



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
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AGENDA

REGULAR MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS TUESDAY, MAY 14, 2019, 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 April 2019	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 April 9, 2019 regular meeting open & closed sessions; April 18, 2019 special meeting open & closed sessions; April 25, 2019 special meeting	Discussion/Possible Action
ITEM #6:	PETITIONS FROM THE PUBLIC Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda but the subject matter must be within the jurisdiction of the 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.	Discussion/Possible Direction
ITEM #7	PRESENTATIONS	
	ITEM #7A: VERDE DISCONNECT Denise Gould of Verde DISConnect will address Council and the public regarding the proposed Verde Connect project. Verde DISConnect is a grassroots group that is opposing the project.	Sponsored by Mayor Alex Barber Discussion: Possible Action
ITEM #8	ORDINANCES AND RESOLUTIONS	
	ITEM #8A: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 449, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 12-1-10, "OTHER RESTRICTED PARKING AREAS," OF THE JEROME TOWN CODE REGARDING DESIGNATION OF NO PARKING ZONES Council may conduct the second reading of, and may adopt, Ordinance 449, amending the Town Code to include the Fire Chief as an official that may provide recommendations to the Town Council regarding the designation of No Parking zones.	Sponsored by Mayor Alex Barber Discussion: Possible Action
	ITEM #8B: FIRST READING: ORDINANCE NO. 450, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING CHAPTER 8, "BUSINESS," OF THE JEROME TOWN CODE BY ADOPTING A NEW ARTICLE, "8-6, "MOBILE FOOD VENDORS," RELATING TO THE REGULATION OF MOBILE FOOD VENDORS; ESTABLISHING A PURPOSE; SETTING FORTH DEFINITIONS; SETTING FORTH LICENSING REQUIREMENTS; ESTABLISHING OPERATIONAL REQUIREMENTS; AND ESTABLISHING PENALTIES Council may conduct the first reading of Ordinance No. 450, establishing regulations and requirements for mobile food vendors.	Sponsored by Councilmember Mandy Worth Discussion: Possible Action

	ITEM #8C: FIRST READING: ORDINANCE NO. 451, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 304, "DESIGN REVIEW," OF THE JEROME ZONING ORDINANCE REGARDING SOLAR INSTALLATIONS Council may conduct the first reading of Ordinance No. 451, amending the Zoning Ordinance to reference previously approved solar guidelines.	Sponsored by Mayor Alex Barber Discussion: Possible Action
	ITEM #8D: FIRST READING: ORDINANCE NO. 452, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 301, "AMENDMENTS OR ZONE CHANGES," OF ARTICLE III, "PROCEDURES," OF THE JEROME ZONING ORDINANCE REGARDING COMPLIANCE WITH STATE STATUTES Council may conduct the first reading of Ordinance No. 452, amending the Zoning Ordinance to reference compliance with State statutes in regard to public hearings.	Sponsored by Mayor Alex Barber Discussion: Possible Action
ITEM #9:	UNFINISHED BUSINESS	
	ITEM #9A: PARKING KIOSKS Council will continue their discussion of parking kiosks/paid parking. Bradley Magee of BMJ Consulting will be present to provide information to Council.	Sponsored by Mayor Alex Barber Discussion: Possible Action
ITEM #10:	NEW BUSINESS	
	ITEM #10A: CONDITIONAL USE PERMIT FOR RESIDENTIAL USE IN C-1 ZONE Council will review and may approve a Conditional Use Permit for residential use at 128 School Street, in the C-1 zone. The application was submitted by Don and Paula Nord and has been recommended by the Planning and Zoning Commission for approval by Council.	Sponsored by Mayor Alex Barber Discussion: Possible Action
	ITEM #10B: ENGINEERING STUDY FOR SEWER PLANT Council will review a proposal received from Biohabitats for a preliminary engineering study at the wastewater treatment facility and may approve an agreement with the firm or direct staff to issue a Request for Qualifications in order to hear from other firms.	Sponsored by Councilmember Jane Moore; Discussion: Possible Action
	ITEM #10C: USE OF TOWN YARD PARKING AREA Council will further discuss the use of the old Town Yard parking area, who may use it, how long a vehicle may be parked there, and whether spaces there may be leased for long-term storage of trailers, etc.	Sponsored by Vice Mayor Sage Harvey; Discussion: Possible Action
	ITEM #10D: INTERGOVERNMENTAL AGREEMENT FOR INTERPRETER SERVICES Council will review and may approve an intergovernmental agreement with the Superior Court of Arizona for interpreter services for the Jerome Municipal Court.	Sponsored by Mayor Alex Barber Discussion: Possible Action
	ITEM #10E: PENSION FUNDING POLICY Council will review and may approve a Pension Funding Policy for the Town of Jerome. Recent legislation (HB2097) requires every governing body to pass a Pension Funding Policy no later than July 1, 2019. The policy presented for review at this meeting was drafted using a template provided by the League of Arizona Cities and Towns.	Sponsored by Mayor Alex Barber Discussion: Possible Action
	ITEM #10F: REVIEW OF TOWN FEES Council will review a comprehensive list of Town fees and may determine that certain changes are needed.	Sponsored by Councilmember Jane Moore; Discussion: Possible Action
ITEM #11:	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.	Discussion: Possible Direction
ITEM #12:	ADJOURNMENT	

The Town Council may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 39-431.03 (A)(3). The Chair reserves the right, with the consent of Council, to take items on the agenda out of order.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7:00 p.m. p.m. on 4/08/19, 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

Joni Savage, Deputy Town Clerk

Town of Jerome
Budget to Actual Summary
19-Apr

Fund	Department	Current Period			YTD		
		Revenue	Budget	Variance	Revenue	Budget	Variance
	10 GF Revenue	\$ 176,621.60	\$ 168,242.80	\$ 8,378.80	\$ 1,467,207.16	\$ 1,476,066.70	\$ (8,859.54)
	Total	\$ 176,621.60	\$ 168,242.80	\$ 8,378.80	\$ 1,467,207.16	\$ 1,476,066.70	\$ (8,859.54)
		Expense	Budget	Variance	Expense	Budget	Variance
11	Admin	\$ 32,566.25	\$ 52,852.00	\$ 20,285.75	\$ 475,837.34	\$ 583,742.12	\$ 107,904.78
12	Court	\$ 5,349.45	\$ 7,230.23	\$ 1,880.78	\$ 61,264.74	\$ 64,901.28	\$ 3,636.54
13	Police	\$ 34,745.93	\$ 36,093.33	\$ 1,347.40	\$ 385,952.89	\$ 402,281.46	\$ 16,328.57
14	Fire	\$ 26,148.89	\$ 29,053.45	\$ 2,904.56	\$ 263,457.34	\$ 292,310.33	\$ 28,852.99
15	Library	\$ 6,226.63	\$ 7,618.44	\$ 1,391.81	\$ 71,905.10	\$ 78,531.10	\$ 6,626.00
16	P&Z	\$ 7,285.05	\$ 7,564.13	\$ 279.08	\$ 66,063.41	\$ 73,715.51	\$ 7,652.10
17	Parks	\$ 1,976.21	\$ 1,931.79	\$ (44.42)	\$ 10,596.30	\$ 16,339.54	\$ 5,743.24
18	Properties	\$ 10,468.55	\$ 34,599.02	\$ 24,130.47	\$ 126,527.21	\$ 235,919.34	\$ 109,392.13
19	JKAW						
	Total	\$ 124,766.96	\$ 176,942.39	\$ 52,175.43	\$ 1,461,604.33	\$ 1,747,740.68	\$ 286,136.35
General	Net Income (Loss)	\$ 51,854.64	\$ (8,699.59)	\$ 60,554.23	\$ 5,602.83	\$ (271,673.98)	\$ 277,276.81
		Revenue	Budget	Variance	Revenue	Budget	Variance
50	Water	\$ 16,260.98	\$ 17,108.32	\$ (847.34)	\$ 160,031.23	\$ 171,083.36	\$ (11,052.13)
51	Sewer	\$ 15,852.55	\$ 17,241.66	\$ (1,389.11)	\$ 156,599.26	\$ 172,416.68	\$ (15,817.42)
52	Trash	\$ 16,084.65	\$ 16,266.66	\$ (182.01)	\$ 158,666.92	\$ 162,666.68	\$ (3,999.76)
	Total	\$ 48,198.18	\$ 50,616.64	\$ (2,418.46)	\$ 475,297.41	\$ 506,166.72	\$ (30,869.31)
		Expense	Budget	Variance	Expense	Budget	Variance
50	Water	\$ 12,271.79	\$ 22,773.53	\$ 10,501.74	\$ 145,009.47	\$ 204,409.80	\$ 59,400.33
51	Sewer	\$ 13,690.82	\$ 16,548.16	\$ 2,857.34	\$ 171,626.33	\$ 205,419.82	\$ 33,793.49
52	Trash	\$ 13,606.84	\$ 16,203.65	\$ 2,596.81	\$ 140,551.04	\$ 168,633.04	\$ 28,082.00
	Total	\$ 39,569.45	\$ 55,525.34	\$ 15,955.89	\$ 457,186.84	\$ 578,462.66	\$ 121,275.82
Utilities	Net Income (Loss)	\$ 8,628.73	\$ (4,908.70)	\$ 13,537.43	\$ 18,110.57	\$ (72,295.94)	\$ 90,406.51
		Revenue	Budget	Variance	Revenue	Budget	Variance
30	HURF	\$ 6,291.62	\$ 15,493.95	\$ (9,202.33)	\$ 78,401.07	\$ 134,912.10	\$ (56,511.03)
		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 6,291.62	\$ 16,643.51	\$ 10,351.89	\$ 78,401.07	\$ 130,387.30	\$ 51,986.23
Road	Net Income (Loss)	\$ -	\$ (1,149.56)	\$ 1,149.56	\$ -	\$ 4,524.80	\$ (4,524.80)
	Total Revenue	\$ 231,111.40			\$ 2,020,905.64		
	Less Total Expense	\$ 170,628.03			\$ 1,997,192.24		
	Net Income (Loss)	\$ 60,483.37			\$ 23,713.40		

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Property Taxes	\$8,962.10	\$11,325.41	\$(2,363.31)	(20.9)%	\$31,088.82	\$24,849.18	\$6,239.64	25.1 %
City Sales Taxes	110,654.16	84,900.00	25,754.16	30.3	841,589.50	827,700.00	13,889.50	1.7
State Sales Taxes	3,556.84	3,780.25	(223.41)	(5.9)	37,186.83	37,802.50	(615.67)	(1.6)
Urban Revenue Share	15,137.58	15,137.00	0.58	0.0	151,374.60	151,370.00	4.60	0.0
Yavapai County for Library	0.00	0.00	0.00	0.0	9,559.76	9,550.00	9.76	0.1
Vehicle License Tax	2,810.69	2,604.00	206.69	7.9	26,461.07	26,040.00	421.07	1.6
Fines and Forfeitures	6,169.13	5,000.00	1,169.13	23.4	56,730.05	50,000.00	6,730.05	13.5
Building Permits	903.25	658.33	244.92	37.2	4,225.00	4,283.34	(58.34)	(1.4)
Planning & Zoning Fees	425.00	208.33	216.67	104.0	3,325.00	2,083.34	1,241.66	59.6
Parking Revenue	0.00	10,000.00	(10,000.00)	(100.0)	0.00	30,000.00	(30,000.00)	(100.0)
Business Licenses	640.00	900.00	(260.00)	(28.9)	6,400.00	7,300.00	(900.00)	(12.3)
Commercial Filming Fees	100.00	171.87	(71.87)	(41.8)	450.00	1,156.26	(706.26)	(61.1)
Fire Dept Services Rev	0.00	875.00	(875.00)	(100.0)	4,352.88	5,750.00	(1,397.12)	(24.3)
Franchise Fees	5,136.84	8,666.65	(3,529.81)	(40.7)	17,350.66	18,000.00	(649.34)	(3.6)
Police Officer Safety Equip Rev	172.90	175.00	(2.10)	(1.2)	1,804.20	1,750.00	54.20	3.1
Police Services	683.00	965.10	(282.10)	(29.2)	3,731.00	5,569.80	(1,838.80)	(33.0)
Rents	6,623.51	6,543.50	80.01	1.2	66,190.10	65,435.00	755.10	1.2
Utility Reimbursements	528.12	375.00	153.12	40.8	4,527.89	3,750.00	777.89	20.7
Wildland Fire Fees	0.00	0.00	0.00	0.0	50,000.00	50,000.00	0.00	0.0
Contributions	0.00	57.28	(57.28)	(100.0)	116.18	385.44	(269.26)	(69.9)
Library Contributions	104.99	380.94	(275.95)	(72.4)	3,226.99	3,238.12	(11.13)	(0.3)
Interest	166.84	20.83	146.01	701.0	1,201.63	208.34	993.29	476.8
Sale of Assets	0.00	1,102.61	(1,102.61)	(100.0)	3,971.63	7,994.78	(4,023.15)	(50.3)
Miscellaneous Revenues	293.22	727.63	(434.41)	(59.7)	6,809.07	5,544.74	1,264.33	22.8
Ins Dividends, Claims, Reimbursements	0.00	114.57	(114.57)	(100.0)	0.00	770.86	(770.86)	(100.0)
Administrative Charges	13,553.43	13,553.50	(0.07)	0.0	135,534.30	135,535.00	(0.70)	0.0
Net Revenues	\$176,621.60	\$168,242.80	\$8,378.80	5.0 %	\$1,467,207.16	\$1,476,066.70	\$(8,859.54)	(0.6)%
Net Income (Loss)	\$176,621.60	\$168,242.80	\$8,378.80	5.0 %	\$1,467,207.16	\$1,476,066.70	\$(8,859.54)	(0.6)%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Accounting and Auditing	\$0.00	\$0.00	\$0.00	0.0 %	\$15,275.00	\$17,500.00	\$2,225.00	12.7 %
Advertising, Printing, & Publishing	608.77	266.66	(342.11)	(128.3)	3,358.14	2,666.68	(691.46)	(25.9)
Contract Services	371.65	400.00	28.35	7.1	4,165.51	4,000.00	(165.51)	(4.1)
Conventions and Seminars	0.00	114.57	114.57	100.0	1,160.82	770.86	(389.96)	(50.6)
Training & Education	0.00	125.00	125.00	100.0	2,105.30	1,250.00	(855.30)	(68.4)
Dues, Subs & Memberships	305.00	117.92	(187.08)	(158.6)	6,520.72	6,264.18	(256.54)	(4.1)
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	624.00	624.00	100.0	663.25	2,552.00	1,888.75	74.0
Fuel	44.31	0.00	(44.31)	0.0	44.31	0.00	(44.31)	0.0
Insurance	0.00	0.00	0.00	0.0	14,665.44	18,000.00	3,334.56	18.5
Insurance Deductible Exp	0.00	114.57	114.57	100.0	0.00	770.86	770.86	100.0
Legal Exp - Gen Gov	1,033.50	1,464.58	431.08	29.4	7,663.50	11,570.84	3,907.34	33.8
Miscellaneous	0.00	0.00	0.00	0.0	3,214.91	3,705.00	490.09	13.2
Bank Fees - Gen Admin	123.29	141.66	18.37	13.0	1,235.41	1,416.68	181.27	12.8
Bank Fees / Merch Svcs	565.48	550.00	(15.48)	(2.8)	5,536.52	5,500.00	(36.52)	(0.7)
Office Supplies	277.88	500.00	222.12	44.4	4,798.22	4,900.00	101.78	2.1
Copier & Equip Lease Expense	641.36	625.00	(16.36)	(2.6)	5,420.84	6,250.00	829.16	13.3
Software Support Exp - GG	76.95	500.00	423.05	84.6	4,054.95	5,000.00	945.05	18.9
Computer Hardware & Service	75.00	416.66	341.66	82.0	8,388.96	7,166.68	(1,222.28)	(17.1)
Operating Supplies - Gen Gov	0.00	66.83	66.83	100.0	715.16	866.34	151.18	17.5
Postage	64.40	333.33	268.93	80.7	4,238.86	3,333.34	(905.52)	(27.2)
Rep and Maint - Vehicles	0.00	57.28	57.28	100.0	0.00	385.44	385.44	100.0
Rep and Maint - Equipment	0.00	0.00	0.00	0.0	179.00	0.00	(179.00)	0.0
Shuttle Expenses	187.83	83.33	(104.50)	(125.4)	1,386.49	833.34	(553.15)	(66.4)
Small Tools and Equipment	0.00	160.40	160.40	100.0	650.00	1,079.20	429.20	39.8
Telephone	162.88	416.66	253.78	60.9	3,464.47	4,166.68	702.21	16.9
Internet Access	120.00	0.00	(120.00)	0.0	480.00	0.00	(480.00)	0.0
Travel	0.00	41.66	41.66	100.0	962.52	416.68	(545.84)	(131.0)
Tourism 1% Bed Tax	34.23	28.71	(5.52)	(19.2)	8,837.58	9,592.58	755.00	7.9
Community Health	0.00	71.42	71.42	100.0	0.00	357.16	357.16	100.0
Preservation of Historic Buildings	0.00	7,857.14	7,857.14	100.0	4,788.11	39,285.72	34,497.61	87.8
Transfers Out	4,855.24	13,824.99	8,969.75	64.9	117,685.20	173,950.02	56,264.82	32.3
Total Program Expenses	\$9,547.77	\$28,902.37	\$19,354.60	67.0 %	\$232,750.67	\$334,657.28	\$101,906.61	30.5 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$17,028.71	\$17,635.31	\$606.60	3.4 %	\$181,495.55	\$185,170.74	\$3,675.19	2.0 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
FICA Match	1,252.83	1,349.08	96.25	7.1	13,361.75	14,165.32	803.57	5.7
Retirement Match	1,223.41	1,231.62	8.21	0.7	12,849.27	12,931.98	82.71	0.6
Health/Life Insurance	3,192.46	3,249.70	57.24	1.8	33,520.83	34,121.80	600.97	1.8
Workers Compensation	286.00	436.25	150.25	34.4	892.00	1,745.00	853.00	48.9
Unemployment Insurance	35.07	47.67	12.60	26.4	967.27	950.00	(17.27)	(1.8)
Total General & Administrative Expenses	\$23,018.48	\$23,949.63	\$931.15	3.9 %	\$243,086.67	\$249,084.84	\$5,998.17	2.4 %
Total Expenses	\$32,566.25	\$52,852.00	\$20,285.75	38.4 %	\$475,837.34	\$583,742.12	\$107,904.78	18.5 %
Net Income (Loss)	\$(32,566.25)	\$(52,852.00)	\$20,285.75	38.4 %	(\$475,837.34)	\$(583,742.12)	\$107,904.78	18.5 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Accounting and Auditing	\$0.00	\$1,800.00	\$1,800.00	100.0 %	\$0.00	\$1,800.00	\$1,800.00	100.0 %
Contract Services	0.00	0.00	0.00	0.0	4,561.67	4,350.00	(211.67)	(4.9)
Conventions and Seminars	0.00	40.09	40.09	100.0	91.14	269.82	178.68	66.2
Training & Education	0.00	29.16	29.16	100.0	0.00	291.68	291.68	100.0
Dues and Subscriptions	0.00	27.45	27.45	100.0	161.69	195.10	33.41	17.1
Miscellaneous	0.00	25.00	25.00	100.0	0.00	250.00	250.00	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	2,250.00	2,250.00	0.00	0.0
Computer Hardware & Service	0.00	0.00	0.00	0.0	217.18	0.00	(217.18)	0.0
Telephone	77.89	83.33	5.44	6.5	427.22	833.34	406.12	48.7
Travel	139.20	66.66	(72.54)	(108.8)	139.20	666.68	527.48	79.1
Total Program Expenses	\$217.09	\$2,071.69	\$1,854.60	89.5 %	\$7,924.72	\$10,906.62	\$2,981.90	27.3 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,538.00	\$4,576.46	\$38.46	0.8 %	\$47,529.02	\$48,052.84	\$523.82	1.1 %
FICA and Medicare	347.16	350.08	2.92	0.8	3,636.00	3,675.82	39.82	1.1
Retirement	160.00	160.00	0.00	0.0	1,665.00	1,680.00	15.00	0.9
Worker's Compensation	67.00	72.00	5.00	6.9	212.00	288.00	76.00	26.4
Unemployment	20.20	0.00	(20.20)	0.0	298.00	298.00	0.00	0.0
Total General & Administrative Expenses	\$5,132.36	\$5,158.54	\$26.18	0.5 %	\$53,340.02	\$53,994.66	\$654.64	1.2 %
Total Expenses	\$5,349.45	\$7,230.23	\$1,880.78	26.0 %	\$61,264.74	\$64,901.28	\$3,636.54	5.6 %
Net Income (Loss)	\$(5,349.45)	\$(7,230.23)	\$1,880.78	26.0 %	(\$61,264.74)	\$(64,901.28)	\$3,636.54	5.6 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

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	\$57.28	\$57.28	100.0 %	\$0.00	\$385.44
Contract Services	0.00	87.50	87.50	100.0	738.38	1,025.00
Training & Education	0.00	0.00	0.00	0.0	2,262.00	2,000.00
Dispatch Fees	20.15	0.00	(20.15)	0.0	35,080.60	35,100.00
Dues and Subscriptions	0.00	29.75	29.75	100.0	326.89	440.50
Fuel	495.63	666.66	171.03	25.7	5,955.73	6,666.68
Prosecutor Exp	2,480.00	793.54	(1,686.46)	(212.5)	23,125.50	22,000.00
Miscellaneous	0.00	0.00	0.00	0.0	802.74	600.00
Software Service & Support	0.00	100.00	100.00	100.0	900.00	1,500.00
Computer Hardware & Service	0.00	375.00	375.00	100.0	7,351.65	9,250.00
Operating Supplies - Police	0.00	208.33	208.33	100.0	1,539.09	2,083.34
Postage	0.00	8.33	8.33	100.0	33.71	83.34
Rep and Maint - Vehicles	664.90	571.03	(93.87)	(16.4)	1,892.91	4,357.94
Rep and Maint - Equipment	0.00	100.00	100.00	100.0	929.70	1,000.00
Police Officer Safety Equip Exp	0.00	218.75	218.75	100.0	209.47	1,662.50
Small Tools and Equipment	0.00	130.00	130.00	100.0	2,555.41	2,740.00
Telephone	260.17	333.33	73.16	21.9	2,927.97	3,333.34
Uniforms	52.71	187.49	134.78	71.9	493.14	1,625.02
Operating Equipment	0.00	0.00	0.00	0.0	461.07	0.00
Vehicles, Cap Outlay, Police	0.00	0.00	0.00	0.0	5,415.58	5,500.00
Total Program Expenses	\$3,973.56	\$3,866.99	\$(106.57)	(2.8)%	\$93,001.54	\$101,353.10
<u>General & Administrative Expenses</u>						
Salaries and Wages	\$18,590.26	\$19,347.85	\$757.59	3.9 %	\$204,497.66	\$203,152.40
FICA and Medicare	1,380.74	1,480.08	99.34	6.7	15,222.36	15,540.82
Retirement	2,269.13	2,403.31	134.18	5.6	24,624.94	25,234.74
Health Insurance	3,049.12	3,073.85	24.73	0.8	32,015.76	32,275.40
Worker's Compensation	5,415.00	5,821.25	406.25	7.0	18,477.00	23,285.00
Unemployment	68.12	100.00	31.88	31.9	1,214.69	1,440.00
Payroll Adjustment-Police	0.00	0.00	0.00	0.0	(3,101.06)	0.00
Total General & Administrative Expenses	\$30,772.37	\$32,226.34	\$1,453.97	4.5 %	\$292,951.35	\$300,928.36
Total Expenses	\$34,745.93	\$36,093.33	\$1,347.40	3.7 %	\$385,952.89	\$402,281.46
Net Income (Loss)	\$(34,745.93)	\$(36,093.33)	\$1,347.40	3.7 %	\$(385,952.89)	\$(402,281.46)

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

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	\$57.28	\$57.28	100.0 %	\$0.00	\$385.44	\$385.44	100.0 %
Training & Education	15.00	0.00	(15.00)	0.0	6,927.33	6,000.00	(927.33)	(15.5)
Dispatch Fees	0.00	462.50	462.50	100.0	4,356.72	4,625.00	268.28	5.8
Dues and Subscriptions	376.26	53.33	(322.93)	(605.5)	1,295.83	833.34	(462.49)	(55.5)
Fuel	397.64	458.33	60.69	13.2	3,463.26	4,583.34	1,120.08	24.4
Legal Exp - Fire	312.00	0.00	(312.00)	0.0	1,033.50	500.00	(533.50)	(106.7)
Medical Expenses	0.00	41.66	41.66	100.0	539.28	416.68	(122.60)	(29.4)
Medical Supplies Exp	119.04	333.33	214.29	64.3	1,857.60	3,333.34	1,475.74	44.3
Miscellaneous	205.57	171.87	(33.70)	(19.6)	973.73	1,156.26	182.53	15.8
Operating Supplies - Fire Dept	368.51	0.00	(368.51)	0.0	1,344.14	1,000.00	(344.14)	(34.4)
Rep and Maint - Vehicles	141.81	219.60	77.79	35.4	13,654.54	14,560.80	906.26	6.2
Rep and Maint - Equipment	89.00	316.66	227.66	71.9	2,043.08	4,166.68	2,123.60	51.0
Small Tools and Equipment	3,735.64	1,318.18	(2,417.46)	(183.4)	11,047.26	12,363.64	1,316.38	10.6
Telephone	289.77	416.66	126.89	30.5	2,622.74	4,166.68	1,543.94	37.1
Training Center Assessment	0.00	0.00	0.00	0.0	2,492.00	2,600.00	108.00	4.2
Total Program Expenses	\$6,050.24	\$3,849.40	\$(2,200.84)	(57.2)%	\$53,651.01	\$60,691.20	\$7,040.19	11.6 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$8,748.95	\$11,085.71	\$2,336.76	21.1 %	\$93,124.94	\$100,376.58	\$7,251.64	7.2 %
Wildland Personnel	656.56	2,200.00	1,543.44	70.2	31,883.15	33,600.00	1,716.85	5.1
Volunteer-Employee Volunteer Personnel	2,227.50	2,375.00	147.50	6.2	17,063.00	19,250.00	2,187.00	11.4
Firewise Personnel	1,788.50	636.12	(1,152.38)	(181.2)	8,863.50	8,727.76	(135.74)	(1.6)
FICA and Medicare	853.19	1,039.15	185.96	17.9	11,180.65	11,316.45	135.80	1.2
Retirement	698.68	845.80	147.12	17.4	18,202.78	19,354.60	1,151.82	6.0
Health Insurance	2,164.80	2,595.27	430.47	16.6	16,957.60	20,996.74	4,039.14	19.2
Worker's Compensation	2,905.00	4,275.00	1,370.00	32.0	11,211.00	16,700.00	5,489.00	32.9
Unemployment	55.47	152.00	96.53	63.5	1,319.71	1,297.00	(22.71)	(1.8)
Total General & Administrative Expenses	\$20,098.65	\$25,204.05	\$5,105.40	20.3 %	\$209,806.33	\$231,619.13	\$21,812.80	9.4 %
Total Expenses	\$26,148.89	\$29,053.45	\$2,904.56	10.0 %	\$263,457.34	\$292,310.33	\$28,852.99	9.9 %
Net Income (Loss)	\$(26,148.89)	\$(29,053.45)	\$2,904.56	10.0 %	\$(263,457.34)	\$(292,310.33)	\$28,852.99	9.9 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

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	\$1,208.34	\$1,008.34	83.4 %
Dues and Subscriptions	0.00	240.62	240.62	100.0	0.00	1,618.76	1,618.76	100.0
Miscellaneous	0.00	57.28	57.28	100.0	208.00	385.44	177.44	46.0
Office Supplies	0.00	25.00	25.00	100.0	311.98	250.00	(61.98)	(24.8)
Operating Supplies - Library	111.72	263.02	151.30	57.5	3,871.18	3,423.96	(447.22)	(13.1)
Print and Non-Print Materials	304.94	324.16	19.22	5.9	3,291.03	3,241.68	(49.35)	(1.5)
Rep and Maint - Equipment	0.00	25.00	25.00	100.0	0.00	250.00	250.00	100.0
Small Tools and Equipment	0.00	268.87	268.87	100.0	608.51	1,962.26	1,353.75	69.0
Telephone	0.00	83.33	83.33	100.0	(138.08)	833.34	971.42	116.6
E-Rate Exp	40.07	0.00	(40.07)	0.0	200.35	0.00	(200.35)	0.0
Travel	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Total Program Expenses	\$456.73	\$1,408.11	\$951.38	67.6 %	\$8,552.97	\$13,673.78	\$5,120.81	37.4 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,383.85	\$4,761.30	\$377.45	7.9 %	\$48,674.51	\$49,993.70	\$1,319.19	2.6 %
FICA and Medicare	326.53	364.23	37.70	10.4	3,631.27	3,824.42	193.15	5.1
Retirement	256.00	256.00	0.00	0.0	2,726.46	2,688.00	(38.46)	(1.4)
Health Insurance	721.60	716.30	(5.30)	(0.7)	7,576.80	7,521.20	(55.60)	(0.7)
Worker's Compensation	58.00	82.50	24.50	29.7	231.00	330.00	99.00	30.0
Unemployment	23.92	30.00	6.08	20.3	512.09	500.00	(12.09)	(2.4)
Total General & Administrative Expenses	\$5,769.90	\$6,210.33	\$440.43	7.1 %	\$63,352.13	\$64,857.32	\$1,505.19	2.3 %
Total Expenses	\$6,226.63	\$7,618.44	\$1,391.81	18.3 %	\$71,905.10	\$78,531.10	\$6,626.00	8.4 %
Net Income (Loss)	\$(6,226.63)	\$(7,618.44)	\$1,391.81	18.3 %	(\$71,905.10)	(\$78,531.10)	\$6,626.00	8.4 %

Fund: (1) General Department: (16) P & Z						
	Current Period			Year To Date		
	Actual	Budget	Variance	%	Actual	Budget
<u>Program Expenses</u>						
Advertising, Printing, & Publishing	\$0.00	\$14.30	\$14.30	100.0 %	\$661.96	\$171.40
Contract Services	0.00	171.87	171.87	100.0	0.00	1,156.26
Training & Education	265.77	114.57	(151.20)	(132.0)	265.77	770.86
Dues and Subscriptions	0.00	11.45	11.45	100.0	0.00	77.10
Legal Exp - P&Z	1,170.00	906.42	(263.58)	(29.1)	10,491.00	10,687.12
Map Upgrades and Materials	0.00	11.45	11.45	100.0	0.00	77.10
Miscellaneous	0.00	22.90	22.90	100.0	25.85	154.20
Software Maintenance & Support	0.00	45.82	45.82	100.0	0.00	308.36
Operating Supplies - P&Z	0.00	52.07	52.07	100.0	97.83	395.86
Small Tools and Equipment	0.00	57.28	57.28	100.0	76.88	385.44
Telephone	47.96	54.16	6.20	11.4	431.15	541.68
Travel	167.05	57.28	(109.77)	(191.6)	167.05	385.44
Total Program Expenses	\$1,650.78	\$1,519.57	\$(131.21)	(8.6)%	\$12,217.49	\$15,110.82
<u>General & Administrative Expenses</u>						
Salaries and Wages	\$4,041.33	\$4,550.25	\$508.92	11.2 %	\$39,888.41	\$44,206.24
FICA and Medicare	264.03	326.23	62.20	19.1	2,813.32	3,425.42
Retirement	252.91	289.58	36.67	12.7	2,402.24	2,751.03
Health Insurance	930.22	776.00	(154.22)	(19.9)	7,898.30	7,372.00
Worker's Compensation	128.00	82.50	(45.50)	(55.2)	409.00	330.00
Unemployment	17.78	20.00	2.22	11.1	434.65	520.00
Total General & Administrative Expenses	\$5,634.27	\$6,044.56	\$410.29	6.8 %	\$53,845.92	\$58,604.69
Total Expenses	\$7,285.05	\$7,564.13	\$279.08	3.7 %	\$66,063.41	\$73,715.51
Net Income (Loss)	\$(7,285.05)	\$(7,564.13)	\$279.08	3.7 %	\$(66,063.41)	\$(73,715.51)

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

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

<u>Program Expenses</u>	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0 %	\$35.40	\$0.00	\$(35.40)	0.0 %
Fuel	0.00	4.16	4.16	100.0	46.41	41.68	(4.73)	(11.3)
Miscellaneous	0.00	23.43	23.43	100.0	93.81	203.14	109.33	53.8
Computer Hardware and Service	353.75	0.00	(353.75)	0.0	353.75	0.00	(353.75)	0.0
Operating Supplies - Parks	729.00	20.83	(708.17)	(3399.8)	794.51	208.34	(586.17)	(281.4)
R&M Building - Parks	0.00	11.45	11.45	100.0	0.00	77.10	77.10	100.0
Rep and Maint - Vehicles	6.94	253.33	246.39	97.3	658.13	1,993.34	1,335.21	67.0
Rep and Maint - Equipment	0.00	57.28	57.28	100.0	30.58	385.44	354.86	92.1
Rep and Maint - Infrastructure	0.00	456.66	456.66	100.0	18.13	3,086.68	3,068.55	99.4
Small Tools and Equipment	97.13	52.07	(45.06)	(86.5)	163.13	395.86	232.73	58.8
Telephone	(10.04)	16.66	26.70	160.3	125.41	166.68	41.27	24.8
Uniform Exp Parks	24.16	44.16	20.00	45.3	218.10	311.68	93.58	30.0
Utilities	208.63	179.16	(29.47)	(16.4)	1,938.64	1,791.68	(146.96)	(8.2)
Lease Payments	21.68	83.33	61.65	74.0	492.76	833.34	340.58	40.9
Total Program Expenses	\$1,431.25	\$1,202.52	\$(228.73)	(19.0)%	\$4,968.76	\$9,494.96	\$4,526.20	47.7 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$338.09	\$438.77	\$100.68	22.9 %	\$3,983.94	\$4,607.08	\$623.14	13.5 %
FICA and Medicare	25.67	33.54	7.87	23.5	302.20	352.16	49.96	14.2
Retirement	27.04	34.77	7.73	22.2	279.10	365.08	85.98	23.6
Health Insurance	75.04	94.69	19.65	20.8	797.30	994.26	196.96	19.8
Worker's Compensation	79.00	126.50	47.50	37.5	245.00	506.00	261.00	51.6
Unemployment	0.12	1.00	0.88	88.0	20.00	20.00	0.00	0.0
Total General & Administrative Expenses	\$544.96	\$729.27	\$184.31	25.3 %	\$5,627.54	\$6,844.58	\$1,217.04	17.8 %
Total Expenses	\$1,976.21	\$1,931.79	\$(44.42)	(2.3)%	\$10,596.30	\$16,339.54	\$5,743.24	35.1 %
Net Income (Loss)	\$(1,976.21)	\$(1,931.79)	\$(44.42)	(2.3)%	\$(10,596.30)	\$(16,339.54)	\$5,743.24	35.1 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

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

	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 %	\$75.72	\$0.00	\$(75.72)	0.0 %
Contract Services	1,074.13	1,458.32	384.19	26.3	4,231.48	11,083.36	6,851.88	61.8
Engineering Fees	0.00	572.90	572.90	100.0	0.00	3,854.20	3,854.20	100.0
Equipment Rentals - Properties	0.00	17.18	17.18	100.0	0.00	115.64	115.64	100.0
Fuel	0.00	4.16	4.16	100.0	93.02	41.68	(51.34)	(123.2)
Legal Exp - Properties	0.00	57.28	57.28	100.0	0.00	385.44	385.44	100.0
Miscellaneous	37.54	0.00	(37.54)	0.0	1,625.17	1,000.00	(625.17)	(62.5)
Computer Hardware and Service	573.44	0.00	(573.44)	0.0	573.44	0.00	(573.44)	0.0
Operating Supplies - Properties	171.75	125.00	(46.75)	(37.4)	1,440.82	1,250.00	(190.82)	(15.3)
R&M Building - Properties	997.30	1,616.66	619.36	38.3	18,978.33	22,766.68	3,788.35	16.6
Rep and Maint - Vehicles	6.94	248.12	241.18	97.2	658.13	2,003.76	1,345.63	67.2
Rep and Maint - Equipment	0.00	57.28	57.28	100.0	30.58	385.44	354.86	92.1
Rep and Maint - Infrastructure	745.47	19,430.25	18,684.78	96.2	3,576.12	79,739.50	76,163.38	95.5
Purchase of Parking Kiosks	0.00	2,500.00	2,500.00	100.0	0.00	10,000.00	10,000.00	100.0
Small Tools and Equipment	0.00	41.66	41.66	100.0	128.91	416.68	287.77	69.1
Uniform Exp Properties	24.16	33.33	9.17	27.5	218.10	333.34	115.24	34.6
Utilities	3,226.64	3,833.33	606.69	15.8	38,438.10	38,333.34	(104.76)	(0.3)
Lease Payments	21.68	83.33	61.65	74.0	492.76	833.34	340.58	40.9
Transfers Out	0.00	0.00	0.00	0.0	21,000.00	21,000.00	0.00	0.0
Total Program Expenses	\$6,879.05	\$30,078.80	\$23,199.75	77.1 %	\$91,560.68	\$193,542.40	\$101,981.72	52.7 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$2,330.76	\$2,716.77	\$386.01	14.2 %	\$24,906.99	\$28,526.08	\$3,619.09	12.7 %
FICA and Medicare	177.03	207.85	30.82	14.8	1,889.42	2,182.40	292.98	13.4
Retirement	167.50	215.38	47.88	22.2	1,728.25	2,261.52	533.27	23.6
Health Insurance	464.72	586.23	121.51	20.7	4,937.58	6,155.42	1,217.84	19.8
Worker's Compensation	444.00	783.75	339.75	43.3	1,385.00	3,135.00	1,750.00	55.8
Unemployment	5.49	10.24	4.75	46.4	119.29	116.52	(2.77)	(2.4)
Total General & Administrative Expenses	\$3,589.50	\$4,520.22	\$930.72	20.6 %	\$34,966.53	\$42,376.94	\$7,410.41	17.5 %
Total Expenses	\$10,468.55	\$34,599.02	\$24,130.47	69.7 %	\$126,527.21	\$235,919.34	\$109,392.13	46.4 %
Net Income (Loss)	\$(10,468.55)	\$(34,599.02)	\$24,130.47	69.7 %	(\$126,527.21)	\$(235,919.34)	\$109,392.13	46.4 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Water Usage Fees	\$14,969.31	\$15,916.66	\$(947.35)	(6.0)%	\$148,474.01	\$159,166.68	\$(10,692.67)	(6.7)%
Miscellaneous	350.00	250.00	100.00	40.0	2,140.52	2,500.00	(359.48)	(14.4)
Transfers In	941.67	941.66	0.01	0.0	9,416.70	9,416.68	0.02	0.0
Net Revenues	\$16,260.98	\$17,108.32	\$(847.34)	(5.0)%	\$160,031.23	\$171,083.36	\$(11,052.13)	(6.5)%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0 %	\$35.43	\$0.00	\$(35.43)	0.0 %
Contract Services	900.00	445.95	(454.05)	(101.8)	8,638.03	10,108.10	1,470.07	14.5
Training & Education	0.00	85.93	85.93	100.0	0.00	578.14	578.14	100.0
Dues and Subscriptions	190.50	22.90	(167.60)	(731.9)	190.50	154.20	(36.30)	(23.5)
Permit Fee Exp - Water	0.00	0.00	0.00	0.0	1,271.58	400.00	(871.58)	(217.9)
Engineering Fees	0.00	221.66	221.66	100.0	57.50	1,556.68	1,499.18	96.3
Equipment Rentals	0.00	34.37	34.37	100.0	0.00	231.26	231.26	100.0
Fuel	65.53	200.00	134.47	67.2	1,423.59	2,000.00	576.41	28.8
Insurance	0.00	0.00	0.00	0.0	5,788.99	7,625.00	1,836.01	24.1
Legal Exp - Water	175.00	85.61	(89.39)	(104.4)	3,776.50	3,328.78	(447.72)	(13.4)
Miscellaneous	0.00	23.58	23.58	100.0	668.32	235.84	(432.48)	(183.4)
Software Support Exp - Water	0.00	135.42	135.42	100.0	1,484.43	2,229.16	744.73	33.4
Computer Service and Hardware	353.97	0.00	(353.97)	0.0	353.97	0.00	(353.97)	0.0
Operating Supplies - Water	0.00	250.00	250.00	100.0	1,850.04	2,500.00	649.96	26.0
R&M Building - Water	0.00	34.37	34.37	100.0	0.00	231.26	231.26	100.0
Rep and Maint - Vehicles	6.94	208.33	201.39	96.7	926.54	2,083.34	1,156.80	55.5
Rep and Maint - Equipment	0.00	572.90	572.90	100.0	30.60	3,854.20	3,823.60	99.2
Rep and Maint - Infrastructure	30.25	7,476.91	7,446.66	99.6	7,026.24	40,046.18	33,019.94	82.5
Service Tests/System Testing	10.40	0.00	(10.40)	0.0	949.40	700.00	(249.40)	(35.6)
Small Tools and Equipment	0.00	246.87	246.87	100.0	315.83	2,006.26	1,690.43	84.3
Telephone Exp - Water	43.49	83.33	39.84	47.8	606.76	833.34	226.58	27.2
DWR Fee Exp	0.00	103.12	103.12	100.0	0.00	693.76	693.76	100.0
Uniform Exp Water	24.17	33.33	9.16	27.5	218.25	333.34	115.09	34.5
Utilities Exp - Water	39.54	41.66	2.12	5.1	376.93	416.68	39.75	9.5
Administrative Charge	4,204.21	4,204.25	0.04	0.0	42,042.10	42,042.50	0.40	0.0
Lease Payments	75.88	166.67	90.79	54.5	4,224.61	5,666.66	1,442.05	25.4
Total Program Expenses	\$6,119.88	\$14,677.16	\$8,557.28	58.3 %	\$82,256.14	\$129,854.68	\$47,598.54	36.7 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,693.14	\$4,792.31	\$1,099.17	22.9 %	\$44,101.03	\$50,319.24	\$6,218.21	12.4 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
FICA and Medicare	280.31	366.62	86.31	23.5	3,341.00	3,849.48	508.48	13.2
Retirement	295.45	385.92	90.47	23.4	3,048.56	3,989.18	940.62	23.6
Health Insurance	819.74	1,148.36	328.62	28.6	8,709.74	10,629.22	1,919.48	18.1
Worker's Compensation	1,062.00	1,382.75	320.75	23.2	3,316.00	5,531.00	2,215.00	40.0
Unemployment	1.27	20.41	19.14	93.8	237.00	237.00	0.00	0.0
Total General & Administrative Expenses	\$6,151.91	\$8,096.37	\$1,944.46	24.0 %	\$62,753.33	\$74,555.12	\$11,801.79	15.8 %
Total Expenses	\$12,271.79	\$22,773.53	\$10,501.74	46.1 %	\$145,009.47	\$204,409.80	\$59,400.33	29.1 %
Net Income (Loss)	\$3,989.19	\$(5,665.21)	\$9,654.40	170.4 %	\$15,021.76	\$(33,326.44)	\$48,348.20	145.1 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Sewer Usage Fees	\$15,369.22	\$16,750.00	\$(1,380.78)	(8.2)%	\$151,728.90	\$167,500.00	\$(15,771.10)	(9.4)%
Interest and Investment Earnings	0.00	8.33	(8.33)	(100.0)	37.06	83.34	(46.28)	(55.5)
Transfers In	483.33	483.33	0.00	0.0	4,833.30	4,833.34	(0.04)	0.0
Net Revenues	\$15,852.55	\$17,241.66	\$(1,389.11)	(8.1)%	\$156,599.26	\$172,416.68	\$(15,817.42)	(9.2)%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0 %	\$35.43	\$0.00	\$(35.43)	0.0 %
Contract Services	3,200.00	3,200.00	0.00	0.0	28,800.00	32,000.00	3,200.00	10.0
Training & Education	0.00	17.18	17.18	100.0	0.00	115.64	115.64	100.0
Permit Fee Exp - Sewer	0.00	143.22	143.22	100.0	251.06	963.56	712.50	73.9
Engineering Fees	0.00	57.28	57.28	100.0	0.00	385.44	385.44	100.0
Equipment Rentals	0.00	28.64	28.64	100.0	0.00	192.72	192.72	100.0
Fuel	65.53	175.00	109.47	62.6	1,258.79	1,750.00	491.21	28.1
Insurance	0.00	0.00	0.00	0.0	6,560.85	8,375.00	1,814.15	21.7
Legal Exp - Sewer	0.00	28.64	28.64	100.0	0.00	192.72	192.72	100.0
Miscellaneous	0.00	23.83	23.83	100.0	132.12	238.34	106.22	44.6
Software Support Exp - Sewer	0.00	130.21	130.21	100.0	1,484.43	2,239.58	755.15	33.7
Computer Hardware and Service	353.97	0.00	(353.97)	0.0	353.97	0.00	(353.97)	0.0
Operating Supplies - Sewer	1,368.21	0.00	(1,368.21)	0.0	12,273.04	10,000.00	(2,273.04)	(22.7)
R&M Building - Sewer	0.00	34.37	34.37	100.0	0.00	231.26	231.26	100.0
Rep and Maint - Vehicles	6.94	200.00	193.06	96.5	658.54	2,000.00	1,341.46	67.1
Rep and Maint - Equipment	0.00	266.43	266.43	100.0	6,451.46	7,267.14	815.68	11.2
Rep and Maint - Infrastructure	89.11	2,820.83	2,731.72	96.8	1,309.24	19,358.34	18,049.10	93.2
Service Tests/System Testing	699.40	283.81	(415.59)	(146.4)	9,972.00	9,432.38	(539.62)	(5.7)
Small Tools and Equipment	0.00	156.25	156.25	100.0	437.00	1,187.50	750.50	63.2
Telephone Exp - Sewer	33.48	75.00	41.52	55.4	596.68	750.00	153.32	20.4
Uniform Exp Sewer	24.17	44.03	19.86	45.1	218.25	311.94	93.69	30.0
Utilities	276.90	166.66	(110.24)	(66.1)	2,586.50	1,666.68	(919.82)	(55.2)
Administrative Charge	4,204.21	4,204.25	0.04	0.0	42,042.10	42,042.50	0.40	0.0
Sewer Principal Expense	0.00	0.00	0.00	0.0	11,236.77	11,000.00	(236.77)	(2.2)
Sewer Interest Expense	0.00	0.00	0.00	0.0	7,185.70	7,500.00	314.30	4.2
Lease Payments	75.88	166.67	90.79	54.5	4,224.61	5,666.66	1,442.05	25.4
Total Program Expenses	\$10,397.80	\$12,222.30	\$1,824.50	14.9 %	\$138,068.54	\$164,867.40	\$26,798.86	16.3 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$2,002.62	\$2,598.69	\$596.07	22.9 %	\$23,597.28	\$27,286.26	\$3,688.98	13.5 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
FICA and Medicare	152.00	199.77	47.77	23.9	1,794.54	2,087.08	292.54	14.0
Retirement	160.21	206.00	45.79	22.2	1,653.09	2,163.00	509.91	23.6
Health Insurance	444.50	560.77	116.27	20.7	4,722.88	5,888.08	1,165.20	19.8
Worker's Compensation	533.00	749.75	216.75	28.9	1,661.00	2,999.00	1,338.00	44.6
Unemployment	0.69	10.88	10.19	93.7	129.00	129.00	0.00	0.0
Total General & Administrative Expenses	\$3,293.02	\$4,325.86	\$1,032.84	23.9 %	\$33,557.79	\$40,552.42	\$6,994.63	17.2 %
Total Expenses	\$13,690.82	\$16,548.16	\$2,857.34	17.3 %	\$171,626.33	\$205,419.82	\$33,793.49	16.5 %
Net Income (Loss)	\$2,161.73	\$693.50	\$1,468.23	211.7 %	(\$15,027.07)	\$(33,003.14)	\$17,976.07	54.5 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
Sanitation Usage Fees	\$15,847.32	\$16,000.00	\$(152.68)	(1.0)%	\$156,094.62	\$160,000.00	\$(3,905.38)	(2.4)%
Miscellaneous	54.00	83.33	(29.33)	(35.2)	739.00	833.34	(94.34)	(11.3)
Transfers In	183.33	183.33	0.00	0.0	1,833.30	1,833.34	(0.04)	0.0
Net Revenues	\$16,084.65	\$16,266.66	\$(182.01)	(1.1)%	\$158,666.92	\$162,666.68	\$(3,999.76)	(2.5)%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0 %	\$35.43	\$0.00	\$(35.43)	0.0 %
Contract Services	0.00	57.28	57.28	100.0	0.00	385.44	385.44	100.0
Recycling Contract Exp	240.00	183.33	(56.67)	(30.9)	1,320.00	1,833.34	513.34	28.0
Training & Education	0.00	34.37	34.37	100.0	0.00	231.26	231.26	100.0
Equipment Rentals	968.37	114.57	(853.80)	(745.2)	968.37	770.86	(197.51)	(25.6)
Fuel	226.52	716.66	490.14	68.4	5,928.32	7,166.68	1,238.36	17.3
Insurance	0.00	0.00	0.00	0.0	7,718.65	10,250.00	2,531.35	24.7
Landfill Tipping Fees	1,645.20	1,974.55	329.35	16.7	15,247.20	19,550.90	4,303.70	22.0
Miscellaneous	0.00	43.12	43.12	100.0	93.86	373.76	279.90	74.9
Software Support Exp - Trash	0.00	66.66	66.66	100.0	1,484.43	1,866.68	382.25	20.5
Computer Hardware and Service	353.97	0.00	(353.97)	0.0	353.97	0.00	(353.97)	0.0
Operating Supplies - Trash	0.00	20.83	20.83	100.0	65.54	208.34	142.80	68.5
R&M Building - Trash	0.00	17.18	17.18	100.0	0.00	115.64	115.64	100.0
Rep and Maint - Vehicles	6.94	1,232.50	1,225.56	99.4	3,952.27	9,535.00	5,582.73	58.5
Rep and Maint - Equipment	0.00	401.03	401.03	100.0	30.60	2,697.94	2,667.34	98.9
R&M Trash - Infrastructure	0.00	0.00	0.00	0.0	18.15	0.00	(18.15)	0.0
Small Tools and Equipment	0.00	135.41	135.41	100.0	66.03	1,029.18	963.15	93.6
Telephone Exp - Trash	53.54	75.00	21.46	28.6	616.60	750.00	133.40	17.8
Uniform Exp Trash	24.17	43.95	19.78	45.0	218.25	312.10	93.85	30.1
Administrative Charge	4,204.21	4,204.25	0.04	0.0	42,042.10	42,042.50	0.40	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	\$7,722.92	\$9,320.69	\$1,597.77	17.1 %	\$85,159.77	\$104,119.62	\$18,959.85	18.2 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,185.98	\$4,134.23	\$948.25	22.9 %	\$37,541.08	\$43,409.42	\$5,868.34	13.5 %
FICA and Medicare	241.81	316.23	74.42	23.5	2,847.63	3,320.42	472.79	14.2
Retirement	254.88	327.69	72.81	22.2	2,629.92	3,440.76	810.84	23.6
Health Insurance	707.16	892.08	184.92	20.7	7,513.64	9,366.82	1,853.18	19.8
Worker's Compensation	1,493.00	1,192.75	(300.25)	(25.2)	4,654.00	4,771.00	117.00	2.5
Unemployment	1.09	19.98	18.89	94.5	205.00	205.00	0.00	0.0

