



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, JANUARY 8, 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 December 2018	Discussion/Possible Action
ITEM #3:	STAFF AND COUNCIL REPORTS Written staff reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, and Fire Chief, and verbal reports from Council members.	Discussion/Possible Action
ITEM #4:	PLANNING AND ZONING AND DESIGN REVIEW MINUTES/ RECOMMENDATIONS/ZONING ADMINISTRATOR'S REPORT Minutes are provided for the information of Council and do not require action.	Discussion/Possible Direction
ITEM #5:	APPROVAL OF MINUTES December 11, 2018 – open and closed sessions December 20, 2018 – open and closed sessions <i>If necessary, Council 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.</i>	Discussion/Possible Action
ITEM #6:	PETITIONS FROM THE PUBLIC <i>Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda but the subject matter must be within the jurisdiction of the Council. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Council's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.</i>	Discussion/Possible Direction
ITEM #7:	ORDINANCES ITEM #7A: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO 445, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTIONS 104, 105 AND 106 OF THE JEROME ZONING ORDINANCE REGARDING BOARD MEMBER ABSENCES Council may conduct the second reading of, and may adopt, Ordinance No. 445, amending Sections 104, 105 and 106 of the Jerome Zoning Ordinance with respect to board member absences. This change was recommended by the Planning & Zoning Commission on November 7, 2018, for adoption by Council.	Sponsored by Mayor Alex Barber Discussion/Possible Action

	ITEM #7B: PUBLIC HEARING, SECOND READING AND POSSIBLE ADOPTION - ORDINANCE NO 446, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTIONS 201, 303, 304, 503, 504, 505, 506 AND 507 OF THE JEROME ZONING ORDINANCE REGARDING ACCESSORY BUILDINGS Council will conduct a Public Hearing regarding Ordinance No. 446, amending various sections of the Jerome Zoning Ordinance regarding accessory buildings. This change was recommended by the Planning & Zoning Commission on November 7, 2018, for adoption by Council. Following the Public Hearing, Council may conduct the second reading of, and possibly adopt, the Ordinance.	Sponsored by Mayor Alex Barber Discussion: Possible Action
	ITEM #7C: FIRST READING - ORDINANCE NO. 447, AN ORDINANCE OF THE COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING CHAPTER 10, "OFFENSES," OF THE JEROME TOWN CODE BY THE ADDITION OF NEW ARTICLE 10-3 THEREOF, "DRIVING WHILE USING A PORTABLE COMMUNICATIONS DEVICE" Council may conduct the first reading of Ordinance 447, amending the Town Code to prohibit the operation of portable communications devices while driving, unless that device is configured to allow hands-free listening and talking, and is used in that manner.	Sponsored by Vice Mayor Sage Harvey Discussion: Possible Action
	ITEM #7D: FIRST READING - ORDINANCE NO. 448, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 2-4-8, "VOTING," OF ARTICLE 2-4, "COUNCIL PROCEDURE," OF THE JEROME TOWN CODE Council may conduct the first reading of Ordinance 448, amending the Town Code with respect to abstentions from voting.	Sponsored by Councilmember Mandy Worth Discussion: Possible Action
ITEM #8:	NEW BUSINESS	
	ITEM #8A: AUTHORIZING PURCHASE OF SELF-CONTAINED BREATHING APPARATUS (SCBAs) Council may approve the purchase of 12 SCBAs from FDC Rescue Products in the amount of \$76,324.44, funded primarily through a FEMA grant received for same. The Town's match is \$4,400.00, and funds were appropriated in the 2018-19 budget for same.	Sponsored by Mayor Alex Barber Discussion: Possible Action
	ITEM #8B: AUTHORIZING PURCHASE OF FIRE TRUCK Council may approve the purchase of a Type 1 Fire Truck from HME Incorporated at a cost of \$432,147, funded primarily through a FEMA grant received for same. The Town's match is \$20,923.00, and funds were appropriated in the 2018-19 budget for same.	Sponsored by Mayor Alex Barber Discussion: Possible Action
	ITEM #8C: RESOLUTION NO. 578, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "ARTICLE 10-3, DRIVING WHILE USING A PORTABLE COMMUNICATIONS DEVICE," AN AMENDMENT TO THE TOWN CODE OF THE TOWN OF JEROME Council may approve Resolution No. 580, declaring as a public record proposed Article 10-3 of the Jerome Town Code, "Driving While Using A Portable Communications Device." The article would be adopted as part of Ordinance No. 447.	Sponsored by Vice Mayor Sage Harvey Discussion: Possible Action
	ITEM #8D: APPOINTING COUNCIL REPRESENTATIVE TO VERDE VALLEY REGIONAL ECONOMIC ORGANIZATION (VVREO) LONG RANGE STRATEGIC PLANNING COMMITTEE Council may appoint one of its members to serve as the Town's representative on the Long Range Strategic Planning Committee of the Verde Valley Regional Economic Organization.	Sponsored by Mayor Alex Barber Discussion: Possible Action
	ITEM #8E: FILM PERMIT - STUDENT FILM Council may review and determine the appropriate permit fee for a short student film to be filmed in Jerome during March.	Sponsored by Mayor Alex Barber Discussion: Possible Action
ITEM #9:	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 #10:	ADJOURNMENT	

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

CERTIFICATION OF POSTING OF NOTICE

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

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

Town of Jerome
Budget to Actual Summary
18-Dec

Fund	Department	Current Period			YTD		
		Revenue	Budget	Variance	Revenue	Budget	Variance
	10 GF Revenue	\$ 177,335.91	\$ 169,108.08	\$ 8,247.83	\$ 921,318.97	\$ 880,712.81	\$ 40,606.16
	Total	\$ 177,335.91	\$ 169,108.08	\$ 8,247.83	\$ 921,318.97	\$ 880,712.81	\$ 40,606.16
		Expense	Budget	Variance	Expense	Budget	Variance
11	Admin	\$ 47,594.78	\$ 52,700.07	\$ 5,105.29	\$ 309,302.16	\$ 341,112.95	\$ 31,810.79
12	Court	\$ 4,990.01	\$ 5,680.46	\$ 690.45	\$ 36,029.55	\$ 38,168.02	\$ 2,138.47
13	Police	\$ 29,760.01	\$ 32,100.65	\$ 2,340.64	\$ 236,836.30	\$ 245,092.75	\$ 8,256.45
14	Fire	\$ 20,124.77	\$ 23,586.26	\$ 3,461.49	\$ 180,574.77	\$ 190,834.62	\$ 10,259.85
15	Library	\$ 5,766.63	\$ 7,518.44	\$ 1,751.81	\$ 48,723.37	\$ 48,052.34	\$ (671.03)
16	P&Z	\$ 6,105.27	\$ 7,761.75	\$ 1,656.48	\$ 36,196.08	\$ 41,588.93	\$ 5,392.85
17	Parks	\$ 887.27	\$ 1,809.29	\$ 922.02	\$ 5,789.13	\$ 8,851.38	\$ 3,062.25
18	Properties	\$ 5,785.81	\$ 12,138.91	\$ 6,353.10	\$ 79,902.44	\$ 99,056.86	\$ 19,154.42
Total		\$ 121,014.55	\$ 143,295.83	\$ 22,281.28	\$ 933,353.80	\$ 1,012,757.85	\$ 79,404.05
General	Net Income (Loss)	\$ 56,341.36	\$ 25,812.25	\$ 30,529.11	\$ (12,034.83)	\$ (132,045.04)	\$ 120,010.21
		Revenue	Budget	Variance	Revenue	Budget	Variance
50	Water	\$ 15,792.43	\$ 17,108.32	\$ (1,315.89)	\$ 96,016.82	\$ 102,650.08	\$ (6,633.26)
51	Sewer	\$ 15,434.43	\$ 17,241.66	\$ (1,807.23)	\$ 94,113.39	\$ 103,450.04	\$ (9,336.65)
52	Trash	\$ 15,634.42	\$ 16,266.66	\$ (632.24)	\$ 94,877.48	\$ 97,600.04	\$ (2,722.56)
Total		\$ 46,861.28	\$ 50,616.64	\$ (3,755.36)	\$ 285,007.69	\$ 303,700.16	\$ (18,692.47)
		Expense	Budget	Variance	Expense	Budget	Variance
50	Water	\$ 14,772.19	\$ 25,392.64	\$ 10,620.45	\$ 83,960.55	\$ 108,095.30	\$ 24,134.75
51	Sewer	\$ 15,999.77	\$ 19,489.34	\$ 3,489.57	\$ 94,554.37	\$ 113,802.52	\$ 19,248.15
52	Trash	\$ 13,995.72	\$ 15,270.97	\$ 1,275.25	\$ 85,738.16	\$ 99,611.16	\$ 13,873.00
Total		\$ 44,767.68	\$ 60,152.95	\$ 15,385.27	\$ 264,253.08	\$ 321,508.98	\$ 57,255.90
Utilities	Net Income (Loss)	\$ 2,093.60	\$ (9,536.31)	\$ 11,629.91	\$ 20,754.61	\$ (17,808.82)	\$ 38,563.43
		Revenue	Budget	Variance	Revenue	Budget	Variance
30	HURF	\$ 13,168.02	\$ 15,493.97	\$ (2,325.95)	\$ 50,332.29	\$ 72,936.29	\$ (22,604.00)
		Expense	Budget	Variance	Expense	Budget	Variance
		\$ 13,168.02	\$ 19,470.02	\$ 6,302.00	\$ 50,332.29	\$ 60,741.52	\$ 10,409.23
Road	Net Income (Loss)	-	\$ 3,976.05	\$ (3,976.05)	-	\$ 12,194.77	\$ (12,194.77)
Total Revenue		\$ 237,385.21			\$ 1,256,658.95		
Less Total Expense		\$ 178,950.25			\$ 1,247,939.17		
Net Income (Loss)		\$ 58,434.96			\$ 8,719.78		

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Revenues								
Property Taxes	\$0.00	\$0.00	\$0.00	0.0 %	\$2,286.52	\$2,198.33	\$88.19	4.0 %
City Sales Taxes	113,833.10	106,500.00	7,333.10	6.9	537,342.33	511,500.00	25,842.33	5.1
State Sales Taxes	4,039.69	3,780.25	259.44	6.9	22,138.64	22,681.50	(542.86)	(2.4)
Urban Revenue Share	15,137.58	15,137.00	0.58	0.0	90,824.28	90,822.00	2.28	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	2,426.17	2,604.00	(177.83)	(6.8)	16,324.09	15,624.00	700.09	4.5
Fines and Forfeitures	5,886.32	5,000.00	886.32	17.7	34,952.94	30,000.00	4,952.94	16.5
Building Permits	486.75	458.33	28.42	6.2	1,386.75	1,650.02	(263.27)	(16.0)
Planning & Zoning Fees	435.00	308.33	126.67	41.1	1,840.00	1,250.02	589.98	47.2
Business Licenses	280.00	300.00	(20.00)	(6.7)	3,620.00	3,700.00	(80.00)	(2.2)
Commercial Filming Fees	350.00	171.87	178.13	103.6	350.00	468.78	(118.78)	(25.3)
Fire Dept Services Rev	840.00	875.00	(35.00)	(4.0)	1,530.00	2,250.00	(720.00)	(32.0)
Franchise Fees	0.00	0.00	0.00	0.0	8,205.50	5,200.00	3,005.50	57.8
Police Officer Safety Equip Rev	176.71	175.00	1.71	1.0	1,160.86	1,050.00	110.86	10.6
Police Services	204.00	200.00	4.00	2.0	2,001.00	1,709.41	291.59	17.1
Rents	6,563.51	6,543.50	20.01	0.3	39,656.06	39,261.00	395.06	1.0
Utility Reimbursements	328.66	375.00	(46.34)	(12.4)	1,905.03	2,250.00	(344.97)	(15.3)
Wildland Fire Fees	12,200.00	12,200.00	0.00	0.0	50,029.22	50,000.00	29.22	0.1
Contributions	0.00	57.28	(57.28)	(100.0)	0.00	156.32	(156.32)	(100.0)
Library Contributions	128.00	380.96	(252.96)	(66.4)	2,738.00	1,714.32	1,023.68	59.7
Interest	118.42	20.83	97.59	468.5	507.73	125.02	382.71	306.1
Sale of Assets	318.57	302.62	15.95	5.3	3,307.03	3,284.32	22.71	0.7
Miscellaneous Revenues	50.00	50.00	0.00	0.0	8,332.65	2,634.19	5,698.46	216.3
Ins Dividends, Claims, Reimbursemts	0.00	114.61	(114.61)	(100.0)	0.00	312.58	(312.58)	(100.0)
Administrative Charges	13,553.43	13,553.50	(0.07)	0.0	81,320.58	81,321.00	(0.42)	0.0
Net Revenues	\$177,355.91	\$169,108.08	\$8,247.83	4.9 %	\$921,318.97	\$880,712.81	\$40,606.16	4.6 %
Net Income (Loss)	\$177,355.91	\$169,108.08	\$8,247.83	4.9 %	\$921,318.97	\$880,712.81	\$40,606.16	4.6 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Program Expenses								
Advertising, Printing, & Publishing	\$0.00	\$266.66	\$266.66	100.0 %	\$1,754.87	\$1,600.04	\$(154.83)	(9.7)%
Contract Services	231.69	400.00	168.31	42.1	2,214.17	2,400.00	185.83	7.7
Conventions and Seminars	531.82	114.57	(417.25)	(364.2)	586.82	312.58	(274.24)	(87.7)
Training & Education	80.48	125.00	44.52	35.6	1,157.48	750.00	(407.48)	(54.3)
Dues, Subs & Memberships	263.00	117.92	(145.08)	(123.0)	5,834.72	5,792.50	(42.22)	(0.7)
TPT Collection Fee Exp	0.00	0.00	0.00	0.0	1,091.48	1,107.00	15.52	1.4
Election expenses	0.00	0.00	0.00	0.0	663.25	680.00	16.75	2.5
Insurance	329.08	325.00	(4.08)	(1.3)	7,230.74	7,225.00	(5.74)	(0.1)
Insurance Deductible Exp	0.00	114.57	114.57	100.0	0.00	312.58	312.58	100.0
Legal Exp - Gen Gov	585.00	1,464.58	879.58	60.1	4,056.00	5,712.52	1,656.52	29.0
Miscellaneous	0.00	410.93	410.93	100.0	113.85	1,239.42	1,125.57	90.8
Bank Fees - Gen Admin	128.66	141.66	13.00	9.2	739.78	850.04	110.26	13.0
Bank Fees / Merch Svcs	569.57	550.00	(19.57)	(3.6)	3,349.71	3,300.00	(49.71)	(1.5)
Office Supplies	557.76	450.00	(107.76)	(23.9)	2,177.73	3,050.00	872.27	28.6
Copier & Equip Lease Expense	671.36	625.00	(46.36)	(7.4)	2,792.20	3,750.00	957.80	25.5
Software Support Exp - GG	1,678.60	500.00	(1,178.60)	(235.7)	3,477.73	3,000.00	(477.73)	(15.9)
Computer Hardware & Service	831.22	666.66	(164.56)	(24.7)	4,325.68	4,000.04	(325.64)	(8.1)
Operating Supplies - Gen Gov	0.00	66.83	66.83	100.0	529.65	599.02	69.37	11.6
Postage	1,014.24	333.33	(680.91)	(204.3)	3,047.51	2,000.02	(1,047.49)	(52.4)
Rep and Maint - Vehicles	0.00	57.28	57.28	100.0	0.00	156.32	156.32	100.0
Rep and Maint - Equipment	0.00	0.00	0.00	0.0	179.00	0.00	(179.00)	0.0
Shuttle Expenses	185.14	83.33	(101.81)	(122.2)	949.98	500.02	(449.96)	(90.0)
Small Tools and Equipment	0.00	160.42	160.42	100.0	650.00	437.58	(212.42)	(48.5)
Telephone	398.88	416.66	17.78	4.3	2,246.60	2,500.04	253.44	10.1
Travel	155.65	41.66	(113.99)	(273.6)	459.66	250.04	(209.62)	(83.8)
Tourism 1% Bed Tax	34.20	28.72	(5.48)	(19.1)	8,700.70	9,477.71	777.01	8.2
Community Health	0.00	71.44	71.44	100.0	0.00	71.44	71.44	100.0
Preservation of Historic Buildings	4,788.11	7,857.15	3,069.04	39.1	4,788.11	7,857.15	3,069.04	39.1
Transfers Out	11,568.53	13,824.99	2,256.46	16.3	96,120.03	118,650.06	22,530.03	19.0
Total Program Expenses	\$24,602.99	\$29,214.36	\$4,611.37	15.8 %	\$159,237.45	\$187,581.12	\$28,343.67	15.1 %
General & Administrative Expenses								
Salaries and Wages	\$17,288.78	\$17,635.31	\$346.53	2.0 %	\$112,694.86	\$114,629.50	\$1,934.64	1.7 %
FICA Match	1,272.73	1,349.08	76.35	5.7	8,297.98	8,769.00	471.02	5.4
Retirement Match	1,233.73	1,231.62	(2.11)	(0.2)	7,950.42	8,005.50	55.08	0.7
Health/Life Insurance	3,192.46	3,249.70	57.24	1.8	20,750.99	21,123.00	372.01	1.8

