



TOWN OF JEROME

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AGENDA

REGULAR MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS TUESDAY, DECEMBER 11, 2018, AT 7:00 P.M.

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

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 Joni Savage, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation. For TTY access, call the Arizona Relay Service at 800-367-8939 and ask for the Town of Jerome at 928-634-7943.

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/PLEDGE OF ALLEGIANCE Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll. Mayor or Mayor's designee to lead the Pledge of Allegiance.	
ITEM #2:	FINANCIAL REPORTS Budget to Actual reports, vendor ledger and balance sheet for November 2018	Discussion/Possible Action
ITEM #3:	STAFF AND COUNCIL REPORTS Written staff reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, and Fire Chief, and verbal reports from Council members.	Discussion/Possible Action
ITEM #4:	PLANNING AND ZONING AND DESIGN REVIEW MINUTES/RECOMMENDATIONS/ZONING ADMINISTRATOR'S REPORT Minutes are provided for the information of Council and do not require action.	Discussion/Possible Direction
ITEM #5:	APPROVAL OF MINUTES November 13, 2018 regular meeting; November 20, 2018 special meeting	Discussion/Possible Action
ITEM #6:	PRESENTATION	
	ITEM #6A: JEROME FIRE DEPARTMENT PERSONNEL Fire Chief Rusty Blair will introduce new Fire Department Duty Officers, Jasper Lanning and Ian Haney, and new Assistant Chief Tim Irwin to the Town Council.	Discussion only.
ITEM #7:	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
** BREAK FOR HOLIDAY FESTIVITIES **		
ITEM #8:	CONSENT AGENDA The following items are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered in normal sequence on the Agenda. A. Resolution No. 577, A Resolution of the Mayor and Council of the Town of Jerome, Arizona, Authorizing Signatories on Town Banking Accounts Changing authorized signers to Mayor Christina "Alex" Barber, Vice Mayor Sage Harvey and Town Manager Candace Gallagher.	
		Sponsored by Mayor Alex Barber Discussion: Possible Action
ITEM #9:	ORDINANCES	
	ITEM #9A: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 444, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 5-4, "COURT FEES," OF THE JEROME TOWN CODE Council may conduct the first reading of Ordinance 444, which would amend the Town Code to eliminate Court Enhancement Fees and replace those with Court Security Fees.	Sponsored by Mayor Alex Barber Discussion: Possible Action

	<p>ITEM #9B: FIRST READING: ORDINANCE NO 445, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTIONS 104, 105 AND 106 OF THE JEROME ZONING ORDINANCE REGARDING BOARD MEMBER ABSENCES</p> <p>Council may conduct the first reading of Ordinance No. 445, amending Sections 104, 105 and 106 of the Jerome Zoning Ordinance with respect to board member absences. This change was recommended by the Planning & Zoning Commission on November 7, 2018, for adoption by Council.</p>	Sponsored by Mayor Alex Barber Discussion: Possible Action
	<p>ITEM #9C: FIRST READING: ORDINANCE NO 446, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTIONS 201, 303, 304, 503, 504, 505, 506 AND 507 OF THE JEROME ZONING ORDINANCE REGARDING THE HEIGHT OF ACCESSORY BUILDINGS</p> <p>Council may conduct the first reading of Ordinance No. 446, amending various sections of the Jerome Zoning Ordinance to reduce the permitted height of accessory buildings. This change was recommended by the Planning & Zoning Commission on November 7, 2018, for adoption by Council.</p>	Sponsored by Mayor Alex Barber Discussion: Possible Action
ITEM #10:	UNFINISHED BUSINESS	
	<p>ITEM #10A: APPOINTMENT(s) TO FILL VACANCY(s) ON BOARD(s)</p> <p>Council may make one or more appointments to fill vacancies on the Boards, as follows:</p> <ul style="list-style-type: none"> - Planning & Zoning Commission – unexpired term ending February 28, 2020 - Design Review Board – unexpired term ending February 28, 2020 - Board of Adjustment – unexpired term ending February 28, 2021 <p>As of December 6, 2018, applications to serve had been submitted by:</p> <ul style="list-style-type: none"> - Mike Parry (P&Z) - Jessamyn Ludwig (P&Z or DRB) - Natalie Barlow (Board of Adjustment) 	Sponsored by Mayor Alex Barber Discussion: Possible Action
ITEM #11:	NEW BUSINESS	
	<p>ITEM #11A: CONDITIONAL USE PERMIT – CENTRAL HOTEL, 2ND FLOOR</p> <p>Council will review and may approve a Conditional Use Permit application by Lee Christensen for mixed residential and commercial use of the second floor space at the Central Hotel, 507B Main Street. On November 7, 2018, the Planning & Zoning Commission recommended approval of this CUP with the condition that the landlord ask the tenant not to take up parking in the main commercial area.</p>	Sponsored by Mayor Alex Barber Discussion: Possible Action
	<p>ITEM #11B: JEROME CENTER FOR SELF HEALTH MANAGEMENT</p> <p>Councilmember Dillenberg will explain proposed plans for a health facility on the third floor of the Jerome Civic Center, and discuss possible funding for same.</p>	Sponsored by Councilmember Jack Dillenberg Discussion: Possible Action
	<p>ITEM #11C: PROP 202 FUNDING REQUEST</p> <p>Council will discuss and may select a project for which to apply to the Yavapai-Apache Nation for Prop 202 funding. The application deadline is January 2, 2019. Awards are typically between \$18,000 and \$20,000.</p>	Sponsored by Mayor Alex Barber Discussion: Possible Action
	<p>ITEM #11D: CONDITIONAL USE PERMIT – 123 HILL STREET</p> <p>Council will review and may approve a Conditional Use Permit application by Dewayne Woodworth (Jerome Clubhouse LLC) for residential use in the C-1 zone at 123 Hill Street. On November 7, 2018, the Planning & Zoning Commission recommended approval of this CUP.</p>	Sponsored by Mayor Alex Barber Discussion: Possible Action
ITEM #12:	<p>TO AND FROM THE COUNCIL</p> <p>Council may direct staff as to items of pending importance that they would like placed on a future meeting agenda.</p>	Discussion: Possible Direction
ITEM #13:	<p>EXECUTIVE SESSION</p> <p>Council may convene in executive session, pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4), to receive legal advice from the Town attorney regarding certain water issues, to include water rights and billing methodologies.</p>	Sponsored by Councilmember Jane Moore Discussion: Possible Action
ITEM #14:	ADJOURNMENT	

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before _____ p.m. on _____, in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk.

970 Gulch Road, side of Gulch Fire Station, exterior posting case
600 Clark Street, Jerome Town Hall, exterior posting case
120 Main Street, Jerome Post office, interior posting case

Town of Jerome
Budget to Actual Summary
18-Nov

Fund	Department	Current Period			YTD		
		Revenue	Budget	Variance	Revenue	Budget	Variance
	10 GF Revenue	\$ 182,146.62	\$ 188,664.79	\$ (6,518.17)	\$ 743,963.06	\$ 712,104.73	\$ 31,858.33
	Total	\$ 182,146.62	\$ 188,664.79	\$ (6,518.17)	\$ 743,963.06	\$ 712,104.73	\$ 31,858.33
		Expense	Budget	Variance	Expense	Budget	Variance
	11 Admin	\$ 42,396.15	\$ 49,448.41	\$ 7,052.26	\$ 273,312.46	\$ 288,412.88	\$ 15,100.42
	12 Court	\$ 4,990.02	\$ 5,680.50	\$ 690.48	\$ 31,823.79	\$ 32,487.56	\$ 663.77
	13 Police	\$ 31,473.74	\$ 31,898.01	\$ 424.27	\$ 216,123.85	\$ 212,992.10	\$ (3,131.75)
	14 Fire	\$ 22,068.00	\$ 23,593.66	\$ 1,525.66	\$ 163,587.31	\$ 167,248.36	\$ 3,661.05
	15 Library	\$ 7,824.96	\$ 7,518.47	\$ (306.49)	\$ 44,362.75	\$ 40,533.90	\$ (3,828.85)
	16 P&Z	\$ 7,066.71	\$ 8,379.22	\$ 1,312.51	\$ 31,732.25	\$ 33,827.18	\$ 2,094.93
	17 Parks	\$ 1,061.22	\$ 2,106.53	\$ 1,045.31	\$ 5,462.27	\$ 7,042.09	\$ 1,579.82
	18 Properties	\$ 7,534.40	\$ 14,398.53	\$ 6,864.13	\$ 78,420.91	\$ 86,917.95	\$ 8,497.04
	19 JKA						
	Total	\$ 124,415.20	\$ 143,023.33	\$ 18,608.13	\$ 844,825.59	\$ 869,462.02	\$ 24,636.43
General	Net Income (Loss)	\$ 57,731.42	\$ 45,641.46	\$ 12,089.96	\$ (100,862.53)	\$ (157,357.29)	\$ 56,494.76
		Revenue	Budget	Variance	Revenue	Budget	Variance
	50 Water	\$ 16,105.29	\$ 17,108.32	\$ (1,003.03)	\$ 80,224.39	\$ 85,541.76	\$ (5,317.37)
	51 Sewer	\$ 15,794.10	\$ 17,241.66	\$ (1,447.56)	\$ 78,670.52	\$ 86,208.38	\$ (7,537.86)
	52 Trash	\$ 15,963.36	\$ 16,266.66	\$ (303.30)	\$ 79,243.06	\$ 81,333.38	\$ (2,090.32)
	Total	\$ 47,862.75	\$ 50,616.64	\$ (2,753.89)	\$ 238,137.97	\$ 253,083.52	\$ (14,945.55)
		Expense	Budget	Variance	Expense	Budget	Variance
	50 Water	\$ 14,967.60	\$ 17,599.78	\$ 2,632.18	\$ 76,418.84	\$ 82,702.66	\$ 6,283.82
	51 Sewer	\$ 16,669.93	\$ 22,798.64	\$ 6,128.71	\$ 83,893.64	\$ 94,313.18	\$ 10,419.54
	52 Trash	\$ 14,617.88	\$ 21,166.94	\$ 6,549.06	\$ 75,606.45	\$ 84,340.19	\$ 8,733.74
	Total	\$ 46,255.41	\$ 61,565.36	\$ 15,309.95	\$ 235,918.93	\$ 261,356.03	\$ 25,437.10
Utilities	Net Income (Loss)	\$ 1,607.34	\$ (10,948.72)	\$ 12,556.06	\$ 2,219.04	\$ (8,272.51)	\$ 10,491.55
		Revenue	Budget	Variance	Revenue	Budget	Variance
	30 HURF	\$ 6,672.85	\$ 15,493.97	\$ (8,821.12)	\$ 40,879.43	\$ 57,442.32	\$ (16,562.89)
		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 6,672.85	\$ 7,620.95	\$ 948.10	\$ 40,879.43	\$ 41,271.50	\$ 392.07
Road	Net Income (Loss)	-	\$ 7,873.02	\$ (7,873.02)	-	\$ 16,170.82	\$ (16,170.82)
	Total Revenue	\$ 236,682.22			\$ 1,022,980.46		
	Less Total Expense	\$ 177,343.46			\$ 1,121,623.95		
	Net Income (Loss)	\$ 59,338.76			\$ (98,643.49)		

Balance sheets are in balance, but Due To/From totals are off by \$10,000 in Fund 4. This is due to preliminary adjusting entries being made to prepare for our audit.

Also for balance sheets, the OE & Building depreciation expenses in fund 2 are still incorrect. I am working with our CPA to make an adjusting entry to fix this, since the error was made in last fiscal year.

CDBG and USDA grant matches were applied to grant revenues, which account for the YTD differences in GG and Properties expenses. \$56,000 and \$21,000 respectively.

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Revenues								
Property Taxes	\$0.00	\$0.00	\$0.00	0.0 %	\$2,286.52	\$2,198.33	\$88.19	4.0 %
City Sales Taxes	82,284.70	91,300.00	(9,015.30)	(9.9)	423,509.23	405,000.00	18,509.23	4.6
State Sales Taxes	4,391.08	3,780.25	610.83	16.2	18,098.95	18,901.25	(802.30)	(4.2)
Urban Revenue Share	15,137.58	15,137.00	0.58	0.0	75,686.70	75,685.00	1.70	0.0
Yavapai County for Library	9,559.76	9,550.00	9.76	0.1	9,559.76	9,550.00	9.76	0.1
Vehicle License Tax	3,006.65	2,604.00	402.65	15.5	13,897.92	13,020.00	877.92	6.7
Fines and Forfeitures	5,364.07	5,000.00	364.07	7.3	29,066.62	25,000.00	4,066.62	16.3
Building Permits	150.00	158.33	(8.33)	(5.3)	900.00	1,191.69	(291.69)	(24.5)
Planning & Zoning Fees	135.00	108.33	26.67	24.6	1,405.00	941.69	463.31	49.2
Business Licenses	630.00	800.00	(170.00)	(21.3)	3,340.00	3,400.00	(60.00)	(1.8)
Commercial Filming Fees	0.00	171.91	(171.91)	(100.0)	0.00	296.91	(296.91)	(100.0)
Fire Dept Services Rev	0.00	0.00	0.00	0.0	690.00	1,375.00	(685.00)	(49.8)
Franchise Fees	0.00	0.00	0.00	0.0	8,205.50	5,200.00	3,005.50	57.8
Police Officer Safety Equip Rev	181.10	175.00	6.10	3.5	984.15	875.00	109.15	12.5
Police Services	680.00	784.41	(104.41)	(13.3)	1,797.00	2,009.41	(212.41)	(10.6)
Rents	6,563.51	6,543.50	20.01	0.3	33,092.55	32,717.50	375.05	1.1
Utility Reimbursements	301.98	375.00	(73.02)	(19.5)	1,576.37	1,875.00	(298.63)	(15.9)
Wildland Fire Fees	37,829.22	37,800.00	29.22	0.1	37,829.22	37,800.00	29.22	0.1
Contributions	0.00	57.30	(57.30)	(100.0)	0.00	99.04	(99.04)	(100.0)
Library Contributions	0.00	0.00	0.00	0.0	2,610.00	1,333.36	1,276.64	95.7
Interest	112.97	20.83	92.14	442.3	389.31	104.19	285.12	273.7
Sale of Assets	0.00	0.00	0.00	0.0	2,988.46	2,981.70	6.76	0.2
Miscellaneous Revenues	2,265.57	630.83	1,634.74	259.1	8,282.65	2,584.19	5,698.46	220.5
Ins Dividends, Claims, Reimbursmts	0.00	114.60	(114.60)	(100.0)	0.00	197.97	(197.97)	(100.0)
Administrative Charges	13,553.43	13,553.50	(0.07)	0.0	67,767.15	67,767.50	(0.35)	0.0
Net Revenues	\$182,146.62	\$188,664.79	\$(6,518.17)	(3.5)%	\$743,963.06	\$712,104.73	\$31,858.33	4.5 %
Net Income (Loss)	\$182,146.62	\$188,664.79	\$(6,518.17)	(3.5)%	\$743,963.06	\$712,104.73	\$31,858.33	4.5 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$491.15	\$266.66	\$(224.49)	(84.2)%	\$1,754.87	\$1,333.38	\$(421.49)	(31.6)%
Contract Services	527.45	400.00	(127.45)	(31.9)	2,146.64	2,000.00	(146.64)	(7.3)
Conventions and Seminars	55.00	114.64	59.64	52.0	55.00	198.01	143.01	72.2
Training & Education	715.00	125.00	(590.00)	(472.0)	1,077.00	625.00	(452.00)	(72.3)
Dues, Subs & Memberships	0.00	117.92	117.92	100.0	5,571.72	5,674.58	102.86	1.8
TPT Collection Fee Exp	0.00	0.00	0.00	0.0	1,091.48	1,107.00	15.52	1.4
Election expenses	0.00	0.00	0.00	0.0	663.25	680.00	16.75	2.5
Insurance	0.00	0.00	0.00	0.0	6,901.66	6,900.00	(1.66)	0.0
Insurance Deductible Exp	0.00	114.64	114.64	100.0	0.00	198.01	198.01	100.0
Legal Exp - Gen Gov	1,872.00	1,464.58	(407.42)	(27.8)	3,997.50	4,247.94	250.44	5.9
Miscellaneous	0.00	410.99	410.99	100.0	113.85	828.49	714.64	86.3
Bank Fees - Gen Admin	122.26	141.66	19.40	13.7	611.12	708.38	97.26	13.7
Bank Fees / Merch Svcs	526.23	450.00	(76.23)	(16.9)	2,780.14	2,750.00	(30.14)	(1.1)
Office Supplies	98.07	450.00	351.93	78.2	1,619.97	2,600.00	980.03	37.7
Copier & Equip Lease Expense	785.81	625.00	(160.81)	(25.7)	3,810.80	3,125.00	(685.80)	(21.9)
Software Support Exp - GG	58.61	500.00	441.39	88.3	1,799.13	2,500.00	700.87	28.0
Computer Hardware & Service	2,452.78	666.66	(1,786.12)	(267.9)	8,136.28	3,333.38	(4,802.90)	(144.1)
Operating Supplies - Gen Gov	265.26	66.83	(198.43)	(296.9)	959.79	532.19	(427.60)	(80.3)
Postage	420.75	333.33	(87.42)	(26.2)	2,033.27	1,666.69	(366.58)	(22.0)
Rep and Maint - Vehicles	0.00	57.30	57.30	100.0	0.00	99.04	99.04	100.0
Rep and Maint - Equipment	179.00	0.00	(179.00)	0.0	179.00	0.00	(179.00)	0.0
Shuttle Expenses	153.83	83.33	(70.50)	(84.6)	889.45	416.69	(472.76)	(113.5)
Small Tools and Equipment	650.00	160.42	(489.58)	(305.2)	650.00	277.16	(372.84)	(134.5)
Telephone	398.88	416.66	17.78	4.3	1,858.45	2,083.38	224.93	10.8
Travel	110.09	41.66	(68.43)	(164.3)	304.01	208.38	(95.63)	(45.9)
Tourism 1% Bed Tax	3,534.20	3,530.43	(3.77)	(0.1)	8,666.50	9,448.99	782.49	8.3
Transfers Out	4,845.78	13,824.99	8,979.21	64.9	88,266.66	104,825.07	16,558.41	15.8
Total Program Expenses	\$18,262.15	\$24,362.70	\$6,100.55	25.0 %	\$145,937.54	\$158,366.76	\$12,429.22	7.8 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$18,274.44	\$18,835.31	\$560.87	3.0 %	\$95,406.08	\$96,994.19	\$1,588.11	1.6 %
FICA Match	1,348.13	1,549.08	200.95	13.0	7,025.25	7,419.92	394.67	5.3
Retirement Match	1,314.88	1,331.62	16.74	1.3	6,716.69	6,773.88	57.19	0.8
Health/Life Insurance	3,192.46	3,349.70	157.24	4.7	17,558.53	17,873.30	314.77	1.8
Workers Compensation	0.00	0.00	0.00	0.0	579.00	872.50	293.50	33.6
Unemployment Insurance	4.09	20.00	15.91	79.6	89.37	112.33	22.96	20.4

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total General & Administrative Expenses	\$24,134.00	\$25,085.71	\$951.71	3.8 %	\$127,374.92	\$130,046.12	\$2,671.20	2.1 %
Total Expenses	\$42,396.15	\$49,448.41	\$7,052.26	14.3 %	\$273,312.46	\$288,412.88	\$15,100.42	5.2 %
Net Income (Loss)	\$(42,396.15)	\$(49,448.41)	\$7,052.26	14.3 %	\$(273,312.46)	\$(288,412.88)	\$15,100.42	5.2 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$0.00	\$322.22	\$322.22	100.0 %	\$1,807.47	\$2,094.46	\$286.99	13.7 %
Conventions and Seminars	0.00	40.10	40.10	100.0	0.00	69.34	69.34	100.0
Training & Education	0.00	29.16	29.16	100.0	389.71	145.88	(243.83)	(167.1)
Dues and Subscriptions	0.00	27.49	27.49	100.0	9.00	57.85	48.85	84.4
Miscellaneous	0.00	25.00	25.00	100.0	0.00	125.00	125.00	100.0
Office Supplies	0.00	0.00	0.00	0.0	76.62	0.00	(76.62)	0.0
Copier & Equip Lease Exp	0.00	0.00	0.00	0.0	1,125.00	1,125.00	0.00	0.0
Computer Hardware & Service	0.00	0.00	0.00	0.0	217.18	0.00	(217.18)	0.0
Telephone	(55.15)	83.33	138.48	166.2	206.45	416.69	210.24	50.5
Travel	0.00	66.66	66.66	100.0	251.14	333.38	82.24	24.7
Total Program Expenses	\$(55.15)	\$593.96	\$649.11	109.3 %	\$4,082.57	\$4,367.60	\$285.03	6.5 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,538.01	\$4,576.46	\$38.45	0.8 %	\$24,839.02	\$25,170.54	\$331.52	1.3 %
FICA and Medicare	347.16	350.08	2.92	0.8	1,900.20	1,925.42	25.22	1.3
Retirement	160.00	160.00	0.00	0.0	865.00	880.00	15.00	1.7
Worker's Compensation	0.00	0.00	0.00	0.0	137.00	144.00	7.00	4.9
Total General & Administrative Expenses	\$5,045.17	\$5,086.54	\$41.37	0.8 %	\$27,741.22	\$28,119.96	\$378.74	1.3 %
Total Expenses	\$4,990.02	\$5,680.50	\$690.48	12.2 %	\$31,823.79	\$32,487.56	\$663.77	2.0 %
Net Income (Loss)	\$(4,990.02)	\$(5,680.50)	\$690.48	12.2 %	\$(31,823.79)	\$(32,487.56)	\$663.77	2.0 %

Fund: (1) General Department: (13) Police						
	Current Period			Year To Date		
	Actual	Budget	Variance	%	Actual	Budget
<u>Program Expenses</u>						
Advertising, Printing, & Publishing	\$0.00	\$57.30	\$57.30	100.0 %	\$0.00	\$99.04
Contract Services	0.00	87.50	87.50	100.0	738.38	(150.88)
Training & Education	0.00	204.16	204.16	100.0	190.00	380.88
Dispatch Fees	0.00	0.00	0.00	0.0	17,540.30	(0.29)
Dues and Subscriptions	250.00	250.00	0.00	0.0	250.00	41.74
Fuel	593.03	666.66	73.63	11.0	3,886.13	(552.75)
Prosecutor Exp	2,323.00	2,300.00	(23.00)	(1.0)	11,497.50	17.50
Miscellaneous	0.00	0.00	0.00	0.0	564.76	35.24
Software Service & Support	0.00	100.00	100.00	100.0	900.00	100.00
Computer Hardware & Service	0.00	0.00	0.00	0.0	7,351.65	23.35
Operating Supplies - Police	142.13	208.33	66.20	31.8	776.16	265.53
Postage	0.00	8.33	8.33	100.0	19.80	21.89
Rep and Maint - Vehicles	0.00	571.06	571.06	100.0	442.35	1,060.41
Rep and Maint - Equipment	0.00	60.00	60.00	100.0	480.54	179.46
Police Officer Safety Equip Exp	0.00	218.75	218.75	100.0	209.47	359.28
Small Tools and Equipment	0.00	170.00	170.00	100.0	1,768.72	161.28
Telephone	297.14	333.33	36.19	10.9	1,478.21	188.48
Uniforms	0.00	187.50	187.50	100.0	440.43	687.56
Operating Equipment	0.00	0.00	0.00	0.0	424.77	247.13
Vehicles, Cap Outlay, Police	0.00	0.00	0.00	0.0	5,415.58	84.42
Total Program Expenses	\$3,605.30	\$5,422.92	\$1,817.62	33.5 %	\$54,374.75	\$2,136.94
<u>General & Administrative Expenses</u>						
Salaries and Wages	\$21,694.29	\$19,347.85	\$2,336.44)	(12.1)%	\$112,113.43	\$5,700.28)
FICA and Medicare	1,624.83	1,480.08	(144.75)	(9.8)	8,362.08	(221.66)
Retirement	2,735.89	2,503.31	(232.58)	(9.3)	13,262.54	(44.35)
Health Insurance	3,049.12	3,123.85	74.73	2.4	16,770.16	135.99
Worker's Compensation	0.00	0.00	0.00	0.0	12,310.00	(667.50)
Unemployment	23.35	20.00	(3.35)	(16.8)	179.93	(19.93)
Payroll Adjustment-Police	(1,249.04)	0.00	1,249.04	0.0	(1,249.04)	1,249.04
Total General & Administrative Expenses	\$27,868.44	\$26,475.09	\$1,393.35)	(5.3)%	\$161,749.10	\$5,268.69)
Total Expenses	\$31,473.74	\$31,898.01	\$424.27	1.3 %	\$216,123.85	\$3,131.75)
Net Income (Loss)	\$(31,473.74)	\$(31,898.01)	\$424.27	1.3 %	\$(216,123.85)	\$(3,131.75)

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

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	\$57.30	\$57.30	100.0 %	\$0.00	\$99.04	\$99.04	100.0 %
Training & Education	118.95	383.64	264.69	69.0	3,031.26	3,314.64	283.38	8.5
Dispatch Fees	484.08	462.50	(21.58)	(4.7)	2,420.40	2,312.50	(107.90)	(4.7)
Dues and Subscriptions	240.00	53.33	(186.67)	(350.0)	739.57	560.03	(179.54)	(32.1)
Fuel	458.96	458.33	(0.63)	(0.1)	2,121.38	2,291.69	170.31	7.4
Legal Exp - Fire	351.00	0.00	(351.00)	0.0	799.50	500.00	(299.50)	(59.9)
Medical Expenses	202.00	41.66	(160.34)	(384.9)	382.00	208.38	(173.62)	(83.3)
Medical Supplies Exp	119.04	333.33	214.29	64.3	1,218.88	1,666.69	447.81	26.9
Miscellaneous	15.23	171.91	156.68	91.1	15.23	296.91	281.68	94.9
Operating Supplies - Fire Dept	0.00	0.00	0.00	0.0	975.63	1,000.00	24.37	2.4
Rep and Maint - Vehicles	266.20	427.95	161.75	37.8	11,539.53	12,004.49	464.96	3.9
Rep and Maint - Equipment	89.00	316.66	227.66	71.9	1,954.08	2,483.38	529.30	21.3
Small Tools and Equipment	172.99	1,318.18	1,145.19	86.9	4,394.03	5,772.74	1,378.71	23.9
Telephone	287.61	416.66	129.05	31.0	1,320.83	2,083.38	762.55	36.6
Training Center Assessment	0.00	0.00	0.00	0.0	2,492.00	2,600.00	108.00	4.2
Total Program Expenses	\$2,805.06	\$4,441.45	\$1,636.39	36.8 %	\$33,404.32	\$37,193.87	\$3,789.55	10.2 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$11,755.34	\$10,085.91	\$(1,669.43)	(16.6)%	\$48,263.99	\$48,948.03	\$684.04	1.4 %
Wildland Personnel	3,332.81	3,400.00	67.19	2.0	31,226.59	31,400.00	173.41	0.6
Volunteer-Employee Volunteer Personnel	(844.75)	2,375.00	3,219.75	135.6	7,700.75	7,375.00	(325.75)	(4.4)
Firewise Personnel	1,603.00	636.10	(966.90)	(152.0)	6,478.00	5,547.21	(930.79)	(16.8)
FICA and Medicare	1,942.15	1,039.13	(903.02)	(86.9)	6,955.72	6,120.70	(835.02)	(13.6)
Retirement	608.90	845.80	236.90	28.0	14,875.70	15,125.60	249.90	1.7
Health Insurance	721.60	720.27	(1.33)	(0.2)	6,855.20	6,915.95	60.75	0.9
Worker's Compensation	0.00	0.00	0.00	0.0	7,214.00	8,150.00	936.00	11.5
Unemployment	143.89	50.00	(93.89)	(187.8)	613.04	472.00	(141.04)	(29.9)
Total General & Administrative Expenses	\$19,262.94	\$19,152.21	\$(110.73)	(0.6)%	\$130,182.99	\$130,054.49	\$(128.50)	(0.1)%
Total Expenses	\$22,068.00	\$23,593.66	\$1,525.66	6.5 %	\$163,587.31	\$167,248.36	\$3,661.05	2.2 %
Net Income (Loss)	\$(22,068.00)	\$(23,593.66)	\$1,525.66	6.5 %	\$(163,587.31)	\$(167,248.36)	\$3,661.05	2.2 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

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	\$120.83	\$120.83	100.0 %	\$200.00	\$604.19	\$404.19	66.9 %
Dues and Subscriptions	0.00	240.64	240.64	100.0	0.00	415.64	415.64	100.0
Miscellaneous	0.00	57.30	57.30	100.0	0.00	99.04	99.04	100.0
Office Supplies	0.00	25.00	25.00	100.0	195.63	125.00	(70.63)	(56.5)
Operating Supplies - Library	589.83	263.00	(326.83)	(124.3)	3,423.07	2,108.88	(1,314.19)	(62.3)
Print and Non-Print Materials	545.25	324.16	(221.09)	(68.2)	2,933.88	1,620.88	(1,313.00)	(81.0)
Rep and Maint - Equipment	0.00	25.00	25.00	100.0	300.00	125.00	(175.00)	(140.0)
Small Tools and Equipment	0.00	268.88	268.88	100.0	135.07	617.91	482.84	78.1
Telephone	212.38	83.33	(129.05)	(154.9)	1,063.23	416.69	(646.54)	(155.2)
Travel	0.00	0.00	0.00	0.0	501.40	500.00	(1.40)	(0.3)
Total Program Expenses	\$1,347.46	\$1,408.14	\$60.68	4.3 %	\$8,752.28	\$6,633.23	\$(2,119.05)	(31.9)%
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$5,044.94	\$4,761.30	\$(283.64)	(6.0)%	\$27,723.03	\$26,187.20	\$(1,535.83)	(5.9)%
FICA and Medicare	376.19	364.23	(11.96)	(3.3)	2,074.79	2,003.27	(71.52)	(3.6)
Retirement	320.00	256.00	(64.00)	(25.0)	1,446.46	1,408.00	(38.46)	(2.7)
Health Insurance	721.60	716.30	(5.30)	(0.7)	3,968.80	3,939.70	(29.10)	(0.7)
Worker's Compensation	0.00	0.00	0.00	0.0	156.00	165.00	9.00	5.5
Unemployment	14.77	12.50	(2.27)	(18.2)	241.39	197.50	(43.89)	(22.2)
Total General & Administrative Expenses	\$6,477.50	\$6,110.33	\$(367.17)	(6.0)%	\$35,610.47	\$33,900.67	\$(1,709.80)	(5.0)%
Total Expenses	\$7,824.96	\$7,518.47	\$(306.49)	(4.1)%	\$44,362.75	\$40,533.90	\$(3,828.85)	(9.4)%
Net Income (Loss)	\$(7,824.96)	\$(7,518.47)	\$(306.49)	(4.1)%	(\$44,362.75)	\$(40,533.90)	\$(3,828.85)	(9.4)%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

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	\$0.00	\$14.30	\$14.30	100.0 %	\$891.30	\$99.90	\$(791.40)	(792.2)%
Contract Services	0.00	171.89	171.89	100.0	0.00	296.89	296.89	100.0
Training & Education	0.00	114.60	114.60	100.0	0.00	197.97	197.97	100.0
Dues and Subscriptions	0.00	11.48	11.48	100.0	0.00	19.85	19.85	100.0
Legal Exp - P&Z	1,579.50	1,549.30	(30.20)	(1.9)	4,095.00	4,055.02	(39.98)	(1.0)
Map Upgrades and Materials	0.00	11.48	11.48	100.0	0.00	19.85	19.85	100.0
Miscellaneous	0.00	22.92	22.92	100.0	0.00	39.66	39.66	100.0
Software Maintenance & Support	0.00	45.84	45.84	100.0	0.00	79.21	79.21	100.0
Operating Supplies - P&Z	22.74	52.11	29.37	56.4	47.89	135.51	87.62	64.7
Small Tools and Equipment	0.00	57.30	57.30	100.0	76.88	99.04	22.16	22.4
Telephone	47.93	54.16	6.23	11.5	202.16	270.88	68.72	25.4
Travel	0.00	57.30	57.30	100.0	0.00	99.04	99.04	100.0
Total Program Expenses	\$1,650.17	\$2,162.68	\$512.51	23.7 %	\$5,313.23	\$5,412.82	\$99.59	1.8 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,117.84	\$4,396.80	\$278.96	6.3 %	\$20,085.28	\$21,454.96	\$1,369.68	6.4 %
FICA and Medicare	309.42	489.35	179.93	36.8	1,524.00	1,794.27	270.27	15.1
Retirement	267.68	434.39	166.71	38.4	1,104.19	1,303.13	198.94	15.3
Health Insurance	721.60	876.00	154.40	17.6	3,247.20	3,492.00	244.80	7.0
Worker's Compensation	0.00	0.00	0.00	0.0	267.00	165.00	(102.00)	(61.8)
Unemployment	0.00	20.00	20.00	100.0	191.35	205.00	13.65	6.7
Total General & Administrative Expenses	\$5,416.54	\$6,216.54	\$800.00	12.9 %	\$26,419.02	\$28,414.36	\$1,995.34	7.0 %
Total Expenses	\$7,066.71	\$8,379.22	\$1,312.51	15.7 %	\$31,732.25	\$33,827.18	\$2,094.93	6.2 %
Net Income (Loss)	\$(7,066.71)	\$(8,379.22)	\$1,312.51	15.7 %	\$(31,732.25)	\$(33,827.18)	\$2,094.93	6.2 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0 %	\$76.25	\$0.00	\$(76.25)	0.0 %
Fuel	5.14	4.16	(0.98)	(23.6)	28.46	20.88	(7.58)	(36.3)
Miscellaneous	0.00	23.46	23.46	100.0	48.12	85.99	37.87	44.0
Operating Supplies - Parks	34.59	20.83	(13.76)	(66.1)	78.48	104.19	25.71	24.7
R&M Building - Parks	0.00	11.48	11.48	100.0	0.00	19.85	19.85	100.0
Rep and Maint - Vehicles	161.12	253.33	92.21	36.4	639.46	726.69	87.23	12.0
Rep and Maint - Equipment	24.84	57.30	32.46	56.6	24.84	99.04	74.20	74.9
Rep and Maint - Infrastructure	0.00	456.68	456.68	100.0	12.74	803.38	790.64	98.4
Small Tools and Equipment	0.00	52.11	52.11	100.0	60.96	135.51	74.55	55.0
Telephone	15.05	16.66	1.61	9.7	75.25	83.38	8.13	9.8
Uniform Exp Parks	44.98	44.18	(0.80)	(1.8)	58.64	90.88	32.24	35.5
Utilities	105.76	179.16	73.40	41.0	1,041.37	895.88	(145.49)	(16.2)
Lease Payments	77.60	83.33	5.73	6.9	388.00	416.69	28.69	6.9
Total Program Expenses	\$469.08	\$1,202.68	\$733.60	61.0 %	\$2,532.57	\$3,482.36	\$949.79	27.3 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$430.85	\$658.15	\$227.30	34.5 %	\$2,087.40	\$2,413.23	\$325.83	13.5 %
FICA and Medicare	32.60	50.30	17.70	35.2	158.29	184.46	26.17	14.2
Retirement	34.28	52.15	17.87	34.3	135.88	191.23	55.35	28.9
Health Insurance	93.80	142.05	48.25	34.0	384.58	511.81	127.23	24.9
Worker's Compensation	0.00	0.00	0.00	0.0	152.00	253.00	101.00	39.9
Unemployment	0.61	1.20	0.59	49.2	11.55	6.00	(5.55)	(92.5)
Total General & Administrative Expenses	\$592.14	\$903.85	\$311.71	34.5 %	\$2,929.70	\$3,559.73	\$630.03	17.7 %
Total Expenses	\$1,061.22	\$2,106.53	\$1,045.31	49.6 %	\$5,462.27	\$7,042.09	\$1,579.82	22.4 %
Net Income (Loss)	\$(1,061.22)	\$(2,106.53)	\$1,045.31	49.6 %	\$(5,462.27)	\$(7,042.09)	\$1,579.82	22.4 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$40.32	\$0.00	\$(40.32)	0.0 %	\$116.57	\$0.00	\$(116.57)	0.0 %
Contract Services	0.00	1,458.36	1,458.36	100.0	1,983.22	3,791.76	1,808.54	47.7
Engineering Fees	0.00	572.96	572.96	100.0	0.00	989.70	989.70	100.0
Equipment Rentals - Properties	0.00	17.24	17.24	100.0	0.00	29.74	29.74	100.0
Fuel	5.14	4.16	(0.98)	(23.6)	75.07	20.88	(54.19)	(259.5)
Legal Exp - Properties	0.00	57.30	57.30	100.0	0.00	99.04	99.04	100.0
Miscellaneous	115.26	0.00	(115.26)	0.0	1,357.65	1,000.00	(357.65)	(35.8)
Operating Supplies - Properties	233.45	125.00	(108.45)	(86.8)	782.30	625.00	(157.30)	(25.2)
R&M Building - Properties	5.46	1,616.66	1,611.20	99.7	12,150.77	14,683.38	2,532.61	17.2
Rep and Maint - Vehicles	161.12	248.13	87.01	35.1	639.46	763.16	123.70	16.2
Rep and Maint - Equipment	24.84	57.30	32.46	56.6	24.84	99.04	74.20	74.9
Rep and Maint - Infrastructure	0.00	0.00	0.00	0.0	665.93	1,954.91	1,288.98	65.9
Small Tools and Equipment	49.80	41.66	(8.14)	(19.5)	123.87	208.38	84.51	40.6
Uniform Exp Properties	44.98	33.33	(11.65)	(35.0)	58.64	166.69	108.05	64.8
Utilities	3,109.58	3,833.33	723.75	18.9	20,992.09	19,166.69	(1,825.40)	(9.5)
Lease Payments	77.60	83.33	5.73	6.9	388.00	416.69	28.69	6.9
Transfers Out	0.00	0.00	0.00	0.0	21,000.00	21,000.00	0.00	0.0
Total Program Expenses	\$3,867.55	\$8,148.76	\$4,281.21	52.5 %	\$60,358.41	\$65,015.06	\$4,656.65	7.2 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$2,667.98	\$4,475.15	\$1,807.17	40.4 %	\$12,925.85	\$14,942.23	\$2,016.38	13.5 %
FICA and Medicare	201.95	311.75	109.80	35.2	980.23	1,143.15	162.92	14.3
Retirement	212.27	383.10	170.83	44.6	841.23	1,184.62	343.39	29.0
Health Insurance	580.88	1,079.35	498.47	46.2	2,381.66	3,024.27	642.61	21.2
Worker's Compensation	0.00	0.00	0.00	0.0	862.00	1,567.50	705.50	45.0
Unemployment	3.77	0.42	(3.35)	(797.6)	71.53	41.12	(30.41)	(74.0)
Total General & Administrative Expenses	\$3,666.85	\$6,249.77	\$2,582.92	41.3 %	\$18,062.50	\$21,902.89	\$3,840.39	17.5 %
Total Expenses	\$7,534.40	\$14,398.53	\$6,864.13	47.7 %	\$78,420.91	\$86,917.95	\$8,497.04	9.8 %
Net Income (Loss)	\$(7,534.40)	\$(14,398.53)	\$6,864.13	47.7 %	\$(78,420.91)	\$(86,917.95)	\$8,497.04	9.8 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Water Usage Fees	\$15,008.62	\$15,916.66	\$(908.04)	(5.7)%	\$74,600.52	\$79,583.38	\$(4,982.86)	(6.3)%
Miscellaneous	155.00	250.00	(95.00)	(38.0)	915.52	1,250.00	(334.48)	(26.8)
Transfers In	941.67	941.66	0.01	0.0	4,708.35	4,708.38	(0.03)	0.0
Net Revenues	\$16,105.29	\$17,108.32	\$(1,003.03)	(5.9)%	\$80,224.39	\$85,541.76	\$(5,317.37)	(6.2)%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0 %	\$76.30	\$0.00	\$(76.30)	0.0 %
Contract Services	900.00	611.95	(288.05)	(47.1)	8,768.49	6,716.35	(2,052.14)	(30.6)
Training & Education	0.00	85.96	85.96	100.0	0.00	148.46	148.46	100.0
Dues and Subscriptions	0.00	22.96	22.96	100.0	0.00	39.70	39.70	100.0
Permit Fee Exp - Water	1,143.56	366.63	(776.93)	(211.9)	1,143.56	400.00	(743.56)	(185.9)
Engineering Fees	0.00	221.66	221.66	100.0	57.50	448.38	390.88	87.2
Equipment Rentals	0.00	34.41	34.41	100.0	0.00	59.41	59.41	100.0
Fuel	138.45	200.00	61.55	30.8	762.04	1,000.00	237.96	23.8
Insurance	0.00	0.00	0.00	0.0	2,724.34	2,725.00	0.66	0.0
Legal Exp - Water	858.00	385.67	(472.33)	(122.5)	1,170.00	800.73	(369.27)	(46.1)
Miscellaneous	526.84	23.58	(503.26)	(2134.3)	622.60	117.94	(504.66)	(427.9)
Software Support Exp - Water	0.00	135.40	135.40	100.0	1,240.81	1,552.10	311.29	20.1
Operating Supplies - Water	34.61	250.00	215.39	86.2	787.05	1,250.00	462.95	37.0
R&M Building - Water	0.00	34.41	34.41	100.0	0.00	59.41	59.41	100.0
Rep and Maint - Vehicles	161.24	208.33	47.09	22.6	907.88	1,041.69	133.81	12.8
Rep and Maint - Equipment	24.86	572.96	548.10	95.7	24.86	989.70	964.84	97.5
Rep and Maint - Infrastructure	0.00	0.00	0.00	0.0	1,050.57	2,661.60	1,611.03	60.5
Service Tests/System Testing	15.00	0.00	(15.00)	0.0	924.00	700.00	(224.00)	(32.0)
Small Tools and Equipment	8.72	246.88	238.16	96.5	244.97	771.91	526.94	68.3
Telephone Exp - Water	68.55	83.33	14.78	17.7	350.29	416.69	66.40	15.9
DWR Fee Exp	0.00	103.16	103.16	100.0	0.00	178.16	178.16	100.0
Uniform Exp Water	45.01	33.33	(11.68)	(35.0)	58.68	166.69	108.01	64.8
Utilities Exp - Water	37.07	41.66	4.59	11.0	226.21	208.38	(17.83)	(8.6)
Administrative Charge	4,204.21	4,204.25	0.04	0.0	21,021.05	21,021.25	0.20	0.0
Lease Payments	271.59	500.00	228.41	45.7	1,357.95	2,500.00	1,142.05	45.7
Total Program Expenses	\$8,437.71	\$8,366.53	\$(71.18)	(0.9)%	\$43,519.15	\$45,973.55	\$2,454.40	5.3 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,766.23	\$6,588.45	\$1,822.22	27.7 %	\$23,244.86	\$25,357.69	\$2,112.83	8.3 %
FICA and Medicare	356.24	559.90	203.66	36.4	1,758.49	2,016.38	257.89	12.8