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total General & Administrative Expenses	\$5,883.92	\$6,882.96	\$999.04	14.5 %	\$55,391.27	\$64,513.42	\$9,122.15	14.1 %
Total Expenses	\$13,606.84	\$16,203.65	\$2,596.81	16.0 %	\$140,551.04	\$168,633.04	\$28,082.00	16.7 %
Net Income (Loss)	\$2,477.81	\$63.01	\$2,414.80	3832.4 %	\$18,115.88	\$(5,966.36)	\$24,082.24	403.6 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

Fund: (3) Road

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
HURF Revenue	\$3,006.99	\$3,285.00	\$(278.01)	(8.5)%	\$32,543.80	\$32,850.00	\$(306.20)	(0.9)%
Interest and Investment Earnings	37.72	15.00	22.72	151.5	255.37	150.00	105.37	70.2
Transfers In	3,246.91	12,193.95	(8,947.04)	(73.4)	45,601.90	101,912.10	(56,310.20)	(55.3)
Net Revenues	\$6,291.62	\$15,493.95	\$(9,202.33)	(59.4)%	\$78,401.07	\$134,912.10	\$(56,511.03)	(41.9)%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0 %	\$35.41	\$0.00	\$(35.41)	0.0 %
Engineering Fees	0.00	0.00	0.00	0.0	0.00	2,000.00	2,000.00	100.0
Equipment Rentals - HURF	0.00	171.87	171.87	100.0	0.00	1,156.26	1,156.26	100.0
Fuel	0.00	0.00	0.00	0.0	46.43	0.00	(46.43)	0.0
Insurance	0.00	0.00	0.00	0.0	3,859.32	6,000.00	2,140.68	35.7
Miscellaneous	0.00	40.96	40.96	100.0	93.86	355.08	261.22	73.6
Computer Hardware and Service	353.95	0.00	(353.95)	0.0	353.95	0.00	(353.95)	0.0
Operating Supplies - HURF	57.96	41.66	(16.30)	(39.1)	599.35	416.68	(182.67)	(43.8)
Public Restroom Supplies	0.00	198.43	198.43	100.0	963.29	1,853.14	889.85	48.0
R&M Building - HURF	0.00	34.37	34.37	100.0	0.00	231.26	231.26	100.0
Rep and Maint - Vehicles	6.96	200.00	193.04	96.5	658.58	2,000.00	1,341.42	67.1
Rep and Maint - Equipment	0.00	40.09	40.09	100.0	30.61	269.82	239.21	88.7
Rep and Maint - Infrastructure	0.00	9,316.25	9,316.25	100.0	4,663.91	49,367.50	44,703.59	90.6
Small Tools and Equipment	0.00	41.66	41.66	100.0	169.70	416.68	246.98	59.3
Street Lights	952.86	1,041.66	88.80	8.5	9,801.43	10,416.68	615.25	5.9
Street Supplies	88.38	312.50	224.12	71.7	2,095.26	2,375.00	279.74	11.8
Telephone	(10.04)	16.66	26.70	160.3	125.41	166.68	41.27	24.8
Uniform Exp - HURF	24.16	38.32	14.16	37.0	218.26	273.36	55.10	20.2
Administrative Charge	940.80	940.83	0.03	0.0	9,408.00	9,408.34	0.34	0.0
Lease Payments	21.69	584.84	563.15	96.3	5,492.71	9,730.32	4,237.61	43.6
Total Program Expenses	\$2,436.72	\$13,020.10	\$10,583.38	81.3 %	\$38,615.48	\$96,436.80	\$57,821.32	60.0 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$2,661.62	\$2,193.69	\$(467.93)	(21.3)%	\$30,487.60	\$23,033.76	\$(7,453.84)	(32.4)%
FICA and Medicare	202.60	167.84	(34.76)	(20.7)	2,319.43	1,762.36	(557.07)	(31.6)
Retirement	135.24	173.92	38.68	22.2	1,395.49	1,826.18	430.69	23.6
Health Insurance	375.24	447.77	72.53	16.2	3,986.86	4,701.58	714.72	15.2
Worker's Compensation	460.00	633.00	173.00	27.3	1,453.00	2,532.00	1,079.00	42.6
Unemployment	20.20	7.19	(13.01)	(180.9)	143.21	94.62	(48.59)	(51.4)
Total General & Administrative Expenses	\$3,854.90	\$3,623.41	\$(231.49)	(6.4)%	\$39,785.59	\$33,950.50	\$(5,835.09)	(17.2)%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 4/1/2019 Through 4/30/2019

Fund: (3) Road

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total Expenses	\$6,291.62	\$16,643.51	\$10,351.89	62.2 %	\$78,401.07	\$130,387.30	\$51,986.23	39.9 %
Net Income (Loss)	\$0.00	\$(1,149.56)	\$1,149.56	100.0 %	\$0.00	\$4,524.80	\$(4,524.80)	(100.0)%

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Town of Jerome
Balance Sheet
As of 4/30/2019
Fund: (1) General

Assets

Current Assets

LGIP	\$1,635.92	
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	150.00	
Property Taxes	1,501.31	
Rents	(112.25)	
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	53,053.10	
OAZ Checking	248,713.07	
OAZ General Savings	393,438.66	
OAZ CTL Business Savings	5.00	
Total Current Assets		\$1,017,343.32

Other Assets

Due From Other Funds	\$1,509,393.66	
Total Other Assets		1,509,393.66
Total Assets		\$2,526,736.98

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$(13,788.60)	
Federal WH & FICA	(9.81)	
Arizona Withholding	(35.05)	
AFLAC	(493.59)	
Health Insurance	(4,127.37)	
457G Retirement	0.03	
PSPRS	(0.10)	
Customer Deposits	6,760.72	
FD Per Call Payable	9,362.25	
Ganishments Payable	1,735.51	
Wages Payable	16,497.04	
Due To Other Funds	1,752,239.38	
Court Liabilities	6,507.78	
Suspense Account	(1,633.78)	
Total Current Liabilities		\$1,773,014.41
Total Liabilities		\$1,773,014.41

Net Assets

Unrestricted Funds	734,473.85
Prior Period Adj - GF	56.13
Current Year Net Assets	19,192.59

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Town of Jerome
Balance Sheet
As of 4/30/2019
Fund: (1) General

Total Net Assets	753,722.57
Total Liabilities and Net Assets	<u>\$2,526,736.98</u>

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Town of Jerome
Balance Sheet
As of 4/30/2019
Fund: (2) Utilities

Assets

Current Assets

Allowance for Doubtful Accts	\$(15,000.00)	
Utilities A/R	55,901.70	
Bond Account	6,614.62	
Replacement & Extension Acct	64,801.24	
Series 2001 Bond Reserve Acct	30,046.81	
Total Current Assets		\$142,364.37

Property, Plant & Equipment

Buildings	\$2,166,541.66	
Operating Equipment	188,014.81	
Buildings	(1,407,754.07)	
Operating Equipment	(158,460.36)	
Infrastructure	1,399,746.06	
Total Property, Plant & Equipment		2,188,088.10

Other Assets

Due From Other Funds	\$542,581.39	
Total Other Assets		542,581.39

Total Assets

\$2,873,033.86

Liabilities and Net Assets

Current Liabilities

Sales Tax Payable	\$2,498.79	
Customer Deposits	23,469.68	
Compensated Absences	1,653.16	
Bonds Payable	159,682.50	
Other Liabilities	6,354.76	
Due To Other Funds	493,440.13	
Accrued Payroll	1,951.06	
Accrued Interest Payable	3,592.85	
Total Current Liabilities		\$692,642.93

Total Liabilities

\$692,642.93

Net Assets

Unrestricted Fund Balance	798,050.00	
Unrestricted Fund Balance	(157,060.00)	
Unrestricted Fund Balance	1,546,043.98	
Current Year Net Assets	(6,643.05)	
Total Net Assets		2,180,390.93
Total Liabilities and Net Assets		\$2,873,033.86

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12:05:35 PM

Town of Jerome
Balance Sheet
As of 4/30/2019
Fund: (3) Road

Assets

Current Assets

HURF Accounts Receivable	\$6,631.11	
OAZ HURF Savings	132,163.22	
Total Current Assets		\$138,794.33

Other Assets

Due From Other Funds	\$82,329.34	
Total Other Assets		82,329.34

Total Assets

\$221,123.67

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$225,478.37	
Accrued Payroll	526.64	
Total Current Liabilities		\$226,005.01

Total Liabilities

\$226,005.01

Net Assets

Unrestricted Fund Balance	(4,881.34)	
Current Year Net Assets		
Total Net Assets		(4,881.34)
Total Liabilities and Net Assets		<u>\$221,123.67</u>

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12:05:29 PM

Town of Jerome
Balance Sheet
As of 4/30/2019

Fund: (4) Firefighters Pension & Relief

Assets

Current Assets

Due from State of AZ	\$1,918.32	
Investments - Penison & Relief	138,095.81	
Total Current Assets		\$140,014.13

Other Assets

Due From Other Funds	\$32,383.61	
Total Other Assets		32,383.61

Total Assets		<u>\$172,397.74</u>
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Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$6,434.59	
Total Current Liabilities		\$6,434.59

Total Liabilities		<u>\$6,434.59</u>
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Net Assets

Unrestricted Fund Balance	143,885.68	
Current Year Net Assets	22,077.47	
Total Net Assets		165,963.15
Total Liabilities and Net Assets		<u>\$172,397.74</u>

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12:05:20 PM

Town of Jerome
Balance Sheet
As of 4/30/2019

Fund: (5) Operating Grants

Assets

Current Assets

Opr Grants Receivable	\$5,109.33	
Inventory	13,893.06	
Total Current Assets		\$19,002.39

Other Assets

Due From Other Funds	\$281,036.55	
Total Other Assets		281,036.55

Total Assets

\$300,038.94

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$206,337.83	
Deferred Revenue - Opr Grants	56,964.75	
Total Current Liabilities		\$263,302.58

Total Liabilities

\$263,302.58

Net Assets

Unrestricted Fund Balance	11,960.45	
Current Year Net Assets	24,775.91	
Total Net Assets		36,736.36
Total Liabilities and Net Assets		\$300,038.94

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12:05:13 PM

Town of Jerome
Balance Sheet
As of 4/30/2019

Fund: (6) Capital Grants

Assets

Other Assets

Due From Other Funds	\$552,703.84	
Total Other Assets		\$552,703.84
Total Assets		\$552,703.84

Liabilities and Net Assets

Current Liabilities

Deferred Revenue - Cap Grants	\$37,456.83	
Due To Other Funds	470,425.60	
Total Current Liabilities		\$507,882.43
Total Liabilities		\$507,882.43

Net Assets

Restricted Fund Balance	\$31,920.73	
Unrestricted Fund Balance	(35,183.20)	
Current Year Net Assets	48,083.88	
Total Net Assets		44,821.41
Total Liabilities and Net Assets		\$552,703.84

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Town of Jerome
Balance Sheet
As of 4/30/2019
Fund: (7) GF Contingencies

Assets

Current Assets

Wildland Fees Receivable	\$22,363.66	
Total Current Assets	<u>22,363.66</u>	\$22,363.66

Other Assets

Due From Other Funds	\$214,090.25	
Total Other Assets	<u>214,090.25</u>	214,090.25

Total Assets		<u><u>236,453.91</u></u>
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Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$92,287.18	
Total Current Liabilities	<u>92,287.18</u>	\$92,287.18

Total Liabilities		<u>92,287.18</u>
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Net Assets

Unrestricted Fund Balance	\$80,209.40	
Current Year Net Assets	<u>63,957.33</u>	

Total Net Assets		<u>144,166.73</u>
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Total Liabilities and Net Assets		<u><u>236,453.91</u></u>
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12:03:07 PM

Town of Jerome
Balance Sheet
As of 4/30/2019
Fund: (9) Capital

Assets

Current Assets

OAZ Capital Improvements	\$40,570.84	
Total Current Assets		\$40,570.84

Other Assets

Due From Other Funds	\$47,124.44	
Total Other Assets		47,124.44

Total Assets		\$87,695.28
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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		\$15,000.00
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Net Assets

Unrestricted Fund Balance	\$67,628.33	
Current Year Net Assets	5,066.95	

Total Net Assets		72,695.28
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Total Liabilities and Net Assets		\$87,695.28
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Town of Jerome

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

Ledger as of : 4/1/2019 to 4/30/2019

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											
040819A	04/08/19	04/08/19	05/08/19	1.11.6191 - Copier & Equip Lease Expe	\$321.03	\$0.00	\$321.03	04/08/19	9896	ASCUC+	\$0.00
020-0098114-001, 1564848 GG				INVOICE 040819A 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											
042419F	04/24/19	04/24/19	05/24/19	1.16.6116 - Training & Education	\$265.77	\$0.00	\$265.77	04/24/19	9923	ASCUC+	\$0.00
reimbursement PZ				1.16.6275 - Travel	\$167.05	\$0.00	\$167.05	04/24/19	9923	ASCUC+	\$0.00
reimbursement PZ				INVOICE 042419F TOTALS:	\$432.82	\$0.00	\$432.82				\$0.00
				CHARLOTTE PAGE TOTALS:	\$432.82	\$0.00	\$432.82				\$0.00
VENDOR: 1008 - MCI COMM SERVICE											
041819N	04/18/19	04/18/19	05/08/19	1.14.6265 - Telephone	\$33.91	\$0.00	\$33.91	04/18/19	9920	ASCUC+	\$0.00
6N294147 928 649 3034 FD				INVOICE 041819N TOTALS:	\$33.91	\$0.00	\$33.91				\$0.00
				MCI COMM SERVICE TOTALS:	\$33.91	\$0.00	\$33.91				\$0.00
VENDOR: 1028 - YAVAPAI CO. EDUCATION TECH											
040419K	04/04/19	04/04/19	05/04/19	1.11.6266 - Internet Access	\$120.00	\$0.00	\$120.00	04/04/19	9888	ASCUC+	\$0.00
18-281 GG				1.15.6266 - E-Rate Exp	\$40.07	\$0.00	\$40.07	04/04/19	9888	ASCUC+	\$0.00
18-296 LB				INVOICE 040419K TOTALS:	\$160.07	\$0.00	\$160.07				\$0.00
				YAVAPAI CO. EDUCATION TECH TOTALS:	\$160.07	\$0.00	\$160.07				\$0.00
VENDOR: 1033 - BROWN & BROWN LAW OFFICES											
040819C	04/08/19	04/08/19	05/08/19	2.50.6170 - Legal Exp - Water	\$175.00	\$0.00	\$175.00	04/08/19	9897	ASCUC+	\$0.00
2106 water				INVOICE 040819C TOTALS:	\$175.00	\$0.00	\$175.00				\$0.00
				BROWN & BROWN LAW OFFICES TOTALS:	\$175.00	\$0.00	\$175.00				\$0.00
VENDOR: 1034 - R & R CONSTRUCTION AND ELECT.											
040319G	04/03/19	04/03/19	05/03/19	5.40.6103 - Operating Grants Exp	\$31,800.00	\$0.00	\$31,800.00	04/03/19	9876	ASCUC+	\$0.00
1080 CDBG SSP				INVOICE 040319G TOTALS:	\$31,800.00	\$0.00	\$31,800.00				\$0.00
				R & R CONSTRUCTION AND ELECT. TOTALS:	\$31,800.00	\$0.00	\$31,800.00				\$0.00
VENDOR: 1035 - GFOA(GOV.FINANCE OFFICERS ASSO											

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

Ledger as of : 4/1/2019 to 4/30/2019

Invoice Number Description	Inv. Date	Post. Date	Due. Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
041719A 0123197 GG	04/17/19	04/17/19	05/17/19	1.11.6125 - Dues, Subs & Memberships	\$160.00	\$0.00	\$160.00	04/17/19	9907	ASCUC†	\$0.00
				INVOICE 041719A TOTALS:	\$160.00	\$0.00	\$160.00				\$0.00
				GFOA(GOV.FINANCE OFFICERS ASSO TOTALS:	\$160.00	\$0.00	\$160.00				\$0.00
VENDOR: 1036 - AZ DEPT OF FORESTRY & FIRE MGT											
042419C GSA 19-042 FD	04/24/19	04/24/19	05/24/19	1.14.6250 - Small Tools and Equipment	\$2,158.88	\$0.00	\$2,158.88	04/24/19	9924	ASCUC†	\$0.00
				INVOICE 042419C TOTALS:	\$2,158.88	\$0.00	\$2,158.88				\$0.00
				AZ DEPT OF FORESTRY & FIRE MGT TOTALS:	\$2,158.88	\$0.00	\$2,158.88				\$0.00
VENDOR: 109 - AFLAC											
042419I Acct # DN513, Inv. 217263	04/24/19	04/24/19	04/24/19	1.10.2405 - AFLAC	\$214.51	\$0.00	\$214.51	04/24/19	9925	ASCUC†	\$0.00
				INVOICE 042419I 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											
040819D 545065 FDF	04/08/19	04/08/19	04/08/19	1.14.6181 - Medical Supplies Exp	\$119.04	\$0.00	\$119.04	04/08/19	9898	ASCUC†	\$0.00
				INVOICE 040819D 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											
042419H 208461, 191050070 PD	04/24/19	04/24/19	04/24/19	1.13.6265 - Telephone	\$12.15	\$0.00	\$12.15	04/24/19	9926	ASCUC†	\$0.00
				INVOICE 042419H TOTALS:	\$12.15	\$0.00	\$12.15				\$0.00
				VOCE TELECOM TOTALS:	\$12.15	\$0.00	\$12.15				\$0.00
VENDOR: 119 - APS											
040319H 943806 roof	04/03/19	04/03/19	04/18/19	1.18.6285 - Utilities	\$13.35	\$0.00	\$13.35	04/03/19	9877	ASCUC†	\$0.00
				INVOICE 040319H TOTALS:	\$13.35	\$0.00	\$13.35				\$0.00
042519K 149044 street lights	04/25/19	04/25/19	05/10/19	3.30.6255 - Street Lights	\$952.86	\$0.00	\$952.86	04/25/19	9935	ASCUC†	\$0.00
				INVOICE 042519K TOTALS:	\$952.86	\$0.00	\$952.86				\$0.00
A.P.S.-28 0421621 Fire station 2353720 FD gulch	04/30/19	04/30/19	05/15/19	1.18.6285 - Utilities	\$443.47	\$0.00	\$443.47	04/30/19	9936	ASCUC†	\$0.00
				1.18.6285 - Utilities	\$78.40	\$0.00	\$78.40	04/30/19	9936	ASCUC†	\$0.00

*V - Denotes Voided Check Entries

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

Ledger as of : 4/1/2019 to 4/30/2019

Invoice Number	Inv Date	Post Date	Due Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description											
2383901 Upper park				1.17.6285 - Utilities	\$48.85	\$0.00	\$48.85	04/30/19	9936	ASCUC†	\$0.00
5613490 Upper park 2				1.17.6285 - Utilities	\$78.00	\$0.00	\$78.00	04/30/19	9936	ASCUC†	\$0.00
8468241 Middle park				1.17.6285 - Utilities	\$40.89	\$0.00	\$40.89	04/30/19	9936	ASCUC†	\$0.00
0024200 Lower park				1.17.6285 - Utilities	\$40.89	\$0.00	\$40.89	04/30/19	9936	ASCUC†	\$0.00
3216010 Hotel Jerome				1.18.6285 - Utilities	\$45.44	\$0.00	\$45.44	04/30/19	9936	ASCUC†	\$0.00
2839800 Ghost Pepper				1.18.6285 - Utilities	\$90.58	\$0.00	\$90.58	04/30/19	9936	ASCUC†	\$0.00
1976520 Co-op				1.18.6285 - Utilities	\$153.15	\$0.00	\$153.15	04/30/19	9936	ASCUC†	\$0.00
7575770 Civic Center				1.18.6285 - Utilities	\$778.36	\$0.00	\$778.36	04/30/19	9936	ASCUC†	\$0.00
6506951 PD				1.18.6285 - Utilities	\$147.21	\$0.00	\$147.21	04/30/19	9936	ASCUC†	\$0.00
4246290 WWTP				2.51.6285 - Utilities	\$276.90	\$0.00	\$276.90	04/30/19	9936	ASCUC†	\$0.00
1490440 Street lights				3.30.6255 - Street Lights	\$0.00	\$0.00	\$0.00				\$0.00
9438060 Roof				1.18.6285 - Utilities	\$94.47	\$0.00	\$94.47	04/30/19	9936	ASCUC†	\$0.00
6109570 Perkinsville Road				1.18.6285 - Utilities	\$39.54	\$0.00	\$39.54	04/30/19	9936	ASCUC†	\$0.00
8061950 Sunshine Hill water tank				2.50.6285 - Utilities Exp - Water	\$2,356.15	\$0.00	\$2,356.15				\$0.00
INVOICE A.P.S.-28 TOTALS:					\$3,322.36	\$0.00	\$3,322.36				\$0.00
APS TOTALS:					\$3,322.36	\$0.00	\$3,322.36				\$0.00
VENDOR: 120 - ARROW EXPRESS											
041719M	04/17/19	04/17/19	05/17/19	2.51.6240 - Service Tests/System Testi	\$45.00	\$0.00	\$45.00	04/17/19	9908	ASCUC†	\$0.00
Sewer sample shipping - 65326					\$45.00	\$0.00	\$45.00				\$0.00
INVOICE 041719M TOTALS:					\$45.00	\$0.00	\$45.00				\$0.00
ARROW EXPRESS TOTALS:					\$45.00	\$0.00	\$45.00				\$0.00
VENDOR: 122 - AT&T											
042419G	04/24/19	04/24/19	05/24/19	1.13.6265 - Telephone	\$46.18	\$0.00	\$46.18	04/24/19	9927	ASCUC†	\$0.00
287251435682x04152019					\$46.18	\$0.00	\$46.18				\$0.00
INVOICE 042419G TOTALS:					\$46.18	\$0.00	\$46.18				\$0.00
AT&T TOTALS:					\$46.18	\$0.00	\$46.18				\$0.00
VENDOR: 124 - QLT CONSUMER LEASE SERVICES											
040319I	04/03/19	04/03/19	05/03/19	1.13.6120 - Dispatch Fees	\$20.15	\$0.00	\$20.15	04/03/19	9878	ASCUC†	\$0.00
Equipment lease, Mar 29 - Jun 29 PD					\$20.15	\$0.00	\$20.15				\$0.00
INVOICE 040319I TOTALS:					\$20.15	\$0.00	\$20.15				\$0.00
QLT CONSUMER LEASE SERVICES TOTALS:					\$20.15	\$0.00	\$20.15				\$0.00
VENDOR: 133 - ARIZONA MUNICIPAL CLERKS ASSOC											
040419JS	04/04/19	04/04/19	04/04/19	1.11.6125 - Dues, Subs & Memberships	\$145.00	\$0.00	\$145.00	04/04/19	9887	ASCUC†	\$0.00
Clerk and Deputy Clerk Memberships,					\$145.00	\$0.00	\$145.00				\$0.00
INVOICE 040419JS TOTALS:					\$145.00	\$0.00	\$145.00				\$0.00
ARIZONA MUNICIPAL CLERKS ASSOC TOTALS:					\$145.00	\$0.00	\$145.00				\$0.00

Town of Jerome

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

Ledger as of : 4/1/2019 to 4/30/2019

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
VENDOR: 135 - AMRRP - WC											
AMRRP-WC-6	04/03/19	04/03/19	04/03/19								\$0.00
Premium - GG				1.11.5013 - Worker's Compensation	\$286.00	\$0.00	\$286.00	04/03/19	9879	ASCUC†	\$0.00
Premium - CT				1.12.5013 - Worker's Compensation	\$67.00	\$0.00	\$67.00	04/03/19	9879	ASCUC†	\$0.00
Premium - PD				1.13.5013 - Worker's Compensation	\$5,415.00	\$0.00	\$5,415.00	04/03/19	9879	ASCUC†	\$0.00
Premium - FD				1.14.5013 - Worker's Compensation	\$2,905.00	\$0.00	\$2,905.00	04/03/19	9879	ASCUC†	\$0.00
Premium - LB				1.15.5013 - Worker's Compensation	\$58.00	\$0.00	\$58.00	04/03/19	9879	ASCUC†	\$0.00
Premium - PZ				1.16.5013 - Worker's Compensation	\$128.00	\$0.00	\$128.00	04/03/19	9879	ASCUC†	\$0.00
Premium - parks				1.17.5013 - Worker's Compensation	\$79.00	\$0.00	\$79.00	04/03/19	9879	ASCUC†	\$0.00
Premium - prop				1.18.5013 - Worker's Compensation	\$444.00	\$0.00	\$444.00	04/03/19	9879	ASCUC†	\$0.00
Premium - KJAW				1.19.5013 - DO NOT USE	\$0.00	\$0.00	\$0.00				\$0.00
Premium - water				2.50.5013 - Worker's Compensation	\$1,062.00	\$0.00	\$1,062.00	04/03/19	9879	ASCUC†	\$0.00
Premium - sewer				2.51.5013 - Worker's Compensation	\$533.00	\$0.00	\$533.00	04/03/19	9879	ASCUC†	\$0.00
Premium - trash				2.52.5013 - Worker's Compensation	\$1,493.00	\$0.00	\$1,493.00	04/03/19	9879	ASCUC†	\$0.00
Premium - HURF				3.30.5013 - Worker's Compensation	\$460.00	\$0.00	\$460.00	04/03/19	9879	ASCUC†	\$0.00
INVOICE AMRRP-WC-6 TOTALS:					\$12,930.00	\$0.00	\$12,930.00				\$0.00
AMRRP - WC TOTALS:					\$12,930.00	\$0.00	\$12,930.00				\$0.00
VENDOR: 167 - OFFICE DEPOT											
042419E	04/24/19	04/24/19	06/23/19								
63266436, 303779521001 GG				1.11.6190 - Office Supplies	\$76.60	\$0.00	\$76.60	04/24/19	9928	ASCUC†	\$0.00
63266436, 303781206001 GG				1.11.6190 - Office Supplies	\$3.36	\$0.00	\$3.36	04/24/19	9928	ASCUC†	\$0.00
INVOICE 042419E TOTALS:					\$79.96	\$0.00	\$79.96				\$0.00
OFFICE DEPOT TOTALS:					\$79.96	\$0.00	\$79.96				\$0.00
VENDOR: 168 - CENTURY LINK											
CENTURYLINK-36	04/24/19	04/24/19	05/09/19								
928 634 2245 PD				1.13.6265 - Telephone	\$30.94	\$0.00	\$30.94	04/24/19	9929	ASCUC†	\$0.00
928 634 6647 FD				1.14.6265 - Telephone	(\$40.66)	\$0.00	(\$40.66)	04/24/19	9929	ASCUC†	\$0.00
928 634 6714 sewer				2.51.6265 - Telephone Exp - Sewer	(\$10.03)	\$0.00	(\$10.03)	04/24/19	9929	ASCUC†	\$0.00
928 634 6714 water				2.50.6265 - Telephone Exp - Water	(\$10.03)	\$0.00	(\$10.03)	04/24/19	9929	ASCUC†	\$0.00
928 634 6714 trash				2.51.6265 - Telephone Exp - Sewer	(\$10.04)	\$0.00	(\$10.04)	04/24/19	9929	ASCUC†	\$0.00
928 634 6714 parks				1.17.6265 - Telephone	(\$10.04)	\$0.00	(\$10.04)	04/24/19	9929	ASCUC†	\$0.00
928 634 6714 HURF				3.30.6265 - Telephone	(\$10.04)	\$0.00	(\$10.04)	04/24/19	9929	ASCUC†	\$0.00
928 634 7943 GG				1.11.6265 - Telephone	\$152.15	\$0.00	\$152.15	04/24/19	9929	ASCUC†	\$0.00
928 634 8992 PD				1.13.6265 - Telephone	\$170.90	\$0.00	\$170.90	04/24/19	9929	ASCUC†	\$0.00
928 639 0574 LB				1.12.6265 - Telephone	\$77.89	\$0.00	\$77.89	04/24/19	9929	ASCUC†	\$0.00
928 649 2776 PD				1.14.6265 - Telephone	\$37.41	\$0.00	\$37.41	04/24/19	9929	ASCUC†	\$0.00
928 649 3034 FD				1.14.6265 - Telephone	\$118.20	\$0.00	\$118.20	04/24/19	9929	ASCUC†	\$0.00
928 649 3250 CT				1.14.6265 - Telephone	\$65.14	\$0.00	\$65.14	04/24/19	9929	ASCUC†	\$0.00
INVOICE CENTURYLINK-36 TOTALS:					\$561.79	\$0.00	\$561.79				\$0.00
CENTURY LINK TOTALS:					\$561.79	\$0.00	\$561.79				\$0.00

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

Ledger as of : 4/1/2019 to 4/30/2019

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
VENDOR: 169 - VERDE VALLEY RENTALS, INC											
041719E	04/17/19	04/17/19	05/17/19	1.18.6230 - Rep and Maint - Infrastruct	\$480.40	\$0.00	\$480.40	04/17/19	9909	ASCUC†	\$0.00
66668-2 prop				INVOICE 041719E TOTALS:	<u>\$480.40</u>	<u>\$0.00</u>	<u>\$480.40</u>				<u>\$0.00</u>
				VERDE VALLEY RENTALS, INC TOTALS:	<u>\$480.40</u>	<u>\$0.00</u>	<u>\$480.40</u>				<u>\$0.00</u>
VENDOR: 170 - THYSSENKRUPP ELEVATOR CORP											
040319D	04/03/19	04/03/19	04/03/19	1.18.6110 - Contract Services	\$1,024.13	\$0.00	\$1,024.13	04/03/19	9880	ASCUC†	\$0.00
51348, 3004506446 prop				INVOICE 040319D TOTALS:	<u>\$1,024.13</u>	<u>\$0.00</u>	<u>\$1,024.13</u>				<u>\$0.00</u>
				THYSSENKRUPP ELEVATOR CORP TOTALS:	<u>\$1,024.13</u>	<u>\$0.00</u>	<u>\$1,024.13</u>				<u>\$0.00</u>
VENDOR: 203 - SMART DOCUMENT SOLUTIONS											
041719L	04/17/19	04/17/19	04/17/19	1.11.6191 - Copier & Equip Lease Expe	\$320.33	\$0.00	\$320.33	04/17/19	9910	ASCUC†	\$0.00
C10253, 7610 GG				INVOICE 041719L TOTALS:	<u>\$320.33</u>	<u>\$0.00</u>	<u>\$320.33</u>				<u>\$0.00</u>
				SMART DOCUMENT SOLUTIONS TOTALS:	<u>\$320.33</u>	<u>\$0.00</u>	<u>\$320.33</u>				<u>\$0.00</u>
VENDOR: 204 - SEDONA RECYCLES, INC											
040419L	04/04/19	04/04/19	04/04/19	2.52.6111 - Recycling Contract Exp	\$240.00	\$0.00	\$240.00	04/04/19	9889	ASCUC†	\$0.00
Recycling Services, 419 RE				INVOICE 040419L TOTALS:	<u>\$240.00</u>	<u>\$0.00</u>	<u>\$240.00</u>				<u>\$0.00</u>
				SEDONA RECYCLES, INC TOTALS:	<u>\$240.00</u>	<u>\$0.00</u>	<u>\$240.00</u>				<u>\$0.00</u>
VENDOR: 207 - HOME DEPOT CREDIT SERVICES											
040319J	04/03/19	04/03/19	04/23/19	1.14.6250 - Small Tools and Equipment	\$605.73	\$0.00	\$605.73	04/03/19	9881	ASCUC†	\$0.00
3429 FD				1.18.6215 - R&M Building - Properties	\$532.57	\$0.00	\$532.57	04/03/19	9881	ASCUC†	\$0.00
3429 prop				3.30.6260 - Street Supplies	\$88.38	\$0.00	\$88.38	04/03/19	9881	ASCUC†	\$0.00
3429 HURF				1.18.6195 - Operating Supplies - Prope	\$88.98	\$0.00	\$88.98	04/03/19	9881	ASCUC†	\$0.00
3429 prop				3.30.6195 - Operating Supplies - HURF	\$57.96	\$0.00	\$57.96	04/03/19	9881	ASCUC†	\$0.00
3429 HURF				INVOICE 040319J TOTALS:	<u>\$1,373.62</u>	<u>\$0.00</u>	<u>\$1,373.62</u>				<u>\$0.00</u>
				HOME DEPOT CREDIT SERVICES TOTALS:	<u>\$1,373.62</u>	<u>\$0.00</u>	<u>\$1,373.62</u>				<u>\$0.00</u>
VENDOR: 218 - VERIZON WIRELESS											
VERIZON-33	04/04/19	04/04/19	04/29/19	1.16.6265 - Telephone	\$37.23	\$0.00	\$37.23	04/04/19	9890	ASCUC†	\$0.00
928 300 5987 PZ Barry				1.14.6265 - Telephone	\$65.04	\$0.00	\$65.04	04/04/19	9890	ASCUC†	\$0.00
928 300 8701 FD Rusty				2.50.6265 - Telephone Exp - Water	\$11.76	\$0.00	\$11.76	04/04/19	9890	ASCUC†	\$0.00
928 301 1878 water				2.51.6265 - Telephone Exp - Sewer	\$11.77	\$0.00	\$11.77	04/04/19	9890	ASCUC†	\$0.00
928 301 1878 sewer											

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Invoice Number	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description											
928 301 1878 trash				2.52.6265 - Telephone Exp - Trash	\$11.77	\$0.00	\$11.77	04/04/19	9890	ASCUC†	\$0.00
928 301 2381 water				2.50.6265 - Telephone Exp - Water	\$11.76	\$0.00	\$11.76	04/04/19	9890	ASCUC†	\$0.00
928 301 2381 sewer				2.51.6265 - Telephone Exp - Sewer	\$11.77	\$0.00	\$11.77	04/04/19	9890	ASCUC†	\$0.00
928 301 2381 trash				2.52.6265 - Telephone Exp - Trash	\$11.77	\$0.00	\$11.77	04/04/19	9890	ASCUC†	\$0.00
928 821 0133 shuttle driver - Leo				1.11.6285 - Tourism 1% Bed Tax	\$34.23	\$0.00	\$34.23	04/04/19	9890	ASCUC†	\$0.00
928 821 8243 water Xanadu				2.50.6265 - Telephone Exp - Water	\$7.86	\$0.00	\$7.86	04/04/19	9890	ASCUC†	\$0.00
928 821 8243 sewer Xanadu				2.51.6265 - Telephone Exp - Sewer	\$7.86	\$0.00	\$7.86	04/04/19	9890	ASCUC†	\$0.00
928 821 8243 trash Xanadu				2.52.6265 - Telephone Exp - Trash	\$7.85	\$0.00	\$7.85	04/04/19	9890	ASCUC†	\$0.00
928 821 8335 water Lyle				2.50.6265 - Telephone Exp - Water	\$11.40	\$0.00	\$11.40	04/04/19	9890	ASCUC†	\$0.00
928 821 8335 sewer Lyle				2.51.6265 - Telephone Exp - Sewer	\$11.41	\$0.00	\$11.41	04/04/19	9890	ASCUC†	\$0.00
928 821 8335 trash Lyle				2.52.6265 - Telephone Exp - Trash	\$11.41	\$0.00	\$11.41	04/04/19	9890	ASCUC†	\$0.00
access charges water				2.50.6265 - Telephone Exp - Water	\$10.74	\$0.00	\$10.74	04/04/19	9890	ASCUC†	\$0.00
access charges sewer				2.51.6265 - Telephone Exp - Sewer	\$10.74	\$0.00	\$10.74	04/04/19	9890	ASCUC†	\$0.00
access charges trash				2.52.6265 - Telephone Exp - Trash	\$10.74	\$0.00	\$10.74	04/04/19	9890	ASCUC†	\$0.00
access charges GG				1.11.6265 - Telephone	\$10.73	\$0.00	\$10.73	04/04/19	9890	ASCUC†	\$0.00
access charges FD				1.14.6265 - Telephone	\$10.73	\$0.00	\$10.73	04/04/19	9890	ASCUC†	\$0.00
access charges PZ				1.16.6265 - Telephone	\$10.73	\$0.00	\$10.73	04/04/19	9890	ASCUC†	\$0.00
INVOICE VERIZON-33 TOTALS:					\$329.30	\$0.00	\$329.30				\$0.00
VERIZON WIRELESS TOTALS:					\$329.30	\$0.00	\$329.30				\$0.00
VENDOR: 224 - LEGEND											
041719J	04/17/19	04/17/19	05/17/19								
Acct 00-0001475, Inv. 1904988 wate				2.50.6240 - Service Tests/System Testi	\$10.40	\$0.00	\$10.40	04/17/19	9911	ASCUC†	\$0.00
Acct 00-0001475, Inv. 1904988 wate				2.51.6240 - Service Tests/System Testi	\$75.00	\$0.00	\$75.00	04/17/19	9911	ASCUC†	\$0.00
INVOICE 041719J TOTALS:					\$85.40	\$0.00	\$85.40				\$0.00
042419B	04/24/19	04/24/19	05/24/19								
Acct 00-0001475, Inv. 1905336				2.51.6240 - Service Tests/System Testi	\$66.00	\$0.00	\$66.00	04/24/19	9930	ASCUC†	\$0.00
INVOICE 042419B TOTALS:					\$66.00	\$0.00	\$66.00				\$0.00
043019A	04/30/19	04/30/19	05/30/19								
Acct 00-0001475, Inv. 1905781 sewe				2.51.6240 - Service Tests/System Testi	\$513.40	\$0.00	\$513.40	04/30/19	9937	ASCUC†	\$0.00
INVOICE 043019A TOTALS:					\$513.40	\$0.00	\$513.40				\$0.00
LEGEND TOTALS:					\$664.80	\$0.00	\$664.80				\$0.00
VENDOR: 237 - UNISOURCE ENERGY SERVICES											
UNISOURCE-34	04/18/19	04/18/19	05/08/19								
693726 PD				1.18.6285 - Utilities	\$24.73	\$0.00	\$24.73	04/18/19	9921	ASCUC†	\$0.00
055982 FD				1.18.6285 - Utilities	\$77.92	\$0.00	\$77.92	04/18/19	9921	ASCUC†	\$0.00
750593 Civic Center				1.18.6285 - Utilities	\$266.83	\$0.00	\$266.83	04/18/19	9921	ASCUC†	\$0.00
435334 Town yard				1.18.6285 - Utilities	\$144.40	\$0.00	\$144.40	04/18/19	9921	ASCUC†	\$0.00
235334 Co-op				1.18.6285 - Utilities	\$61.43	\$0.00	\$61.43	04/18/19	9921	ASCUC†	\$0.00
INVOICE UNISOURCE-34 TOTALS:					\$575.31	\$0.00	\$575.31				\$0.00
UNISOURCE ENERGY SERVICES TOTALS:					\$575.31	\$0.00	\$575.31				\$0.00

Town of Jerome

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VENDOR: 238 - VERDE VALLEY HARDWARE											
0404190	04/04/19	04/04/19	04/19/19								\$0.00
2860 prop				1.18.6185 - Miscellaneous	\$24.40	\$0.00	\$24.40	04/04/19	9892	ASCUC†	\$0.00
2860 FD				1.14.6250 - Small Tools and Equipment	\$214.31	\$0.00	\$214.31	04/04/19	9892	ASCUC†	\$0.00
2860 prop				1.18.6215 - R&M Building - Properties	\$10.51	\$0.00	\$10.51	04/04/19	9892	ASCUC†	\$0.00
2860 FD				1.14.6185 - Miscellaneous	\$205.57	\$0.00	\$205.57	04/04/19	9892	ASCUC†	\$0.00
2860 water				2.50.6230 - Rep and Maint - Infrastruct	\$30.25	\$0.00	\$30.25	04/04/19	9892	ASCUC†	\$0.00
2860 prop				1.18.6195 - Operating Supplies - Prope	\$82.77	\$0.00	\$82.77	04/04/19	9892	ASCUC†	\$0.00
2860 sewer				2.51.6230 - Rep and Maint - Infrastruct	\$89.11	\$0.00	\$89.11	04/04/19	9892	ASCUC†	\$0.00
2860 GG				1.11.6185 - Miscellaneous	\$72.43	\$0.00	\$72.43	04/04/19	9892	ASCUC†	\$0.00
				INVOICE 0404190 TOTALS:	\$729.35	\$0.00	\$729.35				\$0.00
				VERDE VALLEY HARDWARE TOTALS:	\$729.35	\$0.00	\$729.35				\$0.00
VENDOR: 249 - POSTMASTER											
042519NL	04/25/19	04/25/19	04/25/19								\$0.00
Postage for May, June 2019 Newslette				1.11.6200 - Postage	\$64.40	\$0.00	\$64.40	04/25/19	9934	ASCUC†	\$0.00
				INVOICE 042519NL TOTALS:	\$64.40	\$0.00	\$64.40				\$0.00
				POSTMASTER TOTALS:	\$64.40	\$0.00	\$64.40				\$0.00
VENDOR: 254 - VERDE VALLEY NEWSPAPERS											
010919VI	04/09/19	04/09/19	04/19/19								\$0.00
144530, Legal Notice Ord# 446,447,4				1.11.6105 - Advertising, Printing, & Pub	\$328.56	\$0.00	\$328.56	04/09/19	9905	ASCUC†	\$0.00
				INVOICE 010919VI TOTALS:	\$328.56	\$0.00	\$328.56				\$0.00
				VERDE VALLEY NEWSPAPERS TOTALS:	\$328.56	\$0.00	\$328.56				\$0.00
VENDOR: 265 - CONTRACT WASTEWATER OPERATIONS											
040419M	04/04/19	04/04/19	04/29/19								\$0.00
1014260, water, March 2019				2.50.6110 - Contract Services	\$900.00	\$0.00	\$900.00	04/04/19	9893	ASCUC†	\$0.00
1014260, WWTP, March 2019				2.51.6110 - Contract Services	\$3,200.00	\$0.00	\$3,200.00	04/04/19	9893	ASCUC†	\$0.00
1014260, supplies sewer				2.51.6295 - Contingency	\$1,368.21	\$0.00	\$1,368.21	04/04/19	9893	ASCUC†	\$0.00
				INVOICE 040419M TOTALS:	\$5,468.21	\$0.00	\$5,468.21				\$0.00
				CONTRACT WASTEWATER OPERATIONS TOTALS:	\$5,468.21	\$0.00	\$5,468.21				\$0.00
VENDOR: 300 - REESE'S TIRE & AUTOTIRE PROS											
040319A	04/03/19	04/03/19	05/03/19								\$0.00
41271 PD labor				1.13.6220 - Rep and Maint - Vehicles	\$80.00	\$0.00	\$80.00	04/03/19	9882	ASCUC†	\$0.00
41271 PD parts				1.13.6220 - Rep and Maint - Vehicles	\$584.90	\$0.00	\$584.90	04/03/19	9882	ASCUC†	\$0.00
				INVOICE 040319A TOTALS:	\$664.90	\$0.00	\$664.90				\$0.00
				REESE'S TIRE & AUTOTIRE PROS TOTALS:	\$664.90	\$0.00	\$664.90				\$0.00

