixed use

**Discussion/Possible Direction to Staff**

**Item 10: Adjourn 6:56 p.m.**



# 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, FEBRUARY 2, 2021 AT 2:00 PM

<b>ITEM #1:</b>	<p><b>CALL TO ORDER/ROLL CALL</b></p> <p>Mayor/Chairperson to call meeting to order.</p> <p>Mayor Jack Dillenberg called the meeting to order at 2:00 p.m.</p> <p>Town Clerk to call and record the roll.</p> <p>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and councilmembers Alex Barber, Sage Harvey, and Jane Moore. Also present was Zoning Administrator John Knight.</p>																																										
<b>ITEM #2:</b>	<p><b>EXECUTIVE SESSION</b></p> <p>Council will convene in executive session, pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4), for the purpose of discussion and consultation for legal advice with the Town Attorney regarding matters related to the Mexican Pool site.</p> <p><b>Motion to go into executive session</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">COUNCILMEMBER</th> <th style="width: 15%;">MOVED</th> <th style="width: 15%;">SECONDED</th> <th style="width: 15%;">AYE</th> <th style="width: 15%;">NAY</th> <th style="width: 15%;">ABSENT</th> <th style="width: 15%;">ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG	X		X				HARVEY		X	X				MOORE			X				WORTH			X			
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<b>ITEM #3:</b>	<p><b>ADJOURNMENT</b></p> <p><b>Motion to adjourn at 3:11 p.m.</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">COUNCILMEMBER</th> <th style="width: 15%;">MOVED</th> <th style="width: 15%;">SECONDED</th> <th style="width: 15%;">AYE</th> <th style="width: 15%;">NAY</th> <th style="width: 15%;">ABSENT</th> <th style="width: 15%;">ABSTAIN</th> </tr> </thead> <tbody> <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> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH			X			
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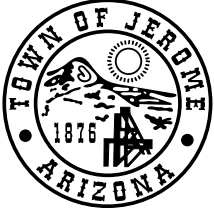
APPROVE:

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 MONDAY, FEBRUARY 8, 2021 AT 1:00 PM

ITEM #1:	<p><b>CALL TO ORDER/ROLL CALL</b></p> <p>Mayor/Chairperson to call meeting to order.</p> <p>Mayor Jack Dillenberg called the meeting to order at 1:05 p.m.</p> <p>Town Clerk to call and record the roll.</p> <p>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and councilmembers Alex Barber, Sage Harvey, and Jane Moore. Also present was Zoning Administrator John Knight.</p>																																										
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ITEM #3:	<p><b>FIRST READING: ORDINANCE NO. 466, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, RESCINDING CODE AMENDMENTS ENACTED WITH ORDINANCE 396, ADOPTED AUGUST 14, 2012, ENTITLED "AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 13-5, 'RATES AND BILLS,' OF CHAPTER 13, 'WATER,' OF THE JEROME TOWN CODE REGARDING WATER HOOKUP FEES."</b></p> <p>Council may conduct the first reading of Ordinance 466.</p> <p>Town Attorney Bill Sims explained that, in 2012, the Council adopted Ordinance 396 with the goal of historic preservation, providing an incentive for preservation of older buildings. There are now few structures that would qualify, and buyers can typically afford the hookup fees, which is why we will now be rescinding that ordinance. Council requested minor changes to Ordinance 466 to retain certain parts of Ordinance 396 – the first two lines in B., the third line in 1 and the last paragraph.</p> <p><b>Motion to amend the language of ordinance #466 prior to its second reading (as above).</b></p> <table border="1" data-bbox="402 1663 1403 1789"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td>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> </tbody> </table> <p>It was agreed that the second reading of the Ordinance will take place on February 9.</p>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH			X			
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<p>ITEM #5:</p>	<p><b>ADJOURNMENT</b></p> <p><b>Motion to adjourn at 1:38 p.m.</b></p> <table border="1" data-bbox="402 1138 1404 1266"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY		X	X				MOORE	X		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 REGULAR MEETING OF THE JEROME TOWN COUNCIL CONDUCTED VIA ZOOM TUESDAY, FEBRUARY 9, 2021, AT 7:00 P.M.

<b>ITEM #1:</b> 7:00 (0:34)	<b>CALL TO ORDER/ROLL CALL</b> <p>Mayor/Chairperson to call meeting to order.</p> <p>Mayor Jack Dillenberg called the meeting to order at 7:00 p.m.</p> <p>Town Clerk to call and record the roll.</p> <p>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and councilmembers Alex Barber, Sage Harvey, and Jane Moore. Also present were Zoning Administrator John Knight, Accounting Clerk Melanie Atkin, and Deputy Town Clerk Rosa Cays.</p> <p>Mayor Dillenberg rearranged the agenda and moved item #10A to immediately follow item #2 Financial Reports. The items have been kept in their original order in these minutes.</p>																																										
<b>ITEM #2</b> 7:02 (2:00)	<b>FINANCIAL REPORTS</b> <p>Financial reports for January 2021</p> <p>Councilmember Harvey asked if the town had received any further reimbursement for COVID-related costs. Ms. Gallagher said it has not.</p> <p style="text-align: center;"><b>Motion to Approve the January 2021 Financial Reports</b></p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></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> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH		X	X			
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<b>ITEM #4:</b> 7:17 (17:31)	<b>ZONING ADMINISTRATOR'S REPORT AND MINUTES</b> <p>Minutes are provided for the information of Council and do not require action.</p> <p>Mr. Knight read from his staff report and shared highlights from recent P&amp;Z and DRB meetings, including work sessions on code amendments. He said code enforcement has died down since the election and that he has been coordinating with Chief Allen Muma, who is waiting on a new laptop, to get training done on the record management system (RMS). He is also working with Chief Muma on the parking inventory and will use the same RMS for tracking purposes. Mr. Knight announced that the buyers of the Mexican Pool property were scheduled to close the next day; that he has been meeting folks in town for business license inspections; and that he is working on an RFP for the design guidelines project. He pointed out the violations complaint form in the agenda packet that Utilities Clerk Kristen Muenz had created and asked for feedback.</p> <p>Ms. Harvey said she walks by the community garden on her morning walks and has noticed one plot stands out that is nicely done, but another one with hog wire is neglected with PVC pipes laying around. She said she would like the garden kept neat. Mr. Knight said he would look into it.</p>																																										
<b>ITEM #5:</b> 7:24 (23:45)	<b>APPROVAL OF MINUTES</b> <p>November 24 special meeting; December 29 special meeting; January 12 regular meeting (open and closed sessions); January 19 special meeting</p> <p>Note: If necessary, for review of closed session minutes, Council may convene in executive session, pursuant to A.R.S. § 38-431.03 (A)(2), for discussion or consideration of records exempt by law from public inspection.</p> <p style="text-align: center;"><b>Motion to Approve the minutes from the November 24, 2020 special meeting (opened and closed sessions); the December 29, 2020 special meeting; the January 12, 2021 regular meeting (opened and closed sessions), and the January 19, 2020 special meeting</b></p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td></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> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG	X		X				HARVEY			X				MOORE			X				WORTH		X	X			
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<b>ITEM #6:</b> 7:25 (24:56)	<b>PETITIONS FROM THE PUBLIC</b> <p>There were no petitions from the public.</p>																																										