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Retirement	374.45	469.90	95.45	20.3	1,483.89	1,623.58	139.69	8.6
Health Insurance	1,024.68	1,601.10	576.42	36.0	4,201.16	4,887.42	686.26	14.0
Worker's Compensation	0.00	0.00	0.00	0.0	2,073.00	2,765.50	692.50	25.0
Unemployment	8.29	13.90	5.61	40.4	138.29	78.54	(59.75)	(76.1)
Total General & Administrative Expenses	\$6,529.89	\$9,233.25	\$2,703.36	29.3 %	\$32,899.69	\$36,729.11	\$3,829.42	10.4 %
Total Expenses	\$14,967.60	\$17,599.78	\$2,632.18	15.0 %	\$76,418.84	\$82,702.66	\$6,283.82	7.6 %
Net Income (Loss)	\$1,137.59	\$(491.46)	\$1,629.15	331.5 %	\$3,805.55	\$2,839.10	\$966.45	34.0 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Sewer Usage Fees	\$15,310.77	\$16,750.00	\$(1,439.23)	(8.6)%	\$76,241.73	\$83,750.00	\$(7,508.27)	(9.0)%
Interest and Investment Earnings	0.00	8.33	(8.33)	(100.0)	12.14	41.69	(29.55)	(70.9)
Transfers In	483.33	483.33	0.00	0.0	2,416.65	2,416.69	(0.04)	0.0
Net Revenues	\$15,794.10	\$17,241.66	\$(1,447.56)	(8.4)%	\$78,670.52	\$86,208.38	\$(7,537.86)	(8.7)%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0 %	\$76.30	\$0.00	\$(76.30)	0.0 %
Contract Services	3,200.00	3,200.00	0.00	0.0	16,000.00	16,000.00	0.00	0.0
Training & Education	0.00	17.20	17.20	100.0	0.00	29.70	29.70	100.0
Permit Fee Exp - Sewer	0.00	143.22	143.22	100.0	0.00	247.46	247.46	100.0
Engineering Fees	0.00	57.30	57.30	100.0	0.00	99.04	99.04	100.0
Equipment Rentals	0.00	28.65	28.65	100.0	0.00	49.52	49.52	100.0
Fuel	138.46	175.00	36.54	20.9	762.08	875.00	112.92	12.9
Insurance	0.00	0.00	0.00	0.0	3,087.58	3,087.00	(0.58)	0.0
Legal Exp - Sewer	0.00	28.65	28.65	100.0	0.00	49.52	49.52	100.0
Miscellaneous	0.00	23.83	23.83	100.0	86.40	119.19	32.79	27.5
Software Support Exp - Sewer	0.00	130.20	130.20	100.0	1,240.81	1,588.55	347.74	21.9
Operating Supplies - Sewer	1,474.31	1,480.00	5.69	0.4	6,668.89	6,840.00	171.11	2.5
R&M Building - Sewer	0.00	34.41	34.41	100.0	0.00	59.41	59.41	100.0
Rep and Maint - Vehicles	161.24	200.00	38.76	19.4	639.88	1,000.00	360.12	36.0
Rep and Maint - Equipment	2,335.69	2,375.00	39.31	1.7	3,378.92	3,975.00	596.08	15.0
Rep and Maint - Infrastructure	0.00	2,820.83	2,820.83	100.0	1,009.67	5,254.19	4,244.52	80.8
Service Tests/System Testing	1,027.80	1,033.33	5.53	0.5	5,636.80	5,000.02	(636.78)	(12.7)
Small Tools and Equipment	0.00	156.25	156.25	100.0	60.99	406.25	345.26	85.0
Telephone Exp - Sewer	68.55	75.00	6.45	8.6	334.49	375.00	40.51	10.8
Uniform Exp Sewer	45.01	44.09	(0.92)	(2.1)	58.68	91.79	33.11	36.1
Utilities	231.05	166.66	(64.39)	(38.6)	1,390.07	833.38	(556.69)	(66.8)
Administrative Charge	4,204.21	4,204.25	0.04	0.0	21,021.05	21,021.25	0.20	0.0
Sewer Interest Expense	0.00	0.00	0.00	0.0	3,592.85	3,750.00	157.15	4.2
Lease Payments	271.59	500.00	228.41	45.7	1,357.95	2,500.00	1,142.05	45.7
Total Program Expenses	\$13,157.91	\$16,893.87	\$3,735.96	22.1 %	\$66,403.41	\$73,251.27	\$6,847.86	9.3 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$2,551.97	\$3,898.05	\$1,346.08	34.5 %	\$12,363.85	\$14,292.81	\$1,928.96	13.5 %
FICA and Medicare	197.76	298.15	100.39	33.7	942.22	1,088.23	146.01	13.4
Retirement	203.05	459.00	255.95	55.8	804.65	1,126.00	321.35	28.5

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Health Insurance	555.64	1,241.15	685.51	55.2	2,278.10	3,009.23	731.13	24.3
Worker's Compensation	0.00	0.00	0.00	0.0	1,033.00	1,499.50	466.50	31.1
Unemployment	3.60	8.42	4.82	57.2	68.41	46.14	(22.27)	(48.3)
Total General & Administrative Expenses	\$3,512.02	\$5,904.77	\$2,392.75	40.5 %	\$17,490.23	\$21,061.91	\$3,571.68	17.0 %
Total Expenses	\$16,669.93	\$22,798.64	\$6,128.71	26.9 %	\$83,893.64	\$94,313.18	\$10,419.54	11.0 %
Net Income (Loss)	\$(875.83)	\$(5,556.98)	\$4,681.15	84.2 %	\$(5,223.12)	\$(8,104.80)	\$2,881.68	35.6 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Sanitation Usage Fees	\$15,780.03	\$16,000.00	\$(219.97)	(1.4)%	\$78,201.41	\$80,000.00	\$(1,798.59)	(2.2)%
Miscellaneous	0.00	83.33	(83.33)	(100.0)	125.00	416.69	(291.69)	(70.0)
Transfers In	183.33	183.33	0.00	0.0	916.65	916.69	(0.04)	0.0
Net Revenues	\$15,963.36	\$16,266.66	\$(303.30)	(1.9)%	\$79,243.06	\$81,333.38	\$(2,090.32)	(2.6)%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0 %	\$76.30	\$0.00	\$(76.30)	0.0 %
Contract Services	0.00	57.30	57.30	100.0	0.00	99.04	99.04	100.0
Recycling Contract Exp	120.00	183.33	63.33	34.5	600.00	916.69	316.69	34.5
Training & Education	0.00	34.41	34.41	100.0	0.00	59.41	59.41	100.0
Equipment Rentals	0.00	114.64	114.64	100.0	0.00	198.01	198.01	100.0
Fuel	585.81	716.66	130.85	18.3	3,465.21	3,583.38	118.17	3.3
Insurance	0.00	0.00	0.00	0.0	3,632.45	3,630.00	(2.45)	(0.1)
Landfill Tipping Fees	3,793.60	3,803.12	9.52	0.3	9,204.40	9,678.15	473.75	4.9
Miscellaneous	0.00	43.13	43.13	100.0	48.14	158.16	110.02	69.6
Software Support Exp - Trash	0.00	66.66	66.66	100.0	1,240.81	1,533.38	292.57	19.1
Operating Supplies - Trash	34.61	20.83	(13.78)	(66.2)	78.51	104.19	25.68	24.6
R&M Building - Trash	0.00	17.24	17.24	100.0	0.00	29.74	29.74	100.0
Rep and Maint - Vehicles	161.24	1,232.50	1,071.26	86.9	1,670.47	3,372.50	1,702.03	50.5
Rep and Maint - Equipment	24.86	401.05	376.19	93.8	24.86	692.79	667.93	96.4
R&M Trash - Infrastructure	0.00	0.00	0.00	0.0	12.75	0.00	(12.75)	0.0
Small Tools and Equipment	0.00	135.43	135.43	100.0	60.99	352.13	291.14	82.7
Telephone Exp - Trash	68.56	75.00	6.44	8.6	342.24	375.00	32.76	8.7
Uniform Exp Trash	45.01	43.99	(1.02)	(2.3)	58.68	92.35	33.67	36.5
Administrative Charge	4,204.21	4,204.25	0.04	0.0	21,021.05	21,021.25	0.20	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	\$9,037.90	\$11,149.54	\$2,111.64	18.9 %	\$46,536.86	\$50,896.17	\$4,359.31	8.6 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,059.95	\$6,801.35	\$2,741.40	40.3 %	\$19,669.74	\$22,548.27	\$2,878.53	12.8 %
FICA and Medicare	307.31	474.35	167.04	35.2	1,491.67	1,733.27	241.60	13.9
Retirement	323.03	691.55	368.52	53.3	1,280.12	1,802.31	522.19	29.0
Health Insurance	883.96	2,038.10	1,154.14	56.6	3,624.24	4,904.42	1,280.18	26.1
Worker's Compensation	0.00	0.00	0.00	0.0	2,895.00	2,385.50	(509.50)	(21.4)
Unemployment	5.73	12.05	6.32	52.4	108.82	70.25	(38.57)	(54.9)
Total General & Administrative Expenses	\$5,579.98	\$10,017.40	\$4,437.42	44.3 %	\$29,069.59	\$33,444.02	\$4,374.43	13.1 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total Expenses	<u>\$14,617.88</u>	<u>\$21,166.94</u>	<u>\$6,549.06</u>	<u>30.9 %</u>	<u>\$75,606.45</u>	<u>\$84,340.19</u>	<u>\$8,733.74</u>	<u>10.4 %</u>
Net Income (Loss)	<u>\$1,345.48</u>	<u>\$(4,900.28)</u>	<u>\$6,245.76</u>	<u>127.5 %</u>	<u>\$3,636.61</u>	<u>\$(3,006.81)</u>	<u>\$6,643.42</u>	<u>220.9 %</u>

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

Fund: (3) Road

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
HURF Revenue	\$3,416.48	\$3,285.00	\$131.48	4.0 %	\$16,563.97	\$16,425.00	\$138.97	0.8 %
Interest and Investment Earnings	18.92	15.00	3.92	26.1	90.45	75.00	15.45	20.6
Transfers In	3,237.45	12,193.97	(8,956.52)	(73.5)	24,225.01	40,942.32	(16,717.31)	(40.8)
Net Revenues	\$6,672.85	\$15,493.97	\$(8,821.12)	(56.9)%	\$40,879.43	\$57,442.32	\$(16,562.89)	(28.8)%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0 %	\$76.30	\$0.00	\$(76.30)	0.0 %
Engineering Fees	0.00	0.00	0.00	0.0	2,900.25	2,000.00	(900.25)	(45.0)
Equipment Rentals - HURF	0.00	171.91	171.91	100.0	0.00	296.91	296.91	100.0
Fuel	5.15	0.00	(5.15)	0.0	28.49	0.00	(28.49)	0.0
Insurance	0.00	0.00	0.00	0.0	1,816.22	1,816.00	(0.22)	0.0
Miscellaneous	0.00	40.97	40.97	100.0	48.14	150.28	102.14	68.0
Operating Supplies - HURF	34.59	40.66	6.07	14.9	229.89	209.04	(20.85)	(10.0)
Public Restroom Supplies	103.39	198.49	95.10	47.9	788.16	860.99	72.83	8.5
R&M Building - HURF	0.00	34.41	34.41	100.0	0.00	59.41	59.41	100.0
Rep and Maint - Vehicles	161.26	300.00	138.74	46.2	639.85	800.00	160.15	20.0
Rep and Maint - Equipment	24.85	40.13	15.28	38.1	24.85	69.37	44.52	64.2
Rep and Maint - Infrastructure	0.00	0.00	0.00	0.0	2,686.88	2,786.24	99.36	3.6
Small Tools and Equipment	0.00	41.66	41.66	100.0	133.93	208.38	74.45	35.7
Street Lights	987.37	1,041.66	54.29	5.2	4,938.41	5,208.38	269.97	5.2
Street Supplies	207.24	312.50	105.26	33.7	465.89	812.50	346.61	42.7
Telephone	15.05	16.66	1.61	9.7	75.25	83.38	8.13	9.8
Uniform Exp - HURF	45.01	38.36	(6.65)	(17.3)	58.66	81.76	23.10	28.3
Administrative Charge	940.80	940.83	0.03	0.0	4,704.00	4,704.19	0.19	0.0
Lease Payments	77.58	1,215.62	1,138.04	93.6	387.90	2,390.94	2,003.04	83.8
Total Program Expenses	\$2,602.29	\$4,433.86	\$1,831.57	41.3 %	\$20,003.07	\$22,537.77	\$2,534.70	11.2 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,185.13	\$1,790.55	\$(1,394.58)	(77.9)%	\$16,059.70	\$13,065.31	\$(2,994.39)	(22.9)%
FICA and Medicare	241.93	151.80	(90.13)	(59.4)	1,221.63	1,023.16	(198.47)	(19.4)
Retirement	171.42	360.90	189.48	52.5	679.25	956.58	277.33	29.0
Health Insurance	469.04	876.65	407.61	46.5	1,923.06	2,372.73	449.67	19.0
Worker's Compensation	0.00	0.00	0.00	0.0	911.00	1,266.00	355.00	28.0
Unemployment	3.04	7.19	4.15	57.7	81.72	49.95	(31.77)	(63.6)
Total General & Administrative Expenses	\$4,070.56	\$3,187.09	\$(883.47)	(27.7)%	\$20,876.36	\$18,733.73	\$(2,142.63)	(11.4)%
Total Expenses	\$6,672.85	\$7,620.95	\$948.10	12.4 %	\$40,879.43	\$41,271.50	\$392.07	0.9 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

Fund: (3) Road

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Net Income (Loss)	\$0.00	\$7,873.02	\$(7,873.02)	(100.0)%	\$0.00	\$16,170.82	\$(16,170.82)	(100.0)%

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Town of Jerome
Balance Sheet
As of 11/30/2018
Fund: (1) General

Assets

Current Assets

LGIP	\$1,613.50	
Petty Cash - General Gov	275.00	
Auto Lieu Taxes	5,430.42	
City Sales Taxes	177,519.85	
Franchise Fees	3,915.37	
GF Accounts Receivable	(2,420.20)	
Property Taxes	1,501.31	
Rents	(1,064.67)	
State Sales Taxes	7,188.39	
Court - Checking & Bond Acct	91,921.08	
Court - JCEF Acct	11,606.04	
Court - FTG Acct	5,665.38	
Urban Revenue Sharing	15,136.98	
Petty Cash - Fire Dept	150.00	
Petty Cash - Library	150.00	
NBA Checking	44,256.64	
OAZ Checking	677,823.27	
OAZ General Savings	392,694.13	
OAZ CTL Business Savings	5.00	
Total Current Assets		\$1,433,367.49

Other Assets

Due From Other Funds	\$1,853,787.33	
Total Other Assets		1,853,787.33
Total Assets		<u>\$3,287,154.82</u>

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$13,954.58	
Federal WH & FICA	689.82	
Arizona Withholding	51.47	
Unemployment Taxes	(736.13)	
AFLAC	(493.38)	
Health Insurance	5,632.66	
457G Retirement	43.46	
PSPRS	1,271.14	
Customer Deposits	6,647.22	
Ganishments Payable	1,735.51	
HDHP Savings	87.95	
Wages Payable	16,497.04	
Due To Other Funds	2,609,235.65	
Court Liabilities	6,507.78	
Suspense Account	(10,659.52)	
Total Current Liabilities		\$2,650,465.25
Total Liabilities		<u>\$2,650,465.25</u>

Net Assets

Unrestricted Funds	734,473.85
Prior Period Adj - GF	56.13

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Town of Jerome
Balance Sheet
As of 11/30/2018
Fund: (1) General

Current Year Net Assets	(97,840.41)	
Total Net Assets		636,689.57
Total Liabilities and Net Assets		<u>\$3,287,154.82</u>

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Town of Jerome
Balance Sheet
As of 11/30/2018
Fund: (2) Utilities

Assets

Current Assets

Allowance for Doubtful Accts	\$(15,000.00)	
Utilities A/R	60,306.38	
Bond Account	11,997.52	
Replacement & Extension Acct	62,510.54	
Series 2001 Bond Reserve Acct	30,039.31	
Total Current Assets		\$149,853.75

Property, Plant & Equipment

Buildings	\$2,166,541.66	
Operating Equipment	188,014.81	
Buildings	(1,275,163.43)	
Operating Equipment	(218,096.69)	
Infrastructure	1,399,746.06	
Total Property, Plant & Equipment		2,261,042.41

Other Assets

Due From Other Funds	\$1,018,346.81	
Total Other Assets		1,018,346.81

Total Assets

\$3,429,242.97

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$11,898.39	
Federal WH & FICA	3,777.54	
Sales Tax Payable	1,120.37	
Customer Deposits	25,294.55	
Compensated Absences	1,653.16	
Bonds Payable	159,682.50	
Other Liabilities	6,354.76	
Due To Other Funds	975,871.12	
Accrued Payroll	1,951.06	
Accrued Interest Payable	3,592.85	
Total Current Liabilities		\$1,191,196.30
Total Liabilities		\$1,191,196.30

Net Assets

Unrestricted Fund Balance	(11,642.42)	
Unrestricted Fund Balance	801,692.16	
Unrestricted Fund Balance	(153,766.84)	
Unrestricted Fund Balance	1,551,086.52	
Current Year Net Assets	50,677.25	
Total Net Assets		2,238,046.67
Total Liabilities and Net Assets		\$3,429,242.97

12/4/18
3:02:47 PM

Town of Jerome
Balance Sheet
As of 11/30/2018
Fund: (3) Road

Assets

Current Assets

HURF Accounts Receivable	\$6,631.11	
OAZ HURF Savings	116,018.47	
Total Current Assets		\$122,649.58

Other Assets

Due From Other Funds	\$131,015.22	
Total Other Assets		131,015.22

Total Assets		\$253,664.80
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Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$1,551.46	
Due To Other Funds	256,740.50	
Accrued Payroll	526.64	
Total Current Liabilities		\$258,818.60
Total Liabilities		\$258,818.60

Net Assets

Unrestricted Fund Balance	(4,881.34)	
Current Year Net Assets	(272.46)	
Total Net Assets		(5,153.80)
Total Liabilities and Net Assets		\$253,664.80

12/4/18
3:03:04 PM

Town of Jerome
Balance Sheet
As of 11/30/2018

Fund: (4) Firefighters Pension & Relief

Assets

Current Assets

Investments - Pension & Relief

\$138,095.81

Total Current Assets

\$138,095.81

Other Assets

Due From Other Funds

\$53,398.57

Total Other Assets

53,398.57

Total Assets

\$191,494.38

Liabilities and Net Assets

Current Liabilities

Due To Other Funds

\$39,449.55

Total Current Liabilities

\$39,449.55

Total Liabilities

\$39,449.55

Net Assets

Unrestricted Fund Balance

143,885.68

Current Year Net Assets

8,159.15

Total Net Assets

152,044.83

Total Liabilities and Net Assets

\$191,494.38

12/4/18
3:03:28 PM

Town of Jerome
Balance Sheet
As of 11/30/2018
Fund: (5) Operating Grants

Assets

Current Assets

Inventory	\$17,813.06	
Total Current Assets	<u>17,813.06</u>	\$17,813.06

Other Assets

Due From Other Funds	\$479,646.14	
Total Other Assets	<u>479,646.14</u>	

Total Assets		<u><u>\$497,459.20</u></u>
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Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$396,043.20	
Deferred Revenue - Opr Grants	6,591.66	
Accounts Payable - Opr Grants	75,359.48	
Total Current Liabilities	<u>477,994.34</u>	

Total Liabilities		<u>477,994.34</u>
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Net Assets

Unrestricted Fund Balance	15,880.45	
Current Year Net Assets	<u>3,584.41</u>	
Total Net Assets		<u>19,464.86</u>
Total Liabilities and Net Assets		<u><u>\$497,459.20</u></u>

12/4/18
3:03:43 PM

Town of Jerome
Balance Sheet
As of 11/30/2018
Fund: (6) Capital Grants

Assets

Other Assets

Due From Other Funds	\$655,095.67	
Total Other Assets		\$655,095.67
Total Assets		\$655,095.67

Liabilities and Net Assets

Current Liabilities

Deferred Revenue - Cap Grants	\$37,345.41	
Due To Other Funds	97,666.65	
Total Current Liabilities		\$135,012.06
Total Liabilities		\$135,012.06

Net Assets

Restricted Fund Balance	\$31,920.73	
Unrestricted Fund Balance	(35,183.20)	
Current Year Net Assets	523,346.08	
Total Net Assets		520,083.61
Total Liabilities and Net Assets		\$655,095.67

12/4/18
3:03:59 PM

Town of Jerome
Balance Sheet
As of 11/30/2018

Fund: (7) GF Contingencies

Assets

Other Assets

Due From Other Funds

\$225,804.69

Total Other Assets

\$225,804.69

Total Assets

\$225,804.69

Liabilities and Net Assets

Current Liabilities

Due To Other Funds

\$108,727.67

Total Current Liabilities

\$108,727.67

Total Liabilities

\$108,727.67

Net Assets

Unrestricted Fund Balance

\$80,209.40

Current Year Net Assets

36,867.62

Total Net Assets

117,077.02

Total Liabilities and Net Assets

\$225,804.69

12/4/18
3:04:12 PM

Town of Jerome
Balance Sheet
As of 11/30/2018
Fund: (9) Capital

Assets

Current Assets

OAZ Capital Improvements	\$40,533.69	
Total Current Assets		\$40,533.69

Other Assets

Due From Other Funds	\$71,639.91	
Total Other Assets		71,639.91

Total Assets		<u>\$112,173.60</u>
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Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$15,000.00	
Total Current Liabilities		\$15,000.00

Total Liabilities		<u>\$15,000.00</u>
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Net Assets

Unrestricted Fund Balance	\$67,628.33	
Current Year Net Assets	29,545.27	

Total Net Assets		<u>97,173.60</u>
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Total Liabilities and Net Assets		<u>\$112,173.60</u>
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AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)

Ledger as of : 11/1/2018 to 11/30/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
VENDOR: 1002 - XEROX FINANCIAL SERVICES											
110718K 020-0098114-001, 1352136 GG	11/07/18	11/07/18	12/07/18	1.11.6191 - Copier & Equip Lease Expe	\$321.03	\$0.00	\$321.03	11/07/18	9477	ASCUC†	\$0.00
INVOICE 110718K TOTALS:					\$321.03	\$0.00	\$321.03				\$0.00
XEROX FINANCIAL SERVICES TOTALS:					\$321.03	\$0.00	\$321.03				\$0.00
VENDOR: 1004 - CHARLOTTE PAGE											
112618H reimbursement PZ	11/26/18	11/26/18	12/26/18	1.16.6195 - Operating Supplies - P&Z	\$22.74	\$0.00	\$22.74	11/26/18	9519	ASCUC†	\$0.00
INVOICE 112618H TOTALS:					\$22.74	\$0.00	\$22.74				\$0.00
CHARLOTTE PAGE TOTALS:					\$22.74	\$0.00	\$22.74				\$0.00
VENDOR: 1008 - MCI COMM SERVICE											
112618B 6N294147 928 649 3034 FD	11/26/18	11/26/18	12/16/18	1.14.6265 - Telephone	\$34.27	\$0.00	\$34.27	11/26/18	9520	ASCUC†	\$0.00
INVOICE 112618B TOTALS:					\$34.27	\$0.00	\$34.27				\$0.00
MCI COMM SERVICE TOTALS:					\$34.27	\$0.00	\$34.27				\$0.00
VENDOR: 1021 - NICHOLAS BARTELL											
111318MA1 Adj For JFD Per Call Pay-Bartell	11/13/18	11/13/18	12/13/18	1.10.2950 - FD Per Call Payable	\$33.75	\$0.00	\$33.75	11/13/18	9493	ASCUC†	\$0.00
INVOICE 111318MA1 TOTALS:					\$33.75	\$0.00	\$33.75				\$0.00
NICHOLAS BARTELL TOTALS:					\$33.75	\$0.00	\$33.75				\$0.00
VENDOR: 1022 - KEITH LAZARO											
111318MA9 Adj For JFD Per Call Pay-Lazaro	11/13/18	11/13/18	12/13/18	1.10.2950 - FD Per Call Payable	\$236.25	\$0.00	\$236.25	11/13/18	9494	ASCUC†	\$0.00
INVOICE 111318MA9 TOTALS:					\$236.25	\$0.00	\$236.25				\$0.00
KEITH LAZARO TOTALS:					\$236.25	\$0.00	\$236.25				\$0.00
VENDOR: 1023 - VARIDESK, LLC											
112618F 1412353, IVC-2-941213 GG	11/26/18	11/26/18	12/26/18	1.11.6250 - Small Tools and Equipment	\$650.00	\$0.00	\$650.00	11/26/18	9521	ASCUC†	\$0.00
INVOICE 112618F TOTALS:					\$650.00	\$0.00	\$650.00				\$0.00
VARIDESK, LLC TOTALS:					\$650.00	\$0.00	\$650.00				\$0.00
VENDOR: 1024 - JASON LOHMAN											
112718MA1 Sugar Pine Fire Time & Travel	11/27/18	11/27/18	12/27/18	7.25.6276 - Wildlands Exp - Contingenc	\$4,897.28	\$0.00	\$4,897.28	11/27/18	9539	ASCUC†	\$0.00

*V - Denotes Voided Check Entries

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

Ledger as of : 11/1/2018 to 11/30/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
INVOICE 112718MA1 TOTALS:											
					\$4,897.28	\$0.00	\$4,897.28				\$0.00
JASON LOHMAN TOTALS:											
					\$4,897.28	\$0.00	\$4,897.28				\$0.00
VENDOR: 109 - AFLAC											
112618Q	11/26/18	11/26/18	11/26/18	1.10.2405 - AFLAC	\$214.51	\$0.00	\$214.51	11/26/18	9522	ASCUC†	\$0.00
Acct # DN513, Inv. 094685					\$214.51	\$0.00	\$214.51				\$0.00
INVOICE 112618Q TOTALS:											
					\$214.51	\$0.00	\$214.51				\$0.00
AFLAC TOTALS:											
					\$214.51	\$0.00	\$214.51				\$0.00
VENDOR: 113 - ALL-MED EQUIPMENT & SERVICES											
110718D	11/07/18	11/07/18	11/07/18	1.14.6181 - Medical Supplies Exp	\$119.04	\$0.00	\$119.04	11/07/18	9478	ASCUC†	\$0.00
521064 FD					\$119.04	\$0.00	\$119.04				\$0.00
INVOICE 110718D TOTALS:											
					\$119.04	\$0.00	\$119.04				\$0.00
ALL-MED EQUIPMENT & SERVICES TOTALS:											
					\$119.04	\$0.00	\$119.04				\$0.00
VENDOR: 118 - VOCE TELECOM											
112918U	11/29/18	11/29/18	11/29/18	1.13.6265 - Telephone	\$13.84	\$0.00	\$13.84	11/29/18	9540	ASCUC†	\$0.00
208461, 183190070 PD					\$13.84	\$0.00	\$13.84				\$0.00
INVOICE 112918U TOTALS:											
					\$13.84	\$0.00	\$13.84				\$0.00
VOCE TELECOM TOTALS:											
					\$13.84	\$0.00	\$13.84				\$0.00
VENDOR: 119 - APS											
110718C	11/07/18	11/07/18	11/22/18	1.18.6285 - Utilities	\$13.92	\$0.00	\$13.92	11/07/18	9479	ASCUC†	\$0.00
943806 roof					\$13.92	\$0.00	\$13.92				\$0.00
INVOICE 110718C TOTALS:											
					\$13.92	\$0.00	\$13.92				\$0.00
A.P.S.-23											
0421621 Fire station	11/29/18	11/29/18	12/14/18	1.18.6285 - Utilities	\$380.49	\$0.00	\$380.49	11/29/18	9541	ASCUC†	\$0.00
2353720 FD gulch				1.18.6285 - Utilities	\$39.23	\$0.00	\$39.23	11/29/18	9541	ASCUC†	\$0.00
2383901 Upper park				1.17.6285 - Utilities	\$48.34	\$0.00	\$48.34	11/29/18	9541	ASCUC†	\$0.00
5613490 Upper park 2				1.17.6285 - Utilities	\$57.42	\$0.00	\$57.42	11/29/18	9541	ASCUC†	\$0.00
8468241 Middle park				1.17.6285 - Utilities	\$0.00	\$0.00	\$0.00				\$0.00
0024200 Lower park				1.17.6285 - Utilities	\$0.00	\$0.00	\$0.00				\$0.00
3216010 Hotel Jerome				1.18.6285 - Utilities	\$60.03	\$0.00	\$60.03	11/29/18	9541	ASCUC†	\$0.00
2839800 Ghost Pepper				1.18.6285 - Utilities	\$112.21	\$0.00	\$112.21	11/29/18	9541	ASCUC†	\$0.00
1976520 Co-op				1.18.6285 - Utilities	\$155.64	\$0.00	\$155.64	11/29/18	9541	ASCUC†	\$0.00
7575770 Civic Center				1.18.6285 - Utilities	\$874.10	\$0.00	\$874.10	11/29/18	9541	ASCUC†	\$0.00
6506951 PD				1.18.6285 - Utilities	\$132.73	\$0.00	\$132.73	11/29/18	9541	ASCUC†	\$0.00
4246290 VWWTP				2.51.6285 - Utilities	\$231.05	\$0.00	\$231.05	11/29/18	9541	ASCUC†	\$0.00
1490440 Street lights				3.30.6255 - Street Lights	\$987.37	\$0.00	\$987.37	11/29/18	9541	ASCUC†	\$0.00
9438060 Roof				1.18.6285 - Utilities	\$0.00	\$0.00	\$0.00				\$0.00
6109570 Perkinsville Road				1.18.6285 - Utilities	\$111.10	\$0.00	\$111.10	11/29/18	9541	ASCUC†	\$0.00

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

Ledger as of : 11/1/2018 to 11/30/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
8061950 Sunshine Hill water tank				2.50.6285 - Utilities Exp - Water	\$37.07	\$0.00	\$37.07	11/29/18	9541	ASCUC†	\$0.00
				INVOICE A.P.S.-23 TOTALS:	\$3,226.78	\$0.00	\$3,226.78				\$0.00
				APS TOTALS:	\$3,240.70	\$0.00	\$3,240.70				\$0.00
VENDOR: 120 - ARROW EXPRESS											\$0.00
112618C	11/26/18	11/26/18	12/26/18								\$0.00
Sewer sample shipping - 113985				2.51.6240 - Service Tests/System Testi	\$45.00	\$0.00	\$45.00	11/26/18	9523	ASCUC†	\$0.00
				INVOICE 112618C 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
112918V	11/29/18	11/29/18	12/29/18								\$0.00
287251435682x11152018PD				1.13.6265 - Telephone	\$45.52	\$0.00	\$45.52	11/29/18	9542	ASCUC†	\$0.00
				INVOICE 112918V TOTALS:	\$45.52	\$0.00	\$45.52				\$0.00
				AT&T TOTALS:	\$45.52	\$0.00	\$45.52				\$0.00
VENDOR: 167 - OFFICE DEPOT											\$0.00
112618E	11/26/18	11/26/18	01/25/19								\$0.00
63266436, 225996637001 GG				1.11.6190 - Office Supplies	\$38.82	\$0.00	\$38.82	11/26/18	9524	ASCUC†	\$0.00
				INVOICE 112618E TOTALS:	\$38.82	\$0.00	\$38.82				\$0.00
112918W	11/29/18	11/29/18	01/28/19								\$0.00
63266436, 235028129001 GG				1.11.6190 - Office Supplies	\$46.02	\$0.00	\$46.02	11/29/18	9543	ASCUC†	\$0.00
63266436, 235024309001 GG				1.11.6190 - Office Supplies	\$13.23	\$0.00	\$13.23	11/29/18	9543	ASCUC†	\$0.00
				INVOICE 112918W TOTALS:	\$59.25	\$0.00	\$59.25				\$0.00
				OFFICE DEPOT TOTALS:	\$98.07	\$0.00	\$98.07				\$0.00
VENDOR: 168 - CENTURY LINK											\$0.00
CENTURYLINK-31	11/26/18	11/26/18	12/11/18								\$0.00
928 634 2245 PD				1.13.6265 - Telephone	\$31.09	\$0.00	\$31.09	11/26/18	9525	ASCUC†	\$0.00
928 634 6647 FD				1.14.6265 - Telephone	\$60.99	\$0.00	\$60.99	11/26/18	9525	ASCUC†	\$0.00
928 634 6714 water				2.50.6265 - Telephone Exp - Water	\$15.06	\$0.00	\$15.06	11/26/18	9525	ASCUC†	\$0.00
928 634 6714 sewer				2.51.6265 - Telephone Exp - Sewer	\$15.06	\$0.00	\$15.06	11/26/18	9525	ASCUC†	\$0.00
928 634 6714 trash				2.52.6265 - Telephone Exp - Trash	\$15.05	\$0.00	\$15.05	11/26/18	9525	ASCUC†	\$0.00
928 634 6714 parks				1.17.6265 - Telephone	\$15.05	\$0.00	\$15.05	11/26/18	9525	ASCUC†	\$0.00
928 634 6714 HURF				3.30.6265 - Telephone	\$15.05	\$0.00	\$15.05	11/26/18	9525	ASCUC†	\$0.00
928 634 7941 GG DSL				1.11.6265 - Telephone	\$239.91	\$0.00	\$239.91	11/26/18	9525	ASCUC†	\$0.00
928 634 7943 GG				1.11.6265 - Telephone	\$148.23	\$0.00	\$148.23	11/26/18	9525	ASCUC†	\$0.00
928 634 8992 PD				1.13.6265 - Telephone	\$169.13	\$0.00	\$169.13	11/26/18	9525	ASCUC†	\$0.00
928 639 0574 LB				1.15.6265 - Telephone	\$212.38	\$0.00	\$212.38	11/26/18	9525	ASCUC†	\$0.00
928 649 2776 PD				1.13.6265 - Telephone	\$37.56	\$0.00	\$37.56	11/26/18	9525	ASCUC†	\$0.00
928 649 3034 FD				1.14.6265 - Telephone	\$116.61	\$0.00	\$116.61	11/26/18	9525	ASCUC†	\$0.00

Town of Jerome

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

Ledger as of : 11/1/2018 to 11/30/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
928 649 3250 CT				1.12.6265 - Telephone	\$65.44	\$0.00	\$65.44	11/26/18	9525	ASCUC†	\$0.00
928 649 3250 CT				1.12.6265 - Telephone	(\$120.59)	\$0.00	(\$120.59)	11/26/18	9525	ASCUC†	\$0.00
				1.11.6185 - Miscellaneous		\$0.00	\$0.00				\$0.00
				INVOICE CENTURYLINK-31 TOTALS:	\$1,036.02	\$0.00	\$1,036.02				\$0.00
				CENTURY LINK TOTALS:	\$1,036.02	\$0.00	\$1,036.02				\$0.00
											\$0.00
VENDOR: 189 - PURCHASE POWER											
112918S	11/29/18	11/29/18	12/24/18	8000-9000-0271-2119 GG							
				1.11.6200 - Postage	\$420.75	\$0.00	\$420.75	11/29/18	9544	ASCUC†	\$0.00
				INVOICE 112918S TOTALS:	\$420.75	\$0.00	\$420.75				\$0.00
				PURCHASE POWER TOTALS:	\$420.75	\$0.00	\$420.75				\$0.00
VENDOR: 203 - SMART DOCUMENT SOLUTIONS											
111518F	11/15/18	11/15/18	11/15/18	1.11.6191 - Copier & Equip Lease Expe	\$464.78	\$0.00	\$464.78	11/15/18	9515	ASCUC†	\$0.00
				C10253, IN6262 GG	\$464.78	\$0.00	\$464.78				\$0.00
				INVOICE 111518F TOTALS:	\$464.78	\$0.00	\$464.78				\$0.00
				SMART DOCUMENT SOLUTIONS TOTALS:	\$464.78	\$0.00	\$464.78				\$0.00
VENDOR: 204 - SEDONA RECYCLES, INC											
110718E	11/07/18	11/07/18	11/07/18	2.52.6111 - Recycling Contract Exp	\$120.00	\$0.00	\$120.00	11/07/18	9480	ASCUC†	\$0.00
				Recycling Services, 1118	\$120.00	\$0.00	\$120.00				\$0.00
				INVOICE 110718E 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											
VERIZON-28	11/07/18	11/07/18	12/02/18	1.16.6265 - Telephone	\$37.20	\$0.00	\$37.20	11/07/18	9481	ASCUC†	\$0.00
				928 300 5987 PZ Barry	\$65.01	\$0.00	\$65.01	11/07/18	9481	ASCUC†	\$0.00
				928 300 8701 FD Rusty	\$11.75	\$0.00	\$11.75	11/07/18	9481	ASCUC†	\$0.00
				928 301 1878 water Eric	\$11.75	\$0.00	\$11.75	11/07/18	9481	ASCUC†	\$0.00
				928 301 1878 sewer Eric	\$11.75	\$0.00	\$11.75	11/07/18	9481	ASCUC†	\$0.00
				928 301 1878 trash Eric	\$11.75	\$0.00	\$11.75	11/07/18	9481	ASCUC†	\$0.00
				928 301 2381 water Garrett	\$11.75	\$0.00	\$11.75	11/07/18	9481	ASCUC†	\$0.00
				928 301 2381 sewer Garrett	\$11.75	\$0.00	\$11.75	11/07/18	9481	ASCUC†	\$0.00
				928 301 2381 trash Garrett	\$11.75	\$0.00	\$11.75	11/07/18	9481	ASCUC†	\$0.00
				928 821 0133 shuttle driver - Leo	\$34.20	\$0.00	\$34.20	11/07/18	9481	ASCUC†	\$0.00
				928 821 8243 water Xanadu	\$7.85	\$0.00	\$7.85	11/07/18	9481	ASCUC†	\$0.00
				928 821 8243 sewer Xanadu	\$7.85	\$0.00	\$7.85	11/07/18	9481	ASCUC†	\$0.00
				928 821 8243 trash Xanadu	\$7.85	\$0.00	\$7.85	11/07/18	9481	ASCUC†	\$0.00
				928 821 8335 water Lyle	\$11.40	\$0.00	\$11.40	11/07/18	9481	ASCUC†	\$0.00
				928 821 8335 sewer Lyle	\$11.40	\$0.00	\$11.40	11/07/18	9481	ASCUC†	\$0.00
				928 821 8335 trash Lyle	\$11.40	\$0.00	\$11.40	11/07/18	9481	ASCUC†	\$0.00
				access charges water	\$10.74	\$0.00	\$10.74	11/07/18	9481	ASCUC†	\$0.00

Town of Jerome

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

Ledger as of : 11/1/2018 to 11/30/2018

Invoice Number Description	Inv. Date	Post. Date	Due. Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
access charges sewer				2.51.6265 - Telephone Exp - Sewer	\$10.74	\$0.00	\$10.74	11/07/18	9481	ASCUC†	\$0.00
access charges trash				2.52.6265 - Telephone Exp - Trash	\$10.74	\$0.00	\$10.74	11/07/18	9481	ASCUC†	\$0.00
access charges GG				1.11.6265 - Telephone	\$10.74	\$0.00	\$10.74	11/07/18	9481	ASCUC†	\$0.00
access charges FD				1.14.6265 - Telephone	\$10.73	\$0.00	\$10.73	11/07/18	9481	ASCUC†	\$0.00
access charges PZ				1.16.6265 - Telephone	\$10.73	\$0.00	\$10.73	11/07/18	9481	ASCUC†	\$0.00
				1.11.6265 - Telephone	\$0.00	\$0.00	\$0.00				\$0.00
				INVOICE VERIZON-28 TOTALS:	\$329.10	\$0.00	\$329.10				\$0.00
				VERIZON WIRELESS TOTALS:	\$329.10	\$0.00	\$329.10				\$0.00
VENDOR: 224 - LEGEND											
110118H	11/01/18	11/01/18	12/01/18	2.51.6240 - Service Tests/System Testi	\$552.80	\$0.00	\$552.80	11/01/18	9473	ASCUC†	\$0.00
Acct 00-0001475, 1815976 sewer				INVOICE 110118H TOTALS:	\$552.80	\$0.00	\$552.80				\$0.00
110818O	11/08/18	11/08/18	12/08/18	2.51.6240 - Service Tests/System Testi	\$51.00	\$0.00	\$51.00	11/08/18	9488	ASCUC†	\$0.00
Acct 00-0001475, Inv. 1816430				INVOICE 110818O TOTALS:	\$51.00	\$0.00	\$51.00				\$0.00
112618P	11/26/18	11/26/18	12/26/18	2.51.6240 - Service Tests/System Testi	\$51.00	\$0.00	\$51.00	11/26/18	9526	ASCUC†	\$0.00
Acct 00-0001475, Inv. 1817005 sewer				INVOICE 112618P TOTALS:	\$51.00	\$0.00	\$51.00				\$0.00
112918AA	11/29/18	11/29/18	12/29/18	2.51.6240 - Service Tests/System Testi	\$277.00	\$0.00	\$277.00	11/29/18	9545	ASCUC†	\$0.00
Acct 00-0001475, Inv 1817209				2.50.6240 - Service Tests/System Testi	\$15.00	\$0.00	\$15.00	11/29/18	9545	ASCUC†	\$0.00
Acct 00-0001475, Inv 1817209				2.51.6240 - Service Tests/System Testi	\$51.00	\$0.00	\$51.00	11/29/18	9545	ASCUC†	\$0.00
Acct 00-0001475, Inv 1817346				INVOICE 112918AA TOTALS:	\$343.00	\$0.00	\$343.00				\$0.00
				LEGEND TOTALS:	\$997.80	\$0.00	\$997.80				\$0.00
VENDOR: 237 - UNISOURCE ENERGY SERVICES											
UNISOURCE-29	11/26/18	11/26/18	12/16/18	1.18.6285 - Utilities	\$20.22	\$0.00	\$20.22	11/26/18	9527	ASCUC†	\$0.00
693726 PD				1.18.6285 - Utilities	\$86.39	\$0.00	\$86.39	11/26/18	9527	ASCUC†	\$0.00
055982 FD				1.18.6285 - Utilities	\$196.19	\$0.00	\$196.19	11/26/18	9527	ASCUC†	\$0.00
750593 Civic Center				1.18.6285 - Utilities	\$59.62	\$0.00	\$59.62	11/26/18	9527	ASCUC†	\$0.00
435334 Town yard				1.18.6285 - Utilities	\$60.81	\$0.00	\$60.81	11/26/18	9527	ASCUC†	\$0.00
235334 Co-op				INVOICE UNISOURCE-29 TOTALS:	\$423.23	\$0.00	\$423.23				\$0.00
				UNISOURCE ENERGY SERVICES TOTALS:	\$423.23	\$0.00	\$423.23				\$0.00
VENDOR: 238 - VERDE VALLEY HARDWARE											
110718A	11/07/18	11/07/18	11/22/18	2.51.6220 - Rep and Maint - Vehicles	\$6.61	\$0.00	\$6.61	11/07/18	9483	ASCUC†	\$0.00
2860 sewer				2.50.6220 - Rep and Maint - Vehicles	\$6.61	\$0.00	\$6.61	11/07/18	9483	ASCUC†	\$0.00
2860 water				1.18.6220 - Rep and Maint - Vehicles	\$6.60	\$0.00	\$6.60	11/07/18	9483	ASCUC†	\$0.00
2860 prop											