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VENDOR: 356 - SMELTER CITY IRON WORKS, LTD											
041019E 77973 sales tax not paid on ck. #9	04/10/19	04/10/19	05/10/19	1.18.6230 - Rep and Maint - Infrastruct	\$205.78	\$0.00	\$205.78	04/10/19	9906	ASCUC†	\$0.00
INVOICE 041019E TOTALS:					\$205.78	\$0.00	\$205.78				\$0.00
041719B 77904 FD	04/17/19	04/17/19	05/17/19	1.14.6250 - Small Tools and Equipment	\$17.30	\$0.00	\$17.30	04/17/19	9912	ASCUC†	\$0.00
INVOICE 041719B TOTALS:					\$17.30	\$0.00	\$17.30				\$0.00
SMELTER CITY IRON WORKS, LTD TOTALS:					\$223.08	\$0.00	\$223.08				\$0.00
VENDOR: 450 - #1 FOOD STORE											
TOJFUEL-1	04/08/19	04/08/19	04/08/19								\$0.00
Town of Jerome shuttle, Mar. 2019				1.11.6245 - Shuttle Expenses	\$157.83	\$0.00	\$157.83	04/08/19	9899	ASCUC†	\$0.00
Town of Jerome truck, Mar. 2019				1.11.6145 - Fuel	\$44.31	\$0.00	\$44.31	04/08/19	9899	ASCUC†	\$0.00
Town of Jerome PD, Mar. 2019				1.13.6145 - Fuel	\$410.31	\$0.00	\$410.31	04/08/19	9899	ASCUC†	\$0.00
Town of Jerome FD, Mar. 2019				1.14.6145 - Fuel	\$397.64	\$0.00	\$397.64	04/08/19	9899	ASCUC†	\$0.00
INVOICE TOJFUEL-1 TOTALS:					\$1,010.09	\$0.00	\$1,010.09				\$0.00
#1 FOOD STORE TOTALS:					\$1,010.09	\$0.00	\$1,010.09				\$0.00
VENDOR: 595 - FDC RESCUE PRODUCTS											
041719I 8108 FD	04/17/19	04/17/19	05/17/19	1.14.6250 - Small Tools and Equipment	\$298.69	\$0.00	\$298.69	04/17/19	9913	ASCUC†	\$0.00
INVOICE 041719I TOTALS:					\$298.69	\$0.00	\$298.69				\$0.00
FDC RESCUE PRODUCTS TOTALS:					\$298.69	\$0.00	\$298.69				\$0.00
VENDOR: 622 - RURAL WATER ASSOCIATION OF AZ											
041719C 516 water	04/17/19	04/17/19	05/17/19	2.50.6125 - Dues and Subscriptions	\$190.50	\$0.00	\$190.50	04/17/19	9914	ASCUC†	\$0.00
INVOICE 041719C TOTALS:					\$190.50	\$0.00	\$190.50				\$0.00
RURAL WATER ASSOCIATION OF AZ TOTALS:					\$190.50	\$0.00	\$190.50				\$0.00
VENDOR: 663 - TOWN OF JEROME											
040919MA1 Monthly P&E Sewer Bond Transfer	04/09/19	04/09/19	04/09/19	1.10.2999 - Suspense Account	\$1,600.00	\$0.00	\$1,600.00	04/09/19	9901	ASCUC†	\$0.00
INVOICE 040919MA1 TOTALS:					\$1,600.00	\$0.00	\$1,600.00				\$0.00
040919MA2 Monthly R&E Sewer Bond Transfer	04/09/19	04/09/19	04/09/19	1.10.2999 - Suspense Account	\$455.00	\$0.00	\$455.00	04/09/19	9900	ASCUC†	\$0.00
INVOICE 040919MA2 TOTALS:					\$455.00	\$0.00	\$455.00				\$0.00
TOWN OF JEROME TOTALS:					\$2,055.00	\$0.00	\$2,055.00				\$0.00

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VENDOR: 692 - WILLIAM LIONBERGER											
043019B reimbursement PD	04/30/19	04/30/19	05/30/19	1.13.6280 - Uniforms	\$52.71	\$0.00	\$52.71	04/30/19	9938	ASCUC†	\$0.00
				INVOICE 043019B TOTALS:	\$52.71	\$0.00	\$52.71				\$0.00
VENDOR: 725 - DIESEL DIRECT WEST											
040319E	04/03/19	04/03/19	04/18/19	2.50.6145 - Fuel	\$65.53	\$0.00	\$65.53	04/03/19	9883	ASCUC†	\$0.00
46690, 0040125 water				2.51.6145 - Fuel	\$65.53	\$0.00	\$65.53	04/03/19	9883	ASCUC†	\$0.00
46690, 0040125 sewer				2.52.6145 - Fuel	\$226.52	\$0.00	\$226.52	04/03/19	9883	ASCUC†	\$0.00
46690, 0040125 trash				INVOICE 040319E TOTALS:	\$357.58	\$0.00	\$357.58				\$0.00
				DIESEL DIRECT WEST TOTALS:	\$357.58	\$0.00	\$357.58				\$0.00
VENDOR: 735 - FOUR-D LLC											
040419B	04/04/19	04/04/19	05/04/19	1.11.6193 - Computer Hardware & Serv	\$75.00	\$0.00	\$75.00	04/04/19	9894	ASCUC†	\$0.00
713 GG				INVOICE 040419B TOTALS:	\$75.00	\$0.00	\$75.00				\$0.00
VENDOR: 747 - TOWN OF JEROME PR											
040419C	04/04/19	04/04/19	05/04/19	2.51.6193 - Computer Hardware and S	\$108.36	\$0.00	\$108.36	04/04/19	9894	ASCUC†	\$0.00
713 sewer				2.50.6193 - Computer Service and Har	\$108.36	\$0.00	\$108.36	04/04/19	9894	ASCUC†	\$0.00
713 water				1.18.6193 - Computer Hardware and S	\$108.29	\$0.00	\$108.29	04/04/19	9894	ASCUC†	\$0.00
713 prop				1.17.6193 - Computer Hardware and S	\$108.29	\$0.00	\$108.29	04/04/19	9894	ASCUC†	\$0.00
713 parks				2.52.6193 - Computer Hardware and S	\$108.36	\$0.00	\$108.36	04/04/19	9894	ASCUC†	\$0.00
713 trash				3.30.6193 - Computer Hardware and S	\$108.34	\$0.00	\$108.34	04/04/19	9894	ASCUC†	\$0.00
713 HURF				INVOICE 040419C TOTALS:	\$650.00	\$0.00	\$650.00				\$0.00
				FOUR-D LLC TOTALS:	\$725.00	\$0.00	\$725.00				\$0.00
VENDOR: 748 - SIMS MACKIN, LTD											
040919MA3	04/09/19	04/09/19	04/09/19	1.10.2999 - Suspense Account	\$90,000.00	\$0.00	\$90,000.00	04/09/19	9902	ASCUC†	\$0.00
Monthly Payroll Transfer				INVOICE 040919MA3 TOTALS:	\$90,000.00	\$0.00	\$90,000.00				\$0.00
				TOWN OF JEROME PR TOTALS:	\$90,000.00	\$0.00	\$90,000.00				\$0.00
VENDOR: 748 - SIMS MACKIN, LTD											
041719K	04/17/19	04/17/19	05/17/19	1.11.6170 - Legal Exp - Gen Gov	\$1,033.50	\$0.00	\$1,033.50	04/17/19	9915	ASCUC†	\$0.00
24478 GG				1.16.6170 - Legal Exp - P&Z	\$1,170.00	\$0.00	\$1,170.00	04/17/19	9915	ASCUC†	\$0.00
24478 PZ				1.14.6170 - Legal Exp - Fire	\$312.00	\$0.00	\$312.00	04/17/19	9915	ASCUC†	\$0.00
24478 FD				INVOICE 041719K TOTALS:	\$2,515.50	\$0.00	\$2,515.50				\$0.00

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SIMS MACKIN, LTD TOTALS:											
					\$2,515.50	\$0.00	\$2,515.50				\$0.00
VENDOR: 754 - ARIZONA BUG COMPANY											
041719G 107555 prop	04/17/19	04/17/19	05/17/19	1.18.6110 - Contract Services	\$50.00	\$0.00	\$50.00	04/17/19	9916	ASCUC†	\$0.00
INVOICE 041719G TOTALS:					\$50.00	\$0.00	\$50.00				\$0.00
ARIZONA BUG COMPANY TOTALS:					\$50.00	\$0.00	\$50.00				\$0.00
VENDOR: 755 - RONDA BROCKMAN											
042419A reimbursement CT	04/24/19	04/24/19	05/24/19	1.12.6275 - Travel	\$139.20	\$0.00	\$139.20	04/24/19	9931	ASCUC†	\$0.00
INVOICE 042419A TOTALS:					\$139.20	\$0.00	\$139.20				\$0.00
RONDA BROCKMAN TOTALS:					\$139.20	\$0.00	\$139.20				\$0.00
VENDOR: 793 - TOWN OF JEROME - UTILITIES											
TOJUTILITIES-33											
7002-01 Civic Center	04/03/19	04/03/19	05/03/19	1.18.6285 - Utilities	\$216.90	\$0.00	\$216.90	04/03/19	9884	ASCUC†	\$0.00
7015-01 Fire station				1.18.6285 - Utilities	\$137.56	\$0.00	\$137.56	04/03/19	9884	ASCUC†	\$0.00
7031-01 Library				1.18.6285 - Utilities	\$137.56	\$0.00	\$137.56	04/03/19	9884	ASCUC†	\$0.00
7054-01 Police station				1.18.6285 - Utilities	\$177.32	\$0.00	\$177.32	04/03/19	9884	ASCUC†	\$0.00
7060-01 Town yard				1.18.6285 - Utilities	\$137.56	\$0.00	\$137.56	04/03/19	9884	ASCUC†	\$0.00
INVOICE TOJUTILITIES-33 TOTALS:					\$806.90	\$0.00	\$806.90				\$0.00
TOWN OF JEROME - UTILITIES TOTALS:					\$806.90	\$0.00	\$806.90				\$0.00
VENDOR: 794 - BANKCARD CENTER TOJ											
040919BB											
Computer and Router, Sewer	04/09/19	04/09/19	05/09/19	2.51.6193 - Computer Hardware and S	\$245.61	\$0.00	\$245.61	04/09/19	9904	ASCUC†	\$0.00
Computer and Router, Water				2.50.6193 - Computer Service and Har	\$245.61	\$0.00	\$245.61	04/09/19	9904	ASCUC†	\$0.00
Computer and Router, Prop				1.18.6193 - Computer Hardware and S	\$245.46	\$0.00	\$245.46	04/09/19	9904	ASCUC†	\$0.00
Computer and Router, Parks				1.17.6193 - Computer Hardware and S	\$245.46	\$0.00	\$245.46	04/09/19	9904	ASCUC†	\$0.00
Computer and Router, Trash				2.52.6193 - Computer Hardware and S	\$245.61	\$0.00	\$245.61	04/09/19	9904	ASCUC†	\$0.00
Computer and Router, HURF				3.30.6193 - Computer Hardware and S	\$245.61	\$0.00	\$245.61	04/09/19	9904	ASCUC†	\$0.00
INVOICE 040919BB TOTALS:					\$1,473.36	\$0.00	\$1,473.36				\$0.00
040919BC											
2415: Ordinance Publication, GG	04/09/19	04/09/19	05/09/19	1.11.6105 - Advertising, Printing, & Pub	\$280.21	\$0.00	\$280.21	04/09/19	9903	ASCUC†	\$0.00
Printer Ink and Office Supplies, GG				1.11.6190 - Office Supplies	\$197.92	\$0.00	\$197.92	04/09/19	9903	ASCUC†	\$0.00
Hosting & Survey Monkey, GG				1.11.6192 - Software Support Exp - GG	\$76.95	\$0.00	\$76.95	04/09/19	9903	ASCUC†	\$0.00
Fuel, PD				1.13.6145 - Fuel	\$85.32	\$0.00	\$85.32	04/09/19	9903	ASCUC†	\$0.00
Art Workshop Supplies, LIB				1.15.6195 - Operating Supplies - Librar	\$111.72	\$0.00	\$111.72	04/09/19	9903	ASCUC†	\$0.00
Print and non-print material, LIB				1.15.6205 - Print and Non-Print Materia	\$304.94	\$0.00	\$304.94	04/09/19	9903	ASCUC†	\$0.00
Rubber Mulch, Parks				1.17.6195 - Operating Supplies - Parks	\$729.00	\$0.00	\$729.00	04/09/19	9903	ASCUC†	\$0.00
Swings, Parks				1.17.6250 - Small Tools and Equipment	\$97.13	\$0.00	\$97.13	04/09/19	9903	ASCUC†	\$0.00

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

Ledger as of : 4/1/2019 to 4/30/2019

Invoice Number Description	Inv Date	Post Date	Due Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Router for Fire Dept, Prop Dumpster Rental for Town Cleanup, T				1.18.6193 - Computer Hardware and S 2.52.6142 - Equipment Rentals	\$219.69 \$968.37 \$3,071.25	\$0.00 \$0.00 \$0.00	\$219.69 \$968.37 \$3,071.25	04/09/19 04/09/19 04/09/19	9903 9903 9903	ASCUC† ASCUC† ASCUC†	\$0.00 \$0.00 \$0.00
INVOICE 040919BC TOTALS:											
40919BA	04/09/19	04/09/19	05/09/19								
Boots for crew, Sewer				2.51.6280 - Uniform Exp Sewer	\$24.17	\$0.00	\$24.17	04/09/19	9904	ASCUC†	\$0.00
Boots for crew, Water				2.50.6280 - Uniform Exp Water	\$24.17	\$0.00	\$24.17	04/09/19	9904	ASCUC†	\$0.00
Boots for crew, Prop				1.18.6280 - Uniform Exp Properties	\$24.16	\$0.00	\$24.16	04/09/19	9904	ASCUC†	\$0.00
Boots for crew, Parks				1.17.6280 - Uniform Exp Parks	\$24.16	\$0.00	\$24.16	04/09/19	9904	ASCUC†	\$0.00
Boots for crew, Trash				2.52.6280 - Uniform Exp Trash	\$24.17	\$0.00	\$24.17	04/09/19	9904	ASCUC†	\$0.00
Boots for crew, HURF				3.30.6280 - Uniform Exp - HURF	\$24.16	\$0.00	\$24.16	04/09/19	9904	ASCUC†	\$0.00
INVOICE 40919BA TOTALS:											
					\$144.99	\$0.00	\$144.99				\$0.00
BANKCARD CENTER TOJ TOTALS:											
					\$4,689.60	\$0.00	\$4,689.60				\$0.00
VENDOR: 795 - BANKCARD CENTER WF											
042319WF	04/23/19	04/23/19	05/23/19								
1961: EMT Registry, FD				1.14.6116 - Training & Education	\$15.00	\$0.00	\$15.00	04/23/19	9922	ASCUC†	\$0.00
Microsoft & NAEMS Membership, FD				1.14.6125 - Dues and Subscriptions	\$376.26	\$0.00	\$376.26	04/23/19	9922	ASCUC†	\$0.00
Printer Ink, Pens, Shredder, FD				1.14.6195 - Operating Supplies - Fire D	\$368.51	\$0.00	\$368.51	04/23/19	9922	ASCUC†	\$0.00
Car wax and products, FD				1.14.6220 - Rep and Maint - Vehicles	\$141.81	\$0.00	\$141.81	04/23/19	9922	ASCUC†	\$0.00
Parts and tools from Cascade, FD				1.14.6250 - Small Tools and Equipment	\$440.73	\$0.00	\$440.73	04/23/19	9922	ASCUC†	\$0.00
Solar Lights for 300 sidewalk, FD				1.18.6215 - R&M Building - Properties	\$454.22	\$0.00	\$454.22	04/23/19	9922	ASCUC†	\$0.00
Maverick and In n Out Wildland				7.25.6276 - Wildlands Exp - Contingen	\$118.06	\$0.00	\$118.06	04/23/19	9922	ASCUC†	\$0.00
INVOICE 042319WF TOTALS:											
					\$1,914.59	\$0.00	\$1,914.59				\$0.00
BANKCARD CENTER WF TOTALS:											
					\$1,914.59	\$0.00	\$1,914.59				\$0.00
VENDOR: 806 - PRESCOTT LAW GROUP, PLC											
041719H	04/17/19	04/17/19	05/17/19								
2011-00019, 2610 PD				1.13.6172 - Prosecutor Exp	\$2,480.00	\$0.00	\$2,480.00	04/17/19	9917	ASCUC†	\$0.00
INVOICE 041719H TOTALS:											
					\$2,480.00	\$0.00	\$2,480.00				\$0.00
PRESCOTT LAW GROUP, PLC TOTALS:											
					\$2,480.00	\$0.00	\$2,480.00				\$0.00
VENDOR: 836 - D&K SERVICE CYCLE & ATV, LLC											
041719F	04/17/19	04/17/19	04/17/19								
87414 sewer				2.51.6220 - Rep and Maint - Vehicles	\$0.00	\$0.00	\$0.00				\$0.00
				2.51.6220 - Rep and Maint - Vehicles	\$0.00	\$0.00	\$0.00				\$0.00
				2.51.6220 - Rep and Maint - Vehicles	\$6.94	\$0.00	\$6.94	*V 04/17/19	9918	ASCUC†	\$0.00
87414 water				2.50.6220 - Rep and Maint - Vehicles	\$0.00	\$0.00	\$0.00				\$0.00
				2.50.6220 - Rep and Maint - Vehicles	\$0.00	\$0.00	\$0.00				\$0.00
				2.50.6220 - Rep and Maint - Vehicles	\$6.94	\$0.00	\$6.94	*V 04/17/19	9918	ASCUC†	\$0.00
87414 prop				2.50.6220 - Rep and Maint - Vehicles	\$0.00	\$0.00	\$0.00				\$0.00
				1.18.6220 - Rep and Maint - Vehicles	\$0.00	\$0.00	\$0.00				\$0.00
				1.18.6220 - Rep and Maint - Vehicles	\$6.94	\$0.00	\$6.94	*V 04/17/19	9918	ASCUC†	\$0.00

Town of Jerome

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

Ledger as of : 4/1/2019 to 4/30/2019

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
87414 parks				1.17.6220 - Rep and Maint - Vehicles		\$0.00	\$0.00				\$0.00
				1.17.6220 - Rep and Maint - Vehicles		\$0.00	\$0.00				\$0.00
				1.17.6220 - Rep and Maint - Vehicles	\$6.94	\$0.00	\$6.94	*V 04/17/19	9918	ASCUC†	\$0.00
87414 trash				2.52.6220 - Rep and Maint - Vehicles		\$0.00	\$0.00				\$0.00
				2.52.6220 - Rep and Maint - Vehicles		\$0.00	\$0.00				\$0.00
				2.52.6220 - Rep and Maint - Vehicles	\$6.94	\$0.00	\$6.94	*V 04/17/19	9918	ASCUC†	\$0.00
87414 HURF				3.30.6220 - Rep and Maint - Vehicles		\$0.00	\$0.00				\$0.00
				3.30.6220 - Rep and Maint - Vehicles		\$0.00	\$0.00				\$0.00
				3.30.6220 - Rep and Maint - Vehicles	\$6.96	\$0.00	\$6.96	*V 04/17/19	9918	ASCUC†	\$0.00
				INVOICE 041719F TOTALS:	\$41.66	\$0.00	\$41.66				\$0.00
				D&K SERVICE CYCLE & ATV, LLC TOTALS:	\$41.66	\$0.00	\$41.66				\$0.00
				VENDOR: 866 - DEERE CREDIT, INC.							\$0.00
JDCFL2-3	04/03/19	04/03/19	05/03/19								
510001614248 prop				1.18.8040 - Lease Payments	\$21.68	\$0.00	\$21.68	04/03/19	9885	ASCUC†	\$0.00
510001614248 parks				1.17.8040 - Lease Payments	\$21.68	\$0.00	\$21.68	04/03/19	9885	ASCUC†	\$0.00
510001614248 water				2.50.8040 - Lease Payments	\$75.88	\$0.00	\$75.88	04/03/19	9885	ASCUC†	\$0.00
510001614248 sewer				2.51.8040 - Lease Payments	\$75.88	\$0.00	\$75.88	04/03/19	9885	ASCUC†	\$0.00
510001614248 HURF				3.30.8040 - Lease Payments	\$21.69	\$0.00	\$21.69	04/03/19	9885	ASCUC†	\$0.00
				INVOICE JDCFL2-3 TOTALS:	\$216.81	\$0.00	\$216.81				\$0.00
				DEERE CREDIT, INC. TOTALS:	\$216.81	\$0.00	\$216.81				\$0.00
				VENDOR: 910 - WOLFE COMMUNICATIONS							\$0.00
041719D	04/17/19	04/17/19	04/17/19								
9651 FD				1.14.6225 - Rep and Maint - Equipment	\$89.00	\$0.00	\$89.00	04/17/19	9919	ASCUC†	\$0.00
				INVOICE 041719D TOTALS:	\$89.00	\$0.00	\$89.00				\$0.00
				WOLFE COMMUNICATIONS TOTALS:	\$89.00	\$0.00	\$89.00				\$0.00
				VENDOR: 952 - KAIROS HEALTH ARIZONA, INC.							\$0.00
042419J	04/24/19	04/24/19	05/24/19								
Health Insurance - 0419-42				1.10.2406 - Health Insurance	\$13,500.87	\$0.00	\$13,500.87	04/24/19	9932	ASCUC†	\$0.00
				INVOICE 042419J TOTALS:	\$13,500.87	\$0.00	\$13,500.87				\$0.00
				KAIROS HEALTH ARIZONA, INC. TOTALS:	\$13,500.87	\$0.00	\$13,500.87				\$0.00
				VENDOR: 968 - PATRIOT DISPOSAL, INC.							\$0.00
040419N	04/04/19	04/04/19	05/04/19								
0040, 2434 trash				2.52.6165 - Landfill Tipping Fees	\$1,645.20	\$0.00	\$1,645.20	04/04/19	9895	ASCUC†	\$0.00
				INVOICE 040419N TOTALS:	\$1,645.20	\$0.00	\$1,645.20				\$0.00
				PATRIOT DISPOSAL, INC. TOTALS:	\$1,645.20	\$0.00	\$1,645.20				\$0.00

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

Ledger as of : 4/1/2019 to 4/30/2019

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
VENDOR: ONETIM - GESELLE DEVOSS											
042419D reimbursement GG	04/24/19	04/24/19	05/24/19	1.11.6245 - Shuttle Expenses	\$30.00	\$0.00	\$30.00	04/24/19	9933	ASCUCP	\$0.00
INVOICE 042419D TOTALS:					\$30.00	\$0.00	\$30.00				\$0.00
GESELLE DEVOSS TOTALS:					\$30.00	\$0.00	\$30.00				\$0.00
VENDOR: ONETIM - PHILIP SCHULTZ											
040319F LMP refund for acct. #2016-04	04/03/19	04/03/19	05/03/19	2.00.2600 - Customer Deposits	\$53.31	\$0.00	\$53.31	04/03/19	9886	ASCUCP	\$0.00
INVOICE 040319F TOTALS:					\$53.31	\$0.00	\$53.31				\$0.00
PHILIP SCHULTZ TOTALS:					\$53.31	\$0.00	\$53.31				\$0.00
LEDGER TOTALS:					\$188,086.45	\$0.00	\$188,086.45				\$0.00

For the meeting of May 14, 2019

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Candace B. Gallagher, Town Manager/Clerk

My activities over the past month included:

- With Mayor Barber and Deputy Clerk Joni Savage, attended a meeting hosted by Jerome of the regional chapter of the Arizona Municipal Clerks Association.
- With Mayor Barber, attended meeting with Jason James of NACOG and Tricia Lewis of ADOT regarding HURF Exchange funding that has been awarded to Jerome for drainage improvements (engineering/design during FY2020 and construction during FY2022) totaling \$650,000.
- Continued work on the 2019-20 budget and began training Melanie Atkin on the budget process. Budget meetings are scheduled for Thursday, May 30 at 11 a.m., Tuesday, June 4 at 6 p.m., Thursday, June 13 at 11 a.m. and Tuesday, June 25 at 6 p.m. Additional meetings will be scheduled as needed. We anticipate adopting the tentative budget at the regular meeting of July 9, and the final budget and tax levy at a special meeting on July 30.
- Opened new fleet account with Maverik for use by all departments, obtaining cards specific to each vehicle, and pin #s specific to each user. The new account will provide more useful information regarding fuel expenditures, and the Town will not be paying excise tax on these purchases.
- Working on scheduling joint meeting of Council and Planning/Zoning Commission with representatives of the Urban Land Institute and NACOG to discuss the rezoning process.
- After consulting with Chief Blair and Marty Boland, suspended the water restrictions that would otherwise have automatically become effective on May 1, and provided notice of same via website, web alerts, Facebook page and posting locations.
- Continued work with NACOG regarding our CDBG Housing Rehabilitation grant.
- Reviewed and approved several business license applications.
- Gathered and prepared materials for Council meeting packets, including drafting ordinances and preparation of extensive schedule of Town fees.
- Following Council direction, drafted ordinances for review and hearings by the Planning & Zoning Commission (amendments to R-2 and C-1 zones and elimination of super majority vote by Council currently required in order to override Planning & Zoning recommendations).
- Continued maintenance of Town of Jerome website and Facebook page.
- Continued to meet and/or speak individually with residents, businesspeople, contracted professionals, members of the governing body, and staff regarding various issues.
- Continued to field and respond to day-to-day issues requiring my attention, including considerable support to Planning & Zoning.

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



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>
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
10-Dec	56.5	87
21-Dec	56.5	144
24-Dec	56.5	139
9-Jan	56.5	140
14-Jan	56.5	141
23-Jan	56.5	86
5-Feb	52.1	102
12-Feb	56.6	91
26-Feb	71	132
4-Mar	77	215
11-Mar	95	125
18-Mar	101	226
22-Mar	115	220
26-Mar	123	203
1-Apr	88.8	174
9-Apr	82.5	128
16-Apr	82.5	113
22-Apr	77.2	212
29-Apr	71.4	217
6-May	77.2	205

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	104,329	(2,171)	103,657	672
December	74,200	79,084	4,884	72,244	6,840
January	90,200	83,596	(6,604)	87,849	(4,253)
February	66,900	61,341	(5,559)	65,144	(3,803)
March	84,900	72,552	(12,348)	82,620	(10,068)
April	113,200			110,253	
May	109,100			106,209	
June	92,200			89,714	
Total YTD	1,050,000	711,238	(24,262)	1,022,197	(4,783)

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	40,216	40,133	83	15,297	16,706	(1,409)	39,245
December	26,815	24,596	2,219	11,218	8,592	2,626	32,211
January	31,708	32,808	(1,100)	9,268	11,539	(2,271)	31,875
February	21,469	24,421	(2,952)	8,266	8,785	(519)	23,048
March	27,938	32,029	(4,091)	10,104	11,855	(1,751)	24,579
April		44,426			15,965		39,003
May		40,828			15,947		38,828
June		37,083			12,163		33,810
Total YTD	277,218	394,870	4,685	96,560	145,896	(5,261)	255,128
							365,325
							1,444

Added 1% Bed Tax

	TOTAL TO DATE
July	1,827
August	3,314
September	4,734
October	6,524
November	8,877
December	10,603
January	12,029
February	13,297
March	14,851
April	
May	
June	

Yavapai County News

The Library District received an LSTA grant in the amount of \$73,895 to implement a countywide event management system (Yavapai Events Services or YES)! The implementation of this new service will be the first of its kind for libraries and will create a single place for citizens and tourists to see what is happening in Yavapai County.

The Jerome Library Statistics.

The Library currently owns 14,220 items, this includes books, children and adult as well as DVD, VHS and CD.

During the month of April we had 947 OPAC searches

The online public access catalog, also known as **OPAC**, is an online database of all the resources and materials held by a particular library. It is a card catalog, of sorts, that is accessed via computer or other electronic device.

The Jerome Library currently has 298 Users

A user is someone who holds a Jerome issued library card and has used that card within the past two years, this list is updated every 6 months.

Jerome Community Art Workshop

The workshop is operating under a limited basis while preparing for our summer program. The remodel of the large classroom is finished and we have begun painting the small classroom /storage and staff area.

TOWN OF JEROME

Monthly Council Staff Report from the Deputy Clerk: May 7, 2019

This report covers the month of April 2019.

- ❖ Prepared packets, posted, attended and transcribed action minutes for Council.
- ❖ 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 and reconciled all bank accounts monthly.
- ❖ Performed Notary services throughout the month on several occasions.
- ❖ Assisted residents, co-workers and councilmembers with various questions and research request throughout the month.
- ❖ Processed credit card invoices and several other on demand invoices, payments and checks.
- ❖ Prepared and distributed the March-April 2019 Newsletter.
- ❖ Organized the Region 1 Clerks meeting held at the Fire Station. A huge thank you to Rusty Blair for all of his above and beyond assistance, and to Mayor Barber for attending and welcoming the clerks. Without their help I could not have pulled it off and I really appreciate them!

Thank you,

Joni Savage

Deputy Clerk



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

APRIL 2019 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 two payrolls through ADP, ran payroll reports, completed various ledgers with the report's information, and posted payroll into the general ledger.
- ❖ Made necessary monthly transfers for HURF, Admin Charges, and Water/Sewer/Trash.
- ❖ Ran monthly fund, departmental, and vendor reports.
- ❖ Created an April summary budget to actual report for General, Utility, and Road funds.
- ❖ Started to work on the FY20 budget.

HR Duties:

- ❖ Received materials from Kairos for the upcoming health benefits open enrollment.
- ❖ Put together the information in folders and distributed the folders to each department for the employees to fill out.
- ❖ Reached out to AFLAC to schedule an open enrollment meeting for some time in May. Once a date is chosen, employees will be informed.

**JEROME MUNICIPAL COURT
CASH REPORT
MONTH OF APRIL 2019**

TOWN REVENUE

TRAFFIC & CRIMINAL FINES	\$	3,638.23
DEFENS DRIVING DIVERSION FEE	\$	-
ATTORNEY FEES REIMBURSEMENT	\$	273.90
DEFAULT FEE	\$	350.38
OFFICER SAFETY EQUIPMENT - PD	\$	130.59
DEFERRED PROSECUTION FEE	\$	206.00
LICENSE PLATE VIOLATION		
OVER PAYMENT FORFEITED		
WARRANT FEE		
TOTAL TOWN REVENUE	\$	4,599.10

COURT REVENUE				
COURT ENHANCEMENT FEE	\$	134.37	\$	52,114.39
COURT SECURITY FEE	\$	460.00	\$	1,700.00

REMITTED DIRECT		
CLEAN ELECTION FUND (16-949D;16-954C)	\$	355.33
CRIMINAL JUSTICE ENHANCE FUND	\$	1,542.06
DNA STATE 3%	\$	25.89
FARE SPECIAL COLLECTION	\$	122.46
FARE DELINQUENCY FEE	\$	37.00
FARE ENHANCED SPEC COLLECT FEE	\$	40.36
FARE ENHANCED DELINQUENCY FEE	\$	98.00
FILL THE GAP 7%	\$	223.07
TITLE 22 FEES/ RECORDS		
JUDICIAL COLLECTION ENHANCE FUND	\$	100.76
DRUG & GANG ENFORCEMENT	\$	53.77
PEACE OFFICER TRAINING EQUIP FUND	\$	99.07
MED SERV ENHANCE 11% (36-2219.01;23-116.0)	\$	461.87
2011 ADDTNL ASSMT-STATE TRSR	\$	261.27
PRISON CONSTRUCTION	\$	682.02
PROBATION SURCHARGE	\$	653.13
ADPS FORENSIC FUND	\$	212.81
PUBLIC SAFETY EQUIPMENT FUND	\$	487.00
VICTIM COMPENSATION/ASSIST FUND	\$	87.10
VICTIMS RIGHTS ENFOR ASSMT FUND	\$	65.34
VICTIM'S RIGHT FUND	\$	144.81
TOTAL STATE REVENUE	\$	5,753.12

REMITTED DIRECT		
JAIL (INCARCERATION FEES)	\$	103.33
2011 ADDTNL ASSMT - CNTY TRSR	\$	32.67
TOTAL COUNTY REVENUE	\$	136.00

LOCAL JCEF/ TIME PAYMENT ALLOCATION RECEIVED	\$	54.26	YTD
Total Funds Available			\$ 12,650.38

UNAPPLIED PAYMENTS	\$	114.00
TOTAL RECEIPTED FOR THE MONTH	\$	11,360.85

BONDS	Received During the Month	\$	110.00
	Bonds Forfeited to Pay Fines	\$	110.00
	Open Bonds	\$	590.00

I, Joan Dwyer, Magistrate for the Town of Jerome, do hereby certify that the foregoing is a true & accurate account of the funds collected for the month of
APRIL, 2019

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	\$ 5,250.26	\$ 175.58	\$ 5,074.68
2019			
January	\$ 5,518.55	\$ 123.98	\$ 5,394.57
February	\$ 5,309.61	\$ 170.88	\$ 5,138.73
March	\$ 6,342.03	\$ 172.90	\$ 6,169.13
April	\$ 4,599.10	\$ 130.59	\$ 4,468.51
May			

TOTAL \$ 63,097.00 \$ 1,898.44 \$ 61,198.56

NOTE:

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

Other Court Monies (as of 5-2-2019)

JCEF	\$ 12,650.38
Fill the Gap	\$ 6,167.01
Court Security Fund	\$ 1,700.00
Court Enhancement Funds 2	\$ 52,114.39
Court Enhancement Funds 1	\$ 31,392.97
2008-2011	\$ 958.77
Fare Money	

TOTAL \$ 104,983.52

CHARGES

Civil Traffic Criminal Criminal Traffic DUI

SECURITY FEE

*CEF	FEE				
\$ 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	
\$ 1,305.29	33	7	3	1	

\$ 696.88	32	1	4	2
\$ 249.52	36	3	6	5
\$ 388.87	22	3	0	0
\$ 134.37	49	15	2	2

\$ 680.00	32	1	4	2
\$ 40.00	36	3	6	5
\$ 520.00	22	3	0	0
\$ 460.00	49	15	2	2

*Court Enhancement Fund

funds transferred to Court on 10-19-2017



JEROME POLICE DEPARTMENT

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



May 2, 2019

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for April 2019.

The April "Calls for Service" report contained a number of calls including the following: ten oversized truck complaints, with one being a gas tanker truck, a number of noise complaints due to Arizona Bike Week, a significant number of parking related calls, an "unverified" shots fired call (nothing found) and several disorderly conduct calls.

Let me make sure everybody understands that over-sized trucks have been a routine occurrence in Jerome for the 20 years I have been here, and the total number of trucks violating the law has decreased. There have been years when we experienced a large number of over-sized trucks come through (in 2006 there were 167 for the year), and years when they were down (in 2015 there were only 52 for the year). Typically, the winter months see the greatest numbers due to I-17 or I-40 closures, and the drivers trying to find a way around them.

Here are year to date (Jan 1 through April 12) numbers from police records with (annual totals) for the given year.

2019 YTD 26
2018 YTD 15 Annual Total (75)
2017 YTD 18 Annual Total (64)
2016 YTD 23 Annual Total (65)
2015 YTD 10 Annual Total (52)

But when you go back farther:

In 2003 YTD was 30 Annual Total was 115
in 2004 YTD was 35 Annual Total was 95
in 2005 YTD was 29 Annual Total was 126
in 2006 YTD was 43 Annual Total was 167
in 2007 YTD was 30 Annual Total was 107

This year has had two, "high profile" incidents that were news worthy and awakened some people to think there is a growing trend, there is not. Strict enforcement has actually significantly reduced the numbers through the years. We have also had more than a few gasoline tankers come through in the past, hazardous chemical tankers, LP Tankers, explosives, without any major incident. Remember, it is the driver's responsibility to obey the traffic laws and from my experience here, there are a number of drivers that should not be driving a truck. Can we do anything further? I do believe that adding some additional language to the current signs may further

reduce the numbers and would cost very little. We could request additional signage from ADOT that says something to the effect of: "Strictly Enforced" "Fines of up to \$750.00" with maybe some solar flashing lights. I personally believe that this holds the most promise for gaining additional compliance. While over 85% of the trucks we stop do see the signs, they just give us excuses such as: "My GPS told me to go that way." or "I didn't see a place to turn around." or even "It didn't look that bad." It might help the 15% that don't "admit" to seeing the signs, although I have my doubts.

I have made these recommendations to ADOT.

Respectfully,

Allen L. Muma,
Chief of Police

JEROME POLICE DEPARTMENT**305 MAIN STREET**

JEROME, AZ 86331

(928) 634-8992

Date : 05/03/2019

Page : 1

Agency : JPD

Calls For Service Totals By Call Type

04/01/2019 to 04/30/2019

Call Type		Totals
215	Drug Related	2
471	Fraud / Bad Checks	1
500	Welfare Check	1
692	DUI	1
903	Follow-Up	22
908F	Found Property	8
908L	Lost or Stolen Property	7
961	Accident - No injuries	1
AA	Agency Assist	7
AC	Animal Cruelty	1
ACPD	Assist Clarkdale PD	10
ADPS	Assist DPS	3
AF	Assist Fire Department	5
AYCSO	Assist YCSO	1
CA	Citizen Assist	6
CO	Call Out	2
DIS	Disorderly Conduct	4
DRSE	Douglas Rd Speed Enforcement	1
ES	Escort Services	1
FP	Foot Patrol	3
FPF	Fingerprinting	2
HSE	Hampshire Speed Enforcement	11
HUC	911 Hang Up Call	1
INFO	Information	4
ME	Medical Emergency	2
MEET	Meeting	1
NOISE	Noise Complaint	1
NR	Narcotics Related Incident	2
NV	Noise Violation / Town Code	7
OT	Oversize Truck	10
PARK	Parking Complaint	3
PARKV	Parking Violation	21
SC	Security Check	21
SED	Special Event Detail	1
SF	Shots Fired	1
SLC	Street Light Check	2
SPE	Special Event	1
SS	Suspicious Situation	1

Printed By/On: CHIEF / 05/03/2019 11:14:21

CrimeStar® Law Enforcement Records Management System

Licensed to: JEROME POLICE DEPARTMENT

CFS-002

JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331

(928) 634-8992

Date : 05/03/2019

Page : 2

Agency : JPD

Calls For Service Totals By Call Type

04/01/2019 to 04/30/2019

Call Type		Totals
T/S	Traffic Stop	46
TO	Traffic Offense	3
TRN	Training	1
Grand Total for all calls		229



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Celebrating Our 120th Anniversary
1899 - 2019

APRIL 2019 PUBLIC WORKS MONTHLY REPORT

NORMAL WEEKLY DUTIES

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

OTHER PROJECTS WATER REGULATORS

Giroux 4/8/19- 2", Complete rebuild, uphill valve does not shut off all the way.

4/8/19- 4" Complete rebuild, no parts needed, had to wait until next morning for it to seat.

County Rd. 4/9/19- 2", Rebuilt with no parts needing replaced.

4/10/19- 4" Complete rebuild, and replaced nut holding in the screen.

School St. 4/11/19- 2", Complete rebuild, nothing replaced

4/12/19- 4" Complete rebuild, replaced a copper line.

4/30/19- Lower 2", Complete rebuild, replaced copper line and stem.

Verde St. 4/22/19- 4", Complete rebuild, replaced diaphragm in CRD

4/23/19- 2 ½", Full rebuild, no parts needed.

Dundee Ave. 4/24/19- 2", Full rebuild, no parts needed.

Gulch Rd. 4/23/19- 2" Complete rebuild, replaced seat, rubber disc and guide

4/24/19- 4" Complete rebuild. Replaced ½" brass nipple and let it sit over night to seat. It did not seat by morning, so we replaced the seat and stem to get it replaced.

Clark St. we are hoping to have a valve set just above the Clark St. regulator by the end of this month so we can start a complete overhaul of this regulator and get it back on line.

For those of you that are new to council and aren't aware of some of the workings of our water system, we rebuild the regulators throughout town twice a year. Once in April, and the second time in October. We also do weekly checks on them the rest of the year to make sure that none of the copper lines have busted and to make sure the pressures are staying where they should, of which you'll see in our usual monthly reports. The rebuilds involve a week or two (depending on what other jobs we have going on) of getting down in the regulator boxes and pulling the regulators completely apart one by one and inspecting all the parts, putting it back together, and replacing what needs replaced. After we do our rebuilds, we then log it into the maintenance binder, and on to the computer, then we add it here to the monthly report, so you all are aware of what conditions they are in and what parts we go through. These parts are expensive but need replacing from time to time.

If any of you have any questions about what I've put in this report, I'd be glad to answer them.

Thanks!

Detail

Date Printed: 05/07/2019



Page 1 of 3



0000000076

Work Order #: 0000000076

Title: Public Works 4/19

Origin: Non-PM

Cost Center:

Priority: High

Problem: HISTORY

Originated: 04/02/2019

Expected:

Work Category: Improvement

Work requested:

Public Works

Action Taken:

Comments:

Source Type: Location

WO Status: Assigned

Originator: Admin Admin

Project:

Work Type: Preventive Maintenance

Cause: HISTORY

Assigned: 04/02/2019 06:02:00 PM

Completed:

Total Labor Cost:	4338.00	Total Labor Hours:	204.50
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:	4338.00	Total Hrs:	204.50
Est \$:	0.00	Est Hrs:	0.00

Custom Fields

None

Assigned To

Employee #	Name	Job Title	Phone	Email	Est Hrs	Company Name
1	Admin Admin	Administrator		jlvanderhorst@hotmail.com	0.00	

Source

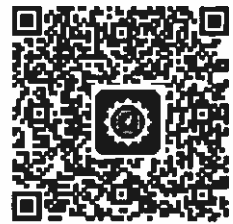
Name	Location #	Path	Site	Description
PUBLIC WORKS	[N/A]	PUBLIC WORKS	TOWN OF JEROME	PUBLIC WORKS - WAREHOUSE, MOTOR POOL, TOOLS, ETC.