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Workers Compensation	0.00	0.00	0.00	0.0	277.00	872.50	595.50	68.3
Unemployment Insurance	4.09	20.00	15.91	79.6	93.46	132.33	38.87	29.4
Total General & Administrative Expenses	\$22,991.79	\$23,485.71	\$493.92	2.1 %	\$150,064.71	\$153,531.83	\$3,467.12	2.3 %
Total Expenses	\$47,594.78	\$52,700.07	\$5,105.29	9.7 %	\$309,302.16	\$341,112.95	\$31,810.79	9.3 %
Net Income (Loss)	\$(47,594.78)	\$(52,700.07)	\$5,105.29	9.7 %	(\$309,302.16)	\$(341,112.95)	\$31,810.79	9.3 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$0.00	\$322.22	\$322.22	100.0 %	\$1,734.07	\$2,416.68	\$682.61	28.2 %
Conventions and Seminars	0.00	40.10	40.10	100.0	0.00	109.44	109.44	100.0
Training & Education	0.00	29.16	29.16	100.0	0.00	175.04	175.04	100.0
Dues and Subscriptions	0.00	27.45	27.45	100.0	9.00	85.30	76.30	89.4
Miscellaneous	0.00	25.00	25.00	100.0	0.00	150.00	150.00	100.0
Office Supplies	0.00	0.00	0.00	0.0	76.62	0.00	(76.62)	0.0
Copier & Equip Lease Exp	0.00	0.00	0.00	0.0	1,125.00	1,125.00	0.00	0.0
Computer Hardware & Service	0.00	0.00	0.00	0.0	217.18	0.00	(217.18)	0.0
Telephone	(55.15)	83.33	138.48	166.2	151.30	500.02	348.72	69.7
Travel	0.00	66.66	66.66	100.0	0.00	400.04	400.04	100.0
Total Program Expenses	\$(55.15)	\$593.92	\$649.07	109.3 %	\$3,313.17	\$4,961.52	\$1,648.35	33.2 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,538.00	\$4,576.46	\$38.46	0.8 %	\$29,377.02	\$29,747.00	\$369.98	1.2 %
FICA and Medicare	347.16	350.08	2.92	0.8	2,247.36	2,275.50	28.14	1.2
Retirement	160.00	160.00	0.00	0.0	1,025.00	1,040.00	15.00	1.4
Worker's Compensation	0.00	0.00	0.00	0.0	67.00	144.00	77.00	53.5
Total General & Administrative Expenses	\$5,045.16	\$5,086.54	\$41.38	0.8 %	\$32,716.38	\$33,206.50	\$490.12	1.5 %
Total Expenses	\$4,990.01	\$5,680.46	\$690.45	12.2 %	\$36,029.55	\$38,168.02	\$2,138.47	5.6 %
Net Income (Loss)	\$(4,990.01)	\$(5,680.46)	\$690.45	12.2 %	\$(36,029.55)	\$(38,168.02)	\$2,138.47	5.6 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Program Expenses								
Advertising, Printing, & Publishing	\$0.00	\$57.28	\$57.28	100.0 %	\$0.00	\$156.32	\$156.32	100.0 %
Contract Services	0.00	87.50	87.50	100.0	738.38	675.00	(63.38)	(9.4)
Training & Education	0.00	204.16	204.16	100.0	190.00	775.04	585.04	75.5
Dispatch Fees	0.00	0.00	0.00	0.0	17,540.30	17,540.01	(0.29)	0.0
Dues and Subscriptions	0.00	29.76	29.76	100.0	250.00	321.50	71.50	22.2
Fuel	639.81	666.66	26.85	4.0	3,831.88	4,000.04	168.16	4.2
Prosecutor Exp	2,249.50	2,497.90	248.40	9.9	12,023.50	14,012.90	1,989.40	14.2
Miscellaneous	0.00	0.00	0.00	0.0	564.76	600.00	35.24	5.9
Software Service & Support	0.00	100.00	100.00	100.0	900.00	1,100.00	200.00	18.2
Computer Hardware & Service	0.00	375.00	375.00	100.0	7,351.65	7,750.00	398.35	5.1
Operating Supplies - Police	241.02	208.33	(32.69)	(15.7)	1,017.18	1,250.02	232.84	18.6
Postage	0.00	8.33	8.33	100.0	19.80	50.02	30.22	60.4
Rep and Maint - Vehicles	0.00	571.06	571.06	100.0	277.35	2,073.82	1,796.47	86.6
Rep and Maint - Equipment	449.16	60.00	(389.16)	(648.6)	929.70	720.00	(209.70)	(29.1)
Police Officer Safety Equip Exp	0.00	218.75	218.75	100.0	209.47	787.50	578.03	73.4
Small Tools and Equipment	467.70	170.00	(297.70)	(175.1)	2,236.42	2,100.00	(136.42)	(6.5)
Telephone	298.29	333.33	35.04	10.5	1,776.50	2,000.02	223.52	11.2
Uniforms	0.00	187.50	187.50	100.0	440.43	875.06	434.63	49.7
Operating Equipment	0.00	0.00	0.00	0.0	424.77	0.00	(424.77)	0.0
Vehicles, Cap Outlay, Police	0.00	0.00	0.00	0.0	5,415.58	5,500.00	84.42	1.5
Total Program Expenses	\$4,345.48	\$5,775.56	\$1,430.08	24.8 %	\$56,137.67	\$62,287.25	\$6,149.58	9.9 %
General & Administrative Expenses								
Salaries and Wages	\$18,702.19	\$19,347.85	\$645.66	3.3 %	\$130,815.62	\$125,761.00	\$(5,054.62)	(4.0)%
FICA and Medicare	1,389.29	1,480.08	90.79	6.1	9,751.37	9,620.50	(130.87)	(1.4)
Retirement	2,253.88	2,403.31	149.43	6.2	15,516.42	15,621.50	105.08	0.7
Health Insurance	3,049.12	3,073.85	24.73	0.8	19,819.28	19,980.00	160.72	0.8
Worker's Compensation	0.00	0.00	0.00	0.0	5,845.00	11,642.50	5,797.50	49.8
Unemployment	20.05	20.00	(0.05)	(0.3)	199.98	180.00	(19.98)	(11.1)
Payroll Adjustment-Police	0.00	0.00	0.00	0.0	(1,249.04)	0.00	1,249.04	0.0
Total General & Administrative Expenses	\$25,414.53	\$26,325.09	\$910.56	3.5 %	\$180,698.63	\$182,805.50	\$2,106.87	1.2 %
Total Expenses	\$29,760.01	\$32,100.65	\$2,340.64	7.3 %	\$236,836.30	\$245,092.75	\$8,256.45	3.4 %
Net Income (Loss)	\$(29,760.01)	\$(32,100.65)	\$2,340.64	7.3 %	\$(236,836.30)	\$(245,092.75)	\$8,256.45	3.4 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$0.00	\$57.28	\$57.28	100.0 %	\$0.00	\$156.32	\$156.32	100.0 %
Training & Education	0.00	383.64	383.64	100.0	3,031.26	3,698.28	667.02	18.0
Dispatch Fees	484.08	462.50	(21.58)	(4.7)	2,904.48	2,775.00	(129.48)	(4.7)
Dues and Subscriptions	0.00	53.33	53.33	100.0	739.57	613.36	(126.21)	(20.6)
Fuel	257.91	458.33	200.42	43.7	1,912.79	2,750.02	837.23	30.4
Legal Exp - Fire	156.00	0.00	(156.00)	0.0	721.50	500.00	(221.50)	(44.3)
Medical Expenses	157.28	41.66	(115.62)	(27.5)	539.28	250.04	(289.24)	(115.7)
Medical Supplies Exp	115.20	333.33	218.13	65.4	1,233.28	2,000.02	766.74	38.3
Miscellaneous	0.00	171.87	171.87	100.0	15.23	468.78	453.55	96.8
Operating Supplies - Fire Dept	0.00	0.00	0.00	0.0	975.63	1,000.00	24.37	2.4
Rep and Maint - Vehicles	1,694.92	1,677.93	(16.99)	(1.0)	13,234.45	13,682.42	447.97	3.3
Rep and Maint - Equipment	0.00	316.66	316.66	100.0	1,954.08	2,800.04	845.96	30.2
Small Tools and Equipment	2,343.09	1,318.18	(1,024.91)	(77.8)	6,491.89	7,090.92	599.03	8.4
Telephone	294.18	416.66	122.48	29.4	1,467.98	2,500.04	1,032.06	41.3
Training Center Assessment	0.00	0.00	0.00	0.0	2,492.00	2,600.00	108.00	4.2
Total Program Expenses	\$5,502.66	\$5,691.37	\$188.71	3.3 %	\$37,713.42	\$42,885.24	\$5,171.82	12.1 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$9,190.17	\$10,085.71	\$895.54	8.9 %	\$57,454.16	\$59,033.74	\$1,579.58	2.7 %
Wildland Personnel	0.00	0.00	0.00	0.0	31,226.59	31,400.00	173.41	0.6
Volunteer-Employee Volunteer Personnel	1,215.00	2,375.00	1,160.00	48.8	9,935.00	9,750.00	(185.00)	(1.9)
Firewise Personnel	1,384.00	636.10	(747.90)	(117.6)	7,862.00	6,183.31	(1,678.69)	(27.1)
FICA and Medicare	807.85	1,039.15	231.30	22.3	7,763.57	7,159.85	(603.72)	(8.4)
Retirement	515.20	845.80	330.60	39.1	15,390.90	15,971.40	580.50	3.6
Health Insurance	1,443.20	2,863.13	1,419.93	49.6	8,298.40	9,779.08	1,480.68	15.1
Worker's Compensation	0.00	0.00	0.00	0.0	4,251.00	8,150.00	3,899.00	47.8
Unemployment	66.69	50.00	(16.69)	(33.4)	679.73	522.00	(157.73)	(30.2)
Total General & Administrative Expenses	\$14,622.11	\$17,894.89	\$3,272.78	18.3 %	\$142,861.35	\$147,949.38	\$5,088.03	3.4 %
Total Expenses	\$20,124.77	\$23,586.26	\$3,461.49	14.7 %	\$180,574.77	\$190,834.62	\$10,259.85	5.4 %
Net Income (Loss)	\$(20,124.77)	\$(23,586.26)	\$3,461.49	14.7 %	\$(180,574.77)	\$(190,834.62)	\$10,259.85	5.4 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$0.00	\$120.83	\$120.83	100.0 %	\$200.00	\$725.02	\$525.02	72.4 %
Dues and Subscriptions	0.00	240.64	240.64	100.0	0.00	656.28	656.28	100.0
Miscellaneous	0.00	57.28	57.28	100.0	0.00	156.32	156.32	100.0
Office Supplies	0.00	25.00	25.00	100.0	195.63	150.00	(45.63)	(30.4)
Operating Supplies - Library	0.00	263.00	263.00	100.0	2,892.46	2,371.88	(520.58)	(21.9)
Print and Non-Print Materials	52.21	324.16	271.95	83.9	2,986.09	1,945.04	(1,041.05)	(53.5)
Rep and Maint - Equipment	0.00	25.00	25.00	100.0	0.00	150.00	150.00	100.0
Small Tools and Equipment	0.00	268.87	268.87	100.0	135.07	886.78	751.71	84.8
Telephone	20.01	83.33	63.32	76.0	1,083.24	500.02	(583.22)	(116.6)
Travel	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Total Program Expenses	\$72.22	\$1,408.11	\$1,335.89	94.9 %	\$7,492.49	\$8,041.34	\$548.85	6.8 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,376.94	\$4,761.30	\$384.36	8.1 %	\$32,099.97	\$30,948.50	\$(1,151.47)	(3.7)%
FICA and Medicare	325.09	364.23	39.14	10.7	2,399.88	2,367.50	(32.38)	(1.4)
Retirement	256.00	256.00	0.00	0.0	1,702.46	1,664.00	(38.46)	(2.3)
Health Insurance	721.60	716.30	(5.30)	(0.7)	4,690.40	4,656.00	(34.40)	(0.7)
Worker's Compensation	0.00	0.00	0.00	0.0	82.00	165.00	83.00	50.3
Unemployment	14.78	12.50	(2.28)	(18.2)	256.17	210.00	(46.17)	(22.0)
Total General & Administrative Expenses	\$5,694.41	\$6,110.33	\$415.92	6.8 %	\$41,230.88	\$40,011.00	\$(1,219.88)	(3.0)%
Total Expenses	\$5,766.63	\$7,518.44	\$1,751.81	23.3 %	\$48,723.37	\$48,052.34	\$(671.03)	(1.4)%
Net Income (Loss)	\$(5,766.63)	\$(7,518.44)	\$1,751.81	23.3 %	\$(48,723.37)	\$(48,052.34)	\$(671.03)	(1.4)%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Program Expenses								
Advertising, Printing, & Publishing	\$0.00	\$14.30	\$14.30	100.0 %	\$482.10	\$114.20	\$367.90)	(322.2)%
Contract Services	0.00	171.89	171.89	100.0	0.00	468.78	468.78	100.0
Training & Education	0.00	114.60	114.60	100.0	0.00	312.57	312.57	100.0
Dues and Subscriptions	0.00	11.45	11.45	100.0	0.00	31.30	31.30	100.0
Legal Exp - P&Z	565.50	1,206.42	640.92	53.1	3,588.00	5,261.44	1,673.44	31.8
Map Upgrades and Materials	0.00	11.45	11.45	100.0	0.00	31.30	31.30	100.0
Miscellaneous	0.00	22.92	22.92	100.0	0.00	62.58	62.58	100.0
Software Maintenance & Support	0.00	45.84	45.84	100.0	0.00	125.05	125.05	100.0
Operating Supplies - P&Z	38.03	52.07	14.04	27.0	85.92	187.58	101.66	54.2
Small Tools and Equipment	0.00	57.28	57.28	100.0	76.88	156.32	79.44	50.8
Telephone	47.93	54.16	6.23	11.5	239.35	325.04	85.69	26.4
Travel	0.00	57.28	57.28	100.0	0.00	156.32	156.32	100.0
Total Program Expenses	\$651.46	\$1,819.66	\$1,168.20	64.2 %	\$4,472.25	\$7,232.48	\$2,760.23	38.2 %
General & Administrative Expenses								
Salaries and Wages	\$4,003.84	\$4,550.28	\$546.44	12.0 %	\$24,089.12	\$26,005.24	\$1,916.12	7.4 %
FICA and Medicare	261.18	326.23	65.05	19.9	1,785.18	2,120.50	335.32	15.8
Retirement	258.57	289.58	31.01	10.7	1,362.76	1,592.71	229.95	14.4
Health Insurance	930.22	776.00	(154.22)	(19.9)	4,177.42	4,268.00	90.58	2.1
Worker's Compensation	0.00	0.00	0.00	0.0	118.00	165.00	47.00	28.5
Unemployment	0.00	0.00	0.00	0.0	191.35	205.00	13.65	6.7
Total General & Administrative Expenses	\$5,453.81	\$5,942.09	\$488.28	8.2 %	\$31,723.83	\$34,356.45	\$2,632.62	7.7 %
Total Expenses	\$6,105.27	\$7,761.75	\$1,656.48	21.3 %	\$36,196.08	\$41,588.93	\$5,392.85	13.0 %
Net Income (Loss)	\$(6,105.27)	\$(7,761.75)	\$1,656.48	21.3 %	(\$36,196.08)	\$(41,588.93)	\$5,392.85	13.0 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0 %	\$35.40	\$0.00	\$(35.40)	0.0 %
Fuel	5.84	4.16	(1.68)	(40.4)	34.30	25.04	(9.26)	(37.0)
Miscellaneous	6.05	23.43	17.38	74.2	45.61	109.42	63.81	58.3
Operating Supplies - Parks	0.00	20.83	20.83	100.0	65.51	125.02	59.51	47.6
R&M Building - Parks	0.00	11.45	11.45	100.0	0.00	31.30	31.30	100.0
Rep and Maint - Vehicles	40.31	253.33	213.02	84.1	450.58	980.02	529.44	54.0
Rep and Maint - Equipment	0.00	57.28	57.28	100.0	24.84	156.32	131.48	84.1
Rep and Maint - Infrastructure	0.00	456.66	456.66	100.0	12.74	1,260.04	1,247.30	99.0
Small Tools and Equipment	0.00	52.07	52.07	100.0	60.96	187.58	126.62	67.5
Telephone	15.05	16.66	1.61	9.7	90.30	100.04	9.74	9.7
Uniform Exp Parks	67.46	44.16	(23.30)	(52.8)	126.10	135.04	8.94	6.6
Utilities	77.13	179.16	102.03	56.9	933.66	1,075.04	141.38	13.2
Lease Payments	117.32	83.33	(33.99)	(40.8)	505.32	500.02	(5.30)	(1.1)
Total Program Expenses	\$329.16	\$1,202.52	\$873.36	72.6 %	\$2,385.32	\$4,684.88	\$2,299.56	49.1 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$403.00	\$438.77	\$35.77	8.2 %	\$2,490.40	\$2,852.00	\$361.60	12.7 %
FICA and Medicare	30.46	33.54	3.08	9.2	188.75	218.00	29.25	13.4
Retirement	30.12	34.77	4.65	13.4	166.00	226.00	60.00	26.5
Health Insurance	93.80	98.69	4.89	5.0	478.38	610.50	132.12	21.6
Worker's Compensation	0.00	0.00	0.00	0.0	68.00	253.00	185.00	73.1
Unemployment	0.73	1.00	0.27	27.0	12.28	7.00	(5.28)	(75.4)
Total General & Administrative Expenses	\$558.11	\$606.77	\$48.66	8.0 %	\$3,403.81	\$4,166.50	\$762.69	18.3 %
Total Expenses	\$887.27	\$1,809.29	\$922.02	51.0 %	\$5,789.13	\$8,851.38	\$3,062.25	34.6 %
Net Income (Loss)	\$(887.27)	\$(1,809.29)	\$922.02	51.0 %	\$(5,789.13)	\$(8,851.38)	\$3,062.25	34.6 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0 %	\$75.72	\$0.00	\$(75.72)	0.0 %
Contract Services	75.00	1,458.32	1,383.32	94.9	2,058.22	5,250.08	3,191.86	60.8
Engineering Fees	0.00	572.90	572.90	100.0	0.00	1,562.60	1,562.60	100.0
Equipment Rentals - Properties	0.00	17.18	17.18	100.0	0.00	46.92	46.92	100.0
Fuel	5.84	4.16	(1.68)	(40.4)	80.91	25.04	(55.87)	(223.1)
Legal Exp - Properties	0.00	57.28	57.28	100.0	0.00	156.32	156.32	100.0
Miscellaneous	6.05	0.00	(6.05)	0.0	1,355.14	1,000.00	(355.14)	(35.5)
Operating Supplies - Properties	31.57	125.00	93.43	74.7	800.90	750.00	(50.90)	(6.8)
R&M Building - Properties	166.69	1,616.66	1,449.97	89.7	12,317.46	16,300.04	3,982.58	24.4
Rep and Maint - Vehicles	40.31	248.12	207.81	83.8	450.58	1,011.28	560.70	55.4
Rep and Maint - Equipment	0.00	57.28	57.28	100.0	24.84	156.32	131.48	84.1
Rep and Maint - Infrastructure	53.74	63.59	9.85	15.5	719.67	2,018.50	1,298.83	64.3
Small Tools and Equipment	0.00	41.66	41.66	100.0	123.87	250.04	126.17	50.5
Uniform Exp Properties	67.46	33.33	(34.13)	(102.4)	126.10	200.02	73.92	37.0
Utilities	1,765.82	3,833.33	2,067.51	53.9	19,221.20	23,000.02	3,778.82	16.4
Lease Payments	117.32	83.33	(33.99)	(40.8)	505.32	500.02	(5.30)	(1.1)
Transfers Out	0.00	0.00	0.00	0.0	21,000.00	21,000.00	0.00	0.0
Total Program Expenses	\$2,329.80	\$8,212.14	\$5,882.34	71.6 %	\$58,859.93	\$73,227.20	\$14,367.27	19.6 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$2,495.54	\$2,716.77	\$221.23	8.1 %	\$15,421.39	\$17,659.00	\$2,237.61	12.7 %
FICA and Medicare	188.58	207.85	19.27	9.3	1,168.81	1,351.00	182.19	13.5
Retirement	186.54	215.38	28.84	13.4	1,027.77	1,400.00	372.23	26.6
Health Insurance	580.88	786.23	205.35	26.1	2,962.54	3,810.50	847.96	22.3
Worker's Compensation	0.00	0.00	0.00	0.0	386.00	1,567.50	1,181.50	75.4
Unemployment	4.47	0.54	(3.93)	(727.8)	76.00	41.66	(34.34)	(82.4)
Total General & Administrative Expenses	\$3,456.01	\$3,926.77	\$470.76	12.0 %	\$21,042.51	\$25,829.66	\$4,787.15	18.5 %
Total Expenses	\$5,785.81	\$12,138.91	\$6,353.10	52.3 %	\$79,902.44	\$99,056.86	\$19,154.42	19.3 %
Net Income (Loss)	\$(5,785.81)	\$(12,138.91)	\$6,353.10	52.3 %	\$(79,902.44)	\$(99,056.86)	\$19,154.42	19.3 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Current Period		Year To Date		
	Actual	Budget	Variance	%	
Revenues					
Water Usage Fees	\$14,655.76	\$15,916.66	\$(1,260.90)	(7.9)%	
Miscellaneous	195.00	250.00	(55.00)	(22.0)	
Transfers In	941.67	941.66	0.01	0.0	
Net Revenues	\$15,792.43	\$17,108.32	\$(1,315.89)	(7.7)%	\$(6,533.26)
Program Expenses					
Advertising, Printing, & Publishing	\$0.00	\$0.00	\$0.00	0.0 %	0.0 %
Contract Services	900.00	611.95	(288.05)	(47.1)	38.6
Training & Education	0.00	85.96	85.96	100.0	100.0
Dues and Subscriptions	0.00	22.90	22.90	100.0	100.0
Permit Fee Exp - Water	0.00	0.00	0.00	0.0	100.0
Engineering Fees	0.00	221.66	221.66	100.0	91.4
Equipment Rentals	0.00	34.37	34.37	100.0	100.0
Fuel	234.88	200.00	(34.88)	(17.4)	21.7
Insurance	129.90	125.00	(4.90)	(3.9)	(0.1)
Legal Exp - Water	0.00	385.61	385.61	100.0	17.8
Miscellaneous	6.05	23.58	17.53	74.3	(338.2)
Software Support Exp - Water	0.00	135.40	135.40	100.0	26.5
Operating Supplies - Water	0.00	250.00	250.00	100.0	48.4
R&M Building - Water	0.00	34.37	34.37	100.0	100.0
Rep and Maint - Vehicles	40.33	208.33	168.00	80.6	42.5
Rep and Maint - Equipment	0.00	572.90	572.90	100.0	98.4
Rep and Maint - Infrastructure	113.80	7,476.94	7,363.14	98.5	88.4
Service Tests/System Testing	0.00	0.00	0.00	0.0	(29.9)
Small Tools and Equipment	0.00	246.87	246.87	100.0	76.0
Telephone Exp - Water	68.55	83.33	14.78	17.7	28.5
DWR Fee Exp	0.00	103.12	103.12	100.0	100.0
Uniform Exp Water	67.51	33.33	(34.18)	(102.6)	36.9
Utilities Exp - Water	0.00	41.66	41.66	100.0	24.4
Administrative Charge	4,204.21	4,204.25	0.04	0.0	0.0
Lease Payments	2,910.61	2,500.00	(410.61)	(16.4)	14.6
Total Program Expenses	\$8,675.84	\$17,601.53	\$8,925.69	50.7 %	\$17,449.57
General & Administrative Expenses					
Salaries and Wages	\$4,402.07	\$5,792.31	\$1,390.24	24.0 %	11.2 %
FICA and Medicare	332.66	366.62	33.96	9.3	12.2

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Retirement	329.06	479.92	150.86	31.4	1,812.95	2,103.50	290.55	13.8
Health Insurance	1,024.68	1,148.36	123.68	10.8	5,225.84	6,035.78	809.94	13.4
Worker's Compensation	0.00	0.00	0.00	0.0	912.00	2,765.50	1,853.50	67.0
Unemployment	7.88	3.90	(3.98)	(102.1)	146.17	82.44	(63.73)	(77.3)
Total General & Administrative Expenses	\$6,096.35	\$7,791.11	\$1,694.76	21.8 %	\$37,835.04	\$44,520.22	\$6,685.18	15.0 %
Total Expenses	\$14,772.19	\$25,392.64	\$10,620.45	41.8 %	\$83,960.55	\$108,095.30	\$24,134.75	22.3 %
Net Income (Loss)	\$1,020.24	\$(8,284.32)	\$9,304.56	112.3 %	\$12,056.27	\$(5,445.22)	\$17,501.49	321.4 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Revenues								
Sewer Usage Fees	\$14,946.56	\$16,750.00	\$(1,803.44)	(10.8)%	\$91,188.29	\$100,500.00	\$(9,311.71)	(9.3)%
Interest and Investment Earnings	4.54	8.33	(3.79)	(45.5)	25.12	50.02	(24.90)	(49.8)
Transfers In	483.33	483.33	0.00	0.0	2,899.98	2,900.02	(0.04)	0.0
Net Revenues	\$15,434.43	\$17,241.66	\$(1,807.23)	(10.5)%	\$94,113.39	\$103,450.04	\$(9,336.65)	(9.0)%
Program Expenses								
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	16,000.00	19,200.00	3,200.00	16.7
Training & Education	0.00	17.20	17.20	100.0	0.00	46.90	46.90	100.0
Permit Fee Exp - Sewer	0.00	143.22	143.22	100.0	251.06	390.68	139.62	35.7
Engineering Fees	0.00	57.28	57.28	100.0	0.00	156.32	156.32	100.0
Equipment Rentals	0.00	28.64	28.64	100.0	0.00	78.16	78.16	100.0
Fuel	70.03	175.00	104.97	60.0	774.62	1,050.00	275.38	26.2
Insurance	147.22	145.00	(2.22)	(1.5)	3,234.80	3,232.00	(2.80)	(0.1)
Legal Exp - Sewer	0.00	28.64	28.64	100.0	0.00	78.16	78.16	100.0
Miscellaneous	6.05	23.83	17.78	74.6	83.89	143.02	59.13	41.3
Software Support Exp - Sewer	0.00	130.20	130.20	100.0	1,240.81	1,718.75	477.94	27.8
Operating Supplies - Sewer	1,329.46	451.42	(878.04)	(194.5)	7,641.82	7,291.42	(350.40)	(4.8)
R&M Building - Sewer	0.00	34.37	34.37	100.0	0.00	93.78	93.78	100.0
Rep and Maint - Vehicles	40.33	200.00	159.67	79.8	450.88	1,200.00	749.12	62.4
Rep and Maint - Equipment	0.00	546.42	546.42	100.0	3,378.92	4,521.42	1,142.50	25.3
Rep and Maint - Infrastructure	165.62	2,820.83	2,655.21	94.1	639.85	8,075.02	7,435.17	92.1
Service Tests/System Testing	484.40	690.45	206.05	29.8	5,747.40	5,690.47	(56.93)	(1.0)
Small Tools and Equipment	0.00	156.25	156.25	100.0	60.99	562.50	501.51	89.2
Telephone Exp - Sewer	68.55	75.00	6.45	8.6	357.45	450.00	92.55	20.6
Uniform Exp Sewer	67.51	44.03	(23.48)	(53.3)	126.19	135.82	9.63	7.1
Utilities	0.00	166.66	166.66	100.0	1,217.58	1,000.04	(217.54)	(21.8)
Administrative Charge	4,204.21	4,204.25	0.04	0.0	25,225.26	25,225.50	0.24	0.0
Sewer Interest Expense	0.00	0.00	0.00	0.0	3,592.85	3,750.00	157.15	4.2
Lease Payments	2,910.61	2,500.00	(410.61)	(16.4)	4,268.56	5,000.00	731.44	14.6
Total Program Expenses	\$12,693.99	\$15,838.69	\$3,144.70	19.9 %	\$74,328.36	\$89,089.96	\$14,761.60	16.6 %
General & Administrative Expenses								
Salaries and Wages	\$2,387.04	\$2,598.69	\$211.65	8.1 %	\$14,750.89	\$16,891.50	\$2,140.61	12.7 %
FICA and Medicare	180.38	199.77	19.39	9.7	1,122.60	1,288.00	165.40	12.8
Retirement	178.44	213.00	34.56	16.2	983.09	1,339.00	355.91	26.6

