



TOWN OF JEROME

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

AGENDA

REGULAR MEETING OF THE JEROME TOWN COUNCIL

Council Chambers, Jerome Town Hall, 600 Clark Street

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

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

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

ITEM #1:	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.	
ITEM #2:	FINANCIAL REPORTS Financial reports for April 2021	Discussion/Possible Action
ITEM #3:	STAFF AND COUNCIL REPORTS Reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, and Fire Chief, and Council members.	Discussion/Possible Action
ITEM #4:	ZONING ADMINISTRATOR'S REPORT AND MINUTES Minutes are provided for the information of Council and do not require action.	Discussion/Possible Direction
ITEM #5:	APPROVAL OF MINUTES April 6, 2021 (open and closed sessions); April 13, 2021 (open and closed sessions); April 20, 2021 (open and closed sessions) <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
ITEM #6:	PETITIONS FROM THE PUBLIC <i>Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Council. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Council's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.</i>	Discussion/Possible Direction
ITEM #7:	PRESENTATIONS	
	ITEM #7A: COMMENDATIONS – POLICE CHIEF ALLEN MUMA AND OFFICER KERRY LEE Police Chief Allen Muma and Officer Kerry Lee will be presented with commendations for their quick actions in saving a life while off duty on April 27.	Sponsored by Mayor Jack Dillenberg Discussion only
	ITEM #7B: WATER AND SEWER RATE STRUCTURE John Bartell will address Council regarding the town's water and sewer rate structure.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Direction
ITEM #8:	ORDINANCES AND RESOLUTIONS	
	ITEM #8A: RESOLUTION NO. 612, A RESOLUTION OF THE TOWN COUNCIL OF JEROME, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "PROPOSED CHANGES TO THE JEROME ZONING ORDINANCE REGARDING SIGNAGE" Council may adopt Resolution 612, declaring as a public record certain changes to the Jerome Zoning Ordinance to be considered for adoption as part of Ordinance 472.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	ITEM #8B: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 472, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTIONS OF THE JEROME ZONING ORDINANCE REGARDING TEMPORARY SIGNAGE Council may conduct the second reading of, and may adopt, Ordinance No. 472.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	ITEM #8C: RESOLUTION NO. 610, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "2021 CHANGES TO THE JEROME ZONING ORDINANCE REGARDING ADMINISTRATIVE APPROVALS AND APPEALS" Council may adopt Resolution 610, declaring as a public record certain changes to the Jerome Zoning Ordinance to be considered for adoption as part of Ordinance 470.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action

	ITEM #8D: FIRST READING - ORDINANCE NO. 470, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTIONS 106, 302, 303.1, 303.2, 303.3, 303.4, 304 AND 502 OF THE JEROME ZONING ORDINANCE RELATED TO ADMINISTRATIVE APPROVAL AND THE APPEALS PROCESS FOR CERTAIN TYPES OF PROJECTS Council may conduct the first reading of Ordinance No. 470.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	ITEM #8E: PUBLIC HEARING - RESOLUTION NO. 613, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, ADOPTING THE HOME DETENTION PROGRAM Council will conduct a public hearing regarding a home detention program recommended by Town Magistrate Joan Dwyer, and following the hearing, may adopt Resolution No. 613 approving same.	Sponsored by Vice Mayor Mandy Worth Discussion/Possible Action
	ITEM #8F: RESOLUTION NO. 614, A RESOLUTION OF THE TOWN OF JEROME, ARIZONA MAYOR AND COMMON COUNCIL, DESIGNATING THE CHIEF FISCAL OFFICER FOR OFFICIALLY SUBMITTING THE FISCAL YEAR 2020 AND FISCAL YEAR 2021 EXPENDITURE LIMITATION REPORTS TO THE ARIZONA AUDITOR GENERAL Council may adopt Resolution 613, designating Town Manager Candace Gallagher as the individual to officially submit the FY20 and FY21 Expenditure Limitation Reports to the Auditor General.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
ITEM #9:	UNFINISHED BUSINESS	
	ITEM #9A: DISCUSSION OF ORDINANCE REGARDING BEES Council will discuss provisions of an ordinance to regulate bees in Jerome and may direct staff to create a draft for first reading or initiate an ordinance to be drafted by the Planning & Zoning Commission.	Sponsored by Councilmember Sage Harvey Discussion/Possible Action
	ITEM #9B: DISCUSSION OF ORDINANCE REGARDING SPECIAL EVENTS Council will discuss provisions of an ordinance to regulate special events in Jerome and may direct staff to create a draft for first reading or initiate an ordinance to be drafted by the Planning & Zoning Commission.	Sponsored by Councilmember Sage Harvey Discussion/Possible Action
	ITEM #9C: DISCUSSION OF ORDINANCE REGARDING RESIDENTIAL PARKING Council will discuss proposed changes to the Jerome Town Code regarding residential parking and may direct staff in this regard.	Sponsored by Councilmember Sage Harvey Discussion/Possible Direction
	ITEM #9D: HOTEL JEROME Council will discuss the Hotel Jerome project and the possibility of engaging a general contractor and architect.	Sponsored by Vice Mayor Mandy Worth Discussion/Possible Direction
ITEM #10:	NEW BUSINESS	
	ITEM #10A: BORDELLO LIQUOR LICENSE Council will review an application by Marcus DaFonseca for a change in ownership of a Series 12 (Restaurant) liquor license at The Bordello of Jerome and may recommend approval or disapproval of the change, or take no action.	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
ITEM #11:	TO AND FROM THE COUNCIL Council may direct staff regarding items to be placed on a future agenda.	Discussion; Possible Direction
ITEM #12:	ADJOURNMENT	

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

CERTIFICATION OF POSTING OF NOTICE

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

Rosa Cays, Deputy Town Clerk

Town of Jerome
Budget to Actual Summary
21-Apr

Fund	Department	Current Period			YTD		
		Revenue	Budget	Variance	Revenue	Budget	Variance
	10 GF Revenue	\$ 135,417.35	\$ 156,155.94	\$ (20,738.59)	\$ 1,556,213.61	\$ 1,403,360.12	\$ 152,853.49
	Total	\$ 135,417.35	\$ 156,155.94	\$ (20,738.59)	\$ 1,556,213.61	\$ 1,403,360.12	\$ 152,853.49
		Expense	Budget	Variance	Expense	Budget	Variance
	11 Admin	\$ 44,202.57	\$ 40,187.01	\$ (4,015.56)	\$ 403,447.79	\$ 416,783.23	\$ 13,335.44
	12 Court	\$ 8,789.70	\$ 7,127.06	\$ (1,662.64)	\$ 69,570.82	\$ 73,326.88	\$ 3,756.06
	13 Police	\$ 55,215.50	\$ 46,910.49	\$ (8,305.01)	\$ 425,670.77	\$ 462,511.02	\$ 36,840.25
	14 Fire	\$ 27,088.38	\$ 28,293.44	\$ 1,205.06	\$ 269,963.23	\$ 326,500.44	\$ 56,537.21
	15 Library	\$ 9,016.95	\$ 8,110.18	\$ (906.77)	\$ 64,255.83	\$ 80,270.89	\$ 16,015.06
	16 P&Z	\$ 9,565.43	\$ 8,873.63	\$ (691.80)	\$ 78,249.28	\$ 87,881.99	\$ 9,632.71
	17 Parks	\$ 1,169.56	\$ 1,569.10	\$ 399.54	\$ 10,682.03	\$ 15,047.80	\$ 4,365.77
	18 Properties	\$ 9,236.81	\$ 16,905.98	\$ 7,669.17	\$ 107,122.18	\$ 171,619.54	\$ 64,497.36
	Total	\$ 164,284.90	\$ 157,976.89	\$ (6,308.01)	\$ 1,428,961.93	\$ 1,633,941.79	\$ 204,979.86
General	Net Income (Loss)	\$ (28,867.55)	\$ (1,820.95)	\$ (27,046.60)	\$ 127,251.68	\$ (230,581.67)	\$ 357,833.35
		Revenue	Budget	Variance	Revenue	Budget	Variance
	50 Water	\$ 16,898.60	\$ 17,320.82	\$ (422.22)	\$ 171,005.64	\$ 178,358.36	\$ (7,352.72)
	51 Sewer	\$ 16,949.82	\$ 17,541.66	\$ (591.84)	\$ 172,082.22	\$ 180,916.68	\$ (8,834.46)
	52 Trash	\$ 15,181.52	\$ 15,748.33	\$ (566.81)	\$ 141,272.71	\$ 157,503.34	\$ (16,230.63)
	Total	\$ 49,029.94	\$ 50,610.81	\$ (1,580.87)	\$ 484,360.57	\$ 516,778.38	\$ (32,417.81)
		Expense	Budget	Variance	Expense	Budget	Variance
	50 Water	\$ 16,614.99	\$ 25,413.93	\$ 8,798.94	\$ 148,685.54	\$ 227,176.89	\$ 78,491.35
	51 Sewer	\$ 16,088.64	\$ 22,216.43	\$ 6,127.79	\$ 179,350.84	\$ 217,611.89	\$ 38,261.05
	52 Trash	\$ 22,466.75	\$ 20,244.04	\$ (2,222.71)	\$ 143,803.16	\$ 173,378.67	\$ 29,575.51
	Total	\$ 55,170.38	\$ 67,874.40	\$ 12,704.02	\$ 471,839.54	\$ 618,167.45	\$ 146,327.91
Utilities	Net Income (Loss)	\$ (6,140.44)	\$ (17,263.59)	\$ 11,123.15	\$ 12,521.03	\$ (101,389.07)	\$ 113,910.10
		Revenue	Budget	Variance	Revenue	Budget	Variance
	30 HURF	\$ 3,639.38	\$ 3,443.66	\$ 195.72	\$ 35,904.20	\$ 34,436.68	\$ 1,467.52
		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 8,604.93	\$ 14,234.86	\$ 5,629.93	\$ 73,157.30	\$ 124,416.78	\$ 51,259.48
Road	Net Income (Loss)	\$ (4,965.55)	\$ (10,791.20)	\$ 5,825.65	\$ (37,253.10)	\$ (89,980.10)	\$ 52,727.00
		Revenue	Budget	Variance	Revenue	Budget	Variance
	35 Parking	\$ 28,115.50	\$ 6,000.00	\$ 22,115.50	\$ 189,590.08	\$ 138,000.00	\$ 51,590.08
		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 11,355.67	\$ 9,308.64	\$ (2,047.03)	\$ 97,638.91	\$ 92,520.72	\$ (5,118.19)
Parking	Net Income (Loss)	\$ 16,759.83	\$ (3,308.64)	\$ 20,068.47	\$ 91,951.17	\$ 45,479.28	\$ 46,471.89
		Current Month			Year To Date		
	Total Revenue	\$ 216,202.17			\$ 2,266,068.46		
	Less Total Expense	\$ 239,415.88			\$ 2,071,597.68		
	Net Income (Loss)	\$ (23,213.71)			\$ 194,470.78		

*Administrative Expenses for all departments are over-budget due to April having three pay periods.

5/4/21

7:38:53 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Revenues								
Property Taxes	\$1,782.51	\$2,000.00	\$(217.49)	(10.9)%	\$38,995.53	\$35,700.00	\$3,295.53	9.2%
City Sales Taxes	69,974.61	94,700.00	(24,725.39)	(26.1)	845,674.78	683,600.00	162,074.78	23.7
State Sales Taxes	5,657.42	3,437.16	2,220.26	64.6	44,167.88	34,371.68	9,796.20	28.5
Urban Revenue Share	17,864.25	17,864.25	0.00	0.0	178,642.50	178,642.50	0.00	0.0
Yavapai County for Library	0.00	0.00	0.00	0.0	10,968.80	9,500.00	1,468.80	15.5
Vehicle License Tax	3,636.33	2,830.91	805.42	28.5	31,993.40	28,309.18	3,684.22	13.0
Fines and Forfeitures	8,373.21	5,000.00	3,373.21	67.5	50,938.42	50,000.00	938.42	1.9
Court Security Fund Revenue	1,001.28	1,000.00	1.28	0.1	7,011.28	10,000.00	(2,988.72)	(29.9)
Building Permits	212.25	416.66	(204.41)	(49.1)	3,604.71	4,166.68	(561.97)	(13.5)
Planning & Zoning Fees	550.00	250.00	300.00	120.0	2,350.00	2,500.00	(150.00)	(6.0)
Business Licenses	140.00	500.00	(360.00)	(72.0)	3,270.00	5,000.00	(1,730.00)	(34.6)
Commercial Filming Fees	0.00	0.00	0.00	0.0	350.00	0.00	350.00	0.0
Fire Dept Services Rev	0.00	833.33	(833.33)	(100.0)	1,492.16	8,333.34	(6,841.18)	(82.1)
Franchise Fees	1,746.90	1,750.00	(3.10)	(0.2)	12,376.48	14,500.00	(2,123.52)	(14.6)
Police Officer Safety Equip Rev	212.79	166.66	46.13	27.7	1,492.87	1,666.68	(173.81)	(10.4)
Police Services	3,303.00	1,666.66	1,636.34	98.2	25,949.33	16,666.68	9,282.65	55.7
Rents	6,603.51	6,543.50	60.01	0.9	65,755.10	65,435.00	320.10	0.5
Utility Reimbursements	496.13	416.66	79.47	19.1	3,486.26	4,166.68	(680.42)	(16.3)
Wildland Fire Fees	0.00	0.00	0.00	0.0	50,000.00	50,000.00	0.00	0.0
Wildlands Wage Reimbursement	0.00	0.00	0.00	0.0	33,000.00	33,000.00	0.00	0.0
Firewise Wage Reimbursement	0.00	2,083.33	(2,083.33)	(100.0)	2,233.04	20,833.34	(18,600.30)	(89.3)
Contributions	1,250.00	0.00	1,250.00	0.0	2,600.50	0.00	2,600.50	0.0
Library Contributions	100.00	125.00	(25.00)	(20.0)	855.00	1,250.00	(395.00)	(31.6)
Interest	102.97	150.00	(47.03)	(31.4)	1,106.00	1,500.00	(394.00)	(26.3)
Sale of Assets	(1,000.00)	750.00	(1,750.00)	(233.3)	2,650.00	7,500.00	(4,850.00)	(64.7)
Miscellaneous Revenues	155.00	416.66	(261.66)	(62.8)	2,697.67	4,166.68	(1,469.01)	(35.3)
Administrative Charges	13,255.19	13,255.16	0.03	0.0	132,551.90	132,551.68	0.22	0.0
Net Revenues	\$135,417.35	\$156,155.94	\$(20,738.59)	(13.3)%	\$1,556,213.61	\$1,403,360.12	\$152,853.49	10.9 %
Net Income (Loss)	\$135,417.35	\$156,155.94	\$(20,738.59)	(13.3)%	\$1,556,213.61	\$1,403,360.12	\$152,853.49	10.9%

5/4/21

7:44:07 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Accounting and Auditing	\$0.00	\$0.00	\$0.00	0.0%	\$14,000.00	\$18,000.00	\$4,000.00	22.2%
Advertising, Printing, & Publishing	245.28	375.00	129.72	34.6	3,161.27	3,750.00	588.73	15.7
Contract Services	493.57	1,283.33	789.76	61.5	9,157.74	12,833.34	3,675.60	28.6
Training & Education	190.00	208.33	18.33	8.8	2,475.19	2,083.34	(391.85)	(18.8)
Dues, Subs & Memberships	665.30	236.36	(428.94)	(181.5)	6,483.02	6,127.28	(355.74)	(5.8)
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	5,109.10	3,296.73	64.5
Fuel	0.00	0.00	0.00	0.0	80.95	0.00	(80.95)	0.0
Insurance	0.00	5,000.00	5,000.00	100.0	12,302.62	24,000.00	11,697.38	48.7
Insurance Deductible Exp	0.00	0.00	0.00	0.0	1,000.00	0.00	(1,000.00)	0.0
COVID Expenses	5,055.29	0.00	(5,055.29)	0.0	43,803.15	0.00	(43,803.15)	0.0
Legal Exp - Gen Gov	838.50	1,000.00	161.50	16.2	11,010.00	10,000.00	(1,010.00)	(10.1)
Miscellaneous	300.00	499.75	199.75	40.0	3,319.40	4,997.50	1,678.10	33.6
Bank Fees - Gen Admin	129.87	141.66	11.79	8.3	1,344.95	1,416.68	71.73	5.1
Bank Fees / Merch Svcs	1,205.13	566.66	(638.47)	(112.7)	7,232.28	5,666.68	(1,565.60)	(27.6)
Office Supplies	210.90	500.00	289.10	57.8	4,466.53	5,000.00	533.47	10.7
Copier & Equip Lease Expense	746.61	625.00	(121.61)	(19.5)	5,875.61	6,250.00	374.39	6.0
Software Support Exp - GG	228.16	0.00	(228.16)	0.0	7,832.99	8,800.00	967.01	11.0
Computer Hardware & Service	375.00	833.33	458.33	55.0	7,035.87	8,333.34	1,297.47	15.6
Operating Supplies - Gen Gov	0.00	83.33	83.33	100.0	408.42	833.34	424.92	51.0
Postage	336.05	416.66	80.61	19.3	2,580.07	4,166.68	1,586.61	38.1
Rep and Maint - Vehicles	0.00	41.66	41.66	100.0	0.00	416.68	416.68	100.0
Shuttle Expenses	0.00	136.36	136.36	100.0	56.41	1,227.28	1,170.87	95.4
Small Tools and Equipment	0.00	62.50	62.50	100.0	527.16	625.00	97.84	15.7
Telephone	221.22	291.66	70.44	24.2	2,138.20	2,916.68	778.48	26.7
Travel	0.00	250.00	250.00	100.0	172.50	2,500.00	2,327.50	93.1
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	416.68	416.68	100.0
Preservation of Historic Buildings	0.00	833.33	833.33	100.0	0.00	8,333.34	8,333.34	100.0
Total Program Expenses	\$11,240.88	\$13,872.03	\$2,631.15	19.0 %	\$159,448.29	\$154,998.94	\$(4,449.35)	(2.9)%
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$23,837.07	\$19,115.33	\$(4,721.74)	(24.7)%	\$176,514.80	\$191,153.34	\$14,638.54	7.7%
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	734.19	530.25	(203.94)	(38.5)	5,384.06	5,302.50	(81.56)	(1.5)
FICA Match	1,826.97	1,511.58	(315.39)	(20.9)	13,636.40	15,115.84	1,479.44	9.8

5/4/21

7:44:07 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Retirement Match	1,853.52	1,398.66	(454.86)	(32.5)	13,581.98	13,986.68	404.70	2.9
Health/Life Insurance	4,469.13	3,360.00	(1,109.13)	(33.0)	32,773.62	33,600.00	826.38	2.5
Workers Compensation	233.00	354.25	121.25	34.2	761.00	1,062.75	301.75	28.4
Unemployment Insurance	7.81	44.91	37.10	82.6	398.64	449.18	50.54	11.3
Total General & Administrative Expenses	\$32,961.69	\$26,314.98	\$(6,646.71)	(25.3)%	\$243,999.50	\$261,784.29	\$17,784.79	6.8 %
Total Expenses	\$44,202.57	\$40,187.01	\$(4,015.56)	(10.0)%	\$403,447.79	\$416,783.23	\$13,335.44	3.2%
Net Income (Loss)	\$(44,202.57)	\$(40,187.01)	\$(4,015.56)	(10.0)%	(\$403,447.79)	\$(416,783.23)	\$13,335.44	3.2%

5/4/21

7:46:23 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Court Security Fund Expenses	\$0.00	\$25.00	\$25.00	100.0%	\$228.79	\$250.00	\$21.21	8.5%
Contract Services	58.00	583.33	525.33	90.1	3,462.00	5,833.34	2,371.34	40.7
Training & Education	375.00	43.75	(331.25)	(757.1)	375.00	437.50	62.50	14.3
Dues and Subscriptions	0.00	23.91	23.91	100.0	308.21	239.18	(69.03)	(28.9)
Miscellaneous	0.00	25.00	25.00	100.0	58.70	250.00	191.30	76.5
Office Supplies	0.00	16.66	16.66	100.0	0.00	166.68	166.68	100.0
Copier & Equip Lease Exp	0.00	0.00	0.00	0.0	2,306.25	2,250.00	(56.25)	(2.5)
Telephone	75.04	75.00	(0.04)	(0.1)	732.83	750.00	17.17	2.3
Travel	0.00	100.00	100.00	100.0	0.00	1,000.00	1,000.00	100.0
Total Program Expenses	\$508.04	\$892.65	\$384.61	43.1 %	\$7,471.78	\$11,176.70	\$3,704.92	33.1 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$7,388.46	\$5,509.00	\$(1,879.46)	(34.1)%	\$55,030.90	\$55,090.00	\$59.10	0.1%
Longevity Bonus	0.00	0.00	0.00	0.0	509.00	509.00	0.00	0.0
FICA and Medicare	565.21	424.66	(140.55)	(33.1)	4,256.40	4,246.68	(9.72)	(0.2)
Retirement	264.00	192.25	(71.75)	(37.3)	1,955.04	1,922.50	(32.54)	(1.7)
Worker's Compensation	58.00	64.00	6.00	9.4	159.00	192.00	33.00	17.2
Unemployment	5.99	44.50	38.51	86.5	188.70	190.00	1.30	0.7
Total General & Administrative Expenses	\$8,281.66	\$6,234.41	\$(2,047.25)	(32.8)%	\$62,099.04	\$62,150.18	\$51.14	0.1 %
Total Expenses	\$8,789.70	\$7,127.06	\$(1,662.64)	(23.3)%	\$69,570.82	\$73,326.88	\$3,756.06	5.1%
Net Income (Loss)	\$(8,789.70)	\$(7,127.06)	\$(1,662.64)	(23.3)%	\$(69,570.82)	\$(73,326.88)	\$3,756.06	5.1%

5/4/21

7:47:27 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
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	833.34	504.34	60.5
Dispatch Fees	0.00	0.00	0.00	0.0	17,500.00	17,550.00	50.00	0.3
Dues and Subscriptions	0.00	100.00	100.00	100.0	676.89	1,000.00	323.11	32.3
Fuel	873.84	625.00	(248.84)	(39.8)	5,439.76	6,250.00	810.24	13.0
Prosecutor Exp	1,743.50	2,000.00	256.50	12.8	15,110.70	20,000.00	4,889.30	24.4
Miscellaneous	0.00	50.00	50.00	100.0	0.00	500.00	500.00	100.0
Software Service & Support	150.00	366.66	216.66	59.1	3,457.02	4,766.68	1,309.66	27.5
Computer Hardware & Service	0.00	208.33	208.33	100.0	0.00	2,083.34	2,083.34	100.0
Operating Supplies - Police	0.00	208.33	208.33	100.0	1,671.22	2,083.34	412.12	19.8
Postage	0.00	16.66	16.66	100.0	130.16	166.68	36.52	21.9
Rep and Maint - Vehicles	153.78	468.88	315.10	67.2	5,352.68	6,562.24	1,209.56	18.4
Rep and Maint - Equipment	0.00	125.00	125.00	100.0	626.56	1,250.00	623.44	49.9
Police Officer Safety Equip Exp	0.00	166.66	166.66	100.0	0.00	1,666.68	1,666.68	100.0
Small Tools and Equipment	0.00	583.33	583.33	100.0	3,170.25	5,833.34	2,663.09	45.7
Telephone	562.11	333.33	(228.78)	(68.6)	4,320.46	3,333.34	(987.12)	(29.6)
Uniforms	274.95	125.00	(149.95)	(120.0)	2,710.05	1,250.00	(1,460.05)	(116.8)
Vehicles, Cap Outlay, Police	0.00	0.00	0.00	0.0	5,415.58	10,750.00	5,334.42	49.6
Total Program Expenses	\$3,758.18	\$5,460.51	\$1,702.33	31.2 %	\$66,610.33	\$85,878.98	\$19,268.65	22.4 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$33,402.63	\$25,265.91	\$(8,136.72)	(32.2)%	\$245,508.40	\$252,659.18	\$7,150.78	2.8%
Longevity Bonus	0.00	0.00	0.00	0.0	1,219.00	1,269.00	50.00	3.9
FICA and Medicare	2,410.71	1,942.58	(468.13)	(24.1)	17,855.83	19,425.84	1,570.01	8.1
Retirement	3,130.57	2,899.08	(231.49)	(8.0)	26,991.85	28,998.84	1,998.99	6.9
Health Insurance	7,488.54	5,679.50	(1,809.04)	(31.9)	51,206.38	56,795.00	5,588.62	9.8
Worker's Compensation	4,995.00	5,591.00	596.00	10.7	16,514.00	16,773.00	259.00	1.5
Unemployment	29.87	71.91	42.04	58.5	609.18	719.18	110.00	15.3
Payroll Adjustment-Police	0.00	0.00	0.00	0.0	(844.20)	0.00	844.20	0.0
Total General & Administrative Expenses	\$51,457.32	\$41,449.98	\$(10,007.34)	(24.1)%	\$359,060.44	\$376,632.04	\$17,571.60	4.7 %
Total Expenses	\$55,215.50	\$46,910.49	\$(8,305.01)	(17.7)%	\$425,670.77	\$462,511.02	\$36,840.25	8.0%
Net Income (Loss)	\$(55,215.50)	\$(46,910.49)	\$(8,305.01)	(17.7)%	\$(425,670.77)	\$(462,511.02)	\$36,840.25	8.0%

5/4/21

7:49:58 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$0.00	\$41.66	\$41.66	100.0%	\$81.02	\$416.68	\$335.66	80.6%
Training & Education	0.00	500.00	500.00	100.0	3,862.51	5,000.00	1,137.49	22.7
Dispatch Fees	533.67	537.50	3.83	0.7	5,336.70	5,375.00	38.30	0.7
Dues and Subscriptions	468.00	125.00	(343.00)	(274.4)	1,087.61	1,250.00	162.39	13.0
Fuel	157.65	416.66	259.01	62.2	2,430.72	4,166.68	1,735.96	41.7
Legal Exp - Fire	0.00	41.66	41.66	100.0	0.00	416.68	416.68	100.0
Medical Expenses	0.00	83.33	83.33	100.0	30.00	833.34	803.34	96.4
Medical Supplies Exp	119.04	0.00	(119.04)	0.0	4,954.51	3,000.00	(1,954.51)	(65.2)
Miscellaneous	0.00	125.00	125.00	100.0	118.30	1,250.00	1,131.70	90.5
Software Service & Support	75.00	75.00	0.00	0.0	750.00	750.00	0.00	0.0
Operating Supplies - Fire Dept	242.07	0.00	(242.07)	0.0	2,066.50	1,500.00	(566.50)	(37.8)
Rep and Maint - Vehicles	490.68	0.00	(490.68)	0.0	18,385.29	16,000.00	(2,385.29)	(14.9)
Rep and Maint - Equipment	0.00	416.66	416.66	100.0	3,703.02	5,000.00	1,296.98	25.9
Small Tools and Equipment	11.18	833.33	822.15	98.7	5,981.96	8,333.34	2,351.38	28.2
Telephone	235.90	333.33	97.43	29.2	2,272.89	3,333.34	1,060.45	31.8
Training Center Assessment	0.00	0.00	0.00	0.0	2,692.00	2,700.00	8.00	0.3
Total Program Expenses	\$2,333.19	\$3,529.13	\$1,195.94	33.9 %	\$53,753.03	\$59,325.06	\$5,572.03	9.4 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$14,340.24	\$11,100.75	\$(3,239.49)	(29.2)%	\$96,772.11	\$111,007.50	\$14,235.39	12.8%
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	0.00	1,583.33	1,583.33	100.0	12,704.00	15,833.34	3,129.34	19.8
Firewise Personnel	0.00	2,750.00	2,750.00	100.0	5,213.00	27,500.00	22,287.00	81.0
Longevity Bonus	0.00	0.00	0.00	0.0	218.00	398.00	180.00	45.2
FICA and Medicare	1,061.79	1,245.55	183.76	14.8	8,924.77	13,000.90	4,076.13	31.4
Retirement	1,147.23	819.41	(327.82)	(40.0)	19,176.66	20,194.18	1,017.52	5.0
Health Insurance	4,254.93	2,705.00	(1,549.93)	(57.3)	23,734.97	27,050.00	3,315.03	12.3
Worker's Compensation	3,951.00	4,498.00	547.00	12.2	10,929.00	13,494.00	2,565.00	19.0
Unemployment	0.00	62.27	62.27	100.0	537.69	697.46	159.77	22.9
Payroll Adjustment-Fire	0.00	0.00	0.00	0.0	(10,964.37)	0.00	10,964.37	0.0
Total General & Administrative Expenses	\$24,755.19	\$24,764.31	\$9.12	0.0 %	\$216,210.20	\$267,175.38	\$50,965.18	19.1 %
Total Expenses	\$27,088.38	\$28,293.44	\$1,205.06	4.3%	\$269,963.23	\$326,500.44	\$56,537.21	17.3%
Net Income (Loss)	\$(27,088.38)	\$(28,293.44)	\$1,205.06	4.3%	\$(269,963.23)	\$(326,500.44)	\$56,537.21	17.3%

5/4/21

7:50:57 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$0.00	\$104.16	\$104.16	100.0%	\$0.00	\$1,041.68	\$1,041.68	100.0%
Miscellaneous	0.00	20.83	20.83	100.0	174.52	208.34	33.82	16.2
Office Supplies	0.00	20.83	20.83	100.0	0.00	208.34	208.34	100.0
Operating Supplies - Library	773.67	250.00	(523.67)	(209.5)	2,112.90	2,500.00	387.10	15.5
Print and Non-Print Materials	399.44	324.16	(75.28)	(23.2)	1,935.70	3,241.68	1,305.98	40.3
Rep and Maint - Equipment	0.00	8.33	8.33	100.0	0.00	83.34	83.34	100.0
Small Tools and Equipment	0.00	125.00	125.00	100.0	537.10	1,250.00	712.90	57.0
Telephone	86.23	75.00	(11.23)	(15.0)	811.36	750.00	(61.36)	(8.2)
E-Rate Exp	45.80	66.75	20.95	31.4	663.72	666.50	2.78	0.4
Total Program Expenses	\$1,305.14	\$995.06	\$(310.08)	(31.2)%	\$6,235.30	\$9,949.88	\$3,714.58	37.3 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$5,881.32	\$5,329.25	\$(552.07)	(10.4)%	\$42,424.60	\$53,292.50	\$10,867.90	20.4%
Longevity Bonus	0.00	100.00	100.00	100.0	413.00	698.00	285.00	40.8
FICA and Medicare	449.13	412.16	(36.97)	(9.0)	3,234.34	4,121.68	887.34	21.5
Retirement	401.10	289.66	(111.44)	(38.5)	2,970.94	2,896.68	(74.26)	(2.6)
Health Insurance	923.10	888.00	(35.10)	(4.0)	8,647.90	8,880.00	232.10	2.6
Worker's Compensation	47.00	67.25	20.25	30.1	164.00	201.75	37.75	18.7
Unemployment	10.16	28.80	18.64	64.7	165.75	230.40	64.65	28.1
Total General & Administrative Expenses	\$7,711.81	\$7,115.12	\$(596.69)	(8.4)%	\$58,020.53	\$70,321.01	\$12,300.48	17.5 %
Total Expenses	\$9,016.95	\$8,110.18	\$(906.77)	(11.2)%	\$64,255.83	\$80,270.89	\$16,015.06	20.0%
Net Income (Loss)	\$(9,016.95)	\$(8,110.18)	\$(906.77)	(11.2)%	(\$64,255.83)	\$(80,270.89)	\$16,015.06	20.0%

5/4/21

7:52:08 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$23.16	\$41.66	\$18.50	44.4%	\$78.41	\$416.68	\$338.27	81.2%
Conventions and Seminars	0.00	41.66	41.66	100.0	0.00	416.68	416.68	100.0
Training & Education	0.00	83.33	83.33	100.0	0.00	833.34	833.34	100.0
Legal Exp - P&Z	253.50	1,250.00	996.50	79.7	10,008.50	12,500.00	2,491.50	19.9
Map Upgrades and Materials	0.00	83.33	83.33	100.0	0.00	833.34	833.34	100.0
Miscellaneous	0.00	25.00	25.00	100.0	0.00	250.00	250.00	100.0
Software Maintenance & Support	0.00	58.33	58.33	100.0	0.00	583.34	583.34	100.0
Operating Supplies - P&Z	0.00	25.00	25.00	100.0	0.00	250.00	250.00	100.0
Small Tools and Equipment	0.00	25.00	25.00	100.0	0.00	250.00	250.00	100.0
Telephone	64.86	50.00	(14.86)	(29.7)	586.17	500.00	(86.17)	(17.2)
Travel	0.00	41.66	41.66	100.0	0.00	416.68	416.68	100.0
Total Program Expenses	\$341.52	\$1,724.97	\$1,383.45	80.2 %	\$10,673.08	\$17,250.06	\$6,576.98	38.1 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$6,853.51	\$5,586.00	\$(1,267.51)	(22.7)%	\$51,803.07	\$55,860.00	\$4,056.93	7.3%
Longevity Bonus	0.00	0.00	0.00	0.0	218.00	218.00	0.00	0.0
Health Benefit Stipend	0.00	560.50	560.50	100.0	3,362.97	5,605.00	2,242.03	40.0
FICA and Medicare	523.49	472.33	(51.16)	(10.8)	4,245.97	4,723.34	477.37	10.1
Retirement	497.04	362.33	(134.71)	(37.2)	3,662.43	3,623.34	(39.09)	(1.1)
Health Insurance	1,237.38	0.00	(1,237.38)	0.0	3,746.07	0.00	(3,746.07)	0.0
Worker's Compensation	105.00	153.25	48.25	31.5	370.00	459.75	89.75	19.5
Unemployment	7.49	14.25	6.76	47.4	167.69	142.50	(25.19)	(17.7)
Total General & Administrative Expenses	\$9,223.91	\$7,148.66	\$(2,075.25)	(29.0)%	\$67,576.20	\$70,631.93	\$3,055.73	4.3 %
Total Expenses	\$9,565.43	\$8,873.63	\$(691.80)	(7.8)%	\$78,249.28	\$87,881.99	\$9,632.71	11.0%
Net Income (Loss)	\$(9,565.43)	\$(8,873.63)	\$(691.80)	(7.8)%	\$(78,249.28)	\$(87,881.99)	\$9,632.71	11.0%

5/4/21

7:53:20 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Fuel	\$3.96	\$4.16	\$0.20	4.8%	\$36.72	\$41.68	\$4.96	11.9%
Legal Exp - Parks	0.00	41.66	41.66	100.0	0.00	416.68	416.68	100.0
Miscellaneous	1.82	20.83	19.01	91.3	37.25	208.34	171.09	82.1
Software Service & Support	12.50	16.66	4.16	25.0	125.00	166.68	41.68	25.0
Operating Supplies - Parks	0.00	16.66	16.66	100.0	285.13	166.68	(118.45)	(71.1)
R&M Building - Parks	0.00	8.33	8.33	100.0	0.00	83.34	83.34	100.0
Rep and Maint - Vehicles	0.00	208.33	208.33	100.0	412.15	2,083.34	1,671.19	80.2
Rep and Maint - Equipment	3.47	0.00	(3.47)	0.0	19.14	0.00	(19.14)	0.0
Rep and Maint - Infrastructure	0.00	125.00	125.00	100.0	729.00	1,250.00	521.00	41.7
Small Tools and Equipment	98.21	25.00	(73.21)	(292.8)	193.77	250.00	56.23	22.5
Uniform Exp Parks	33.33	25.00	(8.33)	(33.3)	264.57	250.00	(14.57)	(5.8)
Utilities	0.00	233.33	233.33	100.0	1,648.72	2,333.34	684.62	29.3
Lease Payments	21.68	21.66	(0.02)	(0.1)	216.80	216.68	(0.12)	(0.1)
Total Program Expenses	\$174.97	\$746.62	\$571.65	76.6 %	\$3,968.25	\$7,466.76	\$3,498.51	46.9 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$644.14	\$507.41	\$(136.73)	(26.9)%	\$4,714.73	\$5,074.18	\$359.45	7.1%
FICA and Medicare	47.45	38.83	(8.62)	(22.2)	348.64	388.34	39.70	10.2
Retirement	43.13	40.08	(3.05)	(7.6)	316.19	400.84	84.65	21.1
Health Insurance	181.71	143.00	(38.71)	(27.1)	1,083.13	1,430.00	346.87	24.3
Worker's Compensation	78.00	92.00	14.00	15.2	234.00	276.00	42.00	15.2
Unemployment	0.16	1.16	1.00	86.2	17.09	11.68	(5.41)	(46.3)
Total General & Administrative Expenses	\$994.59	\$822.48	\$(172.11)	(20.9)%	\$6,713.78	\$7,581.04	\$867.26	11.4 %
Total Expenses	\$1,169.56	\$1,569.10	\$399.54	25.5%	\$10,682.03	\$15,047.80	\$4,365.77	29.0%
Net Income (Loss)	\$(1,169.56)	\$(1,569.10)	\$399.54	25.5%	\$(10,682.03)	\$(15,047.80)	\$4,365.77	29.0%

5/4/21
7:55:59 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$1,192.46	\$344.69	\$(847.77)	(246.0)%	\$8,310.46	\$7,810.62	\$(499.84)	(6.4)%
Engineering Fees	0.00	416.66	416.66	100.0	0.00	4,166.68	4,166.68	100.0
Fuel	7.92	8.33	0.41	4.9	73.45	83.34	9.89	11.9
Legal Exp - Properties	0.00	41.66	41.66	100.0	0.00	416.68	416.68	100.0
Miscellaneous	1.82	125.00	123.18	98.5	810.90	1,250.00	439.10	35.1
Software Service & Support	12.50	16.66	4.16	25.0	125.00	166.68	41.68	25.0
Operating Supplies - Properties	0.00	100.00	100.00	100.0	314.35	1,000.00	685.65	68.6
R&M Building - Properties	5.26	3,151.51	3,146.25	99.8	20,855.98	33,696.98	12,841.00	38.1
Rep and Maint - Vehicles	0.00	208.33	208.33	100.0	595.95	2,083.34	1,487.39	71.4
Rep and Maint - Equipment	3.47	0.00	(3.47)	0.0	143.64	0.00	(143.64)	0.0
Rep and Maint - Infrastructure	0.00	3,500.00	3,500.00	100.0	147.04	35,000.00	34,852.96	99.6
Small Tools and Equipment	0.00	20.83	20.83	100.0	9.36	208.34	198.98	95.5
Uniform Exp Properties	33.33	25.00	(8.33)	(33.3)	264.58	250.00	(14.58)	(5.8)
Utilities	1,842.40	3,833.33	1,990.93	51.9	33,819.28	38,333.34	4,514.06	11.8
Lease Payments	21.68	21.66	(0.02)	(0.1)	216.80	216.68	(0.12)	(0.1)
Total Program Expenses	\$3,120.84	\$11,813.66	\$8,692.82	73.6 %	\$65,686.79	\$124,682.68	\$58,995.89	47.3 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,988.72	\$3,142.00	\$(846.72)	(26.9)%	\$29,195.15	\$31,420.00	\$2,224.85	7.1%
FICA and Medicare	293.83	240.33	(53.50)	(22.3)	2,158.88	2,403.34	244.46	10.2
Retirement	267.15	248.00	(19.15)	(7.7)	1,958.18	2,480.00	521.82	21.0
Health Insurance	1,125.30	885.33	(239.97)	(27.1)	6,707.28	8,853.34	2,146.06	24.2
Worker's Compensation	440.00	569.50	129.50	22.7	1,320.00	1,708.50	388.50	22.7
Unemployment	0.97	7.16	6.19	86.5	95.90	71.68	(24.22)	(33.8)
Total General & Administrative Expenses	\$6,115.97	\$5,092.32	\$(1,023.65)	(20.1)%	\$41,435.39	\$46,936.86	\$5,501.47	11.7 %
Total Expenses	\$9,236.81	\$16,905.98	\$7,669.17	45.4%	\$107,122.18	\$171,619.54	\$64,497.36	37.6%
Net Income (Loss)	\$(9,236.81)	\$(16,905.98)	\$7,669.17	45.4%	\$(107,122.18)	\$(171,619.54)	\$64,497.36	37.6%