Labor

Employee	Start Date	End Date	Hour(s)	OT	OT Cost Factor	Description
LYLE KEITH		04/01/2019 05:16:00 PM	1.50			Help Gary with the flatbed F-250
Troy Marsh		04/01/2019 05:16:00 PM	1.00			Shop/Yard
Gary Allen		04/01/2019 05:16:00 PM	5.50			Work on flatbed pulling the transmission
MARTY BOLAND		04/02/2019 05:19:00 PM	3.00			Working on railing at old town yard
LYLE KEITH		04/02/2019 05:19:00 PM	6.00			Parks, NAPA for parts, work on flatbed, Haul welder, properties/shop
Troy Marsh		04/02/2019 05:19:00 PM	7.00			Work on the flatbed
Gary Allen		04/02/2019 05:19:00 PM	5.50			Parks, old town yard, shop
MARTY BOLAND		04/03/2019 05:35:00 PM	3.00			Welding railing at old town yard, move donated piano to fire station
LYLE KEITH		04/03/2019 05:35:00 PM	4.50			Move piano to fire station. Railing at old town yard, help on flatbed
Troy Marsh		04/03/2019 05:35:00 PM	6.00			Parks, moved piano to fire station, old town yard
Gary Allen		04/03/2019 05:35:00 PM	5.50			Worked on flatbed

Detail

Date Printed: 05/07/2019



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MARTY BOLAND	04/04/2019 05:16:00 PM	5.00	Welding new wheels on recycle bins and work on flatbed
LYLE KEITH	04/04/2019 05:16:00 PM	6.00	Work on flatbed and recycle bins
Gary Allen	04/04/2019 05:16:00 PM	5.00	work on flatbed
MARTY BOLAND	04/05/2019 10:30:00 AM	5.00	Weld railings, and recycle bins, work o flatbed
LYLE KEITH	04/05/2019 10:30:00 AM	5.00	Weld railings, NAPA, work on flatbed
Troy Marsh	04/05/2019 10:30:00 AM	3.00	Properties/shop
Gary Allen	04/05/2019 10:30:00 AM	1.50	Work on flatbed
LYLE KEITH	04/08/2019 10:39:00 AM	2.00	Replace wax ring at the CO-OP, work on Tyrex
Gary Allen	04/08/2019 10:39:00 AM	2.50	Replace wax ring at the CO-OP, work on Tyrex
Troy Marsh	04/09/2019 10:52:00 AM	4.50	Parks, mowing and adding rubberized mulch
LYLE KEITH	04/10/2019 10:55:00 AM	3.00	Work on Tyrex, push up burn pile, move bags of rubber mulch
Troy Marsh	04/10/2019 10:55:00 AM	3.00	Work on Tyrex
Gary Allen	04/10/2019 10:55:00 AM	5.00	Weed eat the streets
LYLE KEITH	04/11/2019 10:58:00 AM	1.50	Meet with Unisource on Holly
Troy Marsh	04/11/2019 10:58:00 AM	1.50	Shop/yard
Gary Allen	04/11/2019 10:58:00 AM	3.00	Work on Tyrex
MARTY BOLAND	04/11/2019 10:59:00 AM	1.50	Meet with Unisource on Holly
LYLE KEITH	04/12/2019 11:07:00 AM	2.50	Home depot run, Shop
Troy Marsh	04/12/2019 11:07:00 AM	2.00	Shop/yard
Gary Allen	04/12/2019 11:07:00 AM	1.00	Clean shop after work on Tyrex
LYLE KEITH	04/15/2019 04:30:00 PM	3.00	Run to Home depot, put tools away and prepare for digging in the road
Troy Marsh	04/15/2019 04:30:00 PM	1.50	Shop yard, clean up
Gary Allen	04/15/2019 04:30:00 PM	1.00	Stage back hoe, plate tamp, wacker @ old town yard for digging in the road
LYLE KEITH	04/16/2019 04:35:00 PM	1.50	Cut a board for district signs, Work in the shop.
Troy Marsh	04/16/2019 04:35:00 PM	3.00	Mow parks, load F-150 for more digging in the road
Gary Allen	04/16/2019 04:35:00 PM	3.00	Re-assemble the Tyrex and test run, and clean up shop
Troy Marsh	04/17/2019 04:40:00 PM	1.50	Shop. clean truck after the road work
MARTY BOLAND	04/18/2019 04:42:00 PM	5.00	Weld railing at old town yard
LYLE KEITH	04/18/2019 04:42:00 PM	8.00	Home depot run, pick up pipe at Smelter city, work on railing at old town yard
Troy Marsh	04/18/2019 04:42:00 PM	3.00	Hand out notices for public meeting, help weld railing at old town yard.
Gary Allen	04/18/2019 04:42:00 PM	5.50	run for fuel, help at old town yard.
MARTY BOLAND	04/19/2019 04:50:00 PM	3.00	Work on railing at old town yard
LYLE KEITH	04/19/2019 04:50:00 PM	3.00	Drill weld plate for new railing
Troy Marsh	04/19/2019 04:51:00 PM	1.00	Shop/ yard
LYLE KEITH	04/22/2019 05:18:00 PM	1.00	Shop
Troy Marsh	04/22/2019 05:18:00 PM	1.00	Shop
Gary Allen	04/22/2019 05:18:00 PM	1.00	Paint plank for district sign, and clean trucks
LYLE KEITH	04/23/2019 05:22:00 PM	2.00	Shop, finish painting plank
Troy Marsh	04/23/2019 05:22:00 PM	2.00	Check Mazda, order parts, and install headlight in sewer truck
Gary Allen	04/23/2019 05:22:00 PM	3.00	Cottonwood run. Ace, NAPA, fuel dodge. Shop

Detail

Date Printed: 05/07/2019



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MARTY BOLAND	04/24/2019 05:26:00 PM	6.00	Railing at old town yard
Troy Marsh	04/24/2019 05:26:00 PM	6.00	Raked Upper park, Worked on railing at old town yard and weedeated
MARTY BOLAND	04/25/2019 05:29:00 PM	4.00	Weld railing at old town yard
LYLE KEITH	04/25/2019 05:29:00 PM	2.00	Work on Mazda, watch traffic for over sized truck
Troy Marsh	04/25/2019 05:29:00 PM	2.50	Shop/Yard
Gary Allen	04/25/2019 05:29:00 PM	2.00	Work on Mazda
LYLE KEITH	04/26/2019 02:20:00 PM	1.50	Work on sprinklers in the park
Troy Marsh	04/26/2019 02:20:00 PM	1.00	Sprinklers in the park
Gary Allen	04/26/2019 02:20:00 PM	2.50	Work on flatbed. It has a wobble in the front
Troy Marsh	04/29/2019 04:58:00 PM	5.00	Shop/yard, run to Cottonwood for parts and fuel
LYLE KEITH	04/30/2019 05:00:00 PM	3.00	Help with flatbed, haul rocks to old town yard
Gary Allen	04/30/2019 05:00:00 PM	4.00	Work on flatbed

Parts

None

Equipment Usage

None

Tasks/Steps

None

Documents

None

Safety Programs

None

Detail

Date Printed: 05/07/2019



0000000075

Page 1 of 3

Work Order #: 0000000075

Title: Water 4/19

Origin: Non-PM

Cost Center:

Priority: High

Problem: HISTORY

Originated: 04/02/2019

Expected:

Work Category: Improvement

Work requested:

Water

Action Taken:

Comments:

Source Type: Location

WO Status: Assigned

Originator: Admin Admin

Project:

Work Type: Preventive Maintenance

Cause: HISTORY

Assigned: 04/02/2019 06:00:00 PM

Completed:

Total Labor Cost:	3206.00	Total Labor Hours:	155.50
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:	3206.00	Total Hrs:	155.50
Est \$:	0.00	Est Hrs:	0.00

Custom Fields

None

Assigned To

Employee #	Name	Job Title	Phone	Email	Est Hrs	Company Name
1	Admin Admin	Administrator		jlvanderhorst@hotmail.com	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		04/01/2019 11:13:00 AM	1.00			Read flows
LYLE KEITH		04/03/2019 11:16:00 AM	1.50			Blue stake Holly
Troy Marsh		04/04/2019 11:18:00 AM	7.00			Read meters
LYLE KEITH		04/08/2019 11:22:00 AM	4.00			Rebuild regulators on Giroux
Gary Allen		04/08/2019 11:22:00 AM	4.00			Rebuild regulators on Giroux
LYLE KEITH		04/09/2019 11:30:00 AM	5.50			Turn Giroux 4" on. Read flows, Rebuild regulator at Warehouse
Troy Marsh		04/09/2019 11:30:00 AM	0.50			Turn Giroux 4" on. Read flows, Rebuild regulator at Warehouse
Gary Allen		04/09/2019 11:30:00 AM	6.00			Check Meter at Vaqueros
LYLE KEITH		04/10/2019 02:32:00 PM	3.50			Rebuild regulator at the warehouse, exchange oring in Giroux regulator
Gary Allen		04/10/2019 02:32:00 PM	3.50			Rebuild regulator at the warehouse, exchange oring in Giroux regulator
LYLE KEITH		04/11/2019 02:36:00 PM	3.00			Rebuild 2" regulator on School st., turn water on at 548 Clark st.

Detail

Date Printed: 05/07/2019



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Troy Marsh	04/11/2019 02:36:00 PM	6.50	Read meter route 2, work on broken meters.
LYLE KEITH	04/12/2019 02:42:00 PM	4.00	Rebuild regulator on School st.
Gary Allen	04/12/2019 02:42:00 PM	4.00	Rebuild regulator on School st.
MARTY BOLAND	04/16/2019 02:47:00 PM	3.00	Dig in road looking for a water leak
LYLE KEITH	04/16/2019 02:47:00 PM	5.00	Dig in road looking for water leak, read the flows, and put chlorine in tanks on Sunshine hill
Troy Marsh	04/16/2019 02:47:00 PM	3.50	Dig in road looking for water leak
Gary Allen	04/16/2019 02:47:00 PM	3.00	Dig in road looking for water leak
MARTY BOLAND	04/17/2019 02:54:00 PM	5.00	Dig in road to install valve box
LYLE KEITH	04/17/2019 02:54:00 PM	6.00	Dig in road to install valve box, bluestake Holly
Troy Marsh	04/17/2019 02:54:00 PM	5.00	Dig in road to install valve box
Gary Allen	04/17/2019 02:54:00 PM	6.00	Traffic control for valve box
Troy Marsh	04/18/2019 04:20:00 PM	5.00	Meter route 3
LYLE KEITH	04/19/2019 04:22:00 PM	3.00	Weekly regulator checks
LYLE KEITH	04/22/2019 04:24:00 PM	5.00	Rebuild regulator on Verde, read the flows, turn on Sunshine hill tanks, Ccheck 4" on Verde.
Gary Allen	04/22/2019 04:24:00 PM	3.00	Rebuild regulator on Verde
LYLE KEITH	04/23/2019 04:33:00 PM	5.00	Rebuild 2 1/2" on Verde and 2" in the Gulch. Go through tools and regulator parts.
Troy Marsh	04/23/2019 04:33:00 PM	1.00	Repair water meters
Gary Allen	04/23/2019 04:33:00 PM	5.00	Rebuild 2 1/2" on Verde and 2" in the Gulch. Go through tools and regulator parts.
LYLE KEITH	04/24/2019 04:37:00 PM	5.50	Rebuild the 4" regulator on Gulch, hand out shut off notices
Gary Allen	04/24/2019 04:37:00 PM	5.50	Rebuild the 4" regulator on Gulch, hand out shut off notices
LYLE KEITH	04/25/2019 04:41:00 PM	5.50	Work more on the 4" on Gulch to get seated, needed to rebuild a second time. Got it seated in the afternoon.
Troy Marsh	04/25/2019 04:41:00 PM	5.50	Meter route 4
Gary Allen	04/25/2019 04:41:00 PM	3.00	Work more on the 4" on Gulch to get seated, needed to rebuild a second time. Got it seated in the afternoon.
LYLE KEITH	04/29/2019 04:47:00 PM	2.00	Blue stake state park
Gary Allen	04/29/2019 04:47:00 PM	2.00	Blue stake state park
LYLE KEITH	04/30/2019 04:49:00 PM	4.00	Rebuild lower 2" on School st. Look at Carol Whitners house for water leak.
Gary Allen	04/30/2019 04:49:00 PM	4.00	Rebuild lower 2" on School st. Look at Carol Whitners house for water leak.
MARTY BOLAND	04/30/2019 04:49:00 PM	1.00	Look at Carol Whitners house for water leak.

Parts

None

Equipment Usage

None

Tasks/Steps

None

Detail

Date Printed: 05/07/2019



Documents

None

Safety Programs

None

Detail

Date Printed: 05/07/2019



Page 1 of 2



0000000074

Work Order #: 0000000074

Title: Sewer 4/19

Origin: Non-PM

Cost Center:

Priority: HISTORY

Problem: HISTORY

Originated: 04/02/2019

Expected:

Work Category: Improvement

Work requested:

Sewer

Action Taken:

Comments:

Source Type: Location

WO Status: Assigned

Originator: Admin Admin

Project:

Work Type: Preventive Maintenance

Cause: HISTORY

Assigned: 04/02/2019 05:51:00 PM

Completed:

Total Labor Cost:	397.50	Total Labor Hours:	19.00
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:	397.50	Total Hrs:	19.00
Est \$:	0.00	Est Hrs:	0.00

Custom Fields

None

Assigned To

Employee #	Name	Job Title	Phone	Email	Est Hrs	Company Name
1	Admin Admin	Administrator		jlvanderhorst@hotmail.com	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
MARTY BOLAND		04/04/2019 05:05:00 PM	1.00			Blue stake on Holly
LYLE KEITH		04/04/2019 05:05:00 PM	2.00			Blue stake on Holly
LYLE KEITH		04/09/2019 05:08:00 PM	2.00			Work at sewer plant
Gary Allen		04/09/2019 05:08:00 PM	2.00			Work at sewer plant
LYLE KEITH		04/11/2019 05:12:00 PM	2.50			Clean drainage at sewer plant
Gary Allen		04/11/2019 05:12:00 PM	2.50			Clean drainage at sewer plant
Troy Marsh		04/19/2019 05:15:00 PM	2.00			Sewer checks
Gary Allen		04/19/2019 05:15:00 PM	2.00			Sewer checks
LYLE KEITH		04/26/2019 05:17:00 PM	1.00			Sewer checks, leak on Holly
Troy Marsh		04/26/2019 05:17:00 PM	1.00			Sewer checks, leak on Holly
Gary Allen		04/26/2019 05:17:00 PM	1.00			Help with leak on Holly

Parts

None

Equipment Usage

None

Detail

Date Printed: 05/07/2019



Tasks/Steps

None

Documents

None

Safety Programs

None



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

May 2019 staff report for April activity respectfully submitted by Rosa Cays

Utilities

Current debt (45 days past due):

Only THREE shut-off notices went out with April utility statements—a record low since summer 2017. Only one yellow tag was sent out. Payment was ultimately made on all three accounts.

Balance owed on these accounts from April billing: \$998.73

Balance owed at end of March: \$110.80

A payment was made on a delinquent account for the first time since 2013, but due to unsuccessful, past attempts at getting this debt paid (over \$1000), it was sent to collections.

A copy of the April AR Aging report is attached.

Business Licenses

New: 1

Renewed: 9

In process: 15

Renewal reminders went out to nine businesses whose licenses expire in May.

Rentals

All rental accounts were paid for April.

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$2,377.75)	(\$1,302.64)	\$0.00	(\$2.08)	(\$724.43)	(\$4,406.90)
Water	\$0.00	\$4,456.10	\$403.88	\$0.00	\$0.00	\$270.39	\$5,130.37
Sewer	\$0.00	\$5,687.48	\$547.41	\$178.47	\$0.00	\$522.58	\$6,935.94
Trash	\$0.00	\$7,630.84	\$407.62	\$7.39	\$0.00	\$848.07	\$8,893.92
Tax	\$0.00	\$435.67	\$39.78	\$0.00	\$0.00	\$39.24	\$514.69
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$40.00	\$30.00	\$20.00	\$0.00	\$1,980.00	\$2,070.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)							
Subtotal --->	\$0.00	\$15,872.34	\$126.05	\$205.86	(\$2.08)	\$2,935.85	\$19,138.02
UserType: Residential							
Credit	\$0.00	(\$474.21)	(\$181.21)	(\$186.66)	(\$726.89)	(\$1,166.61)	(\$2,735.58)
Water	\$0.00	\$8,821.27	\$1,341.17	\$533.08	\$0.00	\$1,602.87	\$12,298.39
Sewer	\$0.00	\$8,139.34	\$1,654.61	\$630.05	\$0.00	\$2,845.51	\$13,269.51
Trash	\$0.00	\$6,551.79	\$1,296.62	\$459.44	\$0.00	\$1,489.79	\$9,797.64
Tax	\$0.00	\$837.79	\$124.34	\$50.32	\$0.00	\$245.82	\$1,258.27
Misc	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$63.55	\$78.55
Late Fee	\$0.00	\$160.00	\$140.00	\$90.10	\$0.00	\$5,349.45	\$5,739.55
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Residential (8)							
Subtotal --->	\$0.00	\$24,050.98	\$4,375.53	\$1,576.33	(\$726.89)	\$10,430.38	\$39,706.33
UserType: Municipal							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$0.00	\$169.69	\$0.00	\$0.00	\$0.00	\$0.00	\$169.69
Sewer	\$0.00	\$217.70	\$0.00	\$0.00	\$0.00	\$0.00	\$217.70
Trash	\$0.00	\$185.92	\$0.00	\$0.00	\$0.00	\$0.00	\$185.92
Tax	\$0.00	\$16.69	\$0.00	\$0.00	\$0.00	\$0.00	\$16.69
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Municipal (8)							
Subtotal --->	\$0.00	\$590.00	\$0.00	\$0.00	\$0.00	\$0.00	\$590.00

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$116.95)	(\$44.50)	\$0.00	\$0.00	\$0.00	(\$161.45)
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent	\$0.00	\$5,207.48	\$0.00	\$0.00	\$0.00	\$347.36	\$5,554.84
Gas	\$0.00	\$61.43	\$0.00	\$0.00	\$0.00	\$0.00	\$61.43
Electric	\$0.00	\$153.15	\$0.00	\$0.00	\$0.00	\$0.00	\$153.15
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	\$5,305.11	(\$44.50)	\$0.00	\$0.00	\$347.36	\$5,607.97
UserType: Default							
Credit	\$0.00	(\$175.00)	(\$25.00)	\$0.00	(\$30.00)	(\$300.00)	(\$530.00)
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	(\$175.00)	(\$25.00)	\$0.00	(\$30.00)	(\$300.00)	(\$530.00)
Grand Total (35)	\$0.00	\$45,643.43	\$4,432.08	\$1,782.19	(\$758.97)	\$13,413.59	\$64,512.32

Charge Item Summary

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
Credit	\$0.00	(\$3,143.91)	(\$1,553.35)	(\$186.66)	(\$758.97)	(\$2,191.04)	(\$7,833.93)
Water	\$0.00	\$13,447.06	\$1,745.05	\$533.08	\$0.00	\$1,873.26	\$17,598.45
Sewer	\$0.00	\$14,044.52	\$2,202.02	\$808.52	\$0.00	\$3,368.09	\$20,423.15
Trash	\$0.00	\$14,368.55	\$1,704.24	\$466.83	\$0.00	\$2,337.86	\$18,877.48
Tax	\$0.00	\$1,290.15	\$164.12	\$50.32	\$0.00	\$285.06	\$1,789.65
Misc	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$63.55	\$78.55
Late Fee	\$0.00	\$200.00	\$170.00	\$110.10	\$0.00	\$7,329.45	\$7,809.55
Rent	\$0.00	\$5,207.48	\$0.00	\$0.00	\$0.00	\$347.36	\$5,554.84
Gas	\$0.00	\$61.43	\$0.00	\$0.00	\$0.00	\$0.00	\$61.43
Electric	\$0.00	\$153.15	\$0.00	\$0.00	\$0.00	\$0.00	\$153.15
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	\$45,643.43	\$4,432.08	\$1,782.19	(\$758.97)	\$13,413.59	\$64,512.32

Customer Count = 385



Jerome Volunteer Fire Department

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

E-mail: blair@jeromefire.us

Fire Chief's Report

Month: April Year: 2019

Calls by Type	Number	Resident	Non-Resident
EMS Calls	12	8	4
Residential Fire	0	0	0
Commercial Fire	2	2	0
Wildland	1	1	0
Still Assignment	8	6	2
Special Duty	29	22	7
Snake Removal	3	3	0
Tech Rope Rescue	0	0	0
MVA/Rescue	3	0	3
HazMat	0	0	0
Dispatch	0	0	0
Totals:	58	42	16
Total Calls Chief on Scene	46	-	-
Total JFD Meetings Chief Attended	5		

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

JVFD Hours Worked (No Salaried Hours Included in these totals)	Total Hours: 260.5
--	--------------------

Fire Chief Meetings	Date
Verde Valley Fire Chief's Association Meeting	04/03/2019
Prescott National Forest Supervisor Meeting	04/24/2019
Yavapai Chief's Meeting	04/25/2019

Education, Yavapai College Spring Semester:

- Attending Yavapai College Fire Academy this Spring Semester is Keith Lazaro. His graduation is set for May. Sean Bauer also attended his Driver/Operator course for preparation for our new engine. Nick Bartell took his Hazardous Materials course. Additionally, Kevin Will is attending Fire Academy in Baghdad, Arizona.

Additional Training:

- On April 20th, Allen Muma held a Technical Rope Rescue training at Station 11.
- May 18th Unisource Energy came to train the Jerome Fire Department in gas leaks and containment.

Department Affairs and On-going Projects

- Our April 2019 call volume is down by 1 call over last April's 59 calls, totaling 58 calls this month. Our year to date call volume is 197 compared with 192 calls YTD 2018. Of course, we are only 4 months into this new year, yet we are already on our way to setting another record for number of calls in any given previous year. Our Fire Department personnel are performing their tasks in a professional manner with no injuries occurring.
- The new Delta Avon Air Packs arrived! FDC Rescue Products came to fit the new masks to our firefighters on 03/21. The new masks have arrived. We have placed the new SCBAs on the new E-111. Once all masks are issued, the new packs will be placed into service on AT-111 and E-112.
- In regard to the new HME-Ahrens Engine it has arrived! The Department needs to do additional training on the driving and operation of this new apparatus. This includes pump operation, training with different hose loads, and defensive driving training. JFD set up a driver's training course and has put all qualified Driver/Operators through it. Refinements to the new HME include retrofitting some of the existing steps, removing the auto chains for higher clearance, and redoing the equipment boxes. Adapters were ordered as well as low profile slow close valves for LDH intakes. The hose beds will need to be reloaded to our specifications. Infinity Communications rewired the intercom system so it works, as well as relocating power sources for the stream lights. A flammable gas detector was ordered, as well as further extrication equipment i.e. glass saw, and chocks for stabilization.
- Station 11's facilities have been used by the Probation Supervisors Meeting, the Chamber of Commerce, and the County Clerks as a meeting area this month.
- There were six (6) business licenses issued this month.
- There was one (1) building inspection.
- A community meeting regarding parking was conducted on 05/02/19.
- Duty Officer Haney has been attending Pulse Point meetings and Training and Safety meetings.
- Captain Lanning is continually attending PAWUIC meetings to help meet our fuel mitigation targets.

Prevention

- We have had a total of 43 visits to the burn pile in April with loads of trimmings, slash and brush for a total of 73 combined Jerome citizen hours. The Probation crew put in 70 hours of time. Adding to those totals are 211 hours of Firewise crew for a Grand Total of 354 hours combined. We have a part-time crew of four (4). If you need assistance, and haven't filled out a Firewise application, they can be obtained at Town Hall, on the website at www.jerome.az.gov/firewise-program or at the Fire Department.

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

April Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	Hrs.	# per	T Hrs.
19-114	4/1/19	9:30:00 AM	Mon.	Special Duty Resident	Citizen assist.	0.3	2	0.5
19-115	4/2/19	11:45:00 AM	Tues.	Special Duty Resident	Invalid assist.	0.5	5	2.5
19-116	4/2/19	1:00:00 PM	Tues.	Special Duty Non-Resident	Assist JPD with oversized.	0.8	4	3.0
19-117	4/3/19	8:00:00 AM	Wed.	Special Duty Resident	Pack test.	1.0	5	5.0
19-118	4/4/19	12:00:00 AM	Thurs.	Special Duty Resident	Road hazards.	0.5	3	1.5
27	4/4/19	8:22:00 PM	Thurs.	Commercial Fire	Smell of gas in structure.	1.0	11	11.0
19-119	4/4/19	8:27:00 PM	Thurs.	EMS Non-Resident	34 YOF Shortness of breath.	0.8	5	3.8
19-120	4/5/19	9:30:00 AM	Fri.	Special Duty Non-Resident	Assist JPD with oversized.	0.3	4	1.0
28	4/5/19	7:37:00 PM	Fri.	EMS Non-Resident	41 YOM fainting.	0.5	7	3.5
29	4/5/19	9:00:00 PM	Fri.	MVA/Rescue Non-Resident	25 YOM	1.0	8	8.0
19-121	4/6/19	12:00:00 PM	Sat.	Still Assignment Resident	Check for smoke in area. Nothing found.	0.3	2	0.5
19-122	4/6/19	9:30:00 AM	Sat.	Special Duty Resident	Station staffing.	4.5	4	18.0
30	4/6/19	3:48:00 AM	Sat.	Commercial Fire	Fire in clothes hamper. Mile High.	1.0	13	13.0
31	4/6/19	4:47:00 PM	Sat.	MVA/Rescue Non-Resident	20 YOM air bag deployment.	1.0	8	8.0
Incident	Date	Time	Day	Select Type	Additional Info	Hrs.	# per	T Hrs.

Incident	Date	Time	Day	Select Type	Additional Info	Hrs.	# per	T Hrs.
32	4/9/19	5:05:00 AM	Tues.	Wildland	Painted Wagon Mutual Aid.	1.0	1	1.0
33	4/9/19	8:35:00 AM	Tues.	Still Assignment Resident	Gas truck vs. Natural Gas Meter	4.0	12	48.0
19-123	4/9/19	1:00:00 PM	Tues.	Special Duty Non-Resident	Assist JPD with oversized.	0.5	1	0.5
19-124	4/9/19	8:00:00 AM	Wed.	Special Duty Non-Resident	Assist JPD with oversized.	0.3	2	0.5
19-125	4/9/19	10:00:00 AM	Wed.	Still Assignment Resident	Checked on down line.	0.5	2	1.0
19-126	4/12/19	12:00:00 PM	Fri.	Special Duty Resident	Traffic control	0.5	1	0.5
19-127	4/12/19	2:00:00 PM	Fri.	Special Duty Non-Resident	Citizen assist.	0.5	1	0.5
34	4/13/19	6:02:00 PM	Sat.	EMS Non-Resident	43 YOF with unknown problem.	0.5	3	1.5
19-128	4/16/19	9:00:00 AM	Tues.	Special Duty Resident	Assist JPW with traffic control.	3.0	2	6.0
19-129	4/16/19	9:00:00 AM	Tues.	Still Assignment Resident	Burn Pile	7.0	4	28.0
19-130	4/17/19	9:00:00 AM	Wed.	Special Duty Resident	Assist JPW with traffic control.	2.0	1	2.0
19-131	4/19/19	12:00:00 PM	Fri.	Special Duty Resident	Assisted citizen with disabled vehicle.	0.5	1	0.5
19-132	4/20/19	9:00:00 AM	Sat.	Special Duty Resident	Station staffing.	3.0	1	3.0
19-133	4/21/19	12:00:00 PM	Sun.	EMS Resident	86 YOF welfare check.	0.5	1	0.5
35	4/20/19	10:57:00 PM	Sat.	EMS Resident	82 YOM unknown medical	1.0	3	3.0
19-134	4/22/19	8:00:00 AM	Mon.	Special Duty Resident	Station staffing.	3.0	2	6.0
36	4/22/19	9:37:00 AM	Mon.	Still Assignment Non-Resident	Bush on fire next to structure.	0.3	1	0.3
19-135	4/22/19	5:00:00 PM	Mon.	EMS Resident	53 YOM fall injury.	0.5	1	0.5
19-136	4/22/19	4:30:00 PM	Mon.	Special Duty Resident	Removed road hazards.	0.3	1	0.3
37	4/23/19	9:09:00 AM	Tues.	EMS Resident	85 YOM unknown medical	0.5	9	4.5
Incident	Date	Time	Day	Select Type	Additional Info	Hrs.	# per	T Hrs.

Incident	Date	Time	Day	Select Type	Additional Info	Hrs.	# per	T Hrs.
19-137	4/23/19	9:00:00 AM	Tues.	Special Duty Resident	Animal rescue dog.	1.0	1	1.0
19-138	4/23/19	12:00:00 PM	Tues.	Special Duty Resident	Animal relocation; raccoon.	1.0	1	1.0
19-139	4/24/19	8:00:00 AM	Wed.	Special Duty Resident	Station staffing.	3.5	2	7.0
19-140	4/24/19	2:00:00 PM	Wed.	EMS Resident	58 YOM Welfare check.	0.5	1	0.5
19-141	4/24/19	2:30:00 PM	Wed.	Snake Removal & Relocation	Snake capture: 36-inch diamondback	0.5	3	1.5
19-142	4/24/19	6:00:00 PM	Wed.	Snake Removal & Relocation	Snake capture: 36-inch diamondback	0.5	2	1.0
19-143	4/24/19	6:40:00 PM	Wed.	Still Assignment Non-Resident	Bush on fire next to structure.	0.5	1	0.5
38	4/24/19	7:32:00 PM	Wed.	EMS Resident	48 YOM Nosebleed	0.3	5	1.3
19-144	4/25/19	10:30:00 AM	Thurs.	Special Duty Resident	Neighborhood meeting.	1.3	2	2.5
19-145	4/25/19	11:30:00 AM	Thurs.	Special Duty Non-Resident	Assisted JPD with oversized.	0.3	2	0.5
19-146	4/25/19	9:00:00 AM	Fri.	Snake Removal & Relocation	3.5-foot green Mojave.	0.5	4	2.0
19-147	4/25/19	9:15:00 AM	Fri.	EMS Resident	46 YOF with laceration on right arm.	0.3	4	1.0
19-148	4/25/19	10:30:00 AM	Fri.	Special Duty Resident	Installed Smoke Detectors.	0.5	3	1.5
19-149	4/25/19	12:45:00 PM	Fri.	EMS Resident	61 YOM welfare check.	0.3	4	1.0
19-150	4/25/19	2:00:00 PM	Fri.	Special Duty Resident	Smoke Detector Installation	0.5	2	1.0
39	4/27/19	2:38:00 PM	Sat.	EMS Non-Resident	60 YOF Fainting unknown medical.	0.5	6	3.0
40	4/27/19	6:01:00 PM	Sat.	Still Assignment Resident	Smell of gas in the area.	0.3	7	1.8
19-151	4/27/19	6:30:00 PM	Sat.	Special Duty Resident	Removed downed tree over roadway	0.3	7	1.8
19-152	4/29/19	7:30:00 AM	Mon.	Special Duty Resident	Assisted JPD with oversized.	0.5	1	0.5
19-153	4/29/19	8:00:00 AM	Mon.	Special Duty Non-Resident	Assisted citizen with disabled vehicle.	0.3	2	0.5
Incident	Date	Time	Day	Select Type	Additional Info	Hrs.	# per	T Hrs.

Incident	Date	Time	Day	Select Type	Additional Info	Hrs.	# per	T Hrs.
19-154	4/29/19	8:15:00 AM	Mon.	Special Duty Resident	Removed downed tree.	0.3	2	0.5
19-155	4/29/19	8:30:00 AM	Mon.	Special Duty Resident	Station Staffing.	5.5	4	22.0
19-156	4/29/19	6:30:00 PM	Mon.	MVA/Rescue Non-Resident	Vehicles wheels off retaining wall.	0.5	4	2.0
19-157	4/29/19	8:30:00 AM	Tues.	Still Assignment Resident	Burnt on the burn pile.	6.0	3	18.0
Incident	Date	Time	Day	Select Type	Additional Info	Hrs.	# per	T Hrs.

April 2019 Burn Pile Log

Date	Address	Adult Prob.	Firewise	# Loads	# crew	# Hrs.	Total Hrs.
1-Apr	687 Main			2	1	2	2.0
1-Apr	500 Hill			2	1	2	2.0
1-Apr	645 Verde Ave			2	1	2	2.0
2-Apr	County Road			2	1	2	2.0
2-Apr	Center Ave			1	1	1	1.0
3-Mar	123 Hill Street			4	3	4	12.0
3-Apr	807 Hampshire			2	1	4	4.0
2-Apr	Hull Road		1		1	6	6.0
3-Apr	1000 Perkinsville Permit 19-11				2	6	12.0
4-Apr	807 Hampshire			1	1	1	1.0
8-Apr	151 Deception			2	1	2	2.0
8-Apr	699 Holly			1	1	1	1.0
8-Apr	111 Main			1	1	1	1.0
9-Apr	Firewise Crew		1		2	6	12.0
12-Apr	Firewise Crew Hampshire and Hull		1	2	2	3	6.0
9-Apr	Main Street and Clark	8			8	5	40.0
12-Apr	687 Main			3	2	5	10.0
13-Apr	687 Main			3	2	4	8.0
15-Apr	89A		1		3	6	18.0
15-Apr	880 Hampshire			2	2	4	8.0
15-Apr	220 Calle Sade 19-12						0.0
17-Apr	Methodist Camp 19-13						0.0
17-Apr	Burn Pile 19-14						0.0
18-Apr	89A & Gulch	6	1		6	5	30.0
18-Apr	89A & Gulch		1		4	2	8.0
18-Apr	687 Main			1	2	2	4.0
Date	Address	Adult Prob.	Firewise	# Loads	# crew	# Hrs.	Total Hrs.

Fire Chief's Report

Date	Address	Adult Prob.	Firewise	# Loads	# crew	# Hrs.	Total Hrs.
18-Apr	701 Hull			2	2	2	4.0
19-Apr	875 Gulch		1	2	3	6	18.0
19-Apr	687 Main			2	2	2	4.0
19-Apr	209 Third		1	2	2	4	8.0
22-Apr	711 East		1	1	1	3	3.0
22-Apr	707 Main		1	2	1	3	3.0
23-Apr	27 Rich		1	2	1	3	3.0
23-Apr	700 Holly		1	2	3	2	6.0
20-Apr	Honeymoon Cottage			1	1	1	1.0
22-Apr	27 Rich		1	3	3	8	24.0
23-Apr	Center Street		1	1	2	1	2.0
23-Apr	876 Gulch Road		1	2	2	2	4.0
25-Apr	874 Hampshire		1	4	4	6	24.0
26-Apr	641 Center			1	1	1	1.0
29-Apr	145 North			1	1	3	3.0
30-Apr	100 UVX Road		1		3	6	18.0
30-Apr	Hampshire		1		3	6	18.0
	Totals	14	18	59	84	135	336.0
	Jerome Citizen Hours	Adult Prob.	Firewise	# Loads	# crew	# Hrs.	Total Hrs.

Rusty Blair Chief JVFD



Town of Jerome

Zoning Administrator Council Staff Report: APRIL 2019

From: Charlotte Page, Zoning Administrator

- **Planning and Zoning Commission:** On April 3, 2019, the Regular Meeting of Planning and Zoning Commission was held.
 - Project Approvals
 - CUP for Residential Use in C-1 128 First St.
 - Text Amendments forward to Council
 - Solar Reference
 - Reference to Public Hearings
 - Text Amendments in review/revisions
 - R-2 Zone from Zoning Ordinance
 - Article III Section 301 D(3), change overrule to majority vote from 3/4 Vote
 - Eliminate P&Z liaison to DRB – sent to DRB for comment
 - Staff Projects
 - CUP report C-1 Zone, update to P&Z and P&Z requested to have Council review the information at some point to consider recording historical knowledge if applicable. No serious problems were uncovered, just lack of documentation in parcel files.
 - Update current application with P&Z and generate 'small project' application to be used to make the process easier for applicants. Include new sections to involve input directly from the Fire Department.
- **Design Review Board:** On April 8, 2019, the Design Review Board met:
 - Approvals
 - Renovations, materials & design 128 First St.
 - Text Amendments – 509 Signs, still working on recommendations to P&Z
 - Staff Project
 - Update current application with DRB and generate one page 'paint' application and 'small project' application to be used to make the process easier for applicants
 - Review of the Zoning Ordinance Section 509 Signs was the main topic of the meeting
- **Board of Adjustment:** No meeting.
- **Town Council:** Conservation of Historic property.
 - Magnolia a stipulated lien was recorded March 29th, and is now on file with Town.
 - 89A, letter sent to notify of process, follow up to be notification of abatement in May

➤ **Zoning Update:**

❖ **News & Projects**

- Code Enforcement seminar in Chandler
- Restoration of historic Building Permits to file (1965 – 1997)

❖ **Public Support**

- Pre submission meetings
 - UVX MKT – review of sign ordinance.
 - Main St., review of damages from accident and permission from building officials to secure site.

❖ **Site Visits**

- Inspections/Follow up
 - Hampshire, several visits photo document
 - 89A – several visits, photo document & letter sent
 - Accessory Buildings – photo document for report
 - North Ave., notify of Fire Wise program
 - Clark St., request for removal of exhibit and unpermitted sign

❖ **Projects, ongoing**

- CUP – document floorplans for wine tasting for future reference
- District Signs problem resolution & new sign delivery
- Continue update if Zoning sign inventory binder



TOWN OF JEROME

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REGULAR MEETING OF THE TOWN OF JEROME

PLANNING AND ZONING COMMISSION

DATE: Wednesday, March 6, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

MINUTES

Before calling the meeting to order, the Deputy Clerk administered the oath of office to Lance Schall.

ITEM 1: CALL TO ORDER/ROLL CALL

Chair Margie Hardie called the meeting to order at 7:03 p.m.

Roll call was taken by Charlotte Page. Commission members present were Chair Margie Hardie, Vice Chair Lance Schall, Joe Testone, Scott Hudson and Henry Vincent.

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

7:03 (1:05) ITEM 2: PETITIONS FROM THE PUBLIC – There were no petitions from the public.

7:03 (1:18) ITEM 3: APPROVAL OF MINUTES: Minutes of two Executive Sessions, February 25, 2019

If necessary, Commission may enter into executive session, pursuant to A.R.S. §38-431.01(A)(2), for the discussion or consideration of records exempt by law from public inspection.

Chair Hardie would like to move these prior to Item #9 or go into E session now, because she has found several errors.

Vice Chair Schall asked if they could have an executive session if it is not on the agenda.

It was explained that it was on the agenda.

Motion to Move Item #3 Prior to Item #9

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

8:11 (1:00) Approval of Executive Session Minutes of February 25, 2019 With Amendments

Item #3

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

Item #4

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

TOWN OF JEROME

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7:06 (3:56) ITEM 4: APPROVAL OF MINUTES: Minutes of Regular Meeting February 6, 2019

Approval of Minutes of February 6, 2019

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

7:07 (4:58) ITEM 5: ELECTION OF OFFICERS

Commission to elect Chair and Vice Chair for 2019-2020 term.

Chair Hardie said she has been on the Planning and Zoning for 10 years. Before we go ahead with the election, she wants to say something very important to her. To be careful and to remember our primary purpose is to uphold the zoning ordinance and to give fair and impartial hearing to everyone who comes before the board. She listed the things she has done as the Chair. She asked who would like to be chair.

Vice Chair Schall said he would do it.

Motion for Lance Schall to be the Chair

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

Chair Schall asked who would like to be the Vice Chair.

Commissioner Testone said he would do it.

Motion to appoint Joe Testone as Vice Chair

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

7:11 (8:58) ITEM 6: APPOINTMENT OF DRB REPRESENTATIVE

Commission to appoint representative to Design Review Board for 2019-2020 term.

Commissioner Vincent volunteered for the position again.

Appointment of Henry Vincent to be the DRB Representative

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

7:12 (9:40) ITEM 7: FINAL SITE PLAN REVIEW, 222 FIRST AVE., ACCESSORY STRUCTURE, 16 X 16' PLATFORM

APPLICANT: Andrea Allen

ADDRESS: PO Box 1151

OWNER OF RECORD: Andrea Allen

ZONE: C-1

APN: 401-06-072A

Applicant requests final site plan review for a 16' x 16' platform, constructed prior to review, at the lower level of this property, on the northwest side of the building facing Diaz St.

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Ms. Page stated this item was before this commission last month. The building is historic, she was asked to find a Conditional Use Permit, however she couldn't provide a CUP.

Commissioner Hardie suggested that Ms. Allen get a CUP or provide proof that the building has been in continuous use as an apartment prior to 1977 (legal nonconforming.) Once that is in place then she could get an approval for the structure.

Chair Schall questioned this when the agenda item is for an accessory structure.

Commissioner Hardie said according to the ordinance you can't have an exacerbation of a nonconforming situation. If it is an apartment, then it requires a conditional use in the commercial zone.

Ms. Page said there are a number of permits that show that it is an apartment building, since 1991 the Town is aware that there are three units there.

Commissioner Hardie said she doesn't see that there would be a problem.

Chair Schall said he is inclined to approve the deck tonight, move it off the agenda and bring it back later for the CUP.

Commissioner Hardie said, "That would be violating the ordinance then."

Ms. Page doesn't believe this is an isolated incident.

Chair Schall asked if this building wasn't an apartment what would it be? Was it ever used as retail?

Commissioner Hardie said there is nothing in writing to prove the continual use.

Vice Chair Testone asked can you rely upon historical documentation, because it was documented as a bordello.

7:19 (16:29) Ms. Allen responded that it was originally a bordello. It was salvaged and remodeled in 1983 and has been a three-apartment building since 1983.

Commissioner Vincent asked if a Certificate of Occupancy was ever given.

Ms. Page said she could not find anything in the file. There is a record of knowledge that it has been an apartment building.

Commissioner Hardie wishes to follow the ordinance and get the CUP.

Chair Schall asked, "What the use of the building would be if it wasn't an apartment? If the point is, we don't want to exacerbate the nonconforming condition, what nonconforming condition are we exacerbating?"

Commissioner Hardie said the building is not permitted in the C1 zone; you have to have a CUP.

Vice Chair Testone read from the zoning ordinance, (page 67, Permitted Uses) 19. Any other such uses as determined by the Planning and Zoning Commission and approved by the Town Council to be similar to those uses listed above and not detrimental to the public health, safety and general welfare in accordance with the provisions of this Ordinance.

Commissioner Hardie pointed out to Vice Chair Testone that "apartments" was listed under Conditional Uses. She does not believe they should circumvent the ordinance. Ms. Allen can get a CUP and an approval for her platform. The building gets to be on the up and up and we move on from there.

Chair Schall stated your position is a procedural matter, wants to move on with the deck approval.

Commissioner Hardie objects to the deck approval prior to getting a CUP.

Vice Chair Testone asked if she (Ms. Allen) had satisfied what she would need for a CUP with her site plan.

Ms. Page said she would need an application, a fee, it takes at least two months to go through the process. There is a chain of documentation that shows this building has been used for an apartment.

Commissioner Hardie doesn't think the lady is suffering because the platform was illegally built months ago.

Commissioner Vincent recapped, she contacted the prior Zoning Administrator and was told she didn't need to

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come before the board. He would move that this board approve the platform.

Commissioner Hardie said, "I'm going to repeal this."

Chair Schall stated, "I'd further like to point out that I object to the implication that I am trying to circumvent the ordinance of Jerome." He directed staff to assist the applicant with the Conditional Use Permit.

Motion to Approve the Platform

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

7:28 (26:20) ITEM 8: PRELIMINARY SITE PLAN REVIEW, 221 DUNDEE AVE., SINGLE FAMILY RESIDENCE

APPLICANT: Lee Christensen for Scott & Wendy Prior

ADDRESS: 3694 Via Bernado, Oceanside CA 92056

ZONE: R1-5OWNER OF

RECORD: Scott & Wendy Prior

APN: 401-11-019S

Applicant requests preliminary site plan review for a new home proposed at a 221 Dundee Ave.

Ms. Page introduced the project and talked about the preliminary site plan.

Commissioner Hardie said one plan doesn't give any numbers so she didn't know what it was for. She wished it had more comprehensive drawings. She can't tell how tall it is.

Ms. Page explained it is 25' from the midpoint.

7:32 (29:43) Mr. Christensen directed them to look at the floorplan and pointed out the midpoint.

Commissioner Hardie asked him where the 33 feet is.

7:34 (31:25) Mr. Christensen pointed it out to her and the other members of the commission.

Chair Schall summarized, we have set backs, heights and lot size.

Commissioner Hardie asked if the parking requirement is sufficient.

7:37 (34:27) Mr. Christensen said two in the garage and two on the driveway.

Chair Schall asked if there were any other questions.

Commissioner Hardie said she would prefer to see better drawings of the house.

Preliminary Site Plan Approval for the New Home at 221 Dundee Avenue

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

Motion to Go into E Session at 7:38 p.m.

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

Chair Schall stated, "Let the record show that the Executive Session is over, and we resumed the meeting at 8:10 p.m."

TOWN OF JEROME

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8:12 (1:40) ITEM 9: PRELIMINARY SITE PLAN REVIEW, 701 HULL RD., 2ND STORY ADDITION ON GARAGE

APPLICANT: Don & Kathi Feher

ADDRESS: PO Box 244

ZONE: R1-5

OWNER OF RECORD: Don & Kathi Feher

APN: 401-08-011A & 011B

Applicant requests preliminary site plan review for a second story addition over existing garage.

Chair Schall asked if this would have electric or plumbing.

Ms. Page responded there were no plans for that at this time.

Commissioner Hardie said this project is beginning to be typical of Jerome. It seems our ability to keep track of approvals, etcetera, using what we have available is the best we can do, whatever documents are available in the files. This garage was built in 1990 and she had documents to prove that. The prior zoning administrator had said it was built in 1917, however it had been demolished and rebuilt in 1990. It cannot be considered a legal non-conforming structure. We have no approvals from either Planning and Zoning or Design Review. On May 1, 1990 Nancy Smith, a Jerome resident, alerted the Planning and Zoning that it had been destroyed. Thorn and Dibble apologized to Design Review for destroying the garage. Sue Goodman, the owner at the time then applied for a permit in May of 1990. The Design Review Board gave no permission for demolition or rebuild. She presented further documentation to substantiate her claims. She read a letter signed by Harry Stewart and Rusty Blair who had worked on the project at 701 Hull Road. (attachment) She will vote no to the exacerbation of a nonconforming situation because we have a new structure with no permissions. It is an illegal building. This has nothing to do with the new owners, but lack of permissions from the Town in 1990. Pictures submitted by Ms. Page pointing to walls and floors (actually submitted by the owner) indicating from 1917. Her point is to present this information in hopes that it will be considered as well as the issue of the fire hazard. She spoke about the packet from the Fire Official. And she read the Fire Chiefs recommendations dated March 4, 2019 (attachment) She also read the memo from Barry Wolstencroft. (attachment)

Chair Schall asked if there was any other conversation. He would be inclined to vote for this, despite Commissioner Hardies excellent laying out the history of where the Town screwed up. He concurred, it looks like that is what happened, but what he goes back to is, he likes to go in favor of the applicant. While Commissioner Hardies discussion is clear, they built a structure with a building permit. There was no red tagging, so he's not sure if the Town has a good leg to stand on to say it is illegal. In the end there was a building permit and a building is built. We agree that it exists, he will not call it an illegal building. As far as the fire danger, it is legal to be there and does this additional footage make it significantly more of a problem. Does it increase the noncompliance? The input from the Fire Chief is clear, but if it burns it would already fall in the road.

8:36 (0:25:28) Kathi Feher, owner, approached the dais and spoke. She has listened and read the materials carefully. There are three different concerns being setback, height and expansion or safety. She gave supporting information for those three concerns. She finished by saying that she respects the Fire Chief and is concerned that they meet all standards for fire safety.

8:52 (0:41:39) Suzy Mound, a resident, spoke. While understanding the need for wanting to create the storage space, the way she sees it is a nonconforming building. She feels it would be a sad day when our boards don't listen to the recommendations of the person that we entrust, the Fire Chief that looks out for our safety. She believes all or our boards should listen to the Fire Chief.

Commissioner Hardie said she really appreciates what Ms. Mound said. She feels that the Fire Chief knows more about safety than anyone in the room.

Chair Schall has two considerations, would our opinion be changed if we made a stipulation that it be constructed of a fire proof material and require that it has a fire sprinkler in it.

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Commissioner Hardie thought those were interesting compromises. She believes it could be proposed to the Fire Chief, it isn't something she would know.

Vice Chair Testone asked if Ms. Page could coordinate that with the Fire Chief and if that would make a difference.

Commissioner Hardie interjected and said it is up to the applicants first and foremost.

Chair Schall said if they have a proposal, we could turn down or we could ask for them to modify it with Chief Blair.

Ms. Page added, "The note from the building inspector said it has to qualify for one-hour construction. A note from the 1990 construction says it is cement board."

9:01 (0:51:20) Mr. Donald Feher, another owner, said the siding is redwood. He went on to say they would be more than happy to explore some ideas that Chief Blair might have. It is about safety for him and maybe they could incorporate it into the construction.