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Health Insurance	555.64	635.77	80.13	12.6	2,833.74	3,645.00	811.26	22.3
Worker's Compensation	0.00	0.00	0.00	0.0	463.00	1,499.50	1,036.50	69.1
Unemployment	4.28	3.42	(0.86)	(25.1)	72.69	49.56	(23.13)	(46.7)
Total General & Administrative Expenses	\$3,305.78	\$3,650.65	\$344.87	9.4 %	\$20,226.01	\$24,712.56	\$4,486.55	18.2 %
Total Expenses	\$15,999.77	\$19,489.34	\$3,489.57	17.9 %	\$94,554.37	\$113,802.52	\$19,248.15	16.9 %
Net Income (Loss)	\$(565.34)	\$(2,247.68)	\$1,682.34	74.8 %	(\$440.98)	\$(10,352.48)	\$9,911.50	95.7 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Revenues								
Sanitation Usage Fees	\$15,401.09	\$16,000.00	\$(598.91)	(3.7)%	\$93,602.50	\$96,000.00	\$(2,397.50)	(2.5)%
Miscellaneous	50.00	83.33	(33.33)	(40.0)	175.00	500.02	(325.02)	(65.0)
Transfers In	183.33	183.33	0.00	0.0	1,099.98	1,100.02	(0.04)	0.0
Net Revenues	\$15,634.42	\$16,266.66	\$(632.24)	(3.9)%	\$94,877.48	\$97,600.04	\$(2,722.56)	(2.8)%
Program Expenses								
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	156.32	156.32	100.0
Recycling Contract Exp	120.00	183.33	63.33	34.5	720.00	1,100.02	380.02	34.5
Training & Education	0.00	34.37	34.37	100.0	0.00	93.78	93.78	100.0
Equipment Rentals	0.00	114.57	114.57	100.0	0.00	312.58	312.58	100.0
Fuel	492.13	716.66	224.53	31.3	3,622.52	4,300.04	677.52	15.8
Insurance	173.20	170.00	(3.20)	(1.9)	3,805.65	3,800.00	(5.65)	(0.1)
Landfill Tipping Fees	1,504.80	1,974.55	469.75	23.8	9,123.20	11,652.70	2,529.50	21.7
Miscellaneous	6.05	43.12	37.07	86.0	45.63	201.28	155.65	77.3
Software Support Exp - Trash	0.00	66.66	66.66	100.0	1,240.81	1,600.04	359.23	22.5
Operating Supplies - Trash	0.00	20.83	20.83	100.0	65.54	125.02	59.48	47.6
R&M Building - Trash	0.00	17.18	17.18	100.0	0.00	46.92	46.92	100.0
Rep and Maint - Vehicles	2,100.10	1,232.50	(867.60)	(70.4)	3,541.24	4,605.00	1,063.76	23.1
Rep and Maint - Equipment	0.00	401.03	401.03	100.0	24.86	1,093.82	1,068.96	97.7
R&M Trash - Infrastructure	0.00	0.00	0.00	0.0	12.75	0.00	(12.75)	0.0
Small Tools and Equipment	0.00	135.41	135.41	100.0	60.99	487.54	426.55	87.5
Telephone Exp - Trash	68.56	75.00	6.44	8.6	357.34	450.00	92.66	20.6
Uniform Exp Trash	67.51	43.95	(23.56)	(53.6)	126.19	136.30	10.11	7.4
Administrative Charge	4,204.21	4,204.25	0.04	0.0	25,225.26	25,225.50	0.24	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	\$8,736.56	\$9,490.69	\$754.13	7.9 %	\$53,007.41	\$60,386.86	\$7,379.45	12.2 %
General & Administrative Expenses								
Salaries and Wages	\$3,797.56	\$4,234.23	\$436.67	10.3 %	\$23,467.30	\$26,782.50	\$3,315.20	12.4 %
FICA and Medicare	286.98	322.23	35.25	10.9	1,778.65	2,055.50	276.85	13.5
Retirement	283.88	327.69	43.81	13.4	1,564.00	2,130.00	566.00	26.6
Health Insurance	883.96	894.08	10.12	1.1	4,508.20	5,798.50	1,290.30	22.3
Worker's Compensation	0.00	0.00	0.00	0.0	1,297.00	2,385.50	1,088.50	45.6
Unemployment	6.78	2.05	(4.73)	(230.7)	115.60	72.30	(43.30)	(59.9)
Total General & Administrative Expenses	\$5,259.16	\$5,780.28	\$521.12	9.0 %	\$32,730.75	\$39,224.30	\$6,493.55	16.6 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Total Expenses	\$13,995.72	\$15,270.97	\$1,275.25	8.4 %	\$85,738.16	\$99,611.16	\$13,873.00	13.9 %
Net Income (Loss)	\$1,638.70	\$995.69	\$643.01	64.6 %	\$9,139.32	\$(2,011.12)	\$11,150.44	554.4 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

Fund: (3) Road

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
<u>Revenues</u>								
HURF Revenue	\$3,187.75	\$3,285.00	\$(97.25)	(3.0)%	\$19,751.72	\$19,710.00	\$41.72	0.2 %
Interest and Investment Earnings	20.07	15.00	5.07	33.8	110.52	90.00	20.52	22.8
Transfers In	9,960.20	12,193.97	(2,233.77)	(18.3)	30,470.05	53,136.29	(22,666.24)	(42.7)
Net Revenues	\$13,168.02	\$15,493.97	\$(2,325.95)	(15.0)%	\$50,332.29	\$72,936.29	\$(22,604.00)	(31.0)%
<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	468.78	468.78	100.0
Fuel	5.83	0.00	(5.83)	0.0	34.32	0.00	(34.32)	0.0
Insurance	86.60	0.00	(86.60)	0.0	1,902.82	1,816.00	(86.82)	(4.8)
Miscellaneous	6.05	40.96	34.91	85.2	45.63	191.24	145.61	76.1
Operating Supplies - HURF	0.00	41.00	41.00	100.0	216.91	250.04	33.13	13.2
Public Restroom Supplies	0.00	198.43	198.43	100.0	788.16	1,059.42	271.26	25.6
R&M Building - HURF	0.00	34.37	34.37	100.0	0.00	93.78	93.78	100.0
Rep and Maint - Vehicles	40.34	300.00	259.66	86.6	450.88	1,100.00	649.12	59.0
Rep and Maint - Equipment	0.00	40.09	40.09	100.0	24.85	109.46	84.61	77.3
Rep and Maint - Infrastructure	1,853.52	9,316.26	7,462.74	80.1	4,513.23	12,102.50	7,589.27	62.7
Small Tools and Equipment	0.00	41.66	41.66	100.0	133.93	250.04	116.11	46.4
Street Lights	987.37	1,041.66	54.29	5.2	5,925.78	6,250.04	324.26	5.2
Street Supplies	115.15	312.50	197.35	63.2	581.04	1,125.00	543.96	48.4
Telephone	15.05	16.66	1.61	9.7	90.30	100.04	9.74	9.7
Uniform Exp - HURF	67.52	38.32	(29.20)	(76.2)	126.18	120.08	(6.10)	(5.1)
Administrative Charge	940.80	940.83	0.03	0.0	5,644.80	5,645.02	0.22	0.0
Lease Payments	5,117.32	5,000.00	(117.32)	(2.3)	5,505.22	7,390.94	1,885.72	25.5
Total Program Expenses	\$9,235.55	\$17,534.61	\$8,299.06	47.3 %	\$26,019.46	\$40,072.38	\$14,052.92	35.1 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,075.77	\$1,193.69	\$(1,882.08)	(157.7)%	\$19,135.47	\$14,259.00	\$(4,876.47)	(34.2)%
FICA and Medicare	233.43	67.84	(165.59)	(244.1)	1,455.06	1,091.00	(364.06)	(33.4)
Retirement	150.62	173.92	23.30	13.4	829.87	1,130.50	300.63	26.6
Health Insurance	469.04	497.77	28.73	5.8	2,392.10	2,870.50	478.40	16.7
Worker's Compensation	0.00	0.00	0.00	0.0	415.00	1,266.00	851.00	67.2
Unemployment	3.61	2.19	(1.42)	(64.8)	85.33	52.14	(33.19)	(63.7)
Total General & Administrative Expenses	\$3,932.47	\$1,935.41	\$(1,997.06)	(103.2)%	\$24,312.83	\$20,669.14	\$(3,643.69)	(17.6)%
Total Expenses	\$13,168.02	\$19,470.02	\$6,302.00	32.4 %	\$50,332.29	\$60,741.52	\$10,409.23	17.1 %

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 12/1/2018 Through 12/31/2018

Fund: (3) Road

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Net Income (Loss)	\$0.00	\$(3,976.05)	\$3,976.05	100.0 %	\$0.00	\$12,194.77	\$(12,194.77)	(100.0)%

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Town of Jerome
Balance Sheet
As of 12/31/2018
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	433.20	
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	45,912.79	
OAZ Checking	751,590.51	
OAZ General Savings	392,794.05	
OAZ CTL Business Savings	5.00	
Total Current Assets		\$1,512,719.04

Other Assets

Due From Other Funds	\$646,947.03	
Total Other Assets		646,947.03

Total Assets

\$2,159,666.07

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$(13,916.76)	
Federal WH & FICA	1,305.52	
Arizona Withholding	(35.05)	
AFLAC	(443.15)	
Health Insurance	93.61	
457G Retirement	0.03	
PSPRS	(0.04)	
Customer Deposits	6,533.72	
FD Per Call Payable	2,234.25	
Ganishments Payable	1,735.51	
Wages Payable	16,497.04	
Due To Other Funds	1,418,389.53	
Court Liabilities	6,507.78	
Suspense Account	(11,832.67)	
Total Current Liabilities		\$1,427,069.32
Total Liabilities		\$1,427,069.32

Net Assets

Unrestricted Funds	734,473.85
Prior Period Adj - GF	56.13
Current Year Net Assets	(1,933.23)

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Town of Jerome
Balance Sheet
As of 12/31/2018
Fund: (1) General

Total Net Assets	<u>732,596.75</u>
Total Liabilities and Net Assets	<u><u>\$2,159,666.07</u></u>

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Town of Jerome
Balance Sheet
As of 12/31/2018
Fund: (2) Utilities

Assets

Current Assets

Allowance for Doubtful Accts	\$(15,000.00)	
Utilities A/R	64,928.39	
Bond Account	15,048.87	
Replacement & Extension Acct	62,973.38	
Series 2001 Bond Reserve Acct	30,043.10	
Total Current Assets		\$157,993.74

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	\$335,210.22	
Total Other Assets		335,210.22

Total Assets		\$2,681,292.06
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Liabilities and Net Assets

Current Liabilities

Sales Tax Payable	\$1,088.84	
Customer Deposits	25,513.49	
Compensated Absences	1,653.16	
Bonds Payable	159,682.50	
Other Liabilities	6,354.76	
Due To Other Funds	300,620.04	
Accrued Payroll	1,951.06	
Accrued Interest Payable	3,592.85	
Total Current Liabilities		\$500,456.70
Total Liabilities		\$500,456.70

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	(6,198.62)	
Total Net Assets		2,180,835.36
Total Liabilities and Net Assets		\$2,681,292.06

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Town of Jerome
Balance Sheet
As of 12/31/2018
Fund: (3) Road

Assets

Current Assets

HURF Accounts Receivable	\$6,631.11	
OAZ HURF Savings	119,226.29	
Total Current Assets		\$125,857.40

Other Assets

Due From Other Funds	\$53,936.93	
Total Other Assets		53,936.93

Total Assets		\$179,794.33
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Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$180,433.87	
Accrued Payroll	526.64	
Total Current Liabilities		\$180,960.51

Total Liabilities		\$180,960.51
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Net Assets

Unrestricted Fund Balance	(4,881.34)	
Current Year Net Assets	3,715.16	
Total Net Assets		(1,166.18)
Total Liabilities and Net Assets		\$179,794.33

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Town of Jerome
Balance Sheet
As of 12/31/2018

Fund: (4) Firefighters Pension & Relief

Assets

Current Assets

Due from State of AZ	\$1,918.32	
Investments - Pension & 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		\$172,397.74
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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		\$6,434.59
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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		\$172,397.74

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Town of Jerome
Balance Sheet
As of 12/31/2018
Fund: (5) Operating Grants

Assets

Current Assets

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

Other Assets

Due From Other Funds	\$157,548.55	
Total Other Assets	<u> </u>	157,548.55

Total Assets		<u><u>\$176,550.94</u></u>
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Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$42,510.36	
Deferred Revenue - Opr Grants	56,964.75	
Total Current Liabilities	<u> </u>	\$99,475.11

Total Liabilities		<u> </u> \$99,475.11
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Net Assets

Unrestricted Fund Balance	11,960.45	
Current Year Net Assets	<u>65,115.38</u>	
Total Net Assets		<u>77,075.83</u>
Total Liabilities and Net Assets		<u><u>\$176,550.94</u></u>

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Town of Jerome
Balance Sheet
As of 12/31/2018
Fund: (6) Capital Grants

Assets

Other Assets

Due From Other Funds	\$571,583.71	
Total Other Assets		\$571,583.71
Total Assets		\$571,583.71

Liabilities and Net Assets

Current Liabilities

Deferred Revenue - Cap Grants	\$38,333.24	
Due To Other Funds	29,298.99	
Total Current Liabilities		\$67,632.23
Total Liabilities		\$67,632.23

Net Assets

Restricted Fund Balance	\$31,920.73	
Unrestricted Fund Balance	(35,183.20)	
Current Year Net Assets	507,213.95	
Total Net Assets		503,951.48
Total Liabilities and Net Assets		\$571,583.71

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Town of Jerome
Balance Sheet
As of 12/31/2018

Fund: (7) GF Contingencies

Assets

Current Assets

Wildland Fees Receivable	\$22,363.66	
Total Current Assets		\$22,363.66

Other Assets

Due From Other Funds	\$220,724.44	
Total Other Assets		220,724.44

Total Assets		<u>\$243,088.10</u>
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Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$72,771.55	
Total Current Liabilities		\$72,771.55

Total Liabilities		<u>\$72,771.55</u>
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Net Assets

Unrestricted Fund Balance	\$80,209.40	
Current Year Net Assets	90,107.15	

Total Net Assets		<u>170,316.55</u>
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Total Liabilities and Net Assets		<u>\$243,088.10</u>
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Town of Jerome
Balance Sheet
As of 12/31/2018
Fund: (9) Capital

Assets

Current Assets

OAZ Capital Improvements	\$40,537.37	
Total Current Assets		\$40,537.37

Other Assets

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

Total Assets		<u>\$87,661.81</u>
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Liabilities and Net Assets

Current Liabilities

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

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

Unrestricted Fund Balance	\$67,628.33	
Current Year Net Assets	5,033.48	

Total Net Assets		<u>72,661.81</u>
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Total Liabilities and Net Assets		<u>\$87,661.81</u>
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Town of Jerome

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

Ledger as of : 12/1/2018 to 12/31/2018

Invoice Number Description	Inv. Date	Post. Date	Due. Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
VENDOR: 1002 - XEROX FINANCIAL SERVICES											
121218I 020-0098114-001,	12/12/18	12/12/18	01/11/19	1.11.6191 - Copier & Equip Lease Expe	\$321.03	\$0.00	\$321.03	12/13/18	9567	ASCUC†	\$0.00
INVOICE 121218I 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											
120318B reimbursement PZ	12/03/18	12/03/18	01/02/19	1.16.6195 - Operating Supplies - P&Z	\$14.15	\$0.00	\$14.15	12/03/18	9549	ASCUC†	\$0.00
INVOICE 120318B TOTALS:					\$14.15	\$0.00	\$14.15				\$0.00
120518E reimbursement PZ	12/05/18	12/05/18	01/04/19	1.16.6195 - Operating Supplies - P&Z	\$23.88	\$0.00	\$23.88	12/05/18	9556	ASCUC†	\$0.00
INVOICE 120518E TOTALS:					\$23.88	\$0.00	\$23.88				\$0.00
CHARLOTTE PAGE TOTALS:					\$38.03	\$0.00	\$38.03				\$0.00
VENDOR: 1008 - MCI COMM SERVICE											
121918Q 6N294147 928 649 3034 FD	12/19/18	12/19/18	01/08/19	1.14.6265 - Telephone	\$34.27	\$0.00	\$34.27	12/19/18	9587	ASCUC†	\$0.00
INVOICE 121918Q TOTALS:					\$34.27	\$0.00	\$34.27				\$0.00
MCI COMM SERVICE TOTALS:					\$34.27	\$0.00	\$34.27				\$0.00
VENDOR: 1018 - FIBERQUANT, INC											
120518F 201810456Q	12/05/18	12/05/18	01/04/19	5.40.6103 - Operating Grants Exp	\$800.00	\$0.00	\$800.00	12/05/18	9557	ASCUC†	\$0.00
INVOICE 120518F TOTALS:					\$800.00	\$0.00	\$800.00				\$0.00
122018S 201808707Q	12/20/18	12/20/18	01/19/19	5.40.6103 - Operating Grants Exp	\$550.00	\$0.00	\$550.00	12/20/18	9606	ASCUC†	\$0.00
INVOICE 122018S TOTALS:					\$550.00	\$0.00	\$550.00				\$0.00
FIBERQUANT, INC TOTALS:					\$1,350.00	\$0.00	\$1,350.00				\$0.00
VENDOR: 1024 - JASON LOHMAN											
122618MA1 Cougar Creek Fire Hours & Travel	12/26/18	12/26/18	01/25/19	7.25.6276 - Wildlands Exp - Contingent	\$4,393.50	\$0.00	\$4,393.50	12/26/18	9609	ASCUC†	\$0.00
INVOICE 122618MA1 TOTALS:					\$4,393.50	\$0.00	\$4,393.50				\$0.00
JASON LOHMAN TOTALS:					\$4,393.50	\$0.00	\$4,393.50				\$0.00
VENDOR: 1025 - TROY MARSH											
121218C	12/12/18	12/12/18	01/11/19								\$0.00

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

Ledger as of : 12/1/2018 to 12/31/2018

Invoice Number	Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
	reimbursement sewer				2.51.6280 - Uniform Exp Sewer	\$17.11	\$0.00	\$17.11	12/13/18	9568	ASCUC†	\$0.00
	reimbursement water				2.50.6280 - Uniform Exp Water	\$17.11	\$0.00	\$17.11	12/13/18	9568	ASCUC†	\$0.00
	reimbursement prop				1.18.6280 - Uniform Exp Properties	\$17.10	\$0.00	\$17.10	12/13/18	9568	ASCUC†	\$0.00
	reimbursement parks				1.17.6280 - Uniform Exp Parks	\$17.10	\$0.00	\$17.10	12/13/18	9568	ASCUC†	\$0.00
	reimbursement trash				2.52.6280 - Uniform Exp Trash	\$17.11	\$0.00	\$17.11	12/13/18	9568	ASCUC†	\$0.00
	reimbursement HURF				3.30.6280 - Uniform Exp - HURF	\$17.12	\$0.00	\$17.12	12/13/18	9568	ASCUC†	\$0.00
					INVOICE 121218C TOTALS:	\$102.65	\$0.00	\$102.65				\$0.00
					TROY MARSH TOTALS:	\$102.65	\$0.00	\$102.65				\$0.00
					VENDOR: 1026 - REAY BROTHERS EXCAVATION, LL							\$0.00
122018T		12/20/18	12/20/18	01/19/19								
2981 GG					1.11.6287 - Preservation of Historic Bui	\$4,788.11	\$0.00	\$4,788.11	12/20/18	9607	ASCUC†	\$0.00
					INVOICE 122018T TOTALS:	\$4,788.11	\$0.00	\$4,788.11				\$0.00
					REAY BROTHERS EXCAVATION, LL TOTALS:	\$4,788.11	\$0.00	\$4,788.11				\$0.00
					VENDOR: 109 - AFLAC							\$0.00
121918K		12/19/18	12/19/18	12/19/18								
Acct # DN513, Inv. 521292					1.10.2405 - AFLAC	\$214.51	\$0.00	\$214.51	12/19/18	9588	ASCUC†	\$0.00
					INVOICE 121918K 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							\$0.00
121318N		12/13/18	12/13/18	12/13/18								
525688 FD					1.14.6181 - Medical Supplies Exp	\$115.20	\$0.00	\$115.20	12/13/18	9569	ASCUC†	\$0.00
					INVOICE 121318N TOTALS:	\$115.20	\$0.00	\$115.20				\$0.00
					ALL-MED EQUIPMENT & SERVICES TOTALS:	\$115.20	\$0.00	\$115.20				\$0.00
					VENDOR: 118 - VOCE TELECOM							\$0.00
122618D		12/26/18	12/26/18	12/26/18								
208461, 183490070 PD					1.13.6265 - Telephone	\$14.33	\$0.00	\$14.33	12/26/18	9611	ASCUC†	\$0.00
					INVOICE 122618D TOTALS:	\$14.33	\$0.00	\$14.33				\$0.00
					VOCE TELECOM TOTALS:	\$14.33	\$0.00	\$14.33				\$0.00
					VENDOR: 119 - APS							\$0.00
120318A		12/03/18	12/03/18	12/18/18								
8468241 middle park					1.17.6285 - Utilities	\$38.49	\$0.00	\$38.49	12/03/18	9550	ASCUC†	\$0.00
0024240 lower park					1.17.6285 - Utilities	\$38.64	\$0.00	\$38.64	12/03/18	9550	ASCUC†	\$0.00
9438060 roof					1.18.6285 - Utilities	\$15.62	\$0.00	\$15.62	12/03/18	9550	ASCUC†	\$0.00
					INVOICE 120318A TOTALS:	\$92.75	\$0.00	\$92.75				\$0.00
122618K		12/26/18	12/26/18	01/10/19								