5/4/21

7:56:52 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Connection Fees	\$0.00	\$0.00	\$0.00	0.0%	\$5,000.00	\$5,000.00	\$0.00	0.0%
Water Usage Fees	14,383.60	14,166.66	216.94	1.5	140,830.64	141,666.68	(836.04)	(0.6)
Miscellaneous	15.00	654.16	(639.16)	(97.7)	175.00	6,691.68	(6,516.68)	(97.4)
Transfers In	2,500.00	2,500.00	0.00	0.0	25,000.00	25,000.00	0.00	0.0
Net Revenues	\$16,898.60	\$17,320.82	\$(422.22)	(2.4)%	\$171,005.64	\$178,358.36	\$(7,352.72)	(4.1)%
<u>Program Expenses</u>								
Contract Services	\$900.00	\$900.00	\$0.00	0.0%	\$8,100.00	\$9,000.00	\$900.00	10.0%
Training & Education	0.00	33.33	33.33	100.0	0.00	333.34	333.34	100.0
Permit Fee Exp - Water	0.00	150.00	150.00	100.0	895.16	1,500.00	604.84	40.3
Engineering Fees	0.00	125.00	125.00	100.0	0.00	1,250.00	1,250.00	100.0
Fuel	195.04	166.66	(28.38)	(17.0)	1,203.05	1,666.68	463.63	27.8
Insurance	0.00	3,000.00	3,000.00	100.0	2,580.95	9,000.00	6,419.05	71.3
Legal Exp - Water	105.00	1,658.33	1,553.33	93.7	1,838.50	16,683.34	14,844.84	89.0
Miscellaneous	1.82	28.16	26.34	93.5	67.28	281.68	214.40	76.1
Software Support Exp - Water	12.50	233.33	220.83	94.6	1,135.42	2,333.34	1,197.92	51.3
Operating Supplies - Water	0.00	250.00	250.00	100.0	309.41	2,500.00	2,190.59	87.6
R&M Building - Water	0.00	41.66	41.66	100.0	0.00	416.68	416.68	100.0
Rep and Maint - Vehicles	0.00	208.33	208.33	100.0	1,096.60	2,083.34	986.74	47.4
Rep and Maint - Equipment	3.47	165.00	161.53	97.9	141.42	1,670.00	1,528.58	91.5
Rep and Maint - Infrastructure	47.77	4,583.33	4,535.56	99.0	8,694.15	45,833.34	37,139.19	81.0
Springs Security Exp	48.40	0.00	(48.40)	0.0	4,581.02	0.00	(4,581.02)	0.0
Service Tests/System Testing	15.00	83.33	68.33	82.0	423.00	833.34	410.34	49.2
Small Tools and Equipment	0.00	125.00	125.00	100.0	127.88	1,250.00	1,122.12	89.8
DWR Fee Exp	0.00	0.00	0.00	0.0	0.00	900.00	900.00	100.0
Uniform Exp Water	33.33	25.00	(8.33)	(33.3)	264.61	250.00	(14.61)	(5.8)
Utilities Exp - Water	0.00	41.66	41.66	100.0	337.47	416.68	79.21	19.0
Administrative Charge	4,124.47	4,124.50	0.03	0.0	41,244.70	41,245.00	0.30	0.0
Lease Payments	75.88	75.91	0.03	0.0	758.80	759.18	0.38	0.1
Vehicle Purchase-Water	0.00	412.50	412.50	100.0	1,000.00	4,175.00	3,175.00	76.0
Total Program Expenses	\$5,562.68	\$16,431.03	\$10,868.35	66.1 %	\$74,799.42	\$144,380.94	\$69,581.52	48.2 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$7,036.03	\$5,542.41	\$(1,493.62)	(26.9)%	\$51,499.52	\$55,424.18	\$3,924.66	7.1%
FICA and Medicare	518.31	424.00	(94.31)	(22.2)	3,808.23	4,240.00	431.77	10.2
Retirement	471.28	437.41	(33.87)	(7.7)	3,454.22	4,374.18	919.96	21.0

5/4/21

7:56:52 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Health Insurance	1,984.98	1,561.75	(423.23)	(27.1)	11,831.55	15,617.50	3,785.95	24.2
Worker's Compensation	1,040.00	1,004.75	(35.25)	(3.5)	3,121.00	3,014.25	(106.75)	(3.5)
Unemployment	1.71	12.58	10.87	86.4	171.60	125.84	(45.76)	(36.4)
Total General & Administrative Expenses	\$11,052.31	\$8,982.90	\$(2,069.41)	(23.0)%	\$73,886.12	\$82,795.95	\$8,909.83	10.8 %
Total Expenses	\$16,614.99	\$25,413.93	\$8,798.94	34.6%	\$148,685.54	\$227,176.89	\$78,491.35	34.6%
Net Income (Loss)	\$283.61	\$(8,093.11)	\$8,376.72	103.5%	\$22,320.10	\$(48,818.53)	\$71,138.63	145.7%

5/4/21

7:58:38 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Connection Fees	\$0.00	\$0.00	\$0.00	0.0%	\$5,500.00	\$5,500.00	\$0.00	0.0%
Sewer Usage Fees	14,449.82	15,033.33	(583.51)	(3.9)	141,551.79	150,333.34	(8,781.55)	(5.8)
Interest and Investment Earnings	0.00	8.33	(8.33)	(100.0)	30.43	83.34	(52.91)	(63.5)
Transfers In	2,500.00	2,500.00	0.00	0.0	25,000.00	25,000.00	0.00	0.0
Net Revenues	\$16,949.82	\$17,541.66	\$(591.84)	(3.4)%	\$172,082.22	\$180,916.68	\$(8,834.46)	(4.9)%
<u>Program Expenses</u>								
Contract Services	\$3,200.00	\$3,200.00	\$0.00	0.0%	\$28,800.00	\$32,000.00	\$3,200.00	10.0%
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	18,801.35	20,833.34	2,031.99	9.8
Fuel	175.73	183.33	7.60	4.1	926.98	1,833.34	906.36	49.4
Insurance	0.00	3,000.00	3,000.00	100.0	2,925.08	9,000.00	6,074.92	67.5
Legal Exp - Sewer	175.50	41.66	(133.84)	(321.3)	175.50	416.68	241.18	57.9
Miscellaneous	1.82	29.33	27.51	93.8	210.17	293.34	83.17	28.4
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	1,226.83	2,333.34	1,106.51	47.4
Operating Supplies - Sewer	0.00	1,000.00	1,000.00	100.0	3,186.70	10,000.00	6,813.30	68.1
R&M Building - Sewer	0.00	41.66	41.66	100.0	19.29	416.68	397.39	95.4
Rep and Maint - Vehicles	0.00	165.83	165.83	100.0	1,328.74	1,668.34	339.60	20.4
Rep and Maint - Equipment	572.97	375.00	(197.97)	(52.8)	1,171.17	3,750.00	2,578.83	68.8
Rep and Maint - Infrastructure	50.03	1,250.00	1,199.97	96.0	6,247.16	12,500.00	6,252.84	50.0
Service Tests/System Testing	1,709.20	1,000.00	(709.20)	(70.9)	8,774.40	10,000.00	1,225.60	12.3
Small Tools and Equipment	0.00	250.00	250.00	100.0	3,515.30	2,500.00	(1,015.30)	(40.6)
Uniform Exp Sewer	33.33	41.66	8.33	20.0	264.61	416.68	152.07	36.5
Utilities	0.00	250.00	250.00	100.0	1,349.88	2,500.00	1,150.12	46.0
Administrative Charge	4,124.47	4,124.50	0.03	0.0	41,244.70	41,245.00	0.30	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	758.80	759.18	0.38	0.1
Total Program Expenses	\$10,131.43	\$17,345.54	\$7,214.11	41.6 %	\$139,394.14	\$172,715.92	\$33,321.78	19.3 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,815.31	\$3,005.41	\$(809.90)	(26.9)%	\$27,925.78	\$30,054.18	\$2,128.40	7.1%
FICA and Medicare	281.05	229.91	(51.14)	(22.2)	2,065.04	2,299.18	234.14	10.2
Retirement	255.55	237.16	(18.39)	(7.8)	1,873.05	2,371.68	498.63	21.0
Health Insurance	1,076.37	846.83	(229.54)	(27.1)	6,415.77	8,468.34	2,052.57	24.2

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Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Worker's Compensation	528.00	544.75	16.75	3.1	1,584.00	1,634.25	50.25	3.1
Unemployment	0.93	6.83	5.90	86.4	93.06	68.34	(24.72)	(36.2)
Total General & Administrative Expenses	\$5,957.21	\$4,870.89	\$(1,086.32)	(22.3)%	\$39,956.70	\$44,895.97	\$4,939.27	11.0 %
Total Expenses	\$16,088.64	\$22,216.43	\$6,127.79	27.6%	\$179,350.84	\$217,611.89	\$38,261.05	17.6%
Net Income (Loss)	\$861.18	\$(4,674.77)	\$5,535.95	118.4%	(\$7,268.62)	\$(36,695.21)	\$29,426.59	80.2%

5/4/21

8:02:49 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Sanitation Usage Fees	\$14,689.52	\$15,665.00	\$(975.48)	(6.2)%	\$140,558.71	\$156,670.00	\$(16,111.29)	(10.3)%
Miscellaneous	492.00	83.33	408.67	490.4	714.00	833.34	(119.34)	(14.3)
Net Revenues	\$15,181.52	\$15,748.33	\$(566.81)	(3.6)%	\$141,272.71	\$157,503.34	\$(16,230.63)	(10.3)%
<u>Program Expenses</u>								
Recycling Contract Exp	\$120.00	\$183.33	\$63.33	34.5%	\$1,320.00	\$1,833.34	\$513.34	28.0%
Training & Education	0.00	16.25	16.25	100.0	0.00	167.50	167.50	100.0
Equipment Rentals	0.00	54.16	54.16	100.0	0.00	541.68	541.68	100.0
Fuel	779.41	750.00	(29.41)	(3.9)	4,286.06	7,500.00	3,213.94	42.9
Insurance	0.00	4,000.00	4,000.00	100.0	3,441.31	12,000.00	8,558.69	71.3
Landfill Tipping Fees	2,138.40	2,041.66	(96.74)	(4.7)	14,495.20	20,416.68	5,921.48	29.0
Miscellaneous	1.82	16.58	14.76	89.0	132.30	165.84	33.54	20.2
Software Support Exp - Trash	12.50	108.33	95.83	88.5	1,039.13	1,083.34	44.21	4.1
Operating Supplies - Trash	0.00	16.66	16.66	100.0	225.12	166.68	(58.44)	(35.1)
Rep and Maint - Vehicles	1,040.93	833.33	(207.60)	(24.9)	2,746.68	8,333.34	5,586.66	67.0
Rep and Maint - Equipment	3.50	75.00	71.50	95.3	19.17	750.00	730.83	97.4
Small Tools and Equipment	4,097.01	250.00	(3,847.01)	(1538.8)	4,106.38	2,500.00	(1,606.38)	(64.3)
Uniform Exp Trash	33.33	25.00	(8.33)	(33.3)	264.71	250.00	(14.71)	(5.9)
Administrative Charge	4,124.47	4,124.50	0.03	0.0	41,244.70	41,245.00	0.30	0.0
Transfers Out	0.00	0.00	0.00	0.0	5,000.00	5,000.00	0.00	0.0
Total Program Expenses	\$12,351.37	\$12,494.80	\$143.43	1.1 %	\$78,320.76	\$101,953.40	\$23,632.64	23.2 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$6,069.81	\$4,781.33	\$(1,288.48)	(26.9)%	\$44,427.42	\$47,813.34	\$3,385.92	7.1%
FICA and Medicare	447.13	365.75	(81.38)	(22.3)	3,285.27	3,657.50	372.23	10.2
Retirement	406.56	377.33	(29.23)	(7.7)	2,979.86	3,773.34	793.48	21.0
Health Insurance	1,712.40	1,347.25	(365.15)	(27.1)	10,206.81	13,472.50	3,265.69	24.2
Worker's Compensation	1,478.00	866.75	(611.25)	(70.5)	4,435.00	2,600.25	(1,834.75)	(70.6)
Unemployment	1.48	10.83	9.35	86.3	148.04	108.34	(39.70)	(36.6)
Total General & Administrative Expenses	\$10,115.38	\$7,749.24	\$(2,366.14)	(30.5)%	\$65,482.40	\$71,425.27	\$5,942.87	8.3 %
Total Expenses	\$22,466.75	\$20,244.04	\$(2,222.71)	(11.0)%	\$143,803.16	\$173,378.67	\$29,575.51	17.1%
Net Income (Loss)	\$(7,285.23)	\$(4,495.71)	\$(2,789.52)	(62.0)%	\$(2,530.45)	\$(15,875.33)	\$13,344.88	84.1%

5/4/21

8:04:02 AM

Town of Jerome
Income Statement
 (Original Budget to Actual Comparison)
 For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
HURF Revenue	\$3,605.56	\$3,360.33	\$245.23	7.3%	\$35,477.82	\$33,603.34	\$1,874.48	5.6%
Interest and Investment Earnings	33.82	83.33	(49.51)	(59.4)	426.38	833.34	(406.96)	(48.8)
Net Revenues	\$3,639.38	\$3,443.66	\$195.72	5.7 %	\$35,904.20	\$34,436.68	\$1,467.52	4.3 %
<u>Program Expenses</u>								
Engineering Fees	\$0.00	\$416.66	\$416.66	100.0%	\$2,991.25	\$4,166.68	\$1,175.43	28.2%
Equipment Rentals - HURF	0.00	125.00	125.00	100.0	0.00	1,250.00	1,250.00	100.0
Fuel	3.96	8.33	4.37	52.5	36.73	83.34	46.61	55.9
Insurance	0.00	2,000.00	2,000.00	100.0	1,720.63	6,000.00	4,279.37	71.3
Miscellaneous	22.06	46.33	24.27	52.4	57.52	463.34	405.82	87.6
Software Service & Support	12.50	15.00	2.50	16.7	582.07	150.00	(432.07)	(288.0)
Operating Supplies - HURF	0.00	58.33	58.33	100.0	296.93	583.34	286.41	49.1
Public Restroom Supplies	0.00	183.33	183.33	100.0	898.16	1,833.34	935.18	51.0
R&M Building - HURF	0.00	416.66	416.66	100.0	0.00	4,166.68	4,166.68	100.0
Rep and Maint - Vehicles	0.00	166.25	166.25	100.0	314.89	1,667.50	1,352.61	81.1
Rep and Maint - Equipment	3.47	16.66	13.19	79.2	388.19	166.68	(221.51)	(132.9)
Rep and Maint - Infrastructure	0.00	2,812.50	2,812.50	100.0	96.35	28,125.00	28,028.65	99.7
Small Tools and Equipment	0.00	41.66	41.66	100.0	9.36	416.68	407.32	97.8
Street Lights	954.53	1,083.33	128.80	11.9	9,380.43	10,833.34	1,452.91	13.4
Street Supplies	153.68	500.00	346.32	69.3	1,941.18	5,000.00	3,058.82	61.2
Uniform Exp - HURF	33.35	25.00	(8.35)	(33.4)	264.65	250.00	(14.65)	(5.9)
Administrative Charge	881.78	881.75	(0.03)	0.0	8,817.80	8,817.50	(0.30)	0.0
Lease Payments	21.69	25.00	3.31	13.2	216.90	250.00	33.10	13.2
Total Program Expenses	\$2,087.02	\$8,821.79	\$6,734.77	76.3 %	\$28,013.04	\$74,223.42	\$46,210.38	62.3 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,610.01	\$3,676.91	\$(933.10)	(25.4)%	\$34,136.79	\$36,769.18	\$2,632.39	7.2%
FICA and Medicare	343.53	281.25	(62.28)	(22.1)	2,555.11	2,812.50	257.39	9.2
Retirement	215.73	200.25	(15.48)	(7.7)	1,581.15	2,002.50	421.35	21.0
Health Insurance	908.61	679.25	(229.36)	(33.8)	5,415.78	6,792.50	1,376.72	20.3
Worker's Compensation	423.00	562.50	139.50	24.8	1,322.00	1,687.50	365.50	21.7
Unemployment	17.03	12.91	(4.12)	(31.9)	133.43	129.18	(4.25)	(3.3)
Total General & Administrative Expenses	\$6,517.91	\$5,413.07	\$(1,104.84)	(20.4)%	\$45,144.26	\$50,193.36	\$5,049.10	10.1 %
Total Expenses	\$8,604.93	\$14,234.86	\$5,629.93	39.6%	\$73,157.30	\$124,416.78	\$51,259.48	41.2%

5/4/21
8:04:02 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Net Income (Loss)	<u>\$(4,965.55)</u>	<u>\$(10,791.20)</u>	<u>\$5,825.65</u>	<u>54.0%</u>	<u>(\$37,253.10)</u>	<u>\$(89,980.10)</u>	<u>\$52,727.00</u>	<u>58.6%</u>

5/4/21
8:05:47 AM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2021 Through 4/30/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Parking Kiosk Revenue	\$0.00	\$0.00	\$0.00	0.0%	\$120,000.00	\$120,000.00	\$0.00	0.0%
Allowance for Additional Kiosk Revenues	28,115.50	6,000.00	22,115.50	368.6	69,590.08	18,000.00	51,590.08	286.6
Net Revenues	\$28,115.50	\$6,000.00	\$22,115.50	368.6 %	\$189,590.08	\$138,000.00	\$51,590.08	37.4 %
<u>Program Expenses</u>								
Miscellaneous	\$0.00	\$64.58	\$64.58	100.0%	\$57.00	\$645.84	\$588.84	91.2%
Credit Card Processing Fees	4,333.96	2,250.00	(2,083.96)	(92.6)	27,773.21	22,500.00	(5,273.21)	(23.4)
Software Service and Support	33.50	400.00	366.50	91.6	3,682.75	4,000.00	317.25	7.9
Operating Supplies	0.00	333.33	333.33	100.0	768.33	3,333.34	2,565.01	77.0
Telephone	120.32	125.00	4.68	3.7	1,092.88	1,250.00	157.12	12.6
Transfers Out	5,000.00	5,000.00	0.00	0.0	50,000.00	50,000.00	0.00	0.0
Total Program Expenses	\$9,487.78	\$8,172.91	\$(1,314.87)	(16.1)%	\$83,374.17	\$81,729.18	\$(1,644.99)	(2.0)%
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$1,620.00	\$966.66	\$(653.34)	(67.6)%	\$12,767.72	\$9,666.68	\$(3,101.04)	(32.1)%
Longevity Bonus	0.00	0.00	0.00	0.0	50.00	50.00	0.00	0.0
FICA and Medicare	123.93	73.91	(50.02)	(67.7)	984.43	739.18	(245.25)	(33.2)
Worker's Compensation	105.00	88.00	(17.00)	(19.3)	360.00	264.00	(96.00)	(36.4)
Unemployment	18.96	7.16	(11.80)	(164.8)	102.59	71.68	(30.91)	(43.1)
Total General & Administrative Expenses	\$1,867.89	\$1,135.73	\$(732.16)	(64.5)%	\$14,264.74	\$10,791.54	\$(3,473.20)	(32.2)%
Total Expenses	\$11,355.67	\$9,308.64	\$(2,047.03)	(22.0)%	\$97,638.91	\$92,520.72	\$(5,118.19)	(5.5)%
Net Income (Loss)	\$16,759.83	\$(3,308.64)	\$20,068.47	606.5%	\$91,951.17	\$45,479.28	\$46,471.89	102.2%

5/4/21
7:24:34 AM

Town of Jerome
Balance Sheet
As of 4/30/2021
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	0.08	
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	40,770.09	
OAZ Checking	283,722.21	
OAZ General Savings	496,107.72	
OAZ CTL Business Savings	5.00	
Total Current Assets		\$1,052,954.26

Other Assets

Due From Other Funds	\$1,175,242.12	
Total Other Assets		1,175,242.12
Total Assets		\$2,228,196.38

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$2,565.33	
Federal WH & FICA	2,802.35	
AFLAC	(3.08)	
Health Insurance	3,320.63	
457G Retirement	66.53	
PSPRS	0.05	
Customer Deposits	6,760.72	
FD Per Call Payable	6,608.75	
Ganishments Payable	1,735.51	
Wages Payable	24,939.58	
Due To Other Funds	1,402,693.07	
Court Liabilities	12,419.35	
Total Current Liabilities		\$1,463,908.79
Total Liabilities		\$1,463,908.79

Net Assets

Unrestricted Funds	745,721.19	
Current Year Net Assets	18,566.40	
Total Net Assets		764,287.59
Total Liabilities and Net Assets		\$2,228,196.38

5/4/21
7:25:35 AM

Town of Jerome
Balance Sheet
As of 4/30/2021

Fund: (2) Utilities

Assets

Current Assets

Allowance for Doubtful Accts	\$(15,000.00)	
Utilities A/R	57,785.46	
Miscellaneous	27.21	
Bond Account	7,363.73	
Replacement & Extension Acct	76,223.23	
Series 2001 Bond Reserve Acct	30,058.53	
Total Current Assets		\$156,458.16

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	\$649,995.52	
Total Other Assets		649,995.52

Total Assets

\$2,876,934.00

Liabilities and Net Assets

Current Liabilities

Sales Tax Payable	\$645.05	
Customer Deposits	21,214.97	
Compensated Absences	5,220.11	
Bonds Payable	136,703.30	
Other Liabilities	5,524.68	
Due To Other Funds	505,774.09	
Accrued Payroll	4,023.49	
Accrued Interest Payable	3,075.85	
Total Current Liabilities		\$682,181.54

Total Liabilities

\$682,181.54

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	75,112.07	
Total Net Assets		2,194,752.46
Total Liabilities and Net Assets		\$2,876,934.00

5/4/21
7:29:15 AM

Town of Jerome
Balance Sheet
As of 4/30/2021

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

Assets

Current Assets

HURF Accounts Receivable	\$3,230.11	
OAZ HURF Savings	413,093.53	
Total Current Assets		\$416,323.64

Other Assets

Due From Other Funds	\$17,618.76	
Total Other Assets		17,618.76

Total Assets

\$433,942.40

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$316,867.19	
Accrued Payroll	1,146.12	
Total Current Liabilities		\$318,013.31

Total Liabilities

\$318,013.31

Net Assets

Unrestricted Fund Balance	(3,596.67)	
Current Year Net Assets	119,525.76	
Total Net Assets		115,929.09
Total Liabilities and Net Assets		\$433,942.40

5/4/21
7:29:50 AM

Town of Jerome
Balance Sheet
As of 4/30/2021

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

Assets

Other Assets

Due From	\$189,666.08	
Total Other Assets		\$189,666.08
Total Assets		\$189,666.08

Liabilities and Net Assets

Current Liabilities

Due To	\$97,714.91	
Total Current Liabilities		\$97,714.91
Total Liabilities		\$97,714.91

Net Assets

Current Year Net Assets	\$91,951.17	
Total Net Assets		91,951.17
Total Liabilities and Net Assets		\$189,666.08

5/4/21
7:35:37 AM

Town of Jerome
Balance Sheet
As of 4/30/2021

Fund: (4) Firefighters Pension & Relief

Assets

Current Assets

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

Other Assets

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

Total Assets

\$186,838.60

Liabilities and Net Assets

Current Liabilities

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

Total Liabilities

\$22,961.70

Net Assets

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

Total Net Assets

163,876.90

Total Liabilities and Net Assets

\$186,838.60

5/4/21
7:35:58 AM

Town of Jerome

Balance Sheet

As of 4/30/2021

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
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Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$29,989.16	
Deferred Revenue - Opr Grants	43,587.19	
Total Current Liabilities		\$73,576.35

Total Liabilities		\$73,576.35
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Net Assets

Unrestricted Fund Balance	78,990.87	
Current Year Net Assets	(47,304.80)	

Total Net Assets		31,686.07
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Total Liabilities and Net Assets		\$105,262.42
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5/4/21
7:36:27 AM

Town of Jerome
Balance Sheet
As of 4/30/2021

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	\$251,590.01	
Total Other Assets		251,590.01

Total Assets		\$302,080.19
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Liabilities and Net Assets

Current Liabilities

Deferred Revenue - Cap Grants	\$163,149.59	
Due To Other Funds	156,274.36	
Total Current Liabilities		\$319,423.95

Total Liabilities		\$319,423.95
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Net Assets

Restricted Fund Balance	\$12,643.92	
Current Year Net Assets	(29,987.68)	

Total Net Assets		(17,343.76)
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Total Liabilities and Net Assets		\$302,080.19
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5/4/21
7:36:57 AM

Town of Jerome

Balance Sheet

As of 4/30/2021

Fund: (7) GF Contingencies

Assets

Other Assets

Due From Other Funds	\$184,856.88	
Total Other Assets		\$184,856.88
Total Assets		\$184,856.88

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$95,881.09	
Total Current Liabilities		\$95,881.09
Total Liabilities		\$95,881.09

Net Assets

Unrestricted Fund Balance	\$89,351.93	
Current Year Net Assets	(376.14)	
Total Net Assets		88,975.79
Total Liabilities and Net Assets		\$184,856.88

5/4/21
7:37:25 AM

Town of Jerome
Balance Sheet
As of 4/30/2021

Fund: (9) Capital

Assets		
Current Assets		
OAZ Capital Improvements	\$50,730.29	
Total Current Assets		\$50,730.29
Other Assets		
Due From Other Funds	\$32,124.44	
Total Other Assets		32,124.44
Total Assets		\$82,854.73
Net Assets		
Unrestricted Fund Balance	\$72,712.30	
Current Year Net Assets	10,142.43	
Total Net Assets		82,854.73
Total Liabilities and Net Assets		\$82,854.73

Town of Jerome

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

Ledger as of : 4/1/2021 to 4/30/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 1002 - XEROX FINANCIAL SERVICES											\$0.00
41521MA4	04/15/21	04/15/21	05/15/21								
020-0098114-001, Inv 2552759 Copier		1.11.6191 - Copier & Equip Lease Expense			\$358.32	\$0.00	\$358.32	04/15/21	11805	ASCUCK	\$0.00
INVOICE 41521MA4 TOTALS:					\$358.32	\$0.00	\$358.32				\$0.00
XEROX FINANCIAL SERVICES TOTALS:					\$358.32	\$0.00	\$358.32				\$0.00
VENDOR: 1028 - YAVAPAI CO. EDUCATION TECH											\$460.07
4621MA10	04/06/21	04/06/21	05/06/21								
Inv 20-828 Internet Access GG		1.11.6192 - Software Support Exp - GG			\$120.00	\$0.00	\$120.00	04/06/21	11780	ASCUCK	\$0.00
Inv 20-828 Internet Access FD		1.14.6192 - Software Service & Support			\$75.00	\$0.00	\$75.00	04/06/21	11780	ASCUCK	\$0.00
Inv 20-828 Internet Access PD		1.13.6192 - Software Service & Support			\$150.00	\$0.00	\$150.00	04/06/21	11780	ASCUCK	\$0.00
Inv 20-828 Internet Access Parks		1.17.6192 - Software Service & Support			\$12.50	\$0.00	\$12.50	04/06/21	11780	ASCUCK	\$0.00
Inv 20-828 Internet Access Prop		1.18.6192 - Software Service & Support			\$12.50	\$0.00	\$12.50	04/06/21	11780	ASCUCK	\$0.00
Inv 20-828 Internet Access Water		2.50.6192 - Software Support Exp - Water			\$12.50	\$0.00	\$12.50	04/06/21	11780	ASCUCK	\$0.00
Inv 20-828 Internet Access Sewer		2.51.6192 - Software Support Exp - Sewer			\$12.50	\$0.00	\$12.50	04/06/21	11780	ASCUCK	\$0.00
Inv 20-828 Internet Access Trash		2.52.6192 - Software Support Exp - Trash			\$12.50	\$0.00	\$12.50	04/06/21	11780	ASCUCK	\$0.00
Inv 20-828 Internet Access HURF		3.30.6192 - Software Service & Support			\$12.50	\$0.00	\$12.50	04/06/21	11780	ASCUCK	\$0.00
Inv 20-827 E-Rate LB		1.15.6266 - E-Rate Exp			\$45.80	\$0.00	\$45.80	04/06/21	11780	ASCUCK	\$0.00
INVOICE 4621MA10 TOTALS:					\$465.80	\$0.00	\$465.80				\$0.00
YAVAPAI CO. EDUCATION TECH TOTALS:					\$465.80	\$0.00	\$465.80				\$460.07
VENDOR: 1031 - GARY ALLEN											\$0.00
41521MA7	04/15/21	04/15/21	05/15/21								
Reimburse Gary For Bags of Ice, Par		1.17.6185 - Miscellaneous			\$1.82	\$0.00	\$1.82	04/15/21	11806	ASCUCK	\$0.00
Reimburse Gary For Bags of Ice, Pro		1.18.6185 - Miscellaneous			\$1.82	\$0.00	\$1.82	04/15/21	11806	ASCUCK	\$0.00
Reimburse Gary For Bags of Ice, Wat		2.50.6185 - Miscellaneous			\$1.82	\$0.00	\$1.82	04/15/21	11806	ASCUCK	\$0.00
Reimburse Gary For Bags of Ice, Sew		2.51.6185 - Miscellaneous			\$1.82	\$0.00	\$1.82	04/15/21	11806	ASCUCK	\$0.00
Reimburse Gary For Bags of Ice, Tra		2.52.6185 - Miscellaneous			\$1.82	\$0.00	\$1.82	04/15/21	11806	ASCUCK	\$0.00
Reimburse Gary For Bags of Ice, HUR		3.30.6185 - Miscellaneous			\$1.85	\$0.00	\$1.85	04/15/21	11806	ASCUCK	\$0.00
INVOICE 41521MA7 TOTALS:					\$10.95	\$0.00	\$10.95				\$0.00
GARY ALLEN TOTALS:					\$10.95	\$0.00	\$10.95				\$0.00
VENDOR: 1033 - BROWN & BROWN LAW OFFICES											\$0.00
41521MA5	04/15/21	04/15/21	05/15/21								
Inv JEROME-2928 Legal, Water		2.50.6170 - Legal Exp - Water			\$105.00	\$0.00	\$105.00	04/15/21	11807	ASCUCK	\$0.00
INVOICE 41521MA5 TOTALS:					\$105.00	\$0.00	\$105.00				\$0.00
BROWN & BROWN LAW OFFICES TOTALS:					\$105.00	\$0.00	\$105.00				\$0.00
VENDOR: 1054 - PARKEON											\$0.00
42921MA10	04/28/21	04/28/21	05/28/21								
S0131335, Inv IV122126 Flowbird Fee		3.35.6192 - Software Service and Support			\$33.50	\$0.00	\$33.50	04/29/21	11829	ASCUCK	\$0.00

Town of Jerome

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

Ledger as of : 4/1/2021 to 4/30/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
INVOICE 42921MA10 TOTALS:					\$33.50	\$0.00	\$33.50				\$0.00
PARKEON TOTALS:					\$33.50	\$0.00	\$33.50				\$0.00
VENDOR: 1080 - NICE JONS, INC.											\$0.00
4821MA1	04/08/21	04/08/21	05/08/21								
Inv 36012 Toilet/Handwash/Cleaning		1.11.6160 - COVID Expenses			\$869.00	\$0.00	\$869.00	04/08/21	11802	ASCUCK	\$0.00
INVOICE 4821MA1 TOTALS:					\$869.00	\$0.00	\$869.00				\$0.00
42921MA12	04/28/21	04/28/21	05/28/21								
Inv 36533 Toilets/Handwashing COVID		1.11.6160 - COVID Expenses			\$2,552.00	\$0.00	\$2,552.00	04/29/21	11830	ASCUCK	\$0.00
INVOICE 42921MA12 TOTALS:					\$2,552.00	\$0.00	\$2,552.00				\$0.00
NICE JONS, INC. TOTALS:					\$3,421.00	\$0.00	\$3,421.00				\$0.00
VENDOR: 1088 - BENJAMIN GARZA											\$0.00
41521MA8	04/15/21	04/15/21	05/15/21								
Reimburse Ben for Work Boots, Parks		1.17.6280 - Uniform Exp Parks			\$33.33	\$0.00	\$33.33	04/15/21	11808	ASCUCK	\$0.00
Reimburse Ben for Work Boots, Prop		1.18.6280 - Uniform Exp Properties			\$33.33	\$0.00	\$33.33	04/15/21	11808	ASCUCK	\$0.00
Reimburse Ben for Work Boots, Water		2.50.6280 - Uniform Exp Water			\$33.33	\$0.00	\$33.33	04/15/21	11808	ASCUCK	\$0.00
Reimburse Ben for Work Boots, Sewer		2.51.6280 - Uniform Exp Sewer			\$33.33	\$0.00	\$33.33	04/15/21	11808	ASCUCK	\$0.00
Reimburse Ben for Work Boots, Trash		2.52.6280 - Uniform Exp Trash			\$33.33	\$0.00	\$33.33	04/15/21	11808	ASCUCK	\$0.00
Reimburse Ben for Work Boots, HURF		3.30.6280 - Uniform Exp - HURF			\$33.35	\$0.00	\$33.35	04/15/21	11808	ASCUCK	\$0.00
INVOICE 41521MA8 TOTALS:					\$200.00	\$0.00	\$200.00				\$0.00
BENJAMIN GARZA TOTALS:					\$200.00	\$0.00	\$200.00				\$0.00
VENDOR: 109 - AFLAC											\$0.00
42221MA6	04/21/21	04/21/21	04/21/21								
Acct # DN513, Inv.249782 April Bill		1.10.2405 - AFLAC			\$215.28	\$0.00	\$215.28	04/22/21	11817	ASCUCK	\$0.00
INVOICE 42221MA6 TOTALS:					\$215.28	\$0.00	\$215.28				\$0.00
AFLAC TOTALS:					\$215.28	\$0.00	\$215.28				\$0.00
VENDOR: 113 - ALL-MED EQUIPMENT & SERVICES											\$0.00
41521MA3	04/15/21	04/15/21	04/15/21								
Inv 643352 Monthly Tank Rental		1.14.6181 - Medical Supplies Exp			\$119.04	\$0.00	\$119.04	04/15/21	11809	ASCUCK	\$0.00
INVOICE 41521MA3 TOTALS:					\$119.04	\$0.00	\$119.04				\$0.00
ALL-MED EQUIPMENT & SERVICES TOTALS:					\$119.04	\$0.00	\$119.04				\$0.00
VENDOR: 119 - APS											\$0.00
4621MA18	04/06/21	04/06/21	04/21/21								
9438060 Hull St Roof		1.18.6285 - Utilities			\$13.79	\$0.00	\$13.79	04/06/21	11781	ASCUCK	\$0.00
INVOICE 4621MA18 TOTALS:					\$13.79	\$0.00	\$13.79				\$0.00

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

Ledger as of : 4/1/2021 to 4/30/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
42921MA5	04/28/21	04/28/21	05/13/21								
1490440 Street Lights		3.30.6255 - Street Lights			\$954.53	\$0.00	\$954.53	04/29/21	11831	ASCUCK	\$0.00
INVOICE 42921MA5 TOTALS:					\$954.53	\$0.00	\$954.53				\$0.00
APS TOTALS:					\$968.32	\$0.00	\$968.32				\$0.00
VENDOR: 120 - ARROW EXPRESS											\$0.00
42921MA11	04/28/21	04/28/21	05/28/21								
Inv 131989 Sewer Sample Shipping		2.51.6240 - Service Tests/System Testing			\$45.00	\$0.00	\$45.00	04/29/21	11832	ASCUCK	\$0.00
INVOICE 42921MA11 TOTALS:					\$45.00	\$0.00	\$45.00				\$0.00
ARROW EXPRESS TOTALS:					\$45.00	\$0.00	\$45.00				\$0.00
VENDOR: 122 - AT&T											\$0.00
42221MA5	04/21/21	04/21/21	05/21/21								
287251435682x04152021 Phone, PD		1.13.6265 - Telephone			\$46.14	\$0.00	\$46.14	04/22/21	11818	ASCUCK	\$0.00
INVOICE 42221MA5 TOTALS:					\$46.14	\$0.00	\$46.14				\$0.00
AT&T TOTALS:					\$46.14	\$0.00	\$46.14				\$0.00
VENDOR: 135 - AMRRP - WC											\$0.00
4621MA5	04/06/21	04/06/21	04/06/21								
AZWC016318, WC Prem Qrt 1 2021 GG		1.11.5013 - Workers Compensation			\$233.00	\$0.00	\$233.00	04/06/21	11782	ASCUCK	\$0.00
AZWC016318, WC Prem Qrt 1 2021 CT		1.12.5013 - Worker's Compensation			\$58.00	\$0.00	\$58.00	04/06/21	11782	ASCUCK	\$0.00
AZWC016318, WC Prem Qrt 1 2021 PD		1.13.5013 - Worker's Compensation			\$4,995.00	\$0.00	\$4,995.00	04/06/21	11782	ASCUCK	\$0.00
AZWC016318, WC Prem Qrt 1 2021 FD		1.14.5013 - Worker's Compensation			\$3,951.00	\$0.00	\$3,951.00	04/06/21	11782	ASCUCK	\$0.00
AZWC016318, WC Prem Qrt 1 2021 LB		1.15.5013 - Worker's Compensation			\$47.00	\$0.00	\$47.00	04/06/21	11782	ASCUCK	\$0.00
AZWC016318, WC Prem Qrt 1 2021 PZ		1.16.5013 - Worker's Compensation			\$105.00	\$0.00	\$105.00	04/06/21	11782	ASCUCK	\$0.00
AZWC016318, WC Prem Qrt 1 2021 Park		1.17.5013 - Worker's Compensation			\$78.00	\$0.00	\$78.00	04/06/21	11782	ASCUCK	\$0.00
AZWC016318, WC Prem Qrt 1 2021 Prop		1.18.5013 - Worker's Compensation			\$440.00	\$0.00	\$440.00	04/06/21	11782	ASCUCK	\$0.00
AZWC016318, WC Prem Qrt 1 2021 Wate		2.50.5013 - Worker's Compensation			\$1,040.00	\$0.00	\$1,040.00	04/06/21	11782	ASCUCK	\$0.00
AZWC016318, WC Prem Qrt 1 2021 Sewe		2.51.5013 - Worker's Compensation			\$528.00	\$0.00	\$528.00	04/06/21	11782	ASCUCK	\$0.00
AZWC016318, WC Prem Qrt 1 2021 Tras		2.52.5013 - Worker's Compensation			\$1,478.00	\$0.00	\$1,478.00	04/06/21	11782	ASCUCK	\$0.00
AZWC016318, WC Prem Qrt 1 2021 HURF		3.30.5013 - Worker's Compensation			\$423.00	\$0.00	\$423.00	04/06/21	11782	ASCUCK	\$0.00
AZWC016318, WC Prem Qrt 1 2021 Park		3.35.5013 - Worker's Compensation			\$105.00	\$0.00	\$105.00	04/06/21	11782	ASCUCK	\$0.00
INVOICE 4621MA5 TOTALS:					\$13,481.00	\$0.00	\$13,481.00				\$0.00
AMRRP - WC TOTALS:					\$13,481.00	\$0.00	\$13,481.00				\$0.00
VENDOR: 141 - ARIZONA SUPREME COURT											\$0.00
42221MA1	04/21/21	04/21/21	04/21/21								
Judicial Conference Registration 20		1.12.6116 - Training & Education			\$375.00	\$0.00	\$375.00	04/22/21	11819	ASCUCK	\$0.00
INVOICE 42221MA1 TOTALS:					\$375.00	\$0.00	\$375.00				\$0.00
ARIZONA SUPREME COURT TOTALS:					\$375.00	\$0.00	\$375.00				\$0.00