9:02 (0:52:10) Ms. Mound suggested the existing garage might be on Town property. She believes a survey should be done.

9:03 (0:52:51) Mr. Feher said they talked to a surveyor, it is a minimum of \$5,000 and no guarantees. He would like to talk with Chief Blair about a compromise.

Commissioner Hardie stated this is an illegal building and therefore she would not consider adding to it. There is a field appraiser, they do assessments for our properties, maybe they would have information in regard to the survey.

9:05 (0:54:30) Ms. Feher said they worked with the County Assessors office, they do not do surveys.

9:06 (0:54:48) Mr. Feher added they had assessed the square footage of the home incorrectly.

Chair Schall moved to table for further instruction with the Fire Chief and perhaps to derive a solution with the Fire Chief.

Motion to Table Addition on Garage at 702 Hull Road

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

Commissioner Hardie voted nay because of the status of the building.

9:07 (0:56:52) ITEM 10: DRAFT TEXT AMENDMENT, R-2 & ZONING ORDINANCE

Commission to review proposed text amendment to Article II Definitions and Article V Use Regulations, about R-2 Zone and possible creation of additional zones.

Ms. Page began to explain the text amendment.

Commissioner Hudson asked if he could make a motion to table because of timing.

Ms. Page wanted to say she thought this amendment was better.

Motion to Table Item 10

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

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9:09 (0:58:35) ITEM 11: FUTURE AGENDA ITEMS

Commissioner Hardie would like to ask for a report on any and all conditional use permits that require the Zoning Administrator's inspection. For example, the winery, the outdoor patio and see what's going on and how things are going.

ITEM 12: ADJOURN

Adjourned at 9:10

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

Approval on next page.

TOWN OF JEROME

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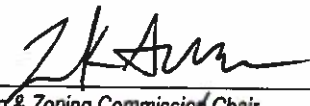
REGULAR MEETING OF THE TOWN OF JEROME PLANNING AND ZONING COMMISSION

DATE: Wednesday, March 6, 2019 TIME: 7:00 pm

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

Respectfully submitted by Joni Savage on April 3, 2019

Approved: _____


Planning & Zoning Commission Chair

Date: _____

4/3/2019

Attest: _____


Planning & Zoning Commission Vice Chair

Date: _____

4/3/2019



TOWN OF JEROME

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REGULAR MEETING OF THE TOWN OF JEROME PLANNING AND ZONING COMMISSION

DATE: Wednesday, March 6, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

MINUTES

Before calling the meeting to order, the Deputy Clerk administered the oath of office to Lance Schall.

ITEM 1: CALL TO ORDER/ROLL CALL

Chair Margie Hardie called the meeting to order at 7:03 p.m.

Roll call was taken by Charlotte Page. Commission members present were Chair Margie Hardie, Vice Chair Lance Schall, Joe Testone, Scott Hudson and Henry Vincent.

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

7:03 (1:05) ITEM 2: PETITIONS FROM THE PUBLIC - There were no petitions from the public.

7:03 (1:18) ITEM 3: APPROVAL OF MINUTES: Minutes of two Executive Sessions, February 25, 2019
If necessary, Commission may enter into executive session, pursuant to A.R.S. §38-431.01(A)(2), for the discussion or consideration of records exempt by law from public inspection.

Chair Hardie would like to move these prior to Item #9 or go into E session now, because she has found several errors.

Vice Chair Schall asked if they could have an executive session if it is not on the agenda.

It was explained that it was on the agenda.

Motion to Move Item #3 Prior to Item #9

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

8:11 (1:00) Approval of Executive Session Minutes of February 25, 2019 With Amendments

Item #3

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

Item #4

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

TOWN OF JEROME

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7:06 (3:56) ITEM 4: APPROVAL OF MINUTES: Minutes of Regular Meeting February 6, 2019

Approval of Minutes of February 6, 2019

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

7:07 (4:58) ITEM 5: ELECTION OF OFFICERS

Commission to elect Chair and Vice Chair for 2019-2020 term.

Chair Hardie said she has been on the Planning and Zoning for 10 years. Before we go ahead with the election, she wants to say something very important to her. To be careful and to remember our primary purpose is to uphold the zoning ordinance and to give fair and impartial hearing to everyone who comes before the board. She listed the things she has done as the Chair. She asked who would like to be chair.

Vice Chair Schall said he would do it.

Motion for Lance Schall to be the Chair

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

Chair Schall asked who would like to be the Vice Chair.

Commissioner Testone said he would do it.

Motion to appoint Joe Testone as Vice Chair

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

7:11 (8:58) ITEM 6: APPOINTMENT OF DRB REPRESENTATIVE

Commission to appoint representative to Design Review Board for 2019-2020 term.

Commissioner Vincent volunteered for the position again.

Appointment of Henry Vincent to be the DRB Representative

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

7:12 (9:40) ITEM 7: FINAL SITE PLAN REVIEW, 222 FIRST AVE., ACCESSORY STRUCTURE, 16 X 16' PLATFORM

APPLICANT: Andrea Allen

ADDRESS: PO Box 1151

OWNER OF RECORD: Andrea Allen

ZONE: C-1

APN: 401-06-072A

Applicant requests final site plan review for a 16' x 16' platform, constructed prior to review, at the lower level of this property, on the northwest side of the building facing Diaz St.

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Ms. Page stated this item was before this commission last month. The building is historic, she was asked to find a Conditional Use Permit, however she couldn't provide a CUP.

Commissioner Hardie suggested that Ms. Allen get a CUP or provide proof that the building has been in continuous use as an apartment prior to 1977 (legal nonconforming.) Once that is in place then she could get an approval for the structure.

Chair Schall questioned this when the agenda item is for an accessory structure.

Commissioner Hardie said according to the ordinance you can't have an exacerbation of a nonconforming situation. If it is an apartment, then it requires a conditional use in the commercial zone.

Ms. Page said there are a number of permits that show that it is an apartment building, since 1991 the Town is aware that there are three units there.

Commissioner Hardie said she doesn't see that there would be a problem.

Chair Schall said he is inclined to approve the deck tonight, move it off the agenda and bring it back later for the CUP.

Commissioner Hardie said, "That would be violating the ordinance then."

Ms. Page doesn't believe this is an isolated incident.

Chair Schall asked if this building wasn't an apartment what would it be? Was it ever used as retail?

Commissioner Hardie said there is nothing in writing to prove the continual use.

Vice Chair Testone asked can you rely upon historical documentation, because it was documented as a bordello.

7:19 (16:29) Ms. Allen responded that it was originally a bordello. It was salvaged and remodeled in 1983 and has been a three-apartment building since 1983.

Commissioner Vincent asked if a Certificate of Occupancy was ever given.

Ms. Page said she could not find anything in the file. There is a record of knowledge that it has been an apartment building.

Commissioner Hardie wishes to follow the ordinance and get the CUP.

Chair Schall asked, "What the use of the building would be if it wasn't an apartment? If the point is, we don't want to exacerbate the nonconforming condition, what nonconforming condition are we exacerbating?"

Commissioner Hardie said the building is not permitted in the C1 zone; you have to have a CUP.

Vice Chair Testone read from the zoning ordinance, (page 67, Permitted Uses) 19. Any other such uses as determined by the Planning and Zoning Commission and approved by the Town Council to be similar to those uses listed above and not detrimental to the public health, safety and general welfare in accordance with the provisions of this Ordinance.

Commissioner Hardie pointed out to Vice Chair Testone that "apartments" was listed under Conditional Uses. She does not believe they should circumvent the ordinance. Ms. Allen can get a CUP and an approval for her platform. The building gets to be on the up and up and we move on from there.

Chair Schall stated your position is a procedural matter, wants to move on with the deck approval.

Commissioner Hardie objects to the deck approval prior to getting a CUP.

Vice Chair Testone asked if she (Ms. Allen) had satisfied what she would need for a CUP with her site plan.

Ms. Page said she would need an application, a fee, it takes at least two months to go through the process. There is a chain of documentation that shows this building has been used for an apartment.

Commissioner Hardie doesn't think the lady is suffering because the platform was illegally built months ago.

Commissioner Vincent recapped, she contacted the prior Zoning Administrator and was told she didn't need to

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come before the board. He would move that this board approve the platform.

Commissioner Hardie said, "I'm going to repeal this."

Chair Schall stated, "I'd further like to point out that I object to the implication that I am trying to circumvent the ordinance of Jerome." He directed staff to assist the applicant with the Conditional Use Permit.

Motion to Approve the Platform

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

7:28 (26:20) ITEM 8: PRELIMINARY SITE PLAN REVIEW, 221 DUNDEE AVE., SINGLE FAMILY RESIDENCE

APPLICANT: Lee Christensen for Scott & Wendy Prior

ADDRESS: 3694 Via Bernado, Oceanside CA 92056

ZONE: R1-5OWNER OF

RECORD: Scott & Wendy Prior

APN: 401-11-019S

Applicant requests preliminary site plan review for a new home proposed at a 221 Dundee Ave.

Ms. Page introduced the project and talked about the preliminary site plan.

Commissioner Hardie said one plan doesn't give any numbers so she didn't know what it was for. She wished it had more comprehensive drawings. She can't tell how tall it is.

Ms. Page explained it is 25' from the midpoint.

7:32 (29:43) Mr. Christensen directed them to look at the floorplan and pointed out the midpoint.

Commissioner Hardie asked him where the 33 feet is.

7:34 (31:25) Mr. Christensen pointed it out to her and the other members of the commission.

Chair Schall summarized, we have set backs, heights and lot size.

Commissioner Hardie asked if the parking requirement is sufficient.

7:37 (34:27) Mr. Christensen said two in the garage and two on the driveway.

Chair Schall asked if there were any other questions.

Commissioner Hardie said she would prefer to see better drawings of the house.

Preliminary Site Plan Approval for the New Home at 221 Dundee Avenue

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

Motion to Go into E Session at 7:38 p.m.

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

Chair Schall stated, "Let the record show that the Executive Session is over, and we resumed the meeting at 8:10 p.m."

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8:12 (1:40) ITEM 9: PRELIMINARY SITE PLAN REVIEW, 701 HULL RD., 2ND STORY ADDITION ON GARAGE

APPLICANT: Don & Kathi Feher

ADDRESS: PO Box 244

OWNER OF RECORD: Don & Kathi Feher

ZONE: R1-5

APN: 401-08-011A & 011B

Applicant requests preliminary site plan review for a second story addition over existing garage.

Chair Schall asked if this would have electric or plumbing.

Ms. Page responded there were no plans for that at this time.

Commissioner Hardie said this project is beginning to be typical of Jerome. It seems our ability to keep track of approvals, etcetera, using what we have available is the best we can do, whatever documents are available in the files. This garage was built in 1990 and she had documents to prove that. The prior zoning administrator had said it was built in 1917, however it had been demolished and rebuilt in 1990. It cannot be considered a legal non-conforming structure. We have no approvals from either Planning and Zoning or Design Review. On May 1, 1990 Nancy Smith, a Jerome resident, alerted the Planning and Zoning that it had been destroyed. Thorn and Dibble apologized to Design Review for destroying the garage. Sue Goodman, the owner at the time then applied for a permit in May of 1990. The Design Review Board gave no permission for demolition or rebuild. She presented further documentation to substantiate her claims. She read a letter signed by Harry Stewart and Rusty Blair who had worked on the project at 701 Hull Road. (attachment) She will vote no to the exacerbation of a nonconforming situation because we have a new structure with no permissions. It is an illegal building. This has nothing to do with the new owners, but lack of permissions from the Town in 1990. Pictures submitted by Ms. Page pointing to walls and floors (actually submitted by the owner) indicating from 1917. Her point is to present this information in hopes that it will be considered as well as the issue of the fire hazard. She spoke about the packet from the Fire Official. And she read the Fire Chiefs recommendations dated March 4, 2019 (attachment) She also read the memo from Barry Wolstencroft. (attachment)

Chair Schall asked if there was any other conversation. He would be inclined to vote for this, despite Commissioner Hardies excellent laying out the history of where the Town screwed up. He concurred, it looks like that is what happened, but what he goes back to is, he likes to go in favor of the applicant. While Commissioner Hardies discussion is clear, they built a structure with a building permit. There was no red tagging, so he's not sure if the Town has a good leg to stand on to say it is illegal. In the end there was a building permit and a building is built. We agree that it exists, he will not call it an illegal building. As far as the fire danger, it is legal to be there and does this additional footage make it significantly more of a problem. Does it increase the noncompliance? The input from the Fire Chief is clear, but if it burns it would already fall in the road.

8:36 (0:25:28) Kathi Feher, owner, approached the dais and spoke. She has listened and read the materials carefully. There are three different concerns being setback, height and expansion or safety. She gave supporting information for those three concerns. She finished by saying that she respects the Fire Chief and is concerned that they meet all standards for fire safety.

8:52 (0:41:39) Suzy Mound, a resident, spoke. While understanding the need for wanting to create the storage space, the way she sees it is a nonconforming building. She feels it would be a sad day when our boards don't listen to the recommendations of the person that we entrust, the Fire Chief that looks out for our safety. She believes all or our boards should listen to the Fire Chief.

Commissioner Hardie said she really appreciates what Ms. Mound said. She feels that the Fire Chief knows more about safety than anyone in the room.

Chair Schall has two considerations, would our opinion be changed if we made a stipulation that it be constructed of a fire proof material and require that it has a fire sprinkler in it.

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Commissioner Hardie thought those were interesting compromises. She believes it could be proposed to the Fire Chief, it isn't something she would know.

Vice Chair Testone asked if Ms. Page could coordinate that with the Fire Chief and if that would make a difference.

Commissioner Hardie interjected and said it is up to the applicants first and foremost.

Chair Schall said if they have a proposal, we could turn down or we could ask for them to modify it with Chief Blair.

Ms. Page added, "The note from the building inspector said it has to qualify for one-hour construction. A note from the 1990 construction says it is cement board."

9:01 (0:51:20) Mr. Donald Feher, another owner, said the siding is redwood. He went on to say they would be more than happy to explore some ideas that Chief Blair might have. It is about safety for him and maybe they could incorporate it into the construction.

9:02 (0:52:10) Ms. Mound suggested the existing garage might be on Town property. She believes a survey should be done.

9:03 (0:52:51) Mr. Feher said they talked to a surveyor, it is a minimum of \$5,000 and no guarantees. He would like to talk with Chief Blair about a compromise.

Commissioner Hardie stated this is an illegal building and therefore she would not consider adding to it. There is a field appraiser, they do assessments for our properties, maybe they would have information in regard to the survey.

9:05 (0:54:30) Ms. Feher said they worked with the County Assessors office, they do not do surveys.

9:06 (0:54:48) Mr. Feher added they had assessed the square footage of the home incorrectly.

Chair Schall moved to table for further instruction with the Fire Chief and perhaps to derive a solution with the Fire Chief.

Motion to Table Addition on Garage at 702 Hull Road

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

Commissioner Hardie voted nay because of the status of the building.

9:07 (0:56:52) ITEM 10: DRAFT TEXT AMENDMENT, R-2 & ZONING ORDINANCE

Commission to review proposed text amendment to Article II Definitions and Article V Use Regulations, about R-2 Zone and possible creation of additional zones.

Ms. Page began to explain the text amendment.

Commissioner Hudson asked if he could make a motion to table because of timing.

Ms. Page wanted to say she thought this amendment was better.

Motion to Table Item 10

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

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9:09 (0:58:35) ITEM 11: FUTURE AGENDA ITEMS

Commissioner Hardie would like to ask for a report on any and all conditional use permits that require the Zoning Administrator's inspection. For example, the winery, the outdoor patio and see what's going on and how things are going.

ITEM 12: ADJOURN

Adjourned at 9:10

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

Approval on next page.

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REGULAR MEETING OF THE TOWN OF JEROME PLANNING AND ZONING COMMISSION

DATE: Wednesday, March 6, 2019 TIME: 7:00 pm

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

Respectfully submitted by Joni Savage on April 3, 2019

Approved: _____


Planning & Zoning Commission Chair

Date: _____

4/3/2019

Attest: _____


Planning & Zoning Commission Vice Chair

Date: _____

4/3/2019



Jerome Fire Department

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

March 4, 2019

As code enforcement officers we rely on our combined codes in order to make decisions regarding projects. The zoning code sets, lot coverage, setbacks, lot sizes, different zones, height of structures, determines whether it is a legal nonconforming structure and much more.

Fire Department codes dictate Fire Protection Systems, Building Services, Interior finishes decoration materials and furnish, Means of Egress, Fire service features, Fire Department access considerations, numbers of hydrants and distances from hydrants and much more.

Building code dictates how these projects are constructed.

All of these department's also rely on stamped architectural plans and engineers stamped plans to do their jobs.

When the zoning official states that they have a nonconforming situation that tells the fire code official that it does not meet the minimum zoning code standards for setbacks or other reasons.

The garage located at 701 Hull Rd is nonconforming issue is due to lack of setbacks. According to the zoning code states (See information sent to fire code official on 2-27-19 by the zoning administrator). This structure is bordered on 2 sides on one street. Which means it should have a set back of 10 feet on the front and the side of the street. The fire code official has not received any documentation regarding whether the structure does or does not fall within the town easement on Hull Rd, which already does not meet minimum Fire Code requirements of a 20 foot easement, grade or surface requirements.

As a fire code officer, trained professional firefighter and Fire Chief, I question any approval of the doubling the size of this structure. This already bad situation should it be allowed to be made worse by increasing the height of the structure from its current height to 19 feet would make it dangerous for Fire Department personnel fight fire in this area.

1. According to the Zoning Administrator this project does not meet current set back requirements.
2. Does not meet the minimum Fire Department access fire code requirements.
3. If made taller it would increase the collapse zone into the already noncompliant one lane street and would collapse closer to the structure on the downhill side.
4. Would increase the fuel load in this already nonconforming structure.
5. Make it extremely dangerous for firefighters to advances Fire Protection lines around the structure to the structure on the downhill side and the main structure.
6. Due to the topography in this area it would be difficult to formulate a different fire attack.

All of these considerations have been a part of the Fire Code Official formulating an opinion. All of these code officials Zoning, Building, and Fire Code Officers are supposed to work together in order to provide for life safety. This does not appear to be happening and should be reviewed.


Rusty Blair,
Fire Code Officer, Professional firefighter and Fire Chief.
Jerome Volunteer Fire Department

3-4-19

Whom it may concern

Rusty Blair and Harry Stewart both worked on the concrete pertaining to this project 701 Hull Rd in 1990. This previous garage was completely demolished. We excavated the site for footings, set Symons forms on both uphill side and the side closest to the house approximately 6 foot high. We also excavated the site for footings and a small wall on the Downhill side of the project. There were existing concrete paver blocks on the floor which we had to remove in order to excavate these footings. These pavers we're set back in place after the garage had been completed. The contractor had us pour the uphill retaining wall about 1 ½ foot too long and we had to cut back the little wing portion of the wall. Barry Wolstencroft who is our current building inspector, was also the inspector for this project.

Rusty Blair



Harry Stewart, Concrete contractor





Founded 1876
Incorporated 1899

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

The current adopted 2012 international residential code states that any new structure that requires a permit and is to be built within five feet of a property line, must be constructed of materials to qualify a one hour construction. Referenced from 2012 IRC Table R302.1(1) Exterior walls.



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CLOSED SESSION MINUTES

Note: Because this session was conducted without the Town Attorney present, these minutes are a public record, available for public review and will be filed accordingly

Date:	March 6, 2019
Time:	7:38 PM
Location:	Council Chambers, Jerome Town Hall
Members present:	Planning & Zoning Chair Lance Schall, Vice Chair Joe Testone, Commissioners Margie Hardie, Henry Vincent and Scott Hudson
Members absent:	
Others present:	Zoning Administrator Charlotte Page
Statutory authority:	A.R.S. § 38-431.03 (A)(3) and (A)(4)
Purpose:	Review minutes from Feb 25 th , 2019 Executive Session

Two executive session minutes were reviewed. Commissioner Hardie asked for Planning & Zoning to be indicated on the both 'Member present lists' and add 'Commissioners' instead of Board Members.

In the minutes of the first session (2nd story addition on garage) no changes were made to the minutes.

In the minutes of the second session (Rezoning) the following change was made to the minutes in the fifth full paragraph on page 2. "In addition to the delay of the process the continued interest of others including property owned by the Mine was discussed."

The session ended around 8:00 PM.

Attest:

Charlotte Page
Town Zoning Administrator

Approved:

Lance Schall, Chair
Planning & Zoning Commission



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MINUTES

SPECIAL JOINT MEETING OF THE JEROME TOWN COUNCIL, PLANNING & ZONING COMMISSION, DESIGN REVIEW BOARD AND BOARD OF ADJUSTMENT

JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS
WEDNESDAY, JANUARY 16, 2019 AT 6:00 P.M.

ITEM #1:	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor to call meeting to order.</p> <p><i>Mayor Alex Barber called the meeting to order at 6:05p.m.</i></p> <p>Town Clerk to call and record the roll for Council.</p> <p><i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Alex Barber, Vice Mayor Sage Harvey, Councilmembers Mandy Worth, Jack Dillenberg and Jane Moore.</i></p> <p><i>Other staff present were Charlotte Page, Zoning Administrator and Joni Savage, Deputy Clerk.</i></p> <p>Zoning Administrator to call and record the roll for the Commission and Boards.</p> <p><i>Roll call was taken by Ms. Page. Planning and Zoning Commission members present were Chair Margie Hardie, Vice Chair Lance Schall, Scott Hudson and Henry Vincent.</i></p> <p><i>Design Review Board members present were Chair Brice Wood, Vice Chair Danny Smith, Henry Vincent, Tyler Christensen and John McDonald.</i></p> <p><i>Board of Adjustment members present were Suzy Mound and Natalie Barlow. Vice Chair Chris Babbage, Carol Yacht and Gary Shapiro were absent.</i></p> <p><i>The Pledge of Allegiance was said.</i></p>
ITEM #2: 6:06 (3:00)	<p>PRESENTATION / Q&A WITH TOWN ATTORNEY</p> <p>Town Attorney Bill Sims will provide information and answer questions regarding Arizona's Open Meeting Law, Robert's Rules of Order, Conflicts of Interest, and the Rezoning process.</p> <p><i>Mr. Sims spoke about zoning, open meeting law, conflicts of interest and due process. He referred to three different handouts for his presentation, each of which will be placed on file with these meeting minutes.</i></p> <p><i>6:24(0:24:00) Margie Hardie asked a question regarding discussion and whether it should be prior to or after a motion. She believes the Chair or Mayor should ask for a motion.</i></p> <p><i>6:28 (0:27:58) Ms. Hardie asked about a quorum and referred to the Board of Adjustment only having two members present.</i></p> <p><i>6:30 (0:29:30) Councilmember Dillenberg asked about an abstention from voting and whether it is considered a yes vote or a no vote. He had thought that an abstention was neither. Ms. Gallagher noted that our Code currently provides that an abstention is counted as a yes vote, but we have introduced an ordinance to change that.</i></p> <p><i>6:32(0:32:30) Tyler Christensen asked about a conflict of interest.</i></p> <p><i>Mr. Sims responded that you would abstain and it would not be considered a yes vote.</i></p>

6:33 (0:32:50) Curtls Lindner, a member of the Yavapai County Planning Commission, asked Mr. Sims to explain the public's perception of a conflict of interest.

Mr. Sims responded that he feels members should recuse themselves if there is appearance of a conflict.

6:34 (0:34:55) Mr. Lindner spoke again about public perception and conflict of interest.

6:38(0:38:30) Danny Smith gave an example of when a council member should have recused themselves.

6:42 (0:42:30) Jeff Koppelmaa, a resident of Jerome, inquired about ending a debate. He asked what vote would end the debate, is it two-thirds or three-fourths.

Mr. Sims said that Robert's Rules is more rigorous, but he feels that we should be more flexible and allow the Mayor to run the meeting.

6:47(0:47:42) Mr. Lindner spoke again and stated there is a history of a procedural way of going through the meeting. Move the agenda along to avoid endless conversation.

6:50 (0:50:10) Ms. Hardle summarized meeting steps for Planning and Zoning.

Mr. Sims said that he believes it is perfectly appropriate to have discussion before or after the motion.

Vice Mayor Harvey asked about splintering the quorum and emails. She confirmed that members should never use "reply all."

Mr. Sims referred to the Open Meeting Law and that one of its intents is deter future infractions. He believes it is best to disclose infractions right away.

6:56 (0:56:40) Ms. Hardle asked a question about knowingly violating the Open Meeting Law. What should happen?

Mr. Sims explained the process.

7:01 (1:01:34) Mr. Smith commented about quorums.

Vice Chair Harvey had a question about a non-salaried officer of a non-profit and whether it was a conflict. Mr. Sims explained that if it was a paid officer then there would be a conflict. He gave examples of conflict and non-conflict.

7:13 (1:05:00) Mr. Koppelmaa asked a question about indirect proprietary interest.

Mr. Sims provided an example regarding a P&Z member that would vote to authorize a development that increases that member's property value. He explained Title 41 and talked about gift restrictions.

Councilmember Dillenberg left the dais at this time and Mayor Barber asked for a five-minute recess.

Motion to take a recess at 7:17

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

The meeting reconvened at 7:28 p.m.

Mr. Sims spoke about rezoning and said that development agreements can help with property rights. He discussed the necessity for a General Plan and noted that the Zoning Commission makes recommendations to the Council.

7:36 (Part 2, 0:07:46) Mr. Lindner asked Mr. Sims to explain the difference between how the Council looks at development versus when P & Z looks at it.

Mr. Sims gave a very detailed answer.

Ms. Page asked, "If the Town decided to rezone a particular parcel, that would come from the Council would it not?"

Mr. Sims responded that it could come from the P & Z. Councilmember Moore said that she believed it could come from Planning and Zoning, Council or the public, and Mr. Sims agreed.

Mr. Sims continued speaking about property rights.

7:51(0:23:05) Ms. Hardie asked a question about the R-2 Zone, and whether the Town would have to change the development standards.

Mr. Sims responded that it would not, and explained that a duplex might require different parking. It would be an amendment to the site plan and parking ordinance.

7:53(0:25:15) Ms. Hardie asked if there is a time factor to accomplish a rezoning.

7:55 (0:27:10) Mr. Lindner asked, "Isn't a General Plan a recommendation?"

Mr. Sims responded, "No, it is gold." He talked about development fees and charging people equally.

7:56 (0:28:29) Mr. Lindner talked about the infrastructure issues unique to Jerome and possibility of passing those fees on to a developer. He asked how you would go through the ordinance change.

Mr. Sims spoke about the steps necessary and that it would include a public process.

Councilmember Moore commented that she thought that we would be required to do a lot of research and studies to create a development fee.

Mr. Sims continued to speak about the Constitution and owners' rights. He stated that, when Council acts, they act legislatively in making decisions.

8:03 (0:34:23) Mr. Lindner spoke about Council acting as a majority when modifying recommendations of the Planning & Zoning Commission.

Councilmember Moore asked a question about removing a definition from the Zoning Ordinance because the use was not allowed in any zone. The Council didn't want to remove it because they thought it might be used later.

Mr. Sims and Councilmember Moore discussed this scenario. It was clarified that Ms. Moore was speaking about the definition of "guest house," and that the Zoning Ordinance does not permit more than one dwelling per lot. Mr. Sims agreed that guest houses would, then, not be permitted.

8:06 (0:37:40) Mr. Lindner asked about use permits and variances and Mr. Sims responded at length. It was explained that we do use conditional use permits.

8:09 (0:40:30) Mr. Lindner spoke about use permits and development trends.

8:13 (0:44:10) Mr. Lindner said that he feels it should be up to the applicant if they wanted to apply for a use permit.

Mr. Sims talked about the 1983 claim and Constitutional Rights. He explained Prop 207 and how it came about and why we use the Prop 207 waiver.

8:16 (0:47:20) Mr. Lindner asked if the waiver would protect the town.

Mr. Sims explained that when the waiver is signed, the signer wouldn't be able to sue the town.

8:17 (0:48:22) Ms. Hardie asked for clarification on the Prop 207 waiver. She also asked about changing the R-2 zone prior to rezoning the parcels.

Mr. Sims explained the Code and noted that "multi-family" is not used consistently throughout the code. Rezoning is something the Town has never done before, he said. It goes back to balancing affordable housing and protecting property rights.

Vice Mayor Harvey asked what would happen if Council did not approve the rezoning.

Mr. Sims said that Council needs to ask themselves if they want to make a change for affordable housing.

8:20 (0:52:14) Mr. Lindner asked isn't there another vehicle to accomplish that, with a special use permit?

Mr. Sims responded, No, you wouldn't want to use that," and explained why not.

8:30 (1:01:20) Ms. Hardie asked how important the recommendations are that are made from P & Z to the Council.

Mr. Sims explained that our Code requires P&Z to make a recommendation.

Councilmember Dillenberg commented that a citizens group in Phoenix formed an HOA to oppose vacation rentals. The law says that the HOA could keep them out. He asked if Jerome citizens could do that.

Mr. Sims said that a Council member should not be involved, but property owners within a community could do that and he thought it would be totally legal.

Ms. Page asked, "How much influence does an adjacent industrial zone have on changing a zone?"

Mr. Sims said that it is irrelevant.

8:35 (1:07:00) Mr. Lindner commented that we don't factor in what someone else's zoning is. He believes that Planning and Zoning factors in the public.

Mr. Sims explained that Planning and Zoning is required to give a recommendation to Council.

Councilmember Worth asked Mr. Sims if he had a recommendation as far as a member of one board or commission attending another entity's meeting as a member of the public.

Mr. Sims said that he would advise Council members not to attend P&Z meetings, because Council is the ultimate decision maker and there could be an argument that this would violate due process. As a citizen, he said, you have a right to attend, but would be wise not to. Ms. Worth asked about attending Neighborhood Meetings, and Mr. Sims said that those are informational only, and would not be a problem.

Mr. Sims recapped and said how much he enjoys working for Jerome.

ITEM #3:

ADJOURNMENT

Adjourned at 8:40

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

APPROVE:

ATTEST:

Christina "Alex" Barber, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____

TOWN OF JEROME

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

**SPECIAL JOINT MEETING OF THE JEROME TOWN COUNCIL,
PLANNING & ZONING COMMISSION,
DESIGN REVIEW BOARD AND BOARD OF ADJUSTMENT
PLANNING AND ZONING COMMISSION**

DATE: Wednesday January 16, 2019 TIME: 6:00 pm


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

MINUTES

Respectfully submitted by Joni Savage on April 3, 2019

Approved: 
Planning & Zoning Commission Chair

Date: 4/3/2019

Attest: 
Planning & Zoning Commission

Date: 4/3/19



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, March 11, 2019 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, Tyler Christensen and John McDonald.

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

7:01 (1:20) ITEM 2: APPROVAL OF MINUTES: Minutes of February 11, 2019

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH		X	X			
CHRISTENSEN			X			
MCDONALD	X		X			
VINCENT			X			

7:02 (2:12) ITEM 3: PETITIONS FROM THE PUBLIC - There were no petitions from the public

7:02 (2:17) ITEM 4: ELECTION OF OFFICERS

Board to elect Chair and Vice Chair for 2019-2020 term

Motion to Nominate Brice Wood for Chair

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH			X			
CHRISTENSEN		X	X			
MCDONALD	X		X			
VINCENT			X			

Motion to Nominate Danny Smith for Vice Chair

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH			X			
CHRISTENSEN			X			
MCDONALD			X			
VINCENT		X	X			

7:05 (4:11) ITEM 5: REPORT/SUMMARY OF RECENT P&Z ACTIVITIES HENRY VINCENT, P&Z LIASION

Mr. Vincent updated them on the Planning and Zoning's last meeting. Lance Schall was elected as Chair and Joe Testone as Vice Chair. He, himself volunteered to be liaison for one more year.

In regard to the 16 x 16 platform behind the three-story apartment house on the end of Diaz. He explained the history of it. Commissioner Hardie thinks it is a residential use within a commercial zone, which would need a conditional use permit. He believes that the restoration was done in the 1980's and he thinks the files (at Town Hall) are somewhat empty in regard to that. Commissioner Hardie felt the conditional use permit should come first and then they could

TOWN OF JEROME

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vote on the platform. However, the commission voted 4-1 to approve the accessory structure.

There is a preliminary approval on Dundee and North Drive on the South side of Dundee on a new build. He would like to see topographic drawings and that the midpoint is consistent with the Zoning Ordinance.

The next item was the Fehers on Hull Road. They want to add a second level on their garage. It is built against a poured concrete foundation. Commissioner Hardie felt that was not a permitted building. He felt that the permits were issued and given it's been up for 28 years he didn't understand why the building shouldn't be there. There was quite a bit of discussion for the potential of fire hazard. This item was tabled pending the Fehers meeting with the Fire Chief.

Chair Wood mentioned the Andrea Allen project, she did not know she needed permission. He expressed that P & Z should have looked at it first; prior to them seeing it. We approved the Feher project and again we were out of proper sequence. He directed his concern to Ms. Page and said he believes she would make sure that didn't happen again. He mentioned the Dundee project, and noted the architect is working with Town and his client. He should provide a topographic drawing. He then added that we have had buildings taller than 25-foot houses built in the last twenty-five years.

Mr. Vincent added, "If the book says 25-feet we should keep it at 25-feet."

7:15 (14:08) ITEM 6: SECTION 509 – SIGNS

DRB to review Zoning Ordinance, Article V, Section 509 SIGNS. P&Z advanced to Council Text Amendments regarding Temporary Signs. Council was unable to support changes, asked P&Z to revise, P&Z seeks DRB input.

Chair Wood discussed the Sign Ordinance. He noted the biggest implication is the health and safety issue, clearances, distraction of bright lights on the streets. Some of the things in the code puzzle him, one is the prohibition of neon, in the historic period of the Town there actually was quite a lot of neon. He believes it was historically appropriate and it is something that we don't allow.

Vice Chair Smith believes that if it's inside the building he thinks it should be okay. He believes it shouldn't be regulated.

Chair Wood said we have allowed it in the past and we've never enforced it.

Mr. Vincent asked if everyone felt that should be struck from the definitions.

Mr. McDonald mentioned lighted signs, this is what they're referring to. He feels this should only apply to unlit signs. Open and closed signs lit that are inside the window was discussed as being useful.

Vice Chair Smith said if the open/closed sign is inside the window, it should be fine. He had heard that the neon beverage signs in the bars were grandfathered in.

Chair Wood believes that neon signs, historically were okay. He discussed other lit signs located in Town.

Mr. McDonald asked if they could limit beer signs to establishments that only sell alcohol which would include bars and restaurants. He queried if the wineries could put neon signs up?

Vice Chair Smith stated, "It's the business district, they should be allowed to put up signs."

Mr. Christensen said, "Esthetically the signs don't bother him."

Ms. Savage interjected there was a concern about the sandwich boards.

Chair Wood referred to the safety issue again. He believes what Design Review is trying to do is to make a clean and uncluttered visual place. In his mind that means less signs.

Vice Chair Smith said in reference to sandwich boards, they've never been allowed on the sidewalk and they should not be. If they are located inside the vestibule, then they are okay. If they are on the sidewalk the ordinance should be enforced.

The Board discussed "Menu Boards" and all agreed they are helpful. They agreed they should be allowed in either a case mounted to the wall or inside the window.

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Mr. McDonald mentioned the "Specials" chalk board. The Board seemed to accept those as long as there was no safety issue and was located on the business property.

The Board continued their discussion and moved on to canvas signs and felt they should be removed. If the advertisement was framed, they agreed it would be more acceptable, however, it needed to be located on the property of the business.

They suggested striking the sentence requiring a temporary sign permit. (page 75, E. Regulations Applicable to Signs in all Zones, number 6)

The Board discussed internally lit signs and the options they may or may not have. It was suggested the line, "Internally lighted signs shall be prohibited," might be deleted, however the Board decided to think on it.

Ms. Savage reminded them the last time an application for an internally lit came before DRB they denied it, trying to follow the ordinance. The applicant asked for Council to hear the request and they overturned the DRB's decision.

Ms. Page pointed out that the real estate and contractor's signs sections are not being practiced. She suggested they strike the verbiage that is not being enforced. (page 76, number 10)

The Board said to leave this section in except for removing the application and payment verbiage.

8:17 (1:18:02) ITEM 7: FUTURE AGENDA ITEMS

Paint applications were discussed and direction to staff was given to simplify the current paint application.

ITEM 8: ADJOURN

Adjourned at 8:26

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH			X			
CHRISTENSEN		X	X			
MCDONALD	X		X			
VINCENT			X			

Approval on next page.

TOWN OF JEROME

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REGULAR MEETING OF THE TOWN OF JEROME DESIGN REVIEW BOARD

DATE: Monday, March 11, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

MINUTES

Respectfully submitted by Joni Savage on April 8, 2019.

Approved: Billy Wood Date: 4-8-19
Design Review Board Chair

Attest: [Signature] Date: 4-8-19
Design Review Board Vice Chair



TOWN OF JEROME, ARIZONA

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

Founded 1876
Incorporated 1899

MINUTES

SPECIAL JOINT MEETING OF THE JEROME TOWN COUNCIL, PLANNING & ZONING COMMISSION, DESIGN REVIEW BOARD AND BOARD OF ADJUSTMENT

JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS
WEDNESDAY, JANUARY 16, 2019 AT 6:00 P.M.

ITEM #1:	CALL TO ORDER/ROLL CALL Mayor to call meeting to order. <i>Mayor Alex Barber called the meeting to order at 6:05p.m.</i> Town Clerk to call and record the roll for Council. <i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Alex Barber, Vice Mayor Sage Harvey, Councilmembers Mandy Worth, Jack Dillenberg and Jane Moore.</i> <i>Other staff present were Charlotte Page, Zoning Administrator and Joni Savage, Deputy Clerk.</i> Zoning Administrator to call and record the roll for the Commission and Boards. <i>Roll call was taken by Ms. Page. Planning and Zoning Commission members present were Chair Margie Hardie, Vice Chair Lance Schall, Scott Hudson and Henry Vincent.</i> <i>Design Review Board members present were Chair Brice Wood, Vice Chair Danny Smith, Henry Vincent, Tyler Christensen and John McDonald.</i> <i>Board of Adjustment members present were Suzy Mound and Natalie Barlow. Vice Chair Chris Babbage, Carol Yacht and Gary Shapiro were absent.</i> <i>The Pledge of Allegiance was said.</i>
ITEM #2: 6:06 (3:00)	PRESENTATION / Q&A WITH TOWN ATTORNEY <i>Town Attorney Bill Sims will provide information and answer questions regarding Arizona's Open Meeting Law, Robert's Rules of Order, Conflicts of Interest, and the Rezoning process.</i> <i>Mr. Sims spoke about zoning, open meeting law, conflicts of interest and due process. He referred to three different handouts for his presentation, each of which will be placed on file with these meeting minutes.</i> <i>6:24(0:24:00) Margie Hardie asked a question regarding discussion and whether it should be prior to or after a motion. She believes the Chair or Mayor should ask for a motion.</i> <i>6:28 (0:27:58) Ms. Hardie asked about a quorum and referred to the Board of Adjustment only having two members present.</i> <i>6:30 (0:29:30) Councilmember Dillenberg asked about an abstention from voting and whether it is considered a yes vote or a no vote. He had thought that an abstention was neither. Ms. Gallagher noted that our Code currently provides that an abstention is counted as a yes vote, but we have introduced an ordinance to change that.</i> <i>6:32(0:32:30) Tyler Christensen asked about a conflict of interest.</i> <i>Mr. Sims responded that you would abstain and it would not be considered a yes vote.</i>

6:33 (0:32:50) Curtis Lindner, a member of the Yavapai County Planning Commission, asked Mr. Sims to explain the public's perception of a conflict of interest.

Mr. Sims responded that he feels members should recuse themselves if there is appearance of a conflict.

6:34 (0:34:55) Mr. Lindner spoke again about public perception and conflict of interest.

6:38(0:38:30) Danny Smith gave an example of when a council member should have recused themselves.

6:42 (0:42:30) Jeff Koppelman, a resident of Jerome, inquired about ending a debate. He asked what vote would end the debate, is it two-thirds or three-fourths.

Mr. Sims said that Robert's Rules is more rigorous, but he feels that we should be more flexible and allow the Mayor to run the meeting.

6:47(0:47:42) Mr. Lindner spoke again and stated there is a history of a procedural way of going through the meeting. Move the agenda along to avoid endless conversation.

6:50 (0:50:10) Ms. Hardie summarized meeting steps for Planning and Zoning.

Mr. Sims said that he believes it is perfectly appropriate to have discussion before or after the motion.

Vice Mayor Harvey asked about splintering the quorum and emails. She confirmed that members should never use "reply all."

Mr. Sims referred to the Open Meeting Law and that one of its intents is deter future infractions. He believes it is best to disclose infractions right away.

6:56 (0:56:40) Ms. Hardie asked a question about knowingly violating the Open Meeting Law. What should happen?

Mr. Sims explained the process.

7:01 (1:01:34) Mr. Smith commented about quorums.

Vice Chair Harvey had a question about a non-salaried officer of a non-profit and whether it was a conflict. Mr. Sims explained that if it was a paid officer then there would be a conflict. He gave examples of conflict and non-conflict.

7:13 (1:05:00) Mr. Koppelman asked a question about indirect proprietary interest.

Mr. Sims provided an example regarding a P&Z member that would vote to authorize a development that increases that member's property value. He explained Title 41 and talked about gift restrictions.

Councilmember Dillenberg left the dais at this time and Mayor Barber asked for a five-minute recess.

Motion to take a recess at 7:17

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

The meeting reconvened at 7:28 p.m.

Mr. Sims spoke about rezoning and said that development agreements can help with property rights. He discussed the necessity for a General Plan and noted that the Zoning Commission makes recommendations to the Council.

7:36 (Part 2, 0:07:46) Mr. Lindner asked Mr. Sims to explain the difference between how the Council looks at development versus when P & Z looks at it.

Mr. Sims gave a very detailed answer.

Ms. Page asked, "If the Town decided to rezone a particular parcel, that would come from the Council would it not?"

Mr. Sims responded that it could come from the P & Z. Councilmember Moore said that she believed it could come from Planning and Zoning, Council or the public, and Mr. Sims agreed.

Mr. Sims continued speaking about property rights.

7:51(0:23:05) Ms. Hardie asked a question about the R-2 Zone, and whether the Town would have to change the development standards.

Mr. Sims responded that it would not, and explained that a duplex might require different parking. It would be an amendment to the site plan and parking ordinance.

7:53(0:25:15) Ms. Hardie asked if there is a time factor to accomplish a rezoning.

7:55 (0:27:10) Mr. Lindner asked, "Isn't a General Plan a recommendation?"

Mr. Sims responded, "No, it is gold." He talked about development fees and charging people equally.

7:56 (0:28:29) Mr. Lindner talked about the infrastructure issues unique to Jerome and possibility of passing those fees on to a developer. He asked how you would go through the ordinance change.

Mr. Sims spoke about the steps necessary and that it would include a public process.

Councilmember Moore commented that she thought that we would be required to do a lot of research and studies to create a development fee.

Mr. Sims continued to speak about the Constitution and owners' rights. He stated that, when Council acts, they act legislatively in making decisions.

8:03 (0:34:23) Mr. Lindner spoke about Council acting as a majority when modifying recommendations of the Planning & Zoning Commission.

Councilmember Moore asked a question about removing a definition from the Zoning Ordinance because the use was not allowed in any zone. The Council didn't want to remove it because they thought it might be used later.

Mr. Sims and Councilmember Moore discussed this scenario. It was clarified that Ms. Moore was speaking about the definition of "guest house," and that the Zoning Ordinance does not permit more than one dwelling per lot. Mr. Sims agreed that guest houses would, then, not be permitted.

8:06 (0:37:40) Mr. Lindner asked about use permits and variances and Mr. Sims responded at length. It was explained that we do use conditional use permits.

8:09 (0:40:30) Mr. Lindner spoke about use permits and development trends.

8:13 (0:44:10) Mr. Lindner said that he feels it should be up to the applicant if they wanted to apply for a use permit.

Mr. Sims talked about the 1983 claim and Constitutional Rights. He explained Prop 207 and how it came about and why we use the Prop 207 waiver.

8:16 (0:47:20) Mr. Lindner asked if the waiver would protect the town.

Mr. Sims explained that when the waiver is signed, the signer wouldn't be able to sue the town.

8:17 (0:48:22) Ms. Hardie asked for clarification on the Prop 207 waiver. She also asked about changing the R-2 zone prior to rezoning the parcels.

Mr. Sims explained the Code and noted that "multi-family" is not used consistently throughout the code. Rezoning is something the Town has never done before, he said. It goes back to balancing affordable housing and protecting property rights.

Vice Mayor Harvey asked what would happen if Council did not approve the rezoning.

Mr. Sims said that Council needs to ask themselves if they want to make a change for affordable housing.

8:20 (0:52:14) Mr. Lindner asked isn't there another vehicle to accomplish that, with a special use permit?

Mr. Sims responded, No, you wouldn't want to use that," and explained why not.

8:30 (1:01:20) Ms. Hardie asked how important the recommendations are that are made from P & Z to the Council.

Mr. Sims explained that our Code requires P&Z to make a recommendation.

Councilmember Dillenberg commented that a citizens group in Phoenix formed an HOA to oppose vacation rentals. The law says that the HOA could keep them out. He asked if Jerome citizens could do that.

	<p>Mr. Sims said that a Council member should not be involved, but property owners within a community could do that and he thought it would be totally legal.</p> <p>Ms. Page asked, "How much influence does an adjacent industrial zone have on changing a zone?"</p> <p>Mr. Sims said that it is irrelevant.</p> <p>8:35 (1:07:00) Mr. Lindner commented that we don't factor in what someone else's zoning is. He believes that Planning and Zoning factors in the public.</p> <p>Mr. Sims explained that Planning and Zoning is required to give a recommendation to Council.</p> <p>Councilmember Worth asked Mr. Sims if he had a recommendation as far as a member of one board or commission attending another entity's meeting as a member of the public.</p> <p>Mr. Sims said that he would advise Council members not to attend P&Z meetings, because Council is the ultimate decision maker and there could be an argument that this would violate due process. As a citizen, he said, you have a right to attend, but would be wise not to. Ms. Worth asked about attending Neighborhood Meetings, and Mr. Sims said that those are informational only, and would not be a problem.</p> <p>Mr. Sims recapped and said how much he enjoys working for Jerome.</p>																																										
ITEM #3:	<p>ADJOURNMENT</p> <p><i>Adjourned at 8:40</i></p> <table border="1"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG	X		X				HARVEY		X	X				MOORE			X				WORTH			X			
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MOORE			X																																								
WORTH			X																																								

APPROVE:

ATTEST:

 Christina "Alex" Barber, Mayor

 Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____

TOWN OF JEROME

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SPECIAL JOINT MEETING OF THE JEROME TOWN COUNCIL, PLANNING & ZONING COMMISSION, DESIGN REVIEW BOARD AND BOARD OF ADJUSTMENT

DESIGN REVIEW BOARD

DATE: Wednesday, January 16, 2019 TIME: 6:00 pm

PLACE: JEROME CIVIC CENTER

MINUTES

Respectfully submitted by Joni Savage on April 8, 2019.