<p><b>ITEM #7:</b>  7:26 (25:02)</p>	<p><b>PRESENTATIONS</b></p> <p><b>ITEM #7A: FY2020 AUDIT</b> Representatives of Colby &amp; Powell will present their FY2020 audit findings. Following their presentation, Council may vote to accept the audit. <i>Jim Jusevitch of Colby &amp; Powell said that Jerome’s audit was completed earlier than ever and that it could not have gone better. He said Ms. Atkin was great to work with; that the town was better off this year than the previous year, and that nothing came to their attention regarding any kind of fraud.</i></p> <p><b>Motion to Accept the FY2020 Audit</b></p> <table border="1" data-bbox="380 415 1385 541"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH			X			
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<p><b>ITEM #8:</b>  7:29 (28:50)</p>	<p><b>ORDINANCES</b></p> <p><b>ITEM #8A: FIRST READING: ORDINANCE NO. 465, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTION 201, “DEFINITIONS,” SECTION 507, “C-1 ZONE, GENERAL COMMERCIAL,” AND SECTION 510, “PARKING AND LOADING REQUIREMENTS” OF THE JEROME ZONING ORDINANCE REGARDING TRANSIENT LODGING</b> Council may conduct the first reading of Ordinance No. 465, amending the Jerome Zoning Ordinance regarding boarding houses, bed and breakfasts, hotels and motels. <i>Mayor Dillenberg conducted the first reading of the ordinance in title only.</i> <i>Councilmember Alex Barber noticed that the definition of motel was removed along with a reference to on-site parking. Mr. Knight explained that the hotel definition had been expanded to include transient lodging and that nothing was being omitted regarding parking for transient lodging, which is addressed in a separate section.</i> <i>Councilmember Jane Moore brought up the definition of dwelling: “hotels and apartment hotels.” She suggested removing apartment hotel. Ms. Gallagher said perhaps it was supposed to be “apartment buildings.”</i> <i>Under the section regarding residential B&amp;Bs, Ms. Moore asked it was specific enough to say, “parking has no negative effect on the neighborhood.”</i> <i>Mr. Knight responded that apartment hotel is likely an old term like boardinghouse or rooming house and that perhaps it was meant to be “apartment house.” He said parking for B&amp;Bs in residential areas is state mandated but that the wording could be changed should the town regain jurisdiction over short-term rentals.</i> <i>Ms. Moore said there is no definition for apartment hotel in the P&amp;Z ordinance and asked if it should be removed from the definition. Mr. Knight agreed it should be, and Ms. Gallagher verified that all councilmembers agreed with this and that this change would be made.</i> <i>Ms. Harvey agreed with Ms. Moore that “negative effect” was too vague for B&amp;B parking in residential areas.</i> <i>Ms. Barber asked Ms. Gallagher how this could be revised to be more to the point. Ms. Gallagher said that if Council starts to get specific about B&amp;B residential parking, then this will likely have to go back to P&amp;Z for their recommendation, and she recommended that if desired, they revisit that separately in the future.</i></p>																																										
<p>7:37 (37:09)</p>	<p><b>ITEM #8B: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 466, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, RESCINDING CERTAIN CODE AMENDMENTS ENACTED WITH ORDINANCE 396, ADOPTED AUGUST 14, 2012, ENTITLED “AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 13-5, ‘RATES AND BILLS,’ OF CHAPTER 13, ‘WATER,’ OF THE JEROME TOWN CODE REGARDING WATER HOOKUP FEES.”</b> Council may conduct the second reading of, and may adopt, Ordinance 466. <i>Mayor Dillenberg read the ordinance in title only.</i></p> <p><b>Motion to Adopt Ordinance No. 466</b></p> <table border="1" data-bbox="380 1629 1385 1759"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></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> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH		X	X			
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<p>7:38 (38:21)</p>	<p><b>ITEM #8C: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 467, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, RESCINDING CERTAIN CODE AMENDMENTS ENACTED WITH ORDINANCE 398, ADOPTED AUGUST 14, 2012, ENTITLED “AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 13-5, ‘RATES AND BILLS,’ OF CHAPTER 13, ‘WATER,’ OF THE JEROME TOWN CODE REGARDING SEWER HOOKUP FEES.”</b> Council may conduct the second reading of, and may adopt, Ordinance 467.</p>																																										



<p>Mayor Dillenberg read the ordinance in title only.  <b>Motion to Adopt Ordinance No. 467</b></p>							
COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	
BARBER			X				
DILLENBERG			X				
HARVEY	X		X				
MOORE			X				
WORTH		X	X				

**ITEM #9: UNFINISHED BUSINESS**

**7:39 (39:35) ITEM #9A: AMENDMENT TO CONTRACT WITH PACE ENGINEERING**  
 Council will review and may approve an amendment to the scope of work included in the town’s contract with PACE Engineering regarding the wastewater treatment plant.

*Ms. Gallagher emphasized that this was an amendment to the scope of the contract as a result of discussions with ADEQ regarding our amended consent order.*

**Motion to Approve revised contract with PACE Engineering**

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

**7:49 (40:36) ITEM #9B: UPDATE REGARDING PARKING INVENTORY**  
 The Zoning Administrator and/or Police Chief will provide an update regarding the planned inventory of residential parking.  
*Mr. Knight said he did not have an update at this point as he was working on the inventory with Chief Muma who wants to do it on the new laptop that had not yet arrived. He said they will also be cataloguing various dwellings.*

**7:41 (41:26) ITEM #9C: UPDATE REGARDING CODE ENFORCEMENT**  
 The Zoning Administrator and/or Police Chief will provide an update regarding code enforcement activities.  
*Mr. Knight said he did not have an update at this time for the same reasons as above in item #9B.*

**7:42 (41:40) ITEM #9D: DISTRICT SIGNS**  
 Council will continue their discussion regarding district signs and whether they should be altered or removed.  
*Mr. Knight said he was still working on district signs and coordinating with business owners and that he would have information to present at the March Council meeting.*

**7:42 (42:01) ITEM #9E: REVIEW OF POLICY REGARDING RENTAL AND UTILITY PAYMENTS DURING COVID**  
 Council will review current policies for rental and utility payments during the pandemic and may determine to what extent they will be continued.  
*Ms. Gallagher said she was looking for direction from the Council regarding deferment of rental and utility payments due to the COVID-19 pandemic. She said no one had been evicted from town rental properties, but that one tenant owes \$2400. She asked how this should be handled. She said regarding utilities and because of the flat rate charged, adjustments were made accordingly (i.e., less usage in businesses, especially restaurants, so rates were temporarily lowered). Ms. Gallagher listed the status of local businesses and said the town was not doing shutoffs. She then brought up the two delinquent residential accounts (mentioned during Staff and Council Reports, Item #3) where the account holders had moved out, and asked if Council would want to send those to collections. Ms. Gallagher said all lodging is open for business and that two accounts are past due for a total of \$3200 owed to the town, and that 24 residential accounts were delinquent and owed over \$10k. She said attempts have been made to set up payment plans; none of the debt has been forgiven, just deferred. She asked how long the town should continue the deferment or if they wanted to revisit this discussion on a monthly basis.*  
*Mayor Dillenberg asked if any of this was refundable through COVID funding; Ms. Gallagher said she doubted it.*  
*Ms. Barber pointed out that the COVID pandemic is ongoing but agreed that the two tenants who have moved should be sent to collections. She totaled the debts to the town, which came to approximately \$20k. She suggested setting up payment plans.*  
*Ms. Gallagher said this has been tried and has not been effective.*  
*Ms. Barber said she was reluctant to “show their teeth” right now but perhaps once COVID has passed.*  
*Mayor Dillenberg asked about providing funding, but Ms. Gallagher said the town needs to be careful about that because some accountholders are making an effort, while others are not.*  
*Ms. Harvey also agreed that the two movers be sent to collections and added that she was concerned about the delinquent businesses taking advantage of the town. She suggested that staff send out a letter stating the account was getting too deep in arrears and that a payment plan needed to be implemented. She said if no response was received within two weeks, then follow up with a harsher letter stating services would be shut off.*  
*Ms. Barber suggested that in the letter for residential accounts, mention the links to resources on the town website where they could pursue financial support. Ms. Gallagher said she would also mention in the letter that Council will be discussing this in March and shutoffs may be considered.*  
*Vice Mayor Worth said NACOG assists with communication for some of these people and could assist with applications if needed. She suggested adding this to the letter.*  
*Ms. Barber confirmed that all councilmembers agreed to send the two delinquent residential accounts to collections.*

ITEM #10:

**NEW BUSINESS**

7:03 (3:03)

**ITEM #10A: APPOINTMENTS TO BOARDS**

Council may make appointments to fill vacancies and/or renew expired terms on the Planning & Zoning Commission, Design Review Board and Board of Adjustment.

Mr. Knight reported the status of expired terms, upcoming vacancies, and returning volunteers: two BOA members were staying, two P&Z commissioners were leaving, as was one DRB member. He said John McDonald would stay on the P&Z commission until someone else volunteered. [Mr. McDonald had agreed to another three-year term.]

Ms. Harvey asked applicant and Jerome resident Jeanie Ready, who had joined the meeting, if she would be able to stay fair given her experience working in construction.

(6:44) Ms. Ready clarified that her experience was in Texas 12 years ago and that she was loyal to the town and considers herself highly ethical.

Ms. Moore told Ms. Ready that her application looked great and asked if she was committed to do all that is expected of her as a commissioner.

Ms. Ready said yes, that she would have the time to commit to her position. She explained that she was disabled with chronic illness and that her only concern would be fatigue. She said she was ready to devote the time and energy volunteering with the town.

**Motion to appoint Jeanie Ready to Planning & Zoning Commission; reappoint John McDonald to Design Review Board; and reappoint Natalie Barlow and Suzy Mound to Board of Adjustment**

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

7:53 (53:29)

**ITEM #10B: RESIDENCY REQUIREMENTS FOR DEPARTMENT HEADS**

Council will discuss possible changes to the Town’s policy regarding residency requirements for department heads.

Vice Mayor Worth said her understanding was that this policy was established when housing was dramatically different in Jerome and thought Council may want to reconsider and be open to concessions on certain requirements.

Ms. Moore confirmed that this policy goes way back. She said the town clerk doesn’t need to be local but that the issue has been mostly with the positions of fire chief and police chief and she thinks they should be local and be familiar with the town. She said the Council can work around this and that she hoped the Hotel Jerome would provide housing when needed.

Vice Mayor Worth agreed with the need for first responders to be invested and local but said that the code needs to be rewritten so the Council has the option to make a concession. She gave an example of a longtime police officer in Jerome who already owns a home elsewhere and would qualify for the chief position but would not be able to buy a home in town.

Ms. Harvey said she has struggled with this and strongly feels the department heads should reside in town—but she also knows that housing is unaffordable in Jerome. She suggested perhaps the on-call duty officers—fire and police—use the fire station as an option for housing until the Hotel Jerome becomes viable.

Ms. Gallagher said she talked to the present chiefs about this and both felt strongly that future chiefs must live in town to respond quickly to emergencies.

Ms. Moore suggested they discuss converting one of the town buildings into housing for chiefs when they’re on call.

Vice Mayor Worth clarified that she was thinking about this on a mostly case-by-case basis. Ms. Moore said she would like the policy to be worded carefully and not leave it to future councils to decide case-by-case.