Ledger as of: 12/1/2018 to 12/31/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
1490440 street lights		3.30.6255	- Street Lights		\$987.37	\$0.00	\$987.37	12/26/18	9612	ASCUC†	\$0.00
INVOICE 122618K TOTALS:					\$987.37	\$0.00	\$987.37				\$0.00
APS TOTALS:					\$1,080.12	\$0.00	\$1,080.12				\$0.00
VENDOR: 120 - ARROW EXPRESS											
121918E	12/19/18	12/19/18	01/18/19		\$45.00	\$0.00	\$45.00				\$0.00
Sewer sample shipping - 113991		2.51.6240	- Service Tests/System Testi		\$45.00	\$0.00	\$45.00	12/19/18	9589	ASCUC†	\$0.00
INVOICE 121918E TOTALS:					\$45.00	\$0.00	\$45.00				\$0.00
ARROW EXPRESS TOTALS:					\$45.00	\$0.00	\$45.00				\$0.00
VENDOR: 122 - AT&T											
121918C	12/19/18	12/19/18	01/18/19		\$46.18	\$0.00	\$46.18				\$0.00
287251435682x12152018 PD		1.13.6265	- Telephone		\$46.18	\$0.00	\$46.18	12/19/18	9590	ASCUC†	\$0.00
INVOICE 121918C TOTALS:					\$46.18	\$0.00	\$46.18				\$0.00
AT&T TOTALS:					\$46.18	\$0.00	\$46.18				\$0.00
VENDOR: 167 - OFFICE DEPOT											
121218E	12/12/18	12/12/18	02/10/19		\$154.93	\$0.00	\$154.93				\$0.00
63266436, 241509977001 GG		1.11.6190	- Office Supplies		\$16.90	\$0.00	\$16.90	12/13/18	9570	ASCUC†	\$0.00
63266436, 241527791001 GG		1.11.6190	- Office Supplies		\$171.83	\$0.00	\$171.83	12/13/18	9570	ASCUC†	\$0.00
INVOICE 121218E TOTALS:					\$171.83	\$0.00	\$171.83				\$0.00
121918R	12/19/18	12/19/18	02/17/19		\$34.73	\$0.00	\$34.73				\$0.00
243142504001 GG		1.11.6190	- Office Supplies		\$34.73	\$0.00	\$34.73	12/19/18	9591	ASCUC†	\$0.00
INVOICE 121918R TOTALS:					\$34.73	\$0.00	\$34.73				\$0.00
122618E	12/26/18	12/26/18	02/24/19		\$75.14	\$0.00	\$75.14				\$0.00
63266436, 248547356001 GG		1.11.6190	- Office Supplies		\$75.14	\$0.00	\$75.14	12/26/18	9613	ASCUC†	\$0.00
INVOICE 122618E TOTALS:					\$75.14	\$0.00	\$75.14				\$0.00
OFFICE DEPOT TOTALS:					\$281.70	\$0.00	\$281.70				\$0.00
VENDOR: 168 - CENTURY LINK											
CENTURYLINK-32	12/26/18	12/26/18	01/10/19		\$31.09	\$0.00	\$31.09				\$0.00
928 634 2245 PD		1.13.6265	- Telephone		\$60.99	\$0.00	\$60.99	12/26/18	9614	ASCUC†	\$0.00
928 634 6647 FD		1.14.6265	- Telephone		\$15.06	\$0.00	\$15.06	12/26/18	9614	ASCUC†	\$0.00
928 634 6714 water		2.50.6265	- Telephone Exp - Water		\$15.06	\$0.00	\$15.06	12/26/18	9614	ASCUC†	\$0.00
928 634 6714 sewer		2.51.6265	- Telephone Exp - Sewer		\$15.05	\$0.00	\$15.05	12/26/18	9614	ASCUC†	\$0.00
928 634 6714 trash		2.52.6265	- Telephone Exp - Trash		\$15.05	\$0.00	\$15.05	12/26/18	9614	ASCUC†	\$0.00
928 634 6714 parks		1.17.6265	- Telephone		\$15.05	\$0.00	\$15.05	12/26/18	9614	ASCUC†	\$0.00
928 634 6714 HURF		3.30.6265	- Telephone		\$15.05	\$0.00	\$15.05	12/26/18	9614	ASCUC†	\$0.00
928 634 7941 GG DSL		1.11.6265	- Telephone		\$239.91	\$0.00	\$239.91	12/26/18	9614	ASCUC†	\$0.00
928 634 7943 GG		1.11.6265	- Telephone		\$148.23	\$0.00	\$148.23	12/26/18	9614	ASCUC†	\$0.00

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

Ledger as of : 12/1/2018 to 12/31/2018

Invoice Number Description	Inv. Date	Post. Date	Due. Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
928 634 8992 PD				1.13.6265 - Telephone	\$169.13	\$0.00	\$169.13	12/26/18	9614	ASCUC†	\$0.00
928 639 0574 LB				1.15.6265 - Telephone	\$20.01	\$0.00	\$20.01	12/26/18	9614	ASCUC†	\$0.00
928 649 2776 PD				1.13.6265 - Telephone	\$37.56	\$0.00	\$37.56	12/26/18	9614	ASCUC†	\$0.00
928 649 3034 FD				1.14.6265 - Telephone	\$120.24	\$0.00	\$120.24	12/26/18	9614	ASCUC†	\$0.00
928 649 3250 CT				1.12.6265 - Telephone	\$65.44	\$0.00	\$65.44	12/26/18	9614	ASCUC†	\$0.00
928 649 3250 CT				1.12.6265 - Telephone	(\$120.59)	\$0.00	(\$120.59)	12/26/18	9614	ASCUC†	\$0.00
				1.11.6185 - Miscellaneous		\$0.00	\$0.00				\$0.00
INVOICE CENTURYLINK-32 TOTALS:					\$847.28	\$0.00	\$847.28				\$0.00
CENTURY LINK TOTALS:					\$847.28	\$0.00	\$847.28				\$0.00
VENDOR: 169 - VERDE VALLEY RENTALS, INC											
121218G	12/12/18	12/12/18	01/11/19								
64433-2 HURF				3.30.6230 - Rep and Maint - Infrastruct	\$88.98	\$0.00	\$88.98	12/13/18	9571	ASCUC†	\$0.00
INVOICE 121218G TOTALS:					\$88.98	\$0.00	\$88.98				\$0.00
VERDE VALLEY RENTALS, INC TOTALS:					\$88.98	\$0.00	\$88.98				\$0.00
VENDOR: 189 - PURCHASE POWER											
122718N	12/27/18	12/27/18	01/21/19								
29014990, 0012438738 GG				1.11.6200 - Postage	\$1,000.00	\$0.00	\$1,000.00	12/27/18	9624	ASCUC†	\$0.00
INVOICE 122718N TOTALS:					\$1,000.00	\$0.00	\$1,000.00				\$0.00
PURCHASE POWER TOTALS:					\$1,000.00	\$0.00	\$1,000.00				\$0.00
VENDOR: 190 - HAJOCA CORPORATION											
121318M	12/13/18	12/13/18	12/23/18								
Acct U151128, 5154554345.001 sewer				2.51.6230 - Rep and Maint - Infrastruct	\$43.36	\$0.00	\$43.36	12/13/18	9572	ASCUC†	\$0.00
INVOICE 121318M TOTALS:					\$43.36	\$0.00	\$43.36				\$0.00
121918G	12/19/18	12/19/18	12/29/18								
Acct U151128, S154583738 sewer				2.51.6230 - Rep and Maint - Infrastruct	\$122.26	\$0.00	\$122.26	12/19/18	9592	ASCUC†	\$0.00
INVOICE 121918G TOTALS:					\$122.26	\$0.00	\$122.26				\$0.00
HAJOCA CORPORATION TOTALS:					\$165.62	\$0.00	\$165.62				\$0.00
VENDOR: 200 - ALLEN MUMA											
120518G	12/05/18	12/05/18	12/05/18								
reimbursement PD				1.13.6195 - Operating Supplies - Police	\$24.28	\$0.00	\$24.28	12/05/18	9558	ASCUC†	\$0.00
INVOICE 120518G TOTALS:					\$24.28	\$0.00	\$24.28				\$0.00
ALLEN MUMA TOTALS:					\$24.28	\$0.00	\$24.28				\$0.00
VENDOR: 203 - SMART DOCUMENT SOLUTIONS											
121218K	12/12/18	12/12/18	12/12/18								
C10253, CT1221-01 GG				1.11.6191 - Copier & Equip Lease Expe	\$174.68	\$0.00	\$174.68	12/13/18	9573	ASCUC†	\$0.00

Town of Jerome

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

Ledger as of : 12/1/2018 to 12/31/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
INVOICE 121218K TOTALS:					\$174.68	\$0.00	\$174.68				\$0.00
SMART DOCUMENT SOLUTIONS TOTALS:					\$174.68	\$0.00	\$174.68				\$0.00
VENDOR: 204 - SEDONA RECYCLES, INC											
121218J	12/12/18	12/12/18	12/12/18	2.52.6111 - Recycling Contract Exp	\$120.00	\$0.00	\$120.00	12/13/18	9574	ASCUC†	\$0.00
INVOICE 121218J TOTALS:					\$120.00	\$0.00	\$120.00				\$0.00
SEDONA RECYCLES, INC TOTALS:					\$120.00	\$0.00	\$120.00				\$0.00
VENDOR: 207 - HOME DEPOT CREDIT SERVICES											
120318C	12/03/18	12/03/18	12/23/18	1.18.6230 - Rep and Maint - Infrastruct	\$11.65	\$0.00	\$11.65	12/03/18	9551	ASCUC†	\$0.00
3429 prop				3.30.6230 - Rep and Maint - Infrastruct	\$1,617.62	\$0.00	\$1,617.62	12/03/18	9551	ASCUC†	\$0.00
3429 HURF				1.14.6250 - Small Tools and Equipment	\$395.13	\$0.00	\$395.13	12/03/18	9551	ASCUC†	\$0.00
3429 FD					\$2,024.40	\$0.00	\$2,024.40				\$0.00
INVOICE 120318C TOTALS:					\$2,024.40	\$0.00	\$2,024.40				\$0.00
HOME DEPOT CREDIT SERVICES TOTALS:					\$2,024.40	\$0.00	\$2,024.40				\$0.00
VENDOR: 218 - VERIZON WIRELESS											
VERIZON-29	12/05/18	12/05/18	12/30/18	1.16.6265 - Telephone	\$37.20	\$0.00	\$37.20	12/05/18	9559	ASCUC†	\$0.00
928 300 5987 PZ Barry				1.14.6265 - Telephone	\$67.95	\$0.00	\$67.95	12/05/18	9559	ASCUC†	\$0.00
928 300 8701 FD Rusty				2.50.6265 - Telephone Exp - Water	\$11.75	\$0.00	\$11.75	12/05/18	9559	ASCUC†	\$0.00
928 301 1878 water Eric				2.51.6265 - Telephone Exp - Sewer	\$11.75	\$0.00	\$11.75	12/05/18	9559	ASCUC†	\$0.00
928 301 1878 sewer Eric				2.52.6265 - Telephone Exp - Trash	\$11.76	\$0.00	\$11.76	12/05/18	9559	ASCUC†	\$0.00
928 301 1878 trash Eric				2.50.6265 - Telephone Exp - Water	\$11.75	\$0.00	\$11.75	12/05/18	9559	ASCUC†	\$0.00
928 301 2381 water Garrett				2.51.6265 - Telephone Exp - Sewer	\$11.75	\$0.00	\$11.75	12/05/18	9559	ASCUC†	\$0.00
928 301 2381 sewer Garrett				2.52.6265 - Telephone Exp - Trash	\$11.76	\$0.00	\$11.76	12/05/18	9559	ASCUC†	\$0.00
928 301 2381 trash Garrett				1.11.6285 - Tourism 1% Bed Tax	\$34.20	\$0.00	\$34.20	12/05/18	9559	ASCUC†	\$0.00
928 821 0133 shuttle driver - Leo				2.50.6265 - Telephone Exp - Water	\$7.85	\$0.00	\$7.85	12/05/18	9559	ASCUC†	\$0.00
928 821 8243 water Xanadu				2.51.6265 - Telephone Exp - Sewer	\$7.85	\$0.00	\$7.85	12/05/18	9559	ASCUC†	\$0.00
928 821 8243 sewer Xanadu				2.52.6265 - Telephone Exp - Trash	\$7.85	\$0.00	\$7.85	12/05/18	9559	ASCUC†	\$0.00
928 821 8243 trash Xanadu				2.50.6265 - Telephone Exp - Water	\$11.40	\$0.00	\$11.40	12/05/18	9559	ASCUC†	\$0.00
928 821 8335 water Lyle				2.51.6265 - Telephone Exp - Sewer	\$11.40	\$0.00	\$11.40	12/05/18	9559	ASCUC†	\$0.00
928 821 8335 sewer Lyle				2.52.6265 - Telephone Exp - Trash	\$10.74	\$0.00	\$10.74	12/05/18	9559	ASCUC†	\$0.00
928 821 8335 trash Lyle				2.50.6265 - Telephone Exp - Water	\$10.74	\$0.00	\$10.74	12/05/18	9559	ASCUC†	\$0.00
access charges water				2.51.6265 - Telephone Exp - Sewer	\$10.74	\$0.00	\$10.74	12/05/18	9559	ASCUC†	\$0.00
access charges sewer				2.52.6265 - Telephone Exp - Trash	\$10.74	\$0.00	\$10.74	12/05/18	9559	ASCUC†	\$0.00
access charges trash				1.11.6265 - Telephone	\$10.74	\$0.00	\$10.74	12/05/18	9559	ASCUC†	\$0.00
access charges GG				1.14.6265 - Telephone	\$10.73	\$0.00	\$10.73	12/05/18	9559	ASCUC†	\$0.00
access charges FD				1.16.6265 - Telephone	\$10.73	\$0.00	\$10.73	12/05/18	9559	ASCUC†	\$0.00
access charges PZ				1.11.6265 - Telephone	\$0.00	\$0.00	\$0.00	12/05/18	9559	ASCUC†	\$0.00
INVOICE VERIZON-29 TOTALS:					\$332.04	\$0.00	\$332.04				\$0.00

Town of Jerome
AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)
Ledger as of : 12/1/2018 to 12/31/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
VENDOR: 224 - LEGEND											
VERIZON WIRELESS TOTALS:											
					\$332.04	\$0.00	\$332.04				\$0.00
121218L Acct 00-0001475, Inv. 1817915 sewer	12/12/18	12/12/18	01/11/19	2.51.6240 - Service Tests/System Test	\$75.00	\$0.00	\$75.00	12/13/18	9575	ASCUC†	\$0.00
INVOICE 121218L TOTALS:											
					\$75.00	\$0.00	\$75.00				\$0.00
121918B Acct 00-0001475, Inv. 1818449 sewer	12/19/18	12/19/18	01/18/19	2.51.6240 - Service Tests/System Test	\$313.40	\$0.00	\$313.40	12/19/18	9593	ASCUC†	\$0.00
INVOICE 121918B TOTALS:											
					\$313.40	\$0.00	\$313.40				\$0.00
122618I Acct 00-0001475, Inv. 1818798 sewer	12/26/18	12/26/18	01/25/19	2.51.6240 - Service Tests/System Test	\$51.00	\$0.00	\$51.00	12/26/18	9615	ASCUC†	\$0.00
INVOICE 122618I TOTALS:											
					\$51.00	\$0.00	\$51.00				\$0.00
LEGEND TOTALS:											
					\$439.40	\$0.00	\$439.40				\$0.00
VENDOR: 237 - UNISOURCE ENERGY SERVICES											
UNISOURCE-30											
693726 PD	12/19/18	12/19/18	01/08/19	1.18.6285 - Utilities	\$34.27	\$0.00	\$34.27	12/19/18	9594	ASCUC†	\$0.00
055982 FD				1.18.6285 - Utilities	\$183.88	\$0.00	\$183.88	12/19/18	9594	ASCUC†	\$0.00
750593 Civic Center				1.18.6285 - Utilities	\$464.07	\$0.00	\$464.07	12/19/18	9594	ASCUC†	\$0.00
435334 Town yard				1.18.6285 - Utilities	\$115.38	\$0.00	\$115.38	12/19/18	9594	ASCUC†	\$0.00
235334 Co-op				1.18.6285 - Utilities	\$145.70	\$0.00	\$145.70	12/19/18	9594	ASCUC†	\$0.00
INVOICE UNISOURCE-30 TOTALS:											
					\$943.30	\$0.00	\$943.30				\$0.00
UNISOURCE ENERGY SERVICES TOTALS:											
					\$943.30	\$0.00	\$943.30				\$0.00
VENDOR: 238 - VERDE VALLEY HARDWARE											
121318R											
2860 prop	12/13/18	12/13/18	12/28/18	1.18.6215 - R&M Building - Properties	(\$10.91)	\$0.00	(\$10.91)	12/13/18	9576	ASCUC†	\$0.00
2860 FD				1.14.6250 - Small Tools and Equipment	\$503.48	\$0.00	\$503.48	12/13/18	9576	ASCUC†	\$0.00
2860 water				2.50.6230 - Rep and Maint - Infrastructure	\$113.80	\$0.00	\$113.80	12/13/18	9576	ASCUC†	\$0.00
2860 prop				1.18.6195 - Operating Supplies - Prope	\$31.57	\$0.00	\$31.57	12/13/18	9576	ASCUC†	\$0.00
2860 prop				1.18.6215 - R&M Building - Properties	\$31.60	\$0.00	\$31.60	12/13/18	9576	ASCUC†	\$0.00
2860 prop				1.18.6230 - Rep and Maint - Infrastructure	\$42.09	\$0.00	\$42.09	12/13/18	9576	ASCUC†	\$0.00
2860 FD				7.25.6276 - Wldlands Exp - Contingent	\$588.83	\$0.00	\$588.83	12/13/18	9576	ASCUC†	\$0.00
INVOICE 121318R TOTALS:											
					\$1,300.46	\$0.00	\$1,300.46				\$0.00
121318S											
2860 sewer	12/13/18	12/13/18	12/28/18	2.51.6185 - Miscellaneous	\$4.40	\$0.00	\$4.40	12/13/18	9576	ASCUC†	\$0.00
2860 water				2.50.6185 - Miscellaneous	\$4.40	\$0.00	\$4.40	12/13/18	9576	ASCUC†	\$0.00
2860 prop				1.18.6185 - Miscellaneous	\$4.40	\$0.00	\$4.40	12/13/18	9576	ASCUC†	\$0.00
2860 parks				1.17.6185 - Miscellaneous	\$4.40	\$0.00	\$4.40	12/13/18	9576	ASCUC†	\$0.00
2860 trash				2.52.6185 - Miscellaneous	\$4.40	\$0.00	\$4.40	12/13/18	9576	ASCUC†	\$0.00
2860 HURF				3.30.6185 - Miscellaneous	\$4.42	\$0.00	\$4.42	12/13/18	9576	ASCUC†	\$0.00