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

Ledger as of : 11/1/2018 to 11/30/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
2860 parks				1.17.6220 - Rep and Maint - Vehicles	\$6.60	\$0.00	\$6.60	11/07/18	9483	ASCUC†	\$0.00
2860 trash				2.52.6220 - Rep and Maint - Vehicles	\$6.61	\$0.00	\$6.61	11/07/18	9483	ASCUC†	\$0.00
2860 HURF				3.30.6220 - Rep and Maint - Vehicles	\$6.61	\$0.00	\$6.61	11/07/18	9483	ASCUC†	\$0.00
				INVOICE 110718A TOTALS:	\$39.64	\$0.00	\$39.64				\$0.00
110718B	11/07/18	11/07/18	11/22/18								
2860 FD				1.14.6185 - Miscellaneous	\$15.23	\$0.00	\$15.23	11/07/18	9483	ASCUC†	\$0.00
2860 prop				1.18.6185 - Miscellaneous	\$115.26	\$0.00	\$115.26	11/07/18	9483	ASCUC†	\$0.00
2860 prop				1.18.6215 - R&M Building - Properties	\$5.46	\$0.00	\$5.46	11/07/18	9483	ASCUC†	\$0.00
2860 prop				1.18.6250 - Small Tools and Equipment	\$49.80	\$0.00	\$49.80	11/07/18	9483	ASCUC†	\$0.00
				INVOICE 110718B TOTALS:	\$185.75	\$0.00	\$185.75				\$0.00
				VERDE VALLEY HARDWARE TOTALS:	\$225.39	\$0.00	\$225.39				\$0.00
VENDOR: 252 - NAPA AUTO PARTS											
110718F	11/07/18	11/07/18	11/27/18								
31380 sewer				2.51.6220 - Rep and Maint - Vehicles	\$27.06	\$0.00	\$27.06	11/07/18	9484	ASCUC†	\$0.00
31380 water				2.50.6220 - Rep and Maint - Vehicles	\$27.06	\$0.00	\$27.06	11/07/18	9484	ASCUC†	\$0.00
31380 prop				1.18.6220 - Rep and Maint - Vehicles	\$27.04	\$0.00	\$27.04	11/07/18	9484	ASCUC†	\$0.00
31380 parks				1.17.6220 - Rep and Maint - Vehicles	\$27.04	\$0.00	\$27.04	11/07/18	9484	ASCUC†	\$0.00
31380 trash				2.52.6220 - Rep and Maint - Vehicles	\$27.06	\$0.00	\$27.06	11/07/18	9484	ASCUC†	\$0.00
31380 HURF				3.30.6220 - Rep and Maint - Vehicles	\$27.07	\$0.00	\$27.07	11/07/18	9484	ASCUC†	\$0.00
				INVOICE 110718F TOTALS:	\$162.33	\$0.00	\$162.33				\$0.00
110718G	11/07/18	11/07/18	11/27/18								
31380 FD				1.14.6220 - Rep and Maint - Vehicles	\$266.20	\$0.00	\$266.20	11/07/18	9484	ASCUC†	\$0.00
				INVOICE 110718G TOTALS:	\$266.20	\$0.00	\$266.20				\$0.00
				NAPA AUTO PARTS TOTALS:	\$428.53	\$0.00	\$428.53				\$0.00
VENDOR: 254 - THE VERDE INDEPENDENT											
110718JS1	11/07/18	11/07/18	11/17/18								
Notice for Zoning Changes				1.18.6105 - Advertising, Printing, & Pub	\$40.32	\$0.00	\$40.32	11/07/18	9476	ASCUC†	\$0.00
Legal Notices Ordinance 440 & 441				1.11.6105 - Advertising, Printing, & Pub	\$491.15	\$0.00	\$491.15	11/07/18	9476	ASCUC†	\$0.00
				INVOICE 110718JS1 TOTALS:	\$531.47	\$0.00	\$531.47				\$0.00
				THE VERDE INDEPENDENT TOTALS:	\$531.47	\$0.00	\$531.47				\$0.00
VENDOR: 255 - CITY OF COTTONWOOD											
110818P	11/08/18	11/08/18	11/08/18								
Dispatch fees - Nov. 2018, 2619 FD				1.14.6120 - Dispatch Fees	\$484.08	\$0.00	\$484.08	11/08/18	9489	ASCUC†	\$0.00
				INVOICE 110818P TOTALS:	\$484.08	\$0.00	\$484.08				\$0.00
				CITY OF COTTONWOOD TOTALS:	\$484.08	\$0.00	\$484.08				\$0.00
VENDOR: 265 - CONTRACT WASTEWATER OPERATIONS											

Town of Jerome

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

Ledger as of : 11/1/2018 to 11/30/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
110818N 1014132 water, Oct. 2018 1014132 WWTP, Oct. 2018 1014132 Services to install flow m 1014132 Nitrogen removal sewer 1014132 supplies sewer	11/08/18	11/08/18	12/03/18	2.50.6110 - Contract Services 2.51.6110 - Contract Services 2.51.6225 - Rep and Maint - Equipment 2.51.6195 - Operating Supplies - Sewer 2.51.6225 - Rep and Maint - Equipment	\$900.00 \$3,200.00 \$165.00 \$1,439.70 \$19.57 \$5,724.27	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$900.00 \$3,200.00 \$165.00 \$1,439.70 \$19.57 \$5,724.27	11/08/18 11/08/18 11/08/18 11/08/18 11/08/18 11/08/18	9490 9490 9490 9490 9490 9490	ASCUC* ASCUC* ASCUC* ASCUC* ASCUC* ASCUC*	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
INVOICE 110818N TOTALS:											
CONTRACT WASTEWATER OPERATIONS TOTALS:											
VENDOR: 268 - MATTHEW POE											
111318MA11 Adj For JFD Per Call Pay-Poe	11/13/18	11/13/18	11/13/18	1.10.2950 - FD Per Call Payable	\$1,444.50 \$1,444.50 \$1,444.50	\$0.00 \$0.00 \$0.00	\$1,444.50 \$1,444.50 \$1,444.50	11/13/18	9495	ASCUC*	\$0.00 \$0.00 \$0.00
INVOICE 111318MA11 TOTALS:											
MATTHEW POE TOTALS:											
VENDOR: 270 - KATHLEEN JARVIS											
112618O reimbursement LB	11/26/18	11/26/18	12/03/18	1.15.6195 - Operating Supplies - Librar	\$379.32 \$379.32 \$379.32	\$0.00 \$0.00 \$0.00	\$379.32 \$379.32 \$379.32	11/26/18	9528	ASCUC*	\$0.00 \$0.00 \$0.00
INVOICE 112618O TOTALS:											
KATHLEEN JARVIS TOTALS:											
VENDOR: 277 - JEROME CHAMBER OF COMMERCE											
111418A 181101 Girlvibe and KNAU GG	11/14/18	11/14/18	11/21/18	1.11.6185 - Miscellaneous	\$3,500.00 \$3,500.00 \$3,500.00	\$0.00 \$0.00 \$0.00	\$3,500.00 \$3,500.00 \$3,500.00	11/14/18	9506	ASCUC*	\$0.00 \$0.00 \$0.00
INVOICE 111418A TOTALS:											
JEROME CHAMBER OF COMMERCE TOTALS:											
VENDOR: 300 - REESE'S TIRE & AUTOTIRE PROS											
110118I 34932 sewer labor 34932 water 34932 prop 34932 parks 34932 trash 34932 HURF	11/01/18	11/01/18	12/01/18	2.51.6220 - Rep and Maint - Vehicles 2.50.6220 - Rep and Maint - Vehicles 1.18.6220 - Rep and Maint - Vehicles 1.17.6220 - Rep and Maint - Vehicles 2.52.6220 - Rep and Maint - Vehicles 3.30.6220 - Rep and Maint - Vehicles	\$8.66 \$8.66 \$8.65 \$8.65 \$8.66 \$8.66 \$51.94	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$8.66 \$8.66 \$8.65 \$8.65 \$8.66 \$8.66 \$51.94	11/01/18 11/01/18 11/01/18 11/01/18 11/01/18 11/01/18 11/01/18	9474 9474 9474 9474 9474 9474 9474	ASCUC* ASCUC* ASCUC* ASCUC* ASCUC* ASCUC* ASCUC*	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
INVOICE 110118I TOTALS:											
110118J											
34932 sewer parts 34932 water 34932 prop 34932 parks	11/01/18	11/01/18	12/01/18	2.51.6220 - Rep and Maint - Vehicles 2.50.6220 - Rep and Maint - Vehicles 1.18.6220 - Rep and Maint - Vehicles 1.17.6220 - Rep and Maint - Vehicles	\$108.03 \$108.03 \$107.96 \$107.96	\$0.00 \$0.00 \$0.00 \$0.00	\$108.03 \$108.03 \$107.96 \$107.96	11/01/18 11/01/18 11/01/18 11/01/18	9474 9474 9474 9474	ASCUC* ASCUC* ASCUC* ASCUC*	\$0.00 \$0.00 \$0.00 \$0.00

Town of Jerome

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

Ledger as of : 11/1/2018 to 11/30/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
34932 trash				2.52.6220 - Rep and Maint - Vehicles	\$108.03	\$0.00	\$108.03	11/01/18	9474	ASCUC†	\$0.00
34932 HURF				3.30.6220 - Rep and Maint - Vehicles	\$108.03	\$0.00	\$108.03	11/01/18	9474	ASCUC†	\$0.00
				INVOICE 110118J TOTALS:	\$648.04	\$0.00	\$648.04				\$0.00
				REESE'S TIRE & AUTOTIRE PROS TOTALS:	\$699.98	\$0.00	\$699.98				\$0.00
											\$0.00
VENDOR: 335 - MICHAEL HIGGINSON											
111318MA7	11/13/18	11/13/18		1.10.2950 - FD Per Call Payable	\$1,390.50	\$0.00	\$1,390.50	11/13/18	9496	ASCUC†	\$0.00
Adj For JFD Per Call Pay-Higginson				INVOICE 111318MA7 TOTALS:	\$1,390.50	\$0.00	\$1,390.50				\$0.00
				MICHAEL HIGGINSON TOTALS:	\$1,390.50	\$0.00	\$1,390.50				\$0.00
											\$0.00
VENDOR: 338 - ANDREW PETERSON											
111318MA10	11/13/18	11/13/18		1.10.2950 - FD Per Call Payable	\$580.50	\$0.00	\$580.50	11/13/18	9497	ASCUC†	\$0.00
Adj For JFD Per Call Pay-Peterson				INVOICE 111318MA10 TOTALS:	\$580.50	\$0.00	\$580.50				\$0.00
				ANDREW PETERSON TOTALS:	\$580.50	\$0.00	\$580.50				\$0.00
											\$0.00
VENDOR: 340 - JAYNE "BURT" DOSS											
111318MA5	11/13/18	11/13/18		1.10.2950 - FD Per Call Payable	\$1,485.00	\$0.00	\$1,485.00	11/13/18	9498	ASCUC†	\$0.00
Adj For JFD Per Call Pay-Doss				INVOICE 111318MA5 TOTALS:	\$1,485.00	\$0.00	\$1,485.00				\$0.00
				JAYNE "BURT" DOSS TOTALS:	\$1,485.00	\$0.00	\$1,485.00				\$0.00
											\$0.00
VENDOR: 384 - USA BLUE BOOK											
112618L	11/26/18	11/26/18	12/26/18	2.51.6225 - Rep and Maint - Equipment	\$2,126.26	\$0.00	\$2,126.26	11/26/18	9529	ASCUC†	\$0.00
959133, 695881 sewer				INVOICE 112618L TOTALS:	\$2,126.26	\$0.00	\$2,126.26				\$0.00
				USA BLUE BOOK TOTALS:	\$2,126.26	\$0.00	\$2,126.26				\$0.00
											\$0.00
VENDOR: 412 - JOHN MCDONALD											
112618K	11/26/18	11/26/18	11/26/18	1.11.6195 - Operating Supplies - Gen C	\$265.26	\$0.00	\$265.26	11/26/18	9530	ASCUC†	\$0.00
reimbursement GG				1.18.6195 - Operating Supplies - Prope	\$198.86	\$0.00	\$198.86	11/26/18	9530	ASCUC†	\$0.00
reimbursement prop				INVOICE 112618K TOTALS:	\$464.12	\$0.00	\$464.12				\$0.00
				JOHN MCDONALD TOTALS:	\$464.12	\$0.00	\$464.12				\$0.00
											\$0.00
VENDOR: 450 - #1 FOOD STORE											
112618A	11/26/18	11/26/18	11/26/18	1.11.6245 - Shuttle Expenses	\$153.83	\$0.00	\$153.83	11/26/18	9531	ASCUC†	\$0.00
Town of Jerome shuttle, Oct. 2018											

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

Ledger as of : 11/1/2018 to 11/30/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Jerome PD, Oct. 2018		11/13/18		1.13.6145 - Fuel	\$593.03	\$0.00	\$593.03	11/26/18	9531	ASCUC†	\$0.00
Jerome FD, Oct. 2018		11/13/18		1.14.6145 - Fuel	\$458.96	\$0.00	\$458.96	11/26/18	9531	ASCUC†	\$0.00
				INVOICE 112618A TOTALS:	\$1,205.82	\$0.00	\$1,205.82				\$0.00
				#1 FOOD STORE TOTALS:	\$1,205.82	\$0.00	\$1,205.82				\$0.00
VENDOR: 520 - JAY KINSELLA											
111318MA8	11/13/18	11/13/18		1.10.2950 - FD Per Call Payable	\$2,956.50	\$0.00	\$2,956.50	11/13/18	9499	ASCUC†	\$0.00
Adj For JFD Per Call Pay-Kinsella				INVOICE 111318MA8 TOTALS:	\$2,956.50	\$0.00	\$2,956.50				\$0.00
				JAY KINSELLA TOTALS:	\$2,956.50	\$0.00	\$2,956.50				\$0.00
VENDOR: 549 - IKE'S LOCK & KEY											
112618N	11/26/18	11/26/18		1.11.6225 - Rep and Maint - Equipment	\$179.00	\$0.00	\$179.00	11/26/18	9532	ASCUC†	\$0.00
982464 GG				INVOICE 112618N TOTALS:	\$179.00	\$0.00	\$179.00				\$0.00
				IKE'S LOCK & KEY TOTALS:	\$179.00	\$0.00	\$179.00				\$0.00
VENDOR: 571 - NORTHERN CHEMICAL COMPANY											
112618G	11/26/18	11/26/18		3.30.6210 - Public Restroom Supplies	\$103.39	\$0.00	\$103.39	11/26/18	9533	ASCUC†	\$0.00
2135, 674872-00 HURF				INVOICE 112618G TOTALS:	\$103.39	\$0.00	\$103.39				\$0.00
				NORTHERN CHEMICAL COMPANY TOTALS:	\$103.39	\$0.00	\$103.39				\$0.00
VENDOR: 595 - FDC RESCUE PRODUCTS											
112618J	11/26/18	11/26/18		1.14.6250 - Small Tools and Equipment	\$172.99	\$0.00	\$172.99	11/26/18	9534	ASCUC†	\$0.00
7992 FD				INVOICE 112618J TOTALS:	\$172.99	\$0.00	\$172.99				\$0.00
				FDC RESCUE PRODUCTS TOTALS:	\$172.99	\$0.00	\$172.99				\$0.00
VENDOR: 656 - ADEQ											
110718J	11/07/18	11/07/18		2.50.6135 - Permit Fee Exp - Water	\$892.50	\$0.00	\$892.50	11/07/18	9485	ASCUC†	\$0.00
8003S, ID B2013303 water				2.50.6135 - Permit Fee Exp - Water	\$251.06	\$0.00	\$251.06	11/07/18	9485	ASCUC†	\$0.00
25032, ID B2031711 water				INVOICE 110718J TOTALS:	\$1,143.56	\$0.00	\$1,143.56				\$0.00
				ADEQ TOTALS:	\$1,143.56	\$0.00	\$1,143.56				\$0.00
VENDOR: 683 - TOWN OF JEROME											
111918MA1	11/19/18	11/19/18		1.10.2999 - Suspense Account	\$455.00	\$0.00	\$455.00	11/19/18	9517	ASCUC†	\$0.00
Sewer R&E Transfer											

V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 11/1/2018 to 11/30/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
111418D	11/14/18	11/14/18	12/14/18								
22997 GG				1.11.6170 - Legal Exp - Gen Gov	\$1,872.00	\$0.00	\$1,872.00	11/14/18	9509	ASCUC†	\$0.00
22997 FD				1.14.6170 - Legal Exp - Fire	\$351.00	\$0.00	\$351.00	11/14/18	9509	ASCUC†	\$0.00
22997 PZ				1.16.6170 - Legal Exp - P&Z	\$1,579.50	\$0.00	\$1,579.50	11/14/18	9509	ASCUC†	\$0.00
22997 water				2.50.6170 - Legal Exp - Water	\$858.00	\$0.00	\$858.00	11/14/18	9509	ASCUC†	\$0.00
				INVOICE 111418D TOTALS:	\$4,660.50	\$0.00	\$4,660.50				\$0.00
				SIMS MURRAY, LTD TOTALS:	\$4,660.50	\$0.00	\$4,660.50				\$0.00
VENDOR: 761 - TYLER CHRISTENSEN											\$0.00
111318MA4	11/13/18	11/13/18	11/13/18								
Adj For JFD Per Call Pay-Christense				1.10.2950 - FD Per Call Payable	\$283.50	\$0.00	\$283.50	11/13/18	9500	ASCUC†	\$0.00
				INVOICE 111318MA4 TOTALS:	\$283.50	\$0.00	\$283.50				\$0.00
				TYLER CHRISTENSEN TOTALS:	\$283.50	\$0.00	\$283.50				\$0.00
VENDOR: 767 - SUNSTATE EQUIPMENT COMPANY											\$0.00
112918X	11/29/18	11/29/18	12/09/18								
7758537-001 sewer labor				2.51.6225 - Rep and Maint - Equipment	\$5.17	\$0.00	\$5.17	11/29/18	9547	ASCUC†	\$0.00
7758537-001 water				2.50.6225 - Rep and Maint - Equipment	\$5.17	\$0.00	\$5.17	11/29/18	9547	ASCUC†	\$0.00
7758537-001 prop				1.18.6225 - Rep and Maint - Equipment	\$5.16	\$0.00	\$5.16	11/29/18	9547	ASCUC†	\$0.00
7758537-001 parks				1.17.6225 - Rep and Maint - Equipment	\$5.16	\$0.00	\$5.16	11/29/18	9547	ASCUC†	\$0.00
7758537-001 trash				2.52.6225 - Rep and Maint - Equipment	\$5.17	\$0.00	\$5.17	11/29/18	9547	ASCUC†	\$0.00
7758537-001 HURF				3.30.6225 - Rep and Maint - Equipment	\$5.17	\$0.00	\$5.17	11/29/18	9547	ASCUC†	\$0.00
				INVOICE 112918X TOTALS:	\$31.00	\$0.00	\$31.00				\$0.00
112918Y	11/29/18	11/29/18	12/09/18								
7758537-001 sewer parts				2.51.6225 - Rep and Maint - Equipment	\$19.69	\$0.00	\$19.69	11/29/18	9547	ASCUC†	\$0.00
7758537-001 water				2.50.6225 - Rep and Maint - Equipment	\$19.69	\$0.00	\$19.69	11/29/18	9547	ASCUC†	\$0.00
7758537-001 prop				1.18.6225 - Rep and Maint - Equipment	\$19.68	\$0.00	\$19.68	11/29/18	9547	ASCUC†	\$0.00
7758537-001 parks				1.17.6225 - Rep and Maint - Equipment	\$19.68	\$0.00	\$19.68	11/29/18	9547	ASCUC†	\$0.00
7758537-001 trash				2.52.6225 - Rep and Maint - Equipment	\$19.69	\$0.00	\$19.69	11/29/18	9547	ASCUC†	\$0.00
7758537-001 HURF				3.30.6225 - Rep and Maint - Equipment	\$19.68	\$0.00	\$19.68	11/29/18	9547	ASCUC†	\$0.00
				INVOICE 112918Y TOTALS:	\$118.11	\$0.00	\$118.11				\$0.00
				SUNSTATE EQUIPMENT COMPANY TOTALS:	\$149.11	\$0.00	\$149.11				\$0.00
VENDOR: 793 - TOWN OF JEROME - UTILITIES											\$0.00
TOJUTILITIES-28	11/01/18	11/01/18	12/01/18								
7002-01 Civic Center				1.18.6285 - Utilities	\$216.90	\$0.00	\$216.90	11/01/18	9475	ASCUC†	\$0.00
7015-01 Fire station				1.18.6285 - Utilities	\$137.56	\$0.00	\$137.56	11/01/18	9475	ASCUC†	\$0.00
7031-01 Library				1.18.6285 - Utilities	\$137.56	\$0.00	\$137.56	11/01/18	9475	ASCUC†	\$0.00
7054-01 Police station				1.18.6285 - Utilities	\$177.32	\$0.00	\$177.32	11/01/18	9475	ASCUC†	\$0.00
7060-01 Town yard				1.18.6285 - Utilities	\$137.56	\$0.00	\$137.56	11/01/18	9475	ASCUC†	\$0.00
				INVOICE TOJUTILITIES-28 TOTALS:	\$806.90	\$0.00	\$806.90				\$0.00

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

Ledger as of : 11/1/2018 to 11/30/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
TOWN OF JEROME - UTILITIES TOTALS:											
					\$806.90	\$0.00	\$806.90				\$0.00
VENDOR: 794 - BANKCARD CENTER TOJ											
11/1518BB	11/15/18	11/15/18	12/15/18								
Fuel for Equipment, Sewer				2.51.6145 - Fuel	\$5.15	\$0.00	\$5.15	11/15/18	9513	ASCUC*	\$0.00
Fuel for Equipment, Water				2.50.6145 - Fuel	\$5.15	\$0.00	\$5.15	11/15/18	9513	ASCUC*	\$0.00
Fuel for Equipment, Prop				1.18.6145 - Fuel	\$5.14	\$0.00	\$5.14	11/15/18	9513	ASCUC*	\$0.00
Fuel for Equipment, Parks				1.17.6145 - Fuel	\$5.14	\$0.00	\$5.14	11/15/18	9513	ASCUC*	\$0.00
Fuel for Equipment, Trash				2.52.6145 - Fuel	\$5.15	\$0.00	\$5.15	11/15/18	9513	ASCUC*	\$0.00
Fuel for Equipment, HURF				3.30.6145 - Fuel	\$5.15	\$0.00	\$5.15	11/15/18	9513	ASCUC*	\$0.00
				INVOICE 111518BB TOTALS:	\$30.88	\$0.00	\$30.88				\$0.00
11/1518BC	11/15/18	11/15/18	12/15/18								
2415, Elected Off Train, Best Pract				1.11.6116 - Training & Education	\$715.00	\$0.00	\$715.00	11/15/18	9512	ASCUC*	\$0.00
Hosting, GG				1.11.6192 - Software Support Exp - GG	\$58.61	\$0.00	\$58.61	11/15/18	9512	ASCUC*	\$0.00
Apple for Manager, GG				1.11.6193 - Computer Hardware & Serv	\$2,452.78	\$0.00	\$2,452.78	11/15/18	9512	ASCUC*	\$0.00
Sensor Mouthpiece, PD				1.13.6195 - Operating Supplies - Police	\$142.13	\$0.00	\$142.13	11/15/18	9512	ASCUC*	\$0.00
Art Room Supplies, LIB				1.15.6195 - Operating Supplies - Librar	\$210.51	\$0.00	\$210.51	11/15/18	9512	ASCUC*	\$0.00
Printed Material, LIB				1.15.6205 - Print and Non-Print Materia	\$545.25	\$0.00	\$545.25	11/15/18	9512	ASCUC*	\$0.00
Dry Ice for Hydrant, Water				2.50.6250 - Small Tools and Equipment	\$8.72	\$0.00	\$8.72	11/15/18	9512	ASCUC*	\$0.00
Safety Mirror, HURF				3.30.6260 - Street Supplies	\$207.24	\$0.00	\$207.24	11/15/18	9512	ASCUC*	\$0.00
				INVOICE 111518BC TOTALS:	\$4,340.24	\$0.00	\$4,340.24				\$0.00
11/1518BD	11/15/18	11/15/18	12/15/18								
Gas for F150, Sewer				2.51.6220 - Rep and Maint - Vehicles	\$10.88	\$0.00	\$10.88	11/15/18	9514	ASCUC*	\$0.00
Gas for F150, Water				2.50.6220 - Rep and Maint - Vehicles	\$10.88	\$0.00	\$10.88	11/15/18	9514	ASCUC*	\$0.00
Gas for F150, Prop				1.18.6220 - Rep and Maint - Vehicles	\$10.87	\$0.00	\$10.87	11/15/18	9514	ASCUC*	\$0.00
Gas for F150, Parks				1.17.6220 - Rep and Maint - Vehicles	\$10.87	\$0.00	\$10.87	11/15/18	9514	ASCUC*	\$0.00
Gas for F150, Trash				2.52.6220 - Rep and Maint - Vehicles	\$10.88	\$0.00	\$10.88	11/15/18	9514	ASCUC*	\$0.00
Gas for F150, HURF				3.30.6220 - Rep and Maint - Vehicles	\$10.89	\$0.00	\$10.89	11/15/18	9514	ASCUC*	\$0.00
				INVOICE 111518BD TOTALS:	\$65.27	\$0.00	\$65.27				\$0.00
11/1518BE	11/15/18	11/15/18	12/15/18								
Rockzoo 1/2 payment, Sewer				2.51.6280 - Uniform Exp Sewer	\$45.01	\$0.00	\$45.01	11/15/18	9513	ASCUC*	\$0.00
Shirts, Jackets and Hats, Water				2.50.6280 - Uniform Exp Water	\$45.01	\$0.00	\$45.01	11/15/18	9513	ASCUC*	\$0.00
Shirts, Jackets and Hats, Prop				1.18.6280 - Uniform Exp Properties	\$44.98	\$0.00	\$44.98	11/15/18	9513	ASCUC*	\$0.00
Shirts, Jackets and Hats, Parks				1.17.6280 - Uniform Exp Parks	\$44.98	\$0.00	\$44.98	11/15/18	9513	ASCUC*	\$0.00
Shirts, Jackets and Hats, Trash				2.52.6280 - Uniform Exp Trash	\$45.01	\$0.00	\$45.01	11/15/18	9513	ASCUC*	\$0.00
Shirts, Jackets and Hats, HURF				3.30.6280 - Uniform Exp - HURF	\$45.01	\$0.00	\$45.01	11/15/18	9513	ASCUC*	\$0.00
				INVOICE 111518BE TOTALS:	\$270.00	\$0.00	\$270.00				\$0.00
11/1518BF	11/15/18	11/15/18	12/15/18								
Harbor Freight, Sewer				2.51.6195 - Operating Supplies - Sewer	\$34.61	\$0.00	\$34.61	11/15/18	9514	ASCUC*	\$0.00
Truck Crane, parts/replcmnt plan, W				2.50.6195 - Operating Supplies - Water	\$34.61	\$0.00	\$34.61	11/15/18	9514	ASCUC*	\$0.00
Truck Crane, parts/replcmnt plan, P				1.18.6195 - Operating Supplies - Prope	\$34.59	\$0.00	\$34.59	11/15/18	9514	ASCUC*	\$0.00
Truck Crane, parts/replcmnt plan, P				1.17.6195 - Operating Supplies - Parks	\$34.59	\$0.00	\$34.59	11/15/18	9514	ASCUC*	\$0.00
Truck Crane, parts/replcmnt plan, T				2.52.6195 - Operating Supplies - Trash	\$34.61	\$0.00	\$34.61	11/15/18	9514	ASCUC*	\$0.00

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

Ledger as of : 11/1/2018 to 11/30/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Truck Crane, parts/replicmnt plan, H		3.30.6195		Operating Supplies - HURF	\$34.59	\$0.00	\$34.59	11/15/18	9514	ASCUC†	\$0.00
				INVOICE 111518BF TOTALS:	\$207.60	\$0.00	\$207.60				\$0.00
				BANKCARD CENTER TOJ TOTALS:	\$4,913.99	\$0.00	\$4,913.99				\$0.00
VENDOR: 795 - BANKCARD CENTER WF											
112618WF	11/26/18	11/26/18	12/26/18								\$0.00
1961; Hazmet testing, WL training,				1.14.6116 - Training & Education	\$118.95	\$0.00	\$118.95	11/26/18	9538	ASCUC†	\$0.00
ESO reporting modules, FD				1.14.6125 - Dues and Subscriptions	\$240.00	\$0.00	\$240.00	11/26/18	9538	ASCUC†	\$0.00
Wolfe Comm pager repair, FD				1.14.6225 - Rep and Maint - Equipment	\$89.00	\$0.00	\$89.00	11/26/18	9538	ASCUC†	\$0.00
CA/ANF/SOPS Support Fire FOOD, FD				1.10.2999 - Suspense Account	\$182.25	\$0.00	\$182.25	11/26/18	9538	ASCUC†	\$0.00
CA/ANF/SOPS Support Fire FUEL, FD				1.10.2999 - Suspense Account	\$22.48	\$0.00	\$22.48	11/26/18	9538	ASCUC†	\$0.00
CA/ANF/SOPS Support Fire Lodging, F				1.10.2999 - Suspense Account	\$255.90	\$0.00	\$255.90	11/26/18	9538	ASCUC†	\$0.00
				INVOICE 112618WF TOTALS:	\$908.58	\$0.00	\$908.58				\$0.00
				BANKCARD CENTER WF TOTALS:	\$908.58	\$0.00	\$908.58				\$0.00
VENDOR: 803 - JOHNNY BRADEN											
111318MA3	11/13/18	11/13/18	12/13/18								\$0.00
Adj For JFD Per Call Pay-Braden				1.10.2950 - FD Per Call Payable	\$418.50	\$0.00	\$418.50	11/13/18	9501	ASCUC†	\$0.00
				INVOICE 111318MA3 TOTALS:	\$418.50	\$0.00	\$418.50				\$0.00
				JOHNNY BRADEN TOTALS:	\$418.50	\$0.00	\$418.50				\$0.00
VENDOR: 806 - PRESCOTT LAW GROUP, PLC											
111418B	11/14/18	11/14/18	12/14/18								\$0.00
2011-00019, 2464 PD				1.13.6172 - Prosecutor Exp	\$2,323.00	\$0.00	\$2,323.00	11/14/18	9510	ASCUC†	\$0.00
				INVOICE 111418B TOTALS:	\$2,323.00	\$0.00	\$2,323.00				\$0.00
				PRESCOTT LAW GROUP, PLC TOTALS:	\$2,323.00	\$0.00	\$2,323.00				\$0.00
VENDOR: 860 - VVMC OCCUPATIONAL MEDICINE											
112918Z	11/29/18	11/29/18	12/29/18								\$0.00
2059 FD				1.14.6180 - Medical Expenses	\$202.00	\$0.00	\$202.00	11/29/18	9548	ASCUC†	\$0.00
				INVOICE 112918Z TOTALS:	\$202.00	\$0.00	\$202.00				\$0.00
				VVMC OCCUPATIONAL MEDICINE TOTALS:	\$202.00	\$0.00	\$202.00				\$0.00
VENDOR: 866 - DEERE CREDIT, INC.											
JDCFL-31	11/14/18	11/14/18	12/14/18								\$0.00
030-0064123-000, 2075962 prop				1.18.8040 - Lease Payments	\$77.60	\$0.00	\$77.60	11/14/18	9511	ASCUC†	\$0.00
030-0064123-000, 2075962 parks				1.17.8040 - Lease Payments	\$77.60	\$0.00	\$77.60	11/14/18	9511	ASCUC†	\$0.00
030-0064123-000, 2075962 water				2.50.8040 - Lease Payments	\$271.59	\$0.00	\$271.59	11/14/18	9511	ASCUC†	\$0.00
030-0064123-000, 2075962 sewer				2.51.8040 - Lease Payments	\$271.59	\$0.00	\$271.59	11/14/18	9511	ASCUC†	\$0.00
030-0064123-000, 2075962 HURF				3.30.8040 - Lease Payments	\$77.58	\$0.00	\$77.58	11/14/18	9511	ASCUC†	\$0.00

Town of Jerome
AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)
Ledger as of : 11/1/2018 to 11/30/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
VENDOR: 881 - FRANK VANDER HORST											
111318MA13	11/13/18	11/13/18	11/13/18	INVOICE JDCFL-31 TOTALS:	\$775.96	\$0.00	\$775.96				\$0.00
Adj For JFD Per Call Pay-Vander Hor				DEERE CREDIT, INC. TOTALS:	\$775.96	\$0.00	\$775.96				\$0.00
											\$0.00
					\$864.00	\$0.00	\$864.00	11/13/18	9502	ASCUC†	\$0.00
				INVOICE 111318MA13 TOTALS:	\$864.00	\$0.00	\$864.00				\$0.00
				FRANK VANDER HORST TOTALS:	\$864.00	\$0.00	\$864.00				\$0.00
											\$0.00
VENDOR: 885 - BORDELLO SWEETS											
112618D	11/26/18	11/26/18	12/26/18	1.11.6115 - Conventions and Seminars	\$55.00	\$0.00	\$55.00	11/26/18	9535	ASCUC†	\$0.00
360703 GG				INVOICE 112618D TOTALS:	\$55.00	\$0.00	\$55.00				\$0.00
				BORDELLO SWEETS TOTALS:	\$55.00	\$0.00	\$55.00				\$0.00
											\$0.00
VENDOR: 921 - SEAN BAUER											
111318MA2	11/13/18	11/13/18	12/13/18	1.10.2950 - FD Per Call Payable	\$1,208.25	\$0.00	\$1,208.25	11/13/18	9503	ASCUC†	\$0.00
Adj For JFD Per Call Pay-Bauer				INVOICE 111318MA2 TOTALS:	\$1,208.25	\$0.00	\$1,208.25				\$0.00
				SEAN BAUER TOTALS:	\$1,208.25	\$0.00	\$1,208.25				\$0.00
											\$0.00
VENDOR: 924 - MICHAEL HARVEY											
111318MA6	11/13/18	11/13/18	12/13/18	1.10.2950 - FD Per Call Payable	\$580.50	\$0.00	\$580.50	11/13/18	9504	ASCUC†	\$0.00
Adj For JFD Per Call Pay-Harvey				INVOICE 111318MA6 TOTALS:	\$580.50	\$0.00	\$580.50				\$0.00
				MICHAEL HARVEY TOTALS:	\$580.50	\$0.00	\$580.50				\$0.00
											\$0.00
VENDOR: 926 - KRISTINE UHLMAN, RG											
110718I	11/07/18	11/07/18	12/07/18	2.50.6185 - Miscellaneous	\$526.84	\$0.00	\$526.84	11/07/18	9486	ASCUC†	\$0.00
meeting at City Hall - Oct.30, 2018				INVOICE 110718I TOTALS:	\$526.84	\$0.00	\$526.84				\$0.00
				KRISTINE UHLMAN, RG TOTALS:	\$526.84	\$0.00	\$526.84				\$0.00
											\$0.00
VENDOR: 952 - KAIROS HEALTH ARIZONA, INC.											
112618M	11/26/18	11/26/18	12/26/18	1.10.2406 - Health Insurance	\$12,134.61	\$0.00	\$12,134.61	11/26/18	9536	ASCUC†	\$0.00
Health Insurance - Nov. 2018, 1118-											

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 11/1/2018 to 11/30/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
INVOICE 112618M TOTALS:					\$12,134.61	\$0.00	\$12,134.61				\$0.00
KAUROS HEALTH ARIZONA, INC. TOTALS:					\$12,134.61	\$0.00	\$12,134.61				\$0.00
VENDOR: 964 - JESSICA LAUREL REESE											
11318MA12	11/13/18	11/13/18	12/13/18								\$0.00
Adj For JFD Per Call Pay-Resee				1.10.2950 - FD Per Call Payable	\$702.00	\$0.00	\$702.00	11/13/18	9505	ASCUCH	\$0.00
INVOICE 111318MA12 TOTALS:					\$702.00	\$0.00	\$702.00				\$0.00
JESSICA LAUREL REESE TOTALS:					\$702.00	\$0.00	\$702.00				\$0.00
VENDOR: 968 - PATRIOT DISPOSAL, INC.											
110718H	11/07/18	11/07/18	12/07/18								\$0.00
0040, 2331 trash				2.52.6165 - Landfill Tipping Fees	\$3,793.60	\$0.00	\$3,793.60	11/07/18	9487	ASCUCH	\$0.00
INVOICE 110718H TOTALS:					\$3,793.60	\$0.00	\$3,793.60				\$0.00
PATRIOT DISPOSAL, INC. TOTALS:					\$3,793.60	\$0.00	\$3,793.60				\$0.00
VENDOR: 995 - MELANIE ATKIN											
110818L	11/08/18	11/08/18	12/08/18								\$0.00
mileage reimbursement GG				1.11.6275 - Travel	\$110.09	\$0.00	\$110.09	11/08/18	9491	ASCUCH	\$0.00
INVOICE 110818L TOTALS:					\$110.09	\$0.00	\$110.09				\$0.00
MELANIE ATKIN TOTALS:					\$110.09	\$0.00	\$110.09				\$0.00
VENDOR: ONETIM - BLAKE BAUMAN											
112618R	11/26/18	11/26/18	12/26/18								\$0.00
Credit on utility acct. 7001-03				2.00.2600 - Customer Deposits	\$14.45	\$0.00	\$14.45	11/26/18	9537	ASCUCH	\$0.00
INVOICE 112618R TOTALS:					\$14.45	\$0.00	\$14.45				\$0.00
BLAKE BAUMAN TOTALS:					\$14.45	\$0.00	\$14.45				\$0.00
LEDGER TOTALS:					\$173,813.65	\$0.00	\$173,813.65				\$0.00

For the meeting of December 11, 2018

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Candace B. Gallagher, Town Manager/Clerk

Here are some of my activities over the past month:

- With Mayor Barber, Vice Mayor Harvey and Councilmembers Dillenberg and Worth, attended quarterly Intergovernmental Meeting, hosted by Jerome, on November 15. The meeting was very well attended, with representatives from each Verde Valley municipality, Yavapai County and the Yavapai-Apache nation. A huge Thank You to Joni Savage for arranging the refreshments and handling the room setup!
- Listed three used iMacs for sale at auction on PublicSurplus.com. Those auctions will end on December 14.
- Finalized agreement with ADOT to fund lead paint remediation at the Hotel Jerome. Work on that should begin soon and will be followed by window replacement on the upper floors, funded by our second USDA grant.
- Handled transition matters from prior to new Council, including email setup and change in signatories on our bank account. A Resolution in that regard is on this meeting agenda.
- Gathered and provided data regarding water and sewer rates and consumption to a consultant at the Environmental Finance Center at UNC Chapel Hill, who has offered to assist the Town at no cost in developing a new rate structure.
- Drafted two ordinances for first reading at this meeting, reflecting changes to the Zoning Ordinance recommended by the Planning & Zoning Commission.
- Reviewed and approved several business license applications.
- Gathered and prepared materials for Council meeting packets.
- Continued maintenance of Town of Jerome website (www.jerome.az.gov) and Facebook page (<https://www.facebook.com/TownofJeromeAZ>). Continued process of migrating Town website to another platform. My goal is to have this completed by January 31.
- 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.