Mayor Dillenberg suggested they come up with a plan and for two councilmembers to work on this and come back to the next meeting with a recommendation. Ms. Gallagher said she would be willing to work with them.

Vice Mayor Worth suggested Ms. Harvey would be great since she is the PSPRS representative. Ms. Harvey suggested Ms. Moore.

Ms. Gallagher asked if they would be working toward a code amendment. Ms. Harvey suggested they have another discussion at the March meeting before amending the code.

Vice Mayor Worth said she also wanted to talk about job descriptions, not just residency, and that she would like to discuss requirements and duties for these positions, which have not changed in a long time. It was then decided they would start with the police chief position.

Mayor Dillenberg asked for an update on the Hotel Jerome, as it was mentioned as a possible housing location for department heads. Ms. Gallagher said former councilmember Hunter Bachrach was leading the project but is no longer on board, so the project was at a standstill.

Ms. Harvey said she thought Vice Mayor Worth was involved and coordinating with Mr. Bachrach to take on the project. The vice mayor confirmed this but that at some point progress stalled; she is unsure of the project’s status.

Ms. Barber said she was willing to get the ball rolling again, as she had met with Mr. Bachrach and Chloe Van Hoose of NACOG in the past regarding the Hotel Jerome. The mayor asked her to reach out to Ms. Gallagher and provide an update at the next meeting.

<p>8:09 (1:08:38)</p>	<p><b>ITEM #10C: DISCUSSION: AMENDMENT TO TOWN CODE REGARDING TOUR BUSINESSES</b></p> <p>Council will discuss a possible amendment to the Town Code regarding tour businesses and may direct staff in this regard.</p> <p><i>Ms. Gallagher said that Chief Muma suggested amending the code regarding tour businesses and to require out-of-town tour businesses to comply with the Town’s tour business requirements by removing the requirement for a physical location in town.</i></p> <p><i>Ms. Harvey said she’s aware of a few tour businesses bringing groups to town and asked if the word bona fide is sufficient in the current code’s verbiage. Ms. Gallagher said she would confer with Town Attorney Bill Sims.</i></p> <p><i>Ms. Gallagher asked if the Council would like a draft ordinance for a first reading at the next meeting. Mayor Dillenberg agreed with this idea.</i></p> <p><i>Ms. Barber suggested changing bona fide to “brick and mortar.” Ms. Moore suggested “physical location.”</i></p>																																										
<p>8:12 (1:11:57)</p>	<p><b>ITEM #10D: DISCUSSION: AMENDMENT TO TOWN CODE REGARDING DISTRACTED DRIVING</b></p> <p>In light of new State legislation, Council will discuss a possible amendment to the Town Code regarding distracted and may direct staff in that regard.</p> <p><i>Ms. Gallagher said that state law went into effect on January 1, 2021 and now nullifies our regulations in the town code regarding distracted driving and they should be removed.</i></p> <p><i>Ms. Barber said as a state law, what is required now is signage, not just a change to the ordinance.</i></p> <p><i>Ms. Harvey said her interpretation was that any road coming into the <u>state</u> needs signage regarding distracted driving, rather than into Jerome.</i></p> <p><i>Ms. Gallagher said she would bring the ordinance to the next meeting.</i></p>																																										
<p>ITEM #11: 8:15</p>	<p><b>TO AND FROM THE COUNCIL</b></p> <p>Council may direct staff regarding items to be placed on a future agenda.</p> <p><i>There were no items from the Council.</i></p>																																										
<p>ITEM #12:</p>	<p><b>ADJOURNMENT</b></p> <p><b><i>Motion to Adjourn at 8:16 p.m.</i></b></p> <table border="1" data-bbox="381 909 1385 1037"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH			X			
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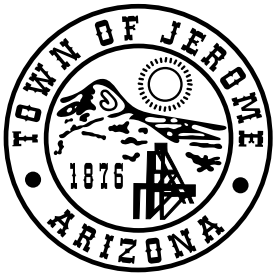
APPROVE:

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

## ORDINANCE NO. 465

### AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA, AMENDING SECTION 201, "DEFINITIONS," SECTION 507, "C-1 ZONE, GENERAL COMMERCIAL," AND SECTION 510, "PARKING AND LOADING REQUIREMENTS" OF THE JEROME ZONING ORDINANCE REGARDING TRANSIENT LODGING

WHEREAS, the Jerome Planning & Zoning Commission has recommended amendments to the Jerome Zoning Ordinance to remove references to boarding and lodging houses and motels, amend the definition of "hotel," and clarify the conditional use requirement in the C-1 zone of residential use of a building; and

WHEREAS, the Commission, following publication of a notice in the Verde Independent on January 3, 2021, conducted a public hearing on this ordinance at their regular meeting of January 20, 2021, and following said hearing adopted Resolution 2021-01 recommending the amendments set forth herein; and

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

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

Section 1. The definitions for "Bed and Breakfast," "Boarding or Rooming House," "Dwelling," "Hotel," and "Motel" included Section 201, "Definitions," of the Jerome Zoning Ordinance are hereby amended as follows (deletions in ~~strikeout text~~, additions underlined):

**Bed and breakfast** - a building or buildings containing central kitchen facilities and not more than three (3) rooms used to provide lodging for compensation; provided that the owner or caretaker lives on the premises, ~~1) No more than one (1) family is lodged per day, 2) no meals are provided other than breakfast, 3) the host family lives on the premises, 4) smoke alarms are installed and, 5) parking has no negative effect on the neighborhood.~~

~~**Boarding or Rooming House**—a building or buildings containing central kitchen facilities and not more than eight (8) rooms where lodging is provided for compensation with or without meals, but not to include rest homes.~~

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

**Hotel** - a building in which lodging is provided and offered to the public for compensation and which is open to transient guests. Does not include Bed and Breakfast. ~~there are nine (9) or more rooms where~~

Date of first reading: 2/9/2021

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

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

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

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

~~lodging with or without meals is provided for compensation, usually on a transient basis, "hotel" shall not be construed to include motel, trailer court, sanitarium, hospital, or other institutional building or jail or other building where persons are housed under restraint. No provision is made for cooking in the individual rooms or suites.~~

~~**Motel**—a building or group of buildings containing guest rooms or apartments each of which maintains a separate outside entrance, used primarily for the accommodation of motorists, and providing automobile parking space on the premises.~~

Section 2. Item #4 of Paragraph B, "Permitted Uses," and Item #13, of Paragraph C, "Conditional Uses," of Section 507, "C-1 Zone, General Commercial," are hereby amended as follows (deletions in ~~strikeout text~~, additions underlined):

**B. PERMITTED USES**

4. Hotels ~~and motels~~.

**C. CONDITIONAL USES**

13. Residential use of a building, including ~~three-family dwellings, multi-family dwellings, boarding houses, rooming houses, lodging houses,~~ apartment houses ~~and Bed and Breakfasts~~, when in the opinion of the Planning and Zoning Commission, said use has little or no adverse effect on the public health, safety and general welfare. Residential use with historic precedence in the subject buildings are exempt from the well-being criteria but remain subject to nonconforming use clauses.

Section 3. Item #1 of Paragraph D, "Schedule of Required Off-Street Parking Spaces," of Section 510, "Parking and Loading Requirements," is hereby amended as follows:

- A. Item a, "Boarding House," is deleted in its entirety, and subsequent lines renumbered accordingly.  
B. Item g (being now renumbered as Item f), "Hotel or motel," is amended to delete the words "or motel."

Section 4. 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 5. 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 6. Should any section or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance, any provision incorporated by reference and any other provision of the Town Code as a whole or any part thereof other than the part so declared invalid.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA,  
THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2021.

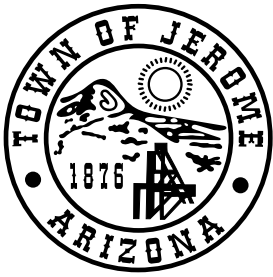
\_\_\_\_\_  
Dr. Jack Dillenberg, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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



# TOWN OF JEROME

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

## ORDINANCE NO. 468

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

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

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

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

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

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

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

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2021.

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

ATTEST:

APPROVED AS TO FORM:

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

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

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

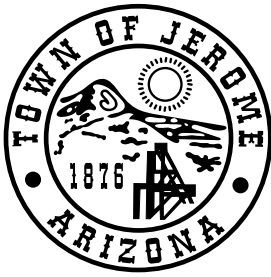
Dates of publication: \_\_\_\_\_

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

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

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						



# TOWN OF JEROME

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

## ORDINANCE NO. 469

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

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

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

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

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

Section 8-5-4. Location.

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

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

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

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

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

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

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

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

Section 4. 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 5. Should any section or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance, any provision incorporated by reference and any other provision of the Town Code as a whole or any part thereof other than the part so declared invalid.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA,  
THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2021.