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

Ledger as of : 4/1/2021 to 4/30/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 164 - ARIZONA SUPERIOR COURT											\$0.00
4821MA2	04/08/21	04/08/21	04/08/21								
Pro Tem Jan-Mar 2021		1.12.6110 - Contract Services		\$58.00	\$0.00	\$58.00	04/08/21	11803	ASCUCK	\$0.00	
INVOICE 4821MA2 TOTALS:				\$58.00	\$0.00	\$58.00				\$0.00	
ARIZONA SUPERIOR COURT TOTALS:				\$58.00	\$0.00	\$58.00				\$0.00	
VENDOR: 167 - OFFICE DEPOT											\$0.00
4621MA19	04/06/21	04/06/21	06/05/21								
63266436, Inv165158621001 Steno Pad		1.11.6190 - Office Supplies		\$16.24	\$0.00	\$16.24	04/06/21	11783	ASCUCK	\$0.00	
63266436, Inv165519794001 Printer R		1.11.6190 - Office Supplies		\$67.43	\$0.00	\$67.43	04/06/21	11783	ASCUCK	\$0.00	
INVOICE 4621MA19 TOTALS:				\$83.67	\$0.00	\$83.67				\$0.00	
42221MA8	04/22/21	04/22/21	06/21/21								
63266436,Inv167033557001 Envelopes		1.11.6190 - Office Supplies		\$112.05	\$0.00	\$112.05	04/22/21	11820	ASCUCK	\$0.00	
INVOICE 42221MA8 TOTALS:				\$112.05	\$0.00	\$112.05				\$0.00	
42921MA3	04/28/21	04/28/21	06/27/21								
63266436, Inv169894644001 Wipes		1.11.6190 - Office Supplies		\$15.18	\$0.00	\$15.18	04/29/21	11833	ASCUCK	\$0.00	
INVOICE 42921MA3 TOTALS:				\$15.18	\$0.00	\$15.18				\$0.00	
OFFICE DEPOT TOTALS:				\$210.90	\$0.00	\$210.90				\$0.00	
VENDOR: 168 - CENTURY LINK											\$0.00
42921MA6	04/28/21	04/28/21	05/13/21								
928 634 2245 PD		1.13.6265 - Telephone		\$36.44	\$0.00	\$36.44	04/29/21	11834	ASCUCK	\$0.00	
928 634 7943 GG		1.11.6265 - Telephone		\$171.95	\$0.00	\$171.95	04/29/21	11834	ASCUCK	\$0.00	
928 634 8992 PD		1.13.6265 - Telephone		\$175.51	\$0.00	\$175.51	04/29/21	11834	ASCUCK	\$0.00	
928 639 0574 LB		1.15.6265 - Telephone		\$86.23	\$0.00	\$86.23	04/29/21	11834	ASCUCK	\$0.00	
928 649 2776 PD		1.13.6265 - Telephone		\$42.36	\$0.00	\$42.36	04/29/21	11834	ASCUCK	\$0.00	
928 649 3034 FD		1.14.6265 - Telephone		\$132.64	\$0.00	\$132.64	04/29/21	11834	ASCUCK	\$0.00	
928 649 3250 CT		1.12.6265 - Telephone		\$75.04	\$0.00	\$75.04	04/29/21	11834	ASCUCK	\$0.00	
INVOICE 42921MA6 TOTALS:				\$720.17	\$0.00	\$720.17				\$0.00	
CENTURY LINK TOTALS:				\$720.17	\$0.00	\$720.17				\$0.00	
VENDOR: 170 - THYSSENKRUPP ELEVATOR CORP											\$0.00
4621MA12	04/06/21	04/06/21	04/06/21								
51348, Inv 3005865674 Elevator Serv		1.18.6110 - Contract Services		\$1,092.46	\$0.00	\$1,092.46	04/06/21	11784	ASCUCK	\$0.00	
INVOICE 4621MA12 TOTALS:				\$1,092.46	\$0.00	\$1,092.46				\$0.00	
THYSSENKRUPP ELEVATOR CORP TOTALS:				\$1,092.46	\$0.00	\$1,092.46				\$0.00	
VENDOR: 203 - SMART DOCUMENT SOLUTIONS											\$0.00
42221MA12	04/22/21	04/22/21	04/22/21								
C10253, CT1221-01, Inv 16776 Copier		1.11.6191 - Copier & Equip Lease Expense		\$388.29	\$0.00	\$388.29	04/22/21	11821	ASCUCK	\$0.00	

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

Ledger as of : 4/1/2021 to 4/30/2021

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
INVOICE 42221MA12 TOTALS:				\$388.29	\$0.00	\$388.29				\$0.00
SMART DOCUMENT SOLUTIONS TOTALS:				\$388.29	\$0.00	\$388.29				\$0.00
VENDOR: 204 - SEDONA RECYCLES, INC										\$0.00
4621MA16	04/06/21	04/06/21	04/06/21							
Recycling Services, Inv JEROME 421		2.52.6111 - Recycling Contract Exp		\$120.00	\$0.00	\$120.00	04/06/21	11785	ASCUCK	\$0.00
INVOICE 4621MA16 TOTALS:				\$120.00	\$0.00	\$120.00				\$0.00
SEDONA RECYCLES, INC TOTALS:				\$120.00	\$0.00	\$120.00				\$0.00
VENDOR: 218 - VERIZON WIRELESS										\$0.00
4621MA13	04/06/21	04/06/21	05/01/21							
928 300 5987 Barry		1.16.6265 - Telephone		\$48.76	\$0.00	\$48.76	04/06/21	11787	ASCUCK	\$0.00
928 300 8701 Rusty		1.14.6265 - Telephone		\$60.61	\$0.00	\$60.61	04/06/21	11787	ASCUCK	\$0.00
928 821 0133 Shuttle		1.11.6265 - Telephone		\$33.17	\$0.00	\$33.17	04/06/21	11787	ASCUCK	\$0.00
928 963 4958 FD		1.14.6265 - Telephone		\$10.45	\$0.00	\$10.45	04/06/21	11787	ASCUCK	\$0.00
Access Charge GG		1.11.6265 - Telephone		\$16.10	\$0.00	\$16.10	04/06/21	11787	ASCUCK	\$0.00
Access Charge FD		1.14.6265 - Telephone		\$32.20	\$0.00	\$32.20	04/06/21	11787	ASCUCK	\$0.00
Access Charge PZ		1.16.6265 - Telephone		\$16.10	\$0.00	\$16.10	04/06/21	11787	ASCUCK	\$0.00
INVOICE 4621MA13 TOTALS:				\$217.39	\$0.00	\$217.39				\$0.00
4621MA14	04/06/21	04/06/21	05/01/21							
928 301 4380 PD		1.13.6265 - Telephone		\$50.33	\$0.00	\$50.33	04/06/21	11786	ASCUCK	\$0.00
928 301 9672 PD		1.13.6265 - Telephone		\$50.33	\$0.00	\$50.33	04/06/21	11786	ASCUCK	\$0.00
928 451 2174 Kiosk		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	04/06/21	11786	ASCUCK	\$0.00
928 451 2402 Kiosk		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	04/06/21	11786	ASCUCK	\$0.00
928 451 2436 Kiosk		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	04/06/21	11786	ASCUCK	\$0.00
928 821 0736 Kiosk		3.35.6265 - Telephone		\$30.08	\$0.00	\$30.08	04/06/21	11786	ASCUCK	\$0.00
Access Charge PD		1.13.6265 - Telephone		\$161.00	\$0.00	\$161.00	04/06/21	11786	ASCUCK	\$0.00
INVOICE 4621MA14 TOTALS:				\$381.98	\$0.00	\$381.98				\$0.00
VERIZON WIRELESS TOTALS:				\$599.37	\$0.00	\$599.37				\$0.00
VENDOR: 224 - LEGEND										\$0.00
4621MA4	04/06/21	04/06/21	05/06/21							
Acct 00-0001475, Inv. 2104830		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	04/06/21	11788	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2104441		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	04/06/21	11788	ASCUCK	\$0.00
INVOICE 4621MA4 TOTALS:				\$150.00	\$0.00	\$150.00				\$0.00
41521MA9	04/15/21	04/15/21	05/15/21							
Acct 00-0001475, Inv. 2105514		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	04/15/21	11810	ASCUCK	\$0.00
INVOICE 41521MA9 TOTALS:				\$75.00	\$0.00	\$75.00				\$0.00
42921MA2	04/28/21	04/28/21	05/28/21							
Acct 00-0001475, Inv. 2101341 Water		2.50.6240 - Service Tests/System Testing		\$15.00	\$0.00	\$15.00	04/29/21	11835	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2101341 Sewer		2.51.6240 - Service Tests/System Testing		\$1,289.20	\$0.00	\$1,289.20	04/29/21	11835	ASCUCK	\$0.00

*V - Denotes Voided Check Entries

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

Ledger as of : 4/1/2021 to 4/30/2021

Invoice Number	Inv.Date	Post.Date	Due.Date							
Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Acct 00-0001475, Inv. 2101340 Sewer		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	04/29/21	11835	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2106032 Sewer		2.51.6240 - Service Tests/System Testing		\$75.00	\$0.00	\$75.00	04/29/21	11835	ASCUCK	\$0.00
INVOICE 42921MA2 TOTALS:				<u>\$1,454.20</u>	<u>\$0.00</u>	<u>\$1,454.20</u>				<u>\$0.00</u>
LEGEND TOTALS:				<u>\$1,679.20</u>	<u>\$0.00</u>	<u>\$1,679.20</u>				<u>\$0.00</u>
VENDOR: 237 - UNISOURCE ENERGY SERVICES										\$0.00
42221MA9	04/22/21	04/22/21	05/12/21							
235334 Co-Op		1.18.6285 - Utilities		\$147.46	\$0.00	\$147.46	04/22/21	11822	ASCUCK	\$0.00
055982 Fire Station		1.18.6285 - Utilities		\$198.16	\$0.00	\$198.16	04/22/21	11822	ASCUCK	\$0.00
435334 Town Yard		1.18.6285 - Utilities		\$219.34	\$0.00	\$219.34	04/22/21	11822	ASCUCK	\$0.00
693726 Police Station		1.18.6285 - Utilities		\$35.60	\$0.00	\$35.60	04/22/21	11822	ASCUCK	\$0.00
750593 Town Hall		1.18.6285 - Utilities		\$421.15	\$0.00	\$421.15	04/22/21	11822	ASCUCK	\$0.00
INVOICE 42221MA9 TOTALS:				<u>\$1,021.71</u>	<u>\$0.00</u>	<u>\$1,021.71</u>				<u>\$0.00</u>
UNISOURCE ENERGY SERVICES TOTALS:				<u>\$1,021.71</u>	<u>\$0.00</u>	<u>\$1,021.71</u>				<u>\$0.00</u>
VENDOR: 238 - VERDE VALLEY HARDWARE										\$0.00
4621MA7	04/06/21	04/06/21	04/21/21							
2860 Inv 28376 Blacktop Patch		3.30.6260 - Street Supplies		\$153.68	\$0.00	\$153.68	04/06/21	11789	ASCUCK	\$0.00
2860 Inv 28438 Air Gun, Service Kit		1.17.6250 - Small Tools and Equipment		\$84.52	\$0.00	\$84.52	04/06/21	11789	ASCUCK	\$0.00
2860 Inv 28824 Lag Bolts, Washers		3.30.6185 - Miscellaneous		\$20.21	\$0.00	\$20.21	04/06/21	11789	ASCUCK	\$0.00
2860 Inv 28888 Wire Wheel		1.14.6250 - Small Tools and Equipment		\$11.18	\$0.00	\$11.18	04/06/21	11789	ASCUCK	\$0.00
2860 Inv 28944 DMV Flex Couplers		2.51.6230 - Rep and Maint - Infrastructure		\$50.03	\$0.00	\$50.03	04/06/21	11789	ASCUCK	\$0.00
2860 Inv 29054 Batteries		1.18.6215 - R&M Building - Properties		\$5.26	\$0.00	\$5.26	04/06/21	11789	ASCUCK	\$0.00
2860 Inv 29286 Cut Off Wheel, Faste		2.50.6230 - Rep and Maint - Infrastructure		\$46.06	\$0.00	\$46.06	04/06/21	11789	ASCUCK	\$0.00
INVOICE 4621MA7 TOTALS:				<u>\$370.94</u>	<u>\$0.00</u>	<u>\$370.94</u>				<u>\$0.00</u>
VERDE VALLEY HARDWARE TOTALS:				<u>\$370.94</u>	<u>\$0.00</u>	<u>\$370.94</u>				<u>\$0.00</u>
VENDOR: 249 - POSTMASTER										\$0.00
42221MA2	04/21/21	04/21/21	04/21/21							
Postage For May/June 2021 Newslette		1.11.6200 - Postage		\$57.05	\$0.00	\$57.05	04/22/21	11823	ASCUCK	\$0.00
INVOICE 42221MA2 TOTALS:				<u>\$57.05</u>	<u>\$0.00</u>	<u>\$57.05</u>				<u>\$0.00</u>
POSTMASTER TOTALS:				<u>\$57.05</u>	<u>\$0.00</u>	<u>\$57.05</u>				<u>\$0.00</u>
VENDOR: 252 - NAPA AUTO PARTS										\$0.00
4621MA6	04/06/21	04/06/21	04/26/21							
31380 Inv 249752 Oil, Fluids, Antif		7.25.6276 - Wildlands Exp - Contingency		\$258.93	\$0.00	\$258.93	04/06/21	11790	ASCUCK	\$0.00
31380 Inv 249791 Spark Plugs, Carb		1.17.6250 - Small Tools and Equipment		\$13.69	\$0.00	\$13.69	04/06/21	11790	ASCUCK	\$0.00
31380 Inv 249906 V-Belt Parks		1.17.6225 - Rep and Maint - Equipment		\$3.47	\$0.00	\$3.47	04/06/21	11790	ASCUCK	\$0.00
31380 Inv 249906 V-Belt Prop		1.18.6225 - Rep and Maint - Equipment		\$3.47	\$0.00	\$3.47	04/06/21	11790	ASCUCK	\$0.00
31380 Inv 249906 V-Belt Water		2.50.6225 - Rep and Maint - Equipment		\$3.47	\$0.00	\$3.47	04/06/21	11790	ASCUCK	\$0.00
31380 Inv 249906 V-Belt Sewer		2.51.6225 - Rep and Maint - Equipment		\$3.47	\$0.00	\$3.47	04/06/21	11790	ASCUCK	\$0.00
31380 Inv 249906 V-Belt Trash		2.52.6225 - Rep and Maint - Equipment		\$3.50	\$0.00	\$3.50	04/06/21	11790	ASCUCK	\$0.00

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

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Description		Account		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
31380 Inv 249906 V-Belt HURF		3.30.6225 - Rep and Maint - Equipment		\$3.47	\$0.00	\$3.47	04/06/21	11790	ASCUCK	\$0.00
31380 Inv 250330 Brake Rotor, Pads		1.14.6220 - Rep and Maint - Vehicles		\$120.82	\$0.00	\$120.82	04/06/21	11790	ASCUCK	\$0.00
31380 Inv 251537 Batteries		1.14.6220 - Rep and Maint - Vehicles		\$115.03	\$0.00	\$115.03	04/06/21	11790	ASCUCK	\$0.00
31380 Inv 251966 Mirror		2.52.6220 - Rep and Maint - Vehicles		\$19.21	\$0.00	\$19.21	04/06/21	11790	ASCUCK	\$0.00
31380 Inv 251460 Battery		1.13.6220 - Rep and Maint - Vehicles		\$153.78	\$0.00	\$153.78	04/06/21	11790	ASCUCK	\$0.00
INVOICE 4621MA6 TOTALS:				<u>\$702.31</u>	<u>\$0.00</u>	<u>\$702.31</u>				<u>\$0.00</u>
NAPA AUTO PARTS TOTALS:				<u>\$702.31</u>	<u>\$0.00</u>	<u>\$702.31</u>				<u>\$0.00</u>
VENDOR: 254 - VERDE VALLEY NEWSPAPERS										\$0.00
4621MA8	04/06/21	04/06/21	04/16/21							
11366 Order# 607586 Legal Notice		1.11.6105 - Advertising, Printing, & Publishin		\$245.28	\$0.00	\$245.28	04/06/21	11791	ASCUCK	\$0.00
11366 Order# 608188 Legal Notice		1.16.6105 - Advertising, Printing, & Publishir		\$23.16	\$0.00	\$23.16	04/06/21	11791	ASCUCK	\$0.00
INVOICE 4621MA8 TOTALS:				<u>\$268.44</u>	<u>\$0.00</u>	<u>\$268.44</u>				<u>\$0.00</u>
VERDE VALLEY NEWSPAPERS TOTALS:				<u>\$268.44</u>	<u>\$0.00</u>	<u>\$268.44</u>				<u>\$0.00</u>
VENDOR: 255 - CITY OF COTTONWOOD										\$0.00
42221MA10	04/22/21	04/22/21	04/22/21							
Inv 4232 Dispatch Fees FD		1.14.6120 - Dispatch Fees		\$533.67	\$0.00	\$533.67	04/22/21	11824	ASCUCK	\$0.00
INVOICE 42221MA10 TOTALS:				<u>\$533.67</u>	<u>\$0.00</u>	<u>\$533.67</u>				<u>\$0.00</u>
CITY OF COTTONWOOD TOTALS:				<u>\$533.67</u>	<u>\$0.00</u>	<u>\$533.67</u>				<u>\$0.00</u>
VENDOR: 265 - CONTRACT WASTEWATER OPERATIONS										\$0.00
4621MA17	04/06/21	04/06/21	05/01/21							
Inv 1014873 Spring Maint. March 202		2.50.6110 - Contract Services		\$900.00	\$0.00	\$900.00	04/06/21	11792	ASCUCK	\$0.00
Inv 1014873 WWTP Maint. March 2021		2.51.6110 - Contract Services		\$3,200.00	\$0.00	\$3,200.00	04/06/21	11792	ASCUCK	\$0.00
INVOICE 4621MA17 TOTALS:				<u>\$4,100.00</u>	<u>\$0.00</u>	<u>\$4,100.00</u>				<u>\$0.00</u>
CONTRACT WASTEWATER OPERATIONS TOTALS:				<u>\$4,100.00</u>	<u>\$0.00</u>	<u>\$4,100.00</u>				<u>\$0.00</u>
VENDOR: 270 - KATHLEEN JARVIS										\$0.00
42921MA1	04/28/21	04/28/21	05/05/21							
Reimbursement for Library Supplies		1.15.6195 - Operating Supplies - Library		\$445.90	\$0.00	\$445.90	04/29/21	11836	ASCUCK	\$0.00
INVOICE 42921MA1 TOTALS:				<u>\$445.90</u>	<u>\$0.00</u>	<u>\$445.90</u>				<u>\$0.00</u>
KATHLEEN JARVIS TOTALS:				<u>\$445.90</u>	<u>\$0.00</u>	<u>\$445.90</u>				<u>\$0.00</u>
VENDOR: 300 - REESE'S TIRE & AUTOTIRE PROS										\$0.00
42921MA7	04/28/21	04/28/21	05/28/21							
Inv 67682 Tires Garbage Truck, Labo		2.52.6220 - Rep and Maint - Vehicles		\$51.94	\$0.00	\$51.94	04/29/21	11837	ASCUCK	\$0.00
Inv 67682 Tires Garbage Truck, Part		2.52.6220 - Rep and Maint - Vehicles		\$969.78	\$0.00	\$969.78	04/29/21	11837	ASCUCK	\$0.00
INVOICE 42921MA7 TOTALS:				<u>\$1,021.72</u>	<u>\$0.00</u>	<u>\$1,021.72</u>				<u>\$0.00</u>

Town of Jerome

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

Ledger as of : 4/1/2021 to 4/30/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
REESE'S TIRE & AUTOTIRE PROS TOTALS:					\$1,021.72	\$0.00	\$1,021.72				\$0.00
VENDOR: 450 - #1 FOOD STORE											\$0.00
41521MA10	04/15/21	04/15/21	04/15/21								
Fuel, FD		1.14.6145 - Fuel			\$157.65	\$0.00	\$157.65	04/15/21	11814	ASCUCK	\$0.00
Fuel, PW		2.52.6145 - Fuel			\$18.80	\$0.00	\$18.80	04/15/21	11814	ASCUCK	\$0.00
INVOICE 41521MA10 TOTALS:					\$176.45	\$0.00	\$176.45				\$0.00
#1 FOOD STORE TOTALS:					\$176.45	\$0.00	\$176.45				\$0.00
VENDOR: 649 - INTERNATIONAL INST. OF CLERKS											\$0.00
42921MA8	04/28/21	04/28/21	05/28/21								
ID# 41367 Annual Membership Renewal		1.11.6125 - Dues, Subs & Memberships			\$155.00	\$0.00	\$155.00	04/29/21	11838	ASCUCK	\$0.00
INVOICE 42921MA8 TOTALS:					\$155.00	\$0.00	\$155.00				\$0.00
INTERNATIONAL INST. OF CLERKS TOTALS:					\$155.00	\$0.00	\$155.00				\$0.00
VENDOR: 663 - TOWN OF JEROME											\$0.00
4621MA2	04/06/21	04/06/21	04/06/21								
Monthly P&I Sewer Bond Transfer		1.10.2999 - Suspense Account			\$1,450.00	\$0.00	\$1,450.00	04/06/21	11794	ASCUCK	\$0.00
INVOICE 4621MA2 TOTALS:					\$1,450.00	\$0.00	\$1,450.00				\$0.00
4621MA3	04/06/21	04/06/21	04/06/21								
Monthly R&E Sewer Bond Transfer		1.10.2999 - Suspense Account			\$455.00	\$0.00	\$455.00	04/06/21	11793	ASCUCK	\$0.00
INVOICE 4621MA3 TOTALS:					\$455.00	\$0.00	\$455.00				\$0.00
TOWN OF JEROME TOTALS:					\$1,905.00	\$0.00	\$1,905.00				\$0.00
VENDOR: 725 - DIESEL DIRECT WEST											\$0.00
4821MA3	04/08/21	04/08/21	04/23/21								
18583, Inv 83980481 Fuel, Water		2.50.6145 - Fuel			\$33.66	\$0.00	\$33.66	04/08/21	11804	ASCUCK	\$0.00
18583, Inv 83980481 Fuel, Sewer		2.51.6145 - Fuel			\$33.66	\$0.00	\$33.66	04/08/21	11804	ASCUCK	\$0.00
18583, Inv 83980481 Fuel, Trash		2.52.6145 - Fuel			\$269.29	\$0.00	\$269.29	04/08/21	11804	ASCUCK	\$0.00
INVOICE 4821MA3 TOTALS:					\$336.61	\$0.00	\$336.61				\$0.00
42221MA11	04/22/21	04/22/21	05/07/21								
18583, Inv 83993750 Fuel, Water		2.50.6145 - Fuel			\$27.44	\$0.00	\$27.44	04/22/21	11825	ASCUCK	\$0.00
18583, Inv 83993750 Fuel, Sewer		2.51.6145 - Fuel			\$27.44	\$0.00	\$27.44	04/22/21	11825	ASCUCK	\$0.00
18583, Inv 83993750 Fuel, Trash		2.52.6145 - Fuel			\$219.56	\$0.00	\$219.56	04/22/21	11825	ASCUCK	\$0.00
INVOICE 42221MA11 TOTALS:					\$274.44	\$0.00	\$274.44				\$0.00
DIESEL DIRECT WEST TOTALS:					\$611.05	\$0.00	\$611.05				\$0.00
VENDOR: 735 - FOUR-D LLC											\$0.00
4621MA9	04/06/21	04/06/21	05/06/21								
Inv 794 IT Work Completed March 202		1.11.6193 - Computer Hardware & Service			\$375.00	\$0.00	\$375.00	04/06/21	11795	ASCUCK	\$0.00

*V - Denotes Voided Check Entries

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

Ledger as of : 4/1/2021 to 4/30/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
INVOICE 4621MA9 TOTALS:					\$375.00	\$0.00	\$375.00				\$0.00
FOUR-D LLC TOTALS:					\$375.00	\$0.00	\$375.00				\$0.00
VENDOR: 747 - TOWN OF JEROME PR											\$0.00
4621MA1	04/06/21	04/06/21	04/06/21								
Monthly Payroll Transfer		1.10.2999 - Suspense Account			\$90,000.00	\$0.00	\$90,000.00	04/06/21	11796	ASCUCK	\$0.00
INVOICE 4621MA1 TOTALS:					\$90,000.00	\$0.00	\$90,000.00				\$0.00
TOWN OF JEROME PR TOTALS:					\$90,000.00	\$0.00	\$90,000.00				\$0.00
VENDOR: 748 - SIMS MACKIN, LTD											\$0.00
41521MA2	04/15/21	04/15/21	05/15/21								
Inv 31028 Legal, GG		1.11.6170 - Legal Exp - Gen Gov			\$838.50	\$0.00	\$838.50	04/15/21	11811	ASCUCK	\$0.00
Inv 31028 Legal, PZ		1.16.6170 - Legal Exp - P&Z			\$253.50	\$0.00	\$253.50	04/15/21	11811	ASCUCK	\$0.00
Inv 31028 Legal, Sewer		2.51.6170 - Legal Exp - Sewer			\$175.50	\$0.00	\$175.50	04/15/21	11811	ASCUCK	\$0.00
INVOICE 41521MA2 TOTALS:					\$1,267.50	\$0.00	\$1,267.50				\$0.00
SIMS MACKIN, LTD TOTALS:					\$1,267.50	\$0.00	\$1,267.50				\$0.00
VENDOR: 754 - ARIZONA BUG COMPANY											\$0.00
4621MA20	04/06/21	04/06/21	05/06/21								
Inv168999 Pest Control, 10101 prop		1.18.6110 - Contract Services			\$50.00	\$0.00	\$50.00	04/06/21	11797	ASCUCK	\$0.00
INVOICE 4621MA20 TOTALS:					\$50.00	\$0.00	\$50.00				\$0.00
42221MA4	04/21/21	04/21/21	05/21/21								
Inv 169552 Pest Control, 10101 Prop		1.18.6110 - Contract Services			\$50.00	\$0.00	\$50.00	04/22/21	11826	ASCUCK	\$0.00
INVOICE 42221MA4 TOTALS:					\$50.00	\$0.00	\$50.00				\$0.00
ARIZONA BUG COMPANY TOTALS:					\$100.00	\$0.00	\$100.00				\$0.00
VENDOR: 792 - HACH COMPANY											\$0.00
42221MA3	04/21/21	04/21/21	05/21/21								
100622, Inv 12369272 RCC DR3800/390		2.51.6225 - Rep and Maint - Equipment			\$569.50	\$0.00	\$569.50	04/22/21	11827	ASCUCK	\$0.00
INVOICE 42221MA3 TOTALS:					\$569.50	\$0.00	\$569.50				\$0.00
HACH COMPANY TOTALS:					\$569.50	\$0.00	\$569.50				\$0.00
VENDOR: 793 - TOWN OF JEROME - UTILITIES											\$0.00
4621MA21	04/06/21	04/06/21	05/06/21								
7002-01 Town Hall		1.18.6285 - Utilities			\$216.90	\$0.00	\$216.90	04/06/21	11798	ASCUCK	\$0.00
7015-01 Fire Station		1.18.6285 - Utilities			\$137.56	\$0.00	\$137.56	04/06/21	11798	ASCUCK	\$0.00
7031-01 Library		1.18.6285 - Utilities			\$137.56	\$0.00	\$137.56	04/06/21	11798	ASCUCK	\$0.00
7054-01 Police Station		1.18.6285 - Utilities			\$177.32	\$0.00	\$177.32	04/06/21	11798	ASCUCK	\$0.00
7060-01 Town Yard		1.18.6285 - Utilities			\$137.56	\$0.00	\$137.56	04/06/21	11798	ASCUCK	\$0.00

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

Ledger as of : 4/1/2021 to 4/30/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
INVOICE 4621MA21 TOTALS:					\$806.90	\$0.00	\$806.90				\$0.00
TOWN OF JEROME - UTILITIES TOTALS:					\$806.90	\$0.00	\$806.90				\$0.00
VENDOR: 806 - PRESCOTT LAW GROUP, PLC											\$0.00
41521MA6	04/15/21	04/15/21	05/15/21								
2011-00019 Inv 4066 Legal, PD		1.13.6172 - Prosecutor Exp			\$1,743.50	\$0.00	\$1,743.50	04/15/21	11812	ASCUCK	\$0.00
INVOICE 41521MA6 TOTALS:					\$1,743.50	\$0.00	\$1,743.50				\$0.00
PRESCOTT LAW GROUP, PLC TOTALS:					\$1,743.50	\$0.00	\$1,743.50				\$0.00
VENDOR: 866 - DEERE CREDIT, INC.											\$0.00
42921MA9	04/28/21	04/28/21	05/28/21								
510001614248 JD 210L, Parks		1.17.8040 - Lease Payments			\$21.68	\$0.00	\$21.68	04/29/21	11839	ASCUCK	\$0.00
510001614248 JD 210L, Prop		1.18.8040 - Lease Payments			\$21.68	\$0.00	\$21.68	04/29/21	11839	ASCUCK	\$0.00
510001614248 JD 210L, Water		2.50.8040 - Lease Payments			\$75.88	\$0.00	\$75.88	04/29/21	11839	ASCUCK	\$0.00
510001614248 JD 210L, Sewer		2.51.8040 - Lease Payments			\$75.88	\$0.00	\$75.88	04/29/21	11839	ASCUCK	\$0.00
510001614248 JD 210L, HURF		3.30.8040 - Lease Payments			\$21.69	\$0.00	\$21.69	04/29/21	11839	ASCUCK	\$0.00
INVOICE 42921MA9 TOTALS:					\$216.81	\$0.00	\$216.81				\$0.00
DEERE CREDIT, INC. TOTALS:					\$216.81	\$0.00	\$216.81				\$0.00
VENDOR: 912 - TRAFFICADE WORKZONE SHORING											\$0.00
4621MA11	04/06/21	04/06/21	05/06/21								
Inv 01530207 Message Board COVID		1.11.6160 - COVID Expenses			\$1,341.37	\$0.00	\$1,341.37	04/06/21	11799	ASCUCK	\$0.00
INVOICE 4621MA11 TOTALS:					\$1,341.37	\$0.00	\$1,341.37				\$0.00
TRAFFICADE WORKZONE SHORING TOTALS:					\$1,341.37	\$0.00	\$1,341.37				\$0.00
VENDOR: 952 - KAIROS HEALTH ARIZONA, INC.											\$0.00
4621MA22	04/06/21	04/06/21	05/06/21								
Health Insurance - April 2021 Billi		1.10.2406 - Health Insurance			\$17,924.76	\$0.00	\$17,924.76	04/06/21	11800	ASCUCK	\$0.00
INVOICE 4621MA22 TOTALS:					\$17,924.76	\$0.00	\$17,924.76				\$0.00
KAIROS HEALTH ARIZONA, INC. TOTALS:					\$17,924.76	\$0.00	\$17,924.76				\$0.00
VENDOR: 968 - PATRIOT DISPOSAL, INC.											\$0.00
4621MA15	04/06/21	04/06/21	05/06/21								
0040, Ticket 237038		2.52.6165 - Landfill Tipping Fees			\$402.40	\$0.00	\$402.40	04/06/21	11801	ASCUCK	\$0.00
0040, Ticket 237490		2.52.6165 - Landfill Tipping Fees			\$428.00	\$0.00	\$428.00	04/06/21	11801	ASCUCK	\$0.00
0040, Ticket 237909		2.52.6165 - Landfill Tipping Fees			\$372.40	\$0.00	\$372.40	04/06/21	11801	ASCUCK	\$0.00
0040, Ticket 238364		2.52.6165 - Landfill Tipping Fees			\$468.40	\$0.00	\$468.40	04/06/21	11801	ASCUCK	\$0.00
0040, Ticket 238796		2.52.6165 - Landfill Tipping Fees			\$467.20	\$0.00	\$467.20	04/06/21	11801	ASCUCK	\$0.00
INVOICE 4621MA15 TOTALS:					\$2,138.40	\$0.00	\$2,138.40				\$0.00

Town of Jerome

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

Ledger as of : 4/1/2021 to 4/30/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
PATRIOT DISPOSAL, INC. TOTALS:					\$2,138.40	\$0.00	\$2,138.40				\$0.00
VENDOR: ONETIM - ACTIVE 911, INC.											\$0.00
42921MA4	04/28/21	04/28/21	05/28/21								
Yearly Subscription		1.14.6125 - Dues and Subscriptions			\$468.00	\$0.00	\$468.00	04/29/21	11840	ASCUCK	\$0.00
INVOICE 42921MA4 TOTALS:					\$468.00	\$0.00	\$468.00				\$0.00
ACTIVE 911, INC. TOTALS:					\$468.00	\$0.00	\$468.00				\$0.00
VENDOR: ONETIM - HINTON BURDICK CPA'S											\$0.00
41521MA1	04/15/21	04/15/21	05/15/21								
Local Government Seminar		1.11.6116 - Training & Education			\$40.00	\$0.00	\$40.00	04/15/21	11813	ASCUCK	\$0.00
INVOICE 41521MA1 TOTALS:					\$40.00	\$0.00	\$40.00				\$0.00
HINTON BURDICK CPA'S TOTALS:					\$40.00	\$0.00	\$40.00				\$0.00
VENDOR: ONETIM - LOUIS LEONOR											\$0.00
41921MA1	04/19/21	04/19/21									
Partial Refund of Payment for Jeep		1.10.4400 - Sale of Assets				\$0.00	\$300.00	04/19/21		ASCUCK	(\$300.00)
		1.10.4400 - Sale of Assets			\$300.00	\$0.00	\$300.00	*V 04/19/21	11815	ASCUCK	\$0.00
		1.10.4400 - Sale of Assets				\$0.00	(\$300.00)	*V 04/19/21	11815	ASCUCK	\$300.00
INVOICE 41921MA1 TOTALS:					\$300.00	\$0.00	\$300.00				\$0.00
41921MA2	04/19/21	04/19/21	05/19/21								
Partial Refund of Payment for Jeep		1.10.4400 - Sale of Assets			\$1,000.00	\$0.00	\$1,000.00	04/19/21	11816	ASCUCK	\$0.00
INVOICE 41921MA2 TOTALS:					\$1,000.00	\$0.00	\$1,000.00				\$0.00
CR-0000010	04/19/21	04/19/21	05/19/21								
Partial Refund of Payment for Jeep		1.10.4400 - Sale of Assets			(\$300.00)	\$0.00	(\$300.00)	04/19/21		ASCUCK	\$0.00
INVOICE CR-0000010 TOTALS:					(\$300.00)	\$0.00	(\$300.00)				\$0.00
LOUIS LEONOR TOTALS:					\$1,000.00	\$0.00	\$1,000.00				\$0.00
VENDOR: ONETIM - P. PYNES, PH.D.											\$0.00
42221MA7	04/22/21	04/22/21	05/22/21								
Bee Consulting		1.11.6185 - Miscellaneous			\$300.00	\$0.00	\$300.00	04/22/21	11828	ASCUCK	\$0.00
INVOICE 42221MA7 TOTALS:					\$300.00	\$0.00	\$300.00				\$0.00
P. PYNES, PH.D. TOTALS:					\$300.00	\$0.00	\$300.00				\$0.00
LEDGER TOTALS:					\$154,373.72	\$0.00	\$154,373.72				\$460.07

For the meeting of May 11, 2021

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Candace B. Gallagher, Town Manager/Clerk

My primary activity over the past month has been work on our FY22 budget and preparation for and participation in public budget meetings on April 27, May 4 and May 10.

Other activities have included:

- Attended several virtual meetings, including biweekly meetings of Verde Valley and Yavapai County leaders, and educational webinars presented by the Arizona Municipal Clerks Association and our Risk Pool.
- Attended site visit at the Hotel Jerome on April 8 regarding lead paint abatement on the third and fourth floors. Present were Vice Mayor Mandy Worth, Councilmember Alex Barber, contractors for ADEQ's Brownfields program, Building Inspector Barry Wolstencroft and Public Works Crew Chief Lyle Keith. Also, with Councilmembers Barber, Harvey and Moore, Rosa Cays and Marty Boland, attended Council field trip to the Hotel Jerome on April 14.
- Resubmitted employment ad for public works personnel on Indeed.com and Facebook.
- 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 ****

Librarian Kathleen Jarvis, who completed **12 years** of full-time service as of April 26.