Town of Jerome

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

Ledger as of: 12/1/2018 to 12/31/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
<hr/>											
INVOICE 121318S TOTALS:					\$26.42	\$0.00	\$26.42				\$0.00
<hr/>											
121318T	12/13/18	12/13/18	12/28/18								
2860 sewer				2.51.6280 - Uniform Exp Sewer	\$6.59	\$0.00	\$6.59	12/13/18	9576	ASCUC†	\$0.00
2860 water				2.50.6280 - Uniform Exp Water	\$6.59	\$0.00	\$6.59	12/13/18	9576	ASCUC†	\$0.00
2860 prop				1.18.6280 - Uniform Exp Properties	\$6.58	\$0.00	\$6.58	12/13/18	9576	ASCUC†	\$0.00
2860 parks				1.17.6280 - Uniform Exp Parks	\$6.58	\$0.00	\$6.58	12/13/18	9576	ASCUC†	\$0.00
2860 trash				2.52.6280 - Uniform Exp Trash	\$6.59	\$0.00	\$6.59	12/13/18	9576	ASCUC†	\$0.00
2860 HURF				3.30.6280 - Uniform Exp - HURF	\$6.58	\$0.00	\$6.58	12/13/18	9576	ASCUC†	\$0.00
INVOICE 121318T TOTALS:					\$39.51	\$0.00	\$39.51				\$0.00
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VERDE VALLEY HARDWARE TOTALS:					\$1,366.39	\$0.00	\$1,366.39				\$0.00
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VENDOR: 252 - NAPA AUTO PARTS											
121318P	12/13/18	12/13/18	01/02/19								
31380 sewer				2.51.6220 - Rep and Maint - Vehicles	\$40.33	\$0.00	\$40.33	12/13/18	9578	ASCUC†	\$0.00
31380 water				2.50.6220 - Rep and Maint - Vehicles	\$40.33	\$0.00	\$40.33	12/13/18	9578	ASCUC†	\$0.00
31380 prop				1.18.6220 - Rep and Maint - Vehicles	\$40.31	\$0.00	\$40.31	12/13/18	9578	ASCUC†	\$0.00
31380 parks				1.17.6220 - Rep and Maint - Vehicles	\$40.31	\$0.00	\$40.31	12/13/18	9578	ASCUC†	\$0.00
31380 trash				2.52.6220 - Rep and Maint - Vehicles	\$40.33	\$0.00	\$40.33	12/13/18	9578	ASCUC†	\$0.00
31380 HURF				3.30.6220 - Rep and Maint - Vehicles	\$40.34	\$0.00	\$40.34	12/13/18	9578	ASCUC†	\$0.00
INVOICE 121318P TOTALS:					\$241.95	\$0.00	\$241.95				\$0.00
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121318Q	12/13/18	12/13/18	01/02/19								
31380 FD				1.14.6220 - Rep and Maint - Vehicles	\$1,694.92	\$0.00	\$1,694.92	12/13/18	9578	ASCUC†	\$0.00
INVOICE 121318Q TOTALS:					\$1,694.92	\$0.00	\$1,694.92				\$0.00
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NAPA AUTO PARTS TOTALS:					\$1,936.87	\$0.00	\$1,936.87				\$0.00
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VENDOR: 255 - CITY OF COTTONWOOD											
121918D	12/19/18	12/19/18	12/19/18								
Dispatch fees - December 2018	FD			1.14.6120 - Dispatch Fees	\$484.08	\$0.00	\$484.08	12/19/18	9595	ASCUC†	\$0.00
INVOICE 121918D TOTALS:					\$484.08	\$0.00	\$484.08				\$0.00
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CITY OF COTTONWOOD TOTALS:					\$484.08	\$0.00	\$484.08				\$0.00
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VENDOR: 265 - CONTRACT WASTEWATER OPERATIONS											
121918F	12/19/18	12/19/18	01/13/19								
water, November 2018, 1014158				2.50.6110 - Contract Services	\$900.00	\$0.00	\$900.00	12/19/18	9596	ASCUC†	\$0.00
WTTP, November 2018, 1014158				2.51.6110 - Contract Services	\$3,200.00	\$0.00	\$3,200.00	12/19/18	9596	ASCUC†	\$0.00
BioRemove 5805 sewer, 1014158				2.51.6195 - Operating Supplies - Sewer	\$1,329.46	\$0.00	\$1,329.46	12/19/18	9596	ASCUC†	\$0.00
INVOICE 121918F TOTALS:					\$5,429.46	\$0.00	\$5,429.46				\$0.00
<hr/>											
CONTRACT WASTEWATER OPERATIONS TOTALS:					\$5,429.46	\$0.00	\$5,429.46				\$0.00
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VENDOR: 300 - REESE'S TIRE & AUTOTIRE PROS											
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Town of Jerome

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

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Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
121918A 34932 trash labor	12/19/18	12/19/18		2.52.6220 - Rep and Maint - Vehicles		\$0.00	\$51.94	12/31/18		ASCUC†	(\$51.94)
				2.52.6220 - Rep and Maint - Vehicles	\$51.94	\$0.00	\$51.94	12/19/18	9597	ASCUC†	\$0.00
34932 trash parts				2.52.6220 - Rep and Maint - Vehicles		\$0.00	(\$51.94)	12/31/18	9597	ASCUC†	\$51.94
				2.52.6220 - Rep and Maint - Vehicles		\$0.00	\$648.04	12/31/18		ASCUC†	(\$648.04)
				2.52.6220 - Rep and Maint - Vehicles	\$648.04	\$0.00	\$648.04	12/19/18	9597	ASCUC†	\$0.00
				2.52.6220 - Rep and Maint - Vehicles		\$0.00	(\$648.04)	12/31/18	9597	ASCUC†	\$648.04
				INVOICE 121918A TOTALS:	\$699.98	\$0.00	\$699.98				\$0.00
CR-00000001 34932 trash labor	12/31/18	12/31/18	01/18/19	2.52.6220 - Rep and Maint - Vehicles		\$0.00	(\$51.94)	12/31/18		ASCUC†	\$0.00
34932 trash parts				2.52.6220 - Rep and Maint - Vehicles	(\$51.94)	\$0.00	(\$648.04)	12/31/18		ASCUC†	\$0.00
				INVOICE CR-00000001 TOTALS:	(\$699.98)	\$0.00	(\$699.98)				\$0.00
				REESE'S TIRE & AUTOTIRE PROS TOTALS:	\$0.00	\$0.00	\$0.00				\$0.00
VENDOR: 304 - PITNEY BOWES GLOBAL											\$0.00
121218H 12100693, 3102654759 GG	12/12/18	12/12/18	01/11/19	1.11.6191 - Copier & Equip Lease Expe	\$175.65	\$0.00	\$175.65	12/13/18	9579	ASCUC†	\$0.00
				INVOICE 121218H TOTALS:	\$175.65	\$0.00	\$175.65				\$0.00
				PITNEY BOWES GLOBAL TOTALS:	\$175.65	\$0.00	\$175.65				\$0.00
VENDOR: 309 - PETE'S DIESEL SERVICE											\$0.00
121918I 670215 trash labor	12/19/18	12/19/18	12/19/18	2.52.6220 - Rep and Maint - Vehicles	\$570.00	\$0.00	\$570.00	12/19/18	9598	ASCUC†	\$0.00
670215 trash parts				2.52.6220 - Rep and Maint - Vehicles	\$1,122.29	\$0.00	\$1,122.29	12/19/18	9598	ASCUC†	\$0.00
				INVOICE 121918I TOTALS:	\$1,692.29	\$0.00	\$1,692.29				\$0.00
122718M 670222 trash labor	12/27/18	12/27/18	12/27/18	2.52.6220 - Rep and Maint - Vehicles	\$332.50	\$0.00	\$332.50	12/27/18	9625	ASCUC†	\$0.00
670222 trash parts				2.52.6220 - Rep and Maint - Vehicles	\$34.98	\$0.00	\$34.98	12/27/18	9625	ASCUC†	\$0.00
				INVOICE 122718M TOTALS:	\$367.48	\$0.00	\$367.48				\$0.00
				PETE'S DIESEL SERVICE TOTALS:	\$2,059.77	\$0.00	\$2,059.77				\$0.00
VENDOR: 349 - ALERT											\$0.00
122618F 18-1235 PD labor	12/26/18	12/26/18	01/25/19	1.13.6225 - Rep and Maint - Equipment	\$65.00	\$0.00	\$65.00	12/26/18	9616	ASCUC†	\$0.00
18-1235 PD parts				1.13.6225 - Rep and Maint - Equipment	\$384.16	\$0.00	\$384.16	12/26/18	9616	ASCUC†	\$0.00
				INVOICE 122618F TOTALS:	\$449.16	\$0.00	\$449.16				\$0.00
				ALERT TOTALS:	\$449.16	\$0.00	\$449.16				\$0.00
VENDOR: 450 - #1 FOOD STORE											\$0.00
121218A 121218A	12/12/18	12/12/18	12/12/18								\$0.00

Town of Jerome

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

Ledger as of : 12/1/2018 to 12/31/2018

Invoice Number Description	Inv. Date	Post. Date	Due. Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Town of Jerome shuttle, Nov. 2018	12/26/18	12/26/18	01/25/19	1.11.6245 - Shuttle Expenses	\$185.14	\$0.00	\$185.14	12/13/18	9580	ASCUC†	\$0.00
Jerome PD, Nov. 2018	12/26/18	12/26/18	01/25/19	1.13.6145 - Fuel	\$624.81	\$0.00	\$624.81	12/13/18	9580	ASCUC†	\$0.00
Jerome PD, Nov. 2018	12/26/18	12/26/18	01/25/19	1.14.6145 - Fuel	\$257.91	\$0.00	\$257.91	12/13/18	9580	ASCUC†	\$0.00
INVOICE 121218A TOTALS:					\$1,067.86	\$0.00	\$1,067.86				\$0.00
#1 FOOD STORE TOTALS:					\$1,067.86	\$0.00	\$1,067.86				\$0.00
VENDOR: 644 - CDW GOVERNMENT, INC											
122618H QHP0320 GG	12/26/18	12/26/18	01/25/19	1.11.6192 - Software Support Exp - GG	\$1,576.07	\$0.00	\$1,576.07	12/26/18	9617	ASCUC†	\$0.00
INVOICE 122618H TOTALS:					\$1,576.07	\$0.00	\$1,576.07				\$0.00
CDW GOVERNMENT, INC TOTALS:					\$1,576.07	\$0.00	\$1,576.07				\$0.00
VENDOR: 663 - TOWN OF JEROME											
120418MA1 Sewer R&E Transfer	12/04/18	12/04/18	12/04/18	1.10.2999 - Suspense Account	\$455.00	\$0.00	\$455.00	12/04/18	9554	ASCUC†	\$0.00
INVOICE 120418MA1 TOTALS:					\$455.00	\$0.00	\$455.00				\$0.00
120418MA2 Sewer P&I Transfer	12/04/18	12/04/18	12/04/18	1.10.2999 - Suspense Account	\$2,050.00	\$0.00	\$2,050.00	12/04/18	9553	ASCUC†	\$0.00
INVOICE 120418MA2 TOTALS:					\$2,050.00	\$0.00	\$2,050.00				\$0.00
121118MA P&I Sewer Transfer	12/11/18	12/11/18	12/11/18	1.10.2999 - Suspense Account	\$1,000.00	\$0.00	\$1,000.00	12/11/18	9563	ASCUC†	\$0.00
INVOICE 121118MA TOTALS:					\$1,000.00	\$0.00	\$1,000.00				\$0.00
TOWN OF JEROME TOTALS:					\$3,505.00	\$0.00	\$3,505.00				\$0.00
VENDOR: 680 - RON CHILSTON											
122618MA2 457G Cash Out/Chilston	12/26/18	12/26/18	01/25/19	1.10.2999 - Suspense Account	\$986.36	\$0.00	\$986.36	12/26/18	9610	ASCUC†	\$0.00
457G Cash Out/Chilston	12/26/18	12/26/18	01/25/19	1.10.2401 - Federal WH & FICA	(\$98.63)	\$0.00	(\$98.63)	12/26/18	9610	ASCUC†	\$0.00
INVOICE 122618MA2 TOTALS:					\$887.73	\$0.00	\$887.73				\$0.00
RON CHILSTON TOTALS:					\$887.73	\$0.00	\$887.73				\$0.00
VENDOR: 694 - INTOXIMETERS											
120518H 612802 PD	12/05/18	12/05/18	01/04/19	1.13.6195 - Operating Supplies - Police	\$216.74	\$0.00	\$216.74	12/05/18	9561	ASCUC†	\$0.00
INVOICE 120518H TOTALS:					\$216.74	\$0.00	\$216.74				\$0.00
INTOXIMETERS TOTALS:					\$216.74	\$0.00	\$216.74				\$0.00
VENDOR: 711 - NATIONAL LEAGUE OF CITIES											
121218F	12/12/18	12/12/18	01/11/19								\$0.00

Town of Jerome

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Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
53260, 139929 GG		1.11.6125	Dues, Subs & Membership:	INVOICE 121218F TOTALS:	\$263.00	\$0.00	\$263.00	12/13/18	9581	ASCUC†	\$0.00
					\$263.00		\$263.00				\$0.00
				NATIONAL LEAGUE OF CITIES TOTALS:	\$263.00	\$0.00	\$263.00				\$0.00
VENDOR: 725 - DEISEL DIRECT WEST											\$0.00
121318U	12/13/18	12/13/18	12/28/18								
46690, 0047387 water		2.50.6145	Fuel		\$64.19	\$0.00	\$64.19	12/13/18	9582	ASCUC†	\$0.00
46690, 0047387 sewer		2.51.6145	Fuel		\$64.19	\$0.00	\$64.19	12/13/18	9582	ASCUC†	\$0.00
46690, 0047387 trash		2.52.6145	Fuel		\$222.13	\$0.00	\$222.13	12/13/18	9582	ASCUC†	\$0.00
				INVOICE 121318U TOTALS:	\$350.51	\$0.00	\$350.51				\$0.00
122618B	12/26/18	12/26/18	01/10/19								
46690, 0038826 water		2.50.6145	Fuel		\$82.42	\$0.00	\$82.42	12/26/18	9618	ASCUC†	\$0.00
46690, 0038826 sewer		2.50.6145	Fuel		\$82.43	\$0.00	\$82.43	12/26/18	9618	ASCUC†	\$0.00
46690, 0038826 trash		2.52.6145	Fuel		\$264.16	\$0.00	\$264.16	12/26/18	9618	ASCUC†	\$0.00
				INVOICE 122618B TOTALS:	\$429.01	\$0.00	\$429.01				\$0.00
				DEISEL DIRECT WEST TOTALS:	\$779.52	\$0.00	\$779.52				\$0.00
VENDOR: 735 - FOUR-D LLC											\$0.00
120318D	12/03/18	12/03/18	01/02/19								
695 GG		1.11.6193	Computer Hardware & Serv	INVOICE 120318D TOTALS:	\$775.00	\$0.00	\$775.00	12/03/18	9552	ASCUC†	\$0.00
					\$775.00		\$775.00				\$0.00
				FOUR-D LLC TOTALS:	\$775.00	\$0.00	\$775.00				\$0.00
VENDOR: 747 - TOWN OF JEROME PR											\$0.00
120418MA3	12/04/18	12/04/18	12/04/18								
Payroll Transfer		1.10.2999	Suspense Account	INVOICE 120418MA3 TOTALS:	\$90,000.00	\$0.00	\$90,000.00	12/04/18	9555	ASCUC†	\$0.00
					\$90,000.00		\$90,000.00				\$0.00
				TOWN OF JEROME PR TOTALS:	\$90,000.00	\$0.00	\$90,000.00				\$0.00
VENDOR: 748 - SIMS MURRAY, LTD											\$0.00
121918L	12/19/18	12/19/18	01/18/19								
23346 GG		1.11.6170	Legal Exp - Police		\$585.00	\$0.00	\$585.00	12/19/18	9599	ASCUC†	\$0.00
23346 PZ		1.16.6170	Legal Exp - P&Z		\$565.50	\$0.00	\$565.50	12/19/18	9599	ASCUC†	\$0.00
23346 FD		1.14.6170	Legal Exp - Fire		\$156.00	\$0.00	\$156.00	12/19/18	9599	ASCUC†	\$0.00
				INVOICE 121918L TOTALS:	\$1,306.50	\$0.00	\$1,306.50				\$0.00
				SIMS MURRAY, LTD TOTALS:	\$1,306.50	\$0.00	\$1,306.50				\$0.00
VENDOR: 754 - ARIZONA BUG COMPANY											\$0.00
122718L	12/27/18	12/27/18	01/26/19								
104451 prop		1.18.6215	R&M Building - Properties		\$50.00	\$0.00	\$50.00	12/27/18	9626	ASCUC†	\$0.00

Town of Jerome

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

Ledger as of : 12/1/2018 to 12/31/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
INVOICE 122718L TOTALS:											
					\$50.00	\$0.00	\$50.00				\$0.00
ARIZONA BUG COMPANY TOTALS:											
					\$50.00	\$0.00	\$50.00				\$0.00
VENDOR: 773 - AZ MUNICIPAL RISK RET POOL P&C											
AMRRP-P&C-2											
40001406-12032018 GG	12/12/18	12/12/18	12/12/18	1.11.6155 - Insurance	\$329.08	\$0.00	\$329.08	12/13/18	9583	ASCUC†	\$0.00
40001406-12032018 water				2.50.6155 - Insurance	\$129.90	\$0.00	\$129.90	12/13/18	9583	ASCUC†	\$0.00
40001406-12032018 sewer				2.51.6155 - Insurance	\$147.22	\$0.00	\$147.22	12/13/18	9583	ASCUC†	\$0.00
40001406-12032018 trash				2.52.6155 - Insurance	\$173.20	\$0.00	\$173.20	12/13/18	9583	ASCUC†	\$0.00
40001406-12032018 HURF				3.30.6155 - Insurance	\$86.60	\$0.00	\$86.60	12/13/18	9583	ASCUC†	\$0.00
INVOICE AMRRP-P&C-2 TOTALS:											
					\$866.00	\$0.00	\$866.00				\$0.00
AZ MUNICIPAL RISK RET POOL P&C TOTALS:											
					\$866.00	\$0.00	\$866.00				\$0.00
VENDOR: 793 - TOWN OF JEROME - UTILITIES											
TOJUTILITIES-29											
7002-01 Civic Center	12/05/18	12/05/18	01/04/19	1.18.6285 - Utilities	\$216.90	\$0.00	\$216.90	12/05/18	9562	ASCUC†	\$0.00
7015-01 Fire station				1.18.6285 - Utilities	\$137.56	\$0.00	\$137.56	12/05/18	9562	ASCUC†	\$0.00
7031-01 Library				1.18.6285 - Utilities	\$137.56	\$0.00	\$137.56	12/05/18	9562	ASCUC†	\$0.00
7054-01 Police station				1.18.6285 - Utilities	\$177.32	\$0.00	\$177.32	12/05/18	9562	ASCUC†	\$0.00
7060-01 Town yard				1.18.6285 - Utilities	\$137.56	\$0.00	\$137.56	12/05/18	9562	ASCUC†	\$0.00
INVOICE TOJUTILITIES-29 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											
121118BA											
Binder, Sewer	12/11/18	12/11/18	01/10/19	2.51.6185 - Miscellaneous	\$1.65	\$0.00	\$1.65	12/11/18	9566	ASCUC†	\$0.00
Binder,Water				2.50.6185 - Miscellaneous	\$1.65	\$0.00	\$1.65	12/11/18	9566	ASCUC†	\$0.00
Binder,Prop				1.18.6185 - Miscellaneous	\$1.65	\$0.00	\$1.65	12/11/18	9566	ASCUC†	\$0.00
Binder,Parks				1.17.6185 - Miscellaneous	\$1.65	\$0.00	\$1.65	12/11/18	9566	ASCUC†	\$0.00
Binder,Trash				2.52.6185 - Miscellaneous	\$1.65	\$0.00	\$1.65	12/11/18	9566	ASCUC†	\$0.00
Binder,HURF				3.30.6185 - Miscellaneous	\$1.63	\$0.00	\$1.63	12/11/18	9566	ASCUC†	\$0.00
INVOICE 121118BA TOTALS:											
					\$9.88	\$0.00	\$9.88				\$0.00
121118BB											
Gas for small Motor, Sewer	12/11/18	12/11/18	01/10/19	2.51.6145 - Fuel	\$5.84	\$0.00	\$5.84	12/11/18	9565	ASCUC†	\$0.00
Gas for small Motor, Water				2.50.6145 - Fuel	\$5.84	\$0.00	\$5.84	12/11/18	9565	ASCUC†	\$0.00
Gas for small Motor, Prop				1.18.6145 - Fuel	\$5.84	\$0.00	\$5.84	12/11/18	9565	ASCUC†	\$0.00
Gas for small Motor, Parks				1.17.6145 - Fuel	\$5.84	\$0.00	\$5.84	12/11/18	9565	ASCUC†	\$0.00
Gas for small Motor, Trash				2.52.6145 - Fuel	\$5.84	\$0.00	\$5.84	12/11/18	9565	ASCUC†	\$0.00
Gas for small Motor, HURF				3.30.6145 - Fuel	\$5.83	\$0.00	\$5.83	12/11/18	9565	ASCUC†	\$0.00
INVOICE 121118BB TOTALS:											
					\$35.03	\$0.00	\$35.03				\$0.00
121118BC											
	12/11/18	12/11/18	01/10/19								

Town of Jerome
AP Vendor Detail Ledger (Range of Posting Dates with Payment Detail)
Ledger as of : 12/1/2018 to 12/31/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
2415, Intergovernmental meeting, GG Xerox Toner, PD Hosting and software, GG Computer Hardware, GG Print and nonprint, LIB Misc, GG Traffic Signs, HURF				1.11.6115 - Conventions and Seminars 1.11.6190 - Office Supplies 1.11.6192 - Software Support Exp - GG 1.11.6193 - Computer Hardware & Serv 1.15.6205 - Print and Non-Print Materia 1.11.6188 - Bank Fees / Merch Svcs 3.30.6260 - Street Supplies	\$486.82 \$276.06 \$102.53 \$56.22 \$52.21 \$49.54 \$115.15	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$486.82 \$276.06 \$102.53 \$56.22 \$52.21 \$49.54 \$115.15	12/11/18 12/11/18 12/11/18 12/11/18 12/11/18 12/11/18 12/11/18	9565 9565 9565 9565 9565 9565 9565	ASCUC† ASCUC† ASCUC† ASCUC† ASCUC† ASCUC† ASCUC†	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
INVOICE 121118BC TOTALS:					\$1,138.53	\$0.00	\$1,138.53				\$0.00
121118BE	12/11/18	12/11/18	01/10/19								
Rokzoo Shirts & Jackets Sewer				2.51.6280 - Uniform Exp Sewer	\$43.81	\$0.00	\$43.81	12/11/18	9566	ASCUC†	\$0.00
Rokzoo Shirts & Jackets, Water				2.50.6280 - Uniform Exp Water	\$43.81	\$0.00	\$43.81	12/11/18	9566	ASCUC†	\$0.00
Rokzoo Shirts & Jackets, Prop				1.18.6280 - Uniform Exp Properties	\$43.78	\$0.00	\$43.78	12/11/18	9566	ASCUC†	\$0.00
Rokzoo Shirts & Jackets, Parks				1.17.6280 - Uniform Exp Parks	\$43.78	\$0.00	\$43.78	12/11/18	9566	ASCUC†	\$0.00
Rokzoo Shirts & Jackets, Trash				2.52.6280 - Uniform Exp Trash	\$43.81	\$0.00	\$43.81	12/11/18	9566	ASCUC†	\$0.00
Rokzoo Shirts & Jackets, HURF				3.30.6280 - Uniform Exp - HURF	\$43.82	\$0.00	\$43.82	12/11/18	9566	ASCUC†	\$0.00
INVOICE 121118BE TOTALS:					\$262.81	\$0.00	\$262.81				\$0.00
BANKCARD CENTER TOJ TOTALS:					\$1,446.25	\$0.00	\$1,446.25				\$0.00
VENDOR: 795 - BANKCARD CENTER WF											
122718WF	12/27/18	12/27/18	01/26/19								
1961 CA Support Fire Food, FD				1.10.2999 - Suspense Account	\$86.63	\$0.00	\$86.63	12/27/18	9623	ASCUC†	\$0.00
CA/ANF/SOPS Support FireLodging, FD				1.10.2999 - Suspense Account	\$1,086.52	\$0.00	\$1,086.52	12/27/18	9623	ASCUC†	\$0.00
Winch cable and workout machine, FD				1.14.6250 - Small Tools and Equipment	\$1,444.48	\$0.00	\$1,444.48	12/27/18	9623	ASCUC†	\$0.00
Little Anne Medical supplies upgrad				1.14.6180 - Medical Expenses	\$157.28	\$0.00	\$157.28	12/27/18	9623	ASCUC†	\$0.00
INVOICE 122718WF TOTALS:					\$2,774.91	\$0.00	\$2,774.91				\$0.00
BANKCARD CENTER WF TOTALS:					\$2,774.91	\$0.00	\$2,774.91				\$0.00
VENDOR: 804 - KERRY LEE											
122618G	12/26/18	12/26/18	01/25/19								
reimbursement PD				1.13.6145 - Fuel	\$15.00	\$0.00	\$15.00	12/26/18	9619	ASCUC†	\$0.00
INVOICE 122618G TOTALS:					\$15.00	\$0.00	\$15.00				\$0.00
KERRY LEE TOTALS:					\$15.00	\$0.00	\$15.00				\$0.00
VENDOR: 806 - PRESCOTT LAW GROUP, PLC											
121918J	12/19/18	12/19/18	01/18/19								
2011-00019, 2464 PD				1.13.6172 - Prosecutor Exp	\$2,249.50	\$0.00	\$2,249.50	12/19/18	9600	ASCUC†	\$0.00
INVOICE 121918J TOTALS:					\$2,249.50	\$0.00	\$2,249.50				\$0.00
PRESCOTT LAW GROUP, PLC TOTALS:					\$2,249.50	\$0.00	\$2,249.50				\$0.00
VENDOR: 839 - DIGITAL-ALLY											
121918H	12/19/18	12/19/18	01/18/19								