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

ATTEST:

APPROVED AS TO FORM:

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

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





# TOWN OF JEROME

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

## Zoning Administrator Analysis Council Staff Report March 9, 2021

**Items 7D & 7E:** Resolution No. 610 and first reading of Ordinance No. 470 regarding administrative approval of small projects and updates to the appeals process for certain types of projects

**Applicant/Owner:** Town of Jerome

**Recommendation:** Discussion/possible action

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

**Background and Summary:** Various efforts have been made over the years to allow certain types of projects to be approved administratively instead of going to the Planning and Zoning Commission (P&Z) or Design Review Board (DRB). These projects would still be reviewed for compliance with code standards regarding height, setbacks, coverage, etc. They would also be reviewed to ensure that the visual compatibility standards and other requirements related to design review criteria would still be met.

The proposed changes have been reviewed and discussed by both the Planning Commission and the Council. A brief history is noted below.

- May 20, 2020 – Council initiated the ordinance amendment
- December 1, 2020 – Council and P&Z discussed at a joint meeting
- January 20, 2021 – P&Z discussed at a work session
- February 1, 2021 – DRB discussed at a work session
- February 17, 2021 – P&Z held a public hearing on the proposed amendments and approved Resolution 2021-02 recommending adoption by the Council

**Discussion:** A variety of small projects are currently reviewed by the Design Review Board and occasionally the Planning and Zoning Commission. The projects can be sorted into four categories noted below.

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

1. Repair/replacement/maintenance provided comparable materials are used
2. Landscaping (not including structures such as gazebos, shade structures, and sheds)
3. Paint, stain, and similar exterior coatings for residential structures

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

4. Concrete work, pavers, and other flatwork provided they are less than 12 inches above the ground
5. Window and door replacement provided the new window or door closely simulates the same size, materials, and style of the window or door being removed
6. Stair replacement with limited change in footprint
7. Ground-level decks and patios (provided they are less than 12 inches above the ground and not covered)
8. Changes in roof material or color
9. Exterior modifications/improvements to existing residential structures that add no additional square footage

Note that the above items would not be exempt from building code, fire code, or requirements for design compatibility. They would simply be exempt from having to be processed through the P&Z site plan review process. Additional language has been added that provides discretion for the zoning administrator to require that any project considered to be controversial or have a large visual impact be reviewed by the DRB and/or P&Z.

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

10. Paint/stain for commercial structures
11. Awnings and permanent signs
12. Fences and walls
13. Sheds and detached accessory structures less than or equal to 120 square feet (note: sheds over 120 square feet would require both site plan review by P&Z and design review by the Design Review Board)
14. Residential additions less than or equal to 120 square feet (these would be exempt from site plan review by P&Z but still require approval by the DRB)
15. Murals

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

16. Expansion or modification to an existing nonconforming structure
17. New residential structures or additions over 120 square feet
18. Additions to commercial or industrial structures
19. New commercial or industrial structures
20. Demolitions
21. Those controversial in nature
22. Those that require a Conditional Use Permit (CUP)
23. All other modifications, improvements, or additions to structures not specifically listed above

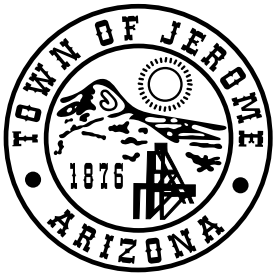
**Appeals process:** The code has inconsistent and sometimes confusing sections regarding appeals of the site plan review and design review processes. These should be amended so they are clear and consistent. Note that appeals of administrative decisions are heard and decided by the Board of Adjustment.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

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

**Additional modifications:** After review by P&Z, staff has identified a few minor changes that might clarify and improve the ordinance. These are noted below but have not been included in the redline. If Council would like to include these additional changes, this should be included in a motion.

1. **Section 303.1.B.:** Add Decks and patios over 12 inches above the ground surface to the list of projects requiring review by the Planning and Zoning Commission.
2. **Section 303.1.G.:** At the end of the first sentence add in accordance with the provisions of this section.
3. **Section 303.1.G.:** Add All copies of the approved plan, with any conditions shown therein or attached thereto, shall be dated and signed by the zoning administrator. One (1) copy of said approved plan and conditions together with a notification of all Design Review requirements and procedures shall be distributed to the applicant, and one (1) copy shall be filed with the building inspector. Note that this language mirrors the language already in the code under the Final Site Plan Review procedures.
4. **303.2.A.4.:** Add fire chief to the list of review entities.
5. **303.4.A..3.** Change to clarify that appeals of administrative decisions may be filed by persons aggrieved or by any officer, department, board or bureau of the municipality affected by a decision of the zoning administrator. This language is taken directly from the state statute that governs appeals to the Board of Adjustment (ARS 9-462.06.D.).
6. **304.B.:** Add Decks and patios over 12 inches above the ground surface to the list of projects requiring review by the Design Review Board.
7. **304.E.1.** At the end of the first sentence add in accordance with the provisions of this section.
8. **304.J.2.** Change the ten- (10-) day requirement to fifteen (15) days so that it is consistent with other time frames identified in the zoning ordinance.

**Recommendation:** Discussion and possible action.



# TOWN OF JEROME

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

## RESOLUTION NO. 610

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

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

THAT the certain document entitled "2021 Changes to the Jerome Zoning Ordinance regarding Administrative Approvals and Appeals", as recommended by the Jerome Planning & Zoning Commission on February 17, 2021, which is attached hereto and made a part hereof, and three copies of which are on file in the office of the Town Clerk, is hereby declared to be a public record, and said copies shall remain on file with the Town Clerk.

PASSED AND ADOPTED BY THE Mayor and Council of the Town of Jerome, Arizona, this 9th day of March, 2021.

APPROVED:

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

ATTEST:

APPROVED AS TO FORM:

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

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

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

*As recommended by the Jerome Planning & Zoning Commission  
February 17, 2021*

# ZONING ORDINANCE OF THE TOWN OF JEROME

ARTICLE I - ADMINISTRATION	SECTION	PAGE
Short Title .....	101	7
Purpose.....	102	7
Interpretation and Application .....	103	7
Planning and Zoning Commission .....	104	7
Board of Adjustment .....	105	8
Design Review Board .....	106	10
Zoning Administrator .....	107	11
Enforcement .....	108	11
Violation and Penalty .....	109	12
Severability .....	110	12
ARTICLE II - DEFINITIONS		
General .....	201	13
ARTICLE III - PROCEDURES		
Amendments or Zone Changes .....	301	23
Conditional Use Permits .....	302	26
Preliminary Site Plan Review .....	303.1	30
Final Site Plan Review.....	303.2	32
Grading and Excavation Requirements.....	303.3	33
Design Review .....	304	36
Appeals and Variances .....	305	42
Neighborhood Meetings.....	306	44
ARTICLE IV - ZONING DISTRICTS		
Establishment of Zoning Districts .....	401	47
Location and Boundaries of Districts .....	402	47
ARTICLE V - USE REGULATIONS		
Nonconforming Situations.....	501	49
General Provisions.....	502	51
“AR” Zone, Agricultural Residential.....	503	56
“R1-10” Zone, Single Family Residential.....	504	59
“R1-5” Zone, Single Family Residential.....	505	61
“R-2” Zone, Single- and Two-Family Residential.....	506	63
“C-1” Zone, General Commercial.....	507	66
“I-1” Zone, Light Industrial.....	508	70
Signs .....	509	73
Parking and Loading Requirements.....	510	78
Historic Overlay District .....	511	81
(Reserved) .....	512	82
ARTICLE VI - EMERGENCY CLAUSE.....		83
APPENDIX.....		85
INDEX .....		93

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

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

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

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

#### **A. PURPOSE**

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

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

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

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

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

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

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

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

# Section 302 - Conditional Use Permits

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

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

## F. TIME LIMITS

1. Use permits become effective immediately upon action by the Town Council.
2. Any use permit issued by the Town Council shall be commenced within six (6) months from the date of Council ratification, and diligently pursued, otherwise it shall become null and void.
- ~~3.~~ No person shall reapply for the same or substantially the same use permit on the same or substantially the same plot, lot, or parcel of land within a period of one (1) year from the date of denial or revocation of said use permit.
- ~~3.4.~~ An extension of approval may be granted if the applicant files for the extension prior to the approval becoming void and the extension is granted by the approval body.

## G. REVOCATION

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

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



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

#### **H. FEE**

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

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

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

### **A. PURPOSE**

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

[Ord. No. 293]

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

1. Projects requiring Preliminary Site Plan Review shall include but not be limited to: Additions to commercial or industrial structures,
2. Decks and patios which include walls or a roof,
3. Grading and excavation and clearing and grubbing in accordance with Section 303.3,
4. Lot splits and; lot line adjustments,
5. Modifications to non-conforming structures,
6. New commercial or industrial structures, construction,
7. Residential structures or additions over 120 square feet,  
-alterations,
8. Sheds and accessory structures buildings, larger than 120 square feet,
9. grading and excavation and clearing and grubbing Projects determined by the Zoning Administrator or Planning and Zoning Commission to be controversial in nature or of significant public interest, and
10. Projects not specifically listed as exempt or requiring Zoning Administrator review.

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

1. Concrete work, pavers and other flatwork – provided the finished surface is no higher than 12” above the surrounding ground surface,
2. Ground level decks and patios – provided the finished surface is no higher than 12” above the surrounding ground surface and the deck or patio does not include walls or a roof,
3. Replacement of exterior stairs with limited change of the existing footprint and approval by the Fire Chief, and
4. Sheds and accessory structures less than or equal to 120 square feet.