Public Works Crew Chief Lyle Keith, who completed **four years** of service as of May 1.

Fire Chief Rusty Blair, who completed **14 years** of full-time service as of May 11.

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

Candace

WATER FLOWS REPORT

Reading Date	WALNUT GPM	VERDE GPM
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
2021 04-Jan	82.6	191
11-Jan	No reading	188
19-Jan	No reading	180
2-Feb	No reading	198
8-Feb	77	192
16-Feb	77	194
22-Feb	77	188
1-Mar	77	185
8-Mar	77	188
15-Mar	77	190
22-Mar	77	104
29-Mar	77	104
6-Apr	77	109
12-Apr	82	102
19-Apr	77	180
26-Apr	71	194

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

	FY2021 BUDGET	FY2021 actual	Budget +/-	FY2020 actual	Compared to prior year +/-
July	60,300	84,065	23,765	88,280	(4,215)
August	63,200	81,343	18,143	94,652	(13,309)
September	57,100	77,127	20,027	77,333	(206)
October	76,500	89,557	13,057	94,743	(5,186)
November	86,300	107,091	20,791	106,938	153
December	65,500	102,005	36,505	103,563	(1,558)
January	69,200	72,290	3,090	82,098	(9,808)
February	50,800	74,062	23,262	72,541	1,521
March	60,000	97,302	37,302	84,006	13,296
April	94,700			61,358	
May	96,400			17,842	
June	70,000			56,019	
Total YTD	850,000	784,842	195,942	939,373	(19,312)

TOWN OF JEROME, AZ

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

FY2021 vs FY2020

	RESTAURANTS/BARS (Bus Class 11)			ACCOMMODATION (Bus Class 44/144/325/344)			RETAIL (Bus Class 17)		
	FY2021 actual	FY2020 actual	+/-	FY2021 actual	FY2020 actual	+/-	FY2021 actual	FY2020 actual	+/-
July	30,997	39,559	(8,562)	12,545	11,815	730	31,882	29,123	2,759
August	27,677	33,614	(5,937)	12,215	12,450	(235)	26,169	32,101	(5,932)
September	28,733	29,346	(613)	12,548	11,761	787	27,630	28,177	(547)
October	29,686	32,816	(3,130)	14,078	12,094	1,984	37,015	37,691	(676)
November	39,092	34,381	4,711	17,604	17,329	275	41,909	45,646	(3,737)
December	31,036	39,638	(8,602)	17,514	13,276	4,238	43,545	43,142	403
January	20,729	26,239	(5,510)	12,071	9,493	2,578	30,776	34,031	(3,255)
February	26,693	27,273	(580)	12,132	9,242	2,890	24,068	26,862	(2,794)
March	34,952	26,192	8,760	13,831	12,659	1,172	38,250	31,545	6,705
April		21,873			7,097			23,466	
May		2,029			986			8,853	
June									
Total YTD		312,960	(19,463)		118,202	14,419		340,637	(7,074)

Added 1% Bed Tax

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



Founded 1876
Incorporated 1899

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

May 2021 Staff Report (April activity)

Respectfully submitted by Rosa Cays, Deputy Town Clerk

- ⚙ Assisted in preparing agenda packets for Council, P&Z, and DRB meetings; took minutes and transcribed the minutes. Took minutes for the town meeting regarding district signs.
- ⚙ Archived signed documents and agenda packets for the town's records for Council, Design Review, P&Z, and Board of Adjustment.
- ⚙ Coordinated arrangements for State Senator Wendy Rogers's meet-and-greet on April 23. (Thanks to Chief Blair for offering to hold the event at the firehouse!)
- ⚙ Attended the tour of Hotel Jerome on April 14 with Town Manager/Clerk Candace Gallagher, Public Works Director Marty Boland, and councilmembers Jane Moore, Alex Barber, and Sage Harvey.
- ⚙ Posted the liquor license notice at the Bordello on April 15.
- ⚙ On April 22, attended the webinar presented by AMCA, 2021 Spring Training: Best Practices for Remote/Virtual Public Meetings and Elections, Lessons Learned.
- ⚙ On April 29, attended the webinar presented by AMCA, 2021 Spring Training: Arizona Department of Liquor License and Control Legislation Updates and Overview of Processes and Procedures.
- ⚙ Posted various town notices at the three locations in town (Gulch Road, post office, town hall) throughout the month.
- ⚙ Started work on the May-June 2021 *Point of View* newsletter.
- ⚙ Continue to review and edit documents associated with P&Z and DRB for John Knight, zoning administrator, including agendas, staff reports, resolutions, notices of decision, etc. Coordinate with board/commission chairs to get signatures on essential documents.
- ⚙ Processed the daily bank reconciliation reports for April as well as the end-of-month reconciliations for March.
- ⚙ Continue to assist staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and help answer the phone when needed.



Founded 1876
Incorporated 1899

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

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

Utilities

Current debt (45 days past due):

Twelve accounts were on the shut-off list at the beginning of April. No accounts were sent Yellow Tags and no shutoffs were completed per our pandemic relief.

Of the overdue accounts who were sent payment plan letters, only five remained after March. One was paid in full in April; two others made a large payment but did not pay off the entire balance. One account holder signed a payment plan and made the initial payment. Only one account remains without having sent in a payment or agreeing to a payment plan.

Balance owed on these accounts from March billing: \$15,520.27

Balance owed at end of April: \$7,877.73

A copy of the April AR Aging report is attached.

Business Licenses

Applications submitted: 5

Issued: 2

In process: 5

Renewal reminders went out to 4 businesses whose licenses expire at the end of April. We also received 3 applications for new businesses this month.

Rentals

All the renters made a payment this month. Only the renter who had been behind by 6 months has an outstanding balance, and that renter paid down over 2 months' of rent this month.

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$526.73)	(\$750.00)	(\$2,281.41)	\$0.00	(\$303.47)	(\$3,861.61)
Water	\$0.00	\$4,207.39	\$465.69	\$203.40	\$95.97	\$862.79	\$5,835.24
Sewer	\$0.00	\$5,339.49	\$702.50	\$291.13	\$123.13	\$1,407.84	\$7,864.09
Trash	\$0.00	\$6,761.88	\$653.71	\$365.02	\$250.88	(\$152.59)	\$7,878.90
Tax	\$0.00	\$408.17	\$45.84	\$19.82	\$9.44	\$97.56	\$580.83
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,130.00	\$2,130.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)-----	-----	-----	-----	-----	-----	-----	-----
Subtotal --->	\$0.00	\$16,190.20	\$1,117.74	(\$1,402.04)	\$479.42	\$4,042.13	\$20,427.45
UserType: Residential							
Credit	\$0.00	(\$728.04)	(\$458.55)	(\$1,039.59)	\$0.00	(\$1,964.21)	(\$4,190.39)
Water	\$0.00	\$8,752.79	\$1,444.64	\$499.22	\$215.06	\$2,877.28	\$13,788.99
Sewer	\$0.00	\$7,862.12	\$1,177.51	\$426.01	\$225.87	\$3,990.36	\$13,681.87
Trash	\$0.00	\$6,210.48	\$1,035.30	\$373.22	\$199.63	\$2,621.41	\$10,440.04
Tax	\$0.00	\$852.00	\$137.73	\$49.20	\$18.85	\$369.33	\$1,427.11
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$93.55	\$93.55
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,769.45	\$5,769.45
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Residential (8)-----	-----	-----	-----	-----	-----	-----	-----
Subtotal --->	\$0.00	\$22,949.35	\$3,336.63	\$308.06	\$659.41	\$13,757.17	\$41,010.62
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	(\$116.95)	(\$252.00)	(\$120.00)	(\$38.50)	\$0.00	(\$527.45)
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	\$4,426.18	\$95.69	\$52.97	\$52.97	\$372.06	\$4,999.87
Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Electric	\$0.00	\$173.32	\$0.00	\$0.00	\$0.00	\$0.00	\$173.32
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	\$4,482.55	(\$156.31)	(\$67.03)	\$14.47	\$372.06	\$4,645.74
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	\$44,212.10	\$4,298.06	(\$1,161.01)	\$1,153.30	\$18,171.36	\$66,673.81

Charge Item Summary

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
Credit	\$0.00	(\$1,371.72)	(\$1,460.55)	(\$3,441.00)	(\$38.50)	(\$2,267.68)	(\$8,579.45)
Water	\$0.00	\$13,129.87	\$1,910.33	\$702.62	\$311.03	\$3,740.07	\$19,793.92
Sewer	\$0.00	\$13,419.31	\$1,880.01	\$717.14	\$349.00	\$5,398.20	\$21,763.66
Trash	\$0.00	\$13,158.28	\$1,689.01	\$738.24	\$450.51	\$2,468.82	\$18,504.86
Tax	\$0.00	\$1,276.86	\$183.57	\$69.02	\$28.29	\$466.89	\$2,024.63
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$93.55	\$93.55
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,899.45	\$7,899.45
Rent	\$0.00	\$4,426.18	\$95.69	\$52.97	\$52.97	\$372.06	\$4,999.87
Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Electric	\$0.00	\$173.32	\$0.00	\$0.00	\$0.00	\$0.00	\$173.32
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	\$44,212.10	\$4,298.06	(\$1,161.01)	\$1,153.30	\$18,171.36	\$66,673.81

Customer Count = 389



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

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

APRIL 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 three 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, HURF, and Parking funds.
- ❖ Continued working with Candace on the budget.

HR Duties:

- ❖ Attended an FLMA webinar. Learned about new COVID related laws and regulations regarding paid and unpaid time off, and job protection while on FMLA.
- ❖ Sent out open enrollment health insurance information to all eligible employees.



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Celebrating Our 122nd Anniversary
1899 - 2021

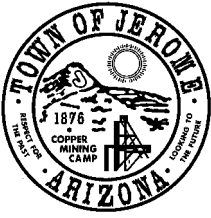
JUNE 2019 PUBLIC WORKS MONTHLY REPORT

NORMAL WEEKLY DUTIES

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

OTHER PROJECTS

- Dig up and fix a water leak on Giroux St.
- Start clearing trees and brush and dig a trench for replacing sewer line between Gulch and 89A.
- Finish the fence at the sewer plant.
- Weed eat the tanks on Sunshine Hill.
- Remove the district signs.
- Install the gate at Allen Springs.
- Stock the chlorine at Walnut Springs.
- Start the regulator rebuilds.
- Hand dig and start the next section of sewer line behind Joni and Kevin's.
- Add rubber mulch to the upper park.



TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331

Barry Wolstencroft , Building Official

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

Founded 1876

Incorporated 1899

April 2021

1. Final on fire damage rebuild at 778 East Ave.
2. Progress inspection and permit extension for project at 446 Clark Street.
3. Issued permit for rebuild floor framing at 143 Juarez Street.
4. Pending permits at fire station and Nellie Bly.

Barry Wolstencroft, Building Inspector

Jerome Library Staff Report, April 2021

- Updated all library computers with help from our information technology person, Sherryl Masterman. We downloaded a current operating system on one system. All library computers are now ready to go for another year.
- We are setting up an adult computer station in the children's area to allow parents access to the internet while watching their little ones.
- Training on census data Information is happening so our library staff will have access to information such as employment, health, housing, and any programs in our area, which we can then provide to our community.
- Contacted all library staff and volunteers regarding returning to work. So far, two volunteers are not able to return at this time, which will affect our ability to remain open during the evening hours.
- We are working on recruiting new volunteers.
- Creating a check-out kit and book bundles for the children's area that will consist of books and activities on a similar subject, such as moods, feelings, and anxiety. Many children are experiencing angst during these hard times and the libraries are responding to this need by providing special books written especially for children on dealing with these issues.
- The library re-opening is going well so far. Library staff are happy and relieved to be able to offer services to the community again.

Respectfully, Kathleen Jarvis

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

TOWN REVENUE

TRAFFIC & CRIMINAL FINES	\$	6,526.87
DEFENS DRIVING DIVERSION FEE	\$	465.52
ATTORNEY FEES REIMBURSEMENT	\$	-
DEFAULT FEE	\$	346.17
OFFICER SAFETY EQUIPMENT - PD	\$	242.51
DEFERRED PROSECUTION FEE	\$	-
MISCELLANEOUS RECORD REQUEST	\$	12.33
WARRANT FEE&OVERPAYMENT FORFEIT	\$	0.07
COURT SECURITY FEE	\$	1,144.64
TOTAL TOWN REVENUE	\$	8,738.11

YTD

COURT REVENUE COURT ENHANCEMENT FEE

\$ 77.73 \$ 44,910.93

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

CRIMINAL JUSTICE ENHANCE FUND	\$	2,685.75
DNA STATE 3%	\$	2.66
FARE DELINQUENCY FEE	\$	10.33
FARE SPECIAL COLLECTION	\$	19.78
FARE ENHANCED SPEC COLLECT FEE	\$	87.70
FARE ENHANCED DELINQUENCY FEE	\$	129.67
FILL THE GAP 7%	\$	446.07
DUI ABATEMENT FUND	\$	250.00
JUDICIAL COLLECTION ENHANCE FUND	\$	156.00
TITLE 22 FEES ZJCSF	\$	16.59
PEACE OFFICER TRAINING EQUIP FUND	\$	233.11
MED SERV ENHANCE 11% (36-2219.01;23-116.0)	\$	828.50
2011 ADDTNL ASSMT-STATE TRSR	\$	485.11
PRISON CONSTRUCTION	\$	37.00
PROBATION SURCHARGE	\$	1,212.70
ADPS FORENSIC FUND	\$	377.01
PUBLIC SAFETY EQUIPMENT FUND	\$	1,180.00
VICTIMS RIGHTS PENALTY ZVCAF	\$	200.34
VICTIMS RIGHTS ENFOR ASSMT FUND	\$	121.28
VICTIM'S RIGHTS FUND ZVRF	\$	333.09
TOTAL STATE REVENUE	\$	9,450.09

REMITTED DIRECT JAIL (INCARCERATION FEES)

2011 ADDTNL ASSMT - CNTY TRSR	\$	60.63
TOTAL COUNTY REVENUE	\$	60.63

YTD

LOCAL JCEF/ TIME PAYMENT ALLOCATION RECEIVED

\$ 91.17 \$ 13,688.90

TITLE 22 Fees

TOTAL JCEF FEES

\$ 91.17

UNAPPLIED PAYMENTS

\$ 60.00

RESTITUTION

TOTAL RECEIPTED FOR MONTH

\$ 18,477.73

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 APRIL 2021

Joan Dwyer, Magistrate

COURT REVENUE

2020-2021 TOWN REVENUE

June - May

CHARGES

Civil Traffic Criminal Criminal Traffic DUI

	Gross		PD Equip Fund		SECURITY FEE		NET to Town		*CEF						
June	\$ 9,121.19	\$	241.29	\$	\$ 1,160.00	\$	\$ 8,879.90	\$	47.00		67	6	2	2	0
July	\$ 7,501.14	\$	176.32	\$	\$ 915.00	\$	\$ 6,409.82	\$	139.24		23	2	2	2	0
August	\$ 6,387.90	\$	129.02	\$	\$ 640.00	\$	\$ 5,618.88	\$	43.70		42	5	5	2	2
Sept	\$ 4,860.39	\$	135.16	\$	\$ 675.00	\$	\$ 4,050.23	\$	-		32	7	0	7	7
October	\$ 4,630.20	\$	109.19	\$	\$ 480.00	\$	\$ 4,041.01	\$	20.00		37	1	2	0	0
November	\$ 3,753.57	\$	81.00	\$	\$ 480.00	\$	\$ 3,192.57	\$	-		27	2	0	1	1
December	\$ 4,134.68	\$	72.88	\$	\$ 500.00	\$	\$ 3,561.80	\$	100.00		25	6	2	4	4
2021															
January	\$ 4,192.07	\$	92.28	\$	\$ 600.00	\$	\$ 3,499.79	\$	-		31	6	1	0	0
February	\$ 3,956.32	\$	85.11	\$	\$ 560.00	\$	\$ 3,311.21	\$	-		27	0	0	3	3
March	\$ 9,573.97	\$	199.48	\$	\$ 1,001.28	\$	\$ 8,373.21	\$	108.32		89	1	4	7	7
April	\$ 8,738.11	\$	242.51	\$	\$ 1,144.64	\$	\$ 7,350.96	\$	77.73		49	6	2	0	0
May															
TOTAL	\$ 66,849.54	\$	1,564.24	\$	\$ 8,155.92	\$	\$ 58,289.38	\$	535.99		449	42	20	24	24

*Court Enhancement Fund

NOTE:

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

Other Court Monies (as of 4-30-2021)

JCEF \$ 13,688.90

Fill the Gap \$ 7,894.74

Court Enhancement Funds 2 \$ 44,910.93

Court Enhancement Funds 1 \$ 31,392.97 funds transferred to Court on 10-19-2017

2008-2011 \$ 1,200.69

Fare Money \$

TOTAL \$ 99,088.23



JEROME POLICE DEPARTMENT

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



May 1, 2021

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for April 2021.

The April "Calls for Service" report contained no significant single incidents to report. However, call volume for April was above average. There were a substantial number of medical calls, disorderly calls and traffic related calls.

The parking kiosks brought in \$28,145.25 (this does not count people who pay cash at the PD) for the month of April 2021. There were 296 parking citations that were issued for the month of March. Parking kiosk maintenance was normal with a coin box change and a receipt paper replacement.

I continue working on a communications problem with our repeater system. We have started the microwave frequency licensing and have ordered the equipment with approximately a eight week completion time frame. Clarkdale approved their portion of the costs.

I spent a significant amount of time on water system security with additional work still in progress.

I sent my budget to the manager.

April brought a significant increase in medical calls that I responded to.

I have completed the software modifications and programming on the RMS system for integration with P&Z and Building. The training is still required, I had hoped to have it done by now but priorities change. I am shooting for the second week in May.

I have ordered and received a security camera system for Town Hall, I will get Marty to help me mount the cameras.

Respectfully,

Allen L. Muma, Chief of Police



JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331

(928) 634-8992

Date : 05/01/2021

Page : 1

Agency : JPD

Calls For Service Totals By Call Type

04/01/2021 to 04/30/2021

Call Type		Totals
10-34	Motorist Assist	2
205	Trespass	3
247	Civil Problem	2
459	Burglary	1
487	Theft	1
903	Follow-Up	20
908F	Found Property	15
908L	Lost or Stolen Property	3
961	Accident - No injuries	3
AA	Agency Assist	11
ACPD	Assist Clarkdale PD	5
ADD	Aggressive Driving Detail	1
ADPS	Assist DPS	3
AF	Assist Fire Department	3
AYCSO	Assist YCSO	8
CA	Citizen Assist	4
CO	Call Out	1
DIS	Disorderly Conduct	6
ES	Escort Services	1
FPF	Fingerprinting	1
HAR	Harrassment	1
HSE	Hampshire Speed Enforcement	6
HUC	911 Hang Up Call	2
INFO	Information	5
K9T	K9 Training	3
ME	Medical Emergency	12
MISC	Miscellaneous	1
NE	Noise Enforcement Activities	2
NOISE	Noise Complaint	1
NR	Narcotics Related Incident	1
NV	Noise Violation / Town Code	4
OT	Oversize Truck	10
PARK	Parking Complaint	8
PE	Parking Enforcement	16
PS	Civil Paper Service	1
SC	Security Check	39
SLC	Street Light Check	4
SS	Suspicious Situation	5



JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331

(928) 634-8992

Date : 05/01/2021

Page : 2

Agency : JPD

Calls For Service Totals By Call Type

04/01/2021 to 04/30/2021

Call Type		Totals
T/S	Traffic Stop	7
TO	Traffic Offense	1
TRN	Training	4
VM	Vehicle Maintenance	1
Grand Total for all calls		228



Jerome Volunteer Fire Department

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

E-mail: blair@jeromefire.us

Fire Chief's Report

Month: April Year: 2021

Calls by Type	Number	Resident	Non-Resident
EMS Calls	13	8	6
Residential Fire	0	0	
Commercial Fire	0	0	0
Wildland	0	0	0
Still Assignment	1	1	
Station Staffing			
Citizen Assist	5	3	2
Agency Assist	7	1	6
Special Duty	3	3	
Snake Removal			
Tech Rope Rescue	1		1
MVA/Rescue	4	1	3
HazMat			
Dispatch Error			
Totals:	35	17	18
Total Calls Chief on Scene	29		
Total JFD Meetings Chief Attended	7		

Department Meetings and Drills	Number
Officer's Meeting	0
Work Session	1
Rope Drill	1
Drills	5

JVFD Hours Worked (No Salaried Hours Included in these totals)	Total Hours: 329.3
--	--------------------

Fire Chief Meetings	Date
Communications Meeting	4/5/21
Fire Marshals Meeting	4/7/21
County Fire Chiefs CAFMA	4/22/21
Queen St. Meeting	4/26/21
Budget Meeting	4/27/21

Education, Spring Semester:

- Rick Hernandez took an Artificial High Directional Rope Rescue Course

Additional Training:

- On Thursday 5PM April 1st we had a business meeting, conducted by Blair.
- On Thursday 5PM April 8th we trained on IGELs and EPI Pens with Muma.
- On Thursday 5PM April 15th we trained on Truck Equipment Familiarizations with Kinsella.
- On Thursday 5PM April 22nd we trained on Wildland Exposures with Kinsella.
- On Saturday 9AM April 24th we trained on our Rope Rescue involving the Vortex, conducted by Muma.
- On Thursday 5PM April 29th we trained on Pumping Operations with Whiting, Muma, and Haney.

Department Affairs and On-going Projects

- Our April call volume is up by 16 calls over last April's 19 calls, totaling 35 calls this month. Our year-to-date call volume is 129 compared with 106 calls YTD 2020. Our Fire Department personnel are performing their tasks in a professional manner with no injuries occurring.
- We are currently applying for 3 Grants. FEMA for 21 new Radios. 100 Club for new thermal cameras and a Gas Detector. VFA for new wildland packs and shelters. The VFA Grant as well as the 100 Club Grant has been approved and funding will be reimbursed after payment from the town. Equipment has been ordered and should be arriving shortly.
- Car 112's engine replacement is nearly complete. It should be ready to go shortly.
- The fire department's replacement of the handicap access ramp has been completed, and took approximately 3 weeks of time with 12 total working days. Ramp is awaiting inspection by the building inspector. Previous ramp upon deconstruction was found to be rotted and quite dangerous for our personnel. Rotted portions were unable to be seen until teardown.

Before



After



Prevention

- We had a total of 25 visits to the burn pile in April with 46 loads of trimmings, slash, and brush for a total of 107 combined Jerome's citizen hours, as well as 27 total hours from our fuels crew. If you need assistance, and have not filled out a Firewise application, they can be obtained at Town Hall or the fire station.

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

April Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	#
21-63	4/1/21	10:00	Thurs	Special Duty Resident	Cleared Hazardous Trees	3
33	4/1/21	13:09	Thurs	MVA/Rescue Non-Resident	Motorcycle Flipped	10
21-64	4/2/21	12:25	Fri	EMS Non-Resident	71 YOF Fall	4
34	4/3/21	6:45	Sat	EMS Resident	78 YOF Abdominal pain	5
35	4/3/21	9:08	Sat	Tech Rescue Non-Resident	Canceled Rescue	5
36	4/4/21	5:40	Sun	EMS Non-Resident	63 YOM Ring Removal	5
21-65	4/6/21	14:00	Tue	Agency Assist Non-Resident	Oversized	3
21-66	4/8/21	10:00	Thurs	Special Duty Resident	Property Maintenance	3
21-67	4/9/21	8:00	Fri	Special Duty Resident	Property Maintenance	3
37	4/9/21	13:31	Fri	EMS Resident	92 YOM Fall	5
21-68	4/9/21	14:00	Fri	Agency Assist Resident	Traffic Control	1
38	4/9/21	18:20	Fri	EMS Non-Resident	62 YOF Fall	5
21-69	4/10/21	11:15	Sat	Agency Assist Non-Resident	Traffic Control	1
39	4/11/21	13:20	Sun	EMS Non-Resident	92 YOM Possible Stroke	5
21-70	4/13/21	15:45	Tue	Citizen Assist Non-Resident	Vehicle Lockout	2
40	4/14/21	1:16	Wed	EMS Resident	66 YOF Heart Attack	5

41	4/14/21	9:00	Wed	MVA/Rescue Non-Resident	Vehicle Vs Oversized - Noninjury	2
21-71	4/14/21	9:30	Wed	Agency Assist Non-Resident	Oversized	2
21-72	4/16/21	15:15	Fri	EMS Resident	19 YOF Basic First Aid	6
42	4/16/21	20:03	Fri	EMS Resident	66 YOF Laceration to forearm.	5
21-73	4/17/21	11:00	Sat	Agency Assist Non-Resident	Traffic Control	5
43	4/18/21	0:09	Sun	MVA/Rescue Resident	MVA/ Hazmat	4
21-74	4/19/21	9:00	Mon	Agency Assist Non-Resident	Oversized	2
44	4/19/21	12:00	Mon	EMS Resident	62 YOF Unknown Medical	5
45	4/20/21	18:24	Tue	EMS Non-Resident	53 YOF Fall	7
21-75	4/21/21	9:30	Wed	Citizen Assist Resident	Vehicle Lockout	2
21-76	4/23/21	13:00	Fri	EMS Non-Resident	71 YOF Fall	1
21-77	4/25/21	8:00	Sun	Citizen Assist Resident	Citizen Locked of Home	1
46	4/26/21	17:57	Mon	EMS Resident	ETOH Fall W/ Head Injury - 26 YOM	5
47	4/26/21	21:02	Mon	EMS Resident	68 YOF Diabetic issues	5
21-78	4/27/21	9:00	Tue	Still Assignment Resident	Burnt at burn pile	2
21-79	4/28/21	9:00	Wed	Citizen Assist Resident	Removed Hazardous Tree	3
21-80	4/29/21	11:30	Thurs	Citizen Assist Non-Resident	Disabled Vehicle overheated	2
21-81	4/29/21	11:45	Thurs	Agency Assist Non-Resident	Oversized	4
48	4/30/21	15:12	Fri	MVA/Rescue Non-Resident	Single Vehicle into tree 1 occupant	10
Incident	Date	Time	Day of week	Select Type	Additional Info	#

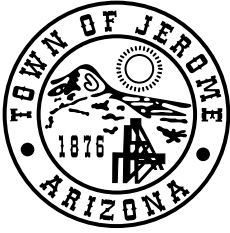
April 2021 Burn Pile Log

Date	Address	Adult Prob.	# Crew Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	# crew	# Hrs.	JC Total Hrs.
4/1/21	804 Hampshire					2	1	2	2
4/1/21	773 East		3	5	15	2			
4/1/21	100 Douglas					3	3	3	9
4/1/21	213 6th St					3	3	3	9
4/3/21	109 Deception					1	1	2	4
4/5/21	645 Verde					2	2	2	4
4/13/21	213 6th St					2	2	2	4
4/6/21	619 Holly					2	2	2	4
4/7/21	556 Clark					1	1	2	2
4/12/21	687 Main					1	1	2	2
4/12/21	110 Dundee					3	2	4	8
4/12/21	545 Main					1	1	1	1
4/13/21	687 Main					2	1	2	2
4/13/21	213 Third					1	1	2	2
4/13/21	842 Gulch					3	2	4	8
4/14/21	659 Juarez					2	2	4	8
4/19/21	110 Dundee					2	2	4	8

Fire Chief's Report

4/19/21	820 Gulch					3	2	4	8
4/20/21	446 Clark					1	1	1	1
4/23/21	500 Hill St.					2	1	2	2
4/24/21	Dundee					1	1	1	1
4/27/21	101 UVX Burn Pile		2	6	12	2			
4/28/21	880 Hampshire					2	1	2	2
4/30/21	845 Gulch					2	2	4	8
4/30/21	111 3rd.					2	2	4	8
	Totals	0	5	11	27	46	37	59	107
		Adult Prob.	Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	# Crew	# Hrs.	JC Total Hrs.

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



Town of Jerome – Zoning Administrator's Report

Council Meeting Date: Tuesday, May 11, 2021

Prepared by: John Knight, Zoning Administrator

- April 21 P&Z Meeting: administrative approval of small projects (hearing), 128 First Street Shed (Nord) site plan review, 300 Queen Street/Mexican Pool Property (Sinclair/Halbreich) preliminary review, 324 Queen Street/Cuban Queen Extension (Jones/Lindner), work session on commercial signage
- May 3rd DRB Meeting: 250 Hull Avenue/Raku (Murphy) corrected resolution for signage, 300 Queen Street/Mexican Pool Property (Sinclair/Halbreich) preliminary review, 128 First Street Shed (Nord), 557 Main Street (Roque) color change, 752 Gulch (Pontious) roof material change, 130 Main Street/Nellie Bly (Wills/Dryer) new signage, work session on commercial signage
- Code Enforcement: nothing significant to report
- Parking Inventory: waiting on changes to residential parking ordinance
- District Signs: existing signs have been removed and design work on new maps is in progress
- Bees: coordination regarding potential new ordinance
- Miscellaneous
 - Coordination with attorney regarding potential policy on ex parte contact for board members
 - Meeting with new owner, Danna Wakefield, of the Jerome Clubhouse
 - Working on protocols for returning to in-person meetings for DRB and P&Z
 - Prepared maps for the Allen Springs tour (May 12th)
 - Will be updating the application checklists now that we are going back to in-person meetings
 - Coordination with Council members Harvey and Moore regarding potential special event ordinance



TOWN OF JEROME

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

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

Wednesday, April 21, 2021, 6:00 pm

ACTION MINUTES

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

All commissioners present except Mike Harvey, who resigned earlier in the day.

Item 2: Petitions from the public – There were no petitions from the public.

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

APPROVED

Item 4: Resuming in-person meetings

Discussion/Possible Direction to Staff

Public Hearings:

Item 5: 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 106, 302–306, 502, 503, and 508 of the Town of Jerome Zoning Ordinance.

Discussion/Possible Action (recommendation to Council) – P&Z Reso. 2021-04

APPROVED

Old (continued) Business: none

New Business:

Item 6: Preliminary and Final Site Plan Review for a shed

Applicants: Don and Paula Nord

Address: 128 First Street

Zone: C-1

Owner of record: Don and Paul Nord

APN: 401-10-006

Applicants are seeking a preliminary and final site plan review to construct a 120-square-foot shed.

Discussion/Possible Action – P&Z Reso. 2021-05

APPROVED

Item 7: Preliminary Site Plan Review for a house

Applicants: Bethany Halbreich and Cameron Sinclair

Address: 300 Queen Street

Zone: C-1/AR

Owner of record: Half Kingdom Holdings LLC

APN: 401-06-128G

Applicants are seeking preliminary site plan review to construct an 850-square-foot house.

Discussion/Possible Action

TABLED

Item 8: Extension request (Cuban Queen)

Applicants: Windy Jones and Josh Lindner

Address: 324 Queen Street

Zone: C-1

Owner of record: Cuban Queen Bordello LLC

APN: 401-06-127

Applicants are seeking a six-month extension of a previous approval.

Discussion/Possible Action – P&Z Reso. 2021-07

APPROVED

Item 9: Work session on commercial signs

Applicants: Town of Jerome

Work session regarding commercial signs and possible amendments to the sign ordinance.

Discussion/Possible Direction

Informational Items (Current Event Summaries):

Item 10: Updates of recent and upcoming meetings – John Knight, Zoning Administrator

- a. **April 5, 2021 DRB meeting** – Ghost Town Girl sign; backup generator for Merkin; Raku Gallery sign; extension request for Cuban Queen; upgraded stairs and walkway for fire station
- b. **April 13, 2021 Council meeting** – First reading of sign ordinance amendments; ordinance amendments regarding administrative approval of small projects and appeals; bee study; district signs; Rich Street survey, Verde Exploration presentation regarding the high school

**Item 11: Potential items for Wednesday, May 19, 2021: New home at Fourth Street and Verde.
Discussion/Possible Direction to Staff**

Item 12: Adjourn 7:39



TOWN OF JEROME

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

P&Z Resolution No. 2021-04

Code amendments related to administrative approval for small projects and updates to the appeals process for certain types of projects

WHEREAS the Town of Jerome would like to amend Sections 106, 201, 302, 303.1, 303.2, 303.3, 303.4, 304, 305, 502 and 503 of the Jerome Zoning Ordinance; and

WHEREAS the proposed amendments include, but are not limited to, amending the approval and appeals processes for certain types of projects; and

WHEREAS the proposed amendments would allow for administrative approval for smaller projects; and

WHEREAS the proposed amendments update and clarify the appeals process for Conditional Use Permits, Site Plan Review, and Design Review; and

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

WHEREAS the Jerome Planning and Zoning Commission held a hearing on April 21, 2021 and provided public notice in accordance with Section 301.C. of the Jerome Zoning Ordinance; and

WHEREAS the Jerome Planning and Zoning Commission included additional changes regarding the definitions and approval procedures for decks, patios, and sheds;

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that the commission recommends the Town Council of the Town of Jerome adopt amendments to Sections 106, 201, 302, 303.1, 303.2, 303.3, 303.4, 304, 305, 502 and 503 of the Jerome Zoning Ordinance related to administrative approval for small projects and updates to the appeals process for certain types of projects as shown in the attached redline document.

ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on April 21, 2021.

ATTEST:

APPROVED:


Rosa Cays, Deputy Town Clerk

 4/22/2021
Lance Schall, Chair

Attachment – redline version of proposed text amendments



TOWN OF JEROME

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

P&Z Resolution No. 2020-05

Approving Preliminary and Final Site Plan Review for a shed

WHEREAS the Town of Jerome has received an application for Preliminary and Final Site Plan Review from Don and Paula Nord to construct a 120-square foot shed at 128 First Street (APN 401-10-006); and

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

WHEREAS a notice was posted at the site on April 7, 2021, in accordance with Jerome Zoning Ordinance Section 303.1C; and

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

WHEREAS the application has been reviewed for compliance with the property development standards of Section 507 of the Jerome Zoning Ordinance; and

WHEREAS the Jerome Planning & Zoning Commission reviewed this application at their April 21, 2021 meeting and wishes to approve the application with certain conditions; and

WHEREAS the Planning and Zoning Commission finds that the proposed improvements do not adversely affect the public health, safety, and general welfare of the Town of Jerome, and so protects the environment and the Town's historical character;

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that the frontage along the west side of the property, adjacent to the retaining wall, is determined to be a side yard and the shed will need to meet the required side yard setback on this side;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that the Preliminary and Final Site Plan review for a 120-square foot shed at 128 First Street is hereby approved, subject to the following conditions:

1. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.
2. **Other Improvements/Changes** – Any subsequent modifications or changes to the Plans, including but not limited to changes in setbacks, square footage, fences, siding, roofing, height, etc., will require additional review by the Planning and Zoning Commission and/or the Design Review Board.

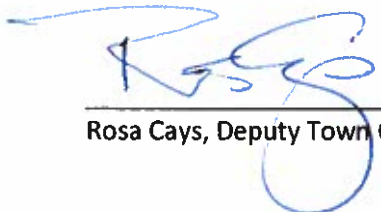
P&Z RESOLUTION NO. 2020-05

3. **Drainage** – Prior to construction and/or building permit issuance, plans shall be submitted to the Zoning Administrator that indicate both existing and proposed drainage. This includes, but is not limited to, how drainage will be collected (such as from roof drains) and directed to provide disposal and protection of neighboring properties. This may include splash blocks, swales, detention basins, and gravel catchments to help dissipate hydraulic energy. Roof and other drains shall not be directed across sidewalks.
4. **Setbacks** – Prior to construction and/or building permit issuance, plans shall be submitted to the Zoning Administrator showing a five (5)-foot setback on the west (School Street) frontage and a five (5)-foot setback on the north (rear) frontage. On the School Street side, the shed shall be at least five (5) feet from the face of the retaining wall.
5. **Parking** – Prior to construction and/or building permit issuance, plans shall be submitted to the Zoning Administrator that include parking for three (3) spaces that are at least eight (8)-feet by 20-feet in size.
6. **Property corners** – Prior to construction, the applicant shall locate the property corners and property lines on the north and west side of the property to show that the proposed shed meets the required setbacks.
7. **Building Permit Submittal and Code Requirements** – If a building permit is required, the applicant/s shall consult with the Building Inspector and submit detailed drawings for building permits that clearly demonstrate compliance with all Code requirements, including, but not limited to, coverage, height, parking, and setbacks (Section 507).
8. **Compliance with plans** – The project shall be completed in compliance with the approved plans.
9. **Conditions on Plans** – If a building permit is required, the building permit plan submittal shall include a sheet with a list of approved conditions from both the Design Review Board and Planning and Zoning Commission.
10. **Expiration of Approval** - This approval shall become null and void if a building permit is not issued within six (6) months of final Planning and Zoning and Design Review Board Approval of this application. If necessary, the applicants may request an extension by the approval body, if the extension is submitted prior to approval expiration.

ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 21st day of April 2021.

ATTEST:

APPROVED:



Rosa Cays, Deputy Town Clerk

 4/22/2021

Lance Schall, Chair



TOWN OF JEROME

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

P&Z Resolution 2021-07 **Approving an extension of a previous Site Plan Review approval**

WHEREAS the Town of Jerome has received an application from Windy Jones and Josh Lindner (Cuban Queen Bordello LLC) for an extension of a previous Site Plan Review approval for property located at 324 Queen Street (401-06-127); and

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

WHEREAS the Planning and Zoning Commission has the authority to approve extensions under Section 303.3.E. of the Jerome Zoning Ordinance; and

WHEREAS the current approval would expire on May 12, 2021, if an extension were not approved.

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that a six-month extension is granted.

1. **Expiration of Approval** – this extension shall become null and void if a building permit is not issued by December 12, 2021.
2. **Appeal:** Any applicant or person or persons directly affected, may appeal a decision of the Jerome Planning and Zoning Commission to the Town Council by filing a written notice of appeal with the town clerk no later than thirty (30) days from date of the commission's decision.

ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 21st day of April 2021.

ATTEST:

APPROVED:



Rosa Cays, Deputy Town Clerk

 4/22/2021

Lance Schall, Chair



TOWN OF JEROME

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

REGULAR MEETING OF THE TOWN OF JEROME

DESIGN REVIEW BOARD

Monday, May 3, 2021 TIME: 6:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

ACTION MINUTES

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Design Review Board and to the general public that the Design Review Board will hold the above meeting in Council Chambers at Jerome Town Hall. Members of the Design Review Board will attend either in person or by telephone, video, or internet conferencing. The Design Review Board 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).