Town of Jerome

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

Ledger as of : 12/1/2018 to 12/31/2018

Invoice Number Description	Inv. Date	Post. Date	Due. Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
1104373 PD				1.13.6250 - Small Tools and Equipment	\$222.70	\$0.00	\$222.70	12/19/18	9601	ASCUC†	\$0.00
				INVOICE 121918H TOTALS:	\$222.70	\$0.00	\$222.70				\$0.00
122618A	12/26/18	12/26/18	01/25/19	1.13.6250 - Small Tools and Equipment	\$245.00	\$0.00	\$245.00	12/26/18	9620	ASCUC†	\$0.00
1103797 PD				INVOICE 122618A TOTALS:	\$245.00	\$0.00	\$245.00				\$0.00
				DIGITAL-ALLY TOTALS:	\$467.70	\$0.00	\$467.70				\$0.00
VENDOR: 866 - DEERE CREDIT, INC.											
JDCFCL-32	12/12/18	12/12/18	01/11/19	1.18.8040 - Lease Payments	\$95.64	\$0.00	\$95.64	12/13/18	9584	ASCUC†	\$0.00
030-0064123-00, 2089616 prop				1.17.8040 - Lease Payments	\$95.64	\$0.00	\$95.64	12/13/18	9584	ASCUC†	\$0.00
030-0064123-00, 2089616 parks				2.50.8040 - Lease Payments	\$334.73	\$0.00	\$334.73	12/13/18	9584	ASCUC†	\$0.00
030-0064123-00, 2089616 water				2.51.8040 - Lease Payments	\$334.73	\$0.00	\$334.73	12/13/18	9584	ASCUC†	\$0.00
030-0064123-00, 2089616 sewer				3.30.8040 - Lease Payments	\$95.63	\$0.00	\$95.63	12/13/18	9584	ASCUC†	\$0.00
030-0064123-00, 2089616 HURF				INVOICE JDCFCL-32 TOTALS:	\$956.37	\$0.00	\$956.37				\$0.00
JDCFCL-33	12/27/18	12/27/18	01/26/19	1.18.8040 - Lease Payments	\$21.68	\$0.00	\$21.68	12/27/18	9627	ASCUC†	\$0.00
510001614248 prop				1.17.8040 - Lease Payments	\$21.68	\$0.00	\$21.68	12/27/18	9627	ASCUC†	\$0.00
510001614248 parks				2.50.8040 - Lease Payments	\$75.88	\$0.00	\$75.88	12/27/18	9627	ASCUC†	\$0.00
510001614248 water				2.51.8040 - Lease Payments	\$75.88	\$0.00	\$75.88	12/27/18	9627	ASCUC†	\$0.00
510001614248 sewer				3.30.8040 - Lease Payments	\$21.69	\$0.00	\$21.69	12/27/18	9627	ASCUC†	\$0.00
510001614248 HURF				INVOICE JDCFCL-33 TOTALS:	\$216.81	\$0.00	\$216.81				\$0.00
				DEERE CREDIT, INC. TOTALS:	\$1,173.18	\$0.00	\$1,173.18				\$0.00
VENDOR: 873 - RDO EQUIPMENT CO.											
121118MA1	12/11/18	12/11/18	01/10/19	2.50.8040 - Lease Payments	\$2,500.00	\$0.00	\$2,500.00	12/11/18	9564	ASCUC†	\$0.00
Down Payment for Skip Loader, Water				2.51.8040 - Lease Payments	\$2,500.00	\$0.00	\$2,500.00	12/11/18	9564	ASCUC†	\$0.00
Down Payment for Skip Loader, Sewer				3.30.8040 - Lease Payments	\$5,000.00	\$0.00	\$5,000.00	12/11/18	9564	ASCUC†	\$0.00
Down Payment for Skip Loader, HURF				INVOICE 121118MA1 TOTALS:	\$10,000.00	\$0.00	\$10,000.00				\$0.00
				RDO EQUIPMENT CO. TOTALS:	\$10,000.00	\$0.00	\$10,000.00				\$0.00
VENDOR: 885 - BORDELLO SWEETS											
121918N	12/19/18	12/19/18	01/18/19	1.11.6115 - Conventions and Seminars	\$45.00	\$0.00	\$45.00	12/19/18	9602	ASCUC†	\$0.00
360709 GG				INVOICE 121918N TOTALS:	\$45.00	\$0.00	\$45.00				\$0.00
				BORDELLO SWEETS TOTALS:	\$45.00	\$0.00	\$45.00				\$0.00
VENDOR: 895 - COPPER TOWN HAULING, LLC											
121218B	12/12/18	12/12/18	01/11/19								\$0.00

Town of Jerome

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

Ledger as of : 12/1/2018 to 12/31/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
1428 HURF				3.30.6230 - Rep and Maint - Infrastruct	\$146.92	\$0.00	\$146.92	12/13/18	9585	ASCUC*	\$0.00
				INVOICE 121218B TOTALS:	\$146.92	\$0.00	\$146.92				\$0.00
				COPPER TOWN HAULING, LLC TOTALS:	\$146.92	\$0.00	\$146.92				\$0.00
VENDOR: 914 - LIFE & PROPERTY SAFETY, LLC											
122618C	12/26/18	12/26/18	01/25/19	1.18.6215 - R&M Building - Properties	\$96.00	\$0.00	\$96.00	12/26/18	9621	ASCUC*	\$0.00
2753				INVOICE 122618C TOTALS:	\$96.00	\$0.00	\$96.00				\$0.00
				LIFE & PROPERTY SAFETY, LLC TOTALS:	\$96.00	\$0.00	\$96.00				\$0.00
VENDOR: 947 - JONI SAVAGE											
121918M	12/19/18	12/19/18	01/18/19	1.11.6200 - Postage	\$14.24	\$0.00	\$14.24	12/19/18	9603	ASCUC*	\$0.00
reimbursement GG				1.11.6275 - Travel	\$155.65	\$0.00	\$155.65	12/19/18	9603	ASCUC*	\$0.00
reimbursement GG				INVOICE 121918M TOTALS:	\$169.89	\$0.00	\$169.89				\$0.00
				JONI SAVAGE TOTALS:	\$169.89	\$0.00	\$169.89				\$0.00
VENDOR: 952 - KAIROS HEALTH ARIZONA, INC.											
122018U	12/20/18	12/20/18	01/19/19	1.10.2406 - Health Insurance	\$13,514.52	\$0.00	\$13,514.52	12/20/18	9608	ASCUC*	\$0.00
Health Insurance - December 2018, 1				INVOICE 122018U TOTALS:	\$13,514.52	\$0.00	\$13,514.52				\$0.00
				KAIROS HEALTH ARIZONA, INC. TOTALS:	\$13,514.52	\$0.00	\$13,514.52				\$0.00
VENDOR: 968 - PATRIOT DISPOSAL, INC.											
121318O	12/13/18	12/13/18	01/12/19	2.52.6165 - Landfill Tipping Fees	\$1,504.80	\$0.00	\$1,504.80	12/13/18	9586	ASCUC*	\$0.00
0040, 2352 trash				INVOICE 121318O TOTALS:	\$1,504.80	\$0.00	\$1,504.80				\$0.00
				PATRIOT DISPOSAL, INC. TOTALS:	\$1,504.80	\$0.00	\$1,504.80				\$0.00
VENDOR: 970 - HUNTER BACHRACH											
122618J	12/26/18	12/26/18	01/25/19	1.18.6110 - Contract Services	\$75.00	\$0.00	\$75.00	12/26/18	9622	ASCUC*	\$0.00
Project management prop				INVOICE 122618J TOTALS:	\$75.00	\$0.00	\$75.00				\$0.00

*V - Denotes Voided Check Entries

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

Ledger as of : 12/1/2018 to 12/31/2018

Invoice Number Description	Inv.Date	Post.Date	Due.Date	Account	Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
HUNTER BACHRACH TOTALS:											
					\$75.00	\$0.00	\$75.00				\$0.00
VENDOR: ONETIM - ALEX BARBER											
121918P reimbursement GG	12/19/18	12/19/18	01/18/19	1.11.6116 - Training & Education	\$26.37	\$0.00	\$26.37	12/19/18	9605	ASCUC†	\$0.00
INVOICE 121918P TOTALS:					\$26.37	\$0.00	\$26.37				\$0.00
ALEX BARBER TOTALS:					\$26.37	\$0.00	\$26.37				\$0.00
VENDOR: ONETIM - SAGE HARVEY											
121918O reimbursement GG	12/19/18	12/19/18	01/18/19	1.11.6116 - Training & Education	\$54.11	\$0.00	\$54.11	12/19/18	9604	ASCUC†	\$0.00
INVOICE 121918O TOTALS:					\$54.11	\$0.00	\$54.11				\$0.00
SAGE HARVEY TOTALS:					\$54.11	\$0.00	\$54.11				\$0.00
LEDGER TOTALS:					\$166,745.46	\$0.00	\$166,745.46				\$0.00

For the meeting of January 8, 2019

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Candace B. Gallagher, Town Manager/Clerk

In addition to holidays and some personal leave time taken, this month was devoted primarily to routine day to day work. My activities included:

- Completed and submitted application letter to the Yavapai-Apache Nation for Prop 202 funding toward community health enhancements.
- Attended closed session of the Planning & Zoning Commission to assist with the process, which was new to them. Drafted minutes for that session.
- Completed transfer of two iMacs sold at auction. The buyer of the third iMac defaulted and the auction may revert to the next highest bidder.
- In the process of composing extensive report for Council regarding status of pending and ongoing projects from prior Council.
- Reviewed and approved several business license applications.
- Gathered and prepared materials for Council meeting packets.
- Continued maintenance of Town of Jerome website (www.jerome.az.gov) and Facebook page (<https://www.facebook.com/TownofJeromeAZ>). Continued process of migrating Town website to another platform.
- Continued to meet and/or speak individually with residents, businesspeople, contracted professionals, members of the governing body, and staff regarding various issues.
- Continued to field and respond to day-to-day issues requiring my attention, including public records requests and considerable support to Planning & Zoning.

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

**** CONGRATULATIONS to Officer Kerry Lee**, who began working as a part-time officer on January 6, 2014, and completed five years of employment with the Town as of January 6, 2019. **

Candace

WATER FLOWS REPORT

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

Reading Date	WALNUT GPM	VERDE GPM
5-Dec	56.5	
12-Dec/13-Dec	56.5	233
19-Dec	56.5	225
2-Jan	56.5	
16-Jan		104
23-Jan	56.5	95
1-Feb		170
8-Feb	56.5	165
20-Feb	56.5	195
7-Mar	52	195
9-Mar	61	208
14-Mar	56.5	205
22-Mar	56.5	205
28-Mar	53	200
24-Apr	56.5	210
25-Apr	52	208
9-May	48	208
16-May	48	205
Level I water restrictions instated		
23-May	47.5	207
30-May	40	210
6-Jun	40	205
13-Jun	40	202
20-Jun	39	198
22-Jun	39	198
20-Jun	39	198
22-Jun	39	198
Water restrictions increased to Level II		
11-Jul	39	200
17-Jul	43	204
Water restrictions rolled back to Level I		
24-Jul	43.5	204
6-Aug	39.5	202
13-Aug	39.5	202
20-Aug	39	200
4-Sept	47	204
10-Sept	47	204
17-Sept	47	205
24-Sept	47	205
Water restrictions suspended		
1-Oct	47	215
8-Oct	47	175
12-Oct	47	34
15-Oct	47	85
22-Oct	47	85
29-Oct	47	88
20-Nov	56.6	118
26-Nov	56.5	118
4-Dec	56.5	115
10-Dec	56.5	87
21-Dec	56.5	144
24-Dec	56.5	139

**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			72,244	
January	90,200			87,849	
February	66,900			65,144	
March	84,900			82,620	
April	113,200			110,253	
May	109,100			106,209	
June	92,200			89,714	
Total YTD	1,050,000	414,665	(4,635)	1,022,197	6,501

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		FY2019 actual	FY2018 actual	
July	26,851	29,424	(2,573)	11,874	10,707	1,167	26,056	25,679	377
August	38,048	30,418	7,630	9,666	11,798	(2,132)	21,251	23,198	(1,947)
September	29,273	26,606	2,667	9,229	9,669	(440)	22,174	22,172	2
October	34,900	32,098	2,802	11,638	12,170	(532)	34,689	32,869	1,820
November	40,216	40,133	83	15,297	16,706	(1,409)	39,245	37,328	1,917
December		24,596			8,592			27,991	
January		32,808			11,539			31,525	
February		24,421			8,785			23,467	
March		32,029			11,855			29,455	
April		44,426			15,965			39,003	
May		40,828			15,947			38,828	
June		37,083			12,163			33,810	
Total YTD	169,288	394,870	10,609	57,704	145,896	(3,346)	143,415	365,325	2,169

Added 1% Bed Tax

	TOTAL TO DATE
July	1,827
August	3,314
September	4,734
October	6,524
November	8,877
December	
January	
February	
March	
April	
May	
June	



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

DECEMBER 2018 STAFF REPORT

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

To: The Mayor and Council

Accounting Duties:

- ❖ Processed the weekly imports, which accounts for A/R transactions made with checks, credit cards, and cash.
- ❖ Made the weekly bank deposits.
- ❖ Processed 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 a December summary budget to actual report for General, Utility, and Road funds.
- ❖ Still in the process of getting documentation together for the annual audit. Working with the CPA to make adjusting entries, producing data spreadsheets, and running reports. Hope to schedule the audit for next month.

H/R Duties:

- ❖ In the process of preparing forms for 1099 distribution.
- ❖ Gathering information to prepare IRS forms 945 and 1095-B & C



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

DECEMBER 2018

- Several business license inspections.
- Closed demolition permit at 25 Magnolia Ave.
- Issued stop work order to new owners of 128 First Street.
- Received plans for a restaurant in the old pizza space of UVX apts.
- Issued permit for CDBG grant at 32 Magnolia Ave.
- Final inspection for remodel at 120 Juarez Street.

Barry Wolstencroft, Building Inspector

TOWN OF JEROME

Monthly Council Staff Report from the Deputy Clerk: January 3, 2019

This report covers the month of December 2018.

- ❖ 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.
- ❖ Performed Notary services throughout the month on several occasions.
- ❖ Attended Fall Best Practices in Glendale for Clerks and Deputy Clerks. This training is put on by the Arizona League of Cities.
- ❖ Updated grant information for pre-audit work.

Thank you,

Joni Savage

Deputy Clerk

Jerome Library Staff Report - December 2018, Kathleen Jarvis

Old Book Room

Karen Wood, our Old Book Room manager for the past 6 years retired in December 2018.

The Library asked Michael Gallagher to take over management; he will begin on January 3rd.

The old Book Room staff have done an amazing job organizing the Book Room and we expect

That Michael will continue doing a great job.

Library

Library staff are working on organizing a Spring Science and Technology fair for ages 10- 17.

Jerome resident Gregory Worth has offered his service to teach electronics. We will also

have a gears and pulleys exhibit along with a solar print workshop.

Community Art Workshop

The Art Workshop Robot Class on December 28th was a hit with 20 children attending along with parents and staff.

The Robot Kits were paid for with a grant from the Library Science and Technology Act through the Arizona State Library.



JEROME POLICE DEPARTMENT

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



January 1, 2019

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for December 2018.

The December "Calls for Service" report contained a number of calls with nothing significant, or out of the ordinary. All calls were down in December.

The PSPRS local board met and reviewed the local pension fund. The Jerome PD pension fund is fully funded, unlike many pension funds in the rest of the state. For example, Jerome PD is funded at 115% and has one of the lowest contribution rates in the state at 13.18%, compare these to AZ State Park Rangers who are only 48% funded and have a contribution rate of 87.8%, or Arizona Department of Public Safety (DPS) who is only 6.2% funded and has a contribution rate of 97.5%, which amounts to .98 cents spent on retirement for every dollar spent on wages!

We are still working on the "camping in town limits" problem, investigating possible "public" owned property where we can place them if we have to.

I want to thank Mansel Mathews who was shoveling snow during the recent snow event. Mansel worked hard helping clean the public sidewalks during this time. I also noticed Jay Kinsella shoveling sidewalks that were not JHS property, so thanks go out to him as well.

Respectfully,

Allen L. Muma
Chief of Police

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

Date : 01/03/2019
Page : 1
Agency : JPD

Calls For Service Totals By Call Type

12/01/2018 to 12/31/2018

Call Type	Totals
205 Trespass	1
247S Civil Stanby	1
410 Criminal Damage	2
459 Burglary	1
487 Theft	1
585 Traffic Hazard	1
647A Suspicious Person	1
692 DUI	1
903 Follow-Up	13
908F Found Property	7
908L Lost or Stolen Property	4
961 Accident - No injuries	4
AA Agency Assist	3
ACPD Assist Clarkdale PD	10
ADPS Assist DPS	3
CA Citizen Assist	4
CAN Child Abuse / Neglect	1
CRT Court Appearance	3
DIS Disorderly Conduct	3
DRAL Dogs Running at Large	1
DRO Aerial Drone Complaint	1
DRSE Douglas Rd Speed Enforcement	1
DSE Dundee Speed Enforcement	1
HS Hazardous Situation	2
HSE Hampshire Speed Enforcement	5
HUC 911 Hang Up Call	2
INFO Information	2
ME Medical Emergency	1
OT Oversize Truck	7
PARK Parking Complaint	1
PARKV Parking Violation	5
SC Security Check	25
SLC Street Light Check	2
SS Suspicious Situation	2
T/S Traffic Stop	43
TF Trip & Fall / Slip & Fall	2
TO Traffic Offense	1
TRN Training	1

Printed By/On: CHIEF / 01/03/2019 10:17:53

CrimeStar® Law Enforcement Records Management System

Licensed to: JEROME POLICE DEPARTMENT

CFS-002

Grand Total for all calls

169



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

2018 Year End Chief's Report In Accordance with Town Code 4-2-4 H and G

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Calls By Type													
EMS	16	15	16	15	15	11	23	13	18	15	7	6	170
Residential Fire						1							1
Commercial Fire						1	1	2					4
Wildland		1		4	2		3	3					13
Still Assignment	6	6	4	3	13	5	1	3	2	3	2	5	53
Special Duty	21	20	16	35	36	26	25	28	24	23	15	17	286
Snake Removal				1	5	4	8	15	6	1			40
Rescue MVA/ Tech rescue	2	3	3		4	3	3	2	10	3	2	3	38
Haz-Mat	1	1	2	1		1	1	1	2	1	1	1	13
Total Calls	46	46	41	59	75	52	65	67	62	46	27	32	618
HOURS													
Officer's meeting	2	1		2		1	2		1	2		1	12
Work session	1	1	1	1	1	1	1	1	1	1	1	1	12
Rope Drill	1	1	1	1	1	1	1	1	1	1	1	1	12
Drill's	4	4	4	4	5	5	4	5	4	4	4	4	51
Volunteer Calls & Meetings	645.7	304.4	320.5	362.1	641.3	331.8	630.3	311.5	956.9	350	287	371	5512.5
Chief's and Staff's Hours	340	340	340	340	340	340	340	500	500	500	500	500	4880
Total Hours													
Fire Chief Weekly Hours													Varies 55 - 60
Fire Chief on duty Calls and Meetings													211
Fire Chief off duty Calls and Meetings													385
Resident Calls	32	28	28	34	53	33	32	48	35	20	19	21	383
Non-resident Calls	14	18	13	25	22	19	33	19	27	26	8	11	235



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

Spring Semester 2018		Fall Semester 2018
Education is in addition to in house training		
Class	Personnel	Personnel
YCC EMT Training	Lanning, Trevino	Bauer
EMT Refresher		
Wildland Fire Training	Lanning, Paisano, Braden	
Wildland Refresher	Lanning, Paisano, Braden, Trevino	
Hazmat	Bauer	Lazaro
Rope Rescue Ops	Gonzales, L. Stan, M. Stan	Lazaro, Haney, Leonard, Will, Warner
Rope Rescue Tech	Gonzales, L. Stan, M. Stan	Lazaro, Haney, Leonard, Will, Warner
YCC Fire Academy	Bauer, Haney	

Additional Training

Jerome Fire hosted Ropes Operations and Technical Ropes class on January 12th to 14th for Rope Ops and 19th to the 21st for rope Tech class. September 14th, 15th and 16th for operations level classes. Technician level classes were held September 21nd, 22rd and 23th this year. Allen Muma is our lead instructor with help from Chief Blair, Mat Poe and Kerry Lee. This class was offered as free training to all Jerome Fire Department personnel, with a fee of \$200 being charged for other participating agency personnel which included both certifications. We already have another 6 days of training or re-certification scheduled in January 2019. Jerome Fire Department now has 11 certified rope personnel.