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

Candace

WATER FLOWS REPORT

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

<u>Reading Date</u>	<u>WALNUT GPM</u>	<u>VERDE GPM</u>
7-Nov	56.5	
14-Nov	56.5	
21-Nov	66.4	240
22-Nov	56.5	235
5-Dec	56.5	
12-Dec/13-Dec	56.5	233
19-Dec	56.5	225
2-Jan	56.5	
16-Jan		104
23-Jan	56.5	95
1-Feb		170
8-Feb	56.5	165
20-Feb	56.5	195
7-Mar	52	195
9-Mar	61	208
14-Mar	56.5	205
22-Mar	56.5	205
28-Mar	53	200
24-Apr	56.5	210
25-Apr	52	208
9-May	48	208
16-May	48	205
Level I water restrictions instated		
23-May	47.5	207
30-May	40	210
6-Jun	40	205
13-Jun	40	202
20-Jun	39	198
22-Jun	39	198
20-Jun	39	198
22-Jun	39	198
Water restrictions increased to Level II		
11-Jul	39	200
17-Jul	43	204
Water restrictions rolled back to Level I		
24-Jul	43.5	204
6-Aug	39.5	202
13-Aug	39.5	202
20-Aug	39	200
4-Sept	47	204
10-Sept	47	204
17-Sept	47	205
24-Sept	47	205
Water restrictions suspended		
1-Oct	47	215
8-Oct	47	175
12-Oct	47	34
15-Oct	47	85
22-Oct	47	85
29-Oct	47	88
20-Nov	56.6	118
26-Nov	56.5	118
4-Dec	56.5	115

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

	FYE 2019 BUDGET	FY2019 actual	Budget +/-	FYE 2018 actual	Compared to prior year +/-
July	79,800	72,844	(6,956)	77,679	(4,835)
August	75,200	76,404	1,204	73,212	3,192
September	66,500	68,834	2,334	64,776	4,058
October	91,300	92,254	954	88,840	3,414
November	106,500			103,657	
December	74,200			72,244	
January	90,200			87,849	
February	66,900			65,144	
March	84,900			82,620	
April	113,200			110,253	
May	109,100			106,209	
June	92,200			89,714	
Total YTD	1,050,000	310,336	(2,464)	1,022,197	5,829

TOWN OF JEROME, AZ

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

FY2019 VS. FY2018

	RESTAURANTS/BARS (Bus Class 11)		ACCOMMODATION (Bus Class 44/144/325/344)		RETAIL (Bus Class 17)		
	FY2019 actual	FY2018 actual	+/-	FY2019 actual	FY2018 actual	+/-	
July	26,851	29,424	(2,573)	11,874	10,707	1,167	26,056
August	38,048	30,418	7,630	9,666	11,798	(2,132)	21,251
September	29,273	26,606	2,667	9,229	9,669	(440)	22,174
October	34,900	32,098	2,802	11,638	12,170	(532)	34,689
November		40,133			16,706		
December		24,596			8,592		
January		32,808			11,539		
February		24,421			8,785		
March		32,029			11,855		
April		44,426			15,965		
May		40,828			15,947		
June		37,083			12,163		
Total YTD	129,072	394,870	10,526	42,407	145,896	(1,937)	104,170
							365,325
							252

Added 1% Bed Tax

July	1,827	TOTAL TO DATE	1,827
August	1,487		3,314
September	1,420		4,734
October	1,790		6,524

1,827
1,487
1,420
1,790

1,827
3,314
4,734
6,524

July
August
September
October
November
December
January
February
March
April
May
June



JEROME POLICE DEPARTMENT

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



December 1, 2018

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for November 2018.

The November "Calls for Service" report contained a number of calls with nothing significant, or out of the ordinary. Medical calls were down significantly.

The local parking ordinance has been well received by most locals. There are still some people that fail to register their vehicles in the address of their residence (a state law requirement), causing some minor problems, and occasionally the temporary permits are not getting placed in the windows. But overall it has had a positive impact on reducing the number of tourists parking in these areas. We do get complaints on those vehicles and address them appropriately.

Please be aware that there has been a recent court of appeals case that has caused some problems in communities with "No Camping in Town Limits" ordinances like we do. In a nut shell, the ruling says we can't prohibit "camping" within the town limits on public property if we do not have an alternative for the homeless. We are researching the problem and seeking possible solutions and I will update you as to our progress.

Happy Holiday!

Respectfully,

Allen L. Muma
Chief of Police

JEROME POLICE DEPARTMENT
305 MAIN STREET

JEROME, AZ 86331
(928) 634-8992

Date : 12/01/2018
Page : 1
Agency : JPD

Calls For Service Totals By Call Type

11/01/2018 to 11/30/2018

Call Type		Totals
10-34	Motorist Assist	2
247	Civil Problem	1
471	Fraud / Bad Checks	1
476	Animal Control Problem	2
647A	Suspicious Person	4
647B	Suspicious Vehicle	1
903	Follow-Up	6
908F	Found Property	7
908L	Lost or Stolen Property	7
917	Abandoned Vehicle	1
961	Accident - No injuries	1
AA	Agency Assist	7
ACPD	Assist Clarkdale PD	5
ADPS	Assist DPS	3
CA	Citizen Assist	4
CRT	Court Appearance	1
DIS	Disorderly Conduct	2
DRAL	Dogs Running at Large	1
DRO	Aerial Drone Complaint	1
DRSE	Douglas Rd Speed Enforcement	2
DSE	Dundee Speed Enforcement	2
FF	Family Fight	1
FP	Foot Patrol	2
FPP	Fingerprinting	1
HR	Hit & Run Accident	1
HSE	Hampshire Speed Enforcement	6
HUC	911 Hang Up Call	1
INFO	Information	3
ME	Medical Emergency	1
NV	Noise Violation / Town Code	3
OT	Oversize Truck	3
PARK	Parking Complaint	3
PARKV	Parking Violation	8
PS	Civil Paper Service	1
SC	Security Check	30
SLC	Street Light Check	4
SS	Suspicious Situation	7
T/S	Traffic Stop	69

JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331

(928) 634-8992

Date : 12/01/2018

Page : 2

Agency : JPD

Calls For Service Totals By Call Type

11/01/2018 to 11/30/2018

Call Type		Totals
TCD	Traffic Control Duties	1
TF	Trip & Fall / Slip & Fall	1
TO	Traffic Offense	1
TRN	Training	4
VCO	Violate Court Order	1
VTC	Violation of Town Code	1
Grand Total for all calls		214

**JEROME MUNICIPAL COURT
CASH REPORT
MONTH OF NOVEMBER 2018**

TOWN REVENUE

TRAFFIC & CRIMINAL FINES	\$	5,265.59
DEFENS DRIVING DIVERSION FEE	\$	110.00
ATTORNEY FEES REIMBURSEMENT	\$	160.00
DEFAULT FEE	\$	320.35
OFFICER SAFETY EQUIPMENT - PD	\$	176.71
DEFERRED PROSECUTION FEE	\$	-
WARRANT FEE	\$	-
LICENSE PLATE VIOLATION	\$	25.38
OVER PAYMENT FORFEITED		\$5.00

TOTAL TOWN REVENUE **\$ 6,063.03**

COURT REVENUE

COURT ENHANCEMENT FEE	\$	1,230.13	\$	51,470.93
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REMITTED DIRECTLY TO THE STATE BY COURT

CLEAN ELECTION FUND (16-949D;16-954C)	\$	666.02
CRIMINAL JUSTICE ENHANCE FUND	\$	3,130.96
DNA STATE 3%	\$	110.42
FARE FEE SPECIAL COLLECTION	\$	121.34
FARE DELINQUENCY FEE	\$	35.00
FILL THE GAP 7%	\$	465.97
EXTRA DUI ASSESSMENT	\$	-
JUDICIAL COLLECTION ENHANCE FUND	\$	143.00
DRUG & GANG ENFORCEMENT	\$	228.12
TITLE 22 FEES	\$	19.56
MED SERV ENHANCE 11% (36-2219.01;23-116.0)	\$	865.76
2011 ADDTNL ASSMT-STATE TRSR	\$	353.47
PRISON CONSTRUCTION	\$	740.00
PROBATION SURCHARGE	\$	883.60
ADPS FORENSIC FUND	\$	289.13
VICTIMS RIGHTS ENFOR ASSMT FUND	\$	88.39
PUBLIC SAFETY EQUIPMENT FUND	\$	519.50
TOTAL STATE REVENUE	\$	8,660.24

REMITTED DIRECTLY TO THE COUNTY BY COURT

JAIL (INCARCERATION FEES)	\$	20.00
2011 ADDTNL ASSMT - CNTY TRSR	\$	44.14
TOTAL	\$	64.14

LOCAL JCEF/ TIME PAYMENT ALLOCATION RECEIVED

	\$	85.46	
Total Funds Available			\$ 12,265.50

RESTITUTION

OVERPAYMENT REFUNDED

TOTAL RECEIPTED FOR THE MONTH **TOTAL** **\$ 19,643.00**

Received During the Month	\$	3,540.00
Bonds Forfeited to Pay Fines	\$	-

BONDS

Open Bonds	\$	-
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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 NOVEMBER, 2018


Joan Dwyer, Magistrate

COURT REVENUE

2018-2019 TOWN REVENUE

June - May

	Gross	PD Equip Fund	NET to Town
June	\$ 4,493.11	\$ 146.62	\$ 4,346.49
July	\$ 6,149.24	\$ 200.99	\$ 5,948.25
August	\$ 5,913.36	\$ 145.35	\$ 5,768.01
Sept	\$ 7,913.54	\$ 273.74	\$ 7,639.80
October	\$ 5,545.17	\$ 181.10	\$ 5,364.07
November	\$ 6,063.03	\$ 176.71	\$ 5,886.32
December			
2018			
January			
February			
March			
April			
May			

TOTAL \$ 36,077.45 \$ 1,124.51 \$ 34,952.94

NOTE:

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

Other Court Monies (as of 10-31-2018)

JCEF	\$ 12,265.50
Fill the Gap	\$ 5,805.11
Court Enhancement Funds 2	\$ 51,470.93
Court Enhancement Funds 1	
2008-2011	
Fare Money	\$ 31,392.97 funds transferred to Court on 10-19-2017
	\$ 958.77

TOTAL

\$ 101,893.28

CHARGES

Civil Traffic Criminal Criminal Traffic DUI

Court Enhancement Fund

\$ 1,062.00	49	4	3	6
\$ 1,459.49	53	6	3	2
\$ 871.16	67	0	3	3
\$ 1,909.71	56	9	1	7
\$ 1,376.83	51	9	0	2
\$ 1,230.13	41	5	1	3

\$ 7,909.32 317 11 23



Jerome Volunteer Fire Department

P.O. Box 1025 Jerome, AZ 86331 Tel. (928) 649-3034 Fax (928) 649-3039
E-mail: blair@jeromefire.us

Fire Chief's Report

Month: November Year: 2018

Calls by Type	Number	Resident	Non-Resident
EMS	7	5	2
Residential Fire			
Commercial Fire			
Wildland			
Still Assignment	2	2	
Special Duty	15	11	4
Snake Removal			
Tech Rescue			
Rescue MVA	2		2
Hazmat Assignment	1	1	
Dispatch error			
Total	27	19	8
Total Calls Chief on Scene	19		
Total JFD Meetings Chief Attended	6		

Department Meetings and Drills	Number
Officer's Meeting	0
Work Session	1
Rope Drill	1
Drills	4

JVFD Hours Worked (No Salaried Hours Included in these totals) | Total Hours: 350

Fire Chief Meetings	Date
Mary Wells Sprinkler CO.	11-09-18
UVX Rob	11-12-18
Board of Supervisors Title 3 Meeting	11-20-18

Date	Activity	# of Personnel
11/1/2018	Business Meeting/Truck Checks	21
11/8/2018	Training Hose Test-EMS	21
11/10/2018	Work Session	3
11/15/2018	Training Hose Deployment	23
11/24/2018	Rope Rescue	6
11/29/2018	Radios	15

Education, Yavapai College Fall Semester:

- Sean Bauer is finishing classes at Yavapai College this Fall for his EMT. Keith Lazaro is in Hazmat class this semester.
- Keith Lazaro will be starting his Firefighting I & II academy this upcoming semester. Sean Bauer and Ian Haney will be taking Driver/Operator courses at Yavapai this Spring semester as well. Nick Bartell and Franco Campanello are attending Haz-Mat this upcoming Spring semester.
- Assistant Chief Tim Irwin will tentatively be putting on Company Officer Training starting on 12/10. Due to the California wildfires during November, this training had to be postponed. Included in these courses is Leadership/ Management/ IC Fundamentals, Incident Safety Officer/ Wildland Safety Officer, Scenarios/Command Presence/ Report on Conditions. Assistant Chief Irwin's expertise and thoroughness in these classes cannot be overstated. He is also planning on teaching a Driver/Operator A-1B (80 hours) when the new Type 1 Engine is delivered to Station 11.
- Captain Lanning has received his Engine Boss (EB) designation from the State FMO.
- On December 6th Bill Boler will be hosting an in-house CPR training for all Jerome Firefighters.
- The monthly tech rope drill will be held on 12/22 by Captain Allen Muma
- Doss, Braden, Reese and Haney attended a Pre-Hospital Trauma Life Support class on 11/14-11/15 as continuing education requirements for EMT.

Department Affairs and On-going Projects

- Our November 2018 call volume is down by 12 calls with 27 from last year with November 2017's call volume at 39 calls. Our 2018 year to date call volume is still ahead of last year with 586 total calls run, compared with 535 calls YTD 2017. Our Fire Department personnel are performing their tasks in a professional manner with no injuries occurring.
- The Fire Chief helped direct 6 of the Adult Probation Department crews on 11/1 which are typically available to us on most Thursday mornings.
- Our Fire Station is used by several groups throughout the year. Last month our fire station served as a meeting place for Yavapai County Probation, the Jerome Chamber of Commerce, the Yavapai County Fire Chiefs and NA.
- Station 11 had its roofed worked on by sealing the top again, and a custom wooden box being built to protect heating and cooling components during rope drills.
- The Cottonwood Geographical Information Systems (GIS) group was attended by Haney on 11/8. This will allow more accurate information such as updated addresses to be relayed to us by alarm.
- Captain Lanning attended the PAWIC meeting in Prescott for Firewise on 11/1.
- Hose testing has been completed on around 100 hoses, with additional large diameter hose tested on 11/8.

Grants

We are excited to announce that our FEMA grant request for \$439,000 towards a fire engine to replace our current E-112, a 1961 Ford Boardman engine and our request for new SCBA's has been approved! The Town of Jerome approved 5% of the \$439,000 (~\$20,000) as their share of the cost of the engine. We are awaiting delivery of an HME 4X4 short wheel base 1,500 gpm type 1 engine. Contracts were signed mid-October with delivery of the new engine expected mid-December. The Town of Jerome also approved 5% (~\$4,500) of the funding of ~\$93,000 for our SCBA request. SCBA's are taken out of service after 15 years. We are on year 13 for our SCBA and tanks. We have purchased 12 AVON SCBAs through FDC emergency products and closed out the contracts on 11/30. We will be purchasing 1 more SCBA, RIC bag, and RIC bottle for \$11,000 once we have met initial grant requests. Note that we are ~\$5,000 below budgeted about in contingency. Assistant Chief Tim Irwin has also submitted a request for new battery-operated extrication tools for the department through FEMA to replace our 12-year tools. These will allow greater access by Jerome firefighters to extrication occupants.

We would like to Thank the Town of Jerome, Mayor, Town Manager and Council for helping to approve the matching funds.

Prevention

Visits to the burn pile totaled 59 loads of trimmings, slash and brush for a total of 35 combined Jerome citizen hours. Adding to those totals are 148 hours of fuels remediation for our Firewise crew and 30 combined hours for the Adult Probation crew.

The Chief completed 17 business license inspections, and 1 building inspection in November.

The Fire Department has been maintaining a crew of 3 part-time for fuel abatement efforts throughout the town utilizing town budgeted money. Our thanks to the council for allowing the Fire Department these monies to mitigate unsafe fuels. Also, the Town has been awarded \$15,000 in Title III money from the county to expand on these Firewise efforts.

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.

November Incidents

Incident	Date	Time	Day of week	Select Type	Additional Info	# per
162	11/1/18	1:57:00 PM	Thur	EMS Resident	85 YOF Fall	8
18-399	11/1/18	9:00:00 AM	Thur	Special Duty Resident	Citizen assist disabled vehicle	1
18-400	11/2/18	8:00:00 AM	Fri	Special Duty Resident	Remove road hazards	1
18-401	11/2/18	7:00:00 PM	Fri	EMS Resident	39 YOF foot injury basic first aid	1
163	11/4/18	1:06:00 PM	Sun	EMS Non-Resident	88 YOM basic first aid	1
18-402	11/4/18	1:30:00 PM	Sun	Special Duty Non-Resident	Assisted citizen with disabled vehicle	1
18-403	11/4/18	2:00:00 PM	Sun	Special Duty Resident	Station Staffing	3
164	11/4/18	12:00:00 PM	Sun	Special Duty Resident	Active 911 Announcement	0
18-404	11/6/18	4:40:00 PM	Tue	Special Duty Resident	Checked on water leak	1
18-405	11/6/18	5:00:00 PM	Tue	Hazmat	Cleaned up oil spill	1
18-406	11/7/18	9:00:00 AM	Wed	Special Duty Resident	Helped JPW remove road hazard	2
18-407	11/7/18	7:15:00 PM	Wed	EMS Resident	39 YOF foot injury basic first aid	2

Incident	Date	Time	Day of week	Select Type	Additional Info	# per
18-408	11/8/18	11:30:00 AM	Thur	Still Assignment Resident	Hood system discharged	1
18-409	11/11/18	3:00:00 PM	Sun	Special Duty Resident	Set-up barricades in parking lot tree hazard	1
18-410	11/11/18	4:00:00 PM	Sun	Special Duty Resident	Removed road hazards	1
18-411	11/12/18	9:00:00 AM	Mon	Special Duty Resident	Station Staffing	2
18-412	11/13/18	12:00:00 PM	Tue	EMS Non-Resident	66 yof with small agave puncture wound	1
18-413	11/20/18	11:40:00 AM	Tue	EMS Resident	39 yof arm injury basic first aid	2
165	11/24/18	9:15:00 PM	Sat	MVA/Rescue Non-Resident	MVA delta cancelled enroute	6
18-414	11/25/18	12:00:00 PM	Sun	Special Duty Resident	Removed tree hazards	2
18-415	11/26/18	11:30:00 AM	Mon	Special Duty Resident	Assisted JPD with oversized vehicle	1
166	11/27/18	10:11:00 AM	Tue	MVA/Rescue Non-Resident	Box truck flipped blocking traffic	9
18-416	11/27/18	5:00:00 PM	Tue	Special Duty Non-Resident	Multi-agency nighttime drill. Propane.	3
18-417	11/29/18	11:30:00 AM	Wed	Special Duty Non-Resident	Assisted citizen with vehicle safety concerns	1
18-418	11/30/18	9:00:00 AM	Fri	Still Assignment Resident	Burnt burn pile	4
18-419	11/30/18	3:00:00 PM	Fri	Special Duty Non-Resident	Assisted with traffic Big Box Truck	2
167	11/30/18	5:37:00 PM	Fri	EMS Resident	85 yom sick person	7

November Burn Pile Log

Date	Address	Adult Prob.	Firewise	# Loads	# crew	# Hrs.	Total Hrs
1-Nov	89A	6	2	10	6	5	30.0
1-Nov	89A		X	5	3	6	18.0
2-Nov	902 Hampshire			2	3	2	6.0
5-Nov	Gulch		X	4	2	6	12.0
5-Nov	345 Dundee			2	2	4	8.0
5-Nov	Parks TOJ			2	2	2	4.0
6-Nov	Park TOJ			1	3	2	6.0
6-Nov	687 Main			2	1	2	2.0
7-Nov	400 Mine Road Burn Permit						0.0
7-Nov	321 Remington Way			2	1	3	3.0
14-Nov	1000 Perkinsville Rd. Burn Permit						0.0
19-Nov	141 North Drive		X	2	1	2	2.0
19-Nov	209 Third Street		X	2	1	2	2.0
20-Nov	151 Deception Ln.		X	10	5	7	35.0
22-Nov	151 Deception Ln.		X	10	5	6	30.0
26-Nov	725 East Ave.			1	1	1	1.0

Fire Chief's Report

27-Nov	1000 Perkinsville Rd. Burn Permit						0.0
28-Nov	771 East Ave.		X	1	1	1	1.0
28-Nov	100 Douglas			1	2	2	4.0
28-Nov	Deception		X	1	1	6	6.0
30-Nov	699 Main St.			1	1	1	1.0
30-Nov	100 UVX Burn Pile		X		3	4	12.0
30-Nov	Burn Permit 104 FR						0.0
	Totals	6	2	59	44	64	183.0
	Jerome Citizen Hours 35	Adult Prob.	Firewise	# Loads	# crew	# Hrs.	Total Hrs

Thank you for your continued support to the Jerome Fire Department,

**Rusty Blair,
Chief JVFD.**

Detail

Date Printed: 12/06/2018



Page 1 of 4



0000000054

Work Order #: 0000000054

Title: PW 11/18

Origin: Non-PM

Cost Center: PUBLIC WORKS

Priority: High

Problem: HISTORY

Originated: 10/29/2018

Expected:

Work Category: Improvement

Source Type: Location

WO Status: Assigned

Originator: SUPERVISOR SUPERVISOR

Project:

Work Type: Preventive Maintenance

Cause: HISTORY

Assigned: 10/29/2018 11:53:00 AM

Completed:

Work requested:

PW 11/18

Action Taken:

Comments:

Total Labor Cost:	3150.00	Total Labor Hours:	190.50
Total Part Cost:	0.00	Total Other Hours:	0.00
Equipment Usage Cost	0.00		
Total Other Cost:	0.00		
External Labor \$:	0.00		
Non-inv \$:	0.00		
WO Cost:	3150.00	Total Hrs:	190.50
Est \$:	0.00	Est Hrs:	0.00

Custom Fields

None

Assigned To

Employee #	Name	Job Title	Phone	Email	Est Hrs	Company Name
1 1	SUPERVISOR SUPERVISOR	SUPERVISOR		m.boland@jerome.az.gov	0.00	

Source

Name	Location #	Path	Site	Description
PUBLIC WORKS	[N/A]	PUBLIC WORKS	TOWN OF JEROME	PUBLIC WORKS - WAREHOUSE, MOTOR POOL, TOOLS, ETC.

Labor

Employee	Start Date	End Date	Hour(s)	OT	OT Cost Factor	Description
XANADLX TREVINO		11/01/2018 05:02:00 PM	4.50			Prop-W/O monthly entries
Troy Marsh		11/01/2018 05:02:00 PM	3.00			Prop-Cleaned shop yard. Went to Sunstate Equip in PV
LYLE KEITH		11/02/2018 05:14:00 PM	1.00			Prop-Evaluate projects with Marty
XANADLX TREVINO		11/02/2018 05:14:00 PM	6.00			Prop-W/O Monthly. Run list for parts required, receipts.
Troy Marsh		11/02/2018 05:14:00 PM	1.50			Prop- Shop/Yard
Gary Allen		11/02/2018 05:14:00 PM	1.00			Prop-Shop paperwork
LYLE KEITH		11/05/2018 05:18:00 PM	5.00			Prop-Met w/ATI, get tools for setting benches, push burn pile. Put together and install picnic table.
XANADLX TREVINO		11/05/2018 05:18:00 PM	5.00			Prop-Clean shop, return receipts in W/O, delivered soap to Co-Op.

Detail

Date Printed: 12/06/2018



0000000054



Page 2 of 4

Troy Marsh	11/05/2018 05:18:00 PM	4.00	Prop-Met w/ATI, get tools for setting benches. Put together and install picnic tables.
Gary Allen	11/05/2018 05:18:00 PM	3.50	Prop-Build three picnic tables and installed 1 in park and 1 at basketball court.
LYLE KEITH	11/01/2018 05:25:00 PM	2.50	HURF-Remove and replace Ballard Hydrant across from Western Heritage.
Troy Marsh	11/01/2018 05:25:00 PM	3.50	HURF-Graded sewer road
Gary Allen	11/01/2018 05:25:00 PM	2.50	HURF-Remove and replace Ballard Hydrant across from Western Heritage.
XANADLX TREVINO	11/02/2018 05:28:00 PM	1.50	HURF-Cold patch run and NAPA
LYLE KEITH	11/06/2018 01:02:00 PM	5.00	Prop-Dig holes and made brackets for District Signs. Move desk at Town Hall. Met with contractor Magnolia & County. Worked in shop.
Troy Marsh	11/06/2018 01:02:00 PM	3.50	Prop-Dig holes for District Signs. Worked in shop.
Gary Allen	11/06/2018 01:02:00 PM	6.00	Prop-Dig holes for District Signs. Worked in shop. Rebuild whacker carburetor.
LYLE KEITH	11/07/2018 01:07:00 PM	3.50	Prop - Prep, pour and finish concrete for district signs. Shop work.
Troy Marsh	11/07/2018 01:07:00 PM	4.00	Prop - Prep for concrete work for district signs. Shop work. Helped Joni clean out 1st floor storage for Community Art program.
Gary Allen	11/07/2018 01:07:00 PM	4.00	Prop - Prep, pour and finish concrete for district signs. Shop work. Remove hydraulic hose from sweeper.
LYLE KEITH	11/08/2018 01:11:00 PM	1.50	Prop - Move concrete blocks in yard and work in shop.
Troy Marsh	11/08/2018 01:11:00 PM	3.50	Prop - Run to Ace for toilet fix at the Artists Co-Op. Fill up dodge cleaned shop and yard.
Gary Allen	11/08/2018 01:11:00 PM	3.00	Prop - Install picnic table and paperwork.
LYLE KEITH	11/09/2018 01:17:00 PM	1.00	Prop - Check concrete for district sign.
Troy Marsh	11/09/2018 01:17:00 PM	4.00	Prop - NAPA run. Sort out paint and stains at shop and other shop work.
Gary Allen	11/09/2018 01:17:00 PM	1.25	Prop - Check concrete for district sign.
LYLE KEITH	11/07/2018 01:21:00 PM	2.00	HURF-Clean up County Rd & 89A and patch pot holes.
Troy Marsh	11/07/2018 01:21:00 PM	2.00	HURF-Clean up County Rd & 89A and patch pot holes.
Gary Allen	11/07/2018 01:21:00 PM	3.00	HURF-Clean up County Rd & 89A and patch pot holes.
LYLE KEITH	11/08/2018 01:24:00 PM	1.00	HURF - Straighten stop sign.
LYLE KEITH	11/13/2018 02:33:00 PM	2.50	Prop-Move district sign from Spook Hall to UVX Road, shop.

Detail

Date Printed: 12/06/2018



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Troy Marsh	11/14/2018 02:33:00 PM	3.50	Prop-Leaves on Juarez to burn pile, p/u supplies Ace and Napa, shop yard
Gary Allen	11/13/2018 02:33:00 PM	1.25	Prop-Cut bolts on sidewalk
LYLE KEITH	11/14/2018 02:39:00 PM	1.00	Prop-Scout location for picnic table and shop work.
Gary Allen	11/15/2018 02:39:00 PM	2.25	Prop-Install picnic table in Middle Park, fix camera on snake.
LYLE KEITH	11/15/2018 02:46:00 PM	4.00	Prop-Mount picnic table on coz-way, unload and load tools, work on crane mount.
Troy Marsh	11/15/2018 02:46:00 PM	3.00	Prop-Town Hall table relocation, shop and yard clean and organize.
LYLE KEITH	11/16/2018 02:54:00 PM	1.50	Prop-Ghost Pepper, check smoke detector, live wires & CO2. Fix sewer snake.
Gary Allen	11/16/2018 02:54:00 PM	2.00	Prop-Fix smoke detector at Ghost Pepper. Fix snake bearings.
LYLE KEITH	11/19/2018 02:59:00 PM	2.50	Prop-Co-Op, winterize swamp cooler and look at fan leak. Shop work.
Troy Marsh	11/19/2018 02:59:00 PM	3.50	Prop-Co-Op, winterize swamp cooler. Snake at 728 East Ave.
Troy Marsh	11/20/2018 03:38:00 PM	2.50	Prop-Shut off sprinklers in Upper and Middle Parks. Shop and yard.
Troy Marsh	11/13/2018 03:41:00 PM	5.50	HURF-Weed eat around town. Delivered sandbags to School Street.
LYLE KEITH	11/15/2018 03:43:00 PM	1.50	HURF-Install "No Parking" sign and painted ballards on 1st Ave.
Troy Marsh	11/15/2018 03:43:00 PM	1.50	HURF-Painted ballards on 1st Ave.
Troy Marsh	11/16/2018 03:45:00 PM	4.00	HURF-Weed eat on East Ave, Hampshire and at Town Hall.
LYLE KEITH	11/20/2018 03:48:00 PM	2.00	HURF-Hand out notices on Holly. Check storm drains.
Troy Marsh	11/20/2018 03:48:00 PM	1.50	HURF-Cut bushes off sidewalk on Hampshire.
Gary Allen	11/20/2018 03:48:00 PM	2.75	HURF-Check storm drains. Stripe middle parking lot.
Troy Marsh	11/27/2018 05:05:00 PM	4.00	Prop-Put sandbags at School Street. Detailed trash truck inside and out. Shop yard clean and organize.
Gary Allen	11/27/2018 05:05:00 PM	1.00	Prop-Clean shop.
LYLE KEITH	11/28/2018 05:10:00 PM	1.00	Prop- Work at shop.
Troy Marsh	11/29/2018 05:10:00 PM	1.00	Prop-Cleaned work table and made room for snow plow.
Gary Allen	11/29/2018 05:10:00 PM	1.00	Prop- Work at shop.
LYLE KEITH	11/29/2018 05:12:00 PM	1.00	Prop- Work at shop.
LYLE KEITH	11/30/2018 05:15:00 PM	2.50	Prop-Worked on welder and generator.
Troy Marsh	11/30/2018 05:15:00 PM	2.00	Prop- Verde Valley Rentals, pick up and return of generator. Shop yard
Gary Allen	11/30/2018 05:15:00 PM	1.00	Prop-Worked on welder.

Detail

Date Printed: 12/06/2018



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LYLE KEITH	11/26/2018 05:20:00 PM	6.50	HURF-Repair rock wall on Holly Street.
Gary Allen	11/26/2018 05:20:00 PM	6.00	HURF-Repair rock wall on Holly Street.
LYLE KEITH	11/27/2018 05:22:00 PM	5.00	HURF-Finish repair of rock wall on Holly Street. Opened road.
Gary Allen	11/27/2018 05:22:00 PM	5.00	HURF-Finish repair of rock wall on Holly Street. Opened road.
LYLE KEITH	11/28/2018 05:32:00 PM	2.50	HURF-Spread ab on Dundee.
Troy Marsh	11/28/2018 05:32:00 PM	0.50	HURF-Traffic control on Clark Street.
Gary Allen	11/28/2018 05:32:00 PM	2.50	HURF-Spread ab on Dundee.
LYLE KEITH	11/30/2018 05:35:00 PM	2.50	HURF-Weld hand rail on Hill Street. Clear storm drains.
Troy Marsh	11/30/2018 05:35:00 PM	1.50	HURF-Traffic control on Hill Street.
Gary Allen	11/30/2018 05:35:00 PM	3.00	HURF-Weld hand rail on Hill Street. Clear storm drains.

Parts

None

Equipment Usage

None

Tasks/Steps

None

Documents

None

Safety Programs

None

Detail

Date Printed: 12/06/2018



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0000000055

Work Order #: 0000000055

Title: Water 11/18

Origin: Non-PM

Cost Center: WATER

Priority: High

Problem: HISTORY

Originated: 10/29/2018

Expected:

Work Category: Improvement

Source Type: Location

WO Status: Assigned

Originator: SUPERVISOR SUPERVISOR

Project:

Work Type: Preventive Maintenance

Cause: Unknown

Assigned: 10/29/2018 11:58:00 AM

Completed:

Work requested:

Water 11/18

Action Taken:

Comments:

Total Labor Cost:	1212.50	Total Labor Hours:	68.00
Total Part Cost:	0.00	Total Other Hours:	0.00
Equipment Usage Cost	0.00		
Total Other Cost:	0.00		
External Labor \$:	0.00		
Non-inv \$:	0.00		
WO Cost:	1212.50	Total Hrs:	68.00
Est \$:	0.00	Est Hrs:	0.00

Custom Fields

None

Assigned To

Employee #	Name	Job Title	Phone	Email	Est Hrs	Company Name
1 1	SUPERVISOR SUPERVISOR	SUPERVISOR		m.boland@jerome.az.gov	0.00	

Source

Name	Location #	Path	Site	Description
WATER A	[N/A]	PUBLIC WORKS > P.W. WAREHOUSE > WATER A	TOWN OF JEROME	IN P.W. WAREHOUSE

Labor

Employee	Start Date	End Date	Hour(s)	OT	OT Cost Factor	Description
LYLE KEITH		11/01/2018 05:31:00 PM	1.00			Water-Change meter @ 820 Gulch Road
XANADLX TREVINO		11/02/2018 05:31:00 PM	1.00			Water-Run to Ace for water parts, regulator check.
LYLE KEITH		11/02/2018 05:33:00 PM	5.00			Water-Regulator checks/Power Line Rd. Replace pressure gage on Gulch Rd.
XANADLX TREVINO		11/05/2018 05:33:00 PM	3.50			Water-Hydrant paperwork and file.
LYLE KEITH		11/07/2018 01:27:00 PM	1.00			Water-Check new meters w/Sensus system.
LYLE KEITH		11/08/2018 01:31:00 PM	5.50			Water - Read flows, read Route 1, read H. Stewart meter.
Troy Marsh		11/08/2018 01:31:00 PM	3.00			Water - Read Route 1 with Lyle Keith.
LYLE KEITH		11/09/2018 01:34:00 PM	2.50			Water - Check regulators.

Detail

Date Printed: 12/06/2018



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LYLE KEITH	11/13/2018 04:08:00 PM	0.50	Water-Add Chlorine to Sunshine Hill tanks.
LYLE KEITH	11/14/2018 04:09:00 PM	1.00	Water-Read flows.
Troy Marsh	11/14/2018 04:09:00 PM	0.50	Water-Shutoff water on Clark Street.
LYLE KEITH	11/15/2018 04:28:00 PM	2.50	Water-Read meters, Route 2.
Troy Marsh	11/15/2018 04:28:00 PM	3.50	Water-Read meters, Route 2. Delivered water meters.
LYLE KEITH	11/16/2018 04:30:00 PM	1.50	Water-Check Cla-Val regulators.
LYLE KEITH	11/20/2018 04:31:00 PM	5.50	Water-Read water flows. Read meters Route 3. Locate pipe on 1st Ave.
Troy Marsh	11/20/2018 04:31:00 PM	4.00	Water-Read meters Route 3. Locate pipe on 1st Ave.
LYLE KEITH	11/21/2018 04:34:00 PM	2.50	Water-Check Regulators.
LYLE KEITH	11/28/2018 08:33:00 PM	3.00	Water-Search for leak on Clark St and repair leak on Dundee.
Troy Marsh	11/28/2018 08:33:00 PM	4.00	Water-Dug hole and repair leak on Dundee.
Gary Allen	11/28/2018 08:33:00 PM	3.00	Water-Dug hole and repair leak on Dundee.
LYLE KEITH	11/29/2018 08:36:00 PM	7.00	Water-Check Regulators including Power Line Rd. Read meters. Check on leak at Lozanos.
Troy Marsh	11/29/2018 08:36:00 PM	7.00	Water-Check Regulators including Power Line Rd. Read meters. Check on leak at Lozanos.

Parts

None

Equipment Usage

None

Tasks/Steps

None

Documents

None

Safety Programs

None

Detail

Date Printed: 12/06/2018



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Work Order #: 0000000056

Title: Sewer 11/18

Origin: Non-PM

Cost Center: SEWER

Priority: High

Problem: HISTORY

Originated: 10/29/2018

Expected:

Work Category: Improvement

Source Type: Location

WO Status: Assigned

Originator: SUPERVISOR SUPERVISOR

Project:

Work Type: Preventive Maintenance

Cause: HISTORY

Assigned: 10/29/2018 12:03:00 PM

Completed:

Work requested:

Sewer 11/18

Action Taken:

Comments:

Total Labor Cost:	1193.75	Total Labor Hours:	71.75
Total Part Cost:	0.00	Total Other Hours:	0.00
Equipment Usage Cost	0.00		
Total Other Cost:	0.00		
External Labor \$:	0.00		
Non-Inv \$:	0.00		
WO Cost:	1193.75	Total Hrs:	71.75
Est \$:	0.00	Est Hrs:	0.00

Custom Fields

None

Assigned To

Employee #	Name	Job Title	Phone	Email	Est Hrs	Company Name
1 1	SUPERVISOR SUPERVISOR	SUPERVISOR		m.boland@jerome.az.gov	0.00	

Source

Name	Location #	Path	Site	Description
SEWER A	[N/A]	PUBLIC WORKS > P.W. WAREHOUSE > SEWER A	TOWN OF JEROME	SEWER PARTS & TOOLS

Labor

Employee	Start Date	End Date	Hour(s)	OT	OT Cost Factor	Description
Gary Allen		11/01/2018 05:36:00 PM	3.00			Sewer-Grade sewer road
LYLE KEITH		11/02/2018 05:37:00 PM	1.00			Sewer-Snake line at Holly.
Troy Marsh		11/02/2018 05:37:00 PM	2.00			Sewer-Snake line at Holly and sewer checks.
Gary Allen		11/02/2018 05:37:00 PM	2.50			Sewer-Snake line at Holly and sewer checks.
LYLE KEITH		11/09/2018 01:37:00 PM	3.00			Sewer - Checked lines, snaked under the Boardwalk and also Holly.
Gary Allen		11/09/2018 01:37:00 PM	3.00			Sewer - Checked lines, snaked under the Boardwalk and also Holly.
LYLE KEITH		11/13/2018 04:45:00 PM	2.00			Sewer- Unclog trunk line and hike the rest of the line.
Gary Allen		11/13/2018 04:45:00 PM	2.00			Sewer- Unclog trunk line and hike the rest of the line.

Detail

Date Printed: 12/06/2018



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LYLE KEITH	11/14/2018 04:46:00 PM	5.00	Sewer-Take out old lid, clean out 1st Street, set new ring for manhole, set manhole ring in concrete.
Troy Marsh	11/14/2018 04:48:00 PM	2.00	Sewer-Dug hole for sewer on 1st Street, transported manhole cover and lid.
Gary Allen	11/14/2018 04:46:00 PM	4.00	Sewer-Take out old lid and prep on 1st Street, set manhole ring in concrete.
LYLE KEITH	11/16/2018 05:08:00 PM	2.00	Sewer-Camera line and snake line on 1st Street.
Troy Marsh	11/16/2018 05:08:00 PM	2.00	Sewer-Unplug sewer on Center Avenue.
Gary Allen	11/16/2018 05:08:00 PM	3.00	Sewer-Camera line and snake line on 1st Street. Sewer checks.
LYLE KEITH	11/19/2018 05:12:00 PM	1.50	Sewer-Snake line on 1st Street.
Troy Marsh	11/19/2018 05:12:00 PM	1.50	Sewer-Snake line on 1st Street.
Gary Allen	11/19/2018 05:12:00 PM	3.00	Sewer-Snake out sewer line at church.
LYLE KEITH	11/21/2018 05:14:00 PM	3.50	Sewer-Snake line on Clark Street @ Eagles Nest. Sewer checks.
Gary Allen	11/21/2018 05:14:00 PM	4.75	Sewer-Snake line on Clark Street @ Eagles Nest. Sewer checks.
LYLE KEITH	11/23/2018 05:17:00 PM	1.00	Sewer-Sewer checks.
Gary Allen	11/23/2018 05:17:00 PM	1.00	Sewer-Sewer checks.
Troy Marsh	11/26/2018 08:39:00 PM	1.50	Sewer-Made pipe connections on Upper Gulch and 89A
LYLE KEITH	11/27/2018 08:40:00 PM	3.00	Water-Check line in Gulch, snake line on 4th.
Troy Marsh	11/27/2018 08:40:00 PM	4.00	Water-Check line in Gulch, snake line on 4th.
Gary Allen	11/27/2018 08:40:00 PM	2.00	Water-Snake line on 4th.
LYLE KEITH	11/30/2018 08:44:00 PM	1.50	Sewer-Checks.
Troy Marsh	11/28/2018 08:44:00 PM	1.50	Sewer-Added new connection on 89A.
Gary Allen	11/29/2018 08:44:00 PM	3.00	Sewer-Snake Holly, check sewer on Gulch School Road
Gary Allen	11/30/2018 08:47:00 PM	2.50	Sewer-Sewer checks, clean out box on 4th.

Parts

None

Equipment Usage

None

Tasks/Steps

None

Documents

None

Safety Programs

None

TOWN OF JEROME

Monthly Council Staff Report from the Deputy Clerk: December 6, 2018

This report covers the month of November 2018.

- ❖ Prepared packets and posted for Council meetings.
- ❖ Continue with Retention and Records Destruction.
- ❖ Attended Design Review and Planning and Zoning meetings; took minutes and assisted Ms. Page with any questions.
- ❖ Balanced bank accounts daily.
- ❖ Performed Notary services throughout the month on several occasions.
- ❖ Reserved rooms and classes for five councilmembers at the Newly Elected Officials training to be held December 6 and 7 in Mesa.
- ❖ Updated grant information for pre-audit work.

I put together the dinner for the Intergovernmental meeting on November 15th.

I put together new Councilmember packets containing information that will be helpful to them.

Thank you,

Joni Savage

Deputy Clerk



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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

NOVEMBER 2018

- Several business license inspections.
- Final inspection for re- roof at 874 Hampshire Ave.
- Final for interior remodel at 747 East Ave.
- Received permit for a new single family residence at 106 North Dr.
- Met with contractor and home owners that have been awarded CBDG grants for home improvement projects.

Barry Wolstencroft, Building Inspector

Jerome Library Report November 2018 , Kathleen Jarvis

As part of a long-term strategic vision the Jerome Library is re-evaluating and redesigning the services we offer to local creators and artists.

The Community Art Workshop is undergoing a redesign and cleanup with new paint and shelving in the works which will set the scene for our SPRING workshop beginning February 2019.

A part of the new design will be a video workshop with a large screen television to show online art workshops and technique in a classroom setting.

Many of the popular workshops we offered during the Fall Season Workshop will be included in the the Spring workshops as well.

November 2018 Statistics

Transited items loaned to other Libraries - 191

New items added to our collection - 19

We now have a total of 14,107 items in our Library.

New users added - 4

We now have a total of 306 Library users.



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TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

NOVEMBER 2018 STAFF REPORT

From: Melanie Atkin, Accounting/HR Clerk m.atkin@jerome.az.gov

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 transfers for HURF, Admin Charges, and Water/Sewer/Trash.
- ❖ Ran monthly fund, departmental, and vendor reports.
- ❖ Created a November summary budget to actual report for General, Utility, and Road funds.
- ❖ Have begun the process of getting documentation together for the annual audit. Working with the CPA to make adjusting entries, producing data spreadsheets, and running reports.