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

Item 2: Petitions from the public – NONE

Item 3: Approval of Minutes: Minutes of the regular meeting of April 5, 2021 Discussion/Possible Action

APPROVED

Continued Items/Old Business:

Item 4: Corrected resolution for Raku Gallery

Applicant: Sally Murphy

Address: 250 Hull Avenue

Owner of record: Weisel Family Trust

Zone: C-1

APN: 401-06-052

Applicant is requesting amendments to the previous approval to clarify the use of a directional sign for the lower level of the business.

Discussion/Possible Action – DRB Reso. 2021-07 (Revised)

APPROVED

New Business:

Item 5: Preliminary Design Review for a house

Applicants: Bethany Halbreich and Cameron Sinclair

Address: 300 Queen Street

Owner of record: Half Kingdom Holdings LLC

Zone: C-1/AR

APN: 401-06-128G

Applicants are seeking preliminary design review to construct an approximately 850-square-foot house.

Discussion/Possible Action – DRB Reso. 2021-09

APPROVED

Item 6: Preliminary and Final Design Review for a shed

Applicants: Don and Paula Nord

Address: 128 First Street

Owner of record: Don and Paul Nord

Zone: C-1

APN: 401-10-006

Applicants are seeking preliminary and final design review to construct a 120-square-foot shed.

Discussion/Possible Action – DRB Reso. 2021-10

APPROVED

Item 7: Preliminary and Final Design Review for paint colors

Applicant: Artis Roque

Address: 557 Main Street

Owner of record: Artis J LLC

Zone: C-1

APN: 401-06-097

Applicant is seeking preliminary and final design review to paint window trim, banisters, and pickets.

Discussion/Possible Action – DRB Reso. 2021-11

APPROVED

Item 8: Preliminary and Final Design Review for a roof color/material change

Applicants: Steve and Janice Pontious

Address: 752 Gulch Road

Owner of record: Pontious Living Trust

Zone: AR

APN: 401-09-015

Applicants are seeking preliminary and final design review to change roof materials from corrugated tin to slate grey, standing seam metal.

Discussion/Possible Action – DRB Reso. 2021-12

APPROVED

Item 9: Preliminary and Final Design Review for new signage (Nellie Bly)

Applicants: Mary Wills and Sally Dryer

Address: 130 Main Street

Owner of record: Mary Ryan Wills Trust and Sally Elizabeth Dryer Trust

Zone: C-1

APN: 401-06-007

Applicants are seeking preliminary and final design review for updated signage.

Discussion/Possible Action – DRB Reso. 2021-13

APPROVED

Item 10: Work session on commercial signs

Applicant: Town of Jerome

Work session regarding commercial signs and possible amendments to the sign ordinance.

Discussion/Possible Direction

Informational Items (Current Event Summaries):

Item 11: Updates of Recent and Upcoming Meetings: John Knight, Zoning Administrator

- a) **April 13, 2021 Council meeting** – First reading of sign ordinance amendments; ordinance amendments regarding administrative approval of small projects and appeals; bee study; district signs; Rich Street survey; Verde Exploration presentation regarding the high school
- b) **April 21, 2021 P&Z Meeting** – Ordinance amendments regarding administrative approval of small projects; 128 First Street shed; 300 Queen Street (aka Mexican Pool property); extension request for 324 Queen Street (aka Cuban Queen property); work session on commercial signs

Item 12: Future DRB Agenda Items for June 7, 2021: Final design review for 300 Queen Street (aka Mexican Pool property)

Item 13: Adjourn 7:48 p.m.



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

(928) 634-7943

DRB Resolution No. 2021-07

Approving proposed signage

WHEREAS, the Town of Jerome has received an application from Sally Murphy (Weisel Family Trust) for preliminary and final design review for new signage at 250 Hull Avenue for Raku Gallery (APN 401-06-052); and

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

WHEREAS on April 5, 2021, the Design Review Board (DRB) approved the request for updated signage;

WHEREAS the DRB discussed the small directional signage for the lower level and confirmed that it could be considered a temporary sign;

WHEREAS the applicant has requested that the temporary sign be considered a permanent sign;

WHEREAS Section 509.G.9. of the Jerome Zoning Ordinance permits exterior signs indicating if a business is open or closed provided the sign is less than four (4) square feet;

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

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

- a. Materials – Signs made of wood are preferred.
- b. Lettering – Lettering and symbols on signs should be routed, applied, or painted on the surface of the signage material.
- c. Sign Colors – Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related.
- d. Exterior signs indicating open and closed are permitted in addition to normal sign allowances. These signs should be no more than four (4) square feet in area. Such an exterior open/closed sign requires a permit and approval from the Design Review Board.

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

1. **Expiration of Approval** – This approval shall become null and void if a building permit is not issued or work has not begun within six (6) months of final Design Review Board approval of this application. If necessary, the applicant may request an extension by the approval body if the extension is submitted prior to approval expiration.

DRB RESOLUTION NO. 2021-07

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

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 3rd day of May 2021.

ATTEST:



Rosa Cays, Deputy Town Clerk

APPROVED:



Tyler Christensen, Chair



TOWN OF JEROME

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

DRB Resolution 2021-09 Approving Preliminary Design Review for a house

WHEREAS the Town of Jerome has received an application from Bethany Halbreich and Cameron Sinclair (Half Kingdom Holdings LLC) for preliminary design review approval to construct an approximately 850-square-foot house at 300 Queen Street (APN 401-06-128G); and

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

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

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

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

- 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.

DRB RESOLUTION NO. 2021-09

1. **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.

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

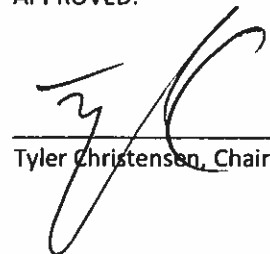
1. **Expiration of Approval** – this approval shall become null and void if a building permit is not issued within six (6) months of final Design Review Board approval of this application. If necessary, the applicants may request an extension by the approval body, if the extension is submitted prior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

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 3rd day of May 2021.

ATTEST:

APPROVED:



Rosa Cays, Deputy Town Clerk

Tyler Christensen, Chair



TOWN OF JEROME

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

DRB Resolution 2021-11 Approving Design Review for paint colors

WHEREAS the Town of Jerome has received an application from Artis Roque for preliminary and final design review to change the paint color of the window trim, banisters, and pickets to cobalt blue at 557 Main Street (APN 401-06-097), and

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

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

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

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

Color – Exterior colors should be as near as possible to the original colors appropriate to the years during which the building or structure was built.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the preliminary and final design review for 557 Main Street is hereby approved, subject to the following conditions:

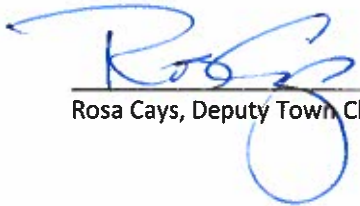
1. **Expiration of Approval** – this approval shall become null and void if a building permit is not issued or work begun within six (6) months of final Design Review Board approval of this application. If necessary, the applicants may request an extension by the approval body, if the extension is submitted prior to approval expiration.
2. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.

DRB RESOLUTION NO. 2021-11

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


ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 3rd day of May 2021.

ATTEST:



Rosa Cays, Deputy Town Clerk

APPROVED:



Tyler Christensen, Chair



TOWN OF JEROME

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

DRB Resolution 2021-12 **Approving Design Review for a roof color/material change**

WHEREAS the Town of Jerome has received an application from Steve and Janice Pontious for preliminary and final design review to change the roof material from corrugated tin to slate grey, standing seam metal at 752 Gulch Road (APN 401-09-015), and

WHEREAS the property is in the AR zoning district; and

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

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

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

Color – Exterior colors should be as near as possible to the original colors appropriate to the years during which the building or structure was built.

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.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the preliminary and final design review for 752 Gulch Road is hereby approved, subject to the following conditions:

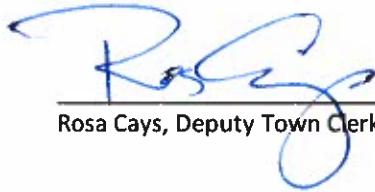
1. **Expiration of Approval** – this approval shall become null and void if a building permit is not issued or work begun within six (6) months of final Design Review Board approval of this application. If necessary, the applicants may request an extension by the approval body, if the extension is submitted prior to approval expiration.
2. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.

DRB RESOLUTION NO. 2021-12

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

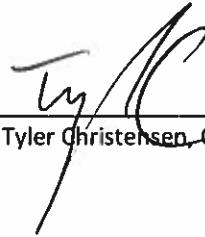
ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 3rd day of May 2021.

ATTEST:



Rosa Cays, Deputy Town Clerk

APPROVED:



Tyler Christensen, Chair



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

(928) 634-7943

DRB Resolution No. 2021-13

Approving proposed signage

WHEREAS the Town of Jerome has received an application from Mary Wills and Sally Dryer for preliminary and final design review for updated signage at 130 Main Street for Nellie Bly (APN 401-06-007); and

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

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

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

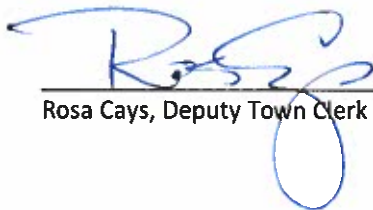
- a. Materials – Signs made of wood are preferred.
- b. Lettering – Lettering and symbols on signs should be routed, applied, or painted on the surface of the signage material.
- c. Sign Colors – Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related.

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

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

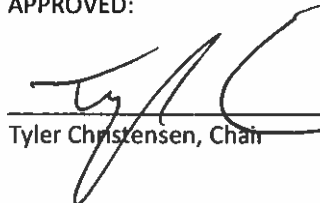
ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 3rd day of May 2021.

ATTEST:



Rosa Cays, Deputy Town Clerk

APPROVED:



Tyler Christensen, Chair



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, APRIL 6, 2021 AT 4:00 PM

ITEM #1:	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg called the meeting to order at 2:03 p.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and Councilmembers Alex Barber, Jane Moore, and Sage Harvey. Also present was Town Attorney Bill Sims, Michael Ogden (original designer of the Jerome wastewater treatment plant) and Henry MacVittie, treatment plant operator.</i>																																															
ITEM #2:	EXECUTIVE SESSION Council will enter into executive session, pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4), for the purpose of discussion, direction and consultation for legal advice with the Town Attorney, Michael Ogden (original designer of the Jerome wastewater treatment plant) and Henry MacVittie, treatment plant operator regarding matters related to the current operation of the plant. Motion to go into executive session <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td>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></table>						COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG	X		X				HARVEY		X	X				MOORE			X				WORTH			X			
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ITEM #3:	ADJOURNMENT <i>After reconvening into open session, the meeting was adjourned.</i> Motion to adjourn at 5:06 p.m. <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td>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>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>						COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG	X		X				HARVEY			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

Via ZOOM

TUESDAY, APRIL 13, 2021, AT 7:00 P.M.

<div>ITEM #1: 7:00 (0:05)</div>	<div>CALL TO ORDER/ROLL CALL</div> <div>Mayor/Chairperson to call meeting to order.</div> <div>Mayor Dillenberg called the meeting to order at 7:00 p.m.</div> <div>Town Clerk to call and record the roll.</div> <div>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and councilmembers Alex Barber, Sage Harvey, and Jane Moore. Also present were Zoning Administrator John Knight, Accounting Clerk Melanie Atkin, and Deputy Town Clerk Rosa Cays.</div> <div>Mayor Dillenberg took a moment to thank everyone who participated in the vaccination event on March 31. He said it was a great collaboration, a tremendous outcome, and 314 people were vaccinated.</div> <div>The mayor rearranged the agenda and moved items #8A and 9A to immediately follow item #2.</div> <div>The items have been kept in their original order in these minutes.</div>																																										
<div>ITEM #2: 7:03 (3:13)</div>	<div>FINANCIAL REPORTS</div> <div>Financial reports for March 2021</div> <div>Motion to approve the March 2021 Financial Reports</div> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE		X	X				WORTH			X			
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<div>ITEM #3: 9:04 (1:10:03)</div>	<div>STAFF AND COUNCIL REPORTS</div> <div>Reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, and Fire Chief, and Council members.</div> <div>Ms. Gallagher shared highlights from her staff report: town staff and councilmembers met with Supervisor Donna Michaels, who approved \$80k for engineering design of the slide area by the fire station; she submitted a second round of COVID expenses to DEMA and is still waiting for a response; and the first payment for the CDBG grant was submitted for the water lines at Dundee. Ms. Gallagher said she is hoping to schedule the first budget meeting on April 27 and announced that Rick Hernandez has been with the JFD for two years now. She said water flows are holding steady and that sales tax revenues are remarkable once again; that \$60k had been anticipated for March and that the town had taken in \$97k.</div> <div>Councilmember Harvey brought up the radio problems that Chief Muma cited in his staff report and wants to make sure this gets addressed. Ms. Gallagher said she has talked to Chief Muma and that they are moving forward with this.</div> <div>Ms. Barber said Chief Muma also reported that 12 oversized trucks passed through Jerome in March and asked what it was going to take for ADOT to install flashing lights. Ms. Gallagher said she would reach out to John Litteer at ADOT.</div> <div>Vice Mayor Worth praised the Public Works crew who assisted with a gas line rebuild at Fourth Street. She said Unisource could not say enough good about the crew.</div> <div>Motion to approve the March 2021 Staff Reports</div> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE		X	X				WORTH			X			
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<div>ITEM #4: 9:11 (1:17:30)</div>	<div>ZONING ADMINISTRATOR'S REPORT AND MINUTES</div> <div>Minutes are provided for the information of Council and do not require action.</div> <div>Mr. Knight kept his report brief and asked if anyone had questions.</div>																																										

	<p>Ms. Harvey mentioned that Mr. Knight had done quite a bit of work on the parking ordinance but did not include it in his report.</p> <p>Vice Mayor Worth asked about the Queen St. approval extension on the April 5 DRB agenda, which Mr. Knight explained was being requested partly because of effects of the pandemic on contractor scheduling.</p>																																										
<p>ITEM #5: 9:13 (1:19:15)</p>	<p>APPROVAL OF MINUTES</p> <p>March 9, 2021; March 25, 2021</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>Ms. Harvey had one minor correction to the March 9 regular meeting minutes under item #9D.</p> <p><u>Motion to approve the March 9 and March 25, 2021 Council meeting minutes, including closed session, with minor correction to the March 9 minutes</u></p> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH		X	X			
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<p>ITEM #6: 9:15 (1:21:03)</p>	<p>PETITIONS FROM THE PUBLIC</p> <p>There were no petitions from the public.</p>																																										
<p>ITEM #7: 9:15 (1:21:14)</p>	<p>ORDINANCES AND RELATED RESOLUTIONS</p> <p>ITEM #7A: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 468, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING THE JEROME TOWN CODE BY THE DELETION OF SECTION 10-3 THEREOF, “DRIVING WHILE USING A PORTABLE COMMUNICATIONS DEVICE”</p> <p>Council may conduct the second reading of, and may adopt, Ordinance No. 468.</p> <p>Mayor Dillenberg conducted the second reading of the ordinance in title only.</p> <p><u>Motion to adopt Ordinance No. 468</u></p> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH		X	X			
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<p>9:16 (1:22:00)</p>	<p>ITEM #7B: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 469, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA, AMENDING SECTION 8-5, “TOUR BUSINESS CODE” OF THE JEROME TOWN CODE REGARDING BUSINESS LOCATION</p> <p>Council may conduct the second reading of, and may adopt, Ordinance No. 469.</p> <p>Mayor Dillenberg conducted the second reading of the ordinance in title only.</p> <p>Councilmember Moore asked how businesses outside of Jerome could comply with needing to indicate a parking area, which is referred to in the town code. She said they are also required to bring routes to the town.</p> <p>Ms. Gallagher referred to Section 4 in the adopting ordinance and read a portion of it. She said that the portion of the Town Code referenced by Ms. Moore could be amended and notated to say that it does not apply to out-of-town businesses. Ms. Moore asked if this meant they could then use any public parking.</p> <p><u>Motion to adopt Ordinance 469</u></p> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td>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></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG	X		X				HARVEY		X	X				MOORE			X				WORTH			X			
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<p>9:19 (1:25:12)</p>	<p>ITEM #7C: RESOLUTION NO. 612, A RESOLUTION OF THE TOWN COUNCIL OF JEROME, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "PROPOSED CHANGES TO THE JEROME ZONING ORDINANCE REGARDING SIGNAGE"</p> <p>Council may adopt Resolution 612, declaring as a public record certain changes to the Jerome Zoning Ordinance to be considered for adoption as part of Ordinance 472.</p> <p>Mr. Knight said the primary goal is to bring temporary signs into compliance with a recent Supreme Court decision prohibiting the regulation of content, as well as add definitions and clarify setbacks.</p>																																										

Ms. Moore asked if the section that prohibits digital/electronic signs would apply to the ADOT signs recently used to inform visitors that masks were required. Ms. Gallagher pointed out that section C.2 covers electronic signs used by a governmental body.

Ms. Harvey said that since gas-generated signs are listed as prohibited, keep the definition. She suggested adding murals to the list of prohibited signs. Mr. Knight said he was concerned about adding murals, and that perhaps they should clarify what is inappropriate, advertising, or art. He said the Council may not want to adopt the prohibition of murals at this point.

Ms. Harvey said she would like to add murals to prohibited signs.

Vice Mayor Worth said that Cottonwood had a similar discussion and that extensive legalese is involved. She said she was hesitant to add murals until the Council reviews the legal precedence in the state.

Ms. Harvey suggested tabling a decision for now.

Ms. Gallagher explained that Council would be delaying adoption of the resolution but could still hold the first reading of Ordinance 472 and adopt the resolution at the second reading.

Ms. Barber addressed the definition of barber pole and recalled that the town had voted against allowing rotating or lighted barber poles when Puscifer (Barbifer) applied for signage. She said she would like to retain that decision.

Mr. Knight said P&Z wanted to add the option of a rotating barber pole (although moving signs are prohibited) and thought it fit the historic appeal of Jerome.

Motion to table Resolution No. 612 for further clarification regarding prohibition of murals

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

9:27 (1:33:51)

ITEM #7D: FIRST READING: ORDINANCE NO. 472, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTIONS OF THE JEROME ZONING ORDINANCE REGARDING TEMPORARY SIGNAGE

Council may conduct the first reading of Ordinance No. 472.

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

ITEM #8:

UNFINISHED BUSINESS

7:20 (20:21)

ITEM #8A: COCODONA 250

Steve Aderholt will address Council to seek final approval for the Cocodona 250, a marathon race that is planned to pass through Jerome in May.

Mayor Dillenberg said the event had been discussed several times and was ready for final approval and mentioned the article in the newspaper about the race. He then introduced race organizer Steven Aderholt and told him that questions have come up in the last few days about the cost of the race and the benefit to Jerome, so perhaps Mr. Aderholt could clear things up.

(22:08) Mr. Aderholt reminded everyone that the 180 registered runners would be traveling through Jerome on Tuesday and Wednesday, May 4–5 (graphics provided in the agenda packet show a peak of runners late in the evening and early morning), and that they would be spread out over the two days and would have an extremely low impact on the town. He said organizers have worked closely with ADOT to ensure everyone's safety and that COVID precautions would be taken. Mr. Aderholt said that Verde Exploration and Freeport McMoRan have given their permission for runners to cross their private property, as have other entities. He said other permits are still coming in, although all approvals are in line.

Ms. Moore told Mr. Aderholt that she had looked at the event website and YouTube videos, and that it seemed the event has been planned for a while. She asked how many volunteers would be in and around town.

Mr. Aderholt informed her that eight volunteers would be at Douglas State Park, and three of them would be at key intersections to help cross runners safely.

Ms. Moore then asked if he expected spectators. Mr. Aderholt said it was not a spectator-heavy event. He clarified there would be 10 volunteers within town limits, not eight, and that some runners will have support crews of one or two persons who will jump ahead to aid stations to wait for them to arrive. He said there would probably be about 12 runners per hour at the peak.

Ms. Moore asked if vehicles or film crews would be following the runners. Mr. Aderholt said, "not at the runners' pace," and added that pacers have been specifically told not to pace runners in Jerome.

Ms. Moore asked what would happen if someone should need medical help along the way. Mr. Aderholt told her that every runner will have a GPS tracking device, so the organizers will be able to tell if someone is in distress. He said the runners will also have a number to text in case of trouble, and that staff will be designated in 30-mile stretches, plus a mobile medical crew will be close by in case of emergency. Mr. Aderholt said they do not want to involve local emergency medical services (EMS) if possible.

Ms. Moore said the event producers were asked to provide six things, and that one was an answer to how the race would benefit Jerome. She said impact seemed minimal but that residents are concerned about disturbances day or night, with dogs barking, and that she did not see a benefit to the town. Ms. Moore said that Jerome does not need more advertisement, people, or traffic. Ms. Moore told Mr. Aderholt that the event's presence online is putting the word out about Jerome and could attract more people to the area. She said she is concerned about disturbance of the residents and pointed out that this was a commercial enterprise, and verified that the fees to enter the race were close to \$1300.

Mr. Aderholt confirmed that it was a for-profit enterprise, but said that they would not make much profit from this race.

Ms. Moore said she did not want to see residential areas in YouTube videos attracting people to neighborhoods.

Mr. Aderholt said he was committed to making the impact as low as possible and that the decision is in the Council's hands to make the call. He said he was open to ideas on how the race could benefit the town.

Ms. Moore stated that areas of town jurisdiction do not have room for people to park and explore areas shown in the online videos, and to attract people to these areas is not a good idea.

Ms. Harvey said she too was concerned about residential areas runners will be going through and disturbing the peace. She asked if restroom facilities will be available to volunteers working at key intersections. Mr. Aderholt said volunteers stationed at the state park will trade out with them to give them breaks.

Ms. Harvey said she did not see any benefit for Jerome, that there are "things we need to be protecting along this route," and that she did not like them being shown on video or for residents to be unhappy.

Mayor Dillenberg asked if there was no benefit to the town, monetary or otherwise, would it be possible to close the race down at night.

Vice Mayor Worth asked if the emails received about the event were public record, which Ms. Gallagher confirmed. Ms. Worth said that she also wanted to make sure the police and fire departments have a map of the route in case of a call. Ms. Gallagher said she would take care of this. Ms. Worth added that she had not considered the timing and disruption in the Gulch and wanted to be sure the concern about this was recognized, and that these areas would be kept private. Vice Mayor Worth then referred to an email about a recent run at Lake Pleasant where the crowds got out of hand. Mr. Aderholt said he didn't know about it but would look into it.

Ms. Barber voiced that she shared the same concerns as the other councilmembers, and as someone who lives in the Gulch, she is also concerned about the danger of javelinas for the runners.

Mr. Aderholt said the event could not be shut down at night. He said he has given much thought to how Jerome could benefit from the event and suggested a few ways, including a "bounce back," encouraging race participants to patronize local hotels, restaurants, etc., but he had not received input about his ideas. He also suggested promoting the town with bumper stickers. He said he was willing to do whatever it takes to be good partners and said the response he got was to make a donation to the town.

Ms. Moore said no advertising or promotion of "sensitive areas" would be helpful. Mr. Aderholt asked what she meant. Ms. Moore said the road running in from town is one area; that if it were inundated with hikers like Sedona has been, there would be no place for them to park, that it's a neighborhood. Even the access to Jerome has already attracted enough attention, she said. It's an area where accidents happen often, and Jerome's fire department and EMTs must respond.

Ms. Gallagher clarified that what she was hearing is that councilmembers don't want photos or video of Gulch Road and Allen Springs Road online and asked if those could be eliminated; Mr. Aderholt said they could. Ms. Gallagher then asked if the route could be moved from Gulch Road, and Mr. Aderholt said it could not. Ms. Gallagher noted that the certificate of insurance was in place, then asked if Jerome could be included in the waivers the runners will sign. Mr. Aderholt said the runners had already signed waivers but that a second waiver could be signed at the start of the race if necessary.

Mayor Dillenberg commented that the Council has been going along with the concept to do this, although certain details have only recently come up, including the late-night running, which is a concern.

Mr. Aderholt asked the Council to support this and said the organizers would be willing to do whatever it takes for the town to give them a chance this year.

The mayor said he was excited about the event but added that the town does not need more tourists.

Ms. Moore said that if this is to be approved, she wanted in writing that sensitive areas will not be in YouTube videos, including Allen Springs Road, the Gulch, and Dundee Avenue. She said residents on Dundee are only recently hearing about the race, and mostly due to the newspaper article.

Mayor Dillenberg pointed out that the race was only three weeks away and that he sees it as a positive event. He motioned to approve the event as has been discussed all along, with the added restriction of no images on YouTube of Gulch Road, Allen Springs Road, and Dundee Avenue, and that they were not to be included in any promotions of the event. He asked the councilmembers if there were any additions to the motion.

Ms. Moore reminded everyone that this is a commercial event, not just a tourist walking down a side road.

Mayor Dillenberg said he sees other positive outcomes from the Cocodona Race and pointed out that Council has been talking about it positively for a while and showing support. He said that, from his perspective, they were past the point of voting no.

Ms. Harvey said the Council's responsibility is to the residents of this town: "They're the ones who voted us in."

Mayor Dillenberg agreed that Council's responsibility is to the town and the 455 residents, not just the three to five residents who are not happy, and to also maintain the town's credibility and integrity. He made the motion again.

Vice Mayor Worth seconded with clarification of the mayor's motion: with the understanding that the chiefs receive detailed maps of the route; no public filming/photographing of residential areas including the Allen Springs Road area; and that after this year, a survey be taken to see how residents feel about it for possible future races.

Mayor Dillenberg agreed with the vice mayor's clarification and reminded everyone that this was just a two-day event. The three remaining councilmembers voted against the mayor's motion.

Motion to approve the Cocodona 250 with the conditions stated above by Vice Mayor Worth

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

Ms. Gallagher suggested that Council break for a closed session with the town attorney. Mayor Dillenberg agreed that there were legal issues that the Council needed to consider. A brief recess was taken while the attorney was contacted and joined the meeting.

Town Attorney Bill Sims joined the meeting at 8:11.

Motion to go into executive session at 8:11 p.m.

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

8:53 (1:03:00) Council returned from closed session. The mayor called for a 10-minute recess.

Mayor Dillenberg called the meeting back to order at 8:59 (1:05:23).

Ms. Gallagher reported that, during the recess, she contacted Steve Aderholt about the conditions discussed during executive session, to which he agreed: a written agreement stating there would be no use of video or photos on residential streets in Jerome or in association with any town of Jerome property.

Mayor Dillenberg said that Council will learn from this first event and asked Ms. Moore if she had any comments. Ms. Moore said she was willing to change her vote, under duress and due to legal concerns.

Ms. Gallagher noted that a motion to reconsider would need to be made by one of the members who voted "no," and then a separate motion would need to be made to approve the event.

Motion to reconsider the earlier vote on the Cocodona 250

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

Identical motion as earlier to approve the Cocodona Race 250 with the added condition of a written agreement stating there would be no use of video or photos on residential streets in Jerome or in association with any Town of Jerome property

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

9:28 (1:34:24)

ITEM #8B: COVID-19

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

Mayor Dillenberg asked the councilmembers if they were prepared open Town Hall on May 1 and hold the May 11 regular meeting in public.

Ms. Harvey asked if town staff, including library staff, was ready to open to the public. Ms. Gallagher replied that they were. Ms. Harvey then asked about public meetings and how they would be handled regarding social distancing and spacing of the Council on the dais.

Ms. Gallagher said the council chambers could be set up so that space is created between councilmembers, staff, and the public, and the number of people in the room could be limited. Masks would also be required.

Vice Mayor Worth said she would like to figure out how to hold hybrid meetings where the public could gather but that it also be available via Zoom. She said she would like the option of attending meetings in person or online, depending on her condition at the time.

Ms. Harvey reminded Council that this was attempted at the start of the pandemic and that it created a lot of work and stress for town staff. She said the town would have to invest in costly equipment to pull off hybrid meetings. Vice Mayor Worth said the Zoom technology has come a long way since the start of the pandemic and that she was willing to talk to the governing board that held the hybrid meeting and see how they do it.

Mr. Knight said that on April 21, P&Z will be discussing public meetings and that DRB is ready. He said he has also talked to Judge Dwyer who suggested talking to Dewey-Humboldt about how they have returned to in-person meetings. He then explained how Sedona is conducting theirs.

Mayor Dillenberg asked what Council wanted to do for the next regular meeting. Ms. Harvey suggested holding off on making a decision to give Vice Mayor Worth and Mr. Knight time to gather information. The item could then be added to the agenda of an upcoming special meeting.

Ms. Gallagher asked if Town Hall should be opened May 1 and if the shuttle should resume on weekends.

Vice Mayor Worth said she was not ready to resume the shuttle, nor was Ms. Harvey, but was fine with opening Town Hall on May 1. She also suggested getting feedback from staff before the next Council meeting.

Ms. Gallagher said she would check with the former shuttle driver(s) to see if they were willing to return.

9:39 (1:45:37)

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

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

Ms. Gallagher gave a brief report and referred to her memo in the agenda packet.

Vice Mayor Worth shared her concerns regarding some of the outstanding debts. She said the commercial account that has not responded to any communication should be visited by the code enforcement officer.

Ms. Gallagher asked in cases where accountholders do not pay or set up payment plans, if Council would like to resume shutoffs again as of May 1, and if the town should resume normal billing (i.e., no more discounts due to the state mandates being lifted). Mayor Dillenberg said yes to shutoffs and resumption of normal billing, as did Ms. Harvey.

Vice Mayor Worth recommended allowing any business working under reduced rates to petition to continue paying reduced rates, but that they need to submit justification in writing by May 1.

9:46 (1:52:30)

ITEM #8D: BEES IN JEROME

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

Mr. Knight said that bee expert Patrick Pynes was present earlier but had to leave the meeting. He said he had met with Alex, Sage, and Mr. Pynes and that he was looking for direction from Council.

Ms. Gallagher announced that the trash cans with lids had been delivered.

Ms. Harvey said that, in his report, Mr. Pynes suggested a bee ordinance be adopted, and that he told her that the bees at her house were Africanized bees, which could pose a problem for the town in the future if an ordinance is not in place. Discussion ensued.

9:53 (1:59:40)

Ms. Gallagher suggested planting a pollinator plot in the community garden.

Ms. Harvey said the pollinator plants in Middle Park could be enough, but they need to be revived, and that perhaps a pollinator park could also be planted at the Sliding Jail to beautify the area at the same time, as has been discussed in the past.

Mayor Dillenberg suggested Ms. Harvey and Mr. Knight acquire the right plants and work with town crew to plant them.

ITEM #8E: DISTRICT SIGNS

Council will continue their discussion regarding district signs and may approve removal of the existing district signs.

Mr. Knight said he was looking for direction on removing the existing district signs.

Motion to remove the existing district signs

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

9:54 (2:00:58)

ITEM #8F: RICH STREET SURVEY

Council may approve an agreement with Capstone Professional Services Corporation for a survey of the Rich Street area.

Mr. Knight said that a couple of proposals have been submitted and that he reached out to Stan Dickey, a well-known local surveyor, who offered a good price on a boundary survey, which identifies the corners of the property; he said a topo survey would be a plus, and this could be done for \$2500. Mr. Knight said for another \$1000 the town may want to also survey the drivable surface of Rich Street to determine where it crosses private property. He said it would be a good opportunity to determine if the parking spaces on the cement slab and along the highway are indeed on private property.

Ms. Worth said the Hotel Jerome project will be determined by several things, especially available parking. To know where the lot lines are for APN 401-06-086 will determine the number of parking spaces, which will dictate the number of apartments in the Hotel Jerome. She also said access to Rich Street is crucial to get construction vehicles through and parked behind the building, so to get these surveys now at this price is a huge opportunity.

Mayor Dillenberg said this would be a good investment, and Councilmember Harvey agreed.

Motion to approve agreement with Capstone Professional Services Corporation

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

ITEM #8G: CHANGES TO THE JEROME ZONING ORDINANCE REGARDING ADMINISTRATIVE APPROVALS AND APPEALS

10:03 (2:09:22)

Council will resume discussion of changes to the Zoning Ordinance and may direct staff in this regard.

Ms. Moore suggested postponing a decision on this item. Mr. Knight said that was fine but that it would need to also be continued at the April 21 P&Z meeting.

Ms. Moore said the definition of deck would need to be changed to make sense throughout the ordinance and explained why. She suggested P&Z discuss decks at the meeting. She also questioned setbacks for decks and the terminology of fire chief versus fire inspector.

Mr. Knight pointed out that the setback is sacred at 5 feet whether it is a deck or not. He said he could return to Council in May or June with amendments to the ordinance.

Vice Mayor Worth explained why fire inspector would be more appropriate for the terminology; that it is the task not the position being addressed. She discovered this from researching grants.

Ms. Harvey pointed out typos on pages 34, 41, and 46.

Ms. Gallagher asked if this would be coming back to Council or back to P&Z next. Mr. Knight said it would go to P&Z next.

ITEM #9: 7:04 (4:03)	<div>NEW BUSINESS</div> <div>ITEM #9A: VERDE EXPLORATION</div> <p>Representatives of Verde Exploration will update Council regarding plans for the old High School buildings.</p> <p>Due to a previously disclosed, possibly perceived conflict of interest, Vice Mayor Worth recused herself and was moved to the Zoom waiting room.</p> <p>Mayor Dillenberg introduced Verde Exploration representative Jonathan Millet.</p> <p>(5:30) Mr. Millet shared some history of the mining company. He said the high school property, built in 1926 and purchased in 1974, is considered the “jewel” of the Verde Exploration (VE) buildings owned in Jerome. He said VE has strived to maintain the status quo despite the expense to maintain old buildings, using rental income to do so. Mr. Millet then listed repairs and upkeep needed and intimated collaborating with the town to install sprinklers and to repair the stucco. He then referred to his presentation packet and described each of the buildings. He stated that VE is in the midst of long-term planning and they have hired a consultant who is researching similar properties to determine possibilities for use. Mr. Millet said that VE has made restoring the high school a corporate priority, which will take a lot of work and expense, corporate funds they do not currently have. He said one goal is to restore the auditorium, which he sees as a shared interest with the town, and possibly pair with a nonprofit organization to help pay for restoration and make it usable for community events and more.</p> <p>Mayor Dillenberg said he saw the tremendous potential and would like to pursue funding and a private/public partnership to rejuvenate theater, music, and other events at the high school.</p> <p>Mr. Millet said that if the town gets involved, Verde Exploration is committed to being part of the community.</p> <p>Vice Mayor Worth was invited back to the meeting and rejoined at this time.</p>																																										
10:10 (2:16:10)	<div>ITEM #9B: PROCLAMATION: FAIR HOUSING MONTH APRIL 2021</div> <p>Council may approve a proclamation declaring April 2021 as Fair Housing Month.</p> <p>Ms. Gallagher said this was done each year to stay in compliance with our CDBG grant.</p> <div>Motion to approve proclamation declaring April 2021 as Fair Housing Month</div> <table><tr><td>COUNCILMEMBER</td><td>MOVED</td><td>SECONDED</td><td>AYE</td><td>NAY</td><td>ABSENT</td><td>ABSTAIN</td></tr><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></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG	X		X				HARVEY		X	X				MOORE			X				WORTH			X			
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ITEM #10: 10:10 (2:16:53)	<div>TO AND FROM THE COUNCIL</div> <p>Council may direct staff regarding items to be placed on a future agenda.</p> <p>Vice Mayor Worth said she looked forward to seeing everyone in person at the Hotel Jerome the next day. She also brought up an incident at Clarkdale-Jerome School regarding discriminatory actions by students. She wanted everyone to be aware that at the governing board meeting that evening, she made a statement during petitions from the public that this behavior was unacceptable, based on school policy and how we want our communities to function.</p> <p>Ms. Gallagher announced that at 9:30 the next morning, APS would be relocating/airlifting a new pole near Cemetery Road.</p>																																										
ITEM #11:	<div>ADJOURNMENT</div> <div>Motion to Adjourn at 10:14 p.m.</div> <table><tr><td>COUNCILMEMBER</td><td>MOVED</td><td>SECONDED</td><td>AYE</td><td>NAY</td><td>ABSENT</td><td>ABSTAIN</td></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH		X	X			
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APPROVE:

ATTEST:

 Dr. Jack Dillenberg, Mayor

 Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____



TOWN OF JEROME

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MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL

VIA ZOOM

TUESDAY, APRIL 20, 2021 AT 10:30 AM

<div>ITEM #1:</div> <div>(0:04)</div>	<div>CALL TO ORDER/ROLL CALL</div> <div>Mayor/Chairperson to call meeting to order.</div> <div>Mayor Jack Dillenberg called the meeting to order at 10:31 a.m.</div> <div>Town Clerk to call and record the roll.</div> <div>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and Councilmembers Alex Barber, Jane Moore, and Sage Harvey. Also present was Town Attorney Bill Sims.</div>																																										
<div>ITEM #2:</div> <div>10:31 (0:26)</div>	<div>EXECUTIVE SESSION</div> <div>Council will enter into executive session, pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(9) for the purpose of discussion, direction, and consultation for legal advice with the Town Attorney and the Chief of Police regarding matters related to security of the town’s water system.</div> <div>Motion to Enter into Executive Session</div> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY			X				MOORE			X				WORTH	X		X			
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<div>ITEM #3:</div> <div>11:33 (0:59)</div>	<div>CHIEF OF POLICE</div> <div>Council will discuss matters related to the position of Chief of Police.</div> <div>Police Chief Allen Muma addressed the Council and reminded everyone that he had entered the DROPs retirement system [Deferred Retirement Options Plans] last November, technically giving his notice of retirement within the next five years. He stated that an exit strategy needs to be established, and that he did not want to leave the town hanging. Chief Muma said he has thought long and hard about what he wants to do, has a couple of options, and told the Council that his “No. 2 man” in the police department has told him that in two to three years he also would be gone. He mentioned that Fire Chief Blair may also be retiring within three years. He said he needed input from the Council to help him make a decision.</div> <div>He said one option would be to leave next June, which is not his first choice. He said the second option would be to stay longer and take three months off in the summers so he could visit family in Michigan. He said his goal has been to effectively provide law enforcement services and that the last 18 months have been the most trying in all his career. He said he is tempted to retire now, but he loves his job and still loves Jerome.</div> <div>Mayor Dillenberg said he was willing to accommodate the Chief’s wishes and give him three months off each summer to be with family, and he would like to collaborate with Chief Muma to find his successor. He said he fully supports going forward with a plan that gives him this liberty.</div> <div>Ms. Harvey said the Council needs to consider budgeting to hire an assistant police chief to start shadowing Chief Muma and to allow enough time for that person to find residence in town, train, get accustomed to Jerome, etc.</div> <div>Vice Mayor Worth said she supported the second option and agreed with the mayor and Ms. Harvey. She reminded everyone that this situation points out the need for succession planning. If clear, current job descriptions include the required training, certification, etc., for the position, it makes the hiring process much easier. She said she believes this council can accomplish that.</div> <div>Mayor Dillenberg said he wants Chief Muma to feel comfortable with a plan in place and would like Ms. Gallagher to work with him on an exit strategy and report back to Council. He asked the chief to also provide input on how to approach hiring his replacement.</div> <div>Chief Muma guaranteed that he will never leave on the spot because of “that one call.” He suggested waiting until the next budget year (2022-23) to hire an assistant chief. He said the town also needs to work out a public safety concept.</div>																																										

	<p>Ms. Moore expressed her appreciation for Chief Muma’s input and his ability to deal with residents of Jerome, an important factor for his predecessor.</p> <p>Chief Muma said the Council needs to take a hard look at wanting someone to live in Jerome and pay them well enough. He said it is still one of the lowest paid departments in the state.</p> <p>Ms. Harvey suggested a way to roll the assistant chief position into the budget plan.</p> <p>Ms. Barber expressed her thanks to Chief Muma for his service.</p>																																										
ITEM #4:	<p>ADJOURNMENT</p> <p><u>Motion to Adjourn at 11:52 a.m.</u></p> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH			X			
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HARVEY	X		X																																								
MOORE			X																																								
WORTH			X																																								

APPROVE:

ATTEST:

Dr. Jack Dillenberg, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____



TOWN OF JEROME

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

Zoning Administrator Analysis Council Staff Report Wednesday, May 11, 2021

ITEM 8A & 8B: Resolution No. 612 and Ordinance No. 472 amending sections of the zoning ordinance regarding temporary signage (2nd reading)

Applicant/Owner: Town of Jerome

Recommendation: Discussion/possible action

Prepared by: John Knight, Zoning Administrator

Background and Summary: The purpose of updating the ordinance is to bring it into compliance with recent case law that prohibits restricting content of various types of temporary signs. The proposed changes have been discussed and reviewed by both the Planning and Zoning Commission and the Town Council. On April 12, 2021, the Council held the first reading of the ordinance and reviewed the proposed text changes. At that meeting, the council discussed gas generated signs, rotating barber poles and murals.