We are fortunate to have the continued help and support from EMT and Jerome Police Chief Allen Muma. Allen was recognized by Jerome FD as someone who consistently goes above and beyond the call of duty. Allen not only is typically first on-scene, he also provides training for Stop the Bleed and NARCAN administration. He also heads up our Rope Ops & Tech training. Allen donates any tuition paid by other agencies for the rope training back to the Jerome FD Auxiliary for the purchase of new rope, hardware, etc. All Jerome FD personnel have access to this important training, free of charge to them or the department. Thanks Allen.

We had 5 Jerome Fire Department Personnel attend a full day of mental health first aid training in January in Sedona put on by Spectrum Health Services. We all have stressors in our lives, with fire and medical personnel being at the top of that list. It is important for all of us to recognize the warning signs and know how to reach out or who to contact for help.

In February we had three personnel attending AZ wildfires Academy on a scholarship provided by the Academy. Attending the Academy was Jasper Lanning taking an engine boss course, James Paisano took chainsaw operations and Johnny Braden took firing operations.

In February Jasper Lanning had completed his firefighter one task book and now has been approved by State Land as an engine boss trainee. He was able to get his by engine boss status by 11-9-18 and now is our engine boss for the upcoming season.

The Jerome FD participated in the annual Multi-Agency Rope Drill on Saturday, March 31st. The participants were treated to tracking line training at Sycamore Canyon. This drill was attended by Verde Valley Fire District, Verde Valley Ambulance and the Jerome FD.

State Fire School September 6th, 7th, 8th, and 9th. In attendance: James Paisano-Live Fire Training Intermediate. Keith Lazaro-Basic Firefighting. Sean Bauer-Pumps & Theory. Jay Kessner-Pumps & Theory. Funds provided by APS grant for \$1,000 covering housing and courses cost.

Education is one of our most valuable line items in the fire department budget. Without trained personnel we would not be able to maintain the professional service that the fire department is expected to provide to the Town of Jerome.

The Verde Valley Chief's Associations Training & Safety Committee organized a Wildland Skills Training Day that provided important communications and initial scene size-up training. The participants also received up to date fire predictions, forest conditions, etc. Captain Lanning, Lieutenant Paisano along with a wildland associate member and our Assistant Chief Ron Chilston attended the training at the Verde Valley Ranger Station in Camp Verde.

The Jerome FD participated in the Cherry Ops Drill outside of Cherry Az. on Friday, April 20. Wildland Captain Jasper Lanning, Lieutenant James Paisano and personnel from many agencies participated. Even though the conditions were anything but ideal, most of the fuels on the forest floor in the area treated have been removed, eliminating fuels but also clearing the way for new growth.

On December 6th Bill Boler did an in-house CPR training for all Jerome Firefighters and some Jerome resident.

Keith Lazaro will be starting his Firefighting I & II academy this upcoming semester. Sean Bauer and Ian Haney will be taking Driver/Operator courses at Yavapai this Spring semester as well. Nick Bartell and Franco Campanello are attending Haz-Mat this upcoming Spring semester.

Assistant Chief Tim Irwin will tentatively be putting on Company Officer Training starting on 12/10. Due to the California wildfires during November, this training had to be postponed. Included in these courses is Leadership/ Management/ IC Fundamentals, Incident Safety Officer/ Wildland Safety Officer, Scenarios/Command Presence/ Report on Conditions. Assistant Chief Irwin's expertise and thoroughness in these classes cannot be overstated. He is also planning on teaching a Driver/Operator A-1B (80 hours) when the new Type 1 Engine is delivered to Station 11 sometime in January.

Doss, Braden, Reese and Haney attended a Pre-Hospital Trauma Life Support class on 11/14-11/15 as continuing education requirements for EMT.

We also provide various scenario type training every Thursday at 5 PM Available to all of our personnel. In addition to a fourth Saturday rope and work session every second Saturday.

Prevention Program

The prevention program has come a long way since I started as Chief, with the adoption of new fire codes and ordinances with the Jerome Town Council and Jerome Fire Department adopting the 2012 version of the fire code. The adoption of more current standards and laws will help Jerome keep up with the State of Arizona's minimum standards. These minimum standards keep the Town of Jerome from falling behind on more recent fire codes for any new construction projects.

The Fire Department has burned at the slash pile 11 times within the last year.

In addition to the fires at the burn pile the Fire Department has also issued 28 burn permits, burned in place 15 times this year with a total of 576 loads of brush going to the burn pile. (See burn pile log on page 13)

The Fire Department has done a lot of fuel abatement this year removing brush from the Gulch area, Giroux Street, Douglas Road, Clark Street, Dundee, County Road, Highway 89A and other residential properties. We have made these great strides with help from the Firewise crew. The Adult Probation Department working for a total of 11 days with 110 personnel for the year.

The Jerome Fire Department was notified on June 20, 2017 of our recognition as a designated Firewise Community! Jerome joins many communities in the Prescott area who have earned the Firewise USA Designation. Each year in May we hold a Community Awareness day so that we may continue with education and outreach efforts.

Jerome was in Stage 1 fire restrictions on May 1st. this last year with no fires allowed unless in developed campgrounds. Under the restrictions, fires, campfires, charcoal, coal and wood stoves were allowed in developed campgrounds only. The restrictions also limited smoking to within enclosed vehicles or buildings or in developed campgrounds. Using a device that is solely fueled by liquid petroleum or LPG fuels that can be turned on and off was allowed in areas that are clear of flammable materials. Without any moisture having occurred in months, prepare for an active wildfire season and similar burn restrictions on Mingus Mountain.

Grants

The Fire Department has applied for numerous grants and participated in letters of support for town grants.

The Fire Department recently was awarded grant through FEMA for a new type one fire engine in the amount of \$418,477.00 with the Town's match being \$20,923.00 for a Total of \$439,400.00. The new Fire engine will be replacing the Fire Department's out of compliance 1961 Fire engine. This piece apparatus will take Jerome Fire Department into the future by providing the best equipment for keeping our citizens and our firefighters safe. This also allows us to maintain an ISO rating of a 4. We hope to be receiving this piece apparatus for the end of the year, and we will be inviting the Town's residences and the council to do a traditional push in, in service ceremony.

We received Grant from Northern Arizona Emergency Medical Services and have already placed new consumables and another vacuum splint into service. NAEMS receives funding from the Arizona Department of Health Services that provides grants for education, equipment and supplies. This year we received \$3,382.00 and will be resubmitting another grant this year. NAEMS operates with a board of directors and a steering committee.

We received a FEMA grant for SCBA's this fall. We are at a point where our aging SCBA's they need to be

replaced as they are nearing the end of their life cycle. The we received was for \$88,808 from FEMA with the Town paying \$4,440 match for a total of \$93,248.00 for 13 air packs. These air packs are essential keeping our firefighters safe in the event of a fire.

We have applied for another grant from the Arizona Department of Environmental Quality for hazmat related equipment and mitigating material. The grant for just under \$2,000 was used for the purchase of Class A foam for our Attack truck and absorbent material for mitigating oil, gas and transmission fluid at a motor vehicle accident site. We have received this grant in 2017 getting 20 5gal pails of Class A foam.

We received a 100% grant from the Fire House Subs and were able to obtain 5 new set of turnouts & helmet as well as Nomex hoods, suspenders and gloves.

We received a grant from the APS for a \$1,000.00 for 3 personnel to attend training at State Fire School.

We received a grant from the from Yavapai County Title 3 money for \$15,000.00 for fuel abatement starting in December of 2018 and ending in December of 2019.

We have also received verbal notification that we will be receiving 16,800 dollars for fuel abatement from PUWIC this year giving a total of \$41,800 for Fuel abatement efforts, with \$10,000 from the Town and \$15,000 from Yavapai County Title 111 money.

We received a grant AZ Wildfires Academy for training for 4 personnel.

The Fire Department has written many grants throughout the years. These grants help the town equip and protect our Firefighters when they respond to the numerous calls that we get throughout each year. These grants could not have been possible without the town's participation in matching funds, along with the auxiliary's help as well. This is truly a team effort and we are grateful. We have already applied for some more grants this year for new extrication equipment and other needed equipment.

Firefighter Wellness

The job of Firefighter/EMT can be stressful. Our men and women can be subjected to death, traumatic injuries, motor vehicle rollovers, motorcycles over the edge, gunshot wounds, etc. This past year Jerome has lost many longtime residents and friends. The Jerome FD in conjunction with Spectrum Health Services, offers free Mental Health Awareness training to personnel. This training is very valuable and we are grateful to be able to provide these services.

Inter-Agency Agreements

Our Jerome FD Wildland Crew worked the Ribbon Fire, Cranston Fire in California as well as the Klondike Fire in Oregon under an IGA with State Land.

We currently have IGAs with State Land, Yavapai County, The Training Center, Verde Valley Medical Center, Cottonwood Fire, Clarkdale Fire District, Verde Valley Fire District, Camp Verde Fire District, Sedona Fire District, and Verde Valley Ambulance. We are currently working with state Forestry on an agreement to assist them with any prescribed burns so that our Wildland firefighters can get their needed training and hours for their open task books.

Budget

For the fiscal year of 18-19, the Town Manager's budget, with Council approval, allotted the Fire Department \$189,945. We are halfway through our current budget year for FY 18-19. By the end of 2017, the Jerome FD had brought in an additional \$46k, paid to our Brush Truck for Wildland Firefighting. All funds were paid to the Town of Jerome, with \$10,000.00 budgeted for Firewise from the Town. We appreciate all that our wildland crew does to keep themselves and others safe when fighting wildland fires.

The FD budget is broken down into different departments with each one having a running list of expenditures with copies of each purchase order with one copy for our department files and the second copy for Town Hall. This running expenditure list allows the staff to see how much of the budget has been spent, by department with remaining budgeted totals available.

The Jerome Fire Department has a vast amount of equipment that we keep close inventory on, with maintenance schedules to ensure that equipment is always in good operational condition and always ready to be utilized in the event of an emergency, as well as keeping in good standings with NFPA and ISO standards.

The Fire Department and its personnel clean and maintain the building, the apparatus, equipment and the property to help keep costs down and reduce the need for additional monies from the town budget.

The Fire Department will begin the budget process for fiscal year 19-20 in January and should have the first draft for the Town Manager by the First of February.

We have teamed up with Recovery USA to help with our Motor Vehicle Accident incident expenses. These fees are paid by the vehicle drivers' insurance company. In 2018, we have recouped \$4,914.00 from insurance companies 6 claims, with 7 claims pending. The only time we submit for billing on an MVA is when we feel we have a chance to recover some monies and the insured is not a citizen of the Town of Jerome. We billed out for 13 claims this year totaling \$7,909.20.

The Fire Department Auxiliary has done very well this year. Helping the Fire Department purchase items not budgeted for such as station supplies, uniforms for the personal, disaster supplies and numerous other projects. Money making functions, this last year was the Halloween dance and retail sales.

Department Affairs and On-going Projects

On Saturday, March 3rd, 2018 Fire Chief Rusty Blair was honored with a community service award. The award was presented in recognition of his dedication to the Town of Jerome, through joint efforts with the Jerome Police Department, to establish additional medical first responder resources and programs to enhance the pre-hospital medical care provided to both Jerome citizens and visitors alike.

On the same March third evening, Chief Blair was awarded the "Lifesaving Award" by the Jerome Police Department. The award states: In recognition of his quick action, response and assistance in the care for the victim of an opioid overdose which occurred in October 2017 in the Town of Jerome. Those actions likely resulted in the preservation of human life.

On March 29th, Jerome PD Chief Allen Muma presented the JFD membership with a Certificate of Appreciation, stating: In recognition of their efforts to improve pre-hospital care of the sick and injured through policy, training, cooperation and interdepartmental relationships with the Jerome Police Department.

On 5-11-18 Jerome Fire was dispatched to View Point fire in Prescott Valley with it grossing \$1,156.04 with the truck bringing in \$735.00

Early Friday morning, July 27, a JFD wildland crew consisting of Engine Boss Bob Bouwman, Jasper Lanning & Chris Gonzalez. They were dispatched to the Ribbon Fire that grossed \$4,150.67 with the truck making \$2,646.00. Then re-deployed on the 30th to the Cranston grossing \$33,890.11 with the truck making \$18,473.00

Saturday, September 1st, Labor Day Weekend, our JFD wildland crew consisting of Engine Boss Bob Bouwman, Jasper Lanning & Chris Gonzalez returned from the Klondike fire in the Medford Oregon area. This fire grossed \$42,440.76 with the truck making \$24,402.00. If you happen to see these brave men out and about in Jerome, please take a moment and Thank them for their service! We certainly appreciate all that they do for our fire department. So far this season we have invoiced over \$81,637.58 with the truck bringing in \$46,256.00

Wildland Payments

Payment Search Results

If you are a health care provider that does business with the State of Arizona and have a question about a payment from the Arizona Health Care Cost Containment System (AHCCCS), please send those inquiries to AHCCCS@arizona.gov

Last Updated: 8/21/2018

Go to: [Home](#) [About](#) [Contact](#) [Help](#)

Enter ID to Payment Search

Download to Excel Print

Transaction ID	AZ Account ID	AZ Account Number	HAIR Code	City	State	Zip	Invoice #	Invoice Description	Invoice Date	Transaction Amount	Payment Amount	Payment Type	Payment #	Leave Date	Payment Status
866000350F0A		OFFICE OF THE STATE FORESTER	P0001	Jerome	AZ	86331		Boundary Fire-PH101		29,125.52	29,125.52	A	21526	07/26/2017	3
866003350F0A		OFFICE OF THE STATE FORESTER	P0001	Jerome	AZ	86331	204-CA-1001-095081	Sherman August Complex Fire-PH101	09/12/2017	37,497.23	37,497.23	A	8114	10/10/2017	3
866003350F0A		OFFICE OF THE STATE FORESTER	P0001	Jerome	AZ	86331	188-CA-527-000211	Orange Complex Fire-PH101	09/27/2017	32,349.84	32,349.84	A	40935	12/27/2017	3
866003350F0A		OFFICE OF THE STATE FORESTER	P0001	Jerome	AZ	86331	204-AZ-155-000573	Vineyard Fire-PH101	05/14/2018	1,158.04	1,158.04	A	73223	06/07/2018	3
866003350F0A		OFFICE OF THE STATE FORESTER	P0001	Jerome	AZ	86331	204-AZ-198118	Southern UAI Complex Fire-PH101	10/23/2017	22,763.64	22,763.64	A	48136	09/10/2018	3
866003350F0A		OFFICE OF THE STATE FORESTER	P0400	Jerome	AZ	86331	204-1918-1	Robert Fire-PH101	08/14/2018	3,959.11	3,959.11	A	40421	11/20/2018	3
866003350F0A		OFFICE OF THE STATE FORESTER	P0400	Jerome	AZ	86331	204-2018-2	Super Fire-PH101	08/15/2018	5,642.94	5,642.94	A	40421	11/20/2018	1
866003350F0A		OFFICE OF THE STATE FORESTER	P0400	Jerome	AZ	86331	204-2018-2	Cranston Fire-PH101	08/14/2018	33,890.11	33,890.11	A	40408	11/21/2018	3
866003350F0A		OFFICE OF THE STATE FORESTER	P0400	Jerome	AZ	86331	204-2018-5	Standard Fire-PH101	08/01/2018	558.48	558.48	A	13755	11/03/2018	3
866003350F0A		OFFICE OF THE STATE FORESTER	P0400	Jerome	AZ	86331	204-2018-6	Cougar Creek Fire-PH101	08/08/2018	5,058.96	47,499.77	A	26722	11/19/2018	1
866003350F0A		OFFICE OF THE STATE FORESTER	P0400	Jerome	AZ	86331	204-2018-4	Klondike Fire-PH101	08/05/2018	42,440.76	47,499.77	A	26722	12/10/2018	1

\$213,922.31

JFD was busy during the month of September with Labor Day weekend and Thunder Valley Rally the weekend of the 13th, 14th, and 15th. The weekend of the 20th, 21st, 22nd, and 23rd was the AZ VW bus club rally who donates a significant amount of money to the JFD auxiliary. Rope rescue training also fell on the same dates as the Thunder Valley Rally, and the AZ VW bus club rally.

Is this fiscal year I was approved more an additional duty officer. I Accepted applications and in September I hired on Jasper Lanning as my second full time employee. However, with Ron Chilston's health failing, who was my fulltime duty officer and assistant chief, the Fire Department had to fill these 2 positions. After Ron resigned from the Fire Department in September. Again, I accepted applications and in November I hired on Ian Haney to a full time Duty Officers to replace Ron.

It is nice to have some personnel to help with the workload and well allow for me to take some time off. With the Fire Departments call volume being over 600 calls this year and me being on duty 24 hours a day 365 days a year for the last 11 years.

I also Appointment of Tim Irwin as my Assistant Chief a nonpaying job. Tim is a great asset, he comes from Cal-fire As a Battalion Chief and safety officer state of California. He also was instrumental in us receiving our two FEMA grants for the new truck and SCBAs over \$500,000.00 this year. He is also a fire instructor and has been putting on classes for our personnel. Thanks, Tim for taking this on.

I now have Ian doing NFIRS (national fire indent reporting system) to keep the Fire Department eligible for government grants. He also attends GIS mapping meetings.

Also assigned Jasper Lanning to attend PUWIC meetings to keep the Fire Department eligible for fuel abatement money and to keep our Firewise status. I also have him attending the Verde Valley Fire Chief's Safety committee.

As Fire Chief, I work closely with the public works department to help repair water and sewer leaks.

I also work closely with the public works department cleaning storm sewers and streets.

I also work closely with the Building Department and Zoning Administer doing 120 business license inspections and covering for the Building inspector. Did 6 building inspection when he was unavailable this year. I have also working with Kyle and now Ian Haney on updating the Town of Jerome Map book.

This past year I assisted the town crew with the flushing of numerous sewer manholes.

I have attended numerous meetings with our town engineer on various projects and have completed Fire Safety inspections for all businesses in Jerome. I also assist with new construction inspections.

We did training with the Southwest Risk Pool this year and I took the risk pool agent around for the town safety inspection.

The Fire Department annually tests all fire hydrants and hoses, keeping accurate records of their flow pressures and status.

The Fire Department so far this year has been self-dispatched to 443 calls. If it's not a 911 call and someone calls The Fire Department direct. If we do not need additional help, The Fire Department just takes care of it. Only running 174 call through Cottonwood alarm. It cost the Town of Jerome \$55 to run a call through Alarm. By being self-dispatch, it has saved the town \$24,365.00 this year.

The Fire Department annually schedules maintenance on all vehicles, extrication equipment, air packs, SCBA compressor, turnout inspections, Ladders and Biannually rotates all the batteries in all the small equipment. Flashlights, medical equipment, radios and so many other things too many to list

Our Fire Station is used by several groups throughout the year. This year our fire station served as a meeting place for Yavapai County Probation, the Jerome Chamber of Commerce, the Yavapai County Fire Chiefs and 2 NA groups.

JFD was busy during the month of October Jerome Halloween weekend (10/26-10/28) and the Halloween Dance 10/27. Rope rescue training also fell on the same day as the Halloween Dance.

Community Outreach

The Jerome Fire Department held their annual potluck/picnic in the middle Park on September 27th at 5 PM. Jerome Fire Auxiliary provided the hot dogs, hamburgers, chicken and some side dishes as well as water and soda. Everyone was welcomed, and we hope to see all of you there again this year. It is great when we see support from our Mayor, Town Manager and Town Council at this event.

The Jerome Firewise Community day was held on Saturday, May 5th from 10 am to 4 pm at the Jerome Fire Station. This date was also the day of National Wildfire Preparedness Day. We had 140 people throughout the day who were given the opportunity to learn more about how they can proactively protect their home or business in the event of a wildfire. Our day also included serving hotdogs, hamburgers, water & soda's. The Jerome Ukulele Orchestra entertained our crowd and we had a clown on hand to entertain and inform the kids! If you missed this year's activities, we hope you can join us this coming year! Learn how you can protect your family and investment with some simple Firewise tips.

Call Volume

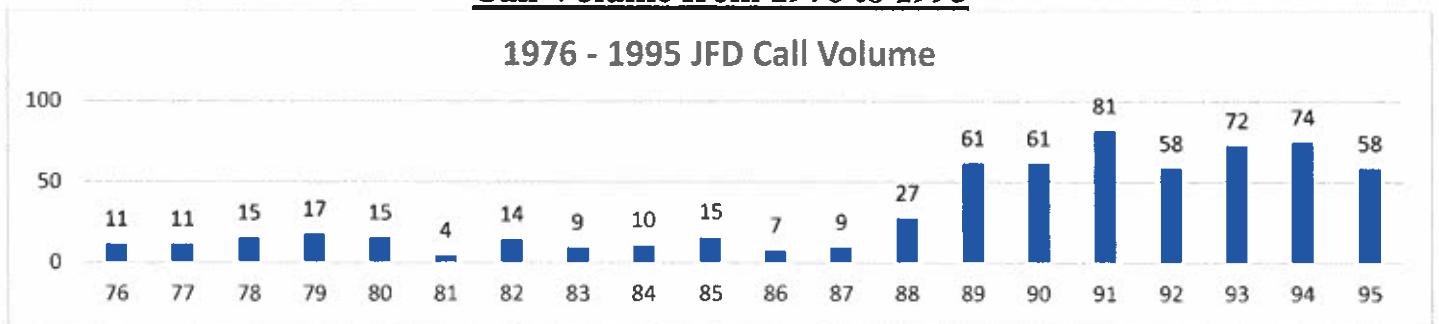
Upon researching the amount of calls our department has had over the years and the great increase in volume, we found that the increase was quite significant. The yearly numbers show that our department, though volunteer, is quite busy compared to paid departments in our area. The number of personnel on our roster and the amount of personnel responding hasn't really increased, but our call volume has. Below is a list of calls per year from 1976 through 2018. Based on the numbers below, it appears that the Jerome Fire Department did not take on EMS until the late 80s.