H/R Duties:

- ❖ Attended a KAIROS training seminar in Phoenix on November 2nd. Learned about the latest updates for the next open enrollment in May. Also learned about the latest updates to the KAIROS/Bluecross Blueshield website, making it more user friendly and offering more services for the user.
- ❖ Began the process of inputting employee information into the ADP payroll system for end-of-year W2 purposes.
- ❖ Began the process of gathering information and forms for 1099 distribution.



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

December 2018 staff report for November activity respectfully submitted by Rosa Cays

Utilities

Current debt (45 days past due):

A total of 13 shut-off notices went out with this month's utility statements, 10 less than in October. Payments were made on all accounts except for one (closed account with almost \$500 left unpaid; person moved out of Jerome but still works in town).

Six yellow tags were distributed; no water was shut off.

Balance owed on these accounts from November billing: \$5983.43

Balance owed at end of November: \$1504.95

A copy of the November AR Aging report is attached.

Business Licenses

November was a busy month for processing license renewals—23 business licenses were reissued in November; approximately another 11 are in process. Renewal reminders were sent out to 11 business owners whose licenses expire in December.

Special thanks to Charlotte Page, Rusty Blair, and Barry Wolstencroft for their efforts in expediting business license applications. Greatly appreciated.

Rentals

All rents were paid for November.

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$1,528.04)	(\$93.07)	(\$273.86)	\$0.00	(\$704.37)	(\$2,599.34)
Water	\$0.00	\$4,768.43	\$765.82	\$117.13	\$0.00	\$270.39	\$5,921.77
Sewer	\$0.00	\$6,092.07	\$1,009.91	\$150.28	\$3.62	\$522.58	\$7,778.46
Trash	\$0.00	\$8,045.56	\$1,436.68	\$86.77	\$0.00	\$848.07	\$10,417.08
Tax	\$0.00	\$449.97	\$75.44	\$11.54	\$0.00	\$39.24	\$576.19
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$30.00	\$30.00	\$20.00	\$10.00	\$1,930.00	\$2,020.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)	-----	-----	-----	-----	-----	-----	-----
Subtotal --->	\$0.00	\$17,857.99	\$3,224.78	\$111.86	\$13.62	\$2,905.91	\$24,114.16
UserType: Residential							
Credit	\$0.00	(\$857.81)	(\$60.03)	(\$221.18)	(\$4.77)	(\$1,204.64)	(\$2,348.43)
Water	\$0.00	\$8,389.08	\$1,755.98	\$212.13	\$25.36	\$1,577.51	\$11,960.06
Sewer	\$0.00	\$7,644.40	\$1,643.22	\$279.97	\$0.00	\$2,750.25	\$12,317.84
Trash	\$0.00	\$6,138.02	\$1,354.91	\$202.64	\$17.34	\$1,508.54	\$9,221.45
Tax	\$0.00	\$819.34	\$168.66	\$16.54	\$2.50	\$243.77	\$1,250.81
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.55	\$63.55
Late Fee	\$0.00	\$110.00	\$50.00	\$30.00	\$20.00	\$5,334.35	\$5,544.35
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Residential (8)	-----	-----	-----	-----	-----	-----	-----
Subtotal --->	\$0.00	\$22,243.03	\$4,912.74	\$520.10	\$60.43	\$10,273.33	\$38,009.63
UserType: Municipal							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$0.00	\$169.69	\$0.00	\$0.00	\$0.00	\$0.00	\$169.69
Sewer	\$0.00	\$217.70	\$0.00	\$0.00	\$0.00	\$0.00	\$217.70
Trash	\$0.00	\$185.92	\$0.00	\$0.00	\$0.00	\$0.00	\$185.92
Tax	\$0.00	\$16.69	\$0.00	\$0.00	\$0.00	\$0.00	\$16.69
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Municipal (8)	-----	-----	-----	-----	-----	-----	-----
Subtotal --->	\$0.00	\$590.00	\$0.00	\$0.00	\$0.00	\$0.00	\$590.00

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$60.00)	(\$20.75)	\$0.00	\$0.00	\$0.00	(\$80.75)
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	\$5,328.06	\$0.00	\$0.00	\$0.00	\$347.36	\$5,675.42
Gas	\$0.00	\$60.81	\$0.00	\$0.00	\$0.00	\$0.00	\$60.81
Electric	\$0.00	\$155.64	\$0.00	\$0.00	\$0.00	\$0.00	\$155.64
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	\$5,484.51	(\$20.75)	\$0.00	\$0.00	\$347.36	\$5,811.12
UserType: Default							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	(\$200.00)	(\$100.00)	(\$300.00)
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	(\$200.00)	(\$100.00)	(\$300.00)
Grand Total (35)	\$0.00	\$46,175.53	\$8,116.77	\$631.96	(\$125.95)	\$13,426.60	\$68,224.91

Charge Item Summary

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
Credit	\$0.00	(\$2,445.85)	(\$173.85)	(\$495.04)	(\$204.77)	(\$2,009.01)	(\$5,328.52)
Water	\$0.00	\$13,327.20	\$2,521.80	\$329.26	\$25.36	\$1,847.90	\$18,051.52
Sewer	\$0.00	\$13,954.17	\$2,653.13	\$430.25	\$3.62	\$3,272.83	\$20,314.00
Trash	\$0.00	\$14,369.50	\$2,791.59	\$289.41	\$17.34	\$2,356.61	\$19,824.45
Tax	\$0.00	\$1,286.00	\$244.10	\$28.08	\$2.50	\$283.01	\$1,843.69
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.55	\$63.55
Late Fee	\$0.00	\$140.00	\$80.00	\$50.00	\$30.00	\$7,264.35	\$7,564.35
Rent	\$0.00	\$5,328.06	\$0.00	\$0.00	\$0.00	\$347.36	\$5,675.42
Gas	\$0.00	\$60.81	\$0.00	\$0.00	\$0.00	\$0.00	\$60.81
Electric	\$0.00	\$155.64	\$0.00	\$0.00	\$0.00	\$0.00	\$155.64
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total (12)	\$0.00	\$46,175.53	\$8,116.77	\$631.96	(\$125.95)	\$13,426.60	\$68,224.91

Customer Count = 374



Town of Jerome

Monthly Zoning Administrator Council Staff Report: December 11th, 2018

From: Charlotte Page, Zoning Administrator

- **Planning and Zoning Commission:** On November 7, 2018, the Planning and Zoning commission met. They held public hearing on two possible text amendments to the Zoning Ordinance and passed these along to Council for further review. Four public applications were also reviewed.
- Article I, 104, 105, and 106 in regard to member absences. Changes were recommended to have the effect of four (4) absences to cause a member to be deemed to have vacated their position. This was recommended to advance to Council for review and possible adoption by Ordinance.
 - Accessory Buildings, changes to definitions and Property Development Standards in all Zones. To affect the height and use of accessory buildings. This was recommended to advance to Council for review and possible adoption by Ordinance. **ZA Note:** Review of A.R.S. 9-462.04, Town may need to schedule an additional public hearing for compliance with state statute on public hearing requirements, copy attached.
 - A CUP for the Central Hotel at 507 B. Main St., was reviewed for the second floor to be mixed use of residential and retail by one tenant. This item was recommended advance to Council with approval (4/1) of P&Z with condition that the owner asks future tenants "not to take up parking in the main commercial area".
 - Additional discussion regarding rezoning application from Hampshire Ave & North Dr. Discussion is outlined in the minutes and was concerned with safety issues in regard to existing access and parking, lack of sidewalks, existing ADOT ROW location, and requirements met/unmet as regards the Town Zoning Ordinance. P&Z set up a work session to continue this discussion.
 - Preliminary Plan review for 123 Hill St., Jerome Clubhouse. Possible development of 7 apartments proposed with continued use of current retail spaces on first level. Discussion regarding the proposed 'tandem' parking is key to providing adequate parking for development. Applicant states the Town Ordinance doesn't provide the requirements needed to decide if this is allowed. P&Z decision was to table for legal advice, Commission asks for a neighborhood meeting and to find if there are any restrictions from either building or fire codes that apply to tandem parking.
 - CUP for 123 Hill St., Jerome Clubhouse, for residential use in the C-1 Zone. The applicant is looking for further confirmation that residential use could be allowed for his proposal. The current building also houses one apartment on the second floor. The CUP is advanced with recommendation of approval to Council for "residential use in a C-1 Zone". This approval is indicated for the current apartment.

- **Planning and Zoning Commission:** On November 26, 2018, the Planning and Zoning commission met for a working session in regard to the proposed rezoning. Several topics were discussed, the Chair listed questions that should be addressed legally, and an executive session was suggested with the Town's legal counsel. This meeting is detailed in minutes.
- **Design Review Board:** On November 14, 2018, the Design Review Board approved new signs for two businesses Amore Pin Up Boutique & Amore Pin Up Accessories. Public projects were approved for:
 - 219 Diaz St., A retaining wall that was previously approved
 - 123 Hill St., Jerome Clubhouse, replacement of windows and repairs to stucco with color to match as close as possible
 - 888 Hampshire Ave., Victorian Style fencing of welded metal
 - 701 Hull Rd., A garage door installation
 - 764 East Ave., Front Door and window replacements
 - 507 School St., 2nd story balcony to be repaired and new support materials made of metal braces to be installed. All will match current paint scheme.
 - 111 Deception Lane., New front & back door installation
 - 32 Magnolia, access stairs replaced with concrete staircase, porch skirting and stair repairs.
- **Board of Adjustment:** No meeting in November.
- **Town Council:** Update for Conservation of Historic property.
 - Hampshire property. A new roof was installed in November! Zoning will inquire as to future cleanup plans.
 - North Ave., property owner is active in proposed rezoning efforts that would include this property. He is working on getting plans and structure reviewed by contractor to consider what proposal will be put forth to the Town.
 - Magnolia clean up. Town has a contract with excavation company to finish clean up. This is not yet scheduled. Town will notify local owners when Magnolia access will be limited and/or closed for these efforts. Possible two day limited access to Magnolia.
- **Zoning Update:**
 - ❖ Zoning Change Petition – Neighborhood meeting was conducted, and report was reviewed in November. A further work session was conducted by P&Z in November. P&Z continues to pursue details with this application. The next concrete requirement from the Zoning Ordinance will be conducting a public hearing.
 - ❖ Public Support
 - Final plan review is received for proposed residence at 160 North Dr.
 - Neighborhood Meeting conducted at 896 Hampshire Ave.,
 - Additional residents proposed joining the rezoning and have been advised how to submit proposals to P&Z for review
 - 723 East Ave., Landscaping review, advise submit for P&Z & DRB
 - Post for Board vacancies
 - Additional visits North Dr., to view possible building site & land survey
 - District Signs – install dividers and blanks for cosmetic result
 - NACOG Representative re: invoices, NOD's & Permits needed

❖ **Site Visits**

- **Business Inspections, Business License**
 - **Four-Eight**
 - **Crystal B**
 - **Bordello**
 - **La Victoria**
 - **Grand Hotel**
 - **Jerome Tattoo**
 - **Connor Hotel**
 - **222 First St**
 - **Surgeon's House**
- **Building Inspections – open permits, possible development, permit eval**
 - **North Ave.**
 - **89A Bath remodel**
 - **North Ave, vacant property**
 - **Magnolia – Excavation Co contract/public works involvement**
 - **111 Deception, review w/BI for permit**
 - **32 Magnolia review w/BI for permit**
 - **874 Hampshire – work in progress**
 - **403 Clark St – work in progress**

❖ **Projects, ongoing**

- **CUP – document floorplans for wine tasting for future reference**
- **Periodic review of District Signs**
- **Photograph new signs and update Zoning Sign inventory binder**

9-462.04. Public hearing required; definition

A. If the municipality has a planning commission or a hearing officer, the planning commission or hearing officer shall hold a public hearing on any zoning ordinance. Notice of the time and place of the hearing including a general explanation of the matter to be considered and including a general description of the area affected shall be given at least fifteen days before the hearing in the following manner:

1. The notice shall be published at least once in a newspaper of general circulation published or circulated in the municipality, or if there is none, it shall be posted on the affected property in such a manner as to be legible from the public right-of-way and in at least ten public places in the municipality. A posted notice shall be printed so that the following are visible from a distance of one hundred feet: the word "zoning", the present zoning district classification, the proposed zoning district classification and the date and time of the hearing.

2. In proceedings involving rezoning of land that abuts other municipalities or unincorporated areas of the county or a combination thereof, copies of the notice of public hearing shall be transmitted to the planning agency of the governmental unit abutting such land. In proceedings involving rezoning of land that is located within the territory in the vicinity of a military airport or ancillary military facility as defined in section 28-8461, the municipality shall send copies of the notice of public hearing by first class mail to the military airport. In addition to notice by publication, a municipality may give notice of the hearing in any other manner that the municipality deems necessary or desirable.

3. In proceedings that are not initiated by the property owner involving rezoning of land that may change the zoning classification, notice by first class mail shall be sent to each real property owner, as shown on the last assessment of the property, of the area to be rezoned and all property owners, as shown on the last assessment of the property, within three hundred feet of the property to be rezoned.

4. In proceedings involving one or more of the following proposed changes or related series of changes in the standards governing land uses, notice shall be provided in the manner prescribed by paragraph 5 of this subsection:

(a) A ten percent or more increase or decrease in the number of square feet or units that may be developed.

(b) A ten percent or more increase or reduction in the allowable height of buildings.

(c) An increase or reduction in the allowable number of stories of buildings.

(d) A ten percent or more increase or decrease in setback or open space requirements.

(e) An increase or reduction in permitted uses.

5. In proceedings governed by paragraph 4 of this subsection, the municipality shall provide notice to real property owners pursuant to at least one of the following notification procedures:

(a) Notice shall be sent by first class mail to each real property owner, as shown on the last assessment, whose real property is directly governed by the changes.

(b) If the municipality issues utility bills or other mass mailings that periodically include notices or other informational or advertising materials, the municipality shall include notice of the changes with such utility bills or other mailings.

(c) The municipality shall publish the changes before the first hearing on such changes in a newspaper of general circulation in the municipality. The changes shall be published in a "display ad" covering not less than one-eighth of a full page.

6. If notice is provided pursuant to paragraph 5, subdivision (b) or (c) of this subsection, the municipality shall also send notice by first class mail to persons who register their names and addresses with the municipality as being interested in receiving such notice. The municipality may charge a fee not to exceed five dollars per year for providing this service and may adopt procedures to implement this paragraph.

7. Notwithstanding the notice requirements in paragraph 4 of this subsection, the failure of any person or entity to receive notice does not constitute grounds for any court to invalidate the actions of a municipality for which the notice was given.

B. If the matter to be considered applies to territory in a high noise or accident potential zone as defined in section 28-8461, the notice prescribed in subsection A of this section shall include a general statement that the matter applies to property located in the high noise or accident potential zone.

C. After the hearing, the planning commission or hearing officer shall render a decision in the form of a written recommendation to the governing body. The recommendation shall include the reasons for the recommendation and be transmitted to the governing body in such form and manner as may be specified by the governing body.

D. If the planning commission or hearing officer has held a public hearing, the governing body may adopt the recommendations of the planning commission or hearing officer without holding a second public hearing if there is no objection, request for public hearing or other protest. The governing body shall hold a public hearing if requested by the party aggrieved or any member of the public or of the governing body, or, in any case, if a public hearing has not been held by the planning commission or hearing officer. In municipalities with territory in the vicinity of a military airport or ancillary military facility as defined in section 28-8461, the governing body shall hold a public hearing if, after notice is transmitted to the military airport pursuant to subsection A of this section and before the public hearing, the military airport provides comments or analysis concerning the compatibility of the proposed rezoning with the high noise or accident potential generated by military airport or ancillary military facility operations that may have an adverse impact on public health and safety, and the governing body shall consider and analyze the comments or analysis before making a final determination. Notice of the time and place of the hearing shall be given in the time and manner provided for the giving of notice of the hearing by the planning commission as specified in subsection A of this section. A municipality may give additional notice of the hearing in any other manner as the municipality deems necessary or desirable.

E. A municipality may enact an ordinance authorizing county zoning to continue in effect until municipal zoning is applied to land previously zoned by the county and annexed by the municipality, but in no event for longer than six months after the annexation.

F. A municipality is not required to adopt a general plan before the adoption of a zoning ordinance.

G. If there is no planning commission or hearing officer, the governing body of the municipality shall perform the functions assigned to the planning commission or hearing officer.

H. If the owners of twenty percent or more of the property by area and number of lots, tracts and condominium units within the zoning area of the affected property file a protest in writing against a proposed amendment, the change shall not become effective except by the favorable vote of three-fourths of all members of the governing body of the municipality. If any members of the governing body are unable to vote on such a question because of a conflict of interest, then the required number of votes for passage of the question shall be three-fourths of the remaining membership of the governing body, provided that such required number of votes shall in no event be less than a majority of the full membership of the legally established governing body. For the purposes of this subsection, the vote shall be rounded to the nearest whole number. A protest filed pursuant to this subsection shall be signed by the property owners opposing the proposed amendment and filed in the office of the clerk of the municipality not later than 12:00 noon one business day before the date on which the governing body will vote on the proposed amendment or on an earlier time and date established by the governing body.

I. In applying an open space element or a growth element of a general plan, a parcel of land shall not be rezoned for open space, recreation, conservation or agriculture unless the owner of the land consents to the rezoning in writing.

J. Notwithstanding section 19-142, subsection B, a decision by the governing body involving rezoning of land that is not owned by the municipality and that changes the zoning classification of such land may not be enacted as an emergency measure and the change shall not be effective for at least thirty days after final approval of the change in classification by the governing body.

K. For the purposes of this section, "zoning area" means both of the following:

1. The area within one hundred fifty feet, including all rights-of-way, of the affected property subject to the proposed amendment or change.
2. The area of the proposed amendment or change.



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

REGULAR MEETING OF THE TOWN OF JEROME

DESIGN REVIEW BOARD

DATE: Monday, October 8, 2018 TIME: 7:00 pm

PLACE: **JEROME CIVIC CENTER**

600 Clark St., JEROME, ARIZONA 86331

MINUTES

ITEM 1: CALL TO ORDER/ROLL CALL

Chair Brice Wood called the meeting to order at 7:00 p.m.

Charlotte Page called roll. Present were Chair Brice Wood, Vice Chair Danny Smith, Henry Vincent and John McDonald.

Staff present Charlotte Page, Interim Zoning Administrator and Joni Savage, Deputy Clerk.

ITEM 2: APPROVAL OF MINUTES: Minutes of September 10, 2018

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH		X	X			
MCDONALD	X		X			
VINCENT			X			

7:01 (1:17) ITEM 3: PETITIONS FROM THE PUBLIC – There were no petitions from the public.

7:01 (1:24) ITEM 4: REPORT/SUMMARY OF RECENT P&Z ACTIVITIES HENRY VINCENT, P&Z LIASION

Mr. Vincent updated the Design Review Board on Ordinance changes from Planning and Zoning.

7:16 (16:10) ITEM 5: NEW BUSINESS SIGN, QUEEN BEE CRYSTALS

APPLICANT: Thalia Walkup

ADDRESS: 119 Hull Ave., Jerome, AZ

OWNER OF RECORD: Flatiron Building II, Scott Harris

ZONE: C-1

APN: 401-06-019

Approval of new business sign.

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH			X			
MCDONALD		X	X			
VINCENT			X			

7:18 (17:52) ITEM 6: SOLAR GUIDELINES

Ms. Page informed them that Council had approved them in 2016. Ms. Gallagher has suggested they keep them as a guideline.

7:21 (21:20) ITEM 7: FUTURE AGENDA ITEMS

Mr. McDonald made a suggestion about the district signs.

Mr. Vincent stated the importance of the boards and suggested they fill this seat. He would like to challenge the

TOWN OF JEROME

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members to find another member.

Chair Wood instructed staff to add the Certificate of No Effect to the next agenda.

(24:30) ITEM 8: ADJOURN

Adjourned at 7:25 p.m.

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH			X			
MCDONALD	x		X			
VINCENT		x	X			

Approval on next page.

TOWN OF JEROME

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REGULAR MEETING OF THE TOWN OF JEROME DESIGN REVIEW BOARD


DATE: Monday, October 8, 2018 TIME: 7:00 pm

PLACE: **JEROME CIVIC CENTER**
600 Clark St., JEROME, ARIZONA 86331

MINUTES

Respectfully submitted by Joni Savage on November 14, 2018.

Approved:  Date: 11-14-18
Design Review Board Chair

Attest:  Date: 11-14-18
Design Review Board Vice Chair



Incorporated 1899

Founded 1876

TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
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DRAFT MINUTES REGULAR MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS TUESDAY, NOVEMBER 13, 2018, AT 7:00 P.M.

** The audio recording of this meeting will be permanently retained on file as a part of these minutes. **

ITEM #1:	<p>CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE</p> <p>Mayor/Chairperson to call meeting to order.</p> <p>Mayor Frank Vander Horst called the meeting to order at 7:00 p.m.</p> <p>Town Clerk to call and record the roll.</p> <p>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Vander Horst, Vice Mayor Jay Kinsella, and Councilmembers Alex Barber and Lew Currier.</p> <p>Other staff present were Joni Savage, Deputy Clerk; Melanie Atkin, Accounting Clerk; Charlotte Page, Zoning Administrator; Rosa Cays, Customer Service/Utilities; Marty Boland, Public Works Director; and Joan Dwyer, Municipal Magistrate.</p> <p>Mayor or Mayor's designee to lead the Pledge of Allegiance.</p> <p>Mayor Vander Horst led the pledge.</p> <p>Mayor Vander Horst recognized the four NAU nursing students in attendance. Josh Greig, one of the students, introduced himself and stated that they are taking a Public Health course and came here to get a sense of what is going on in Jerome. He added that they have spoken with Dr. Dillenberg are working on a project for the Town.</p> <p>Mayor Vander Horst went on to say he had a request to break up Item #9 (Petitions from the Public) into two parts, so that the public could address the current Council. He then moved on to "Part A" of Item 9. (Comments made at this time are reflected under Item 9, as originally agendized.)</p> <p>He also noted that Item #8A (introduction of new Fire Department personnel) will not take place at this meeting as Jasper Lanning is in California on a wildlands assignment.</p>																																			
ITEM #2: 7:06	<p>FINANCIAL REPORTS</p> <p>Budget to Actual reports, vendor ledger and balance sheet for October 2018</p> <p>Ms. Gallagher noted one minor correction to the balance sheet for the utilities fund.</p> <p>Approval of Amended Financial Reports</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>CURRIER</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>KINSELLA</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>VANDER HORST</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				CURRIER	X		X				KINSELLA		X	X				VANDER HORST			X			
COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN																														
BARBER			X																																	
CURRIER	X		X																																	
KINSELLA		X	X																																	
VANDER HORST			X																																	
ITEM #4: 7:11	<p>PLANNING AND ZONING AND DESIGN REVIEW MINUTES/ RECOMMENDATIONS/ZONING ADMINISTRATOR'S REPORT</p> <p>Minutes are provided for the information of Council and do not require action.</p> <p>Ms. Page read from her report and answered questions from Council.</p> <p>Councilmember Barber asked about the North Avenue property being re-zoned to R2, and if that would have an effect upon the area that is zoned Industrial.</p> <p>Ms. Page explained that it would not.</p>																																			
ITEM #5: 7:17	<p>APPROVAL OF MINUTES</p> <p>October 29, 2018 special meeting</p> <p>Approval of Special Meeting Minutes from October 29, 2018.</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>CURRIER</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>KINSELLA</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>VANDER HORST</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				CURRIER	X		X				KINSELLA		X	X				VANDER HORST			X			
COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN																														
BARBER			X																																	
CURRIER	X		X																																	
KINSELLA		X	X																																	
VANDER HORST			X																																	
ITEM #6: 7:17	<p>DESIGNATION OF INTERIM CHAIR</p> <p>Council may designate a member of the succeeding Council to act as Chair from the time that they are seated until they have selected their Mayor and Vice Mayor.</p> <p>Designation of Interim Chair Alex Barber</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>CURRIER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>KINSELLA</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>VANDER HORST</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				CURRIER			X				KINSELLA		X	X				VANDER HORST	X		X			
COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN																														
BARBER			X																																	
CURRIER			X																																	
KINSELLA		X	X																																	
VANDER HORST	X		X																																	

ITEM #7:

7:17

REORGANIZATION**ITEM #7A: REMARKS BY OUTGOING COUNCIL MEMBERS**

- Mayor Frank Vander Horst thanked the Council, including Hunter Bachrach, as well as members of the Town staff, whom he asked to stand to be acknowledged and receive applause. He announced that he was successful in bringing high-speed fiber internet to Jerome. It is now active in our library, and will be available in Town offices within the next 30 to 45 days. After that, it will be rolled out to businesses, and then to residents. The Mayor added, "On a very personal note, I want to thank some individuals on a personal level. About four months into my term, I found that, for the second time in my life, I was fighting cancer. It was a difficult time. It seemed like after the surgery, whenever I had chemo, it was the day of a Council meeting. I didn't always feel very good those days. I want to thank Hunter and Jay, and Candace and Joni, who were aware of the situation and really helped me to get through that, so thank you very much."
- 7: 22 Vice Mayor Jay Kinsella thanked the Town of Jerome for the opportunity to serve for 16 years off and on. He congratulated the incoming Council, and thanked the staff, stating that this Council's accomplishments would not have been possible without the staff. He commended Hunter Bachrach for taking the reins on the Hotel Jerome project. The Vice Mayor went on to say that he has noticed a change in Jerome over the past few years: "You can't approach your neighbor and you can't have a conversation with your neighbor," he said, and added that this seems to be a trend in our nation right now, "where you have to listen to my opinion, but I can't listen to yours, and vice-versa. Nothing gets accomplished. On January 20th, I will have been here for 40 years, and in that time, we have overcome so much. We can do better than that, that's what makes a community a community and I am proud to be a part of it. We need to listen to others, not condemn others before you've heard them." He closed by thanking all of the Town's volunteers.
- 7: 27 Councilmember Lew Currier thanked everyone for electing him so many times, and thanked the Town staff, "which is very good." He also thanked the Council, and said that it had been a pleasure to work with them. Mr. Currier went on to offer some advice to the incoming Council:
 - "Pay close attention to the money." He urged Council to "check and re-check" all staff reports.
 - "It's easier to start a war than to stop one." He explained that, if you fire someone, it is difficult to retrain someone, and if you get into litigation, it can drag on for years.
 - "Beware of professions." He cautioned Council regarding engineers, architects and attorneys who may have their own agendas, and noted that accountants can overlook simple problems. He also cautioned against using large firms.
 - "Pay attention to the audience at the meetings. Treat them with respect even though you know they're nuts."
 - "Beware of hubris."
 - "A great nation should be treated like a small fish."

7:33

ITEM #7B: SEATING AND SWEARING IN OF 2018-20 COUNCIL

Town Magistrate Joan Dwyer will administer the Oath of Office to members of the 2018-20 Jerome Town Council.

Judge Dwyer administered the Oath of Office to the new Council.

7:38

ITEM #7C: APPOINTMENT OF MEMBER TO FILL COUNCIL VACANCY

Council may appoint an individual, by nomination and vote, to fill the vacant seat on Council, for the unexpired term. During this agenda item, Council may opt to question any interested persons that are present, and/or to table the appointment to a later date.

The persons who had expressed interest in filling this vacancy were: Alissa Kueker, Nikki Check, Tyler Christensen, Nick Bartell and Jane Moore.

Council invited each to speak, in alphabetical order.

7:39 Nicholas Bartell stated that he would not be able to serve because he will be taking fire training on Tuesday nights.

7:40 Nikki Check spoke about her experience here, and said, "I don't have an agenda, but I do have experience. ... If it would be helpful to the Town, I would be happy to help."

7:41 Tyler Christensen read from his resume and gave an enthusiastic speech about his qualifications.

7:45 Alissa Kueker spoke of her desire to help the town she has grown to love.

7:45 Jane Moore commented that she had been on the Council for a total of 12 years. She said that it would be difficult to have four members without prior experience. She spoke highly of Tyler Christensen and Nikki Check, and said that, although Tyler's knowledge of water and sewer are of great importance, he would have to recuse himself from those issues due to a conflict of interest. She has decided to continue with her offer to serve on Council.

Councilmember Barber thanked all of the applicants and asked for a motion.

Councilmember Dillenberg commended the candidates, and asked if Council could postpone this decision to a special Council meeting.

Councilmember Worth agreed, and said that she would like to hear from the public about this. She too, asked if a special meeting could be scheduled for this purpose.

Ms. Gallagher was consulted, and she confirmed that Council was not required to make a decision at this meeting, and that a special meeting could be scheduled.

Councilmember Harvey said that, while a Special Meeting would be fine, she already has someone in mind for the appointment. She then made a motion.

Appoint Jane Moore to fill the Council Vacancy.

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

Councilmember Barber opened the floor to the public.

7:54 Carol Yacht, resident, thanked Councilmember Harvey for her motion and noted Ms. Moore's many accomplishments.

7:56 Margie Hardie, resident, said that she would like each applicant to publicly acknowledge that they are qualified to serve – that is, were at least 18 years of age, qualified electors, and residents of the Town for at least a year.

7:57 Jim Ariola, resident, asked about the procedure for filling the vacant seat. Councilmember Worth explained that it must be filled by appointment, not through an election.

7:58 Tyler Christensen, applicant, brought forward his petition of 56 signatures supporting him.

7:59 Kevin Savage, Chamber President, encouraged Council to acknowledge our youth and let them get involved.

8:00 Shannon Westcott, resident, spoke to support the appointment of Tyler Christensen, her son.

8:02 Matthew Poe, resident, encouraged the Council to table this decision if they are not yet certain.

8:03 Nancy Smith, resident, encouraged Council to table the decision, also and recommended that an experienced person be appointed.

Motion to Table Until a Special Meeting

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

8:06 Referencing the prior vote to appoint Jane Moore, Margie Hardie said, as a point of order, that she believes an abstention counts as a "yes" vote. Council members stated that this was incorrect¹.

8:07

ITEM #7D: SELECTION OF MAYOR AND VICE MAYOR

Council may select their Mayor and Vice Mayor by nomination and vote.

Nomination of Christina "Alex" Barber as Mayor

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

Nomination of Sage Harvey as Vice Mayor

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

8:07

ITEM #7E: REMARKS BY NEW MAYOR, VICE MAYOR AND COUNCILMEMBERS

8:08 Councilmember Dillenberg said that it is an honor to serve on the Council. He said that he is "a public health guy" and spoke of his desire to help everyone in Jerome to have better health.

8:11 Councilmember Worth thanked the outgoing Council and anyone who has been on the Council in the past, and also thanked the town staff. She said that she is honored to serve.

8:13 Vice Mayor Harvey thanked all of the residents of Jerome and said that she'll do her best to make sure the Town keeps running correctly.

8:13 Mayor Barber thanked all of the past Councils, and said that, when she first ran for Council, "I really didn't see myself sitting here as Mayor." She thanked everyone again, and called for a brief recess.

¹ During the subsequent recess, the Town Code was checked, and it was found that an abstention without a declaration of a conflict of interest does indeed count as a "yes" vote. The Mayor was informed of this, and, upon reconvening, she and the Vice Mayor rescinded their motion to appoint in order that the matter may continue to a special meeting as planned. This is reflected on the next page of these minutes.

8:15 Motion to Recess for Five Minutes

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

8:28 Mayor Barber called the meeting back to order, and announced that, according to the Town Code, the two abstaining votes did count as yes votes for Jane Moore's appointment; however, she added, for the two councilmembers that would like to have a special meeting, she would rescind her motion to appoint.

Vice Mayor Harvey rescinded her motion and Mayor Barber rescinded her second.

Mayor Barber continued and rearranged the order of the agenda. Next will be Item #11C and then Item #12A and then the agenda will proceed in the original order. Those items were addressed at this time, but are reflected in these minutes in the order originally agendized.

ITEM #8:

PRESENTATION**ITEM #8A: JEROME FIRE DEPARTMENT PERSONNEL**

Fire Chief Rusty Blair will introduce new Fire Department Duty Officers, Jasper Lanning and Ian Haney, and new Assistant Chief Tim Irwin to the Town Council.

This item had been removed from the agenda at the beginning of the meeting and did not take place. It will be rescheduled for a later date.

ITEM #9A:
7:02**PETITIONS FROM THE PUBLIC – PART A**

7:02 Kevin Savage, President of the Chamber, thanked all the outgoing Council members for working so well with the Jerome Chamber of Commerce.

7:05 Hunter Bachrach, former Council member, thanked the outgoing Council for all of the hard work they did and for allowing him to be a part of it. He also thanked the Town of Jerome, and wished the incoming council success.

ITEM #9B:
8:38
(0:09:45)**PETITIONS FROM THE PUBLIC – PART B**

There were no petitions from the public.

ITEM #10:

CONSENT AGENDA

8:38

The following items are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered in normal sequence on the Agenda.

A. Special Event Liquor License: Jerome Chamber of Commerce

for Town Holiday Dinner to be held at Spook Hall on December 8, 2018

Approval of Special Event Liquor License for the Town Holiday Dinner

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

ITEM #11:

ORDINANCES8:39
(0:10:50)**ITEM #11A: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 442, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE II, "DEFINITIONS," AND SECTION 502, "GENERAL PROVISIONS," OF ARTICLE V, "USE REGULATIONS," OF THE JEROME ZONING ORDINANCE, REGARDING HOME OCCUPATIONS**

Council may conduct the second reading of, and may adopt, Ordinance 442, amending the Jerome Zoning Ordinance regarding home occupations. The Planning & Zoning Commission conducted a public hearing on this amendment on September 5, 2018, and has recommended its enactment by Council.

Ms. Page provided a brief review of this ordinance.

Adoption of Ordinance No. 442

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

8:42
(0:12:56)**ITEM #11B: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 443, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 509, "SIGNS," OF ARTICLE V, "USE REGULATIONS," OF THE JEROME ZONING ORDINANCE REGARDING TEMPORARY SIGNS**

Council may conduct the second reading of, and possibly adopt, Ordinance 443, amending the Jerome Zoning Ordinance regarding temporary signs. The Planning & Zoning Commission conducted a public hearing on this amendment on September 5, 2018, and has recommended its enactment by Council.

Ms. Page reviewed the provisions of this Ordinance and answered questions from Council. The question of the ordinance's application to "daily specials" or sandwich board signs was brought up. Several members of the public requested to speak.

8:50 Margie Hardie, Jerome resident and member of the Planning & Zoning Commission, spoke about the Commission's reasoning for this ordinance.

8:52 Liz Gale, Jerome business owner, stated that she didn't believe we needed an application process for temporary signs.

8:53 Nick Bartell, resident and business owner, said that he understood the difference between daily specials signs versus temporary signs, however it would be "a disaster for tax revenues" and it would kill businesses if daily specials signs were not allowed.

8:54 Aaron Bailey, Jerome business owner, said that he understood the concern regarding temporary signs and he would work with the Town. He added that temporary signs do increase his business, and his business would suffer without them.

8:56 Rebekah Kennedy, resident and business owner, spoke about her mannequin that she places in her alcove and not on the sidewalk. She added that she believes that A-frame signs are already prohibited on the sidewalk.

8:59 Jane Moore, resident and business owner, and member of the Planning & Zoning Commission, recommended that this ordinance be sent back to Planning & Zoning, and said that she regretted that no business people had shown up at those meetings when this was discussed. She added that one reason for this ordinance was to avoid clutter.

9:01 Liz Gale spoke again and said that the previous Zoning Administrator had been very clear about not putting a sign on the sidewalk.

Ms. Gallagher noted that there is a provision in Chapter 10 of the Town Code stating that one cannot obstruct sidewalks or streets.

Motion to send this ordinance back to P & Z for Clarification

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

Nick Bartell suggested that this be brought to the Chamber of Commerce for their input.

8:29
(0:01:20)

ITEM #11C: FIRST READING: ORDINANCE NO. 444, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 5-4, "COURT FEES," OF THE JEROME TOWN CODE

Council may conduct the first reading of Ordinance 444, which would amend the Town Code to eliminate Court Enhancement Fees and replace those with Court Security Fees.

Mayor Barber read the ordinance in title only.

Judge Dwyer explained the need for this, and noted a minor correction in the first paragraph, where "Presiding Justice" should be corrected to read "Chief Justice."

Ms. Gallagher explained that the new \$20 Court Security Fee would replace the existing Court Enhancement Fee of \$27.

8:35 Jane Moore asked is that fee would be paid by everyone that comes into the court or just those that are found guilty.

Judge Dwyer responded that, if they were not found guilty, they would not be obliged to pay the fee.

ITEM #12:

NEW BUSINESS

8:37
(0:07:17)

ITEM #12A: RESOLUTION NO. 576, ESTABLISHING COURT SECURITY FEE

Council may adopt Resolution 576, establishing a Court Security Fee of \$20 to become effective as of January 1, 2019.

Judge Dwyer explained that this Resolution is needed in order that the fee which will be enacted with Ordinance 444 can be effective as of January 1, 2019, rather than later in the month.

The language of this Resolution will be amended in the same way as the prior ordinance ("Presiding Justice" will be changed to "Chief Justice.")

Approval of Resolution No. 576

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

9:00
(0:32:30)

ITEM #12B: DESIGNATION OF REPRESENTATIVE(S) TO THE NORTHERN ARIZONA COUNCIL OF GOVERNMENTS (NACOG)

Council may designate one of its members as the Town's representative to the NACOG Regional Council, and may also opt to designate an alternate.

Designation of Mandy Worth as a Representative to NACOG

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

Designation of Jack Dillenberg as the Alternate Representative to NACOG

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

9:05
(0:36:30)

ITEM #12C: SERIES 10 LIQUOR LICENSE – THE MARKET, 403 CLARK STREET

Council will review and may recommend approval, disapproval, or take no action regarding an application by Kerry Sue O'Hair for a Series 10 liquor license at The Market, 403 Clark Street. This non-transferable liquor license allows a retail store to sell beer and wine (no other spirituous liquors), only in the original unbroken package, to be taken away from the premises of the retailer and consumed off the premises.

Kerry O'Hair said that she would be opening a general store, and wishes to sell beer and wine to go.

Vice Mayor Harvey referred to Ms. O'Hair's liquor license application, noting that she had not completed the training. Ms. O'Hair responded that she had completed the State-required training after submitting the application.

Approval of Series 10 Liquor License for The Market

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

ITEM #13:
9:08
(0:40:00)

TO AND FROM THE COUNCIL

Council may direct staff as to items of pending importance that they would like placed on a future meeting agenda.

Councilmember Worth said that she would like to look into our participation in GAMA (the Greater Arizona Mayors Association). She hopes to make more contacts at the upcoming training for newly elected officials, and hopes to meet our legislative district representatives. She suggested that we develop and maintain a calendar of events that are taking place locally and statewide.

Vice Mayor Harvey noted that Yavapai County has a No Cell Phone law while driving, and she said that it does not apply in Jerome because we are incorporated. She feels that people shouldn't be driving and texting in Jerome, and suggested that we enact a similar measure.

Councilmember Dillenberg spoke of the self-help health management program he has been working on for the vacant space on the third floor of Town Hall. We will need to apply for a grant which would reimburse our upfront payment for architectural plans. He asked that this be discussed at the next regular meeting.

ITEM #14:

ADJOURNMENT

Adjourned at 9:15 p.m.

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

APPROVE:

ATTEST:

Christina "Alex" Barber, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____



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TOWN OF JEROME, ARIZONA

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

DRAFT MINUTES SPECIAL MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS TUESDAY, NOVEMBER 20, 2018, AT 6:00 P.M.

ITEM #1: 6:00 PM	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll. PRESENT: MAYOR ALEX BARBER; VICE MAYOR SAGE HARVEY; COUNCILMEMBER MANDY WORTH; COUNCILMEMBER JACK DILLENBERG																																			
ITEM #2: 6:02 PM	APPOINTMENT OF MEMBER TO FILL COUNCIL VACANCY Council may appoint an individual, by nomination and vote, to fill the vacant seat on Council, for the unexpired term. During this agenda item, Council may opt to question any interested persons that are present, and/or to table the appointment to a later date. As of 11/19/18, interested parties include Nikki Check, Alissa Kueker** and Jane Moore. <i>**Ms. Kueker had withdrawn her application on 11/20/18.</i> <i>Ms. Check and Ms. Moore each addressed Council to speak about their background and respond to questions.</i> <i>Following brief discussion among Council, the Mayor opened the floor to the public, and the following people spoke:</i> <ul style="list-style-type: none">- John Bartell: Noted that 27 people use more water than the entire remainder of the Town, and rate structure is inequitable and needs to be addressed. Urged anyone on Council who may be one of the high users to recuse themselves on the issue of water rates and noted that he has only the usage data, and does not know who the individuals are.- Mansel Mathews: Supports Jane Moore.- Carol Anne Teague: Supports Nikki Check and does not want Ms. Moore to leave the Planning & Zoning Commission.- Mike Harvey: Supports Jane Moore.- Suzy Mound: Supports Jane Moore. MOTION TO APPOINT JANE MOORE TO COUNCIL: <table><tr><td></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>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>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>		MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				WORTH			X			
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BARBER		X	X																																	
DILLENBERG			X																																	
HARVEY	X		X																																	
WORTH			X																																	
ITEM #3: 6:24 PM	ADJOURNMENT Adjourned at 6:24 p.m. <table><tr><td></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></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>		MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG	X		X				HARVEY			X				WORTH		X	X			
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BARBER			X																																	
DILLENBERG	X		X																																	
HARVEY			X																																	
WORTH		X	X																																	

APPROVE:

ATTEST:

Christina "Alex" Barber, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date:



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RESOLUTION NO. 577

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF JEROME, ARIZONA, AUTHORIZING SIGNATORIES ON TOWN BANKING ACCOUNTS

WHEREAS, the Town of Jerome holds bank accounts with the National Bank of Arizona and the Arizona State Credit Union, including regular checking and payroll accounts; and

WHEREAS, due to the change in the membership of the Town Council, it is necessary to change the authorized signatories on said accounts;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, that the following individuals are hereby authorized as signatories on all bank accounts held by the Town of Jerome with the National Bank of Arizona and the Arizona State Credit Union:

Christina "Alex" Barber Sage Harvey Candace B. Gallagher

BE IT FURTHER RESOLVED that a certified copy of this Resolution be provided to the National Bank of Arizona and the Arizona State Credit Union.