### **D. PROJECTS EXEMPT FROM SITE PLAN REVIEW**

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

## C.E. PROCEDURE

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

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

stability and lack of negative impact.

- c. Six (6) months from the date of approval of a grading permit approval becomes void if the grading permit has not been issued.
  - d. Exploratory excavation of ten (10) cubic yards or less can proceed with the approval of the Zoning Administrator and Building Inspector. The applicant shall submit plans for approval by the Planning and Zoning Commission for all excavation in excess of ten (10) cubic yards.
11. Any other information which the Zoning Administrator may find necessary to establish compliance with this and any other ordinances.
  12. Application for sign permits shall be filed in accordance with the provisions of Section 509.

[Ord. No. 293]

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

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

[Ord. No. 293]

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

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

[Ord. No. 293]

## SECTION 303.2. FINAL SITE PLAN REVIEW

### A. FINAL PLAN PROCEDURES

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

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

### B. REVIEW

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

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

The Design Review Board approval of the Design elements of the Final Plan is outlined in Section 304.

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

### **SECTION 303.3. GRADING AND EXCAVATION REQUIREMENTS**

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

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

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

#### **A. APPROVAL PROCEDURE**

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

#### **B. POST-APPROVAL PROCEDURE**

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

1. All grading and excavation shall be performed with safety precautions and any anti-erosion or drainage devices required by the Building Inspector.
2. Construction equipment parking and storage needs shall be identified and provisions made not to interrupt, more than absolutely necessary, normal traffic flow.
3. Dust control measures shall be taken and loads covered to prevent spilling and blowing.
4. Fencing of hazardous sites shall be required.
5. Safety fencing to protect neighboring property may be required.
6. The Building Inspector may require adequate inspection and compaction control by an approved soils testing agency. This may include certification concerning the inspection of cleared areas and benches to receive fill and the compaction of fills.

7. Cuts shall be accomplished to blend scale, form and visual character into the natural ~~land forms~~landforms and minimize exposed scars.
8. Cuts shall be adequately fenced.
9. Driveway slope shall not exceed fifteen (15) percent, where possible, within topographic constraints. In every case, driveways shall blend in with the surrounding natural colors, and shall have adequate measures taken for runoff and drainage.
10. Fills shall be accomplished to blend scale, form and visual character into the natural ~~land forms~~landforms and minimize exposed scars.
11. The Building Inspector may require further supporting data to ensure stability.

### **C. RESPONSIBILITIES OF THE APPLICANT**

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

## **SECTION 303.4. APPEALS AND EXPIRATION OF APPROVALS**

### **D.A. APPEALS**

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

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

1. Six (6) months from the date of approval, a plan approval becomes void if a building permit has not been issued and/or work has not commenced.
- ~~1.2.~~ A Building permit may not be issued by the Building Inspector until the fifteen (15) day appeal period has expired.
- ~~2.3.~~ An extension of approval may be granted if the applicant files for an extension prior to the approval becoming void and the extension is granted by the approving body.

### **F.C. VIOLATION AND ENFORCEMENT**

1. Prior to the issuance of a Building Permit, the Building Inspector shall ascertain that the Planning and Zoning Commission has approved ~~Preliminary and Final~~ plans which are in conformance to those presented with the Building Permit application and that the time limitations imposed by this Ordinance have not elapsed.
2. The Zoning Administrator shall ensure that all matters are undertaken according to the conditions of the approved plan. If, during the course of work, changes in the approved plan are necessitated by conditions found at the site, an appropriately licensed engineer's approval may be required for the modified plans. In the event of a violation, the Zoning Administrator shall notify the permittee, by mail, that he is in violation of the conditions of the approved plan. If there are no plans, approved by the Zoning Administrator, to eliminate the violation within ~~ten (10)~~ fifteen (15) days after notification, the building permit shall be revoked and considered null and void.
3. If, thirty (30) days after written notification by the Zoning Administrator, the applicant a Citizen is still in violation of this Ordinance, the Zoning Administrator shall take appropriate legal action to abate the violation.



## SECTION 304. DESIGN REVIEW

### A. PURPOSE

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

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

1. Awnings and permanent signs,
2. Additions and exterior modifications to commercial or industrial structures,
3. Demolitions of existing structures,
4. Fences and walls,
5. Additions and exterior modifications to residential structures (unless listed as exempt or subject to administrative review and approval),
6. New commercial or industrial structures,
7. Murals,
8. Paint, stain, and similar coatings for commercial structures,
9. Sheds and accessory structures,
10. Projects determined by the Zoning Administrator or Design Review Board to be controversial in nature or of significant public interest, and
11. Projects not specifically listed as exempt or requiring Zoning Administrator review.

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

1. Changes in roof material or color,
2. Concrete work, pavers and other flatwork – provided the finished surface is no higher than 12" above the surrounding ground surface,
3. Ground level decks and patios – provided the finished surface is no higher than 12" above the surrounding ground surface and the deck does not include walls or a roof
4. Replacement of exterior stairs with limited change of the existing footprint and approval by the Fire Chief, and
5. Window and door replacement (provided the new window or door is approximately the same size and style of the window or door being removed).

#### **D. PROJECTS EXEMPT FROM DESIGN REVIEW**

1. Landscaping (not including accessory structures such as gazebos, pergolas, shade structures and sheds) and
2. Repair, replacement, and maintenance of existing structures – provided that comparable materials are used.
3. Nothing in this Section shall be construed to prevent the ordinary maintenance or repair of any exterior elements of any building or structure; nor shall anything in this article be construed to prevent the construction, reconstruction, alteration or demolition of any such elements which the authorized municipal officers shall certify as required by public safety.

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

- ~~1. Prior to the preparation of final design and working drawings and specifications or calling for bids from contractors, prospective property developers, owners or agents shall prepare preliminary scale drawings, photographs, specifications color samples, and material samples, and shall present these items to the Design Review Board for informal review and discussion. The purpose of this Review shall be to acquaint the developer, owner or agent with standards of design that are required of his proposed development.~~
1. Applications for design review shall be submitted to the Zoning Administrator for review by the Building Inspector, Fire Chief, Zoning Administrator and Design Review Board. Review may be accomplished by either the Zoning Administrator or the Design Review Board. Once submitted, the Zoning Administrator shall have fifteen (15) days from the date of submission of an application to review the application for completeness. If review is required by the Design Review Board, the application shall be submitted for review by the board at the next available meeting. If Site Plan Review is required according to Section 303, the application shall be submitted concurrently. The Design Review Board or Zoning Administrator shall approve, conditionally approve, or deny the application. Once denied, the original plan shall not be resubmitted.
2. When, in the opinion of the Design Review Board, upon hearing and considering all relevant information, a project is not in keeping with either the tenets of this Ordinance or the Jerome Comprehensive Plan, the project shall be denied by specific motion of the Board.

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

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

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

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

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

**E.G. FEE**

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

**F.H. REVIEW PROCEDURES AND CRITERIA**

1. The Design Review Board and Zoning Administrator shall use the following criteria to review proposed applications for new construction. ~~shall review a submitted application for design approval for all new construction and/or installation of Accessory Features. In doing so, both the Design Review Board~~ Where available, the Zoning Administrator, Design Review Board and the applicant shall use photographs, lithographs and the like of Jerome, to support their findings. If photographs, etc., are unavailable, then the determination or finding shall be based on the works of a recognized historic preservation authority; such as, but not limited to, text books or architect/historian. Each of the following criteria must be satisfied before an application can be approved.
  - a. PROPORTION – The relationship of the width of building or structure to its height shall be visually compatible to buildings, structures and places to which it is visually related
  - b. OPENINGS – The relationship of the width of the windows and doors, to 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 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.
2. The Design Review Board and Zoning Administrator shall review a submitted application for *Design Approval of Alterations, Additions, or Renovations to Existing Buildings or Structures*, and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:
    - a. ARCHITECTURAL FEATURES AND DETAILS – Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.
    - b. ROOFS – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.
    - c. COLOR – Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.
    - d. MATERIALS AND TEXTURE – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.
  3. The Design Review Board shall review a submitted application for *Approval of the Demolition, Partial Demolition, or Removal of Existing Buildings or Structures*, and shall have the power to approve, conditionally approve, or disapprove, all such requests; in accordance with the following procedures and criteria.
    - a. In passing on an application for demolition, partial demolition, or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.
    - b. If the Design Review Board finds that the preservation and protection of historic places and the public interest will best be served by postponing the demolition, partial demolition, or removal of a building or structure, it may postpone such action for a designated period, which shall not exceed one hundred eighty (180) days from the receipt of the application, and shall notify the applicant of such postponement. Within the period of postponement such demolition or alteration of any building, the Design Review Board shall take steps to ascertain what the Town Council can or may do to preserve such building, including consultation with private civic groups, interested private citizens and other public boards or agencies and including investigation of the potential use of the power of eminent domain when the preservation of a given building is clearly in the interest of the general welfare of the community and of certain historic and architectural significance. The Design Review Board shall then make such recommendations thereabout to the Town Council as the Board may determine to submit.