Murals are not proposed to be addressed as part of the ordinance changes at this time. In discussions with the Town Attorney, murals can be considered part of the square footage of a proposed sign. However, additional research is needed to determine how to address murals and whether they should be allowed or prohibited. Note that the Planning and Zoning Commission and Design Review Board are working on changes to the commercial sign regulations. Murals can be addressed as part of these future changes.

Summary of proposed changes:

New changes:

- **Gas-generated signs** – definition added back into the ordinance since this sign is in the prohibited list.
- **District signs** - references to district signs have been removed since the district signs are now removed.
- **Barber pole** – added language that rotating barber poles are prohibited since they are a type of moving sign.

Changes previously proposed:

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

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

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

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

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

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

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

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

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

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

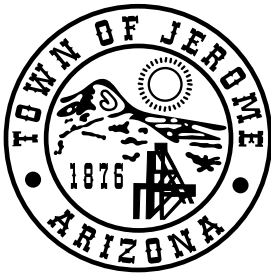
1. Abandoned signs
2. Billboards
3. Digital or electronic signs with changeable copy
4. Flying banners
5. Flashing, blinking, or moving signs
6. Gas-generated signs
7. Inflatable and balloon signs
8. Moving signs – (including barber poles)

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

Recommendation: Discussion/possible action.

Attachments:

- Resolution No. 612
- Ordinance No. 472



TOWN OF JEROME

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

RESOLUTION NO. 612

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

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

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

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

APPROVED:

Dr. Jack Dillenberg, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Town Attorney

PROPOSED CHANGES TO THE JEROME ZONING ORDINANCE REGARDING SIGNAGE

SECTION 304 F: REVIEW PROCEDURES AND CRITERIA (EXCERPT)

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 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 ~~shall be made of wood are preferred.~~ of durable, weather resistant materials such as acrylic, resin, steel, aluminum, or composite materials.
 - b. LETTERING – Lettering and symbols on signs should be routed, applied, or painted on the surface of the signing material.

SECTION 509. SIGNS

A. PURPOSE

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

B. DEFINITIONS

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

1. Barber Pole – a type of sign used by barbers to signify the place or shop where they perform their craft. The sign includes a staff or pole with a helix of colored stripes (usually red, white and blue). The pole may be stationary or may rotate, often with the aid of an electric motor.
2. Clear Vision Triangle - A triangle shaped zone formed by the existing or proposed curb lines of two or more intersecting streets, roads, or alleys and a third line connecting said curb lines at a distance of thirty (30) feet in each direction from the point of curb line intersection, in order to provide vehicular traffic an unobstructed view of cross traffic at intersections. In locations without curbs, the edge of the drivable surface of the street or road shall be treated the same as a curb.
3. Flying Banner – a flexible or rigid pole to which one side of a flexible fabric, generally in the shape of a feather or similar shape, is attached, and which is used for the primary purpose of advertising or attention-getting by the public display of visually communicative images. Such banners are also known and sold under names which include, but are not limited to, “quill sign,” “wing banner”, “banana banner,” “blade banner,” “flutter banner,” “flutter flag,” “bowflag,” “teardrop banners,” and others. The definition includes functionally similar display devices.
4. Sign - An object meant to convey a message through the use of words or symbols. A sign can be painted on one surface, or both surfaces, be free-standing or be signs supported by a pole or be attached to a building. All exterior whether public or private, are regulated by this ordinance.
- ~~1-5.~~ Sign, Balloon - Balloon sign shall mean any sign painted onto or otherwise attached to or suspended from a balloon, whether such balloon is anchored or affixed to a building or any other portion of the premises or tethered to and floating above any portion of the premises.
- ~~2.~~ Area - A rectangular area calculated by drawing horizontal and vertical lines from all sign extremities excluding those which are essentially sign supports.
- ~~3-6.~~ Sign, Campaign – A sign whose sole purpose is to advertise a political candidate or issue.
- ~~4.~~ Sign, District – A sign which advertises one or more than one business in a single building or area. A district sign operates as a directory with a heading stating the district and uniform nameplate signs for those businesses within the district.
- ~~5-7.~~ Sign, Canopy - A sign mounted on or painted on a canopy or awning.
- ~~6-8.~~ Sign, Free-Standing - A sign not attached to or supported by a building.

- ~~7~~.9. Sign, Height - The vertical distance from the ground directly under the sign to the lowest point of the sign.
- ~~8~~.10. Sign, Interior - Signs within a building not accessible from outside. Interior signs are not regulated by this ordinance.
- ~~9~~.11. Sign, Gas Generated - Gas generated signs or signs illuminated by gas generated lighting, other than those existing on June 14, 1977, are prohibited.
- ~~10~~.12. Sign, Off-premise - A permanent or temporary sign not located on the premises of the business which it advertises. ~~A district sign is not an off-premises sign.~~
- ~~11~~.13. Sign, On-premise - A sign, the content of which relates to the premises on which it is located, referring exclusively to the name, location, products, persons, accommodations, services, or activities of or on those premises, or the sale or lease of those premises.
- ~~12~~.14. Sign, Nameplate - A sign which is limited to the name and/or business of the residents of the premises, not exceeding two inches by twelve inches (2" x 12").
- ~~13~~.15. Sign, Business Door Identification - A nameplate sign of a business name on an entry door, not exceeding two inches by twelve inches (2" x 12").
- ~~14~~.16.
- ~~15~~.— Sign, Projecting - A building mounted sign which projects from and is supported by a wall of a building.
- ~~16~~.17. Sign, Wall - A sign attached flush to the exterior surface of a building, or permanently applied to a window of a building. The sign must not project above the roof. Light sources aimed at the wall sign may project further.
- ~~17~~.18. Sign, Historical/Historical Period - A sign in use in Jerome during the period between 1876 and 1953.
- ~~18~~.19. Sign, Service - An interior sign whose purpose is not to advertise the business displaying the sign, but to inform or provide for the safety of the public. Signs such as credit card placards, directional signs, "No Smoking" signs, and menu boards are examples of service signs.
- ~~19~~.20. Sign, Open/Closed - A sign indicating that a place of business is open or closed.
21. Sign, Temporary - A sign not permanently attached to a structure or to the ground. Examples of temporary signs include garage sale signs, temporary sale signs, contractor signs, banner signs, candidate signs, and real estate signs. The definition of temporary sign does not include flags. ~~displayed for not more than forty-five (45) consecutive days or a total of ninety (90) days in a calendar year.~~
22. Sign Walker - A person (or persons) waving "sales theme signs" with arrows at entrances to major highways or at corners of high traffic intersections directing customers to a sale. Also called sign twirlers, sign holders, human billboards, sign events.
- ~~20~~.23. Organization – An organized body of people with a particular purpose, such as a society, association, civic or charitable group, or similar, whether non-profit or for-profit.

C. APPLICABILITY

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

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

[Ord. No. 457]

D. PERMITS

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

Clerk. Applicant may re-submit a modified plan without paying an additional fee. Payment of the filing fee shall be waived when the applicant is an agency of the Town, County, State or Federal Government.

3. Plan Review

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

4. Design Review

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

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

[Ord. No. 457]

E. REGULATIONS APPLICABLE TO SIGNS IN ALL ZONES

1. The design, color, shape, materials and style of permanent signs shall be subject to review and approval of the Design Review Board.

2. All signs shall be constructed, designed, or attached to structures in conformance with the building code adopted by the Town of Jerome.

3. No sign shall be constructed in the clear vision triangle, erected or lit in such a manner as to interfere in any way with the flow of traffic on the public right of way, or present a traffic hazard.

4. Free-standing signs shall not exceed four (4) feet in height.

~~5.—There shall be no off-premise signs.~~

~~6.~~5. Organizations as defined herein are allowed Temporary Signs without a permit or review for temporary special event banners or signs. Banners for special events must be removed within three (3) days of the close of any event and may not be hung on Town property without permission of the Town of Jerome. The Town Manager may approve special event banners to be hung on Town property for recurring events. Banners to be hung on Town property for first time events shall be approved by the Town Council.

~~7.~~6. Lighting shall be directed at the sign from an external incandescent light source and shall be installed so as to avoid any glare or reflection into any adjacent property, or onto a street or alley so as to create a traffic hazard. These restrictions shall apply to internally lighted signs, which may be allowed if constructed of metal or wood. No internally lit signs that are constructed of acrylic or plastic are allowed. No sign that flashes or blinks shall be permitted outside. No visible bulbs, neon tubing, or luminous paints, shall be permitted as part of any sign.

~~8.—No sign or part of a sign shall have mechanically moving parts or audible devices.~~

~~9.—Political signs shall be permitted up to a total area of six (6) square feet in area for each premise, but shall not be placed in the public right of way or upon power or telephone poles. Political signs may be erected no earlier than sixty (60) days prior to any primary or general election; they shall be removed within ten (10) days after the election.~~

~~10.—One (1) real estate sign located on the property it refers to will be permitted.~~

- ~~7. The sign shall be a maximum size of eighteen inches by twenty four inches (18" x 24"). Additionally, one (1) rider denoting the name of the agent not exceeding six inches by 24 inches (6" x 24") may be attached to the real estate sign. Upon opening of an escrow, an additional rider not exceeding six inches by twenty four inches (6" x 24") and containing the word "sold" or "pending" may be attached. Any other types of descriptive riders are specifically prohibited.~~
- ~~8. All real estate signs must be removed within three (3) days of any transfer of ownership (recordation) of the property.~~
- ~~14. Contractor identification signs or Contractor and/or Architect identification signs may be erected for the duration of construction. Such construction signs are to be removed seven days after a certificate of occupancy is issued. The signs shall not exceed four (4) square feet in area. Also, signs warning of construction debris or denoting project sponsored by a funding source may be erected.~~
- ~~15.7. Any existing nonconforming sign may be continued in use; if such a sign is damaged, it may be restored or repaired. If a new sign is constructed, it must conform to the provisions of this chapter.~~
- ~~16. Once a year it shall be the duty of the Zoning Administrator to review all district signs and make appropriate recommendations to the Design Review Board.~~
- ~~17.8. Signs shall be removed upon thirty (30) days of business relocation or closure.~~
- 9. If any sign becomes a danger to the public or becomes deteriorated or is abandoned, the property owner, or owner of the sign shall be notified to remove or repair the sign. If he/she does not comply within ten (10) days, the Zoning Administrator shall have the sign removed and the cost assessed to the owner of the property on which such sign is located.
- ~~18.10. Flags. Unless otherwise required by state law or specified in this Article, no more than two (2) flags may be displayed on a flagpole, from a flag bracket or on a flag stanchion. Examples of flags include, but are not limited to, the insignia of any nation, organization of nations, state, province, county, city, any religious, civic, or fraternal organization, or educational institution. The area of each flag shall not exceed sixteen (16) square feet and the height of the flag shall be no taller than the building to which it is attached. For the purpose of determining the area of a flag, only one side of the flag shall be counted. Flags may be externally illuminated. A sign permit is not required for a flag.~~

[Ord. No. 457]

F. REGULATIONS APPLICABLE TO SIGNS IN RESIDENTIAL ZONES

1. One nameplate sign not exceeding two inches by twelve inches (2"x 12") indicating the names of the occupants or business, and one set of numbers four inches by twelve inches (4"x 12") indicating the street address shall be allowed for each dwelling unit without a permit.
2. One non-illuminated sign not exceeding eight (8) square feet in area shall be allowed on premises only to identify a home business and requires a permit. A two-sided sign is one sign.
3. No sign shall extend above the eaves line of a building or extend higher than ten (10) feet above the ground directly below it.
4. Temporary signs shall be permitted in the residential zones without a permit, subject to the following provisions.
 - a. The sum area of all temporary signs does not exceed five (5) square feet in size.

- b. If the temporary sign pertained to an event (such as an open house or garage sale), the sign shall be removed within three (3) days of the completion of the event or activity which is being advertised.
- c. Signs shall maintain a minimum setback from the right of way of ten (10) feet, unless there is a primary structure on the lot which is located closer to the right of way than ten (10) feet. In which case, the sign may be placed at the same setback as the primary structure.
- a.d. The maximum height of a temporary sign is four (4) feet.
- b.e. Signs shall not be illuminated.

[Ord. No. 457]

G. REGULATIONS APPLICABLE TO SIGNS IN COMMERCIAL AND INDUSTRIAL ZONES

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

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

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

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

- Banners
- "Sale" and other exterior product advertising

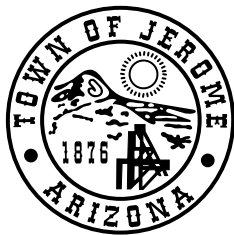
- ~~9-8.~~ 8. Exterior signs indicating open and closed are permitted in addition to normal sign allowances. These signs should be no more than four (4) square feet in area. Such an exterior open/closed sign requires a permit and approval from the Design Review Board.
- ~~10-9.~~ 9. Standard copyright signs offering information on incidental services or recommendations, e.g., VISA, MasterCard, WiFi, etc., are permitted in addition to normal sign allowances, provided:
- a. They conform to all provisions contained in this section.
 - b. They are inside a window.
 - c. There is no more than one (1) sign per incidental service per public entrance to the business.
 - d. No sign's area shall exceed sixteen (16) square inches.

H. PROHIBITED SIGNS

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

~~d.~~ _____

[Ord. No. 457]



TOWN OF JEROME

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

ORDINANCE NO. 472

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

WHEREAS, the Jerome Planning & Zoning Commission has recommended amendments to the Jerome Zoning Ordinance regarding signage; 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 2021-03 recommending the amendments set forth therein; and

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

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

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

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, 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: 4/13/2021

Dates of publication: _____

Date of adoption: _____

Date of posting: _____

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						



TOWN OF JEROME

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

Zoning Administrator Analysis Council Staff Report May 11, 2021

Item 8C & 8D: Ordinance amendments regarding administrative approvals and appeals

Applicant/Owner: Town of Jerome

Recommendation: Discussion/possible action

Prepared by: John Knight, Zoning Administrator

Background and Summary: At the March 9, 2021 council meeting, this item was scheduled for a first reading of the ordinance. At that meeting, the council tabled this item to allow time for additional changes. This was also discussed at the April 13, 2021 council meeting and additional changes were suggested. Since the March and April council meetings, staff has met with councilmembers Harvey and Worth to discuss additional changes. These changes have been incorporated into the attached redline document. Due to the extent of the changes, a new public hearing was held by the Planning and Zoning Commission on April 21, 2021.

The latest changes include adding definitions for Deck, Parking Area, Patio, and Shed. In addition, there are minor changes to the approval procedures.

A summary of the proposed changes is noted below.

Definitions:

Deck: includes structures over 12 inches above the ground.

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

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

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

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

A simple roofed accessory building or structure, typically made of wood or metal, used as a storage space or a workshop.

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

Site Plan Review:

PROJECTS REQUIRING REVIEW BY THE PLANNING AND ZONING COMMISSION

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

PROJECTS REQUIRING REVIEW BY THE ZONING ADMINISTRATOR

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

Design Review:

PROJECTS REQUIRING REVIEW BY THE DESIGN REVIEW BOARD

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

PROJECTS REQUIRING REVIEW BY THE ZONING ADMINISTRATOR

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

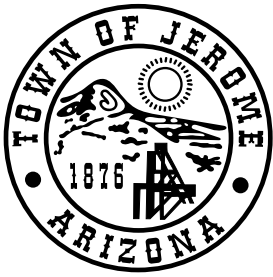
General Provisions: New language that patios and parking areas can be located in the front, side or rear yard as long as they are of fire-resistant materials and do not include walls, a roof or railings that could block access.

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

Recommendation: Discussion/possible action.

Attachments:

- Resolution No. 610
- Ordinance No. 470



TOWN OF JEROME

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

RESOLUTION NO. 610

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

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

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

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

APPROVED:

Dr. Jack Dillenberg, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Town Attorney

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

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

ZONING ORDINANCE OF THE TOWN OF JEROME

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

E. RULES; REGULATIONS; RECORDS; MEETINGS

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

SECTION 106. DESIGN REVIEW BOARD

A. PURPOSE

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

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

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

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

C. POWERS AND DUTIES

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

D. SELECTION OF OFFICERS

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

ARTICLE II

DEFINITIONS

SECTION 201. GENERAL

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

Design Review Board - (see Section 106).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Hearing - hearings held as required by law.

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

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

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

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

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

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

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

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

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

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

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

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

Setbacks - (see Yard).

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

Shed - a simple roofed accessory building or structure, typically made of wood or metal, used as a storage space or a workshop.

Sign - (see Section 509).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 302. CONDITIONAL USE PERMITS

E. COUNCIL ACTION ~~AND APPEALS~~

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

F. TIME LIMITS

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

G. REVOCATION

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

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

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

H. FEE

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

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

SECTION 303.1. ~~PRELIMINARY~~ SITE PLAN REVIEW

A. PURPOSE

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

[Ord. No. 293]

B. PROJECTS REQUIRING REVIEW BY THE PLANNING AND ZONING COMMISSION

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

C. PROJECTS REQUIRING REVIEW BY THE ZONING ADMINISTRATOR

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

D. PROJECTS EXEMPT FROM SITE PLAN REVIEW

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

~~C.E.~~ PROCEDURE

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

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

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

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

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

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

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

[Ord. No. 293]

~~D.F.~~ FEE

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

[Ord. No. 293]

~~E.G.~~ REVIEW PROCEDURES

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

[Ord. No. 293]

SECTION 303.2. FINAL SITE PLAN REVIEW

A. FINAL PLAN PROCEDURES

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

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

B. REVIEW

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

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

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

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

SECTION 303.3. GRADING AND EXCAVATION REQUIREMENTS

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

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

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

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

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

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

A. APPROVAL PROCEDURE

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

B. POST-APPROVAL PROCEDURE

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

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

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

C. RESPONSIBILITIES OF THE APPLICANT

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

SECTION 303.4. APPEALS AND EXPIRATION OF APPROVALS

D.A. APPEALS

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

E.B. BUILDING PERMIT ISSUANCE EXPIRATION OF APPROVAL

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

F.C. VIOLATION AND ENFORCEMENT

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

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

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

[Ord. No. 293]

SECTION 304. DESIGN REVIEW

A. PURPOSE

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

B. PROJECTS REQUIRING REVIEW BY THE DESIGN REVIEW BOARD

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

C. PROJECTS REQUIRING REVIEW BY THE ZONING ADMINISTRATOR

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

D. PROJECTS EXEMPT FROM DESIGN REVIEW

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

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

B.E. PRELIMINARY REVIEW PROCEDURE

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

C. FINAL REVIEW

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

D.F. APPLICATION FOR FINAL APPROVAL AND PERMIT

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

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

E.G. FEE

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

F.H. REVIEW PROCEDURES AND CRITERIA FOR NEW CONSTRUCTION

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

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

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

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

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

G.I. APPEALS AND EXPIRATION OF APPROVALS

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

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

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

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

H. EXPIRATION OF DESIGN REVIEW APPROVAL

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

I.J. VIOLATIONS AND ENFORCEMENT

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

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

~~J. EXCLUSIONS~~

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

SECTION 305. ADMINISTRATIVE APPEALS AND VARIANCES

A. APPEALS TO THE BOARD OF ADJUSTMENT

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

SECTION 502. GENERAL PROVISIONS

A. APPLICATION

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

B. USE RESTRICTIONS

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

C. NONCONFORMING LOTS OF RECORD

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

D. REDIVIDING OF RECORDED LOTS

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

E. STREET AND UTILITY REQUIREMENTS

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

F. SITE UNSUITABILITY

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

G. DUMPING OR DISPOSAL

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

H. YARD, LOT, AND AREA REQUIREMENTS

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

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

[Ord. No. 374]

I. BUILDING HEIGHT REQUIREMENTS

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

SECTION 503. “AR” ZONE, AGRICULTURAL RESIDENTIAL

A. PURPOSE

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

B. PERMITTED USES

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

C. CONDITIONAL USES

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

[Ord. No. 380]

D. ZONE RESTRICTIONS

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

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

A. PURPOSE

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

B. PERMITTED USES

Any permitted use in the C-1 Zone.

C. CONDITIONAL USES

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

D. ZONE RESTRICTIONS

Same as C-1 Zone.

E. PROPERTY DEVELOPMENT STANDARDS

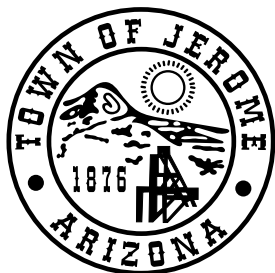
Same as C-1 Zone.

F. PERFORMANCE STANDARDS

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

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

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



TOWN OF JEROME

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

ORDINANCE NO. 470

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

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

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

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

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

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

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

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:

Date of first reading: _____

Date of adoption: _____

APPROVED AS TO FORM:

Dates of publication: _____

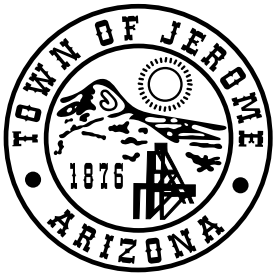
Date of posting: _____

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney



TOWN OF JEROME

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(928) 634-7943 www.jerome.az.gov

RESOLUTION NO. 613

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, APPROVING THE HOME DETENTION PROGRAM

WHEREAS, Arizona Revised Statutes Title 9 Cities and Towns § 9-499.07 allows cities or towns to establish home detention programs for eligible sentenced prisoners, which shall be treated the same as confinement in jail; and

WHEREAS, home detention coupled with intensive treatment and electronic monitoring is an effective alternative to incarceration for DUI offenders; and

WHEREAS, the pandemic has created certain restrictions for jail commits including the inability to obtain work release or weekend/partial service of sentence which can affect a Defendant's ability to remain gainfully employed; and

WHEREAS, home detention/electronic monitoring programs have been proven to be successful in other jurisdictions within Arizona; and

WHEREAS, the Town Magistrate has approved the Home Detention Program attached as Exhibit A ("**Program**") and has recommended that the Jerome Town Council approve the Program; and

WHEREAS, the Town Council's approval of the Program is limited to those provisions of A.R.S. §9-499.07 which require Town Council approval and does not extend to sentencing, defendant eligibility and other matters left to the discretion of the judicial branch of government.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, that the Town Council hereby approves for use by the Town of Jerome the attached criteria for the Home Detention Program, which has been approved by the Jerome Presiding Judge, and authorizes the Town Manager or designee to make administrative changes to the program as necessary, upon request of the Presiding Judge for the Jerome Municipal Court in order to implement the Program.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, 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
HOME DETENTION PROGRAM
PURSUANT TO ARS 9-499.07**

Subject to the approval of the sentencing judge, persons sentenced to a period of incarceration may serve all or a portion of their sentence under home detention in lieu of confinement in jail in accordance with the terms and conditions set forth herein.

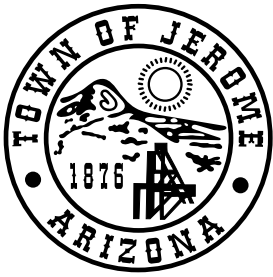
1. A person is not eligible for home detention if any of the following apply:
 - a. The person constitutes a risk to himself or other members of the community.
 - b. The person has a past history of violent behavior.
 - c. The conviction for which the person is being sentenced is a domestic violence offense pursuant of ARS 13-3601, as amended.
 - d. The conviction for which the person is being sentenced is an act of prostitution or solicitation pursuant to ARS 13-3214, as amended.
 - e. The person is not eligible pursuant to ARS 9-499.07, as amended.
2. If a person (the "Defendant") is sentenced to jail confinement by the Court in any driving under the influence ("DUI") charge, the Court may substitute home detention for a portion of the jail term as provided in this Section. Any Defendant placed in a home detention program as a term of a DUI sentence must serve an initial 24 consecutive hours in jail, except as provided in section 3 below. The Defendant shall bear the costs of confinement and be responsible for payment thereof.
3. Notwithstanding §28-1387, subsection C (work release), if the prisoner is sentenced under §28-1381, subsection K or §28-1382, subsection I the prisoner must first serve a minimum of twenty per cent of the initial term of incarceration in jail before being placed under home detention or continuous alcohol monitoring. The Defendant shall bear the costs of incarceration and be responsible for payment thereof.
4. A Defendant placed in a home detention program shall be subject to electronic monitoring in the Defendant's home and shall be required to remain at home during the hours specified by the Court. A Defendant sentenced pursuant to ARS 28-1381 or 28-1382, shall be tested at least once daily for the use of alcohol or drugs in a manner approved by the Court.
5. If the Defendant attends educational classes in or is employed within Yavapai County, the Court may permit the Defendant to attend classes or leave home for employment during specified hours. The Court may permit the Defendant to attend religious services or funerals or to seek medical care or other Court-approved counseling, but any such event shall require the Court's prior written permission.
6. During the term of the home detention, Defendant shall not:
 - a. Consume any alcoholic beverages; and
 - b. Take any drugs unless pursuant to a health care provider's order; and
 - c. Associate with individuals detrimental to the Defendant's successful participation in the program.
7. The Court may require a Defendant placed in a home detention program to participate in community service work or impose other reasonable restrictions the Court deems necessary.
8. A Defendant placed in a home detention program shall bear the expense and be responsible for payment of the full costs of the home detention, including electronic monitoring and alcohol and/or drug testing cost, to the program provider. Non-payment of any program costs may result in termination of home detention or the failure to receive credit for the confinement.

9. The Court shall terminate a Defendant's participation in a home detention program and require the Defendant to complete the remaining term of any sentence by jail confinement if the Court finds the Defendant:
- a. has not successfully completed Court ordered alcohol or drug screening and treatment pursuant to ARS 28-1381 or 28-1382, or pursuant to any other Court -ordered program, or
 - b. has left the home during home detention without permission of the Judge or supervising authority.
 - c. The Court may terminate a Defendant's participation in the home detention program and require jail confinement for any other violation of the terms of the home detention order.
10. Before any person may participate in the home detention and electronic monitoring program, the Town shall have entered into a contract with one (1) or more providers to implement the home detention and electronic monitoring program and the provider is subject to contractual language regarding notification and requirements set forth in the contract.

APPROVED by:

Date

Joan Dwyer, Presiding Magistrate



TOWN OF JEROME

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

RESOLUTION NO. 614

A RESOLUTION OF THE TOWN OF JEROME, ARIZONA MAYOR AND COMMON COUNCIL, DESIGNATING THE CHIEF FISCAL OFFICER FOR OFFICIALLY SUBMITTING THE FISCAL YEAR 2020 AND FISCAL YEAR 2021 EXPENDITURE LIMITATION REPORTS TO THE ARIZONA AUDITOR GENERAL

RECITALS:

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

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

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

ENACTMENTS:

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

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

SECTION 2. Candace B. Gallagher is hereby designated as the Town's Chief Fiscal Officer for purposes of submitting the fiscal year 2020 and fiscal year 2021 AELRs to the Arizona Auditor General on the governing body's behalf.

PASSED AND ADOPTED by the Town of Jerome, Arizona Mayor and Council, this 11th day of May, 2021.

Attested to:

Dr. Jack Dillenberg, Mayor

Candace B. Gallagher, Town Clerk

Reviewed by:

Approved as to form:

Candace B. Gallagher, Town Manager

William J. Sims, Esq., Town Attorney



TOWN OF JEROME

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

Zoning Administrator Analysis Council Staff Report Wednesday, May 11, 2021

ITEM 9A: **Bees in Jerome**
Applicant/Owner: Town of Jerome
Recommendation: Discussion/possible action
Prepared by: John Knight, Zoning Administrator

Background and Summary: At the previous council meeting on April 13, 2021, the council reviewed a report prepared by bee expert Patrick Pynes. At that meeting, the council discussed the possibility of adopting an ordinance to allow backyard beekeeping.

Staff has met council member Harvey and reviewed several local beekeeping ordinances. Patrick Pynes recommended the town consider the ordinance that was adopted by Flagstaff (see attached). The Flagstaff ordinance is straight forward and does not require a beekeeper to obtain a permit. The Sedona ordinance does require a permit and includes standards for noticing adjacent property owners within 100'.

Issues for consideration:

1. **Procedure and permitting:** As noted above, Flagstaff does not require a permit for beekeeping. If the town is interested in adopting standards for beekeeping like Flagstaff, then the Town Code should be amended to include the new standards. However, if the town is interested in creating a permit process (like a conditional use permit), then the Zoning Ordinance will need to be amended. This is a more involved process and will require a hearing before the Planning and Zoning Commission with a recommendation to Council.
2. **Noticing:** If a permit is required, a provision for noticing neighbors should be included in the zoning ordinance.
3. **Allowed zones:** The council should consider if beekeeping would be allowed in all zones or only specific zones.
4. **Standards:** A new ordinance should consider the following standards and requirements.
 - a. **Number of hives:** The number of hives allowed.
 - b. **Lot Size and setbacks:** The minimum lot size and setbacks that would be required.
 - c. **Flyway barrier:** The location and size of a flyway barrier.
 - d. **Supplemental water and food:** A requirement to include supplemental water and food if needed.
 - e. **Aggressive hives:** A method to address aggressive or abandoned hives and have them relocated or destroyed if necessary.

Recommendation: Discussion/possible action.

Attachments: Flagstaff and Sedona beekeeping ordinances

CHAPTER 6-03 ANIMAL KEEPING

SECTIONS:

6-03-001-0001	PURPOSE
6-03-001-0002	DEFINITIONS
6-03-001-0003	KEEPING OF LIVESTOCK
6-03-001-0004	BEEKEEPING
6-03-001-0005	VIOLATION

6-03-001-0001 PURPOSE

The purpose of this chapter is to ensure that the keeping, raising, and maintenance of livestock animals and bees within the City does not create an adverse impact on adjacent properties by reason of dust, fumes, noise, odor, insect or vermin infestations, or visual blight, and to maintain the animal welfare and public health, safety, and well-being. This chapter does not pertain to common domestic household pets such as dogs, cats, and others. (Ord. 2015-17, Rep&ReEn, 02/02/2016; Ord. 2019-36, Amended, 11/19/2019)

6-03-001-0002 DEFINITIONS

For the purposes of this chapter, the following terms, phrases and words and their derivations will have the meaning given as set forth below when not inconsistent with the context:

BEE COLONY: The hive and its equipment and appurtenances including honey bees, comb, honey, pollen and brood.

BEEHIVE: A structure for housing honey bees.

EQUINE: Horse or other member of the horse family including mules and donkeys.

FLYWAY BARRIER: A solid wall, fence, dense vegetation, or combination of these materials at least six (6) feet high that extends at least ten (10) feet beyond the hives on each end of a bee colony.

LARGE LIVESTOCK: Equine, cattle, swine, donkeys, mules, llamas, ostriches, goats, sheep, alpaca, and other similarly sized animals.

LIVESTOCK: Domesticated animals commonly raised to produce commodities such as food, fiber, and labor.

LIVESTOCK CONTAINMENT AREA: The portion of a property where livestock are held or kept, including runs, pens, stalls, yards, and cages. The location of shelters, including any associated fencing or screen walls, shall comply with the accessory structures and fencing and screening requirements of Division 10-50.50 (Fences and Screening) and Section 10-40.60.020 (Accessory Structures).

MANAGER: The Sustainability Manager, or designee.

NUISANCE: Anything offensive or obnoxious to the health and welfare of the inhabitants of the City; or any act or thing repugnant to, or creating a hazard to, or having a detrimental effect on the property of another person or to the community.

PASTURE: Open, uncultivated land used for the grazing of livestock.

POULTRY: A domesticated bird that is used to produce meat or eggs, including but not limited to, chickens, ducks, pigeons, and quail.

1. Male miniature goats must be neutered by four (4) months of age.
2. Shelters for small livestock must meet the following requirements:
 - a. Be located no less than ten (10) feet from property lines abutting another residential lot or parcel.
 - b. May extend up to any property line abutting a public alley right-of-way or private alley tract.
 - c. Be located at least twenty (20) feet from the nearest neighboring dwelling.
 - d. Have a minimum of four (4) square feet of indoor space per poultry or rabbit.
3. Winged animals must have wings clipped or be contained in a covered enclosure at all times in order to ensure containment on property.
4. Livestock containment areas must have a minimum of ten (10) square feet of permeable outdoor space per poultry or rabbit, and one hundred thirty (130) square feet of permeable space per miniature goat.
5. Turkeys, peafowl, geese, and all other similarly noisy birds are prohibited in all zones within the City.
6. Male poultry over the age of four (4) months shall not be permitted within the City. (Ord. 2015-17, Rep&ReEn, 02/02/2016; Ord. 2019-36, Amended, 11/19/2019)

6-03-001-0004 BEEKEEPING

The following standards apply to provide for the safe and orderly keeping of bees:

- A. Beekeeping is allowed in all zones where the use of the property on which the beehives are kept is residential or educational.
- B. Beehives shall only be located in rear yards and shall be placed a minimum of ten (10) feet from any property line, except that in the Rural Residential (RR) zone beehives also may be placed in the interior side yards. In all zones the entrance to the beehive shall face away from the property line closest to the hive.
- C. A flyway barrier shall be established and maintained so that all bees are forced to fly at an elevation of at least six (6) feet above ground level in the vicinity of the beehive. Any fence, wall, or natural barrier proposed as a flyway barrier shall comply with the provisions of Division 10-50.50 (Fences and Screening), as well as the following:
 1. Be a minimum of six (6) feet tall;
 2. Be solid such that bees cannot fly through it;
 3. Be placed parallel to the property line; and
 4. Extend a minimum of five (5) feet beyond the beehive(s) in each direction.
- D. A convenient source of water shall be made available for the bees at all times of the year so that bees are less likely to congregate at swimming pools, pet watering bowls, bird baths, or other water sources.
- E. In any instance in which a colony exhibits unusually defensive characteristics by stinging or attempting to sting without provocation or exhibits an unusual disposition toward swarming, beekeepers shall promptly re-queen the colony with another queen. Queens shall be selected with a gentle disposition from stock bred for gentleness. Beekeepers must be able to produce proof of a receipt from a queen breeder.

Table 6-03-001-0003.A

Number of Animals Permitted by Zoning Designation

Type of Animal	Zones in Which Specific Animals Are Permitted	Maximum Number of Animals Permitted Per Lot Size						
		≤19,999 sq ft	20,000 – 29,999 sq ft	30,000 – 39,999 sq ft	40,000 – 79,999 sq ft	80,000 – 119,999 sq ft	120,000 – 159,999 sq ft	≥160,000 sq ft
Large Livestock								
Equine, Cattle, Swine, Llamas, Alpacas, Goats, Sheep, Other Large Livestock Not Prohibited by This Chapter	ER and RR	0	0	0	4	5	6	7
Small Livestock								
Goats (Miniature, Pygmy, Dwarf)	All zones*	2	2	2	4	4	4	4
Ducks, Rabbits, Chickens	All zones*	5	10	15	20	25	25	25
Bees								
Bee Colonies	All zones*	2	4	6	8	8	8	8

* The principal use of the property must be residential or educational.

(Ord. 2015-17, Rep&ReEn, 02/02/2016; Ord. 2019-36, Amended, 11/19/2019)

6-03-001-0005 VIOLATION

A. It shall be unlawful for any person to cause, facilitate, or aid or abet a violation of any provision of this chapter or to fail to perform any act or duty required by this chapter in connection with the keeping of animals.

B. Any person found responsible for violating any provision of this chapter will be subject to a fine of no less than one hundred dollars (\$100.00) for every offense. Recurring violations will be subject to larger fines. Any violation that is continuing in nature shall constitute a separate offense on each successive date the violation continues.

C. Civil actions or proceedings to enforce the requirements of this chapter will be commenced and prosecuted in compliance with Section [1-15-001-0011](#), Civil Enforcement Procedures. (Ord. 2015-17, Rep&ReEn,

D. Additional Standards for Specific Accessory Uses and Structures

(1) *Agriculture, General*

- a. The keeping of farm animals shall be for noncommercial purposes strictly for the convenience and pleasure of the owner or occupant. The keeping of swine is prohibited.
- b. A minimum of one acre is required for the keeping of farm animals.
- c. No more than three farm animals may be maintained on the first acre and up to one additional farm animal for each additional one-half acre.
- d. Shelters or structures for housing or keeping farm animals shall be set back from the property line a minimum of 50 feet. This setback standard does not apply to unenclosed fenced areas such as corrals.
- e. The keeping of all farm animals shall be subject to the regulation and conditions of the county and the City health regulations and animal control regulations.
- f. Slaughtering shall be prohibited within the Sedona City limits.