PASSED AND APPROVED BY the Council of the Town of Jerome, Arizona, this 11th day of December, 2018.

APPROVED:

Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Town Attorney



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ORDINANCE NO. 444

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 5-4, "COURT FEES," OF THE JEROME TOWN CODE

WHEREAS, the Chief Justice of the Arizona Supreme Court has mandated security protocols and standards throughout the Courts; and

WHEREAS, the Jerome Municipal Court is in need of providing for security training, equipment and personnel to meet the required standards; and

WHEREAS, to that end, the Municipal Magistrate has recommended that the existing Court Enhancement Fee be eliminated and replaced with a Court Security Fee;

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

Section 1. Section 5-4-2, "Court Enhancement Fee," of the Jerome Town Code is hereby rescinded in its entirety, and replaced with NEW Section 5-4-2, "Court Security Fee," to read as follows:

Section 5-4-2 Court Security Fee

- A. A person who has been convicted of a criminal offense, petty offense, found responsible of a civil offense, or placed in a court-authorized diversion program in the Jerome Municipal Court shall pay a Court Security Fee in the amount of \$20 for each case in which they were convicted, found responsible, or the prosecution was deferred. The Court Security Fee shall be assessed and become due upon sentencing, the imposition of the fine or penalty, or the Order granting deferred prosecution.
- a. "Court-authorized diversion program," as used in this section, means a program in which an individual charged with any civil, criminal or petty offense is not prosecuted for the offense on successful completion of an authorized diversion program, including authorized defensive driving courses.
- B. There is hereby created a Court Security Fund, which shall be for the purpose of funding the Court's security measures. The Court Security Fund shall be established as a designated fund account with the Town's finance department. The Municipal Court shall collect Court Security Fees and deposit them in the Court Security Fund account. The Town Finance Department may invest the monies in

Date of first reading: 11/13/2018

Dates of publication: _____

Date of adoption: _____

Date of posting: _____

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
WORTH						

the Fund in the same manner as other Town funds. Interest earned on fund monies shall be deposited in the Fund.

- C. The fund shall be administered by Court Administration solely for security personnel, services and items, and expenditures shall be as determined by the Presiding Magistrate. The fund shall be used to supplement, but not supplant, budgeted funds.
- a. For purposes of this article, the term "security personnel, services and items" includes:
- (1) the purchase or repair of X-ray machines and conveying systems;
 - (2) handheld metal detectors;
 - (3) walkthrough metal detectors;
 - (4) identification cards and systems;
 - (5) electronic locking and surveillance equipment;
 - (6) video conferencing systems;
 - (7) bailiffs or contract security personnel during times when they are providing appropriate security services;
 - (8) signage;
 - (9) confiscated weapon inventory and tracking systems;
 - (10) locks, chains, alarms, or similar security devices;
 - (11) the purchase or repair of bullet-proof glass, walls and/or windows;
 - (12) continuing education on security issues for court personnel and security personnel; and
 - (13) Firearms training and related equipment.

Section 2. Following its adoption, this Ordinance shall be published by the Town Clerk in accordance with the requirements of A.R.S. § 9-812.

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 _____ 2018.

Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney



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ORDINANCE NO. 445

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTIONS 104, 105 AND 106 OF THE JEROME ZONING ORDINANCE REGARDING MEMBER ABSENCES

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

Section 1. Paragraph A, "Composition; Terms of Members; Vacancies; Compensation of Members," of Section 104, "Planning and Zoning Commission," is hereby amended as follows (additions underlined; deletions in ~~strikeout text~~):

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

A Planning and Zoning Commission was established upon adoption of the Jerome Zoning Ordinance. At the adoption of this ordinance, the Commission shall consist of five (5) members, each of whom shall be a resident of the Town of Jerome, to be appointed by the Town Council. The members of the Commission shall serve for three (3) years, except as hereinafter provided. In the event of a death, resignation, or removal from the Commission, the vacancy shall be filled by the Council for the unexpired term. Members of the Commission may, after a public meeting, be removed by the Council for inefficiency, neglect of duty or unethical conduct in office. ~~Three (3) absences without prior notification during a year from any regular or special meeting shall be grounds for termination at the will and pleasure of the appointing authority and such action shall be final.~~ A Commission 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 Commission or Council. All members shall serve without pay. However, members of the Commission may be reimbursed for actual expenses incurred in connection with their duties upon authorization or ratification by the Commission and approval of such expenditures by the Town Council.

Section 2. Paragraph A, "Composition; Terms of Members; Vacancies; Compensation of Members," of Section 105, "Board of Adjustment," is hereby amended as follows (additions underlined; deletions in ~~strikeout text~~):

A. ESTABLISHMENT; COMPOSITION; TERM OF MEMBERS; VACANCIES; COMPENSATION OF MEMBERS

There is hereby established a Board of Adjustment of the Town of Jerome, to consist of five (5) members, each of whom shall be a resident of the Town of Jerome, to be appointed by the Town Council. The members of the Board shall serve for three (3) years, except as hereinafter provided. The members of the first Board appointed hereunder shall serve for the following terms: two (2) members shall be appointed for a term of one (1) year, two (2) members shall be appointed for a term of two (2) years, and one (1) member shall be appointed for a term of three (3) years. In the event of a death, resignation, or removal from the Board, the vacancy shall be filled by the Council for the unexpired term. Members of the Board may, after a public hearing, be removed by the Council for inefficiency, neglect of duty, or malfeasance in office. For any reason other than absence, ~~the~~ the Council shall file a

Date of first reading: _____

Dates of publication: _____

Date of adoption: _____

Date of posting: _____

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

written statement of the reasons for removal. ~~Three (3) unexcused absences during a term from any regular or special meeting shall be grounds for termination at the will and pleasure of the appointing authority without the necessity of a hearing or notice, and such action shall be final.~~ 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 Commission or Council. 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.

Section 3. Paragraph B, "Composition; Terms of Members; Vacancies; Compensation of Members," of Section 106, "Design Review Board," is hereby amended as follows (additions underlined; deletions in ~~strikeout text~~):

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 a Town Planning and Zoning Commission member and four (4) residents of Jerome, who shall be persons qualified by design background, training or experience, to be appointed by the Town Council. The member of the Planning and Zoning Commission shall be designated annually by the Commission, and may not serve as Chair of the Design Review Board concurrently with serving as Chair of the Planning and Zoning Commission. In the event of a vacancy in the seat held by the member of the Planning and Zoning Commission, the Commission shall appoint another member to serve on the Design Review Board for the remainder of that year. The four (4) public members 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. ~~Three (3) absences, without prior notification during a year from any regular or special meeting shall be grounds for termination at the will and pleasure of the appointing authority and such action shall be final.~~ 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 Commission 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.

Section 4. Following its adoption, this Ordinance shall be published by the Town Clerk in accordance with the requirements of A.R.S. § 39-203 *et seq.*

Section 5. All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency herewith.

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA,
THIS ____ DAY OF _____ 20__.

Christina Alex Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq., Town Attorney

NOTES FROM TOWN MANAGER REGARDING ORDINANCE 446:

I drafted ORDINANCE 446 using the language that was proposed by the Planning & Zoning Commission. However, the Town Attorney and I have reviewed it and have the following recommendations for slight changes to the verbiage:

1. In Sections 1 and 2 of the ordinance, remove the addition of "the original grade or to" in definitions for "Building, Height of" and from the new definition for "Accessory Building, Height of."
 - Adding the language "to the original grade or to ..." really doesn't alter the outcome. It only confuses things and seems to offer an option for determining the height. The added language would only refer to a perfectly flat plot, and if it is flat, the calculation is the same.
2. In Section 3 of the ordinance, remove the words "or structures" from the change to paragraph B.
 - The definition for "Accessory Building" already includes structures.
3. In Section 5 of the ordinance, change "garages, carports and sheds" to "accessory buildings."
 - Otherwise, the provision will apply ONLY to garages, carports and sheds.
4. In Section 7 of the ordinance, eliminate the addition of the word "main" to item 6 regarding maximum building height.
 - There is no definition for "main building," and the height of accessory buildings is now included elsewhere. The item does not permit all buildings to go up to 25 feet, it merely states that no building can exceed 25 feet. Therefore, no change is needed to that part of the original ordinance.
5. In Section 7 of the ordinance, regarding accessory buildings:
 - Remove the word "attached" from 7a. That provision applies to both attached and detached buildings.
 - The Commission's placement of items 1 and 2 below item b indicates that the Commission intends that these provisions relate only to detached accessory buildings. That intention may be true for the height restriction (and that should be clarified); however, the provision prohibiting human habitation is stated in the definition of "Accessory Building," and seems to be intended to apply to ALL accessory buildings. It should not then appear as a sub-item under detached accessory buildings.
 - Include reference to definition for "Accessory Buildings, Height of."
 - We suggest that the entire section be rewritten as follows:
 7. ACCESSORY BUILDINGS
 - a. Accessory buildings shall be considered in determining yard, lot and area requirements.
 - b. Accessory buildings shall not be used for human habitation.
 - c. Detached accessory buildings shall meet all required setbacks and maintain a space of five (5) feet from the main building or other structures.
 - d. Detached accessory buildings shall be constructed to a height not greater than fourteen (14) feet to the peak or highest point of the roof, as defined in "Accessory Building, Height of."

I have provided an alternate draft ordinance incorporating each of the changes above, and marked as such.



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TOWN OF JEROME

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

ORIGINAL
VERSION

ORDINANCE NO. 446

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTIONS 201, 303, 304, 503, 504, 505, 506 AND 507 OF THE JEROME ZONING ORDINANCE REGARDING THE HEIGHT OF ACCESSORY BUILDINGS

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

Section 1. The following definitions included under Section 201, "General," of the Jerome Zoning Ordinance are hereby amended as follows (additions underlined, deletions in ~~strikeout text~~):

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

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

~~**Guest House**—living or sleeping quarters within an accessory building for the sole use of occupants of the premises, guests of such occupants or persons employed on the premises. Such quarters shall not be rented, and/or otherwise used for income purposes.~~

Height, Building or Structure - (see Building, Height of, and Accessory Building, Height of).

Section 2. Section 201, "General," of the Jerome Zoning Ordinance is hereby amended by the addition of the following definition:

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

Section 3. Paragraph B, "Projects Requiring Review," of Section 303.1, "Preliminary Site Plan Review," of the Jerome Zoning Ordinance is hereby amended as follows (additions underlined, deletions in ~~strikeout text~~):

Date of first reading: _____

Date of adoption: _____

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

B. PROJECTS REQUIRING REVIEW

Projects requiring Preliminary Site Plan Review shall include but not be limited to: lot splits, lot line adjustments, new construction, alterations, accessory buildings or structures, grading and excavation and clearing and grubbing.

Section 4. Item 2 of Paragraph A, "Final Plan Procedures," of Section 303.2, "Final Site Plan Review," of the Jerome Zoning Ordinance is hereby amended as follows (additions underlined, deletions in ~~strikeout text~~):

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.

Section 5. In Paragraph F, "Review Procedures and Criteria," of Section 304, "Design Review," of the Jerome Zoning Ordinance, an item titled "ACCESSORY BUILDINGS," as set forth below, is hereby inserted as item i, and subsequent items renumbered accordingly.

- i. ACCESSORY BUILDINGS – Garages, carports and sheds shall be visually compatible with buildings, structures and places to which they are visually related.

Section 6. In Paragraph F, "Review Procedures and Criteria," of Section 304, "Design Review," of the Jerome Zoning Ordinance, newly renumbered item j is hereby amended as follows (additions underlined, deletions in ~~strikeout text~~):

- j. ACCESSORY FEATURES – ~~Garages, carports, sheds, 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.

Section 7. In Paragraph E, "Property Development Standards," of Section 503, "'AR' ZONE, AGRICULTURAL RESIDENTIAL," of the Jerome Zoning Ordinance, Item 6 is hereby amended, and Item 7 added, as follows (additions underlined, deletions in ~~strikeout text~~):

6. Maximum Main Building Height: No building shall exceed the height of twenty five (25) feet as defined in "building, height of". On slopes over forty-five percent (45%) there will be a one (1) foot reduction in height for each additional five percent (5%) of slope or portion thereof. Notwithstanding these provisions, no face of any building shall exceed thirty-five (35) feet above the low point of original grade as defined in "original grade". (see Appendix for diagrams).

7. ACCESSORY BUILDINGS

- a. Accessory buildings, attached: Shall be considered in determining yard, lot and area requirements.
- b. Accessory buildings, detached: Shall meet all required setbacks and maintain a space of five (5) feet from the main building or other structures.
 - a. Accessory buildings shall be constructed to a height not greater than fourteen (14) feet to the peak or highest point of the roof
 - b. Accessory buildings shall not be used for human habitation.

Section 8. In Paragraph D, "Property Development Standards," of Section 504, "'R1-10' ZONE, SINGLE FAMILY RESIDENTIAL," of the Jerome Zoning Ordinance Item 6 is hereby amended, and Item 7 added, as follows (additions underlined, deletions in ~~strikeout text~~):

6. Maximum Main Building Height: No building shall exceed the height of twenty five (25) feet as defined in "building, height of". On slopes over forty-five percent (45%) there will be a one (1) foot reduction in height for each additional five percent (5%) of slope or portion thereof. Notwithstanding these provisions, no face of any building shall exceed thirty-five (35) feet above the low point of original grade as defined in "original grade". (see Appendix for diagrams).

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- b. Accessory buildings, detached: Shall meet all required setbacks and maintain a space of five (5) feet from the main building or other structures.
 - a. Accessory buildings shall be constructed to a height not greater than fourteen (14) feet to the peak or highest point of the roof
 - b. Accessory buildings shall not be used for human habitation.

Section 9. In Paragraph D, "Property Development Standards," of Section 505, "'R1-5' ZONE, SINGLE FAMILY RESIDENTIAL," of the Jerome Zoning Ordinance, Item 6 is hereby amended, and Item 7 added, as follows (additions underlined, deletions in ~~strikeout text~~):

6. Maximum Main Building Height: No building shall exceed the height of twenty five (25) feet as defined in "building, height of". On slopes over forty-five percent (45%) there will be a one (1) foot reduction in height for each additional five percent (5%) of slope or portion thereof. Notwithstanding these provisions, no face of any building shall exceed thirty-five (35) feet above the low point of original grade as defined in "original grade". (see Appendix for diagrams).

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- b. Accessory buildings, detached: Shall meet all required setbacks and maintain a space of five (5) feet from the main building or other structures.
 - a. Accessory buildings shall be constructed to a height not greater than fourteen (14) feet to the peak or highest point of the roof
 - b. Accessory buildings shall not be used for human habitation.

Section 10. In Paragraph D, "Property Development Standards," of Section 506, "'R-2' ZONE, MULTIPLE FAMILY RESIDENTIAL," of the Jerome Zoning Ordinance, Item 6 is hereby amended, and Item 7 added, as follows (additions underlined, deletions in ~~strikeout text~~):

6. Maximum Main Building Height: No building shall exceed the height of twenty five (25) feet as defined in "building, height of". On slopes over forty-five percent (45%) there will be a one (1) foot reduction in height for each additional five percent (5%) of slope or portion thereof. Notwithstanding these provisions, no face of any building shall exceed thirty-five (35) feet above the low point of original grade as defined in "original grade". (see Appendix for diagrams).

7. ACCESSORY BUILDINGS

- a. Accessory buildings, attached: Shall be considered in determining yard, lot and area requirements.
- b. Accessory buildings, detached: Shall meet all required setbacks and maintain a space of five (5) feet from the main building or other structures.
 - a. Accessory buildings shall be constructed to a height not greater than fourteen (14) feet to the peak or highest point of the roof
 - b. Accessory buildings shall not be used for human habitation.

Section 11. In Paragraph E, "Property Development Standards," of Section 507, "'C-1' ZONE, GENERAL COMMERCIAL," of the Jerome Zoning Ordinance, Item 6 is hereby amended, and Item 7 added, as follows (additions underlined, deletions in ~~strikeout text~~):

6. Maximum Main Building Height: The maximum building height shall not exceed the height of twenty-five (25) feet except when the following conditions prevail:

- a. The maximum building height shall not exceed that established by any building within one hundred (100) feet on either or both sides of the lot. Where more than one such building is within one hundred (100) feet of the lot then the maximum building height of the nearest such building shall be the maximum building height of the lot. Except that where the lot is between two (2) such buildings, each within one hundred (100) feet of the lot, then the maximum building height of the center of this lot shall be that established by a line joining the highest point of the other such buildings. Nothing in the above shall require that the maximum building height in this district be less than twenty-five (25) feet. (see Appendix for diagrams).
- b. Notwithstanding these provisions no face of any building shall exceed thirty-five (35) feet above the low point of original grade as defined in "original grade."

7. ACCESSORY BUILDINGS

- a. Accessory buildings, attached: Shall be considered in determining yard, lot and area requirements.
- b. Accessory buildings, detached: Shall meet all required setbacks and maintain a space of five (5) feet from the main building or other structures.
 - a. Accessory buildings shall be constructed to a height not greater than fourteen (14) feet to the peak or highest point of the roof.
 - b. Accessory buildings shall not be used for human habitation.

Section 12. Following its adoption, this Ordinance shall be published by the Town Clerk in accordance with the requirements of A.R.S. § 9-812.

Section 13. 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 14. 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 _____ 20__.

Christina Alex Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney



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Incorporated 1899

TOWN OF JEROME

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

ALTERNATE VERSION INCORPORATING ATTORNEY RECOMMENDATIONS

ORDINANCE NO. 446

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTIONS 201, 303, 304, 503, 504, 505, 506 AND 507 OF THE JEROME ZONING ORDINANCE REGARDING THE HEIGHT OF ACCESSORY BUILDINGS

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

Section 1. The following definitions included under Section 201, "General," of the Jerome Zoning Ordinance are hereby amended as follows (additions underlined, deletions in ~~strikeout text~~):

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

~~Guest House—living or sleeping quarters within an accessory building for the sole use of occupants of the premises, guests of such occupants or persons employed on the premises. Such quarters shall not be rented, and/or otherwise used for income purposes.~~

Height, Building or Structure - (see Building, Height of, and Accessory Building, Height of).

Section 2. Section 201, "General," of the Jerome Zoning Ordinance is hereby amended by the addition of the following definition:

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

Section 3. Paragraph B, "Projects Requiring Review," of Section 303.1, "Preliminary Site Plan Review," of the Jerome Zoning Ordinance is hereby amended as follows (additions underlined, deletions in ~~strikeout text~~):

Date of first reading: _____

Date of adoption: _____

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

B. PROJECTS REQUIRING REVIEW

Projects requiring Preliminary Site Plan Review shall include but not be limited to: lot splits, lot line adjustments, new construction, alterations, accessory buildings, grading and excavation and clearing and grubbing.

Section 4. Item 2 of Paragraph A, "Final Plan Procedures," of Section 303.2, "Final Site Plan Review," of the Jerome Zoning Ordinance is hereby amended as follows (additions underlined, deletions in ~~strikeout text~~):

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.

Section 5. In Paragraph F, "Review Procedures and Criteria," of Section 304, "Design Review," of the Jerome Zoning Ordinance, an item titled "ACCESSORY BUILDINGS," as set forth below, is hereby inserted as item i, and subsequent items renumbered accordingly.

i. ACCESSORY BUILDINGS – Accessory buildings shall be visually compatible with buildings, structures and places to which they are visually related.

Section 6. In Paragraph F, "Review Procedures and Criteria," of Section 304, "Design Review," of the Jerome Zoning Ordinance, newly renumbered item j is hereby amended as follows (additions underlined, deletions in ~~strikeout text~~):

j. ACCESSORY FEATURES – ~~Garages, carports, sheds, fences,~~ 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.

Section 7. In Paragraph E, "Property Development Standards," of Section 503, "'AR' ZONE, AGRICULTURAL RESIDENTIAL," of the Jerome Zoning Ordinance, Item 7 is hereby added, as follows:

7. ACCESSORY BUILDINGS

- a. Accessory buildings shall be considered in determining yard, lot and area requirements.
- b. Accessory buildings shall not be used for human habitation.
- c. Detached accessory buildings shall meet all required setbacks and maintain a space of five (5) feet from the main building or other structures.
- d. Detached accessory buildings shall be constructed to a height not greater than fourteen (14) feet to the peak or highest point of the roof, as defined in "Accessory Building, Height of."

Section 8. In Paragraph D, "Property Development Standards," of Section 504, "'R1-10' ZONE, SINGLE FAMILY RESIDENTIAL," of the Jerome Zoning Ordinance, Item 7 is hereby added, as follows:

7. ACCESSORY BUILDINGS

- a. Accessory buildings shall be considered in determining yard, lot and area requirements.
- b. Accessory buildings shall not be used for human habitation.
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Section 9. In Paragraph D, "Property Development Standards," of Section 505, "'R1-5' ZONE, SINGLE FAMILY RESIDENTIAL," of the Jerome Zoning Ordinance, Item 7 is hereby added, as follows:

7. ACCESSORY BUILDINGS

- a. Accessory buildings shall be considered in determining yard, lot and area requirements.
- b. Accessory buildings shall not be used for human habitation.
- c. Detached accessory buildings shall meet all required setbacks and maintain a space of five (5) feet from the main building or other structures.
- d. Detached accessory buildings shall be constructed to a height not greater than fourteen (14) feet to the peak or highest point of the roof, as defined in "Accessory Building, Height of."

Section 10. In Paragraph D, "Property Development Standards," of Section 506, "'R-2' ZONE, MULTIPLE FAMILY RESIDENTIAL," of the Jerome Zoning Ordinance, Item 7 is hereby added, as follows:

7. ACCESSORY BUILDINGS

- a. Accessory buildings shall be considered in determining yard, lot and area requirements.
- b. Accessory buildings shall not be used for human habitation.
- c. Detached accessory buildings shall meet all required setbacks and maintain a space of five (5) feet from the main building or other structures.
- d. Detached accessory buildings shall be constructed to a height not greater than fourteen (14) feet to the peak or highest point of the roof, as defined in "Accessory Building, Height of."

Section 11. In Paragraph E, "Property Development Standards," of Section 507, "'C-1' ZONE, GENERAL COMMERCIAL," of the Jerome Zoning Ordinance, Item 7 is hereby added, as follows:

7. ACCESSORY BUILDINGS

- a. Accessory buildings shall be considered in determining yard, lot and area requirements.
- b. Accessory buildings shall not be used for human habitation.
- c. Detached accessory buildings shall meet all required setbacks and maintain a space of five (5) feet from the main building or other structures.
- d. Detached accessory buildings shall be constructed to a height not greater than fourteen (14) feet to the peak or highest point of the roof, as defined in "Accessory Building, Height of."

Section 12. Following its adoption, this Ordinance shall be published by the Town Clerk in accordance with the requirements of A.R.S. § 9-812.

Section 13. 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 14. 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 _____ 20__.

Christina Alex Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney



TOWN OF JEROME

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

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

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

Name: MIKE PARRY Date: 12-4-18

Mailing Address: P.O. Box 966

Physical Address: [REDACTED]

Home phone: _____ Cell phone: 602-[REDACTED]

Email: sonpac@msm.com

Which board or commission would you prefer to join? PLANNING & ZONING

How long have you resided in Jerome? 11 years

Have you read Jerome's present Zoning Ordinance? YES

Have you read Jerome's Comprehensive Plan? YES

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

Jerome,
P&Z & Design Rev. 3 years

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

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

I'm a glutton for punishment

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

What attracted you to Jerome?

THE SENSE OF COMMUNITY.

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

HOPEFULLY IT WILL BE SLOW & THOUGHT THRU!

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

KEEP IT FROM SLIDING DOWN THE HILL AND SOMEWHAT STAY THE SAME....

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

IT'S WHAT WE ARE.

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

MORE CITIZENS INVOLVED IN THIS PROCESS

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

COMMON SENSE

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

YES, VERY MUCH SO.

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

ALWAYS

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

ARE YOU KIDDING, I'VE BEEN A BURDEN FOR 29 YEARS... NOTHING BUT PRESSURE.



TOWN OF JEROME

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

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

Name: Jessamyn Ludwig Date: 2.15.18

Mailing Address: PO Box 384

Physical Address: [REDACTED] (Jerome resident)

Home phone: — Cell phone: 928. [REDACTED]

Email: jessamyncoral@gmail.com

Which board or commission would you prefer to join? Design Review

How long have you resided in Jerome? 1 yr

Have you read Jerome's present Zoning Ordinance? yes

Have you read Jerome's Comprehensive Plan? partial

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

Not in Jerome. I sat on the Planning Board in Rindge NH for 3 yrs

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

My previous experience sitting on a board in another small historic town.

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

As for the same reason I volunteer @ the Visitor's Center I fully believe in service work being important in town you live in.

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

What attracted you to Jerome?

Community, art, landscape and no Ntt winters

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

I get concerned about the water and the roads and how that impacts the permanent residents

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

Long term I'd like to see the historic value a quaintness remain however allowing for small business growth

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

Very important to me

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

More control over vacation rentals a Air BNBs

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

I'm educated, fair, a good active listener. I am the director of a small business in Ntt that ask me to

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

yes

have
clear and
clean communic-
ation

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

yes

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

Dispute over dismantling of a stone wall to make a driveway. In Ntt stone walls are not only property markers but are also considered historic landmarks. Result was landowner had to rebuild

also the management of



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

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

Name: Natalie Barlow Date: 11/29/2018

Mailing Address: P.O. Box 282 Jerome

Physical Address: ~~XXXXXXXXXXXXXXXXXXXX~~

Home phone: 928-~~XXXXXXXX~~ Cell phone: ~~XXXXXXXX~~

Email: stone.carver@earthlink.net

Which board or commission would you prefer to join? Board of Adjustment

How long have you resided in Jerome? 45 years came in '73, got my house in '84

Have you read Jerome's present Zoning Ordinance? currently reading Ordinance changes, Along with the whole zoning ordinance

Have you read Jerome's Comprehensive Plan? yes, Comprehensive Plan, yes Jerome General Plan 2018

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

see attached document for all answers to The questions

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

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

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

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

Yes, I have significant previous experience on Jerome boards, including:

- Planning & Zoning, Jerome – Late 1980s – 1990s
- Board of Adjustment, Jerome – 1990s
- Steering committee member, Jerome General Plan 2018

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

I believe that my experience with the Jerome Fire Department and my work on the Jerome General Plan greatly enhance my qualifications to serve on the Board of Adjustment.

- **Jerome Fire Department** – served as EMT from late 1980's through 1990's. Responsibilities included community service, ongoing technical and team learning and development, efficient decision-making, involvement in construction of new fire station and establishment of street names, house numbers and a map of town to improve response time.
- **Jerome General Plan** - Participated for several years on steering committee for the Jerome General Plan where I interacted with members of the committee, community and council to develop and complete Jerome's General Plan (often in a time-pressured situation, in an effort to meet all deadlines.)

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

I desire to be of service to the Town of Jerome (my home for 45 years) by participating in our town's governance.

What attracted you to Jerome?

I arrived in Jerome in 1973. I was called to this beautiful historic place on the side of a mountain by a community of people with similar views and interests. It was the place I wanted to raise my children, especially because of the caring, sharing, creative, industrious, hard-working and smart people that lived here. The Jerome community - together and individually - created hope and new life in a deserted, abandoned town. Today – decades later – I still appreciate these same values that characterize our town.

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

My concern is circulation (as laid out in the Circulation section of the Jerome General Plan 2018.) Currently, the long back-up of vehicles coming up into town - stopped from below Gibson's Market to the stop sign at Main Street - needs to be managed. Eventually, we need to problem-solve and plan to address the increasing numbers of vehicles and pedestrians visiting our town. To do this, I suggest a committee of representatives from the fire department, residents, businesses, The Historic Society and Town Hall.

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

I believe the Jerome General Plan 2018 clearly states my vision for Jerome: for our residents, businesses, landlords, civic and social groups, The Historic Society and Town Council to join together and facilitate a high-quality of life for residents and the town - with a diverse, viable business and art community where visitors are welcome. I am especially passionate about the establishment, repair and restoration of green spaces throughout Jerome.

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

I believe the Historic Landmark status of Jerome is extremely important. It is my hope that the boards and town officials will stringently follow the guidelines and ordinances to protect our historical status.

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

As noted above, I am extremely passionate about creating green space throughout Jerome. I would change the sliding jail area into a unique park for everyone (developed with appropriate and collaborative planning and funding.)

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

1. I listen well, read well and understand how boards operate to do necessary work.
2. I joined with others in my Company Hill neighborhood to restore and purchase falling down houses.
3. Jerome is my home. I care. I want to participate and volunteer with others to further the positive.

Are you free enough and willing to read published materials and go to occasional conferences...

Definitely, yes!

Do you understand that your duty as a Commissioner or Board member is to give a fair and an impartial hearing...?

Yes.

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

The experience of living on Company Hill.

1. In 1984, under Restoration Commission and Historical Society approval, I was given House 31 to make into a home - a deteriorated house, in a deteriorated neighborhood.
2. Residents joined together to form Society Hill Preservation Incorporated (SHPI) to buy one large parcel of houses and property from Phelps-Dodge. (SHPI was one of two cooperative housing corporations in the state of AZ. Each resident bought shares representing their homes.) Being a member of SHPI involved regular group meetings, financial management, working with the town, long and short-term problem solving, immediate decision-making, mediation of disagreements, execution of majority vote, continued house restoration, employment of two lawyers and involvement in two law suits which involved legal reading and application of legal standards, surveying of parcels, creation of maps, and subdividing.
3. We received individual title to our houses in 2002 and dissolved SHPI. However, we maintained common ownership of Magnolia Avenue and established the Magnolia Avenue Restoration Association (MARA) to ensure continued restoration and maintenance of the road.



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

PLANNING & ZONING COMMISSION RECOMMENDATION CONDITIONAL USE PERMIT – 507 B. MAIN ST., CENTRAL HOTEL RESIDENTIAL/RETAIL MIXED USE ON 2ND FLOOR

DECEMBER 11, 2018
TOWN COUNCIL MEETING

Planning & Zoning Commission reviewed this request for a Conditional Use Permit on November 7, 2018, and motion to forward to Council was made as follows:

Motion to approve the Conditional Use Permit with the condition that the landlord ask the tenant not to take up parking in the main commercial area.

Motion was passed 4-1 with Margie Hardie casting a 'nay' vote.

Zoning Administrator Analysis for P&Z is attached with summary minutes from 11/7/18 P&Z Meeting as well as the original submission, floorplan for the 2nd floor of the building and square footage estimate from Yavapai County's website.

Charlotte Page
Zoning Administrator

TOWN OF JEROME

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Ms. Page confirmed that it did other than the Industrial Zone, which does not change because it is referenced the same as C1 zone. There are no other changes in the text document.

Motion that we forward to the Council the amendment to the Zoning Ordinance regarding Accessory Buildings definitions Section 303.1. Projects Requiring Review Section 303.2. Final Plan procedure Section 304 Design Review and Property Development Standards for each zone.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie			X			
Hudson		X	X			
Moore	X		X			
Schall				X		
Vincent			X			

Chair Hardie asked if Vice Chair Schall would like to explain his vote of no.

Vice Chair Schall said he has pointed out when they were developing the standard that he generally disagrees with the whole operation. He thinks the current lot coverage, setback and height requirements are sufficient to define any accessory building. He thinks the addition of these requirements is not necessary. He specifically disagrees with "not for use of human habitation." It precludes the use of a small accessory cottage. When it was written we made the assumption it was a garage, but an accessory building could be a mother-in-law quarter or a caretaker for those of us who wish to age in place. This would preclude the use of that building for those purposes.

7:18 (00:19:05) ITEM 6: CONDITIONAL USE PERMIT – MIXED RESIDENTIAL/BUSINESS USE OF THE CENTRAL HOTEL, 2ND FLOOR.

APPLICANT: Lee Christensen

ADDRESS: 607 B. Main St.

OWNER OF RECORD: Lee Christensen

ZONE: C-1

APN: 401-06-088

Applicant is seeking approval to CUP within this location as mixed use of residential/commercial shared space. CUP is required due to residential use in space previously occupied as retail.

Ms. Page explained it is a mixed residential/retail use since prior to the ordinance being passed.

Applicant is asking that the space be used for residential and business. It is a legal non-conforming building.

Mr. Christensen explained it had been a working man's hotel. When he got it, it had a shop and apartments since he's owned it in 1976. The space he is seeking a CUP for has been vacant for a number of months. There are four rooms and he is proposing it to be a living/working space. He stated it is around 680 square feet.

Chair Hardie asked what percentage, or square feet, would be used as residential and how much for retail? That is a question to do with our parking ordinance. Are you requesting about 300 square feet for retail?

Mr. Christensen approached the dais and explained how he thought the rooms would be used.

Ms. Moore asked Mr. Christensen, "You have no intentions to split this up?"

Mr. Christensen answered, "No it would be one tenant/rental, not subdivided."

TOWN OF JEROME

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Ms. Moore said parking is the issue, one of the things she wondered is if as a condition we could request that the person residing there could be asked to park on School Street. There was discussion about School Street parking. The building address is Main Street.

Mr. Christensen mentioned the Air BNB on School Street that is actually bringing in additional cars. They are supposed to park on their property, however they are parking on the street.

Chair Hardie said she believed that School Street parking is only for people that live on School Street. The building is on Main Street.

Ms. Moore sees the people that live up town are taking up parking spaces that people buying things in the shops could be parking in. Having two uses could add additional parking problems in that area. She asked Ms. Page if that could be made as part of the condition.

Mr. Christensen said he could put in the lease that he requests that they park in the lower parking lot.

Ms. Moore referred to Ordinance 510 regarding parking, talks about a base number of parking spaces for the building. She is inclined to believe it is basically a wash.

Chair Hardie said based on the ordinance Section 501.2 She read that section of the ordinance:

"2. The lawful use of land, buildings or structures existing at the time of the passage of this Ordinance, or amendment thereof, although such does not conform to the provisions hereof for said land, may be continued, but if such nonconforming uses is discontinued for a period of six (6) months, any future use of said land or structure shall be in conformity with the provision of this Ordinance."

She referred to Section 510.B.4 and read: "Any subsequent change of use that requires an increase of off-street parking spaces beyond the established base number of parking spaces shall be in accordance with the schedules set forth in Section 510.D." And 510D says for an apartment you have to have 1 and ½ spaces. In her experience, this has not a situation where we look at a building in total for parking requirements, but individual floors and uses. She has never had an application where it was advised to take the whole building and add the parking, the so-called grandfathered parking together to achieve a certain number. You are required to have two and ½ parking spaces, and per the ordinance we round up. Based on the ordinance it would require three (3) spaces. When the use changes it has to have the parking required today.

Vice Chair Schall stated it had been completely retail, which required two spaces. He is inclined to overlook the half space.

Motion to approve the Conditional Use Permit as submitted.

Ms. Moore asked him to **amend that with the condition that the landlord ask the tenant not to take up parking in the main commercial area.**

Vice Chair Schall so amended.

Chair Hardie commented in this case we are now divesting the property owner and allowing them to use public space for commercial purposes.

Motion to approve the Conditional Use Permit with the condition that the landlord ask the tenant not to take up parking in the main commercial area.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie				X		
Hudson		X	x			
Moore			x			
Schall	X		x			
Vincent			x			



TOWN OF JEROME

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ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION

November 7, 2018

ITEM 8: CONDITIONAL USE PERMIT FOR RESIDENTIAL USE IN THE C-1 ZONE

CENTRAL HOTEL

APN 401-06-088

507 B Main St. Jerome

The Central Hotel has been occupied as three apartments with commercial use on two lower floors since 1981. It was occupied as four apartments with commercial use on the bottom floor at the passage of the Zoning Ordinance.

The applicant is requesting mixed occupancy of a retail space with a resident living in a rented commercial space. The building is in the C-1 Zone, it has had continuous residential/commercial use since the passage of the Ordinance. As such, the mixed use is considered a legal non-conforming use. Non-conforming because residential use in the C-1 Zone requires Conditional Use Permit and this site does not have off street parking that would be required to support any use.

The 2nd floor space has been devoted completely to retail in the recent past. Retail and residential use will continue in the building.

The Fire Chief says he will require the addition of sprinkler type fire suppression for the second floor only, to allow a new mixed use with retail and a full-time occupant on the second floor. Addition of sprinklers would not be required for continued retail only use. Addition of a smoke detector in any sleeping quarters for residents is required and a fire extinguisher will be required for retail occupancy. Reconstruction of a kitchen facility and installation of sprinklers would require a building permit.

The proposed shared use of the space for residential/retail is not a remodel. The configuration of the space is not changing. It may be considered an extension of a legal non-conforming use of the building, and it is an allowed 'lawful use' within the zone with a Conditional Use Permit.

Section 601. Nonconforming Situations

2. The lawful use of land, buildings or structures existing at the time of the passage of this Ordinance, or amendment thereof, although such does not conform to the provisions hereof for said land, may be continued, but if such nonconforming uses is discontinued for a period of six (6) months, any future use of said land or structure shall be in conformity with the provision of this Ordinance.

5. Once changed to a conforming use, no building or land shall be permitted to revert to a nonconforming use.

6. A nonconforming use shall not be extended, but the extension of a lawful use to any portion of a nonconforming building which existed prior to the enactment of this Ordinance shall not be deemed the extension of such nonconforming use.

This proposed mixed use of one floor is consistent with the historical use of the entire building and compatible with use of neighboring properties.

SECTION 510. PARKING AND LOADING REQUIREMENTS

B.8 In the event of mixed uses, the total requirement for off-street parking spaces is the sum of the requirements of the various uses computed separately.

Building use, and reference 'base' parking - Reference 510.D Schedule of required off-street parking spaces

Basement – retail	= 1 space	
1 st floor – retail 634 sq ft	= 2 spaces	
3 apartments	= 4.5 spaces	total 7.5 = 8 spaces

Proposed use and parking requirement

Basement retail	= 1 space	
1 st floor retail + rental	= 2.5 spaces (1 apartment and under 600 sq ft retail)	
3 apartments	= 4.5 spaces	total = 8 spaces

The owner is requesting a Conditional Use Permit to rent the 2nd floor with a mixed use of retail and residential. The request is a lawful use in the commercial zone and a Conditional Use Permit is required. The parking requirement for the building does not change when the 2nd floor space combines residential and retail space because more than 34 square feet will be devoted to personal space and parking for retail will then be reduced to one space. P&Z may consider granting CUP for additional combined residential/commercial use.