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

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

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

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

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

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

2. When a written appeal is filed with the Town Clerk, the Council shall evaluate the appeal at their next available regular or special meeting. Where an appeal has been filed, the Council may elect to set the matter for a public hearing. If such action is taken, a legal notice shall be published at least once in the official newspaper of the Town, the site shall be posted at least fifteen (15) days prior to the hearing date, and notice shall be mailed to property owners within 300 feet. Notice shall also be given to the Design Review Board and the appellant. The Zoning Administrator shall submit a report to the Council with all relevant information and set forth the reasons for action taken by the Design Review Board.
3. Any applicant may appeal a decision of the Zoning Administrator to the Board of Adjustment by filing a written notice of appeal with the Zoning Administrator, not later than fifteen (15) days from the date of the Zoning Administrator's decision.
4. Six (6) months from the date of approval, a plan approval becomes void if a building permit has not been issued and/or work has not commenced
5. A Building permit may not be issued by the Building Inspector until the fifteen (15) day appeal period has expired.
6. An extension of approval may be granted if the applicant files for an extension prior to the approval becoming void and the extension is granted by the approving body.

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

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

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

1. Prior to the issuance of a building permit, the Building Inspector shall ascertain that the Design Review Board has approved plans which are in conformance to those presented with the Building Permit application and that the time limitations imposed by this ordinance have not elapsed.
2. The Zoning Administrator shall ensure that all matters are undertaken according to the conditions of the Design Approval. In the event of a violation, the Zoning Administrator shall notify the permittee, by mail, that he is in violation of the conditions of the Design Approval. If no attempt to change the circumstances of the violation is made within ten (10) days after notification, the building permit shall be revoked and considered null and void.
3. Violations, Enforcements and Fines. If, thirty (30) days after written notification by the Zoning Administrator, a citizen is still in violation of this ordinance, the Zoning Administrator shall take appropriate legal action to abate the violation.

#### **J. EXCLUSIONS**

~~Nothing in this Section shall be construed to prevent the ordinary maintenance or repair of any exterior elements of any building or structure; nor shall anything in this article be~~

~~construed to prevent the construction, reconstruction, alteration or demolition of any such elements which the authorized municipal officers shall certify as required by public safety.~~



## Section 502 - General Provisions

3. In any district, the height of a deck may not exceed twenty-seven (27) feet from the natural grade.

[Ord. No. 374]

### J. WALLS AND FENCES

1. No freestanding wall or fence shall be constructed until a permit for such construction has been issued by the Building Inspector. No such permit shall be issued until the application for such permit has been reviewed and approved by the Zoning Administrator and/or the Design Review Board in accordance with the provisions of Section 303 and Section 304.
2. In any residential or commercial zone, no wall or fence over three (3) feet high shall be constructed or maintained nearer to the street line than the front and side walls of the building erected, nor be more than six (6) feet in height on any side or rear-lot-line. Provided, however, that open wire fences exceeding the above heights may be built around schools and other public or quasi-public institutions when necessary for the safety or restraint of the occupants thereof.
3. No fence or wall shall contain barbed wire, electrical current or charge of electricity, broken glass, or similar hazardous materials or devices, provided, however, that fences enclosing storage areas in industrial districts may use barbed wire so long as such wire is located not less than six (6) feet above grade.

### K. EXTERIOR LIGHTING

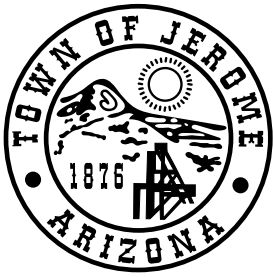
All lighting for off-street parking or loading areas or for the external illumination of buildings or signs shall be directed away from and shielded from any adjacent residential district and shall not detract from driver visibility on adjacent streets.

### L. REMOVAL OR DEMOLITION OF BUILDINGS OR STRUCTURES

No building or structure which has been wholly or partially erected on any property located within the Town of Jerome shall be demolished or removed until a permit for such demolition or removal has been issued by the Zoning Administrator. A permit for removal or demolition of any building or structure shall not be issued until the application for such a permit has been reviewed and approved by the Design Review Board in accordance with the provisions of Section 304.

### M. HOME OCCUPATIONS

1. Home occupations shall be clearly incidental and subordinate to the use of the property and dwelling unit for dwelling purposes, and shall not change the character thereof.
2. There shall be no employees other than members of the immediate family residing on the premises.
3. No business shall be conducted which requires delivery vehicles or other services not customary to a residence.
4. Signs shall be subject to applicable provisions of Section 509.
5. All materials and equipment used and maintained in connection with a home occupation must be used and stored inside the dwelling and accessory buildings.
6. No public display of items for sale shall be permitted.



# TOWN OF JEROME

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

## ORDINANCE NO. 470

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2021.

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

ATTEST:

APPROVED AS TO FORM:

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

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

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

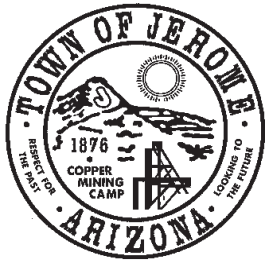
Dates of publication: \_\_\_\_\_

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

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

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						



# TOWN OF JEROME

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

Founded 1876  
Incorporated 1899

## APPLICATION TO SERVE AS MEMBER OF DESIGN REVIEW BOARD, PLANNING & ZONING COMMISSION OR BOARD OF ADJUSTMENT

*We understand you are interested in serving on one of the Town boards or commissions. We appreciate your volunteering. Such service is vital to the community and we hope this will reward you with a better understanding of your local government and a sense that, through your efforts, Jerome will be a better place to live. We are delighted to hear of your willingness to help.*

Name: Lori Riley

Date: 2-22-2021

Mailing Address: PO Box 284

Physical Address: [REDACTED] AZ 86331

Home phone: 916 [REDACTED]

Cell phone: same

Email: [REDACTED]

Which board or commission would you prefer to join? Planning and Zoning

How long have you resided in Jerome? 6 years

Have you read Jerome's present Zoning Ordinance? yes

Have you read Jerome's Comprehensive Plan?

Do you have previous experience on any of our boards or commissions? If yes, which ones? Have you served on similar committees, councils, boards, etc. in other communities? Which? When? Where?

No

Please list any or all background information that would enhance your qualifications to serve.

I have experience reading blue prints as my father was an architect. I worked for him. I also have an interest in helping Jerome.

Briefly state your reasons for wanting to serve at this time.

I have been interested in serving on the board for the last couple years and feel the time is right.

**For Planning & Zoning Commission and Board of Adjustment Applicants only:**

---

What attracted you to Jerome?

The feeling of community, the people and the history.

---

What concerns, if any, do you have regarding the impact of growth on the town and its infrastructure?

I do not want to see the town lose it's character.

---

What is your long-term "vision" for Jerome? Please explain your answer.

Not sure.

---

How important or not is the Historic Landmark Status of Jerome?

The history is very important to me. I would love to see buildings saved if possible.

---

If there were one major change you would like to see happen in this town, what would it be?

---

What qualities and qualifications do you feel you have that would make you an excellent member of the Planning & Zoning Commission or Board of Adjustment?

I am committed to serving and doing a good job on the board.

---

We feel it is very important to be knowledgeable about the laws, concepts and reasoning behind our Zoning Ordinance and general plan. Are you free enough and willing to read published materials and go to occasional conferences to enhance your ability to do a good job on the commission?

yes

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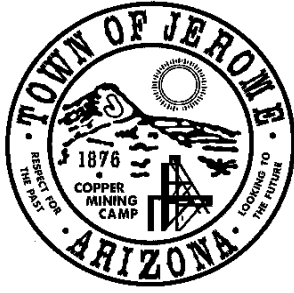
Do you understand that your duty as a Commissioner or Board member is to give a fair and impartial hearing to each proposal or appeal based on its meeting the requirements of the Jerome Zoning Ordinance?

yes

---

Give an example of a situation in which you have had to handle something under pressure that would relate to serving on this board.

I have been a board member of the Jerome Humane Society for the last 6 years and also work in the clinic. There are many situations that are high pressure at the clinic.



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# TOWN OF JEROME

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

## STAFF SUMMARY REPORT

**FROM:** Candace Gallagher, Town Manager/Clerk

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

**MEETING DATE:** March 9, 2021

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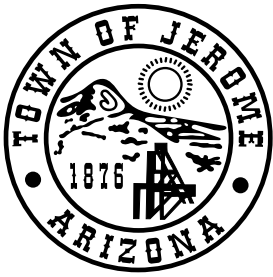
At the last meeting, Council asked for a review at this meeting of our seriously overdue rental and utility payments. Following that meeting, a letter was sent (form attached) to 12 utility account holders and two renters, and it included information about assistance that may be available. As a result, three utility accounts were paid in full, and one rental account was partially paid (about half).

I've attached a list (without names) of the amounts and aging of these accounts. Those highlighted in yellow are of particular concern, due to the amount owed and the length of time overdue (more than 90 days and over \$500).

At the last meeting, Council also directed that two overdue accounts where the tenant had moved out be sent to collections. We made a final (unsuccessful) attempt to get payment from those accounts, and they have now been sent to collections.

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

*Recommendation: This could be done as of the same date that Town Hall reopens to the public. For those agreeing to a payment plan, there would be no shut offs, evictions or late fees if payments are made on time as scheduled and current charges are paid when due.*



# TOWN OF JEROME

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

February 18, 2021

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Dear \_\_\_\_\_:

Over the past year, during the pandemic, the Town of Jerome has placed a moratorium on utility shutoffs and rental evictions, and has not assessed late charges on overdue accounts.