Approved: Brian Wood Date: 4-8-19
Design Review Board Chair

Attest: Dan Smith Date: 4-8-19
Design Review Board Vice Chair



TOWN OF JEROME

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DRAFT MINUTES

REGULAR MEETING OF THE JEROME TOWN COUNCIL
JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS
TUESDAY, APRIL 9, 2019, AT 7:00 P.M.

ITEM #1:

CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Mayor/Chairperson to call meeting to order.
Mayor Alex Barber called the meeting to order at 7:00 p.m.

Town Clerk to call and record the roll.
Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Barber, Vice Mayor Sage Harvey, and Councilmembers Mandy Worth, Jane Moore and Dr. Jack Dillenberg.
Other staff present were Charlotte Page, Zoning Administrator, Melanie Atkin, Accounting Clerk, and Joni Savage, Deputy Clerk.

Mayor or Mayor's designee to lead the Pledge of Allegiance.
Mayor Barber led the pledge.
Mayor Barber moved on to Item #6 Petitions from the Public (reflected in these minute in the order originally agendized).

ITEM #2:
7:08 (8:37)

FINANCIAL REPORTS

Budget to Actual reports, vendor ledger and balance sheet for March 2019

Motion to Approve the Financial Reports

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

ITEM #3:
7:09 (9:18)

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.
Positive sentiments regarding the police, fire and public works departments were given by several members of the Council.

Motion to Approve Staff Reports

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

ITEM #4:
7:11 (11:35)

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.
Ms. Page read from her report.

ITEM #5:
7:16 (16:30)

APPROVAL OF MINUTES

March 12, 2019 open session

Motion to Approve the Minutes of March 12, 2019

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

<div>ITEM #6: 7:01 (1:50)</div>	<div>PETITIONS FROM THE PUBLIC</div> <div>7:01 (1:50) Chairperson Jane Russell-Winiecki of the Yavapai-Apache Nation introduced herself and Vice Chairman Larry Jackson. She explained that, in 2002, the people of the state of Arizona voted to allow tribes to have gambling operations. They signed a contract with the State, wherein they have exclusivity and what they receive would be shared revenue with the state, and with their surrounding communities. She explained the history of the Yavapai-Apache Nation and said that she is very proud and happy to be a member of this community. She noted how happy she was to see the Town's white shuttle van with the lettering acknowledging it as a gift from the Yavapai-Apache Nation. Vice Chairman Jackson presented a check for \$18,050.50 to the Town of Jerome.</div> <div>At this time, Council moved back to agenda item #2, then later returned to this item when it came around on the agenda.</div> <div>7:17 (17:16) Margie Hardie, a resident spoke about her great appreciation for the work group the Council assembled regarding parking kiosks. She encouraged the Council to move forward with the parking kiosks.</div> <div>7:20 (20:07) Kevin Savage, a resident requested that the Council move on to Item # 9B at this time.</div> <div>Mayor Barber stated that Item #9A (an executive session) would need to precede Item #9B, and Ms. Gallagher explained that the Town's attorney was not yet available.</div>																																										
<div>ITEM #7 7:20 (20:55)</div>	<div>PRESENTATIONS AND PROCLAMATIONS</div> <div>ITEM #7A: PRESENTATION: APS FIRE MITIGATION</div> <div>Darla DeVille of APS will provide information regarding the utility's fire mitigation protocol, and answer questions from Council and the public.</div> <div>Mackenzie Rogers of APS explained that APS was here to inform customers and towns about the dangers of the high fire season, and she reviewed a PowerPoint presentation (included at the end of these minutes).</div> <div>Councilmember Moore asked if APS would be coming through to trim trees again this year.</div> <div>Ms. Rogers said that she would have to check on that, but if there is a specific tree that is a problem, she can send someone out.</div> <div>Mayor Barber reminded APS that Jerome prefers that they do not use any herbicides in town.</div>																																										
<div>7:30 (31:08)</div>	<div>ITEM #7B: PROCLAMATION DESIGNATING APRIL 2019 AS FAIR HOUSING MONTH</div> <div>Council may approve a proclamation designating April 2019 as Fair Housing Month.</div> <div>Following a brief review by Ms. Gallagher, Mayor Barber read the proclamation in its entirety.</div> <div>Motion That We Designate April as the Fair Housing Month</div> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG		X	X				HARVEY			X				MOORE			X				WORTH			X			
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MOORE			X																																								
WORTH			X																																								
<div>ITEM #8 7:32 (33:14)</div>	<div>ORDINANCES AND RESOLUTIONS</div> <div>ITEM #8A: ORDINANCE NO. 449, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 12-1-10, "OTHER RESTRICTED PARKING AREAS," OF THE JEROME TOWN CODE REGARDING DESIGNATION OF NO PARKING ZONES</div> <div>Council may conduct the first reading of Ordinance 449, amending the Town Code to include the Fire Chief as an official that may provide recommendations to the Town Council regarding the designation of No Parking zones.</div> <div>Mayor Barber read the ordinance in title only.</div> <div>Ms. Gallagher explained that this Ordinance adds the Fire Department as a source of recommendations to Council regarding parking restrictions. Currently, the Code references only the Police and Public Works departments in this regard.</div>																																										
<div>7:34 (34:40)</div>	<div>ITEM #8B: ORDINANCE NO. 450, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING CHAPTER 8, "BUSINESS," OF THE JEROME TOWN CODE BY ADOPTING A NEW ARTICLE, "8-6, "MOBILE FOOD VENDORS," RELATING TO THE REGULATION OF MOBILE FOOD VENDORS; ESTABLISHING A PURPOSE; SETTING FORTH DEFINITIONS; SETTING FORTH LICENSING REQUIREMENTS; ESTABLISHING OPERATIONAL REQUIREMENTS; AND ESTABLISHING PENALTIES</div> <div>Council may conduct the first reading of Ordinance No. 450, establishing regulations and requirements for mobile food vendors.</div> <div>Mayor Barber read the ordinance in title only.</div> <div>Councilmember Worth spoke about HB2371 and said that she believes there are things we should review and change in the ordinance prior to moving on, as the legislation changed after the League's model ordinance was drafted.</div>																																										

Ms. Gallagher said that she would review the legislation and modify the draft ordinance as needed. Vice Chair Harvey had several questions regarding the current ordinance, including a reference to removal of trash by the vendors. She asked if they would be charged for the trash's disposal.

Ms. Gallagher responded that she feels the intent of the ordinance is for vendors to take their trash out of town for disposal, and not add it to our garbage stream. She agreed that this language should be clarified.

There were additional items and concerns from members of the Council regarding the language of the draft ordinance.

Mayor Barber said that Council would table this and give direction to staff.

The motion to table was made and seconded and the Mayor opened the floor to the public.

7:43 (43:40) John Bartell, a resident, asked if ordinances are reviewed by the Town Attorney before they are adopted. He said that he does not believe that we can require food vendors to get a license. He is concerned that we are creating laws that will not pass muster if challenged.

Ms. Gallagher noted that the attorney did review this draft (which was created using the League's model ordinance), and added that the statute states that we cannot require a mobile food vendor to apply for and receive any special permit that is not required for any other temporary or mobile vending businesses in the same district. She doesn't think that this would prohibit us from requiring a business license.

Upon further discussion with Mr. Bartell, it was determined that he was reading from a copy of the House Bill and not the statute as it was finally adopted.

7:49 (49:50) Mansel Mathews, a resident stated, "Only Native Americans can sell on the highway, that might be something you want to look into."

Mayor Barber called the motion and it passed unanimously.

Motion to Table Until the Next Meeting

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

7:50
(50:25)

ITEM #8C: RESOLUTION NO. 582, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, AUTHORIZING TOWN CLERK APPROVAL ON BEHALF OF THE TOWN COUNCIL FOR CHARITABLE GROUP SPECIAL EVENT LIQUOR LICENSE APPLICATIONS

Council may approve Resolution 582, authorizing the Town Clerk to approve special event liquor license applications.

Ms. Gallagher explained that this delegation would be only for "Special Event" applications, and not for regular liquor licenses. Typically, these have been brought only by the Fire Department Auxiliary or the Chamber of Commerce. If a special event application was received from another group, she said, she would bring that before Council, and suggested that language to that effect could be added to the Resolution if Council would prefer.

Motion to Approve Resolution No.582 With the Change Noted by Ms. Gallagher

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

Motion to Take a Five-Minute Recess at 7:52 P.M.

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

ITEM #9:

UNFINISHED BUSINESS

8:00 (Pt. 2)

ITEM #9A: EXECUTIVE SESSION – REZONING

Council may enter into executive session, pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4), to receive legal advice from the Town Attorney, who may participate telephonically, regarding rezoning.

Motion to Go into Executive Session

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

8:52 (Pl. 3)

ITEM #9B: REZONING

Council will discuss the recommendation of the Planning & Zoning Commission for the rezoning of 11 parcels on Hampshire Avenue. No action will be taken at this meeting.

Mayor Barber said that Council would like to send this matter back to Planning & Zoning with the request that they consider amending the R-2 zone.

The Town Manager was directed to communicate to the Planning & Zoning Commission that Council requests that P&Z begin the process of amending the R-2 zone so that it would include only single-family homes and duplexes, and that this be done expeditiously.

8:56 (4:00)

ITEM #9C: PARKING KIOSKS

Council will review the discussions conducted at meetings of the parking kiosk work group and may direct staff regarding the next step in this process.

Councilmember Worth recommended that Council put off discussing this until further information is obtained. She had learned that day that ADOT may not allow us to charge for parking in their right-of-way on 89A. She noted that Sedona actually purchased the parking areas adjacent to 89A from the State.

Vice Mayor Harvey encouraged the Council to start small with this, as the prior Council had envisioned; possibly just putting it into place in the lower parking lot.

Councilmember Dillenberg commented that "Jerome is in a critical state right now," and "we just can't keep putting this off." He asked what "Plan B" would entail if paid parking is not enacted, and said that we could come up with a plan where our citizens would not have to pay. "I have no problem starting small," he said, "but we have to do something."

Councilmember Moore agreed, and suggested that we start small, with one parking lot.

Mayor Barber spoke about one of the kiosk vendors and the costs involved.

Ms. Gallagher noted that the paid parking is unpopular with many, and that one issue with parking donations is the logistics around the collection of the cash. She suggested a compromise as a way to start somewhere: that the Town purchase two kiosks for the Middle Park lot using funds already set aside in this year's budget, and set them up as receptacles for donations.

Councilmember Worth commented that the Town could obtain vintage-look parking meters that could be programmed to accept credit card donations in fixed amounts, and that local artists could be engaged to paint them.

The Council further discussed in detail all aspects of kiosks and their locations.

9:20 (28:30) Mr. Savage, a resident, stated that if we are accepting donations rather than requiring paid parking, it should not be a problem with ADOT, and he recommended doing this "everywhere we are able to," rather than just in one lot.

9:22 (30:49) Eric Jurisin, a business owner, spoke about figures quoted for revenues in Flagstaff and Sedona, and noted that they have more spaces than Jerome would. He agreed that we could start small, and talked about installing kiosks near the "rock star" parking places (prime locations). He also mentioned putting in a walking lane for pedestrians.

9:25 (33:47) Suzy Mound, a resident, said that people that live in the Verde Valley and work in Jerome are concerned about having to pay for parking. She spoke about her observations as someone her works outside on the street. If people are circling in order to find a free parking space, she said, it could increase traffic on our streets. She added that she feels parking at the 300 Level should remain free, and suggested that the town provide a shuttle service for employees parking there.

It was discussed and agreed that further information is needed:

- We need to know what we own along Main Street, and what ADOT owns. Ms. Moore noted that there were once buildings on the side of the street across from the Main Street shops, so that area might still be under the ownership of the Town.
- We need to know if ADOT will or will not allow paid parking in its right-of-way.
- The consultant who addressed the parking kiosk work force and suggested that he be engaged to provide a turnkey operation will be asked to attend the May Council meeting to provide more information.

Mayor Barber asked for a recommendation from staff.

Ms. Gallagher repeated what she suggested earlier – to purchase kiosks now, install them in the middle parking lot and use them not for paid parking but to accept credit card donations. It could be expanded from there.

Councilmember Worth recommended that we implement a limited donation-based system in the "rock star" parking areas and the Middle parking lot, and Council agreed.

Staff was directed to obtain the additional information, and Councilmember Worth will continue her discussions with a vendor that could provide less expensive equipment so that we can arrange for a donation-based trial run as discussed.

At this time, the Town Manager requested that Item #10B be addressed, as attorneys from the Prescott Law Group were present and needed to leave soon. Council addressed that item at this time, but it is reflected in the minutes in the order originally agendized.

9:48
(56:13)

ITEM #9D: FILM PERMIT – STUDENT FILM

Council may review and determine the appropriate permit fee for a short student film to be filmed in Jerome May and June.

Councilmember Worth explained in great detail about this application and recommended its approval. She noted that Council needs to determine an appropriate fee.

Council discussed and decided that the daily fee (which would range from zero to \$7,500, depending on the type of production) would be waived, and that the \$100.00 application fee would stand.

Councilmember Moore mentioned that filming in public right of ways cannot impede traffic and asked who would oversee this.

Ms. Gallagher replied that the police department is always informed, and if a special officer is needed to be on duty, then the applicant would be charged for that. The Chief of Police will designate where he can park.

Mayor Barber asked about a certificate of insurance and after discussion it was thought that the school might be able to provide that.

A motion was made and seconded.

10:00 (1:07:26) John Bartell spoke from the audience to say he doesn't feel that the fee and insurance are necessary. He believes that Council is going way overboard.

Councilmember Worth explained in detail the necessity of the \$100 fee.

10:04 (1:11:23) John Bartell continued speaking from the audience and asked about the size of the crew.

Councilmember Worth replied that it will be a full cast and crew, and she assumes at least eight to ten people.

Councilmember Moore explained that we have had situations in the past and it can be a nuisance to the Town.

10:05 (1:12:57) Mansel Mathews spoke from the audience to say that we could require film permits for drones. Someone pointed out that drones are not allowed in Jerome.

Vice Mayor Harvey called a point-of-order.

Mayor Barber called the question and the motion passed unanimously.

Motion to Approve the Film Permit for an application fee of \$100 and no daily fee, with the understanding that all requirements listed on the permit application will be adhered to, that permission will be obtained from business owners if the sidewalk in front of their business may be impeded, that the applicant will discuss any public safety needs with the Chief of Police and that a certificate of insurance will be requested from the school.

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

ITEM #10:

NEW BUSINESS

10:06
(1:13:50)

ITEM #10A: APPOINTMENT TO PLANNING & ZONING COMMISSION

Council may make an appointment to the Planning & Zoning Commission to fill the remainder of the unexpired term ending February 28, 2021. Discussion may include questioning of any candidates present.

As of the meeting time, two applications had been received, one from Jessamyn Ludwig, who could not be present, and one from Linda Kelt, who was in attendance.

Councilmember Moore stated that the Zoning Ordinance requires P&Z members to be residents of the Town, and Arizona statutes state that a resident is someone who has lived somewhere for nine months or more. This would eliminate Linda Kelt, who has resided in Jerome since February 2019.

It was noted that Ms. Ludwig had been interviewed previously, and had been appointed, but had to decline immediately afterward, when she had to move outside of Town limits.

Motion to Appoint Jessamyn Ludwig to the Planning & Zoning Commission

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

Council thanked Ms. Kelt for her willingness to serve, and encouraged her future participation.

At this time, the Mayor noted that this meeting had lasted more than three hours so far, and requested that items remaining on the agenda be tabled to a future meeting. Ms. Gallagher noted that they could be added to the special meeting scheduled for April 18 at 6 p.m.

Motion to Reconvene on the 18th of April to Finish the Remaining Items #10C, 10D and 11.

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

9:36(44:25)

ITEM #10B: PROFESSIONAL SERVICES – TOWN PROSECUTOR

The Town's professional services agreement with Prescott Law Group, LLC (Andrew Jolley) as Town Prosecutor expired in June 2018 and has continued on a month-to-month basis since that time. Council will consider whether to enter into a renewed agreement or issue RFQs (Requests for Qualifications) in order to consider other firms.

Andrew Jolley and Pennie Wamboldt, attorneys with Prescott Law Group, were present. Mr. Jolley explained his service and relationship with the Town of Jerome since 2010.

Councilmember Dillenberg asked Mr. Jolley to explain the circumstances that have him placed on a six-month suspension with the Arizona State Bar. Ms. Wamboldt has been acting as prosecutor during this time, with Mr. Jolley's support.

Mr. Jolley was very forthright in his explanation and said that he hoped that his eight years of service with the Town would support extending the services agreement.

Vice Mayor Harvey asked Ms. Wamboldt if she was comfortable taking over Mr. Jolley's prosecutorial duties during the remainder of his suspension.

Ms. Wamboldt replied that she that she is very comfortable supporting Mr. Jolley.

Motion to Extend the Professional Services Agreement with Prescott Law Group

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

ITEM #10C: PROFESSIONAL SERVICES - TOWN ATTORNEY

The Town's professional services agreement with Sims Murray, Ltd. (William Sims) as Town Attorney will expire on April 10, 2019. Mr. Sims (whose firm name is now Sims Mackin Ltd.) has agreed to extend his contract for another year at the same rate and terms. Council will consider whether to extend the agreement or issue RFQs (Requests for Qualifications) in order to consider other firms.

Due to the length of this meeting, this item was tabled and will be addressed at the April 18 special meeting.

ITEM #10D: OPPORTUNITY TO PURCHASE PUBLIC PARKING AREA

Council will consider the opportunity presented by Christopher Segretti for the Town to purchase parcels 401-06-151 and 401-06-004, currently leased by the Town for public parking (7 spaces), as per the stipulation in the existing lease agreement which gives the Town first opportunity to purchase in the event that the property is pending sale. Mr. Segretti has proposed a price of \$175,000. Some or all of this discussion may take place in closed session pursuant to A.R.S. § 38-431.03 (A)(7).

Due to the length of this meeting, this item was tabled and will be addressed at the April 18 special meeting.

ITEM #11:

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.

Due to the length of this meeting, this item was tabled and will be addressed at the April 18 special meeting.

ITEM #12:

ADJOURNMENT

Adjourned at 10:12 p.m.

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

APPROVE:

ATTEST:

Christina "Alex" Barber, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

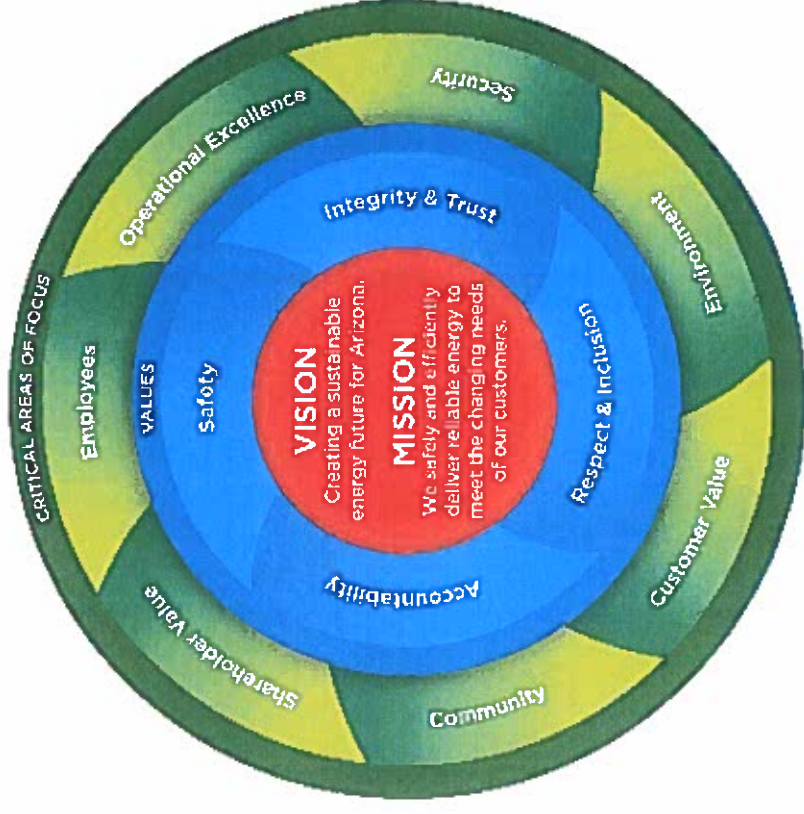
Date: _____

Community Firewise and Fire Mitigation Communications



APS Operations and Maintenance Values

- Safety and Reliability is who we are and what we stand for
- We walk the talk:
 - Consistently top QUARTILE in reliability amongst other US utilities. Last Year our customers experienced less than 1 outage a year (SAIFI)
 - Consistently top DECILE in safety performance amongst other US utilities. (OSHA)



Being Firewise is a year round activity

- Vegetation Management program executed on cycle per ANSI and ISA Standards
- Defensible Space Around Poles (DSAP) Program on all equipment poles
- Detailed Line Inspections
- Annual Fire Mitigation Public Safety Patrols
- Full time Fire Mitigation Specialist on staff- retired hotshot works closely with the local fire authorities and forest service to ensure we follow all protocols and oversees our fire mitigation programs

DSAP

- Purpose of the program to proactively create defensible space around poles to prevent wildfire ignitions
 - Based on International Fire Code, Urban Wildland Interface Code and International Code Council recommendations
- Intent to clear all vegetation 10' in all directions from equipment poles only



Proactive DSAP program protected APS assets during extreme fire conditions .

Customer Programs

• Please Report!! **Public Safety concern-** 602-371-7171 or email publicsafety@aps.com


• **Right Tree Right Place Program**

- Tree recommendations and care instructions for customers landscaping around powerlines

• **aps.com/wildfire-safety**

- Create defensible space around your house- 30'
- Thin trees within 125' eliminate branches that overhang roof
- Clean roof and gutters
- Complete annual maintenance and proper fueling on equipment
- Remove "ladder fuels" lowest branch should be 6-10' above ground

see more +



pruning near energized lines

Only specially-trained line clearing professionals should prune vegetation growing on or near overhead power lines.

Call us if you notice a tree too close to our power lines. We'll send a forestry representative to assess the situation within 10 business days. We prune or remove trees that are growing into high-voltage electrical distribution and transmission lines along streets, alleys or easements.

pruning near service wires

Pruning is your responsibility when tree branches become tangled in the service wire – the power line connecting to your house. We'll disconnect the power while your hired professional prunes the tree if you notify us 24 hours in advance.

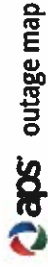
High Fire Risk Protocols

- Annual Public Safety Fire Mitigation Patrol of over 2,870 miles of overhead lines- 1,236 miles in the NW
- Increased operations protocols during outages
- Increased use of technology to improve restoration times
 - Over 400 MFI's installed throughout the lines

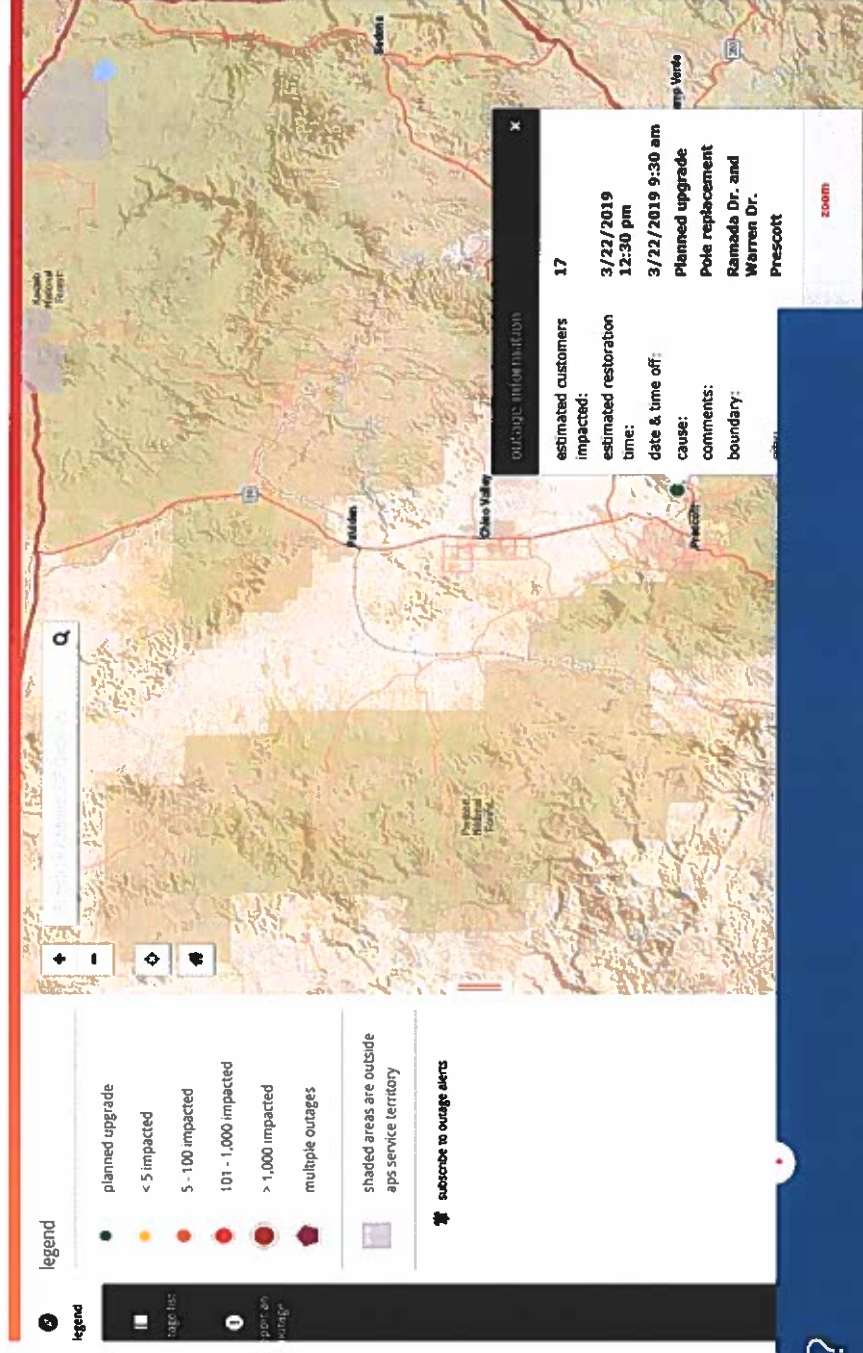


APS Outage Maps and Notifications

- Sign up for emergency alerts through Nixle
- Download the APS App, or aps.com for easy access to the outage maps, sign up for text alerts specific to your area, and restoration times
- Report an Outage 24/7 at 855-688-2437

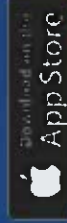


subscribe to outage alerts



did you know?

You can view information about outages throughout our service area, including outage causes & estimated restoration times on our interactive outage map. You can also get the same convenient outage options in the palm of your hand with our free mobile app, now available at



view map

What to do during an outage

- Don't try to repair electrical problems on your own.
Avoid downed power lines
- Use flashlights, or keep candles away from curtains and never leave them unattended
- Keep refrigerators and freezers closed- food will keep up to 8 hours in a fridge and 24 in a freezer if you don't open the door
- Turn off and unplug unnecessary electrical equipment to prevent the system from overloading when power returns

Questions?

THANK YOU!!





Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

DRAFT MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL THURSDAY, APRIL 18, 2019 AT 7:00 PM

ITEM #1:

CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Mayor/Chairperson to call meeting to order.

Mayor Alex Barber called the meeting to order at 7:01 p.m.

Town Clerk to call and record the roll.

Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Barber, Vice Mayor Sage Harvey, and Councilmembers Mandy Worth and Jane Moore. Dr. Jack Dillenberg was present telephonically.

Other staff present were Melanie Atkin, Accounting; Charlotte Page, Zoning Administrator; and Joni Savage, Deputy Clerk.

Mayor/Chairperson or designee to lead the Pledge of Allegiance.

Mayor Barber led the pledge.

ITEM #2:

7:02

PRESENTATION OF AUDIT FOR FISCAL YEAR 2018

Representatives of Colby & Powell will present audited financial statements for FYE 6-30-18. Following the presentation, Council may vote to accept the audit.

7:02 (2:00) Matt Bingham presented information to the Council. (Power Point presentation attached.) He added that the audit was completed by March 31, 2019, which met the State requirements; however, he insinuated that it should be done sooner. He thanked the staff for being well-prepared for this audit. Only four journal entries were necessary, he said, where often towns require several pages of entries. The audit included no significant findings that would require corrective action; however, Mr. Bingham noted that budgets were exceeded at the departmental level in the police and fire departments.

Ms. Gallagher and Ms. Atkin surmised that the overage in the fire department was due to wildlands firefighting expenses for which we would receive reimbursement, and that the overage in the police department may have to do with DUI enforcement that is also covered by a grant. They will verify this, and provide an explanatory report to Council.

(12:28) Mr. Bingham spoke about the Police Department pension. The Town has more in pension assets than in liability, which he noted as being very good. Most cities and towns are in the negative, however Jerome is in the positive. He compared the Town's balance sheet to other cities and towns in Arizona; Jerome is in a very good financial place.

Councilmember Moore asked about a reference in their documents to non-compliance with regard to HURF money.

(18:45) Mr. Bingham explained that the State of Arizona requires that the auditors do extra procedures to assure that towns are spending their HURF money correctly. Their letter explains that they didn't come across anything that would indicate that Jerome was using HURF funds for anything other than streets.

Councilmember Moore asked what "deposits held for others" meant and about depreciation expense in the water department.

(21:20) Mr. Bingham explained that the deposits relate to our rent and utility deposits, and that assets with a useful life greater than one year are depreciated over their useful life.

Motion to Accept the Audit for the Fiscal Year 2018

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

ITEM #3:**7:24****REQUEST FOR REZONING**

Council will discuss the recommendation of the Planning & Zoning Commission for the rezoning of 11 parcels on Hampshire. A portion of this discussion may take place in executive session with the Town Attorney, who may participate telephonically, pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4).

As discussion began, Ms. Gallagher immediately recommended that, prior to proceeding, Council confer in executive session with the Town Attorney.

7:25 Motion to Go In to Executive Session to Speak With the Attorney

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

7:45 (Recording Part 2) The meeting resumed.

Councilmember Worth made a **motion** to table the rezoning, with direction to the Planning & Zoning Commission to create a text amendment that would change the R-2 zone to allow single-family and duplex uses, and to move other currently permitted uses to the Commercial zone. The motion was seconded by Councilmember Moore. Discussion ensued.

7:48 (3:33) Bobby Doss, resident asked if this was directed toward duplex and not triplex residences.

Ms. Gallagher confirmed that Council is requesting that the zone allow single-family and duplex homes only.

Mayor Barber commented that originally, the Doss's had only requested a duplex.

7:49 (4:10) Heather Doss, resident, said that they had requested a change to the R-2 zone. "We could be a triplex," she said, "so we're trying to protect our asset."

7:52 (7:10) Bobby Doss spoke about approvals from various departments which they had already received.

Councilmember Moore said that she had been involved in one meeting and a workshop, and that the original request was for a duplex. She added that no one really understood, including Commission members, what the R-2 zone entailed. She said that this was discussed at the neighborhood meeting, and people signed up to become duplexes, and were in favor of that. Ms. Moore said that she wants this done permanently and correctly, and to consider that every property in that zone could be a triplex could potentially impact our sewer plant.

7:56 (11:23) Bobby Doss brought forth documentation supporting his claims.

Vice Mayor Harvey read aloud the original petition and noted that it mentions "multi-family" but does not mention "triplex." With respect to the plans for development, she said that two petitioners responded that they would want to continue as a duplex, and the others stated that they had no immediate plans.

8:02 (16:28) Bobby Doss spoke about a loss of revenue.

8:02 (16:30) Heather Doss said that they have a lot of restrictions that the high school across the street from them does not.

Councilmember Worth asked if triplexes could be added as conditional uses in the R-2 zone. Ms. Gallagher said that she had just texted the Town attorney with that very question and was awaiting a response.

Ms. Gallagher recommended that Council rescind the motion on the floor and replace it with motion to table Council's consideration of the Planning and Zoning request for rezoning of these properties until such time as the R-2 zone has been amended.

Councilmember Worth **rescinded her motion, and made another motion** to table Council's consideration of the rezoning request pending a text amendment by Planning and Zoning to the R-2 zone.

8:06 (22:14) Richard Flagg, a resident said that he has a four-plex on Hampshire. He spoke about parking issues and sewer plant problems, and suggested that the Town take some of the money that it is earning from utility payments and "put that into the sewer plant instead of raising sales tax on rentals."

8:08 (24:08) Margie Hardie, a resident, said that she "wants to stick up for the Town." She said that the Doss's initial request was for a duplex so that a relative could move in. She said that if we allow a CUP for one property and not another, we would have problems. She presented a 49-page rezoning document from Camp Verde and said that she is pleased that Council will be giving this further consideration.

Councilmember Moore commented that Jerome has never done a rezoning, and she would like to do it the right way.

Mayor Barber pointed out that Council is neither approving nor denying the request for rezoning at this point, and she hopes to have a meeting with the Urban Land Institute for guidance.

8:19 (34:50) Curtis Lindner, who sits on Yavapai County's Planning Commission, noted that the County has an outreach program to help cities and towns with zoning problems. He commented that the County also uses "Use Permits," which can help expedite things when a rezoning might take too much time. He suggested that Council consider using use permits.

Councilmember Moore addressed Mr. Lindner's comments and said that the County is not allowed to consider water and sewer when authorizing Use Permits.

8:22 (37:54) Mr. Lindner spoke about State law and how it reflects on cities and towns as well as the County.

8:23 (38:50) Heather Doss said that she doesn't want Council to think that she is just trying to cause an uproar. She asked if, since the zone change is becoming so restrictive, they should be requesting a conditional use permit instead.

Councilmember Worth asked Ms. Gallagher if she had heard from the attorney yet regarding whether triplexes could be added as a conditional use in the R-2 zone. Ms. Gallagher confirmed that she had heard from him, and we could do that.

8:25 (40:35) Ms. Hardie spoke again regarding what Mr. Lindner said about Town resources. She said that Jerome is struggling to provide funds to fix its infrastructure, and by adding a zoning change, the Town is obligated to provide water if it can. "We can say no to something if it is going to suck the town dry," she said.

Mayor Barber discussed information she had received from Henry MacVittie regarding the status of our sewer treatment plant.

Mayor Barber called the question, and the motion passed unanimously.

Motion to Table Council's Consideration of the Rezoning Request. Pending a Text Amendment by Planning and Zoning to the R-2 Zone

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

ITEM #4:

8:25

(43:25)

PROFESSIONAL SERVICES - TOWN ATTORNEY

The Town's professional services agreement with Sims Murray, Ltd. (William Sims) as Town Attorney will expire on April 10, 2019. Mr. Sims (whose firm name is now Sims Mackin Ltd.) has agreed to extend his contract for another year at the same rate and terms. Council will consider whether to extend the agreement or issue RFQs (Requests for Qualifications) in order to consider other firms.

The meeting packet included a 2012 agreement with Sims Murray, which had been extended by motion each year since at the same rate and terms.

Councilmember Dillenberg stated, "We're lucky to have him."

8:30 (45:20) Ms. Hardie said that she wondered about an agreement from 12 years ago, and found out that Camp Verde's contract with Mr. Sims includes different rates. She said that she doesn't believe there is enough information on this.

Councilmember Moore said that she would like to have a discussion at some time with Mr. Sims. He is a highly rated land-use attorney, she said, and she believes we could further utilize his skills.

8:40 (56:10) Ms. Hardie asked if legal bills are under or over budget this year, and added that she would like to get his legal advice during executive sessions in writing.

Ms. Gallagher stated that the Town has had a lot of Planning and Zoning issues this year that required legal advice, yet she believes we are pretty close to budget. She added that when we have requested a written opinion from Mr. Sims, he has provided it. She spoke favorably of his work as Town Attorney.

Councilmember Harvey made a motion to approve the agreement, to be updated with the new firm name, new term, and correction in the rate schedule, which currently references Mr. Murray.

Motion to Accept this Agreement With the Corrected Date and Firm Name and Jeffery Murray Removed

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

8:48 Motion to Recess

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

	8:54 Mayor Barber called the meeting back to order.																																										
ITEM #5: 8:54 (Part 3)	<p>OPPORTUNITY TO PURCHASE PUBLIC PARKING AREA</p> <p>Council will consider the opportunity presented by Christopher Segretti for the Town to purchase parcels 401-06-151 and 401-06-004, currently leased by the Town for public parking (7 spaces), as per the stipulation in the existing lease agreement which gives the Town first opportunity to purchase in the event that the property is pending sale. Mr. Segretti has proposed a price of \$175,000. Some or all of this discussion may take place in closed session pursuant to A.R.S. § 38-431.03 (A)(7).</p> <p>Ms. Gallagher explained that, under our lease with Mr. Segretti, the town has first opportunity to purchase the property if it is going to be sold. Mr. Segretti has given us a written notice dated 3/26/19 with an asking price of \$175,000, which equates to \$25,000 per parking space. The Council would need to exercise that right within 60 days of the notice.</p> <p>The Council discussed and came to the agreement that the asking price was excessive.</p> <p>After further discussion,</p> <p><u>Motion to Decline the Purchase of the Public Parking Area</u></p> <table border="1" data-bbox="370 594 1190 716"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG		X	X				HARVEY	X		X				MOORE			X				WORTH			X			
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WORTH			X																																								
ITEM #6: 9:06 (12:30)	<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> <p>Mayor Barber said that she received an email from Rob Pecharich regarding the lack of places for RV's to park in Jerome, and would like to discuss that next month.</p> <p>Vice Mayor Harvey asked if, now that the weather is warmer, the Crew could make pothole repairs and re-stripe our red parking zones.</p> <p>Councilmember Worth said that:</p> <ul style="list-style-type: none"> • She would like updates from Yavapai College and the Mingus Union and Clarkdale-Jerome School Districts and added that Mike Westcott has provided information regarding consolidation. • She would like suggestions on how to mitigate our problems with oversized vehicles. • She would like see Jerome establish "safe space parking," a national movement to provide a limited number of parking spaces for those who are homeless and live in their vehicles. • She mentioned several meetings coming up for various organizations. • She spoke of legislation to be aware of: HB 2319 and SB 1073. • She noted that she needs to formally recuse herself on the decision regarding Center Street parking. <p>Councilmember Dillenberg would like to discuss the use of funds recently received from the Yavapai-Apache Nation.</p> <p>Councilmember Moore confirmed the April 25 neighborhood meeting. She also stated that an engineering firm that designed our sewer treatment plant has submitted a proposal to us regarding sewer plant upgrades and she would like all the Councilmembers to see it. She believes that they are planning on coming in June to assess the plant. She asked Ms. Gallagher if she could contact them to see if they could come to the meeting or attend by phone.</p> <p>Vice Mayor Harvey asked if the Town might purchase credit card-operated viewing binoculars.</p>																																										
ITEM #7:	<p>ADJOURNMENT</p> <p><u>Adjourned at 9:18 p.m.</u></p> <table border="1" data-bbox="370 1629 1218 1747"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH			X			
COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN																																					
BARBER	X		X																																								
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HARVEY		X	X																																								
MOORE			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

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

DRAFT MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL

TO TAKE PLACE ON SITE AT CENTER STREET, BETWEEN 4TH AND 5TH STREETS
THURSDAY, APRIL 25, 2019 AT 10:30 AM

ITEM #1:	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. <i>Mayor Alex Barber called the meeting to order at 10:35 a.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Barber, Vice Mayor Sage Harvey, and Councilmembers Jane Moore and Dr. Jack Dillenberg. Councilmember Mandy Worth had recused herself due to a conflict of interest and was not present.</i> <i>Other staff present were Joni Savage, Deputy Clerk; Rusty Blair, Fire Chief; Marty Boland, Public Works Director; and Police Lieutenant Russell San Felice, who arrived later in the meeting.</i>
ITEM #2: 10:36 (00:56)	NO PARKING ZONE Council will review the proposed NO PARKING zone along Center Street (east side, between 4 th and 5 th Streets) and hear from residents in this regard. <i>Chief Rusty Blair gave a thorough description of his request and requirements.</i> <i>(4:20) Public Works Director, Marty Boland added information.</i> <i>(7:23) Carol Yacht, a resident, asked for an explanation regarding Fourth Street.</i> <i>(9:08) Carol Yacht spoke again about painting a portion of the curb red.</i> <i>(10:20) Marty Boland spoke about his requirements with respect to the garbage truck.</i> <i>(11:19) Carol Yacht interjected a comment.</i> <i>(11:36) Marty Boland tried to continue with his requirements.</i> <i>(12:11) Chief Blair spoke again.</i> <i>(14:10) Carol Ann Teague, a resident, spoke.</i> <i>(17:04) Julie Perkins, a resident, spoke.</i> <i>Vice Mayor Harvey called a point-of-order.</i> <i>(18:20) Mary Williams, a resident, spoke.</i> <i>(19:03) Chief Blair spoke again about being a good neighbor. He said that the bottom line is they need one side of the street or the other to be designated as parking, and it is up to Council to decide which side that would be.</i> <i>(20:15) Carol Yacht spoke again.</i> <i>(24:17) Suzy Mound, resident, spoke at length about why the parking she has been using should remain available to her.</i> <i>(33:08) Chief Rusty Blair spoke about his parking issues.</i> <i>(33:50) Vice Mayor Harvey called a point-of-order.</i>

Chief Blair continued explaining his dilemma. (34:35 He left the meeting)

(38:00) Lt. San Felice arrived and expressed his support of the recommendation by Chief Allen Muma to allow parking on one side of the street only.

(39:26) Charlotte Page suggested putting in a loading zone.

(39:40) Lt. San Felice said that, because it is a residential street, there is no need for that.

(40:26) Marty Boland spoke about the parking spaces. He explained in detail the difficulty he experiences on this street while driving the garbage truck.

(42:40) Vice Mayor Harvey called a point-of-order.

(42:52) Lt. San Felice had to leave to attend to an emergency and commented before leaving that it's unfortunate that one person will be inconvenienced, however safety is the most important aspect.

(43:30) Carol Yacht suggested that, on Mondays (garbage collection day), people could park on one side of the street.

Vice Mayor Harvey pointed out that the garbage truck on Mondays is not the only problem. Emergency vehicles need to be considered and that is not just on Monday.

Mayor Barber stated that our Public Works, Fire and Police Departments all have recommended parking on one side of the street only for public safety, and "that trumps everything."

Motion to Close the Public Comment portion of the meeting

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

Councilmember Dillenberg said that he thinks Council could discuss making the area a little easier to park.

Councilmember Moore said that she is sympathetic to Ms. Mound.

ITEM #3:
11:26
(51:40)

RESOLUTION NO. 580, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, YAVAPAI COUNTY, ARIZONA, DESIGNATING A NO PARKING ZONE ALONG CENTER STREET

Council may approve Resolution 580, designating a No Parking Zone along Center Street.

Motion to Approve Resolution No. 580

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

ITEM #4:

ADJOURNMENT

Adjourned at 11:27 a.m.

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

APPROVE:

ATTEST:

Christina "Alex" Barber, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____



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TOWN OF JEROME

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ORDINANCE NO. 449

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 12-1-10, "OTHER RESTRICTED PARKING AREAS," OF THE JEROME TOWN CODE REGARDING DESIGNATION OF NO PARKING ZONES

BE IT ORDAINED by the Common Council of the Town of Jerome, Arizona, as follows:

Section 1. Paragraph A of Section 12-1-10, "Other Restricted Parking Areas," of Article 12-1, "Traffic Control," of the Jerome Town Code is hereby amended as follows (additions underlined; deletions in ~~strikeout text~~):

Section 12-1-10 Other Restricted Parking Areas

A. Upon recommendation of the Police, Fire and/or Public Works Departments, the Town Council ~~shall~~ may designate restricted parking areas by the use of signs and/or painted curbs.

1. If the curb is painted red, parking shall be prohibited in the red area adjacent to the painted curbs at all times.
2. If the curb is painted yellow, the space so painted shall be used exclusively by vehicles during the loading or unloading of freight or passengers. Signs placed at either one or both ends of such zone may further restrict use of a loading zone for specific vehicles or purposes.

Section 2. Paragraph C of Section 12-1-10, "Other Restricted Parking Areas," of Article 12-1, "Traffic Control," of the Jerome Town Code is hereby amended as follows (additions underlined; deletions in ~~strikeout text~~):

Section 12-1-10 Other Restricted Parking Areas

C. Upon recommendation of the Police, Fire and/or Public Works Departments, the Town Council ~~shall~~ may determine and cause to be designated by proper signs or markings, locations in which the stopping, standing, or parking of vehicles would create a hazardous condition or would cause delay to traffic.

Date of first reading: 4/9/19

Dates of publication: _____

Date of adoption: _____

Date of posting: _____

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

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

Section 4. All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency herewith.

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, THIS _____ DAY OF _____ 2019.