Charlotte Page
Zoning Administrator



Town of Jerome

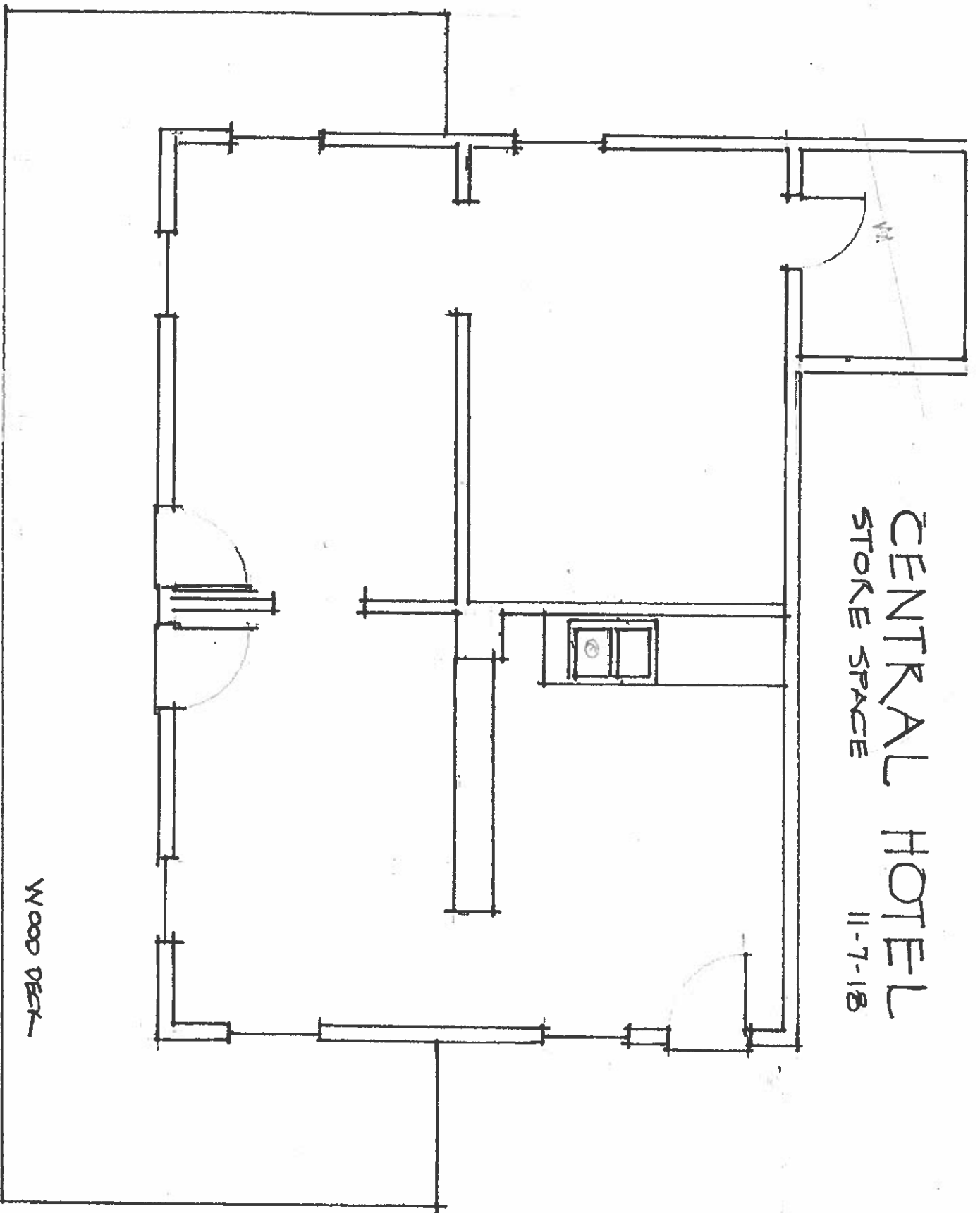
Post Office Box 335, Jerome, Arizona 86331

(928) 634-7943 Fax (928) 634-0715 r.borowski@jerome.az.gov

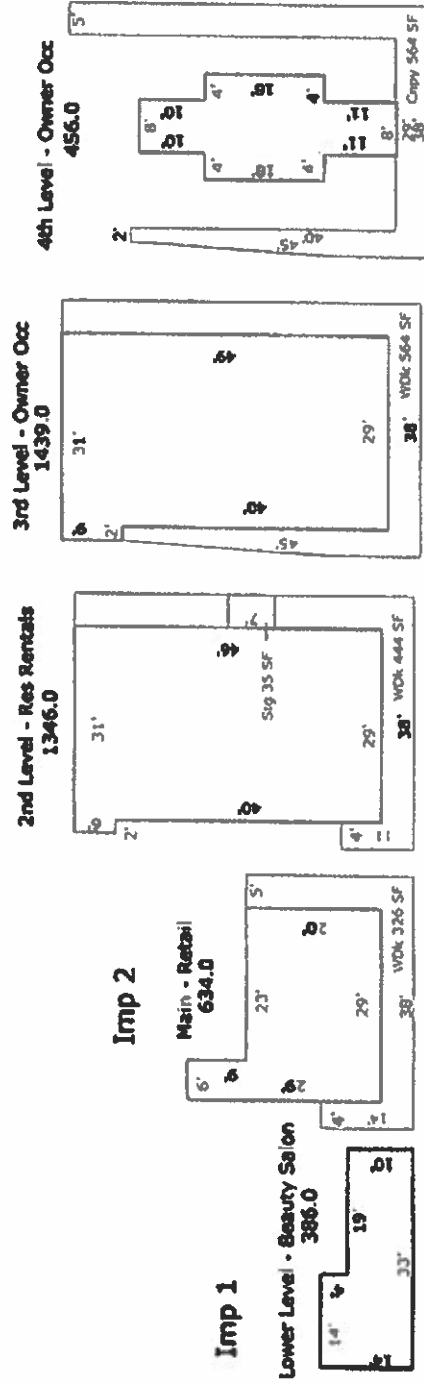
Applicant		For Office Use Only	
Project Name:	CENTRAL HOTEL	Type of Application:	Conditional Use Permit
Project Address:	507 B MAIN ST, JEROME	Fee (\$100):	
Assessor's Tax Parcel Number(s):	401-06-088	Receipt#:	CL#3622 P & Z
Property Owner:	LEE N. CHRISTENSEN	Current Zone:	Z(100)
Mailing Address:	P.O. Box 5	Date Applied:	
City:	JEROME, AZ 86331	Taken By:	CP
State:	AZ	Parking Req's:	
Zip Code:	86331	Parking Req's Met:	Y N
Phone:	928-634-5775	Final Action:	A D
Fax:	928-282-7397	Applicant/Agent:	
Email:	lchristensen@sedm11.net	Mailing Address:	
Request (state the proposed usage requiring this permit and any other information pertinent to the consideration of granting of this permit):			
allowing the combined residential/shop use of the #10 store space. Historically, the building was a working man's hotel with rooms rented in shifts to miners. It became an apartment shop building in the '60's when individual rooms were combined to form apartments and as stores so granting this request would return to an earlier combined building use.			
I hereby certify that the information submitted on this application is complete and accurate to the best of my knowledge and that I am the owner or authorized agent of the same as stated in the attached documentation.			
Signature:	Lee N. Christensen		
Print Name:	LEE N. CHRISTENSEN		
Date:	September 26 '18		



CENTRAL HOTEL
STORE SPACE
11-7-18



Imp 3



11B

DATE: September 24, 2018

TO: Spectrum Healthcare

ATTN: Laura Robinson Director of Design

RE: Jerome Wellness Center, 600 Clark Street, Jerome, AZ
Requested Tenant Improvement Information

Laura,

Below please find the information you requested regarding the general costs of the Jerome Wellness Center Tenant Improvement Project located on the 2nd floor of the Jerome Town Hall, Jerome, AZ.

Project Parameters Include:

1. Remodel an existing unoccupied/unfinished open space on the 2nd floor at the Jerome Town Hall Building, 600 Clark Street.
2. The existing undeveloped tenant space is approximately 1050 s.f.
3. The project program generally consists of the following spaces:
 - a. Entry, waiting, reception.
 - b. Two medical exam rooms including exam tables, a base cabinet with a sink and upper cabinets, computer accessibility and daylight if possible.
 - c. Exam rooms to have adequate sound proofing in the walls and ceiling.
 - d. A behavioral health counseling room.
 - e. The counseling room to have adequate sound proofing in the walls and ceiling.
 - f. One ADA unisex toilet with a pass thru for U.A tests.
 - g. Staff kitte and small staff break area.
 - h. Required storage, medical supplies and a small secure pharmacy area with a refrigerator.
 - i. The entire tenant space shall be ADA compliant thru-out.
4. The present unfinished space does have ducts in the attic space but it is unclear if the duct work is connected to an HVAC unit to serve this space. Further investigation is required.
5. Confirmation of the electric panel size and adequacy for this remodel.
6. The present space has inefficient wood framed double hung single pane windows and the exterior walls are un-insulated. A determination would have to be made regarding improving these conditions.
7. The present roof does have fiberglass insulation at the roof level. There is a large attic space due to the truss configuration. This insulation appears to be inadequate for a finished heated and cooled tenant space. Further consideration is needed for thermal efficiency.
8. The space has a partial maple wood floor which can be sanded and refinished with a clear seal coat product. The balance of the floor does need repair and carpet may be a possible choice for floor covering in those areas. New sub-floor is required in those areas.
9. There is very good natural light thru-out the space and day lighting can be used in several of the spaces.
10. It is the Town of Jerome's requirement that the remodeled space retain the historic character of the building; its materials, colors and furnishings.

Approximate Construction Cost Ranges:

At this time the Architect estimates the general construction cost based on the tenant space interior approximate square footage as follows:

Approximate Tenant Space size: 1050 s.f.

Approximate range of remodel cost depending on infra structure improvements needed could range from \$75/ s.f. to \$100/ s.f.

architecture works GREEN, Inc.



Reynold P. Radoccia, AIA, LEED-AP BD+C

1550 ABBEY ROAD SOUTH CLARKDALE, ARIZONA 86324
(928) 634-3349 FAX: (928) 634-3131
www.architectureworks.net info@architectureworks.net

Approximate Architectural Fee Ranges:

The Architect's fees are in the range of \$10,000 to \$17,500 depending on the exact scope and engineering required.

Note: typically included in the Architect's Fee is electrical, plumbing and mechanical engineering.

The standard Architect's Hourly Rates are as follows:

Architect 1	\$140.00/Hour
Architect 2	\$120.00/Hour
Architect 2 Drafting.....	\$90.00/Hour
Inter Architect.....	\$80.00/Hour
Clerical.....	\$50.00/Hour
As- Built Survey.....	\$100.00/Hour
Interior Design, Color/Material Selection.....	\$125.00/Hour

Reimbursable Expenses:

(These are expenses having to do with the production of all phases of the project described above, and that are paid in addition to the Architectural Fee)

1. Photocopies, 8 1/2" x 11"	\$.15 each
2. Sticky Backs, 8 1/2" x 11"	\$3.00 each
3. Plot Copies, 24" x 36"	\$3.00 each
4. Plot CAD Drawings Bond, 24" x 36"	\$6.50 each
5. Plot CAD Drawings Bond, 11" x 17"	\$3.50 each
6. Color Plots, 8 1/2" x 11"	\$1.00 each
7. Color Plots, 11" x 17"	\$3.50 each
8. Color Plots, 24" x 36"	\$7.50 each
9. Digital Photos & Processing.....	\$.35 each
10. Document Binding.....	\$15.00each
11. CD's or Thumb Drives.....	\$20.00each
12. A.I.A. Documents.....	\$25.00each
13. Permit Fees.....	cost + 10%
14. Mileage.....	\$0.60/mile
15. Miscellaneous Expenses.....	cost + 10%

Insurance:

Typical Insurance paid for by Architecture Works Green, Inc. includes:

1. Workmen's Compensation.
2. General Liability @ \$2,000,000 per occurrence, \$2,000,000 aggregate / policy yr.
3. Errors & Omissions (Prof. Liability): \$1,000,000 / occurrence / policy year, \$2,000,000.00/ aggregate / policy yr.

Architect's Qualifications:

Our firm has been the architects for Mohave Mental Health thru-out the 1990's and 2000's. We have completed both inpatient and outpatient facilities for this client. All have been designed and completed in Mohave County.

The Yavapai County Community Health Clinic, Cottonwood. This facility includes medical exam rooms, behavioral health counseling rooms, and dentistry.

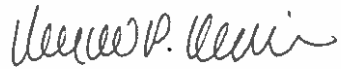
The Sanctuary at Sedona, a Drug Recovery Center, Cornville.

Dr. J. Ditterline Dentistry, Cottonwood.

Please refer to our web site for further information on our firm, www.architectureworks.net

Please feel free to contact me with any questions or comments.

Sincerely,

A handwritten signature in cursive script, appearing to read "Reynold P. Radoccia".

Reynold P. Radoccia, President, Architect

September 25, 2018

Laura Robinson
laura@spectrumhealthcare-group.org
Jack Dillenberg
Jerome, AZ. 86331

RE: Letter of Agreement for Basic Architectural Services for your Building Renovation in the Historic School House in Jerome , AZ. 86331

To Whom It May Concern,

As was discussed during the conference between us, I will provide Architectural Services for the development of your project as follows:

My Basic Services include program review, Documentation Drawings, Planning, Schematic Design, Design Development and Construction Documents. Construction Observation is also available as described below.

The Fees for Basic Services shall be compensated at the following rates:

Architect's Time	\$ 125.00 per hour (less 20% =\$100.00hour)
Draftsman	\$ 95.00 per hour (less 10% =85.50 per hour)
Secretarial	\$ 35.00 per hour

Payment is to be made as follows:

An initial payment of \$1,100.00 as a retainer. Subsequent payments shall be made on the presentation of a bi-monthly statement. The retainer will be credited to the final statement for the project. The fee for Basic Services is not to exceed 8.5% of the Construction Cost as determined by Bid or Negotiated Agreement between Owner and General Contractor.

Consultant fees will be paid in addition to the architectural fees. These fees for Structural, Mechanical, Electrical , Solar and Civil or other engineering as required, will be contracted separately with your prior authorization and billed to you directly

Compensation for Construction Observation or other Additional Services will be charged at the hourly rates listed above.

Jerome Clinic
September 25, 2018
Page Two

Reimbursable Expenses include: Long distance calls, permit fees, appraisal fee, blueprinting and photo developing, and mileage at \$0.60 per mile for travel in connection with the project. Trips to the building site will not be charged.

Blueprints will be provided by the architect through the Design Phases only. Prints of completed drawings and specifications for Commission Hearings, City Plan Review, Bidding and Construction will be charged at \$2.75 per 24"x36" print. Computer Plots will be billed at \$ 7.50 each for black and white bond and \$15.00 for color vellum or bond prints.

Additional Services will be performed only with your knowledge and authorization. Charges for such services will be at our hourly rates. Included under these services are: Re-Zoning, Landscaping, As- Built Drawings, Interior Design, Renderings, Master Site Planning and Detailed cost estimates based on materials lists.

Any changes made in the Project after you have given previous approval, due to causes beyond the control of the Architect will be charged at our hourly rates for the time required to make the revisions.

This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. Time for services performed up to the termination will be charged at our hourly rates.

If you assume responsibility for construction document revision or design alteration during construction, this will remove me from being liable for any misdirection other error or omission in the project, caused by your revision.

The Construction Documents as instruments of services are the property of the Architect whether the project is executed or not. They are not to be used on other projects by either party except by Written Agreement between Owner and Architect.

You are responsible to furnish me with a complete program for the project and full site information including a Certified Land Survey and Soils Report if deemed necessary.

If you become aware of any fault or defect in the project or non-conformance with the Contract Documents, please give me prompt notice. Also, please furnish me with such information as the project requires promptly to allow for the orderly progress of the work. If the services covered by the agreement have not been completed within twelve (12) months of the date hereof, through no fault of the Architect, the amounts of compensation and rates set forth herein shall be equitably adjusted.


Jerome Clinic
September 25, 2018
Page Three

Payments due on account more than 15 days may accrue interest at the rate of 12% per annum. Any legal expense incurred as a cost of collection will be added to the balance due.

Your signature of approval on the original of this Letter of Agreement returned to my office with the retainer of \$1,100.00 will serve as my notice to proceed with the development of your project.

Please let me know if you have any questions. I'm very interested in working with you on this project.

Sincerely,



Lee N. Christensen
Architect A. I. A.
N.C.A.R.B.

APPROVED:

Date

Date

September 26, 2018

Laura Robinson

laura@spectrumhealthcare-group.org

Jack Dillenburg

RE: Proposal for Renovation of Historic School House
for use as a Medical Clinic in Jerome, AZ

To Whom it May Concern:

I visited the property with Laura Robinson to review what the space looks like and get a read of how to repair it for use as a real clinic with: Two exam rooms with sinks, a Bathroom, a Behavioral Health Room, Library – Resource Center, Waiting Area, a Break Room, Storage for cleaning Equipment and a possible future Dental Clinic.

Most of the existing space has hardwood flooring, which should be preserved and repaired. The west facing windows have damaged mullions which should be repaired in place with added shading material installed to help cool down the excessive heat gain from the west sun in the PM.

There are some existing drawings which will be useful, though they show a bathroom and other partitions which were not installed during the last renovation, so some field measurement will be required to verify actual wall locations.

Heating and Cooling ductwork was installed but the compressor units may not have ever been operated. Hopefully they will still work. Sprinkler heads were also installed.

The existing concrete walls were originally plastered. This has been damaged, but should be repairable. The Council Meeting Room was restored, so that degree of finish should be used as a model for him to do this current renovation. For example, base board installation should match what was done there, along with window & door trim, wainscote installation and paint techniques. The hardwood floors have some open cracks that would have to be sealed using an epoxy floor finish.

New plumbing and fixtures will need to be installed to meet current ADA criteria. Access will also need to meet ADA requirements.

It looks like a very good use for this space which is currently storage for equipment and maintenance materials. If a portion of the File Room on the southeast of the space could be retained for use as part of the Clinic, it would be very useful.

I've lived in Jerome since 1976 and have done a number of projects in Town, including the Fire Station, structured renovations to Spook Hall, Aurum Shop (now clothing), Pura Vida

Gallery and other renovation projects for residential use, so I have a lot of experience working in Jerome.

I would be able to start work on this project as soon as an agreement is completed. Please see the attached letter of agreement included for your review. I can also provide AIA forms if required. The AIA 201 and 202 Forms of General Conditions are frequently used for government projects.

Thank you for considering me for this project. Please let me now if you have additional question or would like to have additional information.

Sincerely,

Lee N. Christensen
Architect A.I.A.
N.C.A.R.B.

LNC/dg



TOWN OF JEROME

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STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk *CBG*
ITEM: **ITEM #11C: PROP 202 FUNDING PROPOSAL**
MEETING DATE: December 11, 2018

At the November 5, 2002 general election, Arizona voters approved Proposition 202, the "Indian Gaming Preservation and Self-Reliance Act," which in large part is codified in Arizona Revised Statutes Section 5-601-01. That statute states that a portion of the gaming funds received by the Tribes shall be contributed to "cities, towns and counties as defined in title 11, Arizona Revised Statutes, for government services that benefit the general public, including public safety, mitigation of impacts of gaming, and promotion of commerce and economic development."

The Town has received funds in the past for Upper Park improvements, a new shuttle van, completion of our horseshoe pits and new benches/picnic tables. Awards typically range between \$18,000 and \$20,000. Funding is not automatic, but competitive. We have not received funds every time we have applied.

Some of the projects discussed in the past, but not yet applied for, include a second Town van, a gazebo in Middle Park, and landscaping of the area near the parking between Main Street and Hull Avenue. I have solicited suggestions from Council and staff for discussion at this meeting.

The application deadline is January 2, 2019.



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TOWN OF JEROME

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

PLANNING & ZONING COMMISSION RECOMMENDATION CONDITIONAL USE PERMIT – 123 HILL ST., JEROME CLUBHOUSE RESIDENTIAL USE

DECEMBER 11, 2018
TOWN COUNCIL MEETING

Planning & Zoning Commission reviewed this request for a Conditional Use Permit on November 7, 2018, and motion to forward to Council was made as follows:

Motion to approve the Conditional Use Permit for the residential use in a c1 zone for agenda Item #11

Motion was passed 5-0 vote.

Zoning Administrator Analysis for P&Z is attached with summary minutes from 11/7/18 P&Z Meeting as well as the original submission, floorplan for the existing building and the proposed development plan that does not have preliminary approval.

Charlotte Page
Zoning Administrator

TOWN OF JEROME

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

9:06 (01:50:00) ITEM 11: CONDITIONAL USE PERMIT – RESIDENTIAL USE IN C-1 ZONE

APPLICANT: Dewayne Woodworth

ADDRESS: 123 Hill St.

OWNER OF RECORD: Jerome Clubhouse LLC

ZONE: C-1

APN: 401-07-169A

Applicant has plans for additional residential development in the C-1 Zone. Residential use in the C-1 Zone requires Conditional Use Permit.

Chair Hardie believes this should be tabled because there is no preliminary site plan.

Mr. Woods explained they are looking for approval of an existing use. The fire marshal wants us to put in a sprinkler system and another exit.

Chair Hardie said, "Will it be owner occupied?"

It was confirmed.

Ms. Page explained, "There is residential use in that building and there has never been a CUP which is required in the commercial zone."

Chair Hardie said prior to the writing of the ordinance, since it has been owner-occupied for many years, she doesn't think it would need a CUP.

Vice Chair Schall argued that since he has been there why can't we give him one.

Ms. Moore doesn't remember if it has been continually lived in.

Chair Hardie believes that they have two choices; issue a CUP for a conditionally permitted use as a residence. She asked Ms. Page to read the permitted uses from the Zoning Ordinance.

Ms. Page read from the Zoning Ordinance:

"C. CONDITIONAL USES 1. Any "Permitted" or "Conditional" Uses in the "R1-10", "R1-5" or "R-2" Zones."

Steve Knowlton, a resident, asked if it is different if it is not owner occupied. Dewayne owns the building, but he does not live there. He rents the apartment to someone else.

Nancy Robinson, a resident said they were required to have a CUP for their home, but they are owner occupied.

Chair Hardie said she can't confirm who lives there but she doesn't think there is.

Ms. Moore said the difference with your building requiring a CUP is because the home was not continually occupied. To be above board we could require it and then there would be no issues.

Chair Hardie asked if there was sufficient parking for this apartment.

Ms. Page said yes there was.

Chair Hardie asked if there were any other conditions.

Motion to grant a Conditional Use Permit for the residential use in a C1 Zone for Agenda Item #11.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie			x			
Hudson			x			
Moore		x	x			
Schall	x		x			
Vincent			x			

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Ms. Page added this is a preliminary conditional use permit, it would need to go to Council for final approval.

9:19 (02:19:00) ITEM 12: FUTURE AGENDA ITEMS

Ms. Moore would like to do something in the ordinance regarding tandem parking. She would like to be in the discussion with the attorney when he interprets this.

Mr. Vincent thinks they should all be a part of it.

ITEM 13: ADJOURN

The meeting adjourned at 9:21 p.m.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie			x			
Hudson			x			
Moore	x		x			
Schall		x	x			
Vincent			x			

Approval on next page.



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION

November 7, 2018

[REDACTED]: CONDITIONAL USE PERMIT – RESIDENTIAL USE IN C-1 ZONE.

APPLICANT: Dewayne Woodworth

ADDRESS: 123 Hill St.

ZONE: C-1

OWNER OF RECORD: Jerome Clubhouse LLC

APN: 401-07-169A

Applicant is seeking approval for proposed additional development of residential use in the C-1 Zone with continued existing commercial use of the property.

As an update the following information is in regard to current use of the building.

Building permits issued by the Town of Jerome in 2004 document the following work was conducted: 2nd floor bathroom, kitchen upgrade for electric plumbing & water heater, addition of 100 amp panel for 2nd floor electric distribution, gas furnace, drier, shower and construct wall. A certificate of occupancy is on file, dated 10/4/05.

No Conditional Use Permit was issued in 2004 or at any time afterwards. The owner reports it has been rented as a residential space as far as he can remember since that time and is currently occupied.

In 2018, Building Inspector and Fire Chief require fire safety upgrades, including a sprinkler system to service existing residential and all future residential development, 2nd floor fire escape to existing residential occupants and lowering two windows on first level for safe egress. Construction due to public safety is an exclusion from the Zoning Ordinance if required by municipal officers, (Article III, Section 304.J).

The first floor apartment is no longer in use as residential space. The owner prefers to keep this space vacant rather than lower the two windows on the east façade as required for fire safety/egress.

The owner is making plans for expanding the residential use. He is seeking a conditional use permit to be in compliance for the existing residential use and to begin planning for additional residential development.

Charlotte Page
Acting Zoning Administrator



Town of Jerome

Post Office Box 335, Jerome, Arizona 86331

(928) 634-7943 Fax (928) 634-0715 r.borowski@jerome.az.gov

Applicant

Project Name:

Jerome Clubhouse

Project Address:

123 Hill Street

Assessor's Tax Parcel Number(s):

401.07.169A C-1

Property Owner:

DEWAYNE WOODWORTH

Mailing Address:

830 S MAIN STREET SUITE 20

City:

COTTONWOOD

State:

AZ

Zip Code:

86306

Phone:

928 274.1216

Fax:

Email

ctwdninja@gmail.com

Request (state the proposed usage requiring this permit and any other information pertinent to the consideration of granting of this permit):

RETAIL AND RESIDENTIAL MIXED USE IN EXISTING BUILDING. C-1 Zone

I hereby certify that the information submitted on this application is complete and accurate to the best of my knowledge and that I am the owner or authorized agent of the same as stated in the attached documentation.

Signature:

Print Name:

DEWAYNE WOODWORTH

Date:

For Office Use Only

Type of Application: Conditional Use Permit

Fee (\$100):

\$100

Receipt#:

P & Z

Current Zone:

Date Applied:

10/23/18

Taken By:

Parking Req's:

Parking Req's Met : Y N

Final Action:

A D

Applicant/Agent:

SAME

Mailing Address:

City:

State:

Zip Code

Phone:

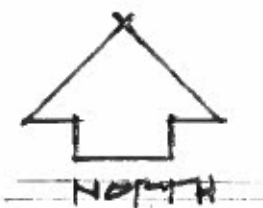
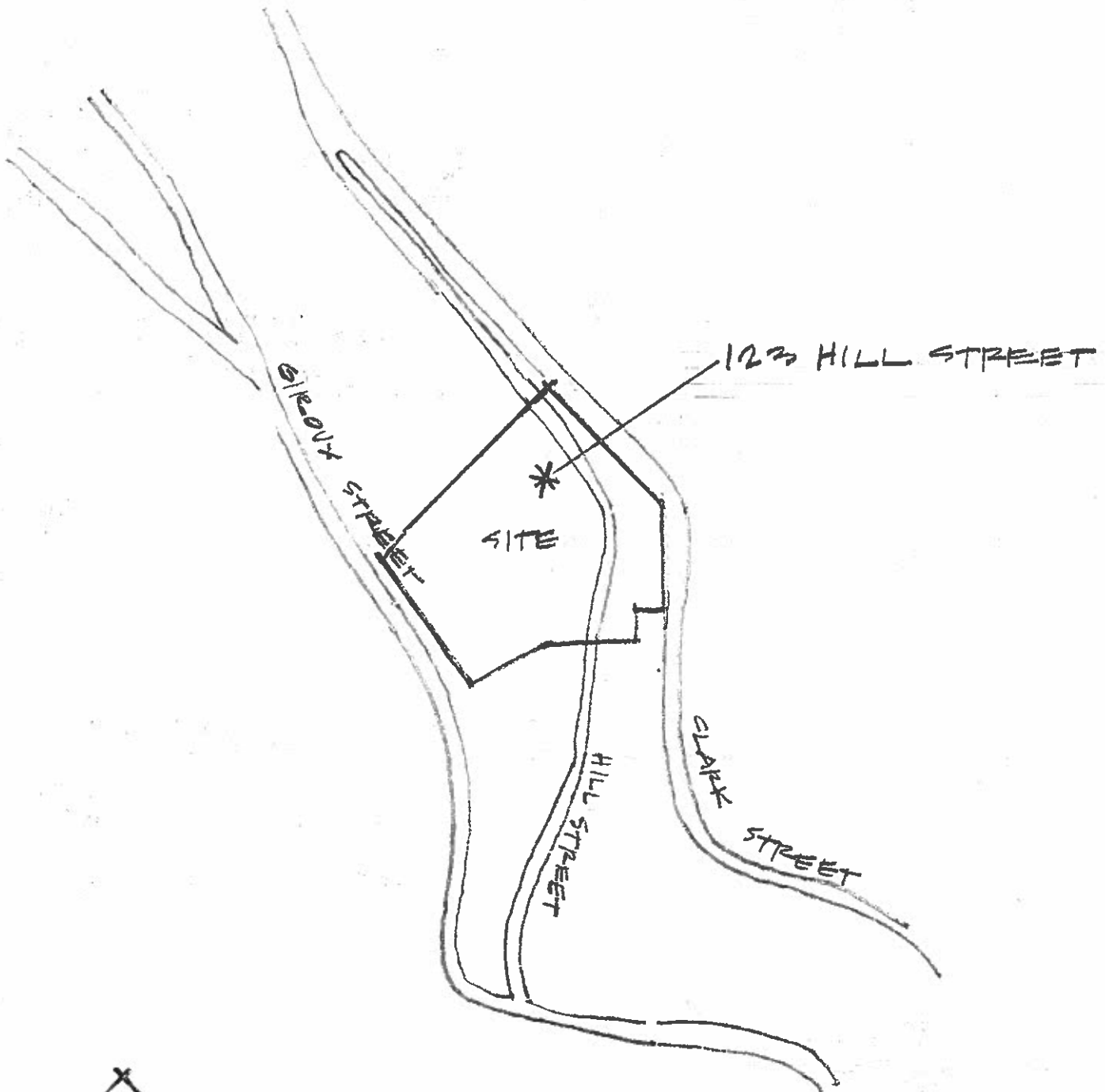
Fax:

Email:

AGENT
ROBERT WOODS

10/24/2018

JEROME CLUBHOUSE

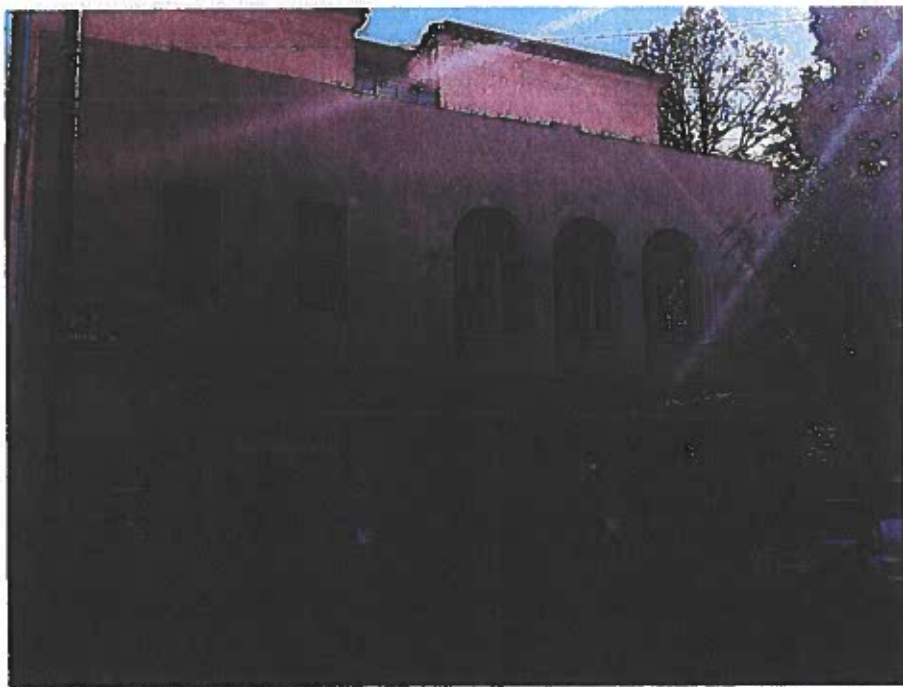


VICINITY SKETCH
NO SCALE

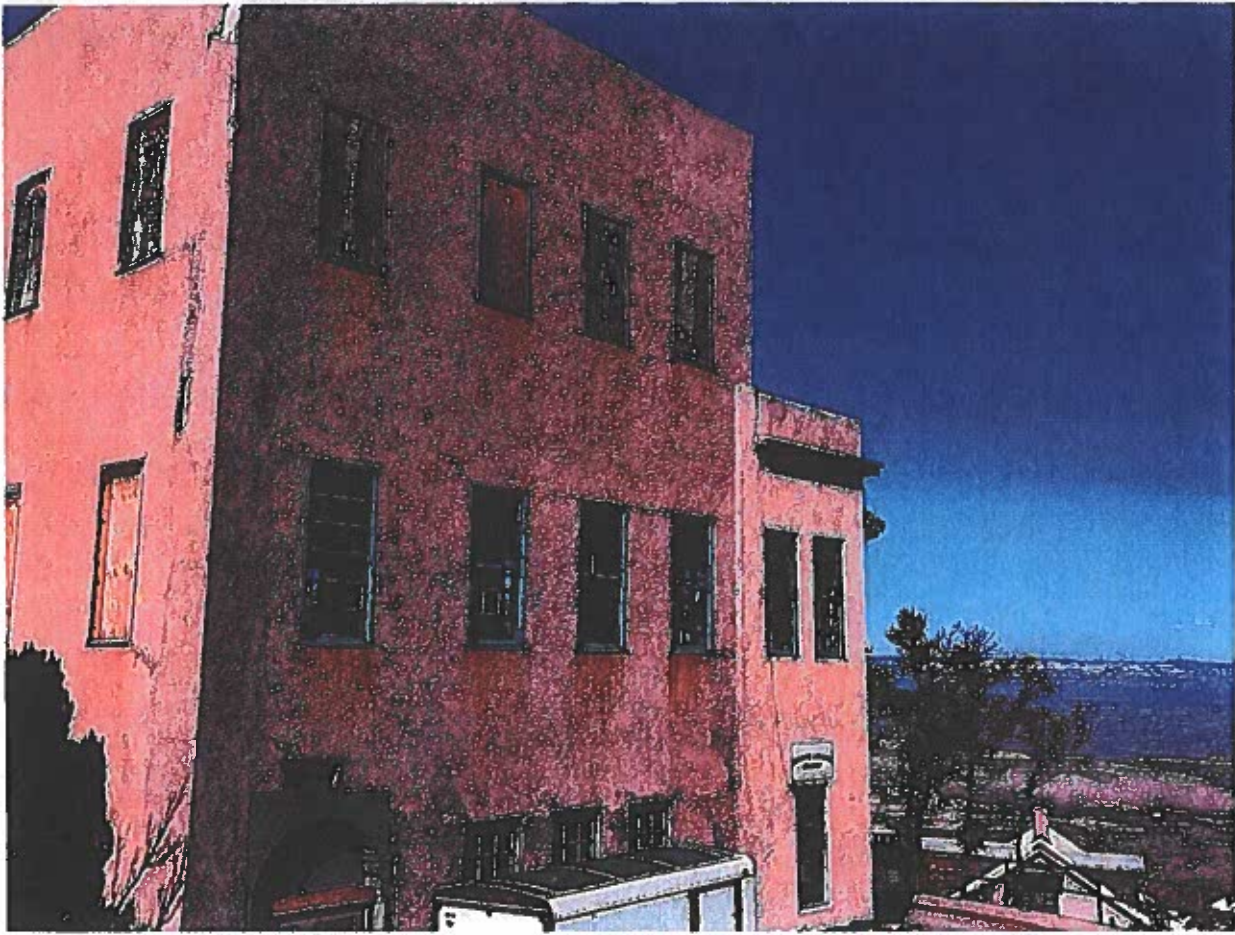
Clubhouse 123 Hill St., Jerome



East View



North View

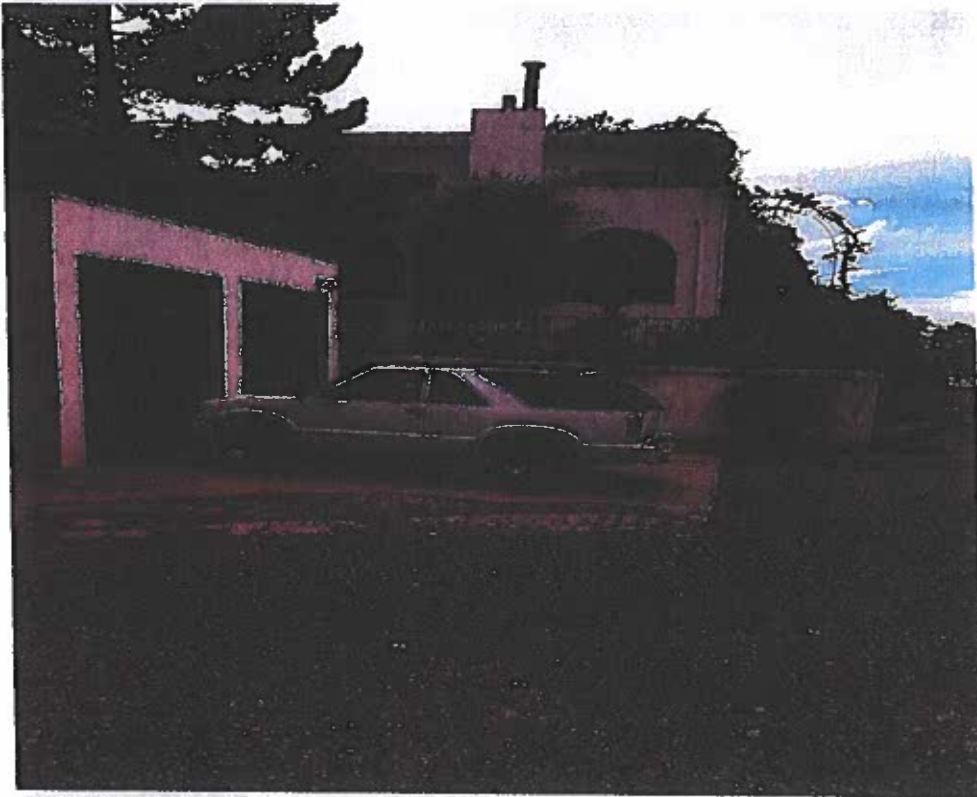


South Views



West Views

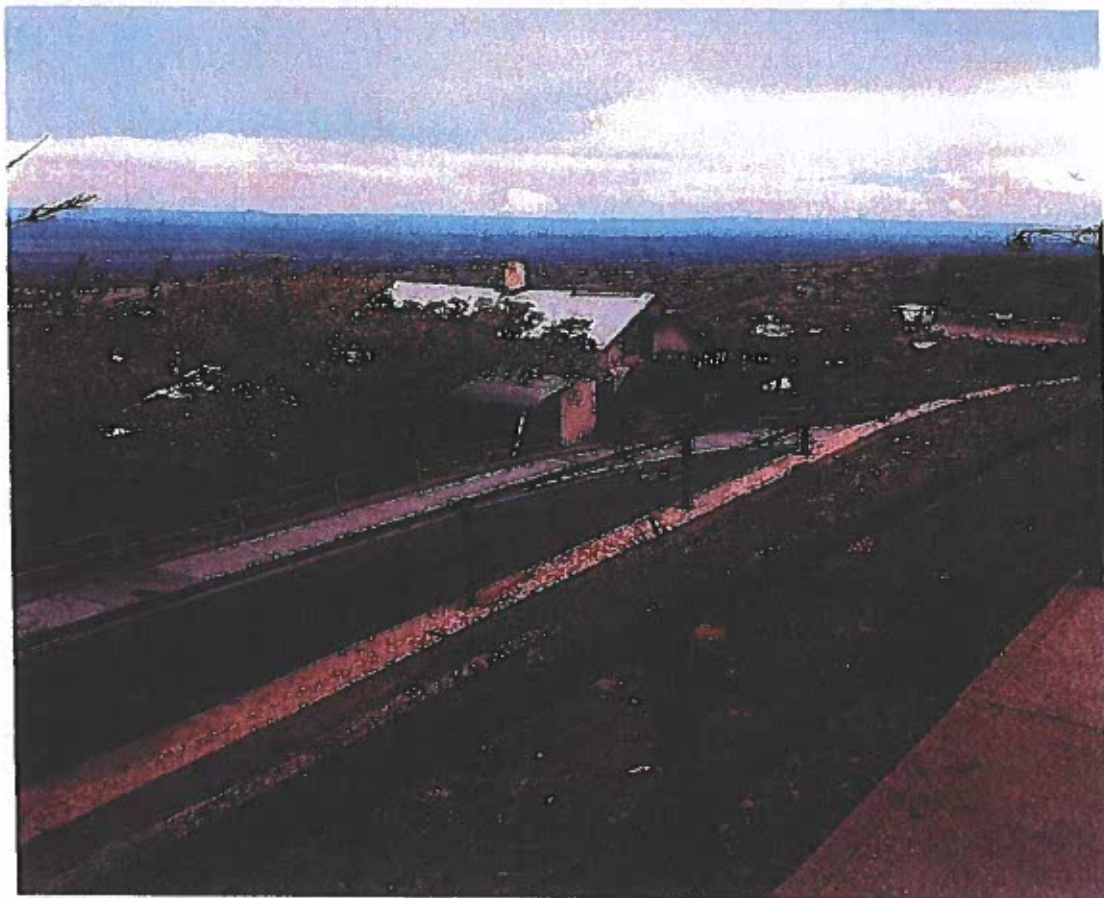
Neighbor Properties



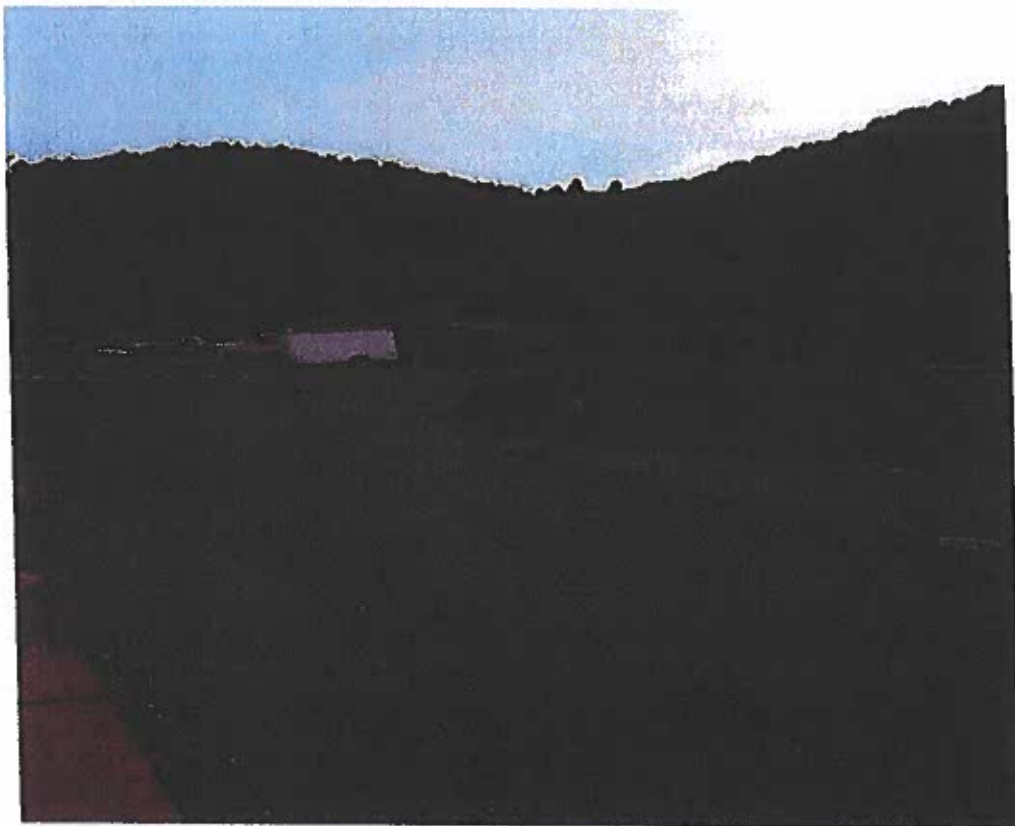
NW



East

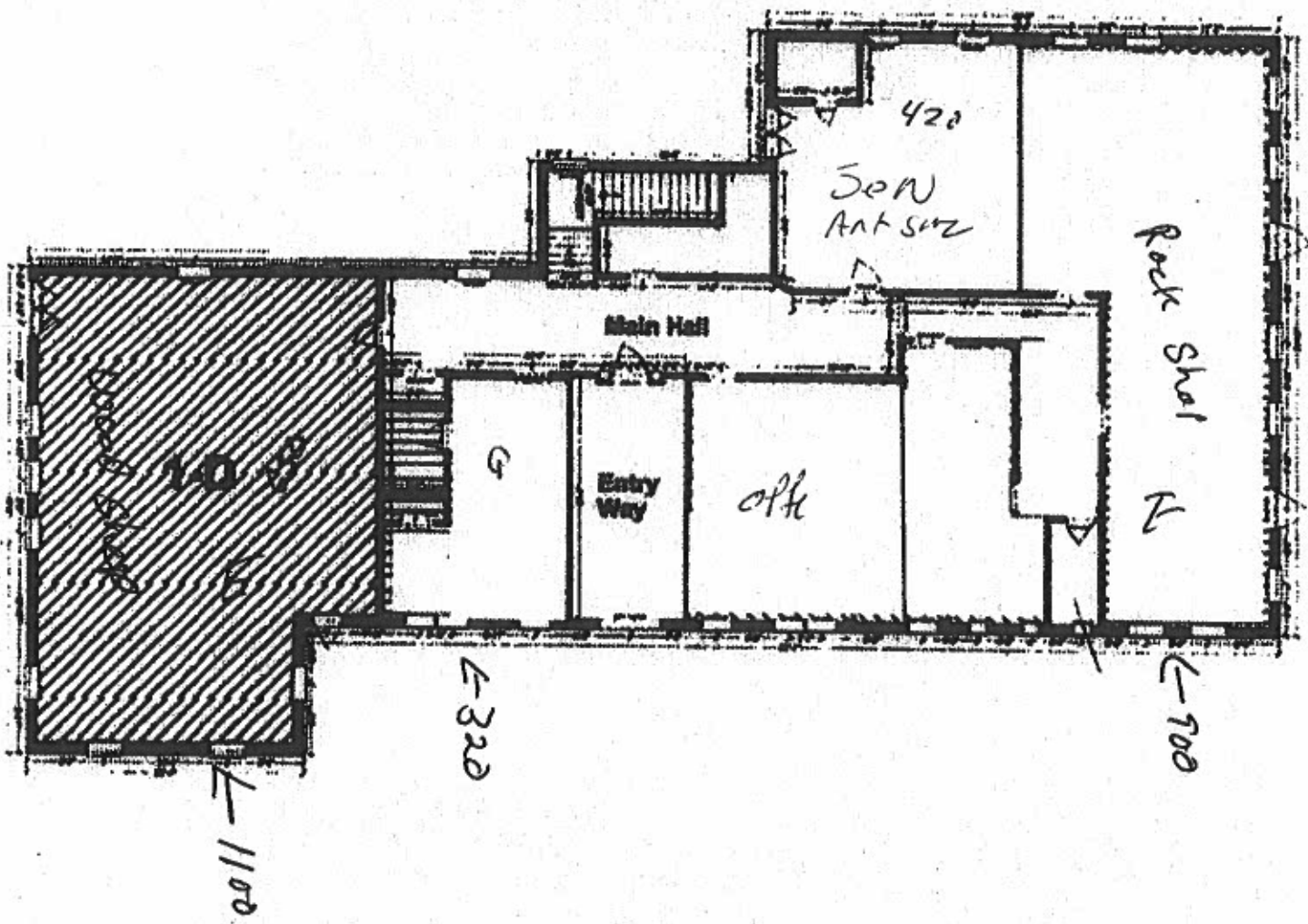


NEast



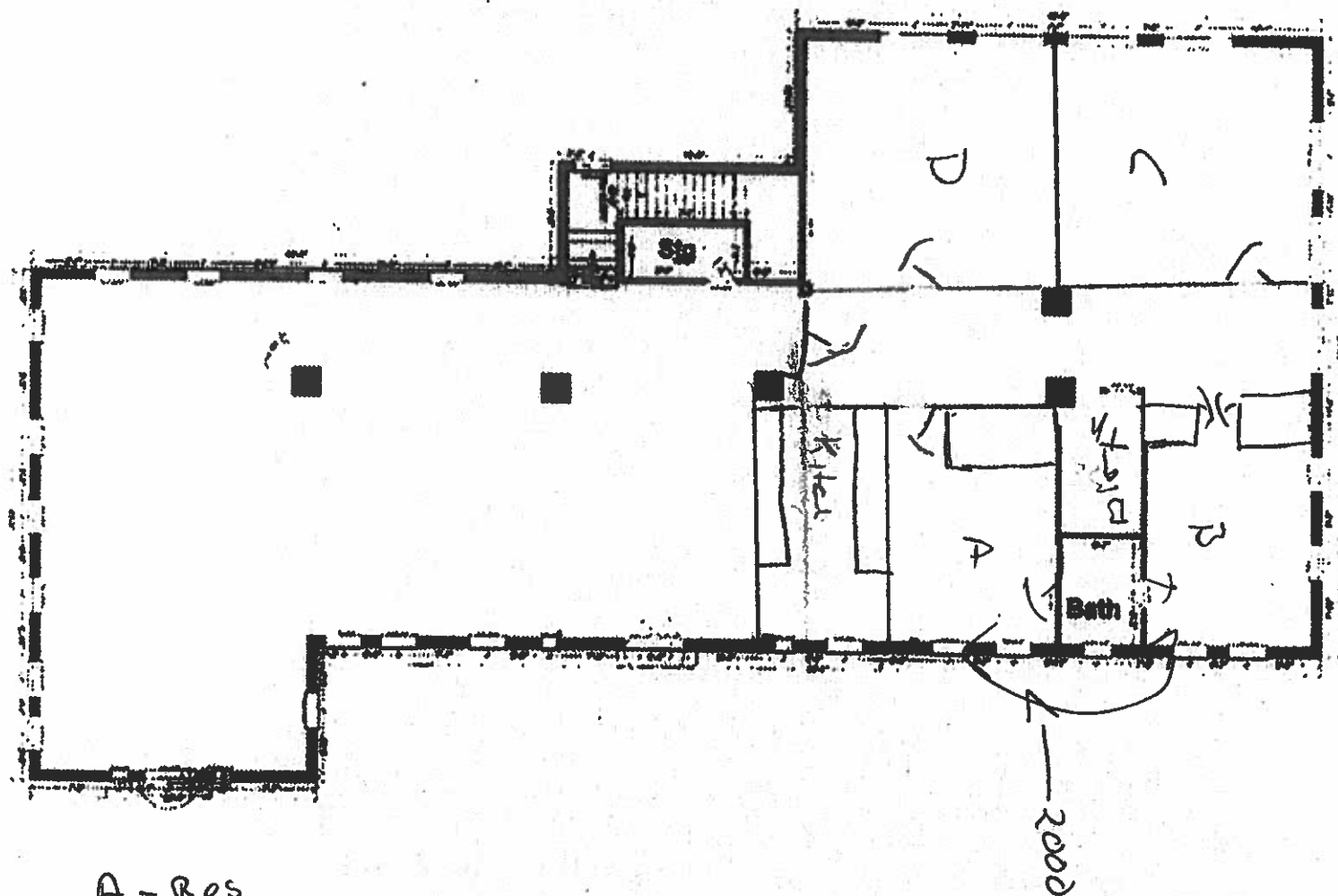
South

Jerome Clubhouse - 1st Floor



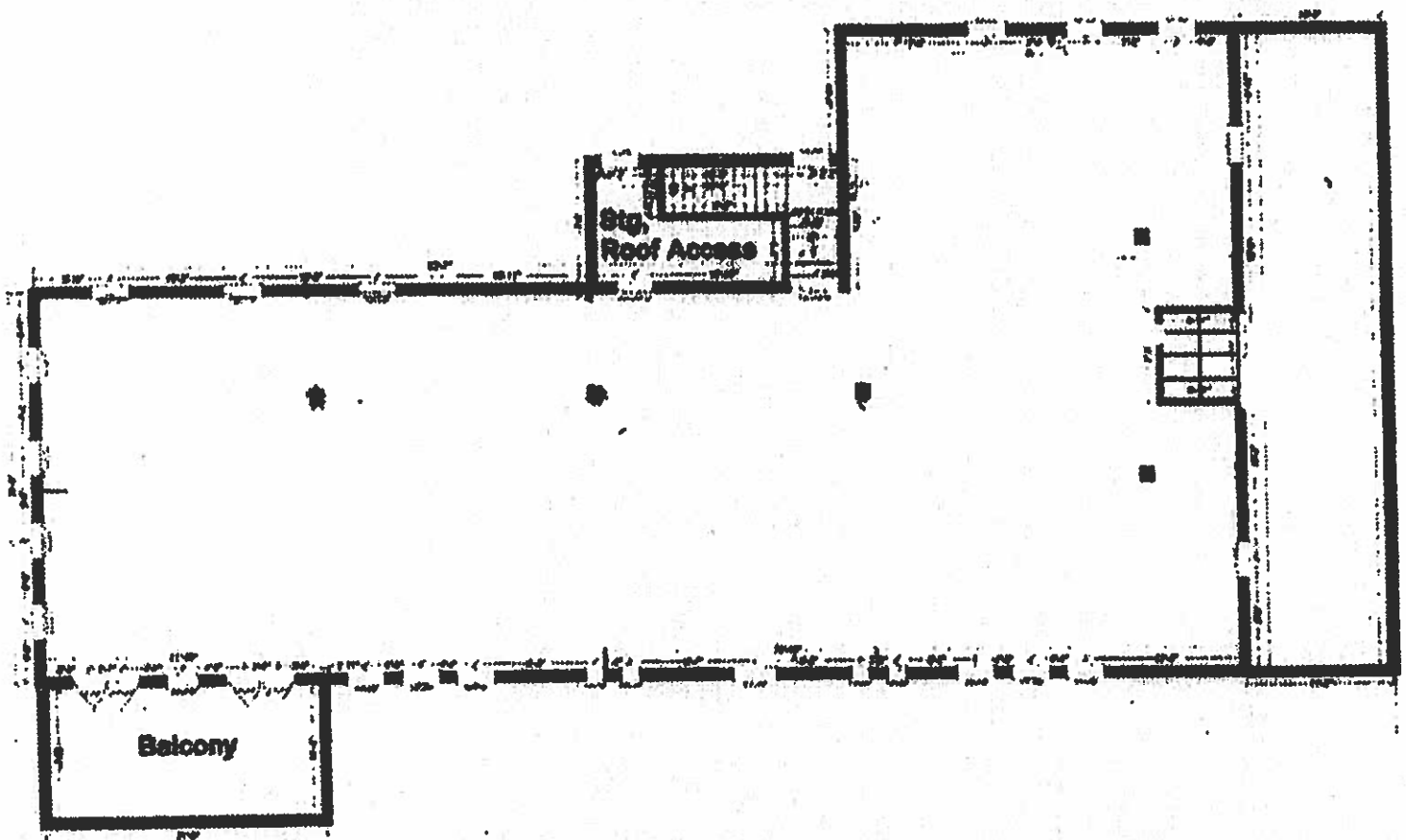
G - ~~RA~~ Vacant
 E - COM
 F - COM

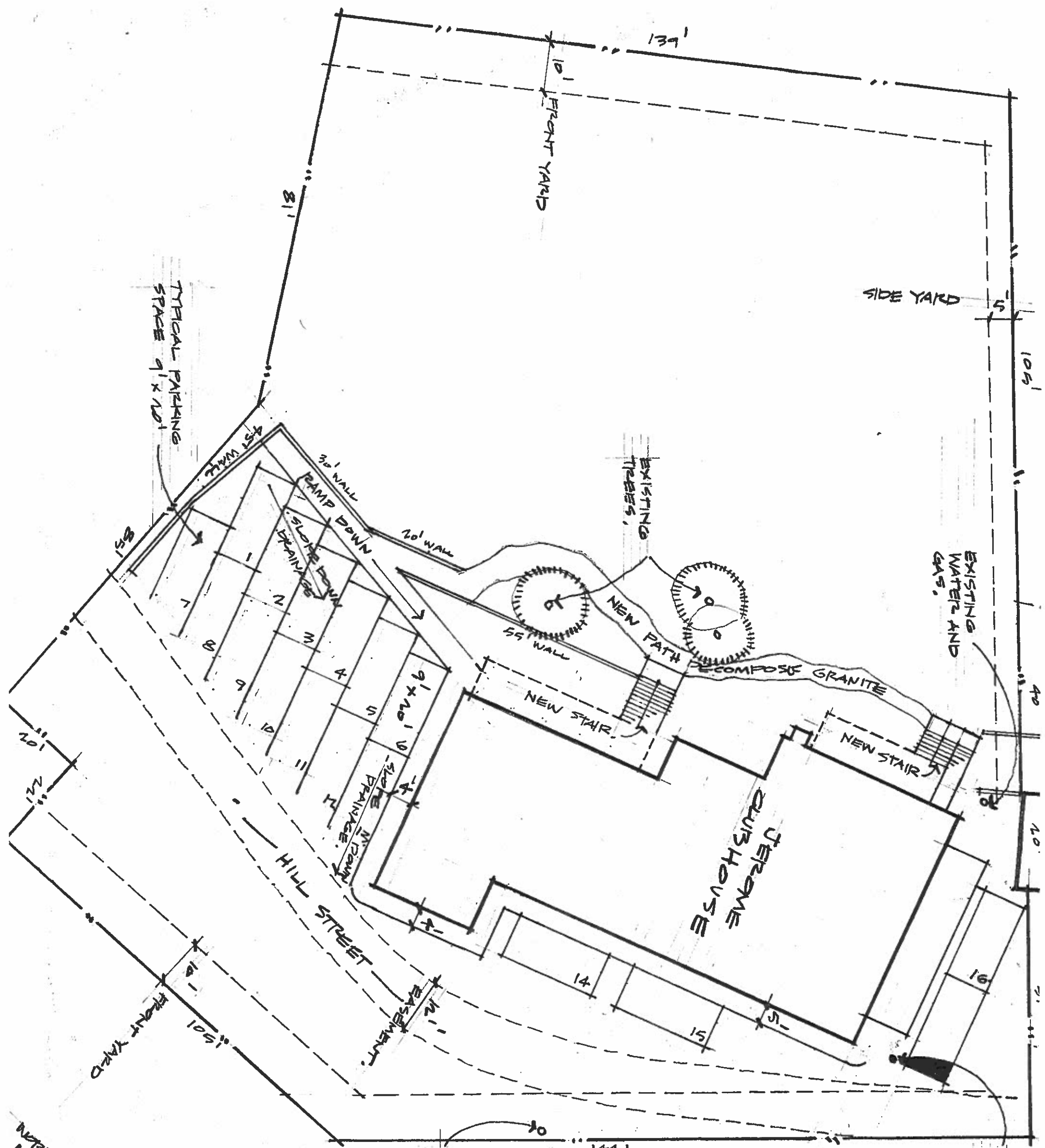
Jerome Clubhouse - 2nd Floor



A - Res
B - con.
C - Res
D - Res

Jerome Clubhouse - 3rd Floor





EXISTING
ELECTRIC
POLE

AREA CALCULATIONS:

SITE: 39,145 SQ. FT.

BUILDING: 4,785 SQ. FT.

LOT COVERAGE: 12.1%

OFF-STREET PARKING:

RETAIL 1,000 SQ. FT. = 4 SPACES
300

RESIDENTIAL 7 x 1.5 = 10.5 SPACES

PARKING REQUIRED = 15 SPACES

PARKING PROVIDED = 17 SPACES

EXISTING
ELECTRIC
POLE

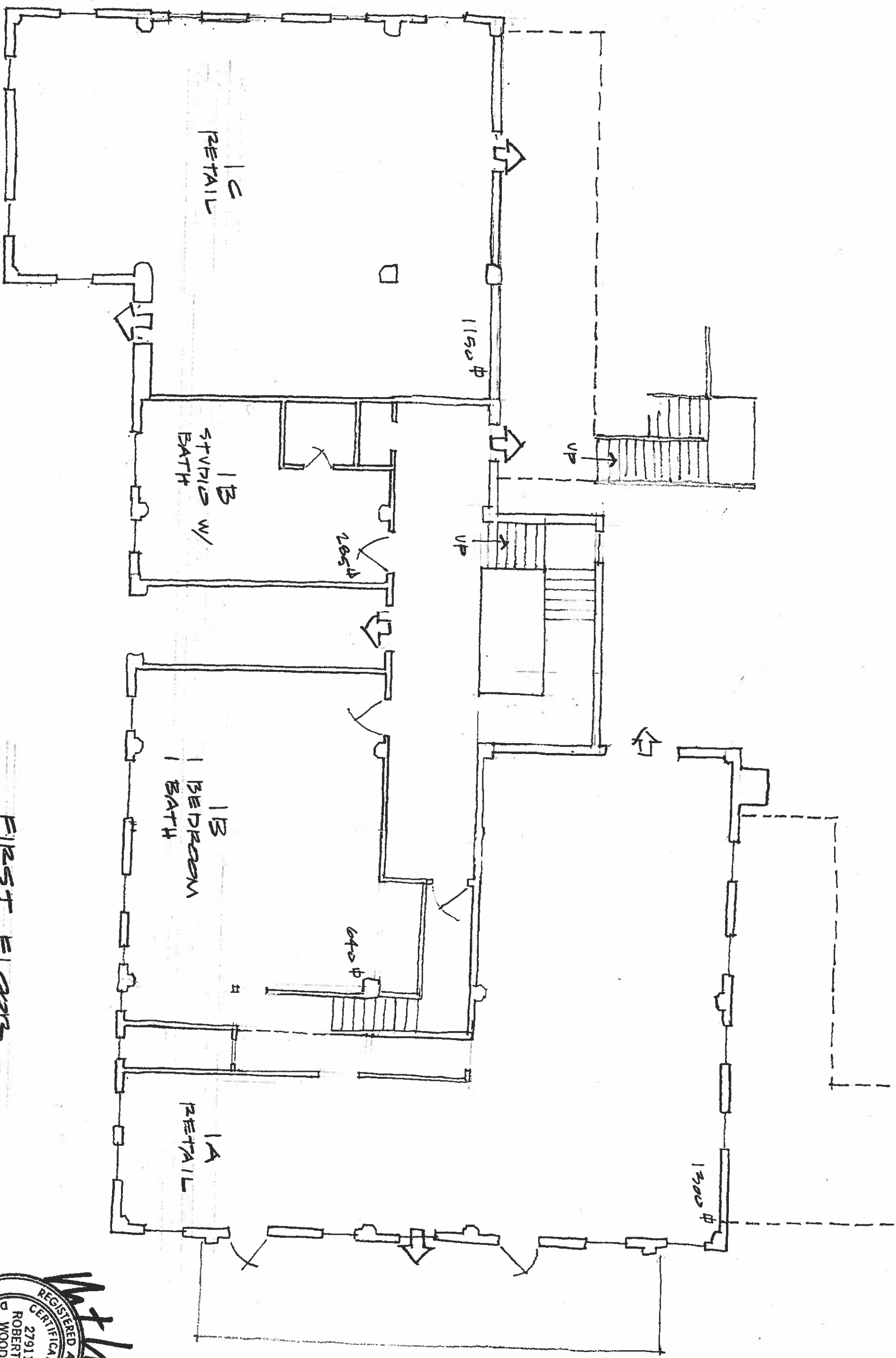


EXPIRES 3.31.20

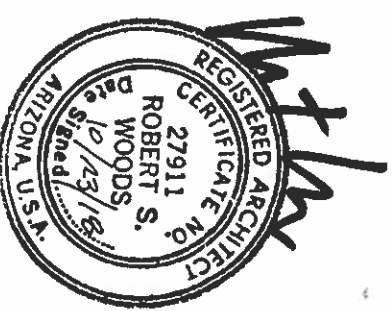
PRELIMINARY SITE PLAN

SCALE: 1" = 20'

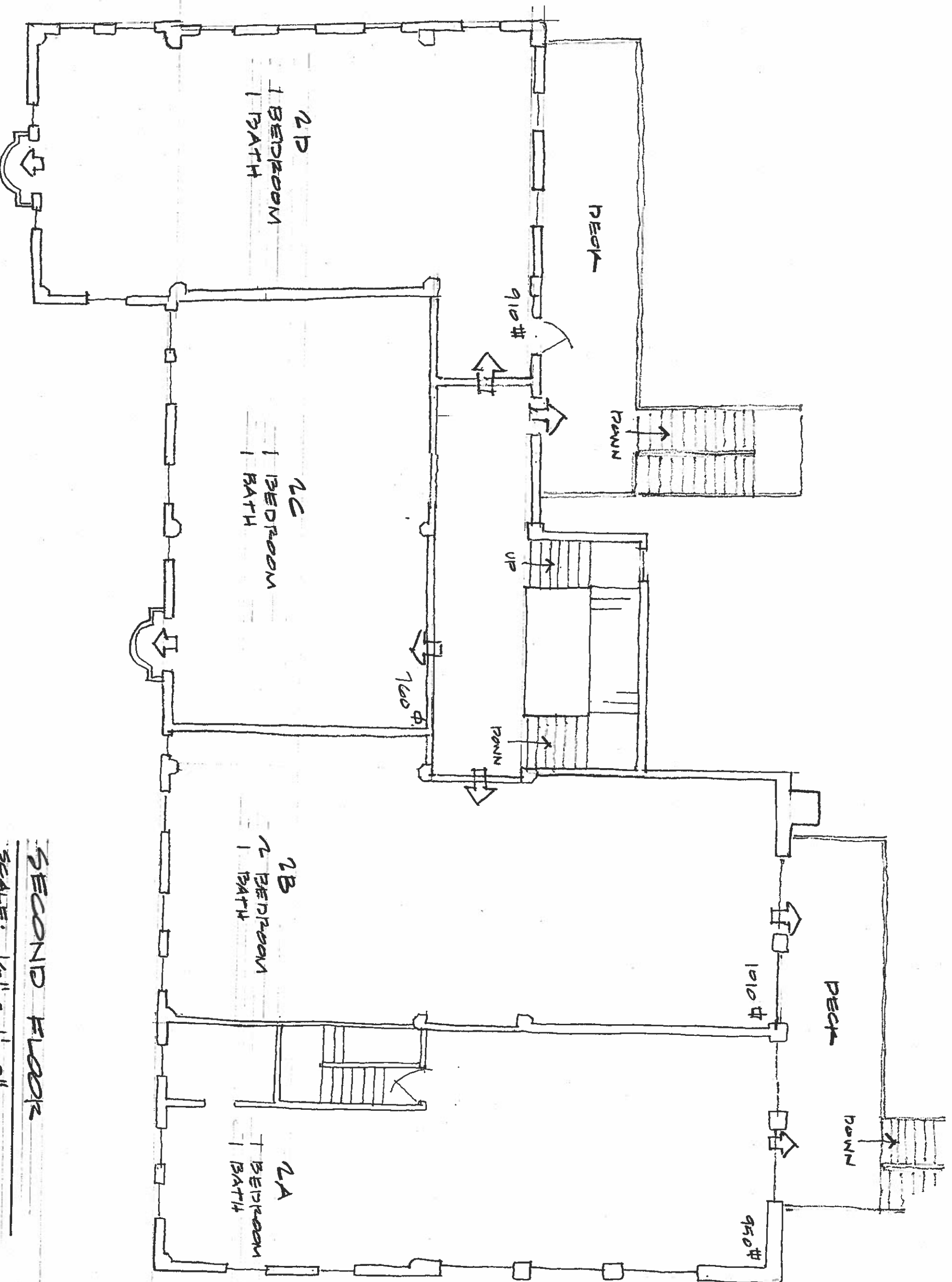




FIRST FLOOR
SCALE: 1/8" = 1'-0"

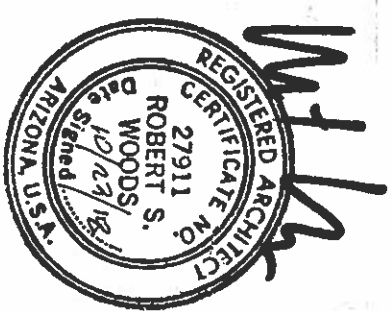


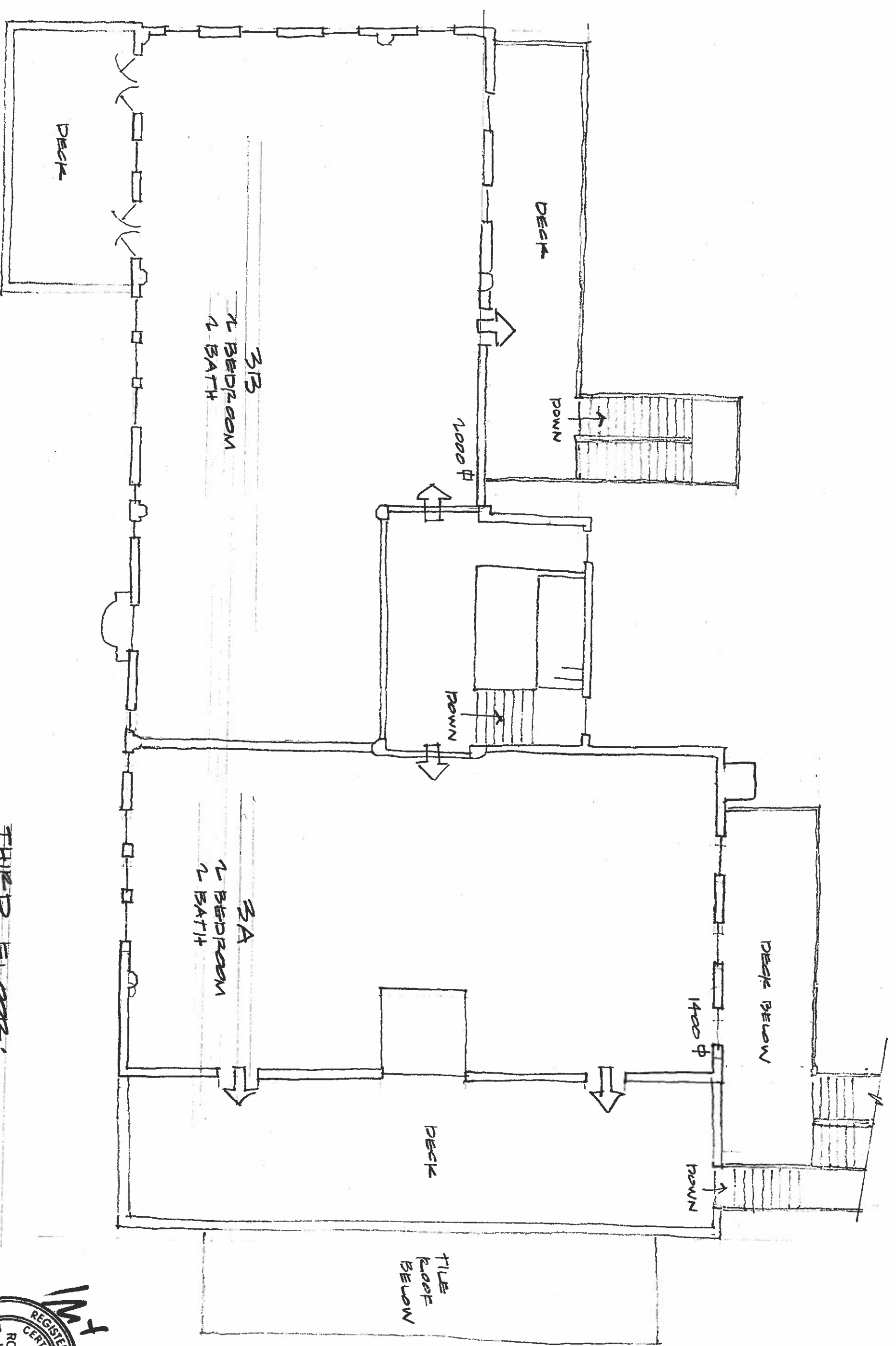
EXP 1265 3.31.20



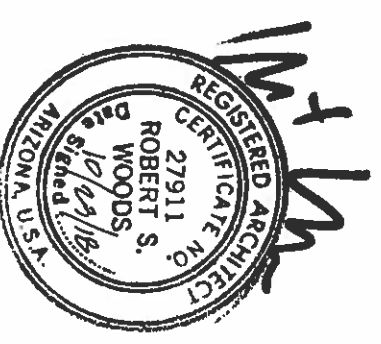
SECOND FLOOR

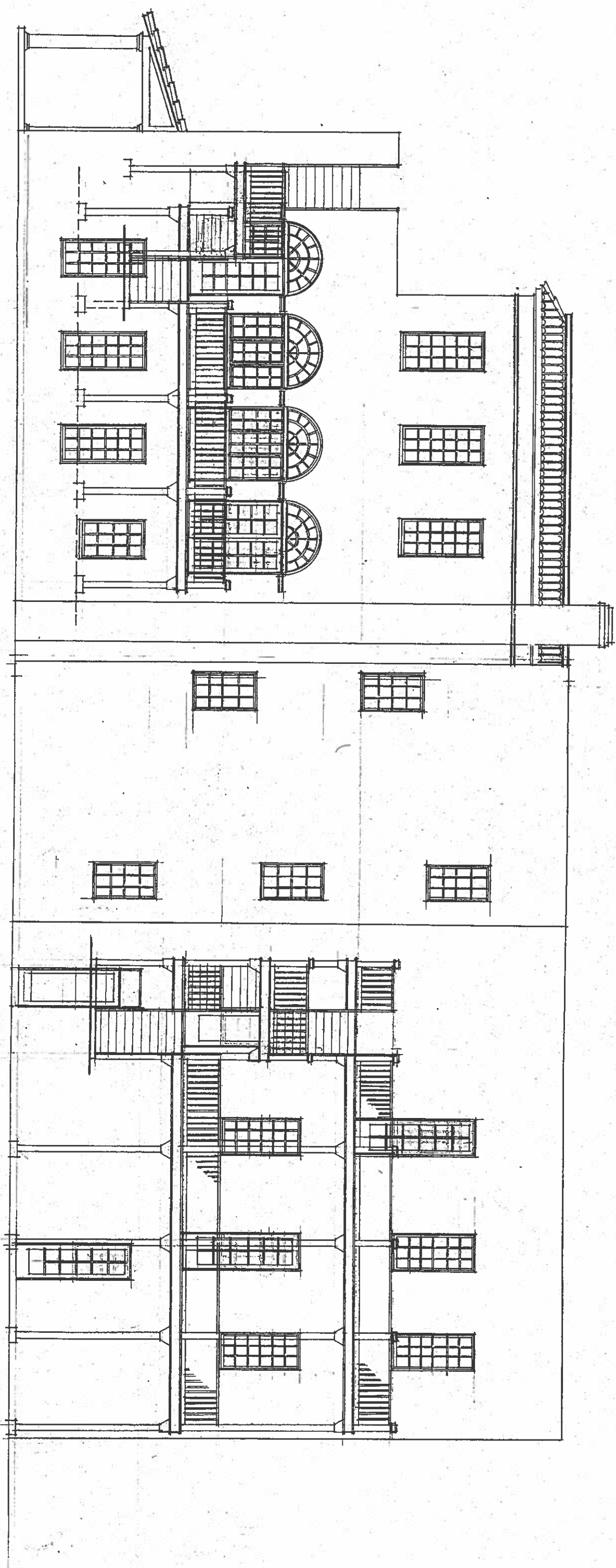
SCALE: 1/8" = 1'-0"





THIRD FLOOR:
SCALE: 1/8" = 1' - 0"

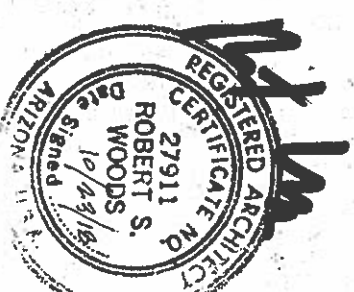




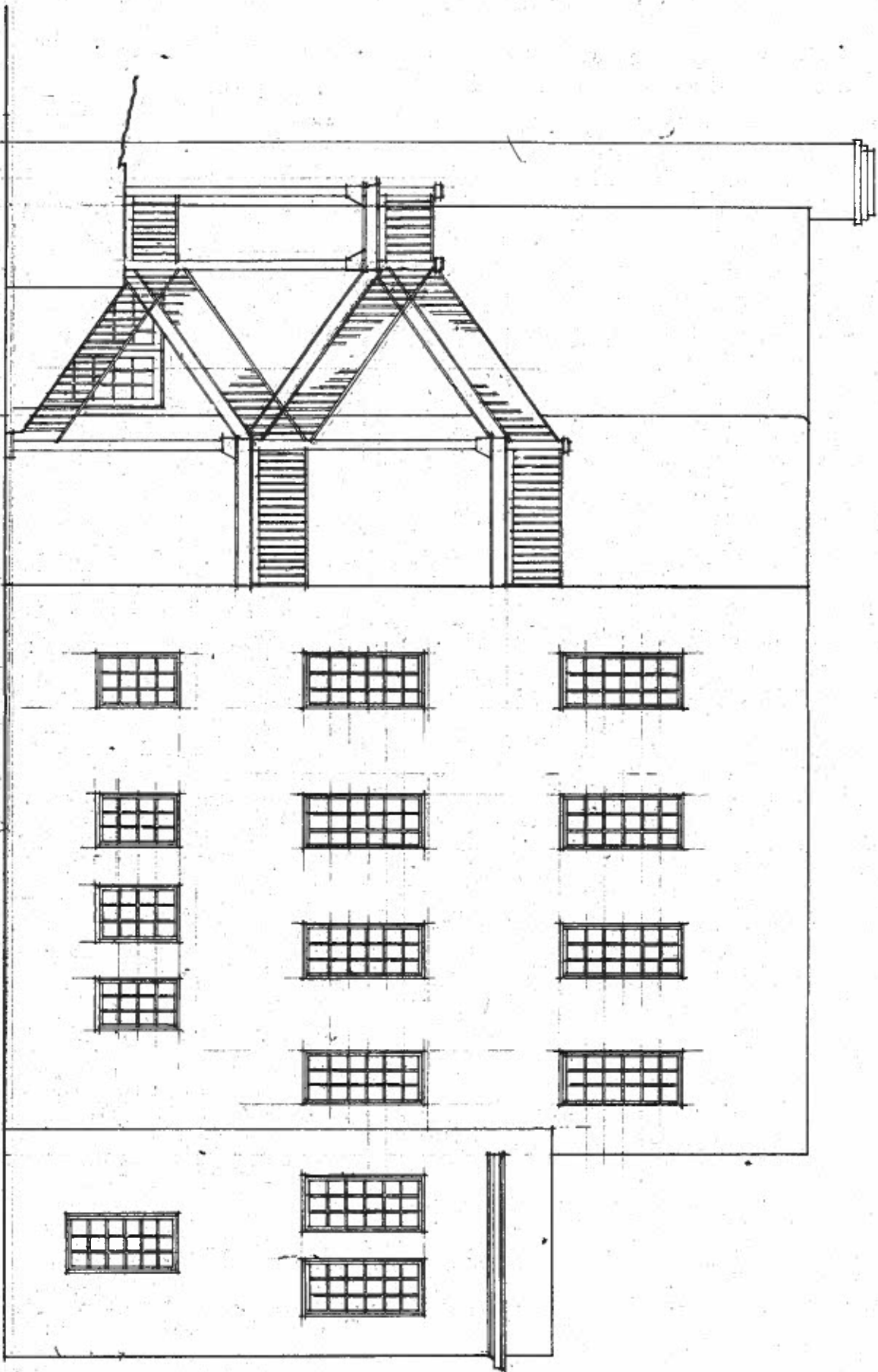
WEST ELEVATION

Jerome Clubhouse

SCALE: 1/8" = 1'-0"

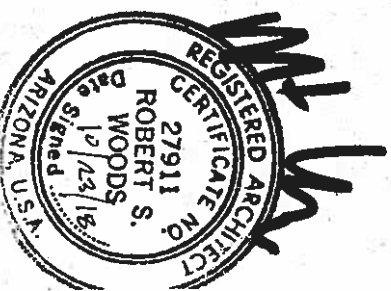


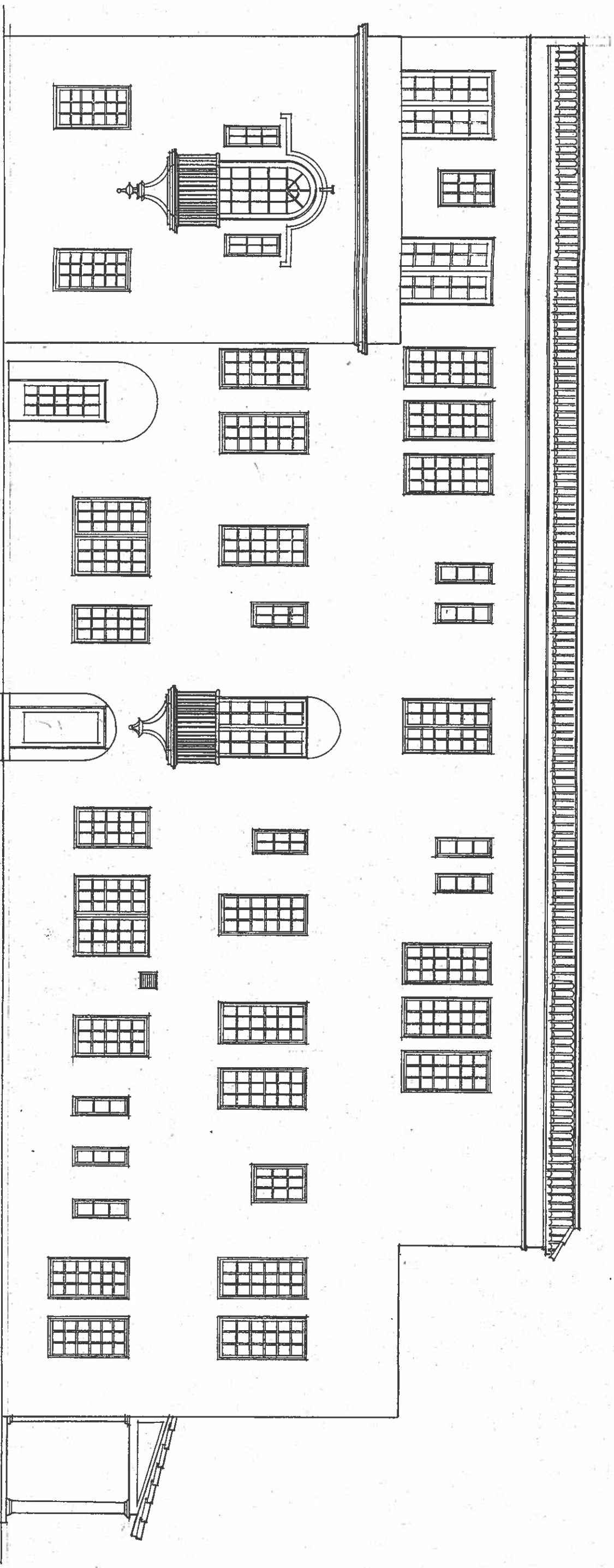
EXPIRES 3-31-22



SOUTH ELEVATION Jerome Clubhouse

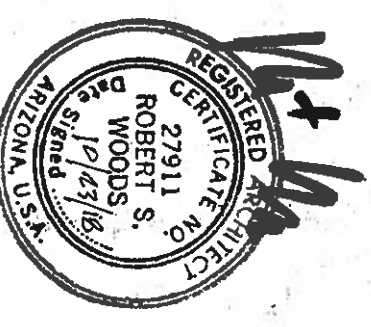
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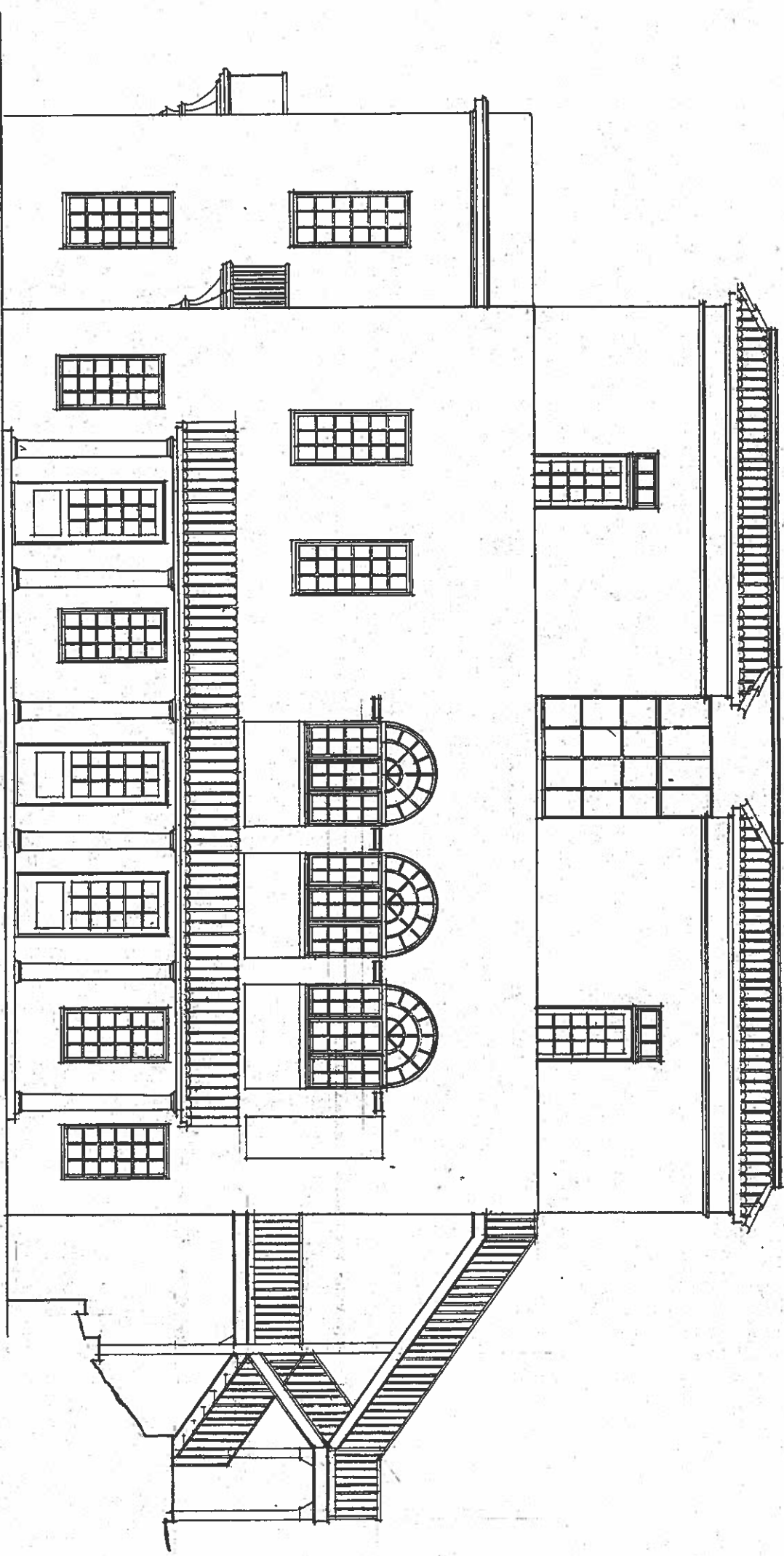


EAST ELEVATION Jerome Clubhouse

SCALE: 1/8" = 1'-0"



EXPIRES 3.31.20



NORTH ELEVATION JEROME CLUBHOUSE

SCALE: 1/8" = 1'-0"