At this time, we must ask that you make an effort to bring your account up to date. Council has asked for a review of overdue accounts at their March 9 meeting and at that time, they may consider reinstating shut offs, late fees and/or evictions.

The balance on your account is now \$\_\_\_\_\_, and is \_\_\_\_\_ days overdue. We understand that paying the entire balance at once may be difficult, so we are prepared to allow you to bring the account current over a period of six months. Monthly payments of \$\_\_\_\_\_ would be required, in addition to your usual monthly charge of \$\_\_\_\_\_.

We have looked into resources that may be available to you, depending on eligibility, to assist with these payments, and I have enclosed a separate letter in that regard.

Please contact us no later than Thursday, March 4 to make payment or enter into a payment plan.

Thank you,

Candace B. Gallagher  
Town Manager/Clerk

cc: Kristen Muenz, Utility Clerk

**TOWN OF JEROME  
OVERDUE ACCOUNTS AT 2/28/2021**

<u>Amount due</u>	<u># days overdue</u>	<u>Commercial/Residential</u>	<u>Response?</u>	<u>Payment date</u>	<u>Payment amount</u>	<u>Amount remaining due</u>
1,391.32	365	R	CALLED - CANNOT PAY YET			1,391.32
4,401.76	365	C	No response			4,401.76
2,675.20	335	Rental	PARTIAL PAYMENT	22-Feb	1,300.00	1,375.20
687.61	320	R	No response			687.61
1,243.84	240	R	PAID IN FULL	22-Feb	1,243.84	0.00
988.47	200		No response			988.47
317.67	180	Rental	No response			317.67
420.44	120	R	PAID IN FULL	22-Feb	420.44	0.00
825.10	90	R	No response			825.10
2,827.71	90	C	No response			2,827.71
412.68	90	C	No response			412.68
233.20	90	R	No response			233.20
135.60	90	R	No response			135.60
135.40	60	R	PAID IN FULL	24-Feb	150.00	0.00
<b><u>16,696.00</u></b>						<b><u>13,596.32</u></b>



# Town of Jerome

<b>Job Title:</b>	Chief of Police		
<b>Department:</b>	Police		
<b>Location:</b>	305 Main Street	<b>Reports to:</b>	Town Manager/Town Council
<b>Wage/Salary Range:</b>		<b>Position Type:</b>	Salaried; Full-time

## Job Description

### Overview

The Police Chief reports to the Town Manager and is directly responsible to the Jerome Town Council for the overall operation and administration of the Police Department. The Police Chief is ultimately responsible for the protection of life and property, preservation of law and order, investigation of crimes, and enforcement of state laws and town ordinances.

### Role and Responsibilities

- The leadership, management and supervision of the Jerome Police Department.
- Supervisory control of administrative and records operations, criminal investigations and community media relations.
- Preparation and efficient administration of the budget of the Police Department.
- Management of the department in accordance with state and federal laws governing personnel matters.
- Establishment of Department regulations and operating procedures.
- The Police Chief may delegate or grant authority to other officers as may be necessary for the efficient operation of the office.
- In the town of Jerome, the Chief may be required to perform the duties of his office and also cover a shift. It is a working position, not just administrative.
- Selection, hiring, supervision, discipline and possible termination of police department employees.

### Examples of Duties

Duties may include, but are not limited to, the following:

- Patrols to observe for violations of laws; responds to radio dispatch for police service; serves warrants.
- Makes traffic stops and detains suspicious persons; issues citations; makes arrests; appears in court and gives testimony as arresting officer; transports prisoners.
- Conducts or assists in the investigation of traffic accidents and crimes; secures crime scene; takes fingerprints and photographs; interviews witnesses, victims, and suspects; identifies and secures evidence.
- Assists the public; may provide medical assistance or stabilize situation pending arrival of medical professional; answers questions; directs traffic; maintains knowledge of and refers those in need to public service agencies.
- Conducts building and field searches; checks doors or windows for building security.
- May participate in or be assigned to crime prevention, community relations, or school resource-type programs.
- Writes reports and field notes; may participate in departmental studies; attends briefings and training sessions; maintains patrol vehicle, firearms, and other equipment.

### Qualifications

- Possession of a valid State of Arizona driver's license and a satisfactory driving record.
- Possession of, or ability to obtain prior to appointment, certification as a peace officer by the Arizona Peace Officer standards and training board.



**Knowledge, Skills and Abilities**

- Working knowledge of the modern practices and techniques of law enforcement, patrol, investigation, public relations, and report writing; vehicle and penal codes; laws of arrest; rules of evidence; legal rights of citizens; court procedures.
- Skill in physical agility and demonstrated competency in the use of firearms.
- Ability to read, understand, and apply laws, regulations, and departmental policy, rules and procedures; think clearly and act effectively in emergency situations; observe and recall names, faces, and details of incident; understand and follow verbal and written directions; write clear, concise and accurate reports; use and care for small firearms and other equipment; communicate effectively, both verbally and in writing; establish and maintain cooperative working relationships; establish and maintain effective relationships with the public; maintain range qualifications and other law enforcement skills.
- Must be in adequate physical condition to perform police work, as determined by the town's examining physician.

**Special Requirements**

- Must be a registered voter in State of Arizona.
- Must reside within the Town of Jerome within six (6) months of employment.



# TOWN OF JEROME

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

## STAFF SUMMARY REPORT

**FROM:** Candace Gallagher, Town Manager/Clerk

**ITEM:** **Item #8F: Hotel Jerome**

**MEETING DATE:** March 9, 2021

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Here is a summary of what we have accomplished to date at the Hotel Jerome, and what remains to be done. Special thanks to Hunter Bachrach for his volunteer work on this project to get us this far, and his assistance in reviewing this summary. He has stepped away from the project going forward.

### COMPLETED:

- Asbestos removal – funded by ADEQ Brownfields
- Roof replacement (with drainage) – funded by USDA Rural Development, with contribution by Jerome Artists Co-op
- Safety rails in stairwell and at elevator shaft – funded by Town of Jerome
- Lead paint abatement – second floor – funded by ADEQ Brownfields
- Window replacement – second, third and fourth floors – funded by USDA Rural Development and Town of Jerome

### IN PROGRESS:

- Replacement of plate glass windows and surrounding wood (termite infested) on front of first floor – funded by Town of Jerome with contribution by Jerome Artists Co-op
  - *Rosa is obtaining quotes from contractors and Hunter Bachrach has agreed to assist in getting this done.*
- Boarding up the windows on the south side that will be cut out when putting in fire escape
  - *Will be done by crew ASAP*

### NEXT STEPS:

1. 2021 – 2022: Lead paint remediation, third and fourth floors
  - a. *Can be funded by ADEQ Brownfields, likely one floor per year*
2. 2022-2023: Installation of fire escape
  - a. *Need cost estimate and design approval*
  - b. *Funding TBD*
  - c. *Will require formal sealed bids*
3. 2023: Installation of elevator
  - a. *Need cost estimate*
  - b. *Funding TBD*
  - c. *Will require formal sealed bids*
4. 2022 – 2023: Architectural plans for second, third and fourth floors
  - a. *Look into having the work done pro bono by NAU*
  - b. *Possibly four to six apartments per floor*
  - c. *On fourth floor, existing roof drain piping will need to be reconfigured to provide clear headroom-height in hallways.*
  - d. *Plans will require review by P&Z, DRB, and Fire and Building Officials.*
  - e. *Architectural plans should include rough cost estimates*
5. 2023 – 2024: Installation of utilities sufficient to accommodate occupancy on floors 2, 3 and 4
  - a. *Funding and process TBD*
6. 2024 - ?: Construction of apartments
  - a. *Funding TBD*
  - b. *May need to be done incrementally – one floor at a time – due to funding constraints*
  - c. *Handrails will need to be added to stairs to be code compliant*
  - d. *Will require formal sealed bids*

# TOWN OF JEROME

## STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council

**From:** Jerome Fire Department

**Date:**

**Meeting Date:** 3-9-21

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**TITLE:** Fire Station Handicap Ramp

**RECOMMENDED ACTION:** Provide funding from wildland contingency to replace wooden structure with steel.

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**Background/History:** The Jerome Fire ~~Station was~~ built in 1996. The handicap ramp was constructed with wood, which at the time was in compliance with the fire code. Now 25 years old, it is in need of repair and should be replaced with a steel structure.

**Key Considerations:** As a town-owned building, the secondary access/handicap ramp should be constructed with noncombustible material, purchased by the town, and installed by the fire department.

**Community Benefits and Considerations:**

The fire department is endeavoring to turn the fire station into a true evacuation center by adding a kitchen. Considering what's going on around the country with climate change and extreme weather (freezing temps and extreme heat events), there is a need for a haven for our residents. The fire station is equipped with a generator that maintains our heat, cooling appliances, and other electrical devices, making it an ideal place for shelter.

**Community Involvement:** None

**Financial Implications:** This past fire season in 2020, the brush truck brought in \$93,000. The fire department has requested and spent approximately \$30,000, of which \$15,000 was used to purchase a Polaris Ranger for the town crew. The remaining funds have been used for additional wildland equipment, maintenance on the brush truck, and a new engine for the other Ford Explorer.

At this point we're anticipating a cost of at least \$10,000 for the material needed. I hope to have an updated estimate before the Council meeting.