Christina "Alex" Barber, Mayor

ATTEST:

Candace Gallagher, Town Manager/Clerk

APPROVED AS TO FORM:

William J. Sims, Esq.
Town Attorney



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TOWN OF JEROME

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

ORDINANCE NO. 450

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING CHAPTER 8, "BUSINESS," OF THE JEROME TOWN CODE BY ADOPTING A NEW ARTICLE, "8-6, "MOBILE FOOD VENDORS," RELATING TO THE REGULATION OF MOBILE FOOD VENDORS; ESTABLISHING A PURPOSE; SETTING FORTH DEFINITIONS; SETTING FORTH LICENSING REQUIREMENTS; ESTABLISHING OPERATIONAL REQUIREMENTS; AND ESTABLISHING PENALTIES

WHEREAS, the Town of Jerome is authorized to enact and enforce regulations and zoning codes on mobile food units or mobile food vendors that are not otherwise prohibited by law; and

WHEREAS, the Town of Jerome is authorized to regulate mobile food vendors pursuant to applicable law, including Arizona Revised Statutes Sections 9-485, 9-485.01, 9-485.02, and 36-1761; and

WHEREAS, the Town of Jerome recognizes that mobile food vendors create opportunities for economic development and can provide affordable food at a variety of locations and events; and

WHEREAS, the Town of Jerome seeks to protect public health, safety and welfare through a reasonable regulatory program of mobile food vendors that includes safety standards and parking regulations; and

WHEREAS, with these regulations, the Town of Jerome ensures that mobile food vendors comply with applicable law, including building, health, and sanitation codes, as applicable; and

WHEREAS, the Town of Jerome seeks to minimize potential traffic safety threats by mobile food vendors who may impede the free flow of traffic, distract vehicle operators from observing traffic regulations, obstruct the view of pedestrians and vehicle operators, and encourage pedestrians who wish to inquire about services to cross the street in an unsafe and illegal manner;

NOW THEREFORE, BE IT ORDAINED by the Common Council of the Town of Jerome, Arizona, as follows:

Section 1. Chapter 8, "Business," of the Jerome Town Code is hereby amended by adding a new Article 8.6, "Mobile Food Vendors," to read as follows:

ARTICLE 8.6 MOBILE FOOD VENDORS

Section 8.6.1 Purpose.

Section 8.6.2 Definitions

Section 8.6.3 Compliance with State Licensing Requirements

Section 8.6.4 Licensing Requirements

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						

Jerome Town Hall Located at 600 Clark Street, Jerome Civic Center

Section 8.6.6 Operational Requirements
Section 8.6.7 Penalties

Section 8.6.1 Purpose.

This article is adopted to protect the health, safety and welfare of the community of the Town of Jerome by enacting reasonable regulation for mobile food vendors, their employees, agents, lessees or independent contractors by requiring compliance with minimum standards for safety and security.

Section 8.6.2 Definitions.

The below words and phrases, wherever used in this article shall be construed as defined in this section unless, clearly from the context, a different meaning is intended. Words used in the present tense include the future tense, words in the plural number include the singular number, and words in the singular number include the plural number.

- A. "Legal parking space" means an area designated for vehicle parking in the Town of Jerome that may be paved or unpaved and may be delineated by road surface markings.
- B. "Mobile food unit" means a food establishment that is licensed by the State of Arizona, that is readily movable and that dispenses food or beverages for immediate service and consumption and other incidental retail items from any vehicle as defined in Arizona Revised Statutes Section 28-101.
- C. "Mobile food vendor" means any person who owns, controls, manages or leases a mobile food unit or contracts with a person to prepare foods and vend from, drive or operate a mobile food unit.
- D. "Person" means an individual, partnership, corporation, association or any other entity of whatever kind or nature.
- E. "Right-of-way" means an area of land that is owned or leased by the Town of Jerome and used for street or highway purposes.
- F. "Semi-permanent structure" means equipment, or any dining area, including, but not limited to, tables, chairs, booths, bar stools, benches, and standup counters.

Section 8.6.3 Compliance with State Licensing Requirements.

- A. It shall be unlawful for any person to operate a mobile food unit or act as a mobile food vendor without having first obtained a valid license from the State of Arizona Department of Health Services pursuant to A.R.S. § 36- 1761.
- B. It shall be a class one misdemeanor to violate this section.

Section 8.6.4 Licensing Requirements.

It shall be unlawful for a person to operate a mobile food unit at any location within the Town of Jerome without obtaining a business license from the Town of Jerome in accordance with Article 8-3 of the Jerome Town Code.

Section 8.6.5 Operational Requirements.

- A. It is unlawful for any person to operate a food truck that does not meet the requirements in this section.

- B. Fire Safety and Inspection. A mobile food vendor must ensure that all mobile food units comply with the version of the International Fire Code in effect at the time, State law, and the Town of Jerome Code relating to fire and explosion safety standards, also in effect at the time.
- C. A mobile food unit(s) shall be inspected by the Town of Jerome's Fire Department, or the mobile food vendor shall provide evidence that the mobile food unit passed a fire inspection by another city or town fire department in this state within the preceding twelve (12) months.
- D. Refuse, Trash and Litter Maintenance. A mobile food unit shall:
 - 1. Provide a minimum of one fifteen (15) gallon trash receptacle within fifteen (15) feet of each individual mobile food unit for customers and employees;
 - 2. Maintain an area around the mobile unit clear of litter, garbage, rubble and debris; and
 - 3. Trash disposal is the responsibility of the mobile food vendor and it will not be collected by the Town. All trash must be removed from Town limits and may not be disposed of in Town dumpsters.
- E. Noise Restrictions. Noise levels from mobile food units shall not exceed the Town's noise ordinance standards pursuant to Section 10-1-13 of the Jerome Town Code.
- F. Security.
 - 1. The mobile food unit and the surrounding vending area shall be maintained in a safe and clean manner at all times.
 - 2. A mobile food unit shall have adequate lighting to ensure customer safety in the vending area. Lighting shall be directed downwards and away from rights-of-way and adjacent properties.
 - 3. The mobile food unit and its customers shall not obstruct the movement of pedestrians or other vehicles using the sidewalk, street, alley, or other public right-of-way.
- G. Insurance.
 - 1. If the mobile food unit operates at an event sponsored by the Town of Jerome or operates on public property, including rights-of-way or property owned by the Town of Jerome, the mobile food vendor shall obtain insurance naming the Town of Jerome as an additional insured in amounts as required by the Town of Jerome and in accordance with the requirements of A.R.S. Title 9, Chapter 4, Article 7.2.
 - 2. The insurance company issuing the policy shall be authorized to issue commercial liability policies in Arizona by the Arizona Department of Insurance.
 - 3. The policy shall designate by manufacturer's serial or identification number all mobile food units for which coverage is granted.
 - 4. The policy shall insure the person named in the policy and any other person using the mobile food vendor with the express or implied permission of the named insured against any liability arising out of the ownership, maintenance or use of the mobile food unit in Arizona.
- H. Location. A mobile food vendor shall operate a mobile food unit only in the C-1 Zoning district in accordance with the Jerome Zoning Ordinance and to a limited extent in a residential area as set forth below, and subject to the following limitations and conditions:
 - 1. Residential Area. A mobile food vendor shall not operate in an area zoned for residential use or within two hundred fifty (250) feet of an area zoned for residential use, except:

- a. A mobile food vendor selling only ice cream may operate on public rights-of-way in areas zoned for residential use; or
 - a. Subject to applicable laws and the Jerome Town Code, a mobile food vendor may operate on private property in a residential area if the mobile food vendor obtains a separate agreement with the property owner to operate a mobile food unit for a maximum of six (6) hours within a twenty-four (24) hour period on the private property.
2. Town of Jerome-Owned Property. A mobile food vendor shall only operate in a legal parking space. If the mobile food vendor desires to operate on Town of Jerome property other than a legal parking space, the mobile food vendor shall obtain permission from the Jerome Town Council.
3. Private Property. A mobile food vendor shall obtain written permission to use any private property where a mobile food unit is operating and shall provide proof of such written permission on demand by the Town of Jerome.
 - a. Notwithstanding the permission of a person owning or having lawful control of private real property, a mobile food unit shall not remain in one location on private property for longer than ninety- six (96) consecutive hours, unless the Town of Jerome grants permission for a permitted event greater than four (4) days. "One location" within this subsection means a any location within a parcel of land and includes movements from different parked positions within the same parcel.
- I. Parking. A mobile food unit shall comply with this subsection and applicable law as it pertains to parking.
 1. A mobile food unit shall only operate in a legal parking space or on private property or Town property as authorized by this Article.
 2. A mobile food unit, including any semi-permanent structure used or associated with the mobile food unit, may use no more than one (1) legal parking space, unless the mobile food vendor has a separate agreement with the Town of Jerome to use additional legal parking spaces.
 3. No mobile food unit exceeding twenty-four (24) feet may park diagonally in a diagonal parking space or park in any manner that occupies more than one (1) diagonal parking space.
 4. No mobile food unit shall operate with the serving window facing street traffic.
 5. A mobile food unit shall abide by all parking regulations, including posted time limits. A mobile food unit shall not occupy a legal parking space for more than six (6) hours in a twenty-four (24) hour period. "Occupy" within this subsection means within one hundred (100) feet of the place in which the mobile food unit was initially parked.
 6. A mobile food vendor shall not claim or attempt to establish any exclusive right to park at a particular street location, unless the parking space is part of a permitted event.

Section 8.6.6 Penalties.

- A. Each day any violation of any provision of this article shall continue shall constitute a separate offense.
- B. Civil Penalty: Except as otherwise provided herein, violations of any provision of this article shall be civil code offenses which may be adjudicated and enforced by the Town of Jerome civil hearing process set forth in Article 18-3 of the Jerome Town Code.

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

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

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, THIS _____ DAY OF _____ 2019.

Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney



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TOWN OF JEROME

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

ORDINANCE NO. 451

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 304, "DESIGN REVIEW," OF THE JEROME ZONING ORDINANCE REGARDING SOLAR INSTALLATIONS

WHEREAS, the Planning & Zoning Commission has recommended that the Jerome Zoning Ordinance be amended to include a reference to Solar Design Guidelines approved by the Town Council on June 9, 2015; and

WHEREAS, the Design Review Board concurs with this recommendation;

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

Section 1. Paragraph F, "Review Procedures and Criteria," of Section 304, "Design Review," of the Jerome Zoning Ordinance is hereby amended by the insertion of new item j, as follows:

j. SOLAR INSTALLATIONS – Refer to "Solar Energy System Design Guidelines" approved by the Town Council in June 2015, utilizing best practices for installing solar on historical buildings as recommended by the Department of the Interior. These Guidelines are available at Jerome Town Hall, the Jerome Library and on the Town of Jerome website.

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

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

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

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						

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA,
THIS ____ DAY OF _____ 2019.

Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney

Solar Energy System Design Guidelines



As approved by the Jerome Town Council

June 2015

Purpose of These Guidelines

The purpose of this guideline is to provide direction to Jerome's citizens, Boards and Commission members in the use of solar energy technology. This guideline is intended to:

Encourage solar energy system installation designs which are compatible with Jerome's neighborhoods and which preserves the Town's historic and visual resources.

Introduction

A number of trends point toward continued growth of new photovoltaic (PV) installations. People are looking for opportunities to reduce their utility bills, and to minimize their carbon footprint. Historic preservationists maintain that preserving, reusing, and maintaining historic structures is a key to sustainable design strategy, while also recognizing the importance of accommodating renewable energy technologies. Providing guidance regarding solutions and best practices is an important step toward resolving or eliminating barriers to solar energy system installations.

Jerome faces special challenges due to its mountainside location, and the key challenge in Jerome, is locating solar systems in such a way that the system is efficient and productive, while still protecting our historic town site. The ideal solar installation is located in sunny, south-facing location, with optimum tilt angle, which will supply maximum electricity to the site. Not all sites will be suitable for solar technologies.

The project team should encourage outcomes which will meet solar criteria, while maintaining the integrity of our historic resources. Every effort must be made to minimize the negative visual impact of solar panels; always working to protect and maintain our historic Town.

Types of Systems:

Photovoltaic (PV)

A photovoltaic system is a system which uses one or more solar panels to convert sunlight into electricity. It consists of multiple components, including the photovoltaic modules, mechanical and electrical connections and mountings and means of regulating and/or modifying the electrical output.

Solar Shingles

Also called photovoltaic shingles, are solar cells designed to look like conventional asphalt shingle. There are several varieties of solar shingles, including shingle-sized solid panels that take the place of a number of conventional shingles in a strip, semi-rigid designs containing several silicon solar cells which are sized more like conventional shingles, and newer systems using various thin film solar cell technologies which match conventional shingles both in size and flexibility.

Freestanding

Freestanding PV panels or freestanding arrays allow the benefits of renewable solar power without disrupting the roofline or altering a structure. They are placed away from the residence and connected through underground wiring. When a roof may be blocked by trees or not receiving direct sunlight, the mobility of a freestanding panel allows the ability to move it into optimal sunlight areas which may change seasonally.

Design Considerations:

All solar panel installations must be considered on a case by case basis recognizing that the best option will depend on the characteristics of the property. All solar panel installations should conform to the ***Secretary of the Interior's Standards for Rehabilitation***. Applicable Standards are:

“Standard Two: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property should be avoided.”

“Standard Nine: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.”

Note: see <http://www.nps.gov/tps/standards/rehabilitation/guidelines/solar-technology.htm> for complete federal guidelines.

Publicly visible solar energy systems which do not use building integrated technologies require special attention to placement and design to ensure a pleasing appearance. For a mounted solar system design to be considered well integrated with a historic building, it should meet criteria in all of the following categories:

- Appropriate Size
- Least Visible High-Performance Location
- Panel Arrangement and Design

- System Infrastructure Screening
- Frame Color
- Glare
- Mounting

System Size

Avoid unnecessarily large, publicly visible projects, by taking steps to improve the building's current energy efficiency. It is far less expensive to reduce heating, cooling and lighting demand, than it is to satisfy that demand with a high-tech solar energy system.

Least Visible High-Performance Location

Choose the least visible location where performance decreases by no more than 15% using the following guidelines:

1. Locate the panel system on the west or east side of the site if it is less publicly visible than the south side, and there are appropriate shading factors. Locating panels on the east or west side of a site results in only a modest, acceptable decrease in system output as long as the panels are close to horizontal. Flat panels are not always feasible because they may collect water; a 5 percent angle may be sufficient instead. Panels installed at a 5 percent angle can perform approximately 85-90% as well as if they were installed at an optimal 30 degree angle, regardless of whether they are on the south, east or west side of a site.
2. Locate systems on the rear façade of a building, on accessory structures or in other less visible locations if shade patterns would not significantly compromise system performance.
3. Only mount panels on the roof. Do not consider projecting panels from walls or other parts of structures, *unless it is a commercial structure creating a well designed "awning" with the solar panels.*
4. Consider whether shadow-tolerant panels would make a less visible location feasible.

Panel Arrangement and Design

Roof-mounted systems can be highly visible in a hillside town like Jerome. Panel systems mounted on sloped roofs should be incorporated or integrated into the structure design. This is a critical topic when considering a solar energy project and how it will fit within the community.

1. Consider the panels as part of the overall design composition. Match the shape and proportions of the array with the shape and proportions of the roof.
2. Installations on single-plane roofs are preferable because arrays can create a disjointed appearance on multi-plane roofs (e.g., roofs with dormers).
3. Consistently cover the roof face with the array if possible, leaving the prescribed safety pathways at eaves, ridge, hips and valleys. If full coverage is not possible, either:
 - a. Aim for a regularly shaped rectangle of panels; or
 - b. Use custom panel shapes to match the shape of the roof. Allow roof elements to remain which have enough size to appear intentional and hold their visual “weight” in the overall design composition.
4. Avoid interrupting arrays with rooftop projections such as vents or skylights. Solid rectangular array configurations are visually cohesive, versus a scattered array which is not as visually pleasing.
5. Avoid breaking up systems into multiple panel areas. Try to limit the array to one rectangular panel section on each side of the structure.
6. In some cases, placing an array along the lowest edge of the roof may make it less visible from a distance.
7. Coordinate roof and building color and pattern as much as feasible with the color and pattern of the collection array. Darker roofing colors can better compliment mounted solar energy systems.

System Infrastructure Screening

Use appropriate facades, walls, fences or landscaping to screen the system’s supporting framework from view. Walls and other screening materials should be fully integrated with the overall site and building design. Wall colors should complement those of the site and building.

Some tree trimming to avoid panel shadowing is appropriate, but trimming should not be more extensive than necessary.

Avoid exposing equipment, conduits or pipes to public view. Place conduits in inconspicuous locations such as underneath the roof if possible. Locate equipment in a discreet location in the rear yard or in an accessory building rather than placing it within view of the public.

Frame Color

If frames are not blocked from view, colored frames may be used to match or complement the roof or building colors. Use finished trim materials to reduce contrast and glare.

Glare

Use panels with non-reflective coatings. Exposed frames and components should have a non-reflective surface. Reflection angles from collector surfaces should be oriented away from neighboring windows and, to the extent possible, away from public areas.

Mounting

Photovoltaic panels are generally less visible when they are installed as close to the roof or ground as possible, with no more than 8 inches and no less than 1.5 inches between the roof and the panels. A possible exception may be panels that are located on the east or west side of a site in order to reduce visibility. These panels may need to be close to horizontal (5 percent) rather than parallel to the roof slope, in order to maximize system performance. Panels should never project above the roof ridge line.

The following sloped-roof mounting methods are NOT preferred mounting methods

- Flush or direct mounting, where the panel is installed directly on top of the roof.
- Standoff mounting greater than 8 inches. This adds to the mass, bulk and scale of the building and focuses attention on the solar panel.
- Frame or rack mounting. This is highly visible and greatly adds to the mass, bulk and scale of the building. It is the least preferred roof-mounting method.
- Any method that removes defining elements of a historic structure.

The Town of Jerome Design Review Board shall use the US Department of the Interior ***'Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings'*** as a basis for review of solar energy projects.

Recommended:

1. Consider on-site solar technology, *only* after implementing all appropriate treatments to improve energy efficiency of the building, which often have greater life-cycle cost benefit than on-site renewable energy.
2. Determine whether the use of solar technology will be successful, and if it will benefit a historic building without compromising its character, the character of the site or surrounding historic district.
3. If possible, consider installing a solar device on a non-historic building or addition located on the site, where it will have the least impact on the historic building and its site.

4. Install a solar device on a historic building, only after all other locations on the site have been investigated and determined infeasible.
5. Install low-profile solar devices on the historic building so they are the least visible from any public right of way; such as a low profile flat roof, or where they may be hidden by a parapet.
6. Determine whether solar devices can be installed on a historic building in a manner which does not damage the historic roofing material, negatively impact the building's historic character, and that any such work is reversible.
7. Make every effort to install solar roof panels horizontally,
8. Maintain the historic, character-defining roof slope when installing solar panels.
9. Place solar roof panels where they are the least visible as an effort to maintain the historic character of the building.

Safety Considerations for Residential Solar Energy Installations

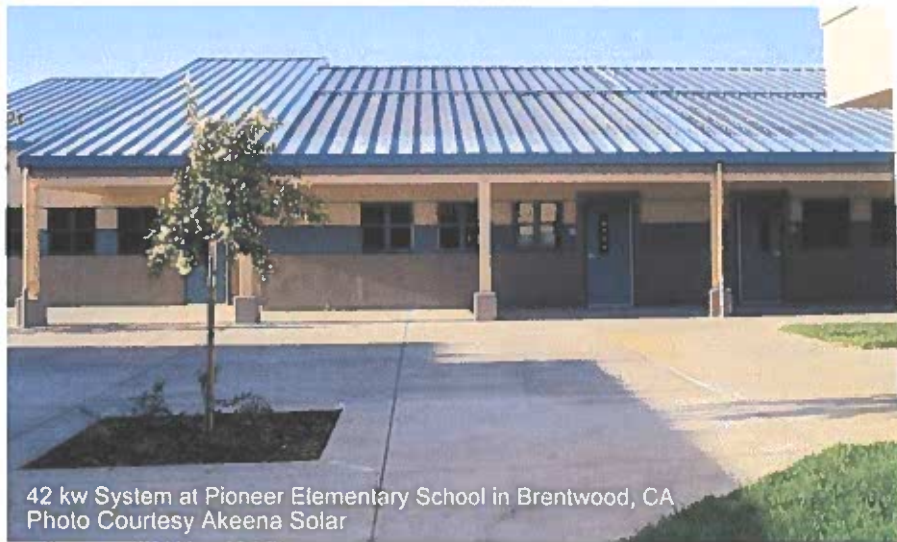
When planning a roof mounted solar energy system, additional measures for fire safety should be considered. Roof access and clearance requirements are critical in order to: provide emergency access to and egress from the roof, provide areas for smoke ventilation opportunities and provide pathways to specific areas of the roof.

Panels placed on residential roofs should be located in such a way that a three-foot wide clear access pathway is created from eave to the ridge on every roof slope where panels are located. The access pathway should be located at a structurally strong location on the building (such as a bearing wall). For residential roofs with hips and valleys, panels should be located no closer than one and one-half feet to a hip or a valley, if panels are to be placed on both sides of a hip or valley. If the panels are to be located only on one side of a hip or valley which is of equal length, then the panels may be placed directly adjacent to the hip or valley.

Solar Roof Examples



Solar shingles attached to the front exterior of the shingle. Photo courtesy City of Santa Barbara



42 kw System at Pioneer Elementary School in Brentwood, CA
Photo Courtesy Akeena Solar



Solar shingles. Photo courtesy of Atlantis Energy Systems



Well planned array. Photo courtesy REM Technologies



Two examples of roof arrays designs which detract from the integration with the roof.

Photo's courtesy REC Solar



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TOWN OF JEROME

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

ORDINANCE NO. 452

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 301, "AMENDMENTS OR ZONE CHANGES," OF ARTICLE III, "PROCEDURES," OF THE JEROME ZONING ORDINANCE REGARDING COMPLIANCE WITH STATE STATUTES

WHEREAS, the Planning & Zoning Commission has recommended that the Jerome Zoning Ordinance be amended to include a reference to A.R.S. 9-462.04 regarding requirements for public hearings;

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

Section 1. Paragraph C, "Commission Action," of Section 301, "Amendments or Zone Changes," of Article III, "Procedures," is hereby amended as follows (additions underlined; deletions in strikeout text):

C. COMMISSION ACTION

1. Upon receipt of any complete application for, and prior to holding a public hearing on, rezoning or ordinances that impose a new land use regulation or modify an existing land use regulation, a Neighborhood Meeting shall be required in accordance with Section 306 of this zoning ordinance. The Commission shall then fix a reasonable time for the hearing of the proposed zone change, amendment, or addition and shall give notice thereof to interested parties and to the public by publication of a notice in the official newspaper of the Town, and by posting the area included in the proposed change, not less than fifteen (15) days prior to the hearing. The notice shall set forth 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. The Commission may for any reason, when it deems such action necessary or desirable, continue such hearing to a time and place certain. Within thirty (30) days after the close of the hearing, the Commission shall render its decision in the form of a written recommendation to the Council. The recommendation shall include the reasons for the recommendation.
2. Prior to scheduling a public hearing, the Zoning Administrator shall review A.R.S. 9-462.04, "Public Hearing Required; Definition," for current practices to assure compliance with State statutes.

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						

32. Prior to publishing a petitioned Zoning Map change, the Commission may, on its own motion, delimit or extend the boundaries of such area, so as to constitute a more reasonable zone district boundary.
43. The Commission may on its own motion propose any amendments to this ordinance and map. After holding a public hearing as required by this section, the Commission shall either:
- a. Transmit such proposal to the Council which shall thereupon proceed as set forth herein for any other amendment, or
 - b. Vote to quash the Commission initiated proposal, in which case no further action need be taken by the Commission or Council.

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

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

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, THIS _____ DAY OF _____ 2019.

Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney



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Town of Jerome, Arizona
PO Box 335, Jerome, Arizona 86331
Charlotte Page, Zoning Administrator
Historic Preservation Officer
Office: (928) 634-7943 Fax: (928) 634-0715
c.page@jerome.az.gov

COPY

NOTICE OF DECISION PLANNING & ZONING

April 9, 2019

Don & Paula Nord
PO Box 942
Williams, AZ 86046

Re: Conditional Use Permit – 128 School St., Jerome

APN: 401-10-006

Don & Paula,

The residential Conditional Use Permit requested for the property named above was reviewed by the Planning & Zoning Commission on April 3, 2019 and advanced Council. Planning & Zoning gave a recommendation for approval. This item will be on Council agenda May 12, 2019 for final decision.

Signed Charlotte Page Date: 4-9-19

Charlotte Page
Zoning Administrator

This approval is subject to all limitations, including termination provisions set forth in the Jerome Zoning Ordinance and in this Notice of Decision. Approval becomes void if a building permit is necessary and is not obtained within 6 months. You may also apply for extension of the approval prior to expiration date. If you have any questions regarding this Notice of Decision please contact 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

2010 Byrd, L.
last service date
Available

Applicant

Project Name:
NORD RESIDENCE RENOVATION

Project Address:
128 SCHOOL ST

Assessor's Tax Parcel Number(s):
401-10-006

Property Owner:
DON & PAULA NORD

Mailing Address:
P.O. Box 942

City:
WILLIAMS

State:
AZ

Zip Code:
86046

Phone:
928-635-4090

Fax:

Email

For Office Use Only

Type of Application: Conditional Use Permit

Fee (\$100):

Receipt#:

Current Zone:

Date Applied:

Taken By:

Parking Req's:

Parking Req's Met: Y N

Applicant/Agent:

Mailing Address:

City:

State:

Zip Code

Phone:

Fax:

Email:

10000
ok #3597
P & Z

RC

Final Action: A D

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

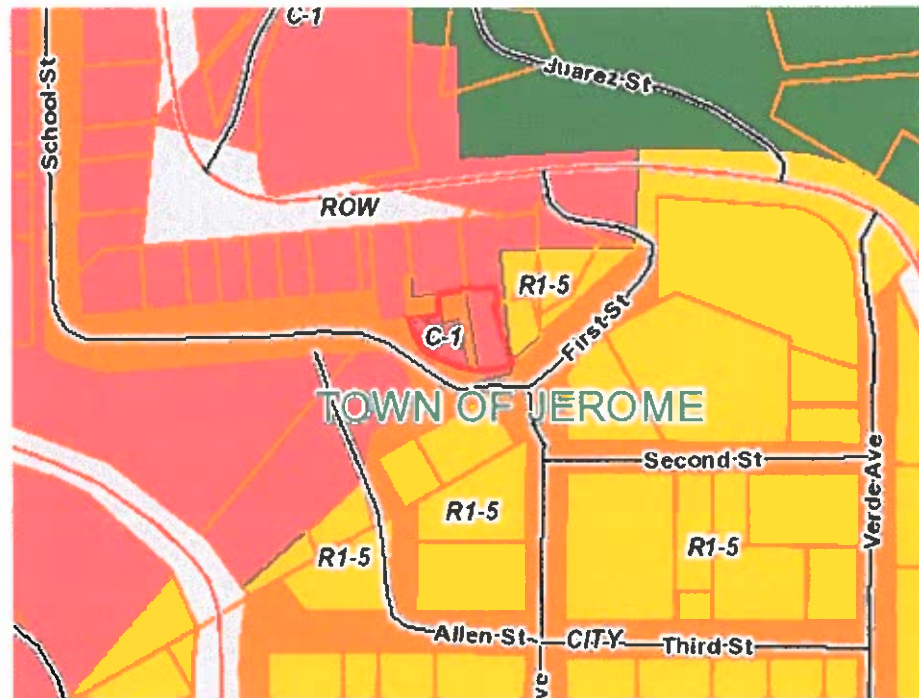
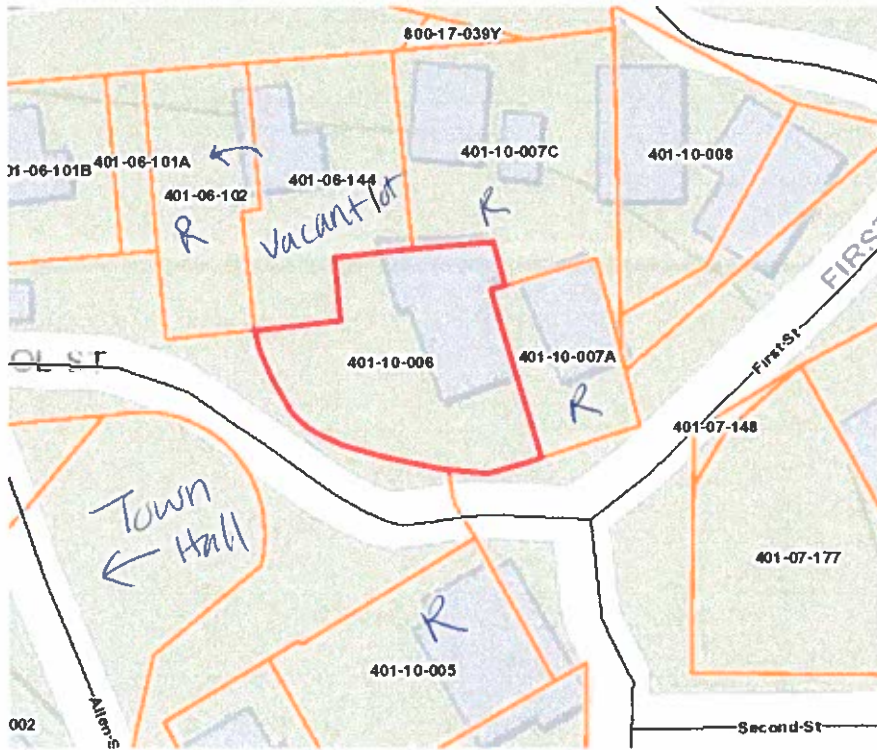
Signature:

Print Name:

Date:

PZ Application - site footprint
Reduced
No Review Required
R. Schall
CUP - Review
4/13/19

128 School St (AKA 128 FIRST)



- FROM YAVAPAI COUNTY GIS, NOT TO SCALE OR OFFICIAL

Charlotte Page

To: blair@jeromefire.us
Subject: RE: 128 First St.

Chief,

Thank you,

Charlotte Page
Zoning Administration

From: blair@jeromefire.us <blair@jeromefire.us>
Sent: Thursday, March 28, 2019 7:56 AM
To: Charlotte Page <c.page@jerome.az.gov>
Subject: RE: 128 First St.

I have reviewed pulmonary plans of the 128 First St project . It is the opinion of the Fire code official that the plans presented to me would decrease the fuel loading in this area and would also increase separation between the building the buildings at 128 First St. and 132 First St., which at this time has limited separation.

Rusty Blair
Fire code official, Fire Chief
Jerome Fire Department

April 4, 2019

Candace Gallagher, Town Manager
Town of Jerome, AZ
PO Box 335
Jerome, AZ 86331
(928) 634-7943
c.gallagher@jerome.az.gov

RE: Jerome, Arizona Treatment Wetland System Assessment
Biohabitats Proposal No. P19362.03
Subject: Scope of Work, Fee and Contract Terms

Dear Candace:

Biohabitats is pleased to provide you this simple fee proposal to conduct a site visit and assess the condition of an existing constructed treatment wetland at the Town of Jerome, AZ (Client) and make recommendations to improve operation. It is our understanding that the system is approximately 18 years old and that it is not operating at its optimal capacity and that the system is out of compliance with the operating permit. Since initial construction and startup, the discharge permit has been modified to include an ammonia-nitrogen discharge limit of 2.8 to 5.8 mg/L. The low nitrogen limit may require improvements to the existing system.

The system was originally designed by Natural Systems International (NSI) of Santa Fe, NM. Since that time NSI has been acquired by Biohabitats, based out of Baltimore, Maryland. Biohabitats applies the science of ecology to restoring ecosystems, conserving habitat, and regenerating the natural systems that sustain all life on Earth. We do this through engagement, assessment, planning, engineering & design, construction, and monitoring. Biohabitats' Santa Fe office is one of eight regional offices located across the United States.

Below you will find the proposed scope of work, fee, schedule, and terms. We have laid out the work in three (3) distinct phases so that we can complete Phase 1 in this fiscal year (2018-19) in order to plan for and complete Phase 2 in the next fiscal year (2019-20), and then plan for and complete Phase 3 in the following fiscal year (2020-2021). This proposal scope and fee is only for Phase 1. Phase 2 and Phase 3 scope are provided in general for your understanding and for your planning purposes. If after our site visit in Phase 1, the necessary maintenance and improvements are obvious, we may be able to rearrange Phase 2 and 3 to better accommodate your planning horizons. It will depend on the timing and complexity. If you have any questions regarding our proposal, please contact me, Rob von Rohr, by phone (505.819.0157) or by email at rvonrohr@biohabitats.com. If this proposed scope and fee, and the accompanying terms are acceptable, please sign below to fully execute the Agreement and give formal notice to proceed.



Once signed, please return a copy of the full agreement to Biohabitats at the email address or mailing address above.

Sincerely,

Rob von Rohr, PE
Southwest Basin & Range Team Leader

Biohabitats, Inc.



Signature

Adam Feuerstein, Operations Leader

Name, Title

4/2/19

Date

Client: Town of Jerome, AZ

Execution of this Agreement authorizes Biohabitats to initiate the Work Plan in accordance with the Scope of Work, Schedule, Fee and Terms provided below. If this Agreement is not accepted within 60 days from the date of receipt, the offer to perform the described Services may be withdrawn and Biohabitats may renegotiate this proposal.

Signature

Name, Title

Date



SCOPE OF WORK

In summary, our proposed services include the following.

Phase 1 – Initial Treatment Wetland Assessment

A. Site Visit Preparation:

1. Review available design information
2. Review available permit information, including any compliance actions taken by the regulating authority and steps taken to address deficiencies
3. Review available operations data/records
4. Generate list of additional water quality data needed to inform the assessment
5. Review existing and new lab analysis of the water quality
6. Generate a list of required tools for the assessment
7. Develop initial process calculations necessary to estimate potential capacity of existing system using current process modelling tools

B. Site Visit:

1. Assess condition of system components
2. Review O&M history with Town staff
3. Evaluate operational settings and update to optimize performance
4. Work with designated operations personnel to develop a list of “simple fixes”, significant maintenance required, and/or operational changes
5. Discuss with designated operations personnel potential improvement/retrofits/upgrades
6. Refresher training for designated operations personnel

C. Site Visit Follow Up:

1. Formalize list of “simple fixes”, significant maintenance required, and/or operational changes
2. Develop updated monitoring and maintenance schedule
3. Prepare estimates for recommendations in C.1. above for our planning purposes.
4. Prepare estimates for Phase 2 for your planning purposes.

Phase 2 – Preliminary Design and Initial Permitting for Treatment Wetland Improvements (NOT INCLUDED IN THIS PROPOSAL)

A. This phase scope will be developed after the initial site visit. In general, Phase 2 would include developing a compliance action plan, including:

1. Recommended/improvement/retrofits/upgrades to improve operational capacity for current and future use and to comply with current permit requirements.
2. Preliminary Engineering Report and Preliminary Plans for recommended improvements.

3. Initial permitting steps.
4. Estimates for Phase 3, Final Engineering
5. Preliminary construction cost estimates.

Phase 3 – Final Design and Permitting for Treatment Wetland Improvements

- A. This phase scope will be developed during Phase 2. In general, Phase 3 would include developing final engineering plans and construction of the proposed improvements. Biohabitats typically provides construction engineering services tailored for the needs of the Client. It can be as simple as providing construction observation services at critical milestones during construction, review of submittals indicated in the construction specifications, and review and respond to contractor submitted RFIs, or Biohabitats can provide more complete services such as complete bid documents and bidding services, and depending on the project and the Client, Design-Build services.

Depending on initial findings during Phase 1 and the time available, we may be able to consolidate Phase 2 and Phase 3 such that the Final Engineering and final construction cost estimates are completed in Phase 2.

PHASE 1

ASSUMPTIONS, EXCLUSIONS AND RELEVANT CONDITIONS

- The Client shall provide the following information or services as required for performance of its services outline herein:
 - Water quality data.
 - Assistance/attendance by designated operations personnel (operator) during the evaluation of the treatment wetland system. The operator will not be needed during the entire 2.5 day site visit, but should be available as deemed necessary by Olin Christy (Biohabitats' Engineering Technician).
 - Attendance by designated operator for operation refresher training.
- The purpose of the trip is to provide a simple assessment of the status of the treatment wetland system. It may not be possible to assess conditions of system elements that are not readily accessible.
- Water quality sampling by the Client at intermittent treatment steps will be by the Client and is not included in this estimate.
- The assessment does not include evaluation of the existing collection or disposal systems or evaluation of potential increased future flow.
- Preliminary recommendations for potential retrofits to increase capacity beyond the current permitted flow and the original design basis for influent and effluent quality parameters will be just potential retrofits that we believe may be viable. Additional design work, including preparing a new basis of design (flow, mass balance, etc.) would be required to develop feasible solutions, select the best option(s), and prepare and permit the necessary improvement construction plans.

JEROME TREATMENT WETLAND ASSESSMENT

Town of Jerome, Arizona

- Olin Christy (Engineering Technician), located in Santa Fe, NM, will be conducting the site visit, system evaluation, assisting the operator as appropriate, and providing the limited operations refresher training. Justin Lyon (Senior Engineer), located in Philadelphia, PA, will attend Olin on day two of the site visit.
- The scope of work does not include identification or remediation of hazardous, toxic or radioactive waste.

WORK PLAN

See Scope of Work

SCHEDULE

Biohabitats is available to begin work on these tasks immediately upon notice-to-proceed. However, the date of the site visit will be subject to timing of water quality data, receipt of existing information, and availability of Biohabitats and the Town of Jerome staff. Mr. Christy has a heavy travel schedule through May. We and will make every practical effort to schedule this visit and complete the Phase 1 work by the end of June for your fiscal year 2019-20 planning efforts.

FEE

Compensation to Biohabitats for the services described herein are in accordance with the Scope of Work, Work Plan and Schedule specified above. The proposed work will be billed as Fixed Fee for labor and at cost for expenses. Our work is limited to the scope above and the work will be limited to the fixed fee of \$17,275.00 for labor and estimated expenses of \$3,700.00. If any additional expenses are identified during the visit preparation that were not accounted for in this proposal, we will notify the Client immediately and we may need to revise the fee for expenses.

EXPENSES

Expenses for normal miscellaneous phone, shipping, and reproductions are included in this fee. Travel expenses including business airfare, business hotel, food, local transport, etc., from trips from the U.S. are included as an estimate to be reimbursed by the Client at our cost.

ADDITIONAL SERVICES

Services not explicitly included in this Proposal shall be considered additional services. A written agreement between Client and Biohabitats shall define the extent of the additional services and Biohabitats' compensation for such additional services before they are performed by Biohabitats.

Our fees and any additional services for work done between March 1, 2019 and February 28, 2020 are based on the following fee schedule.

JEROME TREATMENT WETLAND ASSESSMENTTown of Jerome, Arizona

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$ 225.00
Senior Project Manager	\$ 195.00
Project Manager I	\$ 185.00
Project Manager II	\$ 175.00
Sr. Ecologist	\$ 170.00
Sr Eng/LA/Scientists	\$ 165.00
Restoration Ecologist	\$ 155.00
Engineer/LA/Sci Designers	\$ 145.00
Sr. Engineer Technician	\$ 140.00
Engineer Technician	\$ 130.00
Environmental Scientist	\$ 105.00
Project Designer	\$ 100.00
Draftsperson/GIS	\$ 100.00
Administrative	\$ 90.00
Consultants	cost +10% mark up
Expenses	direct cost
Mileage	\$0.58/mile

PROPOSAL TERMS AND CONDITIONS

The Darrow School, New Lebanon, NY

ARTICLE 1 AGREEMENT This Agreement is made by and between Client and Biohabitats, Inc. on the date of full execution of the attached Proposal Letter. Client and Biohabitats are collectively the "Parties."

"Agreement" means these Terms and Conditions, the attached Proposal Letter, and preceding Scope of Work, Fee, and Schedule. Amendments or modifications to this Agreement may be incorporated upon authorization from both Parties.

ARTICLE 2 GENERAL PROVISIONS The Parties agree to work together on the basis of mutual trust, good faith, and fair dealing, and perform in an economical, cooperative, and timely manner. Biohabitats shall perform all Services in accordance with the standard of professional skill and care required for services of this type for a Project of similar size, scope, and complexity, during the time and locality in which the Services are provided.

Biohabitats shall not be responsible for: (a) any errors or omissions of any party involved in the design or construction (if applicable), of the Project who are not under the direct control or authority of Biohabitats, unless such errors or omissions were a direct result of the party's reliance on Services or recommendations of Biohabitats that did not comport with the standard of care required by subsection immediately above; or (b) any failure of Client or its consultants, constructors, or contractors, and their respective agents or employees, to comply with the recommendations, written or oral, made by Biohabitats.

ARTICLE 3 COMPENSATION As full compensation for Basic Services and Reimbursable Expenses provided under this Agreement, Client shall compensate Biohabitats on the basis described above in the Fee section of the attached Proposal.

ARTICLE 4 INSURANCE Before commencing Services and as a condition of payment, Biohabitats shall purchase and maintain insurance coverages, with limits of liability that will protect Biohabitats from claims arising out of its Services under this Agreement. Such insurance coverage shall include Workers' Compensation and Employers' Liability Insurance; Commercial General Liability, listing Client and Constructor as additional insureds; Business Automobile Liability Insurance; and Professional Liability Insurance.

ARTICLE 5 BASIC SERVICES Biohabitats shall perform the services required for the Project, as more fully described in the preceding attached Proposal. Such Proposal includes the Scope of Work, Work Plan, and Fee, and is hereby incorporated into this Agreement upon acceptance as Basic Services.

ARTICLE 6 TIME FOR SERVICES Biohabitats shall provide all Services in conformance with the Proposal schedule or most recent Project schedule approved by Client.

ARTICLE 7 PAYMENTS Biohabitats shall submit to Client monthly applications for payment for Basic and Additional Services and Reimbursable Expenses with sufficient supporting detail. Client shall pay approved amounts to Biohabitats within thirty (30) days of receipt of application of payment. Payments due but unpaid after thirty (30) days shall bear interest at 1.5% per month.

ARTICLE 8 HAZARDOUS WASTE Client represents that it has disclosed in writing to Biohabitats the existence of any Hazardous Waste known by Client to exist on or near the Worksite. After commencing the Services, if unanticipated Hazardous Waste is discovered at the Worksite, Biohabitats shall be entitled to immediately stop work in the affected area. Biohabitats shall promptly report the condition to Client and, if required, the governmental agency with jurisdiction.

ARTICLE 9 INDEMNITY To the fullest extent permitted by law, Biohabitats shall indemnify and hold Client, Client's officers, directors, members, agents, and employees, or their subcontractors harmless from all claims for bodily injury and property damage, except property insured under Client's property

insurance, that may arise from the performance of or the failure to perform Services under this Agreement, but only to the extent of the negligent acts or omissions of Biohabitats, Biohabitats' consultants, or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable.

Biohabitats shall not be required to indemnify or hold harmless Client, constructor, or their subcontractors for the negligence of Client, constructor, or their subcontractors.

To the fullest extent permitted by law, Client shall indemnify and hold harmless Biohabitats, its officers, directors, or members, subcontractors, or anyone employed directly or indirectly by any of them or anyone for whose acts may be liable from all claims, actions, proceedings, liabilities, losses, damages, costs, and expenses, including reasonable attorneys' fees, costs, and expenses that may arise from the performance of work or services by Client or others, but only to the extent caused by the negligent acts or omissions of Client or others. Client shall be entitled to reimbursement of any defense costs paid above Client's percentage of liability for the underlying claim.

ARTICLE 10 TERMINATION Either Party may terminate this Agreement upon seven (7) days' written notice if the other Party materially breaches its terms through no fault of the initiating Party. Even after termination, the provisions of this Agreement apply to any Services performed, payments made, or events occurring, costs charged or incurred, or obligations arising before termination date.

ARTICLE 11 DISPUTE MITIGATION AND RESOLUTION If a dispute arises out of or relates to this Agreement or its breach, the Parties shall endeavor to settle the dispute. Within five (5) business days, Parties' representatives, who shall possess the necessary authority to resolve such matter and who shall record the date of first discussions, shall conduct direct discussions and make a good faith effort to resolve such dispute.

Disputes between the Parties not resolved by direct discussion shall be submitted to mediation pursuant to the American Arbitration Association (AAA). Engaging in mediation is a condition precedent to any form of binding dispute resolution. If neither direct discussions nor mediation successfully resolves the dispute, the Parties shall submit the matter to litigation in either the state or federal court having jurisdiction of the matter in the location of the Project.

ARTICLE 12 OWNERSHIP OF DOCUMENTS Upon making of final payment to Biohabitats, Client shall receive Ownership of the property rights, except copyrights, of all documents, drawings, specifications, electronic data, and information prepared, provided, or procured by Biohabitats or its consultants and distributed to Client. If this Agreement is terminated, the property rights, except copyrights, shall vest with Client upon payment to Biohabitats for all Services performed in accordance with this Agreement, at which time Client shall be entitled to use, reproduce, and make derivative works of such documents and data to complete the Project.

Otherwise, except for subsequent renovation and remodeling of this Project, Client shall not use such documents and data without Biohabitats' involvement, nor on other projects, and shall defend, indemnify, and hold harmless Biohabitats against all claims, damages, losses, costs, and expenses arising out of such use.

ARTICLE 13 MISCELLANEOUS TERMS This Agreement represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations and agreements, either written or oral. Except as to the assignment of proceeds, neither Client nor Biohabitats shall assign its interest in this Agreement without the written consent of the other.

The law in effect at the Project shall govern.

From: **Henry MacVittie** hmacvittie@hotmail.com
Subject: **Re: Emailing: Jerome Scope-Fee-contract-.pdf**
Date: **April 23, 2019 at 9:53 AM**
To: **Candace Gallagher** c.gallagher@jerome.az.gov



Good morning Candace,

I have read through this proposal from Biohabitats. I think this looks like a good start for the Town. I think that the best way to proceed would be to garner a couple of additional proposals before deciding on the direction that we want to go in.

I researched Biohabitats a little as I haven't heard anything about them. I went to Biohabitats.com to look at their website. It appears to me that the company does a great deal of work on rehabilitation of rivers and streams, lakes, estuaries, wetlands, stormwater runoff remediation etc. Please take a look for yourself when you have a chance. I was able to find one wastewater treatment system that they were involved with here in Arizona. It was a small treatment system down south and there wasn't too much information on it.

We have some very active and well known environmental engineering firms here in Arizona. The engineers at these firms will be familiar with our regulators at ADEQ and may be able to offer the Town a proposal for assistance at the WWTP. Carollo Engineers, Valentine Engineering and Fann Environmental are a few of the firms which come to mind. I believe that we should reach out to them for proposals for assistance. These firms work specifically with design of water and wastewater facilities. I am including links to their websites below. Please take a look when you get a chance and let me know what you think.

I have not heard from Krishan at SEC. We should request a proposal from SEC as the Town's engineer as well.