(2) *Agriculture, Urban*

a. *Where Allowed*

The keeping or raising of chickens or bees shall be allowed as an accessory use subject to City permitting requirements. In residential districts, it shall be allowed only on lots with an occupied dwelling unit.

b. *Permitting*

1. It is unlawful to keep chickens and/or bees without a permit pursuant to City Code.
2. The keeping of chickens and/or bees is not allowed in shared outdoor spaces for single-family attached or multifamily dwellings.

c. *Standards for Keeping of Chickens*

1. *Number and Type of Chickens Allowed*

- i. The maximum number of chickens allowed is as follows:
 - a. Lots with an area less than or equal to 20,000 square feet: Up to four chickens.
 - b. Lots with an area greater than 20,000 square feet: Up to six chickens.
- ii. Roosters shall be prohibited.

2. *Chicken Coop Standards*

A coop is a physical structure providing protection and shelter to chickens. Coops shall comply with the following:

- i. Chickens shall be kept in a coop from dusk until dawn.
- ii. No chickens shall be kept in any part of any dwelling or building used for human occupation.
- iii. The coop size shall not exceed 120 square feet and shall provide at least four square feet of space per chicken.
- iv. The coop height shall not exceed six feet in height.
- v. The coop shall be located in the area behind the primary structure and in front of the rear lot line or where otherwise completely screened from adjacent properties and the right-of-way and shall be a minimum of 15 feet from side and rear property lines. Chicken coops shall not be located within the front setback area. No chicken coop shall be built or maintained on marshy ground or land subject to overflow (including all FEMA and City of Sedona-designed floodways) or within 150 feet of Oak Creek, or within 25 feet of any designated watercourse or other source of water supply.
- vi. The coop shall be designed to be resistant to predators.
- vii. The coop shall be kept clean and free from offensive odors.
- viii. Feed shall be stored within a structure in a rodent-proof, fastened container.

3. Ranging Standards

- i. If a chicken run or other enclosure is used, a minimum of 20 square feet of permeable surface per chicken shall be provided within the enclosure, and access to bare earth shall also be provided.
- ii. Chickens are allowed to range on the property in the area behind the primary structure and in front of the rear lot line or where otherwise completely screened from adjacent properties and the right-of-way, provided a fence is provided around the ranging area a minimum of four feet in height and adequate for containing the animals. Fencing must also comply with Section [5.6.E](#).

4. Slaughtering Prohibited

Slaughtering shall be prohibited within the Sedona City limits.

d. Standards for the Keeping of Bees

1. Number of Hives

No more than two hives shall be allowed on a lot.

2. Hive Location

Hives shall be located in the area behind the primary structure and in the front of the rear lot line and set back from the side and rear property lines a minimum of five feet.

3. *Flyway Barrier*

A flyway barrier made of common building materials or natural vegetation shall be provided to adjust the flight path of honey bees causing them to fly above where they would otherwise have human contact. The flyway barrier shall:

- i. Be at least six feet in height, subject to fence height requirements within setback areas;
- ii. Be a solid wall, fence, dense vegetation, or a combination of those materials that will not allow bees to pass through. Nonvegetative barriers shall comply with the color standards of this Code;
- iii. Be located within five feet of the hive's egress; and
- iv. Extend a minimum of 10 feet beyond the colony in each direction.

4. *Water*

Each beekeeper shall ensure that a convenient source of fresh water is available at all times to the honey bees so they are discouraged from congregating at swimming pools, pet water bowls, birdbaths, or other water sources where they may cause human or domestic pet contact.

5. *Aggressive Bees and Swarms*

Initial hives shall contain a queen selected from stock bred for gentleness and nonswarming characteristics. If a colony becomes aggressive or swarms, the beekeeper shall re-queen the colony with a queen selected from stock bred for gentleness and nonswarming characteristics.

6. *Maintenance of Hives*

- i. Any honey bee colony not residing in a structure intended for beekeeping or any swarm of bees or colony residing in a standard or homemade hive that, by virtue of its condition, has obviously been abandoned by the beekeeper, is unlawful and shall be deemed a public nuisance.
- ii. The hive may be summarily destroyed or removed from the City by an appropriate designee. The beekeeper shall have 30 days from the time of the complaint to bring the hive/hives into compliance.

7. *Public Notification*

Public notification shall be mailed to properties within 100 feet of the subject property, 15 days prior to issuing a permit for the keeping of bees.



TOWN OF JEROME

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

Zoning Administrator Analysis Council Staff Report Wednesday, May 11, 2021

Item 9B: Discussion of ordinance regarding special events
Applicant/Owner: Town of Jerome
Recommendation: Discussion/possible action
Prepared by: John Knight, Zoning Administrator

Background and Summary: At the previous council meeting in April, several concerns were raised related to a special event scheduled to cross through Jerome. As part of that discussion, it became apparent that Jerome needs a way to regulate and permit special and temporary events. On April 20, 2021, staff met with councilmembers Harvey and Moore to review how other jurisdictions regulate special events. These include Coconino County, Yavapai County, Clarkdale, Flagstaff, Cottonwood, Sedona, Bisbee, Prescott Valley and Tombstone. A copy of the Cottonwood Temporary Use Permit ordinance is attached for reference.

Some issues the council may wish to consider prior to adopting an ordinance are noted below.

- **Permitting and procedure:** Should a special event permit be part of the town code or could it be part of the zoning ordinance? The advantage of including it as part of the zoning ordinance, is that it could be processed in a similar fashion to a conditional use permit (CUP). A new category could be added called "Temporary CUP" and include criteria, standards, and conditions for approval of special events.
- **Definitions:** What constitutes a special event? Would a bike race passing through town on ADOT ROW be considered a special event? If the race had a staging area in town limits, would that constitute a special event? What time frame should be allowed for a special event?
- **Hierarchy of permitting:** Should smaller events have a simpler permit procedure than larger events? A possible approach could include the following:
 - Small events (less than 25 attendees): Administrative approval
 - Medium events (26 to 50 attendees): Planning and Zoning Commission (P&Z) approval
 - Large events (51 and over): Council approval with recommendation from P&Z
- **Use of public facilities:** Should town property be made available for special events? What fees should be charged to use town property?
- **Fees:** What is an appropriate fee for processing a permit for a special event?
- **Liquor license:** Should beer, wine, and hard alcohol be allowed at special events?

- **Exemptions:** What items should be exempted from requiring a permit? If someone is having a private event on their own property would that constitute a special event? Would a garage sale be a special event? Should town sponsored events such as the home tour or the ghost walk be exempted?
- **Prohibitions:** Are there certain types of events that should be prohibited? Should special events be allowed only in the commercial/industrial districts and prohibited in the residential districts?
- **Other considerations:** A variety of other considerations will need to be addressed.
 - Insurance: Should insurance and/or a liability waiver be required?
 - Traffic/parking: Should a traffic and parking management plan be part of the application?
 - Medical: For larger events should medical professionals be required to be hired by event organizers?
 - Noticing: What level of noticing should be provided for special events?

Recommendation: Discussion/possible action.

Attachments: Cottonwood Temporary Use Permit Ordinance

SECTION 307. TEMPORARY USE PERMITS

A. PURPOSE.

Temporary events, activities and uses are intended to operate for a limited period of time. Such temporary uses are permitted in appropriate zoning districts subject to meeting minimum standards but which by their nature involve a non-permanent use of a site and therefore generally have a less restrictive set of development standards. Temporary uses include special events provided for the enjoyment of the public, civic events in recognition of issues of public importance, sales and promotional activities intended to serve commercial interests, seasonal activities, temporary construction related activities, and similar temporary uses.

B. APPLICABILITY.

The temporary uses listed herein shall be permitted in various zoning districts as specified, subject to the restrictions and standards established in these regulations, including the requirement for a Temporary Use Permit, unless exempted. Additional review and approval may be required for certain types of temporary uses, as specified herein, including review and approval by the City Parks and Recreation Department, Police Department, Public Works Department, Fire Department and Building Division, as well as outside agencies, including Yavapai County Health Services Department, ADOT and others, as required.

C. GENERAL REGULATIONS.

1. These regulations are applicable to all zoning districts, unless restricted by this ordinance. The allowable time period for a temporary use shall be as described in this section or as specified through the permitting process for each use. No temporary use or structure shall continue for such a length of time that it in effect constitutes a permanent use.
2. Unless otherwise exempted, all applications for temporary uses shall require site plan approval to address access, traffic safety, parking, signage, compatibility with surrounding uses and other site development concerns.
3. Any tent, trailer, recreational vehicle or structure subject to the requirements of these regulations and intended or used for human occupancy shall comply with the International Building Codes, as amended by the City of Cottonwood, as well as with any County Health Services Department requirements, and shall not be used or occupied until approved by the City of Cottonwood Building Division.
4. Temporary outdoor seasonal uses or other on-site temporary uses at retail stores or shopping centers that occur on the property on an annual basis or other regular period basis exceeding the allowable time periods shall be treated as a conditional use and shall be subject to the requirements for a Conditional Use Permit. Except as specifically permitted in this ordinance, no such recurring use or uses at any one location shall be permitted for a period exceeding three (3) months total within any one calendar year without obtaining a Conditional Use Permit.

5. Separate permits or approvals may be required by County or State agencies for any food or drink provided at temporary events. Contact the applicable agencies well in advance of the event to ensure adequate time for processing any applications, including Yavapai County Health Service Department regarding requirements for food service handling and the Arizona Department of Liquor Licenses & Control regarding requirements for Liquor Permits.

D EXCEPTIONS.

The following uses and activities shall be considered exempt from the requirements for a Temporary Use Permit where such uses are conducted entirely on private property or permitted public facilities. Uses listed as exempt are required to be in compliance with all applicable City codes, ordinances and regulations at all times, including those pertaining to noise, signs and off-premise activities.

1. Verde Valley Fair Grounds: Activities conducted entirely within the boundaries of the Verde Valley Fair Grounds, not including events with outdoor amplified music or temporary structures subject to building or fire codes.
2. Weddings and funeral ceremonies. Weddings, funerals and similar religious ceremonies conducted at churches, cemeteries, private facilities or residences.
3. Yard and garage sales. Sales events conducted at single-family residential properties by and for the residents to allow disposal of miscellaneous used personal property, where such events are otherwise in compliance with all applicable City codes, ordinances and regulations.
4. Benefit car washes and bake sales. One-time events at approved locations conducted by individuals, schools, churches, non-profit groups, and other non-commercial groups entirely for benefit fundraising.
5. Election activities and political rallies. Activities, meetings, and gatherings of a political nature.
6. Church and school rummage sales. Temporary sales events conducted by and for churches and schools entirely at the church or school location. Benefit sales events that include outdoor activities with live or amplified music or any temporary structures, or other types of unrelated activities are required to obtain a Temporary Use Permit.
7. Private community center events. Activities and events, including craft and art shows, meetings, exhibitions and similar community events, conducted by and for residents of planned developments within their community centers. Events that include any temporary structures, outdoor musical or performance activities, or are sponsored or managed by organizations or businesses from outside the community are required to obtain a Temporary Use Permit.

E. TEMPORARY USE PERMIT APPLICATION.

Application for a Temporary Use Permit shall be filed with the Community Development Director or his/her designee on a form provided by the City. The application shall include a detailed site plan showing all information necessary to demonstrate that the proposed temporary use will comply with all applicable City codes, ordinances and regulations. The applicant shall furnish the City and other relevant agencies with any additional information that may be considered necessary to adequately review and make a decision, including estimated attendance for event, peak times and estimated number of employees, vendors or staff on-site at peak times, noise levels, lighting, traffic control plan, dust control and other conditions that may impact surrounding properties or the city in general.

1. Review and Approval:

- a. Upon receipt of a complete application, the Community Development Department will route copies to other City departments for review and comments. Such comments will be returned to the Community Development Department within a specified timeframe.
- b. After review of all required information and comments from other departments and agencies, the Community Development Director shall approve, conditionally approve, or deny the application. Approval shall be given only when in the judgment of the Director such approval is in compliance with all applicable City ordinances and regulations.

F. SPECIFIC TEMPORARY USES. The following section lists specific temporary uses and standards applicable to those uses:

1. Special Events. Includes indoor and outdoor concerts and music festivals, arts and crafts events, cultural festivals, carnivals and circuses, religious meetings and revivals, parades, vehicle shows, rodeos and related activities, outdoor entertainment, neighborhood block parties, and public sporting and recreational events shall be subject to the following requirements:
 - a. Permitted in commercial, industrial, planned development or community facility zoning districts, or at existing public facilities, parks, streets or property, subject to requirements contained herein;
 - b. Such events shall be held no more than four (4) times a year at a location and shall not be more than seven (7) days within any 30 day period. Events conducted more frequently or for greater duration at a location shall require approval of a Conditional Use Permit;
 - c. Indicate primary access routes to the property and available parking for the crowds anticipated. Special traffic control personnel may be required for larger events;
 - d. Events intending to use public right-of-way for all or part of their operations, including parades, festivals, block parties or other types of gatherings, shall obtain necessary right-of-way permits from the City Public Works Department, approval

from the Police Department and other agencies, as necessary to ensure public safety;

- e. Operation of amusement rides in association with carnivals and festivals shall be in accordance with all state and local regulations, including Arizona Revised Statutes § 44-1799.61 et. seq., regarding Amusement Ride Safety; and
 - f. Upon cessation, expiration, or revocation of the permit, the premises will promptly be cleaned up and restored to substantially the same condition as existed prior to commencement of such use as permitted. Failure to comply with this provision will require approval all future events at the property to be contingent on the submittal of a clean up bond in an amount and form adequate to ensure the City may cause the restoration of the property at the completion of the event.
2. Temporary Sales Events.
- a. Temporary sales events, other than those listed as exempt, are permitted only on developed sites with a permanent commercial or industrial use, and only on improved areas of the site. This includes, but is not limited to, vehicle sales events, general merchandise sales, and promotional sales events;
 - b. Each new or recurring event at a location requires a separate Temporary Use Permit, to be issued by the City following review and approval of the site plan and other required application materials;
 - c. If the event is proposed for an existing parking lot, there must be no disruption of normal required parking, access and traffic flow, pedestrian access ways or sidewalks, or landscaped areas;
 - d. The application shall specify the dates and times for the event including set-up and tear-down, and what provisions are to be made for site security, sanitation, trash removal, outdoor lighting or other electrical needs, and signage; and
 - e. Such events shall be held no more than four (4) times during a calendar year on a property and shall not be more than seven (7) consecutive days within any 30 day period. Events conducted more frequently or for greater duration on a property shall require approval of a Conditional Use Permit.
3. Temporary Street Vendors. These provisions shall not apply to ongoing street vendor uses or permitted sidewalk sales display of products associated with an abutting permanent business use, which are regulated as a separate type of commercial use. Temporary vendor carts and stalls shall be subject to the following regulations:
- a. Temporary vendor carts and stalls may be approved in association with permitted special events for the period of the event. Permanent or seasonal street vendor use shall be subject to separate City requirements and regulations;

- b. The cart or stall shall not be located so as to block any public sidewalk or entry to any building. A minimum five (5) feet clear area shall be maintained at all times for pedestrian access on sidewalks;
 - c. The cart or stall shall not block any driveway or other point of vehicular access to any property;
 - d. Where located on private property, the vendor shall provide written consent of the owner of the property to place the cart or stall on the property;
 - e. Vendors operating on any sidewalk or public right-of-way are required to obtain approval from the City Public Works Department; and
 - f. No amplified music or sound amplification may be used.
4. Christmas Tree and Pumpkin Sales Lots.
- a. Christmas tree sales lots shall be allowed from the period between Thanksgiving and New Years Day. Pumpkin sales lots shall be allowed only during the month of October;
 - b. Set up of the seasonal tree sales lot may begin no earlier than Thanksgiving day and all products, materials, temporary structures, signs, fencing and other evidence of the operation must be completely removed from the site no later than New Years Day;
 - c. Permitted on private property in commercial, industrial or agricultural districts, or at properties with an established church or school. All activities, including product display, parking and loading operations, must occur entirely on private property and may not occur in the public right-of-way;
 - d. An approved Business Registration must be filed with the City of Cottonwood prior to beginning operations, including such operations by non-profit organizations;
 - e. A site plan must be submitted with the application for a seasonal Christmas tree sales lot showing the layout for tree display areas, pedestrian circulation aisles, sales transaction area, temporary structures, temporary fencing and customer parking area with adequate parking capacity provided in a safe, convenient location;
 - f. A site plan must be submitted with the application for a seasonal pumpkin sales lot showing the product display areas, sales transaction area, temporary structures, temporary fencing and customer parking area with adequate capacity provided in a safe, convenient location;
 - g. Provide detailed information regarding the location, size and type of any temporary trailers proposed for the site;
 - h. Fire Department approval is required prior to any site activity; and

- i. Provide information regarding any proposed amplified music, and provide a complete lighting plan and a sign plan for the proposed operation.
- 5. Temporary Construction Uses, Construction Office Trailer, Construction Watchperson's Trailer, and/or Construction Storage Yards.
 - a. Temporary construction trailer, construction office, watchperson's trailer and/or construction storage yard located on-site for approved construction projects are allowed with a Temporary Use Permit in commercial, industrial or planned development zoning districts or with a multi-unit residential development or subdivision;
 - b. Length of permit shall be one (1) year with additional extensions of one (1) year for active projects;
 - c. The temporary use or structure shall be removed from the property upon issuance of a Certificate of Occupancy or cessation of construction activities;
 - d. Watchperson trailers shall be limited to one (1) per construction site; and
 - e. Water and sanitary facilities shall be provided, as required by the City.
- 6. Temporary Concrete Batch Plant, Asphalt Plant, Stone Crushing and/or Processing Operations.
 - a. Temporary batch plants and material processing operations located on-site for approved construction projects are allowed with a Temporary Use Permit in commercial, industrial or planned development zoning districts or with a multi-unit residential development or subdivision. Such uses shall be required to obtain all necessary permits from applicable federal, state and local agencies prior to beginning operations;
 - b. Temporary batch plants and material processing operations located off-premise may be considered in commercial or industrial zoning districts in association with a permitted construction project located within the City of Cottonwood subject to obtaining a Conditional Use Permit;
 - c. The application for any temporary material processing plant shall include a detailed routing plan indicating truck and vehicle access to the plant location along with estimated hours of operation and frequency of travel. Primary routing shall be by arterial and collector streets and highways. Operations proposing to use local residential streets for direct access to and from the plant shall be required to obtain a Conditional Use Permit;
 - d. Upon completion of activities, the site shall be completely restored to the pre-development condition which existed prior to the beginning of operations;

- e. Such temporary facilities may only be considered for projects located within the City of Cottonwood, such as local, state or federal road projects, public works improvements, newly platted subdivisions or individual commercial development sites;
 - f. Such facilities shall be permitted only for the period of construction activity for a one (1) year period. An extension of the permit may be considered for up to one (1) year; however, any additional time beyond a total of two (2) years shall require approval of a Conditional Use Permit;
 - g. Facilities proposed to be located within one thousand (1,000) feet of any property used for residential purposes shall require approval of a Conditional Use Permit; and
 - h. Prevention of any dust, fumes, vapors, mists, or gas nuisances due to operations shall be maintained at all times in accordance with established City property nuisance standards.
7. Real Estate Sales Office and Model Homes. New units constructed as part of a subdivision may be used as a sales office and model home display for properties within that development subject to the following:
- a. Permitted in any district for any new subdivision development approved in accordance with the City of Cottonwood Subdivision Ordinance; and
 - b. Maximum length of permit shall be two (2) years, and may be renewed from year-to-year until the completion of the development. The subdivision sales office and model home use shall be discontinued following the sale or occupancy of all homes in the subdivision other than the model homes and the property shall be restored in a manner similar to surrounding residential uses.

G. SIGNS FOR TEMPORARY USES.

1. General Requirements:

- a. Signs displayed in connection with a temporary use shall be approved under the Temporary Use Permit, except as exempted by this ordinance.
- b. Off-premise signs shall not be permitted for temporary uses, except as allowed by this ordinance.
- c. A site plan with proposed sign locations and graphic exhibits describing the proposed signs shall be submitted for review with the Temporary Use Permit application.

2. Banners are permitted for temporary uses, subject to the following requirements:
 - a. A maximum of one (1) banner per building street frontage is allowed for a permitted temporary use;
 - b. The maximum allowed area for each banner shall be at least thirty-two (32) square feet and no more than forty (40) square feet;
 - c. Banners may not be attached to utility structures or street signs, located in a public right-of-way, or attached to trees or plants;
 - d. Banners shall be attached flat on exterior building walls or site walls and may not extend above the roof line of the building; and
 - e. Banners announcing or identifying events or uses conducted outside of the City of Cottonwood shall be prohibited.
3. Special Event Signs:
 - a. Issuance of an approved Temporary Use Permit is required prior to installation of special event signs;
 - b. Special event signs may be installed on the site of the special event no more than ten (10) days prior to the beginning of the event and they must be removed within twenty-four (24) hours of the conclusion of the event;
 - c. A-frame or portable signs for special events shall be limited to size restrictions as set forth by this ordinance;
 - d. Signs may not be attached to traffic control devices, utility poles or street signs; and
 - e. Temporary on-site banners shall be permitted for Special Events subject to compliance with the provisions of this ordinance.
4. Temporary sales events signs.
 - a. Issuance of an approved Temporary Use Permit is required prior to installation of any signs announcing or advertising a temporary sales event; and
 - b. Temporary on-site sales event signs may be installed on a business premise no more than ten (10) days prior to the event with an approved Temporary Use Permit and such signs must be removed within twenty-four (24) hours of the conclusion of the event.

H. APPEALS REGARDING TEMPORARY USES.

1. Any person may file an appeal with the Cottonwood City Council over any decision of the Community Development Director regarding the granting, or denying, of a Temporary Use Permit. If no appeal is filed within fifteen (15) days after the Community Development Director's action, the action shall be considered final.
2. A written appeal shall be filed with the City Clerk who shall then schedule the item for consideration by the City Council. The Council shall consider the appeal at their regular meeting and shall either uphold the action of the Community Development Director, reverse that action, or make a decision of its own findings.
3. The Council may elect to set the matter for a public hearing and if such action is taken, a legal notice shall be published at least once in the official newspaper of the City and the property included in the application shall be posted at least fifteen (15) days prior to the hearing date. The Community Development Director shall submit a report to the Council setting forth the reasons for the actions taken in the issuance or denial of the Temporary Use Permit.
4. If the Council makes a decision which upholds granting of a permit, the Council may designate such conditions in connection with the permit as it deems necessary to secure the intent and purpose of this Ordinance and require such guarantees and evidences that such conditions are being, or will be complied with.
5. The Council's decision shall be final and shall become effective immediately. Notice of the decision shall be mailed to the applicant at the address shown on the application.

I. REVOCATION.

1. Temporary Use Permits granted in accordance with the provision of this Ordinance may be revoked if any of the conditions or terms of the permit are violated or if any law or ordinance is violated in connection therewith.
2. The Community Development Director shall notify the permittee of a violation or termination of a Temporary Use Permit by mail. If no attempt to change the violation is made within ten (10) days after notification, the permit shall be revoked and considered null and void and the continued violation of the terms of the Temporary Use Permit shall be deemed a violation of this Ordinance and shall be subject to enforcement action through the Administrative Hearing Officer of the City of Cottonwood.
3. Any Temporary Use Permit issued by the Community Development Director shall be considered null and void if the operation or activity does not conform to the approved plan of operations. Any major deviations requested from the originally approved site plan or plan of operations, shall be processed as a new Temporary Use Permit.

J. FEES.

The application for a Temporary Use Permit shall be accompanied by a filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the office of the City Clerk. No part of the application fee shall be returnable. Payment of the application fee shall be waived when the petitioner is the City, County, State or Federal Government. All other agencies, organizations and entities shall be required to pay all required fees unless such fees are waived by the City Council.



TOWN OF JEROME

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

Zoning Administrator Analysis Council Staff Report Wednesday, May 11, 2021

Item 9C: Discussion of ordinance regarding residential parking
Applicant/Owner: Town of Jerome
Recommendation: Discussion/possible direction
Prepared by: John Knight, Zoning Administrator

Background and Summary: Staff would like to obtain council input on potential changes to the residential parking ordinance. The focus of the changes is to address problems with the use of temporary parking permits. In some cases, the temporary permits are being used in place of a permanent permit. Staff has prepared a redline document with suggested changes that might help address the problems – see attached.

The primary change is to connect the permit to the resident and dwelling rather than have the permit connected to the vehicle. This would allow residents to switch vehicles and loan their hangtag permit to guests when they come to visit. The resident would then need to move their vehicle to another location so that the guest can use the permit to park on the street.

Suggested changes:

1. **Definitions** – new definitions added for “hangtag permit” and “provisional permit”. The hangtag permit would be placed on the dash or hung from the mirror and be offered to guests if needed. The provisional permit would allow the Police Chief to issue a permit for a resident to park in front of their own driveway. This would be in addition to any other permits the resident may already have.
2. **Permit** – the hangtag permit would be connected to the resident and residence and not the vehicle. As noted above, this would allow the permit to be shared with guests. This would also allow owners of short-term rentals to loan the permit to overnight guests.
3. **Off-street parking** – the ability of the Zoning Administrator to issue a residential parking permit to residents that have off-street parking that is unsafe has been removed.
4. **Temporary permits** – the section that allows issuance of temporary permits has been removed. The hangtag permit takes the place of the temporary permit.
5. **Service providers** – a section has been added that allows service providers, such as contractors or house cleaners, the ability to park on the street while they are providing services.
6. **Fees** – a section has been added that allows the council to adopt a fee to replace the permit if it is lost or stolen.

Issues for consideration:

1. **Converting to hangtag permits** – what is the best way to transition from the existing system to the hangtag system? One solution is to simply apply the new hangtag program only when residents request new permits. There will likely be opposition to forcing residents with current, legal permits to reapply under the new system.

2. **Renters without leases** – if a renter does not have a written lease, what will they need to document that they are legal residents? One solution would be to have the owners obtain the permits for their renters.
3. **Unsafe off-street parking** – if the provision allowing permits to be issued for residents with unsafe parking is removed, will residents use the parking? The town will need to perform an inventory to determine off-street parking for every single residence subject to the residential permit parking system.
4. **Second permits** – should residents be allowed to obtain more than one permit? It may be necessary to limit everyone to only a single permit.
5. **Service providers** – how will service providers (such as contractors) be regulated? One solution might be to have a separate temporary permit that could be issued to service providers.

Other considerations: Additional time may be needed to work out the issues related to temporary permits and residential parking. It may be helpful to contact residents to gather suggestions on how the permit system could be improved. The council may want to direct staff to establish a citizens committee to make recommendations on how the permit system could be improved.

Recommendation: Discussion/possible direction.

Attachments: Redline of proposed changes

TOWN OF JEROME

Preliminary Draft for discussion only

**MAY 2021 CHANGES TO THE JEROME TOWN CODE
REGARDING RESIDENTIAL PARKING**

ARTICLE 12-2: **Residential Parking**

- 12-2-1 Findings and purpose
- 12-2-2 Definitions
- 12-2-3 Residential Parking Restrictions and Permits
- 12-2-4 Issuance of Residential Parking Permits
- 12-2-5 ~~Transfer or Sale~~ of Residential Parking Permit
- 12-2-6 Parking in residential parking permit zone without permit prohibited
- 12-2-7 Trailers parked in residential areas
- 12-2-8 ~~Temporary permits~~ [Permit Sharing](#)
- 12-2-9 Residential Parking Lots
- 12-2-10 Prima Facie Liability
- 12-2-11 Exemptions
- 12-2-12 Annual Review
- 12-2-13 Revocation
- [12-2-14 Permit Replacement Fees](#)

Section 12-2-1 **Findings and purpose**

The Council finds that, in certain areas of the Town, visitor parking impinges upon the need of residents to be able to utilize a reasonable amount of parking space on a street near their own homes. Additionally, the Town of Jerome has a limited number of public parking spaces and areas for residents to park. This article is adopted in order to allow a reasonable accommodation between the needs of our visitors and the needs of Town residents for parking spaces.

(Ord. 432, 12/12/2017)

Section 12-2-2 **Definitions**

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

“Domicile” means a person’s fixed, permanent and principal home for legal purposes.

[“Hangtag permit” means a unique and reusable permit that is designed to be hung from a vehicle’s mirror and which is issued to a specific resident and assigned to a specific recognized dwelling unit.](#)

"Motor Vehicle" means a device in, on or by which a person or property is or may be transported or drawn on a public right-of-way, with motive power, excluding devices moved by human power or used exclusively on stationary rails or tracks.

“Parking” means the stopping or standing of a vehicle, whether occupied or not.

“Parking space,” for the purposes of this ordinance, means an area of at least 20 feet in length by approximately 8 feet in width. It is understood that the Town of Jerome is unique in the construction of

its roads and that it does not conform to the assumptions set forth in the Uniform Traffic Code and therefore usable parking spaces may or may not conform to normally accepted standards.

“Provisional Parking Permit” means a permit issued at the discretion of the Police Chief allowing a resident to park on the street in front of his or her own driveway. Such permit shall not be valid for parking at any other location.

“Recognized dwelling unit” means a dwelling unit as defined by the Jerome Zoning Ordinance.

“Resident” means a person(s) whose domicile is within the town limits of the Town of Jerome.

“Street” or “Highway” means the entire width between boundary lines of every right-of-way if a part of the right-of-way is open to the public for purposes of vehicular travel.

“Trailer” means a vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle.

(Ord. 432, 12/12/2017; Ord. 458, 12/10/2019)

Section 12-2-3 Residential Parking Restrictions and Permits

Parking located on the following streets shall be limited to residents with a residential parking permit only:

- A. County Road, School Street, Center Street, First Street, Second Street, Third Street, Fourth Street, Fifth Street, Sixth Street, Hull Road, Verde Avenue, Holly Street, Clark Street, Rich Street and East Avenue.

(Ord. 432, 12/12/2017; Ord. 458, 12/10/2019)

Section 12-2-4 Issuance of Residential Parking Permits

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

- A. Applications will be accepted at Town Hall on forms provided by the Town and will first be reviewed by the Zoning Administrator. Following review and approval by the Zoning Administrator, the application will be forwarded to the Police Department for processing.
- B. Recognized dwelling units with frontage along a street or portion of a street designated for residential permit parking ~~shall be entitled~~ may be eligible to receive one residential parking permit, per recognized dwelling unit, ~~for a single motor vehicle owned or operated by a person residing in the dwelling unit.~~ The following information must be submitted on the application: the name and mailing address of the resident the permit shall be issued to and the street address of the dwelling unit it is attached to. If the applicant is other than the property owner, a copy of the lease must be provided. ~~registered owner (this information must match the Arizona Department of Motor Vehicle registration for said vehicle), the make and color of~~

~~the motor vehicle, the vehicle's license plate number and the address of the dwelling unit the vehicle is attached to.~~

- C. Except as herein provided, residential parking permits shall not be issued to dwelling units with off-street parking on their property, provided that the number of off-street spaces is consistent with the current parking requirements of the Jerome Zoning Ordinance.

~~a.~~ Should the off-street parking spaces be less than number required by the zoning ordinance or be substandard in terms of the size of the space as defined in Section 12-2-2, the applicant may be eligible for a residential parking permit. ~~This will be determined by the Zoning Administrator on a case by case basis.~~

~~—Should the off-street spaces be difficult to use due to safety reasons, the applicant may be eligible for a residential parking permit. This will be determined by the Zoning Administrator on a case by case basis.~~

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

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

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

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

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

- I. Priority will be given to the issuance of residential parking permits issued to applicants ~~dwelling unit(s)~~ with a motor vehicle bearing Arizona Disability license plates. ~~In the event of a lottery pick for permits pursuant to Section 12-2-4(D) for a specific street, motor vehicles displaying Arizona Disability license plates will be granted a permit before lottery picks are made.~~ Additionally, application can be made to the Town of Jerome for placement of a "Physically Impaired Parking Only" sign on the street where the

registered owner of a motor vehicle bearing Arizona Disability license plates occupies a legal dwelling unit, provided that eligibility criteria as defined herein are met. If such application is approved, applicant shall pay a one-time fee in the amount of \$120.00 to cover the cost of labor and materials.

J. In order to qualify for placement of a "Physically Impaired Parking Only" sign pursuant to Section 12-2-4 (I), applicant must provide:

1. A completed Town of Jerome Disabled Person Vehicle Parking Application on forms provided by the Town.
2. Evidence of a current Disability License Plate or Temporary Placard issued by any state Motor Vehicle Department.
3. A letter from a person licensed as a physician (doctor of medicine, osteopathy, podiatry or chiropractic, licensed to practice medicine in the United States), a registered nurse practitioner, physician assistant or by a hospital administrator, documenting at least one of the following conditions:

- a. Unable to walk more than 100 feet without stopping to rest and/or,
- b. Unable to walk without help from another person or a brace, cane, crutch, wheelchair or other prosthetic device and/or,
- c. Severely limited in ability to walk due to arthritic, neurological or orthopedic condition.

Any "Physically Impaired Parking Only" sign erected pursuant to this Section is subject to periodic review by the Town and may be ~~revoked~~ removed if the requirements specified herein are no longer being met.

K. Should a residential parking permit be denied or revoked by the Zoning Administrator or Police Chief, the applicant may appeal in writing to the Jerome Town Council within thirty (30) days from the date they are notified of the denial or revocation of the permit.

(Ord. 432, 12/12/2017; Ord. 458, 12/10/2019; Ord. 461, 8/11/2020)

Section 12-2-5 ~~Transfer or~~ Sale of residential parking permit

It is unlawful to sell, transfer, or convey, or to offer to sell, transfer, or convey, any parking permit or placard issued pursuant to this article for any money or consideration whatsoever. ~~Additionally, it shall be unlawful to use or display a residential parking permit on any motor vehicle not assigned to that permit.~~

(Ord. 432, 12/12/2017)

Section 12-2-6 Parking in residential parking permit zone without permit prohibited

No person shall stop, stand or park a motor vehicle in a zone designated for the exclusive use of vehicles which display a residential parking permit issued pursuant to this article unless such person displays a valid residential parking permit ~~or temporary parking permit.~~

(Ord. 432, 12/12/2017)

Section 12-2-7 Trailers parked in residential areas.

The parking of trailers shall be prohibited on streets restricted to residential parking only as outlined in Section 12-2-3.

No person shall park a trailer in a public parking lot designated for residential parking only. The Town of Jerome may designate areas in which trailers may be parked for longer periods of time, and may charge a fee for this parking.

This section does not apply to any trailer parked completely on private property as long as it is in compliance with the Jerome Town Zoning Ordinance.

(Ord. 432, 12/12/2017; Ord. 458, 12/10/2019)

Section 12-2-8 ~~Temporary Permits~~Permit Sharing

- A. The owner or occupant of a residential property that qualifies for a residential parking permit may allow visitors to utilize the hangtag permit issued to their dwelling to park in place of the owner or occupant. ~~with frontage (based on street address) along a street or portion of a street designated for permit parking may make application to the Police Department for a temporary residential parking permit for use by a visitor to their property. Temporary permits may be obtained by notifying the Jerome Police Department, by telephone or email, of the make, color and registration plate of the motor vehicle, and the residence the vehicle is attached to. Upon notifying the police department, the owner will place a white piece of paper, no smaller than 5 ½ inches by 8 ½ inches, with the following information: the registration plate number of the vehicle, the address in the residential area the vehicle is associated with and the date the temporary permit was placed in the vehicle. This temporary permit will be placed on the dash of the vehicle clearly visible from the outside by any person who may walk by. Such permit will be valid for seven (7) days. There shall be no fee for temporary permits.~~
- ~~B. ——— Once the number of permanent permits issued for any street reaches the number of parking spaces available on that street, no temporary permits shall be issued or valid on that street.~~

(Ord. 432, 12/12/2017; Ord. 458, 12/10/2019)

Section 12-2-9 Residential Parking Lots

The Town of Jerome may designate area(s) as “Residential Parking Lots” in which a resident of the Town of Jerome may apply for a Parking Permit(s) to park motor vehicle(s) and/or trailers that do not qualify for a permit as outlined in this Article.

(Ord. 432, 12/12/2017)

Section 12-2-10 Prima Facie Liability

Whenever any motor vehicle shall have been parked in violation of any of the provisions of this ordinance prohibiting or restricting parking, the person in whose name such vehicle is registered shall be *prima facie* responsible for such violation.

(Ord. 432, 12/12/2017)

Section 12-2-11 Exemptions

No residential parking permit will be required for any motor vehicle parked completely upon private property. However, if the motor vehicle will be parked at any time in a residential parking area on a public street, the vehicle must display a [hangtag](#) ~~permanent or temporary parking~~ permit.

Municipal emergency vehicles shall be exempt ~~for~~ [from](#) this ordinance.

Trailers parked in residential parking only areas to load or unload for periods of no longer than 8 hours are exempt from enforcement.

Commercial delivery vehicles actively engaged in the delivery or pickup of packages or supplies are exempt from enforcement.

[Vehicles of service providers performing work at a property \(i.e. plumbers, electricians, painters, gardeners, housekeepers, etc.\) are exempt from enforcement during the period of time that they are actively providing services to that property.](#)

[The Police Chief may issue Provisional Parking Permits to allow a resident to park on the street directly in front of his or her own driveway. Such permits shall not be valid for parking at any other location.](#)

(Ord. 432, 12/12/2017)

Section 12-2-12 Annual Review

All parking permits issued shall be subject to an annual review by the Jerome Police Department.

(Ord. 458, 12/10/2019)

Section 12-2-13 Revocation

[A. Parking permits issued prior to the effective date of Ordinance 471](#) ~~Any parking permit~~ may be revoked, or any application denied, by the Jerome Police Department for any of the following reasons:

- False or incomplete information provided on the application.
- [Repeated violations of this Article.](#)
- [Change in ownership of the vehicle](#)

- Change in residency of the vehicle's owner

B. Parking permits issued after the effective date of Ordinance 471 may be revoked, or any application denied, by the Jerome Police Department for any of the following reasons:

- False or incomplete information provided on the application.

- Repeated violations of this Article.

- Change in ownership or residence of the property.

- Change in address of the owner or resident to whom the permit was issued.

A second permit issued to the same dwelling unit may be revoked if the availability of parking spaces changes and/or space is needed for issuance of a first permit.

(Ord. 432, 12/12/2017; Ord. 458, 12/10/2019)

Section 12-2-14 Permit Replacement Fees

It is the responsibility of the permit holder to safeguard their permit. If the permit is lost or stolen, a replacement may be requested from the Police Department for an administrative fee as set forth by Council resolution.