**Option/Alternative:** Reconstruct the ramp out of combustible material, with the likelihood of having to periodically repair it. The fire department has already replaced all the top rail and some of the planking at least once since the handicap ramp was constructed.







# TOWN OF JEROME

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## ZONING ADMINISTRATOR ANALYSIS COUNCIL STAFF REPORT

March 9, 2021

**ITEM 9C: Tiny Homes – initiate an ordinance amendment to allow tiny homes**

**Recommendation:** Discussion/Possible action

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

**Background and Discussion:** There has been a growing interest from both developers and property owners to construct tiny homes in Jerome. Allowing tiny homes could increase the supply of affordable housing. Currently the zoning ordinance does not allow the construction or placement of tiny homes on residential lots. If the Council is interested in allowing tiny homes, an ordinance amendment would be required.

**Other Jurisdictions:** Most recently, Clarkdale has updated their zoning ordinance to allow tiny homes. In addition, they have recently approved a tiny home development in their R-4 zoning district. Coconino county and Sedona have amended their ordinances to allow tiny homes. Cottonwood and Yavapai county are also considering amendments to allow tiny homes.

**Issues for consideration:** The Council may wish to consider the following.

1. **Definition of a tiny home:** A common definition for “tiny home” is a home under 400 square feet. Some definitions increase the size limit to 600 square feet. The zoning ordinance currently requires a minimum home size of 850 square feet in the residential districts.

There are three common types of tiny homes. These are noted below. The council should consider what type/s and size of tiny homes should be allowed.

- a. **Tiny homes on wheels (THOW):** This type of tiny home is constructed on a chassis with wheels attached for the purpose of towing the structure from site to site. Most jurisdictions treat these as Recreational Vehicles (RVs), and follow requirements that apply to RVs, camping, campgrounds, and RV parks.
  - b. **Tiny homes constructed offsite:** This type of tiny home is constructed offsite then is permanently affixed to an approved permanent foundation. These are typically considered to be manufactured housing and are treated as such.
  - c. **Site-built tiny homes:** These homes are built entirely onsite and considered to be “stick-built” homes. What makes them different than other stick-built homes is simply the smaller size of the home. Permitting would be identical to any other site-built home, regardless of size.
2. **Other types of tiny homes:** The council should also consider whether to prohibit or allow the following types of homes.

- a. **Converted vehicles:** Examples include school buses, ambulances, and cargo vans/trucks. Most jurisdictions treat these as recreational vehicles and allow them only in RV parks and campgrounds.
  - b. **Shipping containers:** There is a movement to repurpose shipping containers for residential living. The council should consider whether shipping containers would fall under the definition of tiny home.
  - c. **Travel trailers/fifth wheels/motorhomes:** The council will need to consider if other types of RVs would be considered tiny homes or if they will continue to be prohibited as a permanent residence on residential lots.
  - d. **Yurts:** Yurts are simply large, round tents. They are typically insulated and can have fabric walls or solid walls. Should yurts be included under the tiny home definition?
  - e. **Guest houses:** Guest houses, often referred to as mother-in-law units or accessory units, are constructed on lots that already have a main house. Guest houses are essentially an extension of the main house and don't typically have a full kitchen. In many cases, they are rented out as short-term rentals. Should guest houses be allowed as a mechanism to increase the supply of affordable housing? If so, should they be allowed to have full kitchens? What other standards should apply to guest houses?
3. **Zoning district:** The council will need to determine which zoning district/s would allow tiny homes. Should they be limited to the R-2 zone or be allowed in all the residential and commercial zones? Should a new zoning district, or overlay district, be created that specifically allows tiny homes?
  4. **Permitting process:** If allowed, what permit process should be used? Should they be permitted outright, or should they be required to go through the conditional use permit (CUP) process?
  5. **Density:** Should density be calculated differently than for other single-family homes? For example, on a lot that could accommodate a 2,400 square foot traditional home, should only one tiny home be allowed? Should standards be developed that allow more than one tiny home on a single-family lot?
  6. **Aesthetic standards:** Should tiny homes be subject to the same visual compatibility standards as other stick-built homes or should special standards be created that relate to tiny homes?

Should the council wish to amend the ordinance to allow tiny homes, a formal motion to initiate the amendment is needed. This would then go to the Planning and Zoning Commission for their consideration and come back to Council as recommendation.

**Action:** Discussion and possible action.



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**ZONING ADMINISTRATOR ANALYSIS  
COUNCIL STAFF REPORT  
March 9, 2021**

**ITEM 9D:** **Bees in Jerome**  
**Recommendation:** Discussion/Possible direction  
**Prepared by:** John Knight, Zoning Administrator

**Background and Discussion:** The Council has had several discussions about ways to address bees in Jerome. Last fall there were a significant number of complaints about aggressive bees bothering and/or stinging both residents and visitors. Now that the weather is warming, the bee complaints and interactions are on the rise. The bees that appear to be causing the problems are the “feral”, Africanized honeybees. The common bees kept for honey production are the European honeybees. The European bees are less aggressive and don’t typically harass people unless they or their hive is threatened.

**Options for consideration:**

1. **Do nothing:** Since the problem bees appear to be the feral, Africanized bees, there may be little that can be done to control or regulate these bees.
2. **Bee ordinance:** The Council may wish to adopt an ordinance that regulates or restricts beekeeping in the town limits. An ordinance could regulate placement of hives and could require the relocation of the hive if the bees become aggressive.
3. **Prohibit beekeeping:** To reduce the chance of aggressive bees taking over a hive and becoming a problem, the council may wish to prohibit beekeeping in town limits. It’s not uncommon for Africanized bees to invade a European beehive, kill the queen and take over the hive. Prohibiting beekeeping in the town limits could help reduce any potential problems with Africanized bees invading European honeybee hives.
4. **Africanized nest removal:** With some effort, it may be possible to locate feral bee nests. They do have smaller nests than European honeybees so there may be multiple locations. They can live in holes in trees, in the ground and are often found in water meter boxes. It’s likely there are multiple nests throughout town so it may be difficult to locate them all.

**Other considerations:** Bees are commonly found foraging in the trash cans and dumpsters throughout town. It may be possible to reduce the bee numbers by providing lids and covers for the trash cans and dumpsters.

**Action:** Discussion and possible direction to staff.





# TOWN OF JEROME

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## ZONING ADMINISTRATOR ANALYSIS COUNCIL STAFF REPORT

March 9, 2021

**ITEM 9E: Telecommunication facilities ordinance**

**Recommendation:** Discussion/Possible action

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

**Background and Discussion:** The Council has had several discussions about adopting a telecommunications ordinance. These discussions have been tabled pending the outcome of a lawsuit filed by a variety of towns, cities, and counties throughout the country. This lawsuit has recently been decided by the 9<sup>th</sup> Circuit Court of Appeals. Unless appealed to the U.S. Supreme Court (which seems unlikely), the 9<sup>th</sup> Circuit's decision will be final.

Telecommunications facilities are not currently addressed in the town code or the zoning ordinance. Should an application be submitted before the town adopts an ordinance, the town's review authority is severely limited. Adoption of a new ordinance would address both traditional telecommunication towers as well as 5G facilities.

### Benefits:

1. **Process:** A process could be established for reviewing telecommunication facilities. This could include site plan review, design review, and possibly a conditional use permit.
2. **Fees:** Fees could be established for processing applications as well as recurring annual fees for facilities located in the right of way.
3. **Timing:** Time frames for processing applications could be included in the ordinance.
4. **Co-location and zoning districts:** Standards could be included that give preference to co-locating facilities on existing poles/towers. Standards could also require, or encourage, facilities to be sited in industrial or commercial districts rather than residential districts.
5. **Health impacts:** An ordinance can require telecommunication facilities to document that the radio frequency (RF) emissions are within the standards set by the FCC. It is important to note that local jurisdictions are prohibited under federal law from establishing more restrictive RF or other health standards.
6. **Aesthetic standards:** Standards could include landscape screening, painting, and other techniques to help mitigate views from public spaces.

### **Options for consideration:**

1. **Do nothing:** If the town does not adopt an ordinance, the town would have little to no control over the placement and design of new telecommunications facilities.
2. **Model ordinance:** There are a variety of model ordinances that have been provided by entities such as the Arizona League of Cities and the National League of Cities. These ordinances could be customized for Jerome.
3. **Sedona ordinance:** In the Verde Valley, Sedona has the most recent and most robust telecommunications ordinance. This ordinance could be modified to fit Jerome. Note that it was adopted prior to the 9<sup>th</sup> Circuit Court decision so it may need to be amended to comply with the 9<sup>th</sup> Circuit decision.
4. **Telecommunications company model ordinance:** Some of the telecommunications companies have prepared their own model ordinances for jurisdictions to consider. Although these may be biased toward the telecom companies, there may be merit to incorporating some of the language in these model ordinances.

**Other considerations:** Some jurisdictions have considered banning 5G and other telecommunications facilities based on historic compatibility standards, aesthetic standards, health standards, or other environmental concerns. These potential restrictions are largely preempted by the FCC and state law.

**Action:** Should the council wish to proceed with a new ordinance, a motion to initiate an ordinance amendment will be required. The ordinance would then be considered by the Planning and Zoning Commission and return to Council for final consideration.