Regards,

Henry

<https://www.biohabitats.com/>

<https://www.carollo.com/>

<http://www.fannenvironmental.com/>

<http://valentineengineers.com/>

INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE SUPERIOR COURT OF ARIZONA IN YAVAPAI COUNTY
and
THE MUNICIPAL/MAGISTRATE COURT OF JEROME, ARIZONA

This Intergovernmental Agreement (“IGA”), is entered into between the Superior Court of Arizona, in and for the County of Yavapai (“Superior Court”), and the City/Town of Jerome, Arizona on behalf of its Municipal/Magistrate court (“Municipal/Magistrate Court”), for interpreter services.

1. RECITALS

WHEREAS, the Superior Court has historically offered certain interpreter services to certain municipal courts in Yavapai County; and

WHEREAS, the Municipal/Magistrate Court desires to use the interpreter services offered by the Superior Court;

THEREFORE, in consideration of the mutual agreement expressed herein, the parties agree as follows:

2. PURPOSE

The purpose of this IGA is to provide interpretation and translation services as specified herein.

3. AUTHORITY

Pursuant to Arizona State Judiciary Administrative Order 2011-96, all courts must have developed a language access plan that documents how the court makes court proceedings and operations available to limited-English-proficient (LEP) parties and witnesses. The court is responsible for taking reasonable steps to ensure that LEP individuals have meaningful access to all court-ordered services and programs

Court interpreters will be provided in all courtroom proceedings at no cost to all LEP witnesses; litigants; victims; parents, guardians, and family members of minor witnesses, victims, and/or litigants; as well as any other person whose presence or participation is necessary or appropriate as determined by the judicial officer.

Pursuant to Arizona State Judiciary Administrative Order 2016-02, courts are required to have staff who provide interpreter services credentialed at Tier 3 or higher under the Arizona Court Interpreter Credentialing Program (ACICP) by June 30, 2019. This requirement applies to all regular staff who are classified as interpreters, as well as those staff who are not so classified but who may be engaged by the court to act as interpreters. This requirement does not apply to bilingual staff who may be able to carry out their non-interpreting duties in a language other than English (i.e. public counters, information kiosks, etc.).

The parties are authorized to enter into this IGA pursuant to A.R.S. § 11-952(J).

4. TERM AND RENEWAL; TERMINATION

- A. This IGA shall be effective July 1st, 2019 and shall expire June 30th, 2021. The parties may renew this IGA in writing for four additional two-year terms, to expire no later than June 30th, 2029. If the Municipal/Magistrate Court wishes to renew this IGA, it must notify the Superior Court at least 90 days in advance of its expiration. If City/Town Council approval is required for this IGA, the renewal may be executed by the Municipal/Magistrate Presiding Judge or City/Town Manager. The Municipal/Magistrate Court understands and agrees that the Superior Court may increase the cost of the interpreter services at the time of renewal to reflect an increase in actual costs.
- B. Either party may terminate this IGA for any reason upon 30 days' written notice. Either party may terminate this IGA immediately if the other party materially breaches the IGA. Either party may terminate this IGA due to non-availability of funds, as stated in paragraph 17. Upon termination, all property used in performance of this IGA shall be returned to the party owning the property or entitled to possession.
- C. This IGA supersedes all prior agreements between the parties for interpreter services. Any amendments to this IGA must be in writing and signed by both parties.

5. DUTIES OF SUPERIOR COURT

The Superior Court Administration's Interpreter's Office (Interpreter's Office) shall provide or arrange for interpreting services for the Municipal/Magistrate Court for all hearings, trials, programs and events held within the court in all languages, including ASL.

Court interpreter services will be provided in all courtroom proceedings at no cost to all LEP witnesses; litigants; victims; parents, guardians, and family members of minor witnesses, victims, and/or litigants; as well as any other person whose presence or participation is necessary or appropriate as determined by the judicial officer.

The Interpreter's Office shall have the responsibility of scheduling staffed and freelance interpreters for the Municipal/Magistrate Court. The Interpreter's Office shall make reasonable accommodations to have the interpreters appear in-person, telephonic or via video conference.

The Interpreter's Office shall translate as time permits, all requested translations of Spanish court forms, documents, and signage. Each request will be assessed to determine the appropriate deadline date.

6. DUTIES OF MUNICIPAL/MAGISTRATE COURT

The Municipal/Magistrate Court shall provide the Interpreter's Office with the Court's calendar to schedule interpreters as soon as possible.

The Municipal/Magistrate Court shall contact the Interpreter's Office for any scheduled or non-scheduled interpreter needs.

The Municipal/Magistrate Court shall encourage grouping of interpreter matters to maximize staffing usage and to reduce costs.

The Municipal/Magistrate Court shall submit all translation requests to the Interpreter's Office.

The parties agree that the Municipal/Magistrate Court will become part of the Superior Courts Language Access Plan (LAP). The Superior Court will routinely assess whether changes to the LAP are needed. The plan may be changed or updated at any time but reviewed not less frequently than biennially.

7. FUNDING

The Municipal/Magistrate Court will be charged a flat fee of **\$40 per hour** with a quarter-hour minimum for all interpreter work, including appearances in-person, telephonically, via video conference, and for translation work. Any travel to Municipal/Magistrate Courts will be billed at the current County rate, presently **44.5 cents per mile**. Efforts will be made to consolidate travel to more distant locations to share travel costs between courts. The Interpreter's Office will help coordinate free-lance interpreters, however, the Municipal/Magistrate Court will be responsible for paying the free-lancers directly. Fees or services will be billed by Superior Court Administration to the Municipal/Magistrate Court quarterly.

8. INDEMNIFICATION

Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

In addition, Municipal/Magistrate Court shall cause its contractor(s) and subcontractors, if any, to indemnify, defend, save and hold harmless the State of Arizona, any jurisdiction or agency issuing

any permits for any work arising out of this Agreement, and their respective directors, officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Municipal/Magistrate Court's contractor or any of the directors, officers, agents, or employees or subcontractors of such contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by such contractor from and against any and all claims. It is agreed that such contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

9. INSURANCE

Both parties are insured as governmental entities and therefore no insurance certificates are required by either party pursuant to this IGA.

10. AUDIT OF RECORDS

Pursuant to A.R.S. §§ 35-214 and 35-215, both parties shall retain all data, books and other records ("records") relating to this Agreement for a period of five years after completion of the Agreement. All records shall be subject to inspection and audit by the State of Arizona at reasonable times. Upon request, either party shall produce the original of any or all such records.

11. CANCELLATION FOR CONFLICT OF INTEREST

The requirements of A.R.S. § 38-511 apply to this Agreement.

12. APPLICABLE LAW

This Agreement shall be construed in accordance with the laws of the State of Arizona.

13. LEGAL OBLIGATIONS

This IGA does not relieve either party of any obligation or responsibility imposed upon it by law.

14. ARBITRATION

The parties to this Agreement agree to resolve all disputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518 except as may be required by other applicable statutes.

15. WAIVER AND MODIFICATION

None of the provisions of the Agreement may be waived, changed or altered except in writing signed by both parties.

16. AVAILABILITY OF FUNDS

Every payment obligation of the parties under this Agreement is conditioned upon the availability of funds allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the parties or any other agency of the State of Arizona at the end of the period for which funds are available. No legal liability on the part of the parties or any other agency of the State of Arizona for any payment may arise under this Agreement until and only as long as funds are made available for performance of this Agreement. If the necessary funds are not made available, then that party shall provide written notice to the other party and may cancel this Agreement without further obligation. No liability shall accrue to the parties or any other agency of the State of Arizona in the event this provision is exercised, and neither the parties nor any other agency of the State of Arizona shall be obligated or liable for any future payments or for any damages as a result of termination under this paragraph, including payments or damages for purchases or subcontracts entered into in anticipation of funding.

17. NOTICES

All notices, claims, request, and demands under this IGA are to be in writing and served in person or via certified (return receipt requested) United States mail, postage prepaid, addressed as follows:

If to the Superior Court:

AZ Superior Court in Yavapai County
Court Administrator
120 S. Cortez Rm 410
Prescott, AZ. 86303

If to Municipal/Magistrate Court:

Municipal/Magistrate Court
Hon. Joan Dwyer, Municipal Magistrate
P.O. Box 335
Jerome, AZ 86331

or at such other address as shall be indicated in writing by each party. Service by certified mail will be deemed to occur on the postmark date borne by the return receipt.

In witness whereof, the parties hereto have executed this IGA on the date written below:

Honorable Joan Dwyer
Municipal/Magistrate Court
Presiding Judge

Date

C. Rolf Eckel
Superior Court
Court Administrator

Date

Honorable David L. Mackey
Superior Court
Presiding Judge

Date

ATTEST:

William Sims, City Attorney

Date

Assistant Attorney General

Date

**IN ACCORDANCE WITH A.R.S. §11-952 THIS CONTRACT HAS BEEN REVIEWED
BY THE UNDERSIGNED WHO HAVE DETERMINED THAT THIS CONTRACT IS IN
APPROPRIATE FORM AND WITHIN THE POWERS AND AUTHORITY GRANTED
TO EACH RESPECTIVE PUBLIC BODY.**

From: Dwyer, Joan JDwyer@courts.az.gov 
Subject: Fw: Interpreter Services IGA with Superior Court
Date: April 30, 2019 at 1:58 PM
To: Candace Gallagher c.gallagher@jerome.az.gov, Joni Savage j.savage@jerome.az.gov
Cc: Brockman, Ronda rbrockma@courts.az.gov



Candace:

Can you put this on the agenda for next Council meeting, if possible. This would allow us to use the Spanish interpretation services, if needed, of Carlos or Jose at Superior Court if we have someone in need of an interpreter. The fees charged are very reasonable...and more affordable than using the AT&T Language Line or Lionbridge.

I have also included Joni in this email.

THANKS!

Joan Dwyer

From: Eckel, Rolf
Sent: Tuesday, April 30, 2019 11:12 AM
To: Carson, Keith; Dwyer, Joan; Goimarac, Michael; Hamm, Mary; Kelley, Catherine; Savona, Glenn A; Schlegel, Paul A.; Suits, Douglas; Lundy, Bill
Cc: Apolinar, Ronda; Brockman, Ronda; Christopher, Therese; Martinez, Brenda; Pearson, Christine; Pineda, Veronica; Riordan, Lynn; Schorr, Brenda; Wiser, Sheryl; Eckel, Rolf; Bacon, Shelly; Reyes, Carlos
Subject: Interpreter Services IGA with Superior Court

Good morning city and town court Judges,

The county Board has tentatively approved staffing to moving forward with the Superior Court entering in to IGA's with the city and town courts to provide interpreter services. I have attached the IGA that has been created by the Superior Court and approved by the AG's office.

The terms in the IGA are pretty straight forward, but please let me know if you have any questions. If you would like to use our interpreter services, please fill in the areas in yellow, sign in the appropriate areas including your city attorney approval and return to me for final signatures and AG sign off. I will get fully signed copies back to the court and the effective date would be July 1st, 2019.

Thank you,

Rolf Eckel

Court Administrator
Arizona Superior Court -
Yavapai County
120 S. Cortez Street

Town of Jerome

Public Safety Personnel Retirement System

Pension Funding Policy

The intent of this policy is to clearly communicate the Council's pension funding objectives and its commitment to our employees and the sound financial management of the Town and to comply with new statutory requirements of Laws 2018, Chapter 112.

Several terms are used throughout this policy:

Unfunded Actuarial Accrued Liability (UAAL) – Is the difference between trust assets and the estimated future cost of pensions earned by employees. This UAAL results from actual results (interest earnings, member mortality, disability rates, etc.) being different from the assumptions used in previous actuarial valuations.

Annual Required Contribution (ARC) – Is the annual amount required to pay into the pension funds, as determined through annual actuarial valuations. It is comprised of two primary components: normal pension cost – which is the estimated cost of pension benefits earned by employees in the current year; and, amortization of UAAL – which is the cost needed to cover the unfunded portion of pensions earned by employees in previous years. The UAAL is collected over a period of time referred to as the amortization period. The ARC is a percentage of the current payroll.

Funded Ratio – Is a ratio of fund assets to actuarial accrued liability. The higher the ratio the better funded the pension is with 100% being fully funded.

Intergenerational equity – Ensures that no generation is burdened by substantially more or less pension costs than past or future generations.

The Town's police employees who are regularly assigned hazardous duty participate in the Public Safety Personnel Retirement System (PSPRS).

Public Safety Personnel Retirement System (PSPRS)

PSPRS is administered as an agent multiple-employer pension plan. An agent multiple-employer plan has two main functions: 1) to commingle assets of all plans under its administration, thus achieving economy of scale for more cost efficient investments, and invest those assets for the benefit of all members under its administration and 2) serve as the statewide uniform administrator for the distribution of benefits.

Under an agent multiple-employer plan each agency participating in the plan has an individual trust fund reflecting that agencies' assets and liabilities. Under this plan all contributions are deposited to and distributions are made from that fund's assets, each fund

has its own funded ratio and contribution rate, and each fund has a unique annual actuarial valuation. The Town of Jerome has one trust fund for police employees.

Council formally accepts the assets, liabilities, and current funding ratio of the Town's PSPRS trust funds from the June 30, 2018 actuarial valuation, which are detailed below.

Trust Fund	Assets	Accrued Liability	Unfunded Actuarial Accrued Liability	Funded Ratio
Jerome Police	713,140	673,937	(39,203)	105.8%

PSPRS Funding Goal

Pensions that are less than fully funded place the cost of service provided in earlier periods (amortization of UAAL) on the current taxpayers. Fully funded pension plans are the best way to achieve taxpayer and member intergenerational equity. Most funds in PSPRS are significantly underfunded and falling well short of the goal of intergenerational equity.

While the Town of Jerome plan is currently funded in excess of 100%, we will continue our annual required contributions as required by statute. If, in the future, our plan should fall below 100% funded status, we will seek opportunities to improve to a fully funded plan.

From: **Nick Ponder** nponder@azleague.org 

Subject: Pension Policy Statement

Date: June 25, 2018 at 2:08 PM

To: **Finance Directors** FinanceDirectors@azleague.org, **Managers** Managers@azleague.org, **Intergovs** Intergovs@azleague.org, **Intergov2** Intergov2@azleague.org



All,

The 2018 Legislative Session saw the passing of HB2097 which requires every governing body of a plan under PSPRS to pass a Pension Funding Policy by no later than July 1, 2019. Additionally, the policy must be posted on the governing body's website. However, the bill does not specify where a city/town needs to place the document on its website. It may be most beneficial for some to place it in their CAFR and for others in a different section but the statute is silent leaving that up to each city/town.

I have created a template for a Pension Funding Policy and each city/town can work from that document or create one of their own. The document that I have created will require you to populate certain fields which will then populate the rest of the document. In addition to creating the document I have also created a guide that will walk you through completing the policy step by step.

The second page of the policy will be unique for each city but could be as simple as saying "City X plans on paying down our unfunded liabilities in accordance with the payment schedule provided by the PSPRS actuary with a payoff date of June 30, 2036."

Attached is a link to the final language of the [bill](#) as well as a link to the documents on the [League website](#). Please let me know if you have any questions or comments.

Thanks

Nick Ponder

Legislative Director

League of Arizona Cities and Towns

O: 602-258-5786

C: 614-975-6147



TOWN OF JEROME FEES			
Fee for:	Amount	Set by	Notes
<i>Providing Fire, Rescue and EMS Services for non-residents:</i>			
Base Rate Fire Apparatus (per vehicle)	\$250 Initial		
	\$125 each succeeding hour		
Rescue Vehicle	\$250 Initial		
	\$125 each succeeding hour		
Brush Truck	\$175 Initial		
	\$100 each succeeding hour	JTC 4-2-8	
Command Officer	\$50 Initial		
	\$25 each succeeding hour		
Personnel (per responder)	\$30 Initial		
	\$20 each succeeding hour		
HazMat Surcharge	\$1,500 plus supplies		
Extrication	\$750 per person		
Wash Down	\$100		
Technical Rope Rescue	\$1,500 per person		
Fire Extinguishment	\$1,500 per building		
Vehicle Extinguishment	\$500 per vehicle		
<i>Magistrate Court Fees:</i>			
Deferred Prosecution Fee	\$120	JTC 5-4-1	
Court Security Fee	\$20	JTC 5-4-2	
Default Judgment Fee	\$70 per charge	JTC 5-4-3	
Warrant Issuance Fee	\$100	JTC 5-4-4	
Parking violations designated as petty offenses	\$10	JTC 12-1-18(C)	Per Chief Muma: Currently charging \$25. Recommends \$25 for first offense and \$50 for second offense.
Fee to allow parking beyond permitted hours on street or in municipal lot	\$10/month	Res 502	
Fee for additional residential parking permits	NO FEE	JTC 12-2-4(G)	
Fee to park trailers in designated areas	To be set by Resolution	JTC 12-2-7	Not yet set
Impounding Fee	\$15 per animal + \$2.50/day	JTC 6-2-9	

Dog License Fee		\$5/year	JTC 6-3-2		Per Chief Muma: No fee is charged if dog is spayed or neutered.
Animal-Drawn Conveyance Fee		\$200/year	JTC 6-5-1 (i)		
Oversized Vehicles:					
Unscheduled		n/a	Not yet in Code		Per Chief Muma: Current charge is \$175 for first hour or portion thereof; \$75 per hour thereafter.
Scheduled		n/a	Not yet in Code		Per Chief Muma: Current charge is \$35 per hour or portion thereof
Encroachment Permits:					
Initial review - up to ten hours of staff time		\$410			
Additional review (each staff hour over ten, or for second review)		\$35/hr.	Res 462		
Annual fee for Enjoyment of Public Property		"calculated using standard methodology based on appraised value of property."			
Right-of-Way work Permit Fee		To be set by Resolution	JTC 14-4-2		Not yet set
Privilege Fee (for taxi stands, vendors, bus stops, etc. on public streets)		To be set by Ordinance	12-1-10 (B)		Not yet set
Bicycle License		\$1.00	12-1-14		
Ballot Questions		\$250	JTC 1-11 (C)(7)		
Liquor License Applications:					
Liquor License		\$100	Ord 331		
Special Event Liquor License		\$75	Ord 331; JTC 8-3-5		Remove from 8-3-5; misplaced
Film Permits:					
Application Fee (all categories)		\$100			
Promotional Production		No daily charge			
Documentary Production		\$250/day			
Editorial Production		\$500/day	Res 519		
Commercial Production		\$1,000/day			
Feature Production		\$7,500/day			
Other Production		Set by Council on case by case basis			

Business License Fees:				
Gross Income >\$10,001/year				
Gross Income \$2,501 - \$10,001/year	\$50/year			
Gross Income \$0 - \$2,500/year	\$20/year			
Retail liquor	EXEMPT FROM LICENSING	JTC 8-3-5		
	\$50/year			
Sexually Oriented Businesses Fees:				
License Application Fee (non-refundable)				None on file at present.
Annual License Fee (non-refundable)	\$500	JTC 8-4-6 (A)		
Business Employee License Application Fee (non-refundable)	\$500	JTC 8-4-6 (B)		
	\$100	JTC 8-4-6 (C)		
Water Fees:				
Monthly Service Rates				
Hook Up Fees/Charges (per connection)	Monthly Water Rates	JTC 13-5-1 (A)		
Residence with structure constructed before 1953				
Residence with structure constructed between 1953 and 1979	NO FEE			
All other residences	\$2,500			
Small Business	\$5,000			
Medium Business	\$5,800			
Large Business	\$6,200	JTC 13-5-1 (B)		
Small Industry	\$7,000			
Medium Industry	\$6,200			
Large Industry	\$7,000			
Vineyards (per parcel, as defined in Chapter 16 of the JTC)	\$11,000			
For all of the above, materials, equipment & labor to be charged as well	\$7,000			
New Account:				
Setup fee				
Service inspection/Bldg. inspection/Turn-on (Public Works)	\$15			
Customer Maintenance/Support:	\$50			
Turn on/Turn off (at customer's request)				
Disconnect/Reconnect (for lack of payment)	\$25			
Delinquency Charges:	\$25			
Returned check				
Delinquent payment - per 30 days	\$25 plus actual charges to Town by bank	JTC 13-5-1 C		
	\$10			

Construction or outside of town water trucks, etc.:				
0-5,000 gallons		\$25 per 1,000 gallons		
5,001 - 10,000 gallons		\$30 per 1,000 gallons		
10,001 - 50,000 gallons		\$35 per 1,000 gallons		
50,001 gallons and over		\$40 per 1,000 gallons		
Sewer Fees:				
Monthly Service Rates		128.3% of water rates	JTC 13-5-1 (D)	
Hook Up Fees/Charges				
Residence with structure constructed before 1953		NO FEE		
Residence with structure constructed between 1953 and 1979		\$2,750 per connection		
All other residences		\$5,500 per connection		
Bar or restaurant		\$550 per seat		
Hotel/Motel/B&B		\$5,500 per connection		
Manufacturing - Per connection		\$5,500 per connection	JTC 13-5-1 (E)	
Public Restroom		\$550 per fixture		
Office - Per 100 sq. ft.		\$150 per 100 sq. ft.		
Retail shop		\$5,500 per connection		
<i>For all of the above, materials, equipment & labor to be charged as well</i>				
Sanitation Fees:				
Residential/Commercial/Industrial Rates		<u>Monthly Sanitation Service Rates</u>	Res 531	
Non-scheduled small business or residential pickup		\$54	Res 575	
Yard Waste (with regular pickup)		\$2.50/bag	Ord 359	
Dumpster Fees:				
Type A Dumpster (short term rental)		\$150 per month (no proration)		
Type A Dumpster Pickup/Emptying		\$114	Res 575	
Dumpster Surcharge for prohibited materials		\$240 per dumpster per pickup		
Type B Dumpster (sanitation accounts)		Billed at sanitation rates	Ord 359	

All sewer fees should be moved to Chapter 11.

Planning and Zoning:			
Petition to Amend Boundaries or Zoning Regulations			
Conditional Use Permit Fee	\$300	Ord 331	Referenced in Ordinance 331 as "Rezoning Application"
Preliminary Site Plan Application Fee	\$100	Ord 331	Referenced in Ordinance 331 as "All applications except rezoning"
Ads for New Construction	\$100	Ord 331	Referenced in Ordinance 331 as "All applications except rezoning"
Neighborhood Meeting	Cost/not to exceed \$350	Ord 331	
	\$50 plus cost of mailings	Res 521	
District Sign, per slat (price)			
	\$10	Res 564	
Design Review Board:			
Paint colors/roofing of same material			
New Construction of Accessory Features (304 F.1)	No fee but must have approval	Ord 331	
New Construction of Residential Buildings	\$50	Ord 331	Referenced in ZO 304E
New Construction of Commercial Buildings	\$200	Ord 331	
Demolition of Accessory Features (304 F.1)	\$200	Ord 331	
Demolition of Residential Buildings	\$50	Ord 331	
Demolition of Commercial Buildings	\$200	Ord 331	
Large Alterations:		Ord 331	
Under \$500 in value	\$25	Ord 331	
\$501 - \$10,000 in value	\$100	Ord 331	
> \$10,000 in value	1% of value up to max \$200	Ord 331	
Ads for New Construction	Cost/not to exceed \$350	Ord 331	
Sign Permit	\$25	Ord 331	Referenced in ZO 509
Board of Adjustment:			
Appeals and Variances			
Ads for Appeals and Variances	\$200 (refundable if upheld)	Ord 331	Referenced in ZO 305C
	No fee		

Copy Fees:				
Zoning Ordinance		\$25 (hard copy)		
		\$10 (CD)		
Comprehensive Plan		\$25 (hard copy)		
		\$10 (CD)		
Town Code		\$35 (hard copy)	Ord 331	
		\$10 (CD)		
Copies - B/W		\$10 (CD)		
		\$25/page		
Copies - Color		\$1.00/page		
Copies - Audio Tapes/CD's		\$5.00		
Fax Fees:				
Local/Long Distance (Send or Receive)		\$4.00 first page		
		\$1.00/page thereafter		
Out of Country (Send or Receive)		\$6.00 first page	Ord 331	
		\$1.00/page thereafter		
Notary Public Fee		\$2.00	Ord 331	
Library Fees:				
Overdue (adult) - short term		\$0.25/day Max \$5		
Overdue (special needs toys/AV materials)		\$0.25 day Max \$5/item		
Overdue (adult) - long term		\$0.10/day Max \$5		
Overdue (young adult/juvenile books)		\$0.05/day Max \$2.50/item		
Overdue (DVD items)		\$1.00/day Max \$8	Ord 321	
Overdue (interlibrary loans)		\$1.00/day Max \$8/item		
Hold item not picked up after notification		\$1.00		
Reserves on interlibrary loans not picked up after notification		\$1.00		
Civil Union Filing Fee		\$73		
Building Department Fees:		SEE ATTACHED SCHEDULE.	Ord 358	

Library currently does not charge overdue fees of any kind. Librarian recommends eliminating these fees.

THE TOWN COUNCIL OF JEROME DOES HEREBY RESOLVE THAT THESE FEES ARE NECESSARY AND JUSTIFIED FOR THE ENFORCEMENT AND ADMINISTRATION OF THE MODEL CODES AND ORDINANCES GOVERNING GRADING AND CONSTRUCTION WITHIN THIS COUNTY AS PROVIDED BY ARS 11-251.08.

VALUATION & FEE SCHEDULE

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$30.00
\$501.00 to \$2,000.00	\$30.00 for the first \$500.00 plus \$2.75 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$62.25 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$349.75 for the first \$25,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$574.75 for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$887.25 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$2,887.25 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,012.25 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00, or fraction thereof.
Other Inspections and Fees:	
1. Inspections outside of normal business hours (minimum charge – two hours)	\$50.00 per hour*
2. Reinspection fees assessed under provisions of Section 108.8	\$50.00 per hour*
3. Inspections for which no fee is specifically indicated (minimum charge – one-half hour)	\$50.00 per hour*
4. Additional plan review required by changes, additions or revisions to plans (minimum charge – one-half hour)	\$50.00 per hour*
5. For use of outside consultants for plan checking and inspection, or both.....	Actual Costs**
*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
**Actual costs include administrative and overhead costs.	

THE TOWN COUNCIL OF JEROME DOES HEREBY RESOLVE THAT THESE FEES ARE NECESSARY AND JUSTIFIED FOR THE ENFORCEMENT AND ADMINISTRATION OF THE MODEL CODES AND ORDINANCES GOVERNING GRADING AND CONSTRUCTION WITHIN THIS TOWN.

TOWN OF JEROME

VALUATION AND FEE SCHEDULE

The value or valuation of a building or structure for the purpose of determining permit and plan checking fees will be established using the building valuation data contained herein.

PART I

OCCUPANCY AND USE	COST PER SQ. FT.	OCCUPANCY AND USE	COST PER SQ. FT.
1. APARTMENT HOUSES		2. AUDITORIUMS	
TYPE I or II F.R.	\$31.25	TYPE I or II F.R.	\$77.50
TYPE V MASONRY	\$50.00	TYPE II-1 HR.	\$55.00
TYPE III	\$50.00	TYPE II-N	\$52.50
TYPE V WOOD FRAME	\$47.50	TYPE III-1 HR	\$58.75
TYPE I BASEMENT	\$27.50	TYPE III-N	\$56.25
GARAGE	\$27.50	TYPE V-1 HR	\$55.00
		TYPE V-N	\$51.25
3. BANKS		4. BOWLING ALLEYS	
TYPE I or II F.R.	\$107.50	TYPE II-1 HR	\$32.50
TYPE -1 HR	\$ 78.75	TYPE II-N	\$31.25
TYPE II-N	\$ 75.00	TYPE III-1 HR	\$36.25
TYPE III-1 HR	\$ 88.75	TYPE III-N	\$35.00
TYPE III-N	\$ 83.75	TYPE V-1 HR	\$32.50
TYPE V -1 HR	\$ 78.75		
TYPE V-N	\$ 75.00		
5. CHURCHES		6. CONVALESCENT HOSPITAL	
TYPE I or II F.R.	\$72.50	TYPE I or II F.R.	\$101.25
TYPE II-1 HR.	\$55.00	TYPE III-1 HR	\$ 72.50
TYPE II-N	\$52.50	TYPE V -1 HR	\$ 66.25
TYPE III-1 HR	\$58.75		
TYPE III-N	\$56.25		
TYPE V-1 HR	\$53.75		
TYPE V-N	\$51.25		

**7. DWELLING
TYPE MASONRY**

TO 2000• SQ. FT.	\$50.00
2001 TO 2500 SQ FT.	\$56.25
2501 TO 3000 SQ. FT.	\$62.50
3001 and up	\$68.75

BASEMENTS

SEMI-FINISHED	
TO 3000 SQ.FT.	\$15.00
3001 SQ. FT. & UP	\$16.25

8. FIRE STATIONS

TYPE I or II F.R.	\$82.50
TYPE II-1 HR.	\$55.00
TYPE II-N	\$52.50
TYPE III-1 HR	\$60.00
TYPE III-N	\$57.50
TYPE V-1 HR	\$55.00
TYPE V-N	\$51.25

10. HOSPITAL

TYPE I or II F.R.	\$117.50
TYPE III-1 HR	\$ 98.75
TYPE V-1 HR	\$ 92.50

12. INDUSTRIAL PLANTS

TYPE I or II F.R.	\$41.25
TYPE II-1 HR.	\$28.75
TYPE III-1 HR	\$32.50
TYPE III-N	\$30.00
TYPE V-1 HR	\$28.75
TYPE V-N	\$27.50
TILT UP	\$21.25

14. LIBRARIES

TYPE I or II F.R.	\$82.50
TYPE II-1 HR.	\$60.00
TYPE II-N	\$57.50
TYPE III-1 HR	\$65.00
TYPE III-N	\$62.50
TYPE V-1 HR	\$58.75

**DWELLING
TYPE WOOD FRAME**

TO 2000• SQ. FT.	\$50.00
2001 TO 2500 SQ FT.	\$56.25
2501 TO 3000 SQ. FT.	\$62.50
3001 and up	\$68.75

BASEMENTS

UNFINISHED	
TO 3000 SQ.FT	\$12.50
3001 SQ.FT. & UP	\$13.75

**9. HOME FOR THE
ELDERLY**

TYPE I or II F.R.	\$76.25
TYPE II-1 HR.	\$61.25
TYPE II-N	\$58.75
TYPE III-1 HR	\$63.75
TYPE III-N	\$61.25
TYPE V-1 HR	\$61.25
TYPE V-N	\$58.75

11. HOTEL & MOTELS

TYPE I or II F.R.	\$75.00
TYPE III-1 HR	\$66.25
TYPE V-1 HR	\$57.50
TYPE V-N	\$55.00

13. JAILS

TYPE I or II F.R.	\$112.50
TYPE III-1 HR	\$107.50
TYPE V-N	\$ 76.25

15. MEDICAL OFFICERS

TYPE I or II F.R.	\$88.75
TYPE II-1 HR.	\$65.00
TYPE II-N	\$62.50
TYPE III-1 HR	\$71.25
TYPE III-N	\$68.75
TYPE V-1 HR	\$66.25

TYPE V-N \$56.25

TYPE V-N \$63.75

16. OFFICES**

TYPE I or II F.R. \$77.50
TYPE II-1 HR. \$51.25
TYPE II-N \$48.75
TYPE III-1 HR \$56.25
TYPE III-N \$53.75
TYPE V-1 HR \$52.50
TYPE V-N \$50.00

17. PRIVATE GARAGES

WOOD FRAME \$18.75
MASONRY \$18.75
METAL \$15.00

18. PUBLIC BUILDING

TYPE I or II F.R. \$92.50
TYPE II-1 HR. \$68.75
TYPE II-N \$66.25
TYPE III-1 HR \$77.50
TYPE III-N \$73.75
TYPE V-1 HR \$68.75
TYPE V-N \$65.00

19. PUBLIC GARAGES

TYPE I or II F.R. \$36.25
TYPE II-N \$21.25
TYPE III-1 HR \$25.00
TYPE III-N \$23.75
TYPE V-1 HR \$21.25

20. RESTAURANTS

TYPE III-1 HR \$70.00
TYPE III-N \$67.50
TYPE V-1 HR \$62.50
TYPE V-N \$58.75

21. SCHOOLS

TYPE I or II F.R. \$82.50
TYPE II-1 HR. \$52.50
TYPE III-1 HR \$60.00
TYPE III-N \$57.50
TYPE V-1 HR \$55.00

22. SERVICE STATIONS

TYPE II-N \$48.75
TYPE III-1 HR \$48.75
TYPE V-1 HR \$43.75
TYPE V-N \$18.75

23. STORES

TYPE I or II F.R. \$60.00
TYPE II-1 HR. \$37.50
TYPE II-N \$36.25
TYPE III-1 HR \$43.75
TYPE III-N \$42.50
TYPE V-1 HR \$35.00
TYPE V-N \$33.75

24. THEATRES

TYPE V-1 HR \$81.25
TYPE V-N \$58.75
TYPE III-1 HR \$56.25
TYPE V-1 HR \$53.75
TYPE V-N \$51.25

25. WAREHOUSES

TYPE I or II F.R. \$35.00
TYPE II or V-1 HR \$21.25
TYPE II or V-N \$20.00
TYPE III- 1 HR \$25.00
TYPE III-N \$23.75

**EQUIPMENT
NEW CONSTRUCTION**

AIR CONDITIONING	
COMMERCIAL	\$3.75
RESIDENTIAL	\$2.50

SOLAR INSTALLATIONS

HEATING	\$ 2.50
HOT WATER	\$ 1.25

EXTINGUISHING SYSTEM	\$62.50 Ea
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SPRINKLER SYSTEMS	
COMMERICAL	\$ 1.88
RESIDENTIAL	\$ 1.25

FIRE ALARM	
COMMERCIAL	\$0.44
RESIDENTIAL	\$0.31

NOTE

**** DEDUCT 11% PER MINI-WAREHOUSE (MINI-STORAGE)**

***** DEDUCT 20% FOR SHELL ONLY BUILDING**

PART II

SPECIFIC FEES

Arizona Room (plus any utilities installed)

\$20.00 sq. ft.

AGRICULTURAL BUILDING

A. BARN

SHELL

\$ 8.00 sq. ft.

COMPLETE

\$14.00 sq. ft.

B. SHADES ALL

\$ 5.00 sq. ft.

C. GREENHOUSES

\$10.00 sq. ft.

RIGID GLAZING

\$ 6.00 sq. ft.

MEMBRANE

\$ 4.00 sq. ft.

LIGHT

\$ 700.00 ea.

With EVAP. COOLER

ALTERATIONS TO EXISTING STRUCTURES

Where no additional floor area or roof coverage is created, such as the conversion of a patio or garage to habitable spaces, etc., the valuation shall be determined as the difference in valuations between the two occupancies

CLOSE EXTERIOR WALL OPENING

\$ 4.00 sq. ft.

ADD INTERIOR PARTITIONS

\$24.00 sq. ft.

INSTALL WINDOW OR SLIDING GLASS DOOR

\$ 6.00 sq. ft.

INSTALL ALUMINUM SIDING

\$ 3.00 sq. ft.

PLASTERING

\$ 1.00 sq. ft.

INSIDE

\$ 2.00 sq. ft.

EXTERIOR

ADD STONE OR BRICK VENEER

\$ 5.00 sq. ft.

AWNINGS OR CANOPY (SUPPORTED BY BUILDING)

\$ 2.00 sq. ft.

CANVAS

\$ 4.00 sq. ft.

METAL (ENGINEERED)

BALCONY

\$ 7.00 sq. ft.

CARPORTS (ALL) ATTACHED OR DETACHED	\$ 5.00 sq. ft.
DECKS (WOOD) ELEVATED OPEN (Add for ROOF same patio's)	\$ 5.00 sq. ft.
DEMOLITION (OF EXISTING STRUCTURES)	\$50.00 PER APN

DEPOSITS

TO EXPEDITE THE PROCESSING OF PERMITS APPLICATIONS THE FOLLOWING DEPOSIT WILL BE COLLECTED AT THE TIME OF PLANS SUBMISSION. EXACT FEES WILL BE COMPUTED DURING THE PLAN CHECK PROCESS:

1. NEW COMMERCIAL PROJECT	\$300.00
2. NEW RESIDENCE	\$250.00
3. RESIDENTIAL REMODEL/ ADDITION & COMMERCIAL REMODEL ADDITION	
Up to \$ 5,000.00 valuation	\$ 25.00
\$5,000 to \$10,000	\$ 50.00
\$10,001 to \$25,000	\$ 75.00
\$25,000 and UP	\$100.00
4. GRADING	
51-100 CU. YDS	\$15.00
101 – 1,000 CU. YDS.	\$22.00
1,000 – 10, 000 CU. YDS.	\$30.00
Over 10,000 CU. YDS	\$30.00 PLUS \$15.00 FOR EACH ADDITIONAL 100,000 CU. YDS. OR FRACTION THEREOF

FENCES OR FREE STANDING WALLS

1. WOOD	\$ 1.50 ln. ft.
2. CHAIN LINK OR WIRE	\$ 2.00 ln. ft.
3. WROUGHT IRON	\$ 2.50 ln. ft.
4. MASONRY	SAME AS RETAINING WALL

FIREPLACES/ FREE STANDING STOVES

(Other than new construction)

1. CONCRETE OR MASONRY	\$2,000.00 Valuation Each
2. PREFABRICATED METAL	\$1,000.00 Valuation Each

FOUNDATIONS

1. PILING

CAST-IN- PLACE CONCRETE	\$ 10.00 ln. ft.
STEEL	\$ 15.00 ln. ft.
FOOTING REINFORCED	\$ 12.00 ln. ft.

FOUNDATION ONLY (for future structure)

**1/6 Of Planned Structure
Valuation Plus (+) Utilities
Fees For Each Underslab
Utility Proposed**

GARAGES

1. WOOD (ATTACHED OR DETACHED)	\$ 15.00 sq. ft.
2. WOOD WORKSHOP	\$ 15.00 sq. ft.
3. METAL (ENGINEERED ATTACHED OR DETACHED)	\$ 10.00 sq. ft.

GAZEBO

SAME AS COVERED DECKS

GREENHOUSE

SEE AGRICULTURAL BLDG

GRADING PERMIT FEES.

**50 CU. YDS. OR LESS
51 TO 100 CU. YDS.
101 TO 1,000 CU. YDS.**

**\$ 10.00
\$ 15.00
\$15.00 FOR FIRST 100 CU.
YDS. PLUS \$7.00 FOR EACH
ADDITIONAL 100 CU. YDS. OR
PART THEREOF.**

1,000 TO 10,000 CU. YDS.

**\$75.00 FOR FIRST 1000 CU. YDS.
PLUS \$6.00 FOR EACH
ADDITIONAL 1000 CU. YDS.
OR FRACTION THEREOF.**

10,001 TO 100,000 CU. YDS.

**\$130.00 FOR FIRST 10,000 CU.
YDS. PLUS \$25.00 FOR EACH
ADDITION 10,000 CU. YDS. OR
FRACTION THEREOF.**

100,001 CU. YDS. OR MORE

**\$375.00 FOR FIRST 100,000
CU. YDS. PLUS \$15.00 FOR
EACH ADDITIONAL 10,000
CU. YDS. OR FRACTION
THEREOF.**

GRADING PLAN REVIEW FEES

50% OF THE GRADING

PERMIT FEES

MANUFACTURED HOUSING (FOUNDATION)

**1/6 OF VALUATION OF
CONVENTIONAL HOUSE FOR
INSTALLATION AND
INSPECTION OF
FOUNDATION SYSTEMS.**

MASTER PLAN FEES (VALID FOR 3 YR. CODE CYCLE)

**PLAN CHECK FEE ONLY FOR
STRUCTURE**

MEMBRANE STRUCTURES TENTS, CANOPIES, AIR SUPPORT STRUCTURES

- 1. TENTS**
- 2. CANOPIES**
- 3. AIR SUPPORT STRUCTURES**

**\$75.00 each
\$25.00 each
\$50.00 each**

PATIO COVERED (ALL)

\$ 5.00 sq. ft.

PLAN CHECK FEES

**65% OF THE BUILDING
PERMIT FEE**

FOR MASTER PLANS

**50% OF THE BUILDING
PERMIT FEE**

RAMADAS

**(Wood structures over mobile. Self-supporting type are
considers carports with decks or covered extensions).**

\$ 8.00 sq. ft.

OVER CONCRETE FLOORS

\$10.00 sq. ft.

REFUNDS

1. PLAN CHECK FEES

**NO REFUND ONCE THE PLAN
CHECK PROCESS HAS
BEGUN**

2. BUILDING PERMIT FEES (no work started and no inspections called)

**RETAIN \$25.00 OR 25%
WHICHEVER IS GREATER**

3. PLUMBING, ELECTRICAL, MECHANICAL FEES (no work started and no inspections called)

**RETAIN \$10.00 OR 25%
WHICHEVER IS GREATER**

RELOCATED / MOVED BUILDING / STRUCTURES

**½ OF THE FEE FOR NEW
STRUCTURE OF SAME TYPE
CONSTRUCTION INCLUDING
NEW FOUNDATION**

RETAINING WALLS

- | | |
|---------------------------------|------------------|
| 1. TO 8' HIGH CMU REINFORCED | \$ 8.00 sq. ft. |
| 2. BRICK REINFORCED | \$ 10.00 sq. ft. |
| 3. CMU WALL FINISHED BOTH SIDES | \$ 10.00 sq. ft. |
| 4. CONCRETE REINFORCED | \$ 8.00 sq. ft. |

**(NOTE: VALUATION FOR
HEIGHT OVER 4 FEET ONLY)**

RE-ROOFING (ROOFING MATERIAL ONLY)

- | | |
|--|---------|
| 1. ASPHALTS SHINGLES | \$ 2.00 |
| 2. FIBERGLASS SHINGLES | \$ 2.00 |
| 3. WOOD SHAKES OR SHINGLES | \$ 2.50 |
| 4. CONCRETE OR CLAY TILE | \$ 3.50 |
| 5. ROLLED ROOFING | \$ 1.50 |
| 6. BUILT-UP OR HOT MOPED WITH
AGGREGATE | \$ 1.50 |

Per sq. ft of roof area

ROOF STRUCTURE REPLACEMENT including trusses, rafters, sheeting and roofing material)

- | | |
|--|---------|
| 1. ASPHALT SHINGLES | \$ 5.00 |
| 2. CLAY TILE | \$ 8.00 |
| 3. WOOD SHAKE OR SHINGLE | \$ 6.00 |
| 4. ROLLED ROOFING | \$ 4.00 |
| 5. BUILT-UP OR HOT MOPED WITH
AGGREGATE | \$ 5.00 |

Per sq. ft. of roof area

SHELL BUILDING

DEFINITION---A shell building is defined as a building for which HVAC, lighting, suspended ceiling, plumbing, and electrical systems, partition layout and interior finish are not shown on the plans and for which separate tenant improvements plans will be submitted for plan check at a later date showing these items.

**THE VALUATION FOR SHELL
BUILDINGS SHALL BE TAKEN
AS 80% OF THE VALUATION
FOR THE COMPLETED
BUILDING WHEN THE
ULTIMATE USE IS SPECIFIED.
OTHERWISE USE \$20.00 PER
SQ. FT.**

**SPRAY BOOTH
SUPPRESSION SYSTEM (building permit for structure
and utilities are also required)**

\$50.00

**STORAGE BUILDINGS OR SHEDS
LARGER THAN 144 SQ. FT. MAXIMUM OF 400 SQ. FT.
OVER 400 SQ. FT.**

**\$5.00 sq. ft.
\$8.00 sq. ft.**

METAL STORAGE SHED

**\$5.00 sq. ft.
ADD FOR UTILITIES
IF APPLICABLE.**

**NOTE: STORAGE SHEDS
LARGER THAN 144 SQ. FT.
WITH OTHER THAN WALK-
THRU DOORS ARE
CONSIDERED GARAGES AND
ARE EVALUATED AS SUCH.**

**SWIMMING POOL
Sq. ft. of water surface area based on length x
width or nearest dimension if odd shaped**

\$20.00 sq. ft.

SPA OR WHIRLPOOL

\$3500.00 Valuation Each

**UTILITIES: ELECTRICAL, MECHANICAL,
PLUMBING**

Minimum rates

STAIRS

\$7.00 sq. ft.

TENANT IMPROVEMENTS

**THE VALUATION OF THE
TENANT IMPROVEMENTS
SHALL BE \$20.00 PER SQ. FT.
OR THE ACTUAL
CONSTRUCTION COST
ESTIMATE AS DETERMINED
BY THE BUILDING OFFICIAL**

UNDERGROUND TANKS (new installation)

FIRST TANK	\$75.00
EACH ADDITIONAL TANK	\$25.00
ALTERATIONS – FIRST TANK	\$75.00
EACH ADDITIONAL TANK	\$25.00
REMOVAL – FIRST TANK	\$75.00
EACH ADDITIONAL TANK	\$30.00

UTILITIES

**SINGLE PERMITS, ELECTRICAL, PLUMBING,
MECHANICAL, OR HEATING**

WITH VALUATION

UP TO \$3,000.00	\$ 50.00
OVER \$3,001.00	BUILDING PERMIT FEE ONLY PER VALUATION

**COMBINED PERMITS:
FOR SINGLE INSTALLATIONS ONLY
Electric and Mechanical for A/C equipment,
Building and Electric for wood stove, Plumbing
and Mechanical for heater, etc.)**

VALUATION UP TO \$3,000.00	\$ 50.00
OVER \$3,001.00	BUILDING PERMIT FEE ONLY PER VALUATION

FOR NEW CONSTRUCTION OR ADDITIONS:

ELECTRICAL	\$2.50 SQ. FT. PER
PLUMBING	\$3.50 SQ. FT. SQ. FT. OF
HEATING	\$1.50 SQ. FT. FLOOR AREA

WALLS

**SEE FENCES OR RETAINING
WALLS**

**THE DETERMINATION OF VALUE OR VALUATION UNDER ANY PROVISION OF THE
MODEL CODE SHALL BE MADE BY THE BUILDING OFFICIAL. THE VALUE TO BE USED
IN COMPUTING THE BUILDING PERMIT AND PLAN REVIEW FEES SHALL BE THE TOTAL
OF ALL CONSTRUCTION WORK FOR WHICH THE PERMIT IS ISSUED, AS WELL AS ALL
FINISH WORK, PAINTING, ROOFING, ELECTRICAL, PLUMBING, HEATING, AIR
CONDITIONING, ELEVATORS, FIRE EXTINGUISHING SYSTEMS, AND ANY OTHER
PERMANENT EQUIPMENT.**