State of Arizona
Department of Liquor Licenses and Control

Created 03/24/2021 @ 02:58:29 PM

Local Governing Body Report

LICENSE

Number:		Type:	012 RESTAURANT
Name:	THE BORDELLO OF JEROME		
State:	Pending		
Issue Date:		Expiration Date:	
Original Issue Date:			
Location:	412 MAIN STREET JEROME, AZ 86331 USA		
Mailing Address:	PO BOX 1206 JEROME, AZ 86331 USA		
Phone:	(928)649-5855		
Alt. Phone:	(619)316-1086		
Email:	DAFON57@GMAIL.COM		

AGENT

Name:	MARCUS AMADEAU DAFONSECA
Gender:	Male
Correspondence Address:	PO BOX 1206 JEROME, AZ 86331 USA
Phone:	(619)316-1086
Alt. Phone:	
Email:	DAFON57@GMAIL.COM

OWNER

Name:	MARCUS AMADEAU DAFONSECA
Gender:	Male
Correspondence Address:	PO BOX 1206 JEROME, AZ 86331 USA
Phone:	(619)316-1086
Alt. Phone:	
Email:	DAFON57@GMAIL.COM

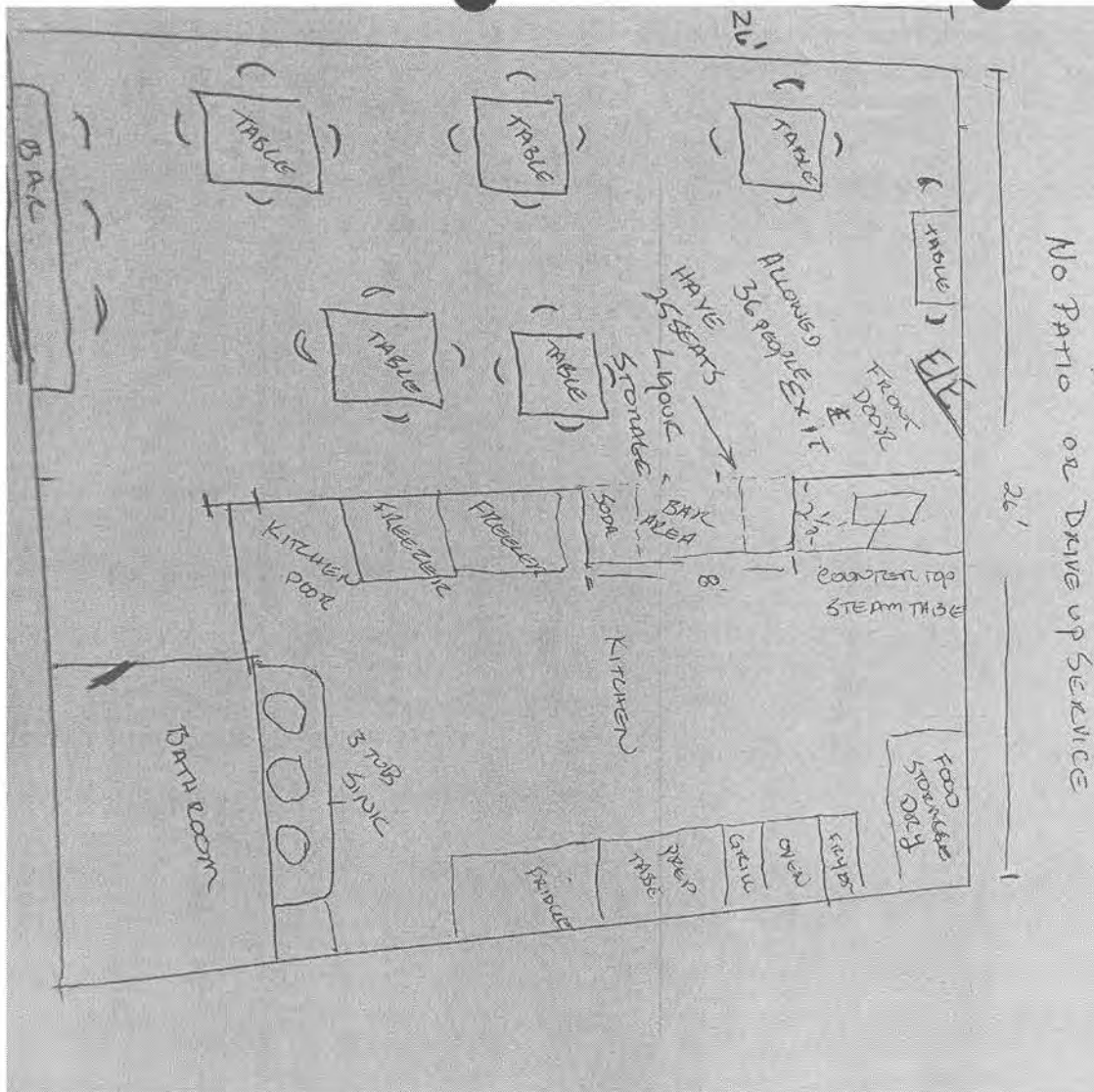
APPLICATION INFORMATION

Application Number: 143698
Application Type: New Application
Created Date: 03/24/2021 *Abby*

QUESTIONS & ANSWERS

012 Restaurant

- 1) Are you applying for an Interim Permit (INP)?
No
- 2) Are you one of the following? Please indicate below.
Property Tenant
Subtenant
Property Owner
Property Purchaser
Property Management Company
TENANT
- 3) Is there a penalty if lease is not fulfilled?
No
- 4) Is the Business located within the incorporated limits of the city or town of which it is located?
Yes
- 5) What is the total money borrowed for the business not including the lease?
Please list each amount owed to lenders/individuals.
0
- 6) Is there a drive through window on the premises?
No
- 7) If there is a patio please indicate contiguous or non-contiguous within 30 feet.
NONE
- 8) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
No



21 APR 24 1347. LIC. PM 3 05



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ, 85007-2934
www.azliquor.gov
(602) 542-5141

DLIC USE ONLY

Job #:

143698

RESTAURANT OPERATION PLAN

- Name of restaurant (Please print):
THE BONDURA OF JEROME
- List equipment below by Make, Model, and Capacity: (PROVIDE THE FOLLOWING ITEMS ONLY, NO ATTACHMENTS)

Grill	GARLAND CAN NOT FIND ANY MODEL #
Oven	GARLAND "EXTREMELY OLD"
Freezer	1 KENMORE 2 KENMORE
Refrigerator	BEVERAGE AID
Sink	RJ FABRICATORS STANDARD 3 BASIN SINK
Dish Washing Facilities	NONE WE USE THE SINK
Food Preparation Counter (Dimensions)	S/S 3 1/2' x 2 1/2'
Other	

- Attach a copy of your full menu including prices (examples: Breakfast, Lunch, Dinner, and Nonalcoholic beverages).
- List the seating capacity for:

a. Restaurant dining area of your premises:

(Do not include patio seating)

[36]

b. Bar area of your premises:

[+ 0]

c. Total dining and bar seating capacity of your premises:

[= 36]

- What Type of dinnerware and utensils are utilized within your restaurant?

☐ Reusable

☐ Disposable

☒ Both

- Does your restaurant have a bar area that is distinct and separate from the dining area? ☐ YES ☒ No

(If yes, what percentage of the public floor space does this area cover?) _____ %

- What percentage of your public premises is used primarily for restaurant dining?

(Do not include kitchen, bar, hi-top tables, or game area.) 50 %

21 MAR 24 134P. LIC. PM 3 05

8. Does your restaurant contain any games, televisions, or any other entertainment? ☐ YES ☒ No
(If yes, specify what types and how many (examples: 4-TV's, 2-Pool Tables, 1-Video Game, etc.)


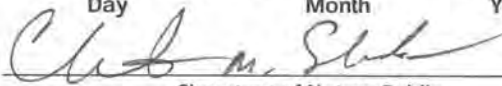
9. Do you have live entertainment or dancing? ☐ YES ☒ No
(If yes, what type and how often 8.5
example: DJ-2 x a week, Karaoke-2 x a month, Live Band-1 x a month, etc.)

10. Use space below to list how many employees for each position to fully staff your business.

Position	How many
Cooks	ONE ME
Bartenders	ONE
Hostesses	NONE
Managers	ONE ME
Servers	ONE
Other ()	
Other ()	
Other ()	

I, Marcus Amadeau DaFonseca, hereby declare that I am the APPLICANT filing this application.
I have read this application and the contents and all statements true, correct and complete.

X 
(Signature of APPLICANT)

NOTARY			Christina M. Slack Notary Public Yavapai County, Arizona My Comm. Expires 06-18-2024 Commission No. 587177	
State of <u>Arizona</u> County of <u>Yavapai</u>				
The foregoing instrument was acknowledged before me this <u>2nd</u> day of <u>March</u> <u>2021</u>				
Day Month Year				
My Commission Expires on: <u>06/18/2024</u>		<u></u>		
Date		Signature of Notary Public		



Arizona Department of Liquor Licenses and
Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

RECORDS REQUIRED FOR AUDIT
Applies to Series 11 (Hotel/Motel W/Restaurant) & Series 12 (Restaurant) Only

MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH YOUR DLLC RECORDS

In the event of an audit, you will be asked to provide to the Department any documents necessary to determine compliance with A.R.S. §4-205.02(G). Such documents requested may include however, are not limited to:

1. All invoices and receipts for the purchase of food and spirituous liquor for the licensed premises.
2. A list of **all** food and liquor vendors
3. The restaurant menu used during the audit period
4. A price list for alcoholic beverages during the audit period
5. Mark-up figures on food and alcoholic products during the audit period
6. A recent, **accurate** inventory of food and liquor (taken within two weeks of the Audit Interview Appointment)
7. Monthly Inventory Figures - beginning and ending figures for food and liquor
8. Chart of accounts (copy)
9. Financial Statements-Income Statements-Balance Sheets
10. General Ledger
 - A. Sales Journals/Monthly Sales Schedules
 - 1) Daily sales Reports (to include the name of each waitress/waiter, bartender, etc. with sales for that day)
 - 2) Daily Cash Register Tapes - Journal Tapes and Z-tapes
 - 3) Dated Guest Checks
 - 4) Coupons/Specials/Discounts
 - 5) Any other evidence to support income from food and liquor sales
 - B. Cash Receipts/Disbursement Journals
 - 1) Daily Bank Deposit Slips
 - 2) Bank Statements and canceled checks
11. Tax Records
 - A. Transaction Privilege Sales, Use and Severance Tax Return (copies)
 - B. Income Tax Return - city, state and federal (copies)
 - C. Any supporting books, records, schedules or documents used in preparation of tax returns
12. Payroll Records
 - A. Copies of all reports required by the State and Federal Government
 - B. Employee Log (A.R.S. §4-119)
 - C. Employee time cards (actual document used to sign in and out each work day)
 - D. Payroll records for all employees showing hours worked each week and hourly wages

21 MAR 24 11:41 AM '05

13. Off-site Catering Records (must be complete and separate from restaurant records)

- A. All documents which support the income derived from the sale of food off the license premises.
- B. All documents which support purchases made for food to be sold off the licensed premises.
- C. All coupons/specials/discounts

The sophistication of record keeping varies from establishment to establishment. Regardless of each licensee's accounting methods, the amount of gross revenue derived from the sale of food and liquor must be substantially documented.

**REVOCATION OF YOUR LIQUOR LICENSE MAY OCCUR IF YOU FAIL TO COMPLY WITH
A.R.S. §4-210(A)7 AND A.R.S. §4-205.02(G).**

A.R.S. §4-210(A)7

The licensee fails to keep for two years and make available to the department upon reasonable request all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of spirituous liquors and, in the case of a restaurant or hotel-motel licensee, all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of food.

A.R.S. §4-205.02(G)

For the purpose of this section:

1. "Restaurant" means an establishment which derives **at least forty percent (40%)** of its gross revenue from the sale of food
2. "Gross revenue" means the revenue derived from all sales of food and spirituous liquor on the licensed premises, regardless of whether the sales of spirituous liquor are made under a restaurant license issued pursuant to this section or under any other license that has been issued for the premises pursuant to this article.

NOTARY

I, (Print Full Name) MARCUS AMADEU DA FONSECA, have read and understand all aspects of this statement

X (Signature) Marcus Amadeu da Fonseca
Controlling Person / Agent

State of Arizona County of Yavapai
the foregoing instrument was acknowledged before me this

2nd of March 2021
Day Month Year

My commission expires on: 06/18/2024



Christina M Slack
Notary Public
Yavapai County, Arizona
My Comm. Expires 06-18-2024
Commission No. 587177

Christina M. Slack
Signature of NOTARY PUBLIC

MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH RECORDS REQUIRED BY THE STATE



412 MAIN ST. JEROME, AL. 36351

21 MAR 24 1971 PM 3 05

FOREPLAY

- #1. FIRST BASE HUMMUS PLATE
ROASTED RED PEPPER HUMMUS
WITH WARM PITA WEDGES \$6.69
- #3. HARLOTS & HUMMUS PLATE
HOUSE-MADE HUMMUS SERVED WITH TOMATOES,
CUCUMBER, KALAMATA OLIVES, FETA & BRIE CHEESES,
SEASONAL FRUIT & PITA WEDGES \$12.69
- #5. DARLIN' DOLMAS
DELICATE RICE & SPICE STUFFED
GRAPE LEAVES SERVED WITH HOUSE-MADE TZATZIKI
SAUCE \$8.69
- #7. NO-MEAT BALLS
CRISPY ON THE OUTSIDE, TENDER ON THE INSIDE.
CHICKPEAS & SPICES BREADED WITH PANKO & LIGHTLY
FRIED TO CRISP PERFECTION. SERVED ON SPINACH WITH
HOUSE-MADE TZATZIKI \$7.69
- #9. TRUFFLE TRAMP FLATBREAD
HAVARTI CHEESE, CRISP BACON, HEIRLOOM TOMATOES,
FRESH BASIL & DILL, DRIZZLED WITH TRUFFLE OIL \$9.69

SALADS

- ADD CHICKEN \$3.69 STEAK \$3.69 FALAFEL \$3.69
DRESSINGS: CAESAR, RANCH, BLUE CHEESE,
BALSAMIC, HOUSE-MADE APRICOT-JALAPENO
- #11. BORDELLO SALAD
MIXED GREENS, TOMATO, RED ONION,
CUCUMBER AND CROUTONS \$9.69
- #13. MEDUSA
MIXED GREENS, GARBANZO BEANS, TOMATO,
RED ONIONS, RED BELL PEPPERS,
PEAR & APRICOT-JALAPENO DRESSING \$10.69
- #15. OH, CAESAR
FRESH, CRISP ROMAINE LETTUCE, PARMESAN CHEESE,
CROUTONS & CAESAR DRESSING \$8.69
- #17. VENUS SALAD
RED ONION, CUCUMBER, RED & GREEN BELL PEPPERS,
KALAMATA OLIVES, TOMATO, FETA CHEESE ATOP
MIXED GREENS WITH A DOLLOP OF HUMMUS
SURROUNDED BY FRESH PITA WEDGES HOUSE-MADE
BALSAMIC DRESSING \$12.69

- #19. OUTLAW TRAMP
MIXED GREENS WITH SAUTEED ONIONS & BELL PEPPERS
TOPPED WITH JUICY STEAK & OUR HOUSE-MADE
APRICOT-JALAPENO DRESSING \$13.69
- #21. GYPSY
SPINACH, KALE, SPROUTS, GARBANZO BEANS,
GRILLED CHICKEN, BRIAN, BACON, AVOCADO,
RED ONION, FETA, TOMATO, DRIZZLED WITH
BALSAMIC REDUCTION \$13.69
- #23. RED LIGHT
RED PEPPER HUMMUS, MIXED GREENS, BABY SPINACH,
KALAMATA OLIVES, RED QUINOA, RED BELL PEPPERS,
AVOCADO & ITALIAN SAUCE SERVED WITH
WARM PITA WEDGES \$12.69
- #25. THE SCARLET LETTER
RED QUINOA TARBOUT, MIXED GREENS,
CUCUMBER, HEIRLOOM TOMATOES, RED ONIONS,
AVOCADO & FRESH PARSLEY SERVED WITH CIABATTA
TOAST \$12.69

VEGETARIAN

- SIDES: STEAK, FRIES, SWEET POTATO FRIES,
REBEL FRIES (BOTH) OR SIDE SALAD
FRESH QUINOA, TARBOUT, HOUSE-MADE TAHINI \$3.00
HOUSE-MADE TAHINI \$2.00
- #17. VEGGIE VIXEN
HOUSE-MADE VEGGIE PATTY, HAVARTI CHEESE,
AVOCADO, SPROUTS, TOMATO, ONION, ON CIABATTA
BREAD WITH APRICOT-JALAPENO SAUCE \$12.69
- #19. PORTOBELLO POWER EXCHANGE
PORTOBELLO MUSHROOM, SAUTEED BELL PEPPERS
AND ONIONS, MELTED HAVARTI CHEESE, SPINACH,
ROMA TOMATO ON CIABATTA BREAD \$13.69
- #51. THE LIPSTICK
SAUTEED PORTOBELLO MUSHROOM SWISS CHEESE,
AVOCADO, TOMATO, ONION, SPROUTS, DRIZZLED
WITH BALSAMIC REDUCTION & SERVED ON
CIABATTA BREAD \$13.69
- #53. FALAFEL PITA
A HAREM OF FALAFEL BALLS SURROUNDED BY
HOUSE-MADE HUMMUS, LETTUCE, TOMATO,
RED ONION, CUCUMBER AND TZATZIKI SAUCE
IN A WARM PITA \$11.69

BURGERS

- ALL BURGERS COME WITH YOUR CHOICE OF STEAK
FRIES, SWEET POTATO FRIES, REBEL FRIES (BOTH),
OR SIDE SALAD, SPLIT PLATE \$2.69
- #27. THE GIRL NEXT DOOR*
(SIMPLE AND CLASSIC)
ANGUS BEEF, GREENS, TOMATO, ONION
AND MAYO ON BRIOCHE BUN \$9.69
- #29. FEMME FATALE*
(THIS MIGHT JUST TAKE YOU OUT)
ANGUS BEEF, CHEDDAR CHEESE, CRISP BACON,
TOPPED WITH A FRIED EGG ON BRIOCHE BUN \$13.69
- #31. THE BELGIAN JENNY BURGER*
(THIS BURGER IS ALL BUSINESS, JUST LIKE MADAM
JENNIE WHO WAS ONE OF THE MOST SUCCESSFUL
MADAMS IN JEROME) ANGUS BEEF, AVOCADO, PEPPER
JACK CHEESE, MAYO, TOMATO, ONION & GREENS ON A
BRIOCHE BUN \$12.69
- #33. THE SAMMIE DEAN BURGER*
(A FAMOUS JEROME PROSTITUTE WHO WAS A SIGHT
FOR SORE EYES, THE BEAUTY WAS STRANGLED TO DEATH
THIS BURGER WAS MADE IN HER HONOR.
HOPE YOU DON'T CHOKE ON IT!)
ANGUS BEEF, MELTED BRIE, GREEN APPLE SLICES,
SPROUTS AND APRICOT-JALAPENO SAUCE ON BRIOCHE
BUN \$13.69
- #35. THE NORA "BUTTER" BROWN BURGER*
(NORA WAS ONE OF JEROME'S MOST INFAMOUS PROS-
TITUDES AS THIS IS OUR MOST INFAMOUS BURGER.)
ANGUS BEEF, BACON, AVOCADO, SAUTEED JALAPENO,
PEPPER JACK CHEESE, GREENS, TOMATO, ONION AND CHI-
POTLE MAYO ON BRIOCHE BUN \$13.69
- #37. THE CUBAN MARY*
(THIS BURGER MAY HAUNT YOU AS CUBAN MARY IS
SAID TO HAUNT THE CUBAN QUEEN BORDELLO)
ANGUS BEEF, BLUE CHEESE AND SAUTEED MUSHROOMS
ON A BRIOCHE BUN \$12.69
- #39. THE LEAN MISTRESS*
LEAN BISON WITH CHIPOTLE MAYO, LETTUCE, ONION
AND TOMATO ON A BRIOCHE BUN \$13.69
- #41. THE MADAM PEARL*
MADAM PEARL WAS NEVER SEEN WITHOUT A CIGARETTE
DANGLING FROM HER LIPS, THIS BURGER IS NEVER
SEEN WITHOUT BACON DANGLING OVER ITS BUN.)
LEAN BISON WITH BLUE CHEESE, CRISP BACON,
CHIPOTLE MAYO, LETTUCE, TOMATO AND ONIONS ON
A BRIOCHE BUN \$15.69

- #43. MISS PICCY*
WILD BOAR WITH CRISP BACON, MELTED HAVARTI
CHEESE, AVOCADO AND CHIPOTLE MAYO
ON A BRIOCHE BUN \$14.69
- #45. SEXY SWINE*
WILD BOAR, SAUTEED SPINACH & MUSHROOMS, HAVARTI
CHEESE AND HOUSE-MADE APRICOT-JALAPENO SAUCE
ON BRIOCHE BUN \$14.69

SANDWICHES & SUCH

- SIDES: STEAK, FRIES, SWEET POTATO FRIES, REBEL FRIES
(BOTH) OR SIDE SALAD \$3.00
- #55. MORNING AFTER*
(FRIED EGG, MELTED CHEDDAR, AVOCADO, ONION,
TOMATO AND SPINACH ON CIABATTA BREAD) \$11.69
- #57. SOUTHWEST BELLE*
CRISP BACON, LETTUCE & TOMATOES WITH CHIPOTLE
MAYO ON CHEDDAR CIABATTA BREAD \$11.69
- #59. BORDELLO CHEESE STEAK*
THINLY SLICED STEAK, SAUTEED BELL PEPPERS
AND ONIONS, PEPPER JACK CHEESE, AND CHIPOTLE
MAYO IN A WARM PITA \$12.69
- #61. THE HOT CHICK*
GRILLED CHICKEN BREAST, BACON, AVOCADO, PEPPER
JACK CHEESE, SAUTEED JALAPENO, CHIPOTLE MAYO, TO-
MATO, ONION, & GREENS ON CIABATTA BREAD \$13.69
- #63. THE CLASSY CHICK*
GRILLED CHICKEN BREAST, SPROUTS, TOMATO, HAVARTI
CHEESE, AVOCADO, & ONION ON CIABATTA BREAD WITH
APRICOT-JALAPENO SAUCE \$12.69
- #65. THE VENUS PITA
GRILLED CHICKEN BREAST, GREENS, RED ONION,
TOMATO, FETA CHEESE, AND TZATZIKI SAUCE
IN A WARM PITA \$11.69
- #67. CREEK CYRO
LAMB & BEEF, TOMATO, CUCUMBER, & GREENS, IN A WARM
PITA WITH HOUSE-MADE TZATZIKI SAUCE AND FETA
CHEESE \$12.69

*THESE ITEMS ARE COOKED TO ORDER, CONSUMING RAW
OR UNDERCOOKED MEATS, POULTRY, SEAFOOD, SHELLFISH
OR EGGS MAY INCREASE YOUR RISK OF FOODBORNE
ILLNESS.

HAPPY ENDINGS

Non Alcoholic DRINKS

COKE
DIET COKE
DR PEPPER
SPRITE
LEMONAIDE
ICE TEA

2.69

COFFEE
HOT TEA

3.00

- 115
- RICE
 - HUMMUS
 - GREEK SALAD
 - WARM PITA

DRINKIN

MOSCOW MULE \$9.69

BORDELLO BLOODY \$12.69

RASPBERRY KISS \$10.69

BORDELLO \$11.69

MARGARITA

CAVA BUBBLT 5.09





WE DON'T HAVE A PAPER
DRINK MENU ONLY THE
CHALK BOARD IN THE OTHER PICTURE
THE WINE AND BEER ARE
VISUAL AS SEEN ABOVE



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

21 MAR 10 AM 11:54 AZD LLC

QUESTIONNAIRE
A.R.S. §4-202, 4-210
Type or Print with Black Ink

804-990

The fees allowed by R19-1-102 will be charged for all dishonored checks.

ATTENTION APPLICANT: This is a legally binding document. Please type or print in black ink. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

Attention local governments: Social security and birth date information is confidential. This information may be given to law enforcement agencies for background checks only.

QUESTIONNAIRE IS TO BE COMPLETED BY EACH CONTROLLING PERSON, AGENT AND MANAGER BEING DISCLOSED TO THE DEPARTMENT. EACH PERSON COMPLETING THIS FORM MUST SUBMIT A BLUE OR BLACK LINED FINGERPRINT CARD ALONG WITH A \$22 FEE. FINGERPRINTS MUST BE DONE BY A LAW ENFORCEMENT AGENCY OR BONA FIDE FINGERPRINT SERVICE. FOR AN ADDITIONAL \$13 FEE, FINGERPRINTS MAY BE DONE AT THE DEPARTMENT OF LIQUOR WHEN ACCOMPANIED BY A COMPLETED APPLICATION.

Liquor License#: 143698

1. Check the Appropriate Box →

<input checked="" type="checkbox"/> Controlling Person	<input checked="" type="checkbox"/> Agent	<input type="checkbox"/> Premises Manager (complete all questions except #12)
--	---	--

2. Name: DA FONSECA MARCUS AMADEU Birth Date: [REDACTED]
Last First Middle (NOT a public record)

3. Social Security #: [REDACTED] Driver License #: [REDACTED] State: AZ

4. Place of birth: PASADENA CA U.S.A. Height: 5'11" Weight: 185 Eyes: BRO Hair: BROWN
City State COUNTRY (not county)

5. Name of current/most recent spouse: CARPENTER KATHLEEN (X) Birth Date: BEFORE 20 YEARS
Last First Middle (NOT a public record)

6. Are you a bona fide resident of Arizona? ☒ Yes ☐ No If yes, what is your date of residency: 10/2013

7. Daytime telephone number (619) 316 1086 E-mail address: DA FONSECA@G.MAIL.COM

8. Business Name: THE BORDELO of JEROME Business Phone: 928/649/5855

9. Business Location Address: 412 MAIN ST JEROME AZ YAVAPAI 86331
Street (do not use PO Box) City State County Zip

10. List your employment or type of business during the past five (5) years. If unemployed, retired, or student, list residence address.

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYERS NAME OR NAME OF BUSINESS (Street Address, City, State & Zip)
11/2013	CURRENT	Owner	THE BORDELO of JEROME 412 main st Jerome, AZ 86331 (X)

(ATTACH ADDITIONAL SHEET IF NECESSARY)

11. Provide your residence address information for the last five (5) years: A.R.S. §4-202(D)

FROM Month/Year	TO Month/Year	RESIDENTIAL Street Address
11/2018	CURRENT	36 PARADISE LN JEROME AZ 86331
8/2016	11/2018	412 MAIN ST JEROME AZ 86331
7/2015	10/2016	403 CLARK ST D3 JEROME AZ 86331
10/2013	7/2015	555 RANCHO VILLA LN CLARKDALE AZ 86324

(ATTACH ADDITIONAL SHEET IF NECESSARY)

12. As a Controlling Person or Agent, will you be physically present and operating the licensed premises?
If you answered YES, then answer #13 below. If NO, skip to #14. ☒ Yes ☐ No
13. Have you attended a DLLC approved Basic & Management Liquor Law Training Course within the past 3 years? ☒ Yes ☐ No
14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? ☐ Yes ☒ No
15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses pending against you? (Do not include civil traffic tickets.) A.R.S. §4-202, 4-210 ☐ Yes ☒ No
16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? ☐ Yes ☒ No
17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) ☐ Yes ☒ No
18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) ☐ Yes ☒ No

If you answered "YES" to any Question 14 through 18 **YOU MUST** attach a signed statement.
Give complete details including dates, agencies involved and dispositions.

CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

NOTARY

I (Print Full Name) MARCUS AMARANTO DA FONSECA hereby declare that I am the Agent/ Controlling Person / Premises Manager filing this application. I have read this document and verify the contents and all statements are true, correct and complete, to the best of my knowledge.

Signature: Marcus Amarantho da Fonseca State of Arizona County of Yavapai
The foregoing instrument was acknowledged before me this

My Commission Expires on: 06/18/2024

2nd Day of March, 2021
Day Month Year



Christina M Slack
Notary Public
Yavapai County, Arizona
My Comm. Expires 06-18-2024
Commission No. 587177

Date

Christina M. Slack
Signature of Notary

The Licensee has authorized the person named on this questionnaire to act as manager for the above License.

PRINT NAME: MARCUS DA FONSECA

SIGNATURE: [Signature]



State of Arizona
Department of Liquor Licenses and Control
800 W. Washington 5th Floor
Phoenix, AZ 85007
(602) 542-5141

**ARIZONA STATEMENT OF CITIZENSHIP
OR ALIEN STATUS FOR STATE PUBLIC BENEFITS**

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrant, and certain aliens paroled into the United States are eligible to receive state, or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.

Submit this completed form and a copy of one or more document(s) from the attached "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" with your application for license or renewal. If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph. You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

SECTION I - APPLICANT INFORMATION

INDIVIDUAL OWNER/AGENT NAME (Print or type) MARCUS AMADEU DA FONSECA

SECTION II - CITIZENSHIP OR NATIONAL STATUS DECLARATION

Are you a citizen or national of the United States?

☒ Yes

☐ No

If **Yes**, indicate place of birth:

City PASADENA State (or equivalent) CALIFORNIA Country or Territory U.S.A

If you answered **Yes**, 1) Attach a legible copy of a document from the attached list.

2) Name of document: DRIVERS LICENSE
Go to Section IV.

If you answered **No**, you must complete Section III and IV.

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SECTION III – ALIEN STATUS DECLARATION

To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of a document from the attached list or other document as evidence of your status.

Drivers License

Name of document provided

Qualified Alien Status (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- ☐ 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
- ☐ 2. An alien who is granted asylum under Section 208 of the INA.
- ☐ 3. A refugee admitted to the United States under Section 207 of the INA.
- ☐ 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- ☐ 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- ☐ 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- ☐ 7. An alien who is a Cuban/Haitian entrant.
- ☐ 8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States.

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

- ☐ 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C § 1101 et seq.] Non immigrants are persons who have temporary status for a specific purpose. See 8 U.S.C § 1101(a)(15).

Alien Paroled into the United States for Less Than One Year (8 U.S.C. § 1621(a)(3))

- ☐ 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C § 1621(c)(2)(A) and (C))

- ☐ 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- ☐ 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 *et seq.*];
- ☐ 13. A foreign national not physically present in the United States.

Otherwise Lawfully Present

- ☐ 14. A person not described in categories 1-13 who is otherwise lawfully present in the United States.

PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. § 1621(a).

SECTION IV - DECLARATION

All applicants must complete this section.

I declare under penalty of perjury under the laws of the state of Arizona that the answers and evidence I have given are true and correct to the best of my knowledge.

MARCUS AMADEAUDA FONSECA
Individual Owner/Agent Printed Name

Marcus Amadeau da Fonseca
Individual Owner/Agent Signature

2 / 28 / 21
Today's Date

EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS

You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

Evidence showing authorized presence in the United State includes the following:

1. An Arizona driver license issued after 1996 or an Arizona non-operating identification card.
2. A driver license issued by a state that verifies lawful presence in the United States.
3. A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time)
4. A United States certificate of birth abroad.
5. A United States passport. ***Passport must be signed***
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.


ARIZONA
Driver License

Number [REDACTED]
Expires 11/23/2022
Date of Birth [REDACTED]
Issued 08/15/2013

MARK AMADEAU DAFONSECA
555 RANCHO VILLA LN
CLARKDALE AZ 86321-2858

Class D Sex M
Eyes BRO Height 6-00
Hair BR Weight 190

[Signature]



Must Report a Change of Address Within 10 Days

Number [REDACTED]
Expires 11/23/2022
Issued 08/15/2013



Class D Operator
Endorsements M Motorcycle
Restrictions A Corrective Lenses

21 MAR 24 11:41 AM '13

CURRENT LIVING
ADDRESS

36 PARADISE LN

JEROME AZ

86331

UPSTAIRS ROOM

21 MAR 24 LIP. LIP. PM 3:06

Certificate # AZB-ON-0121021

Certificate of Completion
For
Title 4 **BASIC** Liquor Law Training

☒ On-sale
☐ Off-sale
☐ On- and off-sale

A Certificate of Completion must be on a form provided by the Arizona Department of Liquor. Certificates are completed by a state-approved training provider and, when issued, the Certificate is signed by the course participant.
The State requires BASIC Title 4 training only as a prerequisite for MANAGEMENT Title 4 training or as a result of a liquor law violation. Persons required to have BASIC Title 4 training are listed at the base of this Certificate. Licensees sometimes require BASIC Title 4 Training a condition of employment.
A replacement Certificate of Completion for Title 4 training must be available through the training provider for two years after the training completion date.

Student Information

Marcus dafonseca

Full Name (please print)

Signature

01/25/2021

Training Completion Date

01/25/2024Certificate Expiration Date
(three years from completion date)

Training Provider Information

360training.com Inc.

Company Name

6801 N Capital of Texas Hwy, Bldg I, Suite 250, Austin, TX 78731

Mailing Address

(877) 881-2235

Daytime Contact Phone Number

I, Samantha Montalbano, certify that the above named individual did successfully complete
Instructor Name (please print)

Title 4 BASIC Training in accordance with A.R.S. §4-112(G)(2) and Arizona Administrative Code (A.A.C.) R19-1-103 using training course content and materials approved by the Arizona Department of Liquor Licenses and Control. I understand that misuse of this Certificate of Completion can result in the revocation of State-approval for the Title 4 Training Provider named in this section as provided by A.A.C. R19-1-103(E) and (F).

Samantha Montalbano
Instructor Signature

01/25/2021

Day Mo Year

Persons required to complete BASIC & MANAGEMENT Title 4 training: 1) owner(s) actively involved in the daily business operations of a liquor-licensed business of a series listed below
2) licensees, agents and managers actively involved in the daily business operations of a liquor-licensed business of a series listed below

In-state Microbrewery (series 3)
Conveyance (series 8)
Restaurant (series 12)

Government (series 5)
Liquor Store (series 9)
In-state Farm Winery (series 13)

Bar (series 6)
Private Club (series 14)

Beer & Wine Bar (series 7)
Hotel/Motel w/restaurant (series 11)
Beer & Wine Store (series 10)

Liquor license applications (initial and renewal) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.

The questionnaire (which designates a manager to a location) and the agent change form (which assigns a new agent to active liquor licenses) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.

July 11, 2013

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ADDENDUM #1 TO MAY 11, 2021 PACKET:

- ITEM #9C: Comments by Chief Muma and J. Pontious re: Residential Parking ordinance
- ITEM #4: (for Zoning Administrator's Report) – Signed DRB Resolution #2021-10

Changes to Town Code for residential parking permits – questions/thoughts

FROM ALLEN MUMA:

1. Section 12-2-11 paragraph 5 leaves too much room for abuse for contractors and such parking for prolonged periods of time. Say a contractor is working on a house and his workers park there as well, now a resident that lives there is displaced due to this. And this specific problem has arose before on school and center streets. Other than a short term (under a specific period of time maybe) they should have to get permission (maybe something like the provisional parking at the end of a driveway) to park in these areas. We need to be able to deal with it as it has been a problem in the past. In many cases I have advised the contractor that they can park a tool truck on the street and workers needed to walk in.
2. The whole elimination of the temp permits (and let me stress that I agree with it in theory) I think is going to be an issue. I'm not sure what exactly to do but feel that it is going to be a problem.

FROM JANICE PONTIOUS:

1. Has parking inventory (for current permits issued) been completed? With the proposed change in how permits will be issued, knowing which properties (that currently have permits) actually have off-street would be useful (to notify the resident up front their property has off-street and may not be eligible).
2. Eligibility if renting: owners who rent rooms without a physical lease – would owner need to apply for the hangtag? Or can renter have owner verify they are renting via an email (I currently have a couple of residences that fit this description).
3. Properties currently being used as vacation rentals: will owner be eligible for hangtag(s)? [Examples: 511 School St – Heide for a provisional – blocking the driveway; 37 Paradise Ln – Michael Thompson – periodically at property during day and parks on County; guests use temp permit for County Rd]
4. Are residents eligible for a second permit if they don't own multiple vehicles? What if every residence applies for 2 permits, just to have an extra permit for guests? This could be problematic for streets with limited availability if not clarified how a second permit can be issued.
5. Handicap only spaces – will these spaces be tied to a residence AND a vehicle? Would residents be able to give a guest their hangtag and allow them to park in the handicap dedicated spot if they are not handicapped?
6. Residents not eligible for a residential permit – currently most will have guests use a temp permit. Will their guests need to use their off-street parking? Or find public parking?
7. How will it be known that a service provider is parked and actively providing services for a specific property if a temp permit isn't displayed?
8. Additional items to consider:
 - a. Application will need to be reworked
 - b. Notification to all current permit holders will be required; compliance to return current sticker(s) and pick up new hangtag(s) will probably not go smoothly (I'm basing that on the difficulty I've had in the past just getting permit holders to return the annual audit letters to confirm no changes or let me know of changes).
 - c. Crimestar – not sure if it will be easy to tie a permit number to a residence (currently the permit number is attached to a vehicle, attached to a registered owner, which identifies the address).
 - i. Additional data entry will be necessary to detach the current permit from a vehicle
 - d. New permits will be need to be ordered – possibly two different styles (to differentiate regular eligible from provisional eligible)
9. General commentary: I feel that the current permit system still has its challenges, as temp permits are definitely being abused. However, I'm not sure the changes, as proposed, will be better received. Conceptually, the changes might help with the temp permit abuse – it's clear that you either have a hangtag on your vehicle or not, in which case you risk getting a ticket. However, I think in practice, there will be a lot more resident complaints, especially if guests are visiting. I understand the need to address the temp permit abuse – I hear about it from residents and I see it on my occasional trips down Verde, School and Center. I don't know if asking for resident input would be reasonable (in the form of a survey – I can see constructive comments coming from some residents along with (the expected) negative comments). In general, I feel some additional brainstorming to come up with potential solutions should be considered.



TOWN OF JEROME

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

DRB Resolution 2021-10 **Approving Design Review for a 120-square-foot shed**

WHEREAS the Town of Jerome has received an application from Don and Paula Nord for preliminary and final design review approval to construct a shed at 128 First Street (APN 401-10-006); and

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

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

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

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

- 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.

DRB RESOLUTION NO. 2021-10

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the preliminary and final design for 128 First Street is hereby approved, subject to the following conditions:

1. **Site Layout** – prior to issuance of a building permit or start of construction, the site shall be marked out with chalk or paint demonstrating that three off-street parking spaces can be provided.
2. **Expiration of Approval** – this approval shall become null and void if a building permit is not issued within six (6) months of final Design Review Board approval of this application. If necessary, the applicants may request an extension by the approval body, if the extension is submitted prior to approval expiration.
3. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.
4. **Appeal** – Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 3rd day of May 2021.

ATTEST:

APPROVED:

Rosa Cays, Deputy Town Clerk

Tyler Christensen, Chair