December 2018 Calls

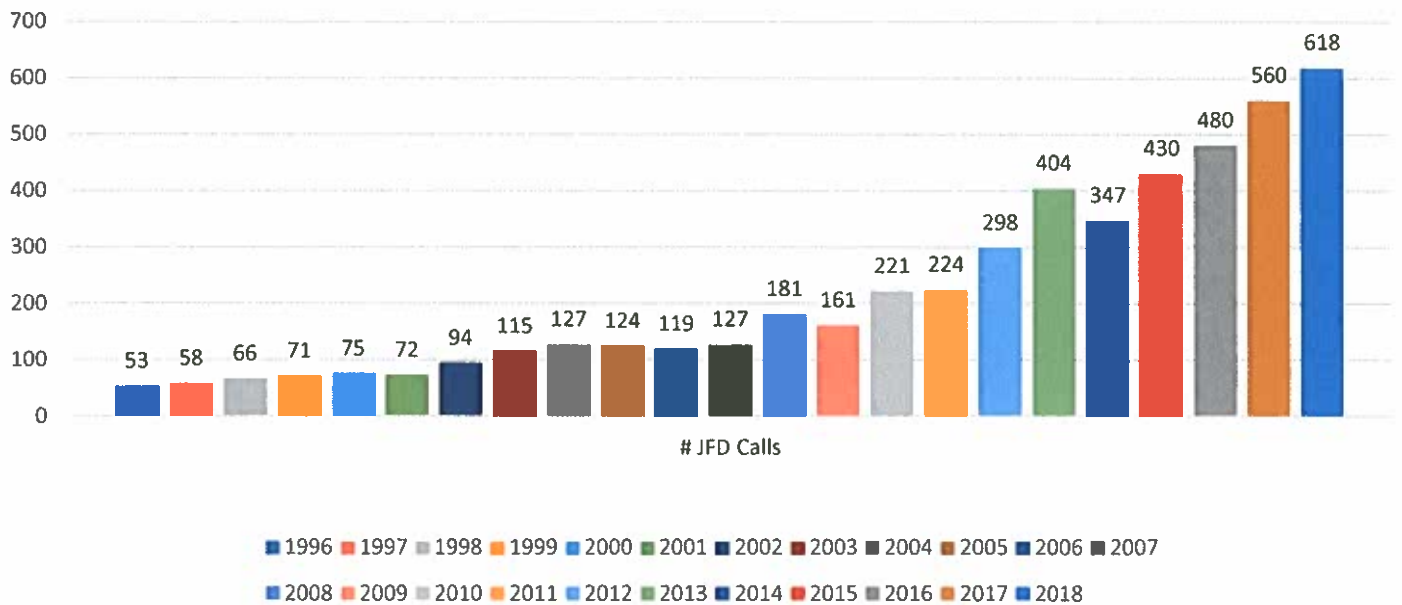
Incident	Date	Time	Day	Type	Additional Info
18-420	12/1/18	9:00:00 AM	Sat	Special Duty Non-Resident	Christmas Parade
18-421	12/1/18	2:30:00 PM	Sat	Special Duty Resident	Assisted JPW with disabled vehicle
18-422	12/3/18	1:00:00 PM	Mon	EMS Resident	40 yom welfare check
168	12/6/18	7:06:00 PM	Thurs	Still Assignment Non-Resident	32 yof Single Vehicle vs. Tree
18-423	12/10/18	10:00:00 AM	Mon	Special Duty Resident	Staffing/ training
18-424	12/11/18	8:39:00 AM	Tue	Still Assignment Non-Resident	JPD assist with oversized vehicle.
18-425	12/11/18	9:30:00 AM	Tue	Special Duty Resident	Traffic control. Cement truck pouring.
18-426	12/12/18	11:30:00 AM	Wed	EMS Non-Resident	30 yof environmental emergency/homeless
18-427	12/12/18	9:00:00 AM	Wed	Special Duty Resident	Officer training Tim Irwin
169	12/13/18	3:21:00 AM	Thurs	MVA/Rescue Non-Resident	42 yof with minor injuries
18-428	12/13/18	9:00:00 AM	Thurs	Special Duty Resident	Station staffing/Officer Training.
18-429	12/14/18	9:00:00 AM	Fri	Hazmat	Clean-up oil spill

Incident	Date	Time	Day	Type	Additional Info
18-430	12/14/18	1:00:00 PM	Fri	Special Duty Resident	Snake removal. 1.5-foot PLASTIC
18-431	12/14/18	4:15:00 PM	Fri	Special Duty Non-Resident	Assisted JPD with oversized vehicle.
18-432	12/14/18	5:00:00 PM	Fri	Special Duty Resident	Assisted JPW with sewer leak.
18-433	12/16/18	12:15:00 PM	Sun	Still Assignment Resident	Check for smoke near Sycamore Canyon
170	12/16/18	9:14:00 AM	Sun	EMS Resident	85 yom fall with minor injuries.
18-434	12/18/18	8:00:00 AM	Tue	Special Duty Resident	Assisted JPW traffic control w/ water leak.
18-435	12/20/18	6:30:00 PM	Thurs	Special Duty Non-Resident	Vehicle lockout
18-436	12/21/18	3:30:00 PM	Fri	Special Duty Non-Resident	Assisted JPD with oversized vehicle.
18-437	12/24/18	11:45:00 AM	Fri	EMS Resident	Welfare check, patient hungry.
18-438	12/26/18	12:30:00 PM	Wed	Still Assignment Resident	Possible gas leak
171	12/26/18	12:48:00 PM	Wed	MVA/Rescue Non-Resident	Rock slide, punctured tire
18-439	12/27/18	12:50:00 PM	Thurs	Special Duty Resident	Stuck U-Haul, helped citizen.
172	12/28/18	2:41:00 PM	Fri	EMS Non-Resident	75 YOF Fall
173	12/28/18	7:00:00 PM	Fri	Still Assignment Resident	Pizza truck stuck on retaining wall.
174	12/31/18	12:22:00 PM	Mon	EMS Non-Resident	2 Males stuck on Mingus. Nothing found.
18-442	12/31/18	12:30:00 PM	Mon	Special Duty Non-Resident	Closed road for JPD during snow storm
18-443	12/31/18	2:00:00 PM	Mon	MVA/Rescue Resident	Vehicle into tree and retaining wall
18-444	12/31/18	4:30:00 PM	Mon	Special Duty Non-Resident	Citizen assist. Stuck vehicle.

Call Volume from 1976 to 1995



1996 - 2018 JFD Call Volume (1-1-19)



In addition to the calls we run on, each call has an activity sheet filled out, a 2 to 10-page written report depending upon the nature of the call, they get logged in on 3 separate spreadsheets and a report we send to DHS through firehouse software. The fire Department also fills out an activity sheet for each training, work session, rope drill and meeting which also get logged in on three different spreadsheets.

Volunteer Personnel

The official name for our department is the Jerome Volunteer Fire Department, although we are a combination department, consisting of volunteers and paid staff. Paid staff include the Fire Chief and 2 Duty Officers. The remainder of the personnel is paid-on-call. Paid-on-call members of the Fire Department receive a flat \$13.50 when they respond to a call, regardless of the amount of time required to complete the assignment. Our recruit members are paid \$6.75 per training and call attendance. Our Associate Member program allows a Firefighter or EMT to come train with us and staff when they available at no cost to the Fire Department. Members of the Jerome Volunteer Fire Department responded to 618 calls for service this year. Of those calls, 402 were after normal work hours (8 am to 4 pm), weekends and holidays. In addition to the calls, 87 meetings, trainings and work session were also after hours. Normal week is 40 per week with 2 days off, with 2080 hours a year. The Fire Department staffing 24/7 with a total of 8760 hours a year.

In 2018 the total amount paid to the Volunteer Firefighters was \$20,964.50. Budgeted was \$24,000. This amount represents payment for participation in 705 different events including Calls, trainings, drills and meetings.

The Town is very fortunate to receive the generous services of these volunteers. It would be an impossible financial burden for the town to match the salaries paid for comparable work in the surrounding towns of the Verde Valley. Actual hours combined for all JVFD events totaled 5,512.5 hours. If members were paid \$12.00 per hour, their pay before taxes would be \$66,150.00 for these hours. Full time fire departments in this area will pay anywhere from \$16.00 to \$25.00 per hour for a firefighter/EMT. At the starting pay, for those same hours, would be about \$56,152.00 a year and \$66,000.00 a year with benefits.

The paid-on-call personnel are, by far, the heart of the Jerome Volunteer Fire Department. Being a paid-on-call member of the Fire Department means that you carry a pager and/or a radio, and when a call comes in you drop whatever you are doing and respond to the fire station, 24 hours a day, 7 days a week, if you are available. Calls range from simple EMS to heart problems, rescue assignments with extrication, to commercial-residential working fires.

When these calls come in, members of the Fire Department leave their families and businesses and respond to assist their community. Most don't do this for the pay, obviously. Some do it because they care about their community. Others do it because they want to help people. And others even do it to further their education and careers with other departments. But we all do it because of the camaraderie and the fact that we know that we are members of the last Volunteer Fire Department in the Verde Valley.

Although it is economical for the town to try to maintain a volunteer agency with two full- time employees, it is very challenging to maintain the highest standards of administration and operations. There is a large amount of paper work including tracking budgets, equipment, apparatus, personnel, hydrants, station maintenance and the 161 businesses that need to be inspected yearly in accordance to adopted Town codes.

The town budgets \$152,167.00 -- for wages, salaries, fuel abatement wages, workmen's comp and all other benefits for 32 Fire Department personnel. I would like to express my gratitude to those who make it possible to respond 24 hours a day, 7 days a week to calls for help in and around Jerome.

We assist other agencies on many automatic aid calls. Our personnel, though volunteer, have the same certifications as any other paid personnel in the fire service. Many of our volunteers have actually been hired on with other agencies and still provide volunteer service to the town. Time after time, I hear from the other Chiefs, officers and crews on scene how happy they are to see us when we respond.

In addition to the time given to our town, some of our personnel are also involved in mentoring the Fire Academy each Spring Semester at Yavapai College in Cottonwood.

We are a small group of people that make up one of the best equipped, best trained, fastest responding fire departments in the State of Arizona.

Rank	Name	Meetings Possible 87	Calls Possible 618	Totals M+C	MEMBER SINCE
Fire Chief - FF2 – EMT – RR-WLFFT2	Rusty Blair	82	514	596	01/98
Assist. Chief-FF3– Paramedic -WLFF	Tim Irwin	5	9	14	11/18
EMS Captain - EMT - RR	Burt Doss	48	54	102	07/96
Captain - FF2 – Paramedic – RR - Engineer	Matt Poe	37	63	100	01/15
Captain - FF2	Jay Kinsella	50	143	193	08/12
Lieutenant - FF2 – EMT - RR	James Paisano	42	47	89	06/14
Captain-ENGB-FF2- EMT-RR tech	Jasper Lanning	46	122	168	7/14
Captain RR, Ops/Tech Instructor -EMT	Allen Muma	44	80	124	7/15
FF2 - FR	Michael Higginson	27	63	90	9/83

Rank	Name	Meetings Possible 87	Calls Possible 618	Totals M+C	MEMBER SINCE
FF2	Tyler Christensen	11	7	18	11/11
FF2	Xanadu Trevino	15	15	30	2/14
FF2	Milo Rocha	27	9	36	6/15
FF2 - Hazmat	Sean Bauer	37	70	107	10/16
EMT	Jessica Reese	29	46	75	9/17
EMT - WLFF	Johnny Braden	25	9	34	7/13
RR – Rope Tech	Kerry Lee	34	61	95	2/13
EMT-WLFFT2	Chris Gonzales	New Member			12/18
EMT – PIO	Frank Vander Horst	27	33	60	12/14
FF2 – EMT-WLFFT2	Ian Haney	37	73	120	10/16
FF1	Michael Harvey	16	33	49	7/18
EMT	Lisa Shoda	New Member			12/18

Recruits

WLFF	Jason Lohman	19	7	26	3/18
	Keith Lazaro	18	27	45	8/18
	Nick Bartell	5	2	7	8/18

Associates **Not reporting on**

EMT	Marty Stan				5/15
EMT	Lana Stan				7/17
FF - EMT	Chris Henderson				2/16
EMT	Lily Leonard				9/18
RR	Jason Supple				7/17
FF 1 - EMT	Lee Ondovchak				1/18
EMT	Carson Duncan				4/18
FF	Jay Kessner				6/18
EMT - Hazmat	Schyler Cohan				6/18
FF2 - EMT-RR-WLFF	Andy Peterson				6/18

Thanks for your continuing support.
Fire Chief Blair
Jerome Volunteer Fire Department



Slash / Burn Pile

2018 YTD

	January	February	March	April	May	June	July	August	September	October	November	December	Grand Totals
Jerome Residents Hrs	76	33	22	109	112	65	119	62	136	144	35	37	949
Firewise - Loads	0	11	13	34	8	63	64	32	16	12	45	14	312
Firewise Crew Hrs	Started	to	log	in	October					43	148	81	272
Adult Probation Hrs	0	68	54	108	44	39	57	24	0	36	30	0	460
# of Loads	40	29	23	48	59	59	64	34	63	55	59	43	576
Grand Total # of Hours	76	192	110	136	131	167	258	118	267	249	183	118	2005
Burn Permits	3	6	4	0	2	1	0	2	2	3	5	0	28



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

January 2019 staff report for December activity respectfully submitted by Rosa Cays

Utilities

Current debt (45 days past due):

A total of twelve shut-off notices went out with December utility statements. Payments were made on all accounts except for one (accountholder no longer lives in Jerome, but she does work in town).

One accountholder who has been struggling to get caught up was finally able to pay the entire past due amount.

Eight yellow tags were distributed; water was shut off at one residence but only for half a day. Payment was made and a turn on/off fee of \$25 was added to the account.

Balance owed on these accounts from December billing: \$3426.19

Balance owed at end of December: \$921.72

A copy of the January AR Aging report is attached.

Business Licenses

No business licenses were reissued in December; approximately 14 are in process. Renewal reminders were sent out to 23 businesses whose licenses expire in January.

Rentals

All rental accounts were paid for December except for one. Late fees continue to accrue at \$5 per day as of December 9.

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	\$0.00	(\$1,163.48)	(\$92.84)	(\$151.40)	(\$384.53)	(\$1,792.25)
Water	\$0.00	\$4,838.21	\$646.85	\$67.18	\$0.00	\$270.39	\$5,822.63
Sewer	\$0.00	\$6,125.28	\$886.36	\$222.79	\$0.00	\$522.58	\$7,757.01
Trash	\$0.00	\$8,080.24	\$990.39	\$228.25	\$0.00	\$848.07	\$10,146.95
Tax	\$0.00	\$459.01	\$62.27	\$0.00	\$0.00	\$39.24	\$560.52
Misc	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
Late Fee	\$0.00	\$30.00	\$20.00	\$30.00	\$10.00	\$1,940.00	\$2,030.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)							
Subtotal --->	\$0.00	\$19,572.74	\$1,442.39	\$455.38	(\$141.40)	\$3,235.75	\$24,564.86
UserType: Residential							
Credit	\$0.00	(\$733.22)	(\$361.30)	(\$46.41)	(\$101.80)	(\$1,080.79)	(\$2,323.52)
Water	\$0.00	\$8,700.14	\$2,488.41	\$506.08	\$25.36	\$1,602.87	\$13,322.86
Sewer	\$0.00	\$8,123.43	\$2,783.67	\$452.02	\$95.26	\$2,750.25	\$14,204.63
Trash	\$0.00	\$6,440.19	\$2,255.75	\$405.62	\$59.32	\$1,525.88	\$10,686.76
Tax	\$0.00	\$832.43	\$235.38	\$46.23	\$2.50	\$246.27	\$1,362.81
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.55	\$63.55
Late Fee	\$0.00	\$200.00	\$70.00	\$30.00	\$20.00	\$5,354.35	\$5,674.35
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Residential (8)							
Subtotal --->	\$0.00	\$23,562.97	\$7,471.91	\$1,393.54	\$100.64	\$10,462.38	\$42,991.44
UserType: Municipal							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$0.00	\$169.69	\$0.00	\$0.00	\$0.00	\$0.00	\$169.69
Sewer	\$0.00	\$217.70	\$0.00	\$0.00	\$0.00	\$0.00	\$217.70
Trash	\$0.00	\$185.92	\$0.00	\$0.00	\$0.00	\$0.00	\$185.92
Tax	\$0.00	\$16.69	\$0.00	\$0.00	\$0.00	\$0.00	\$16.69
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Municipal (8)							
Subtotal --->	\$0.00	\$590.00	\$0.00	\$0.00	\$0.00	\$0.00	\$590.00

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$60.00)	(\$25.50)	\$0.00	\$0.00	\$0.00	(\$85.50)
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	\$5,482.25	\$243.20	\$0.00	\$0.00	\$347.36	\$6,072.81
Gas	\$0.00	\$145.70	\$0.00	\$0.00	\$0.00	\$0.00	\$145.70
Electric	\$0.00	\$198.43	\$0.00	\$0.00	\$0.00	\$0.00	\$198.43
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	\$5,766.38	\$217.70	\$0.00	\$0.00	\$347.36	\$6,331.44
UserType: Default							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$300.00)	(\$300.00)
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Default (3)							
Subtotal --->	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$300.00)	(\$300.00)
Grand Total (35)	\$0.00	\$49,492.09	\$9,132.00	\$1,848.92	(\$40.76)	\$13,745.49	\$74,177.74

Charge Item Summary

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
Credit	\$0.00	(\$793.22)	(\$1,550.28)	(\$139.25)	(\$253.20)	(\$1,765.32)	(\$4,501.27)
Water	\$0.00	\$13,708.04	\$3,135.26	\$573.26	\$25.36	\$1,873.26	\$19,315.18
Sewer	\$0.00	\$14,466.41	\$3,670.03	\$674.81	\$95.26	\$3,272.83	\$22,179.34
Trash	\$0.00	\$14,706.35	\$3,246.14	\$633.87	\$59.32	\$2,373.95	\$21,019.63
Tax	\$0.00	\$1,308.13	\$297.65	\$46.23	\$2.50	\$285.51	\$1,940.02
Misc	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$63.55	\$103.55
Late Fee	\$0.00	\$230.00	\$90.00	\$60.00	\$30.00	\$7,294.35	\$7,704.35
Rent	\$0.00	\$5,482.25	\$243.20	\$0.00	\$0.00	\$347.36	\$6,072.81
Gas	\$0.00	\$145.70	\$0.00	\$0.00	\$0.00	\$0.00	\$145.70
Electric	\$0.00	\$198.43	\$0.00	\$0.00	\$0.00	\$0.00	\$198.43
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	\$49,492.09	\$9,132.00	\$1,848.92	(\$40.76)	\$13,745.49	\$74,177.74

Customer Count = 379

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

TOWN REVENUE

TRAFFIC & CRIMINAL FINES	\$	4,286.59
DEFENS DRIVING DIVERSION FEE	\$	330.00
ATTORNEY FEES REIMBURSEMENT	\$	150.00
DEFAULT FEE	\$	210.00
OFFICER SAFETY EQUIPMENT - PD	\$	175.58
DEFERRED PROSECUTION FEE	\$	-
WARRANT FEE	\$	-
LICENSE PLATE VIOLATION	\$	97.89
OVER PAYMENT FORFEITED		\$0.20

TOTAL TOWN REVENUE **\$ 5,250.26**

COURT REVENUE

COURT ENHANCEMENT FEE	\$	1,305.29	\$	50,789.07
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REMITTED DIRECTLY TO THE STATE BY COURT

CLEAN ELECTION FUND (16-949D;16-954C)	\$	567.93
CRIMINAL JUSTICE ENHANCE FUND	\$	2,669.86
DNA STATE 3%	\$	108.05
FARE FEE SPECIAL COLLECTION	\$	65.56
FARE DELINQUENCY FEE	\$	94.06
FILL THE GAP 7%	\$	397.31
EXTRA DUI ASSESSMENT	\$	-
JUDICIAL COLLECTION ENHANCE FUND	\$	169.00
DRUG & GANG ENFORCEMENT	\$	172.52
TITLE 22 FEES	\$	-
MED SERV ENHANCE 11% (36-2219.01;23-116.0)	\$	738.22
2011 ADDTNL ASSMT-STATE TRSR	\$	351.33
PRISON CONSTRUCTION	\$	1,266.00
PROBATION SURCHARGE	\$	872.51
ADPS FORENSIC FUND	\$	232.60
VICTIMS RIGHTS ENFOR ASSMT FUND	\$	87.45
PUBLIC SAFETY EQUIPMENT FUND	\$	1,067.00
TOTAL STATE REVENUE	\$	8,859.40

REMITTED DIRECTLY TO THE COUNTY BY COURT

JAIL (INCARCERATION FEES)	\$	150.00
2011 ADDTNL ASSMT - CNTY TRSR	\$	43.87
TOTAL	\$	193.87

LOCAL JCEF/ TIME PAYMENT ALLOCATION RECEIVED

	\$	91.00	
Total Funds Available			\$ 12,356.50

RESTITUTION

OVERPAYMENT REFUNDED

TOTAL RECEIPTED FOR THE MONTH	TOTAL	\$	15,928.82
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Received During the Month
Bonds Forfeited to Pay Fines
Open Bonds

\$ 1,290.00

BONDS

I, Joan Dwyer, Magistrate for the Town of Jerome, do hereby certify that the foregoing is a true & accurate account of the funds collected by the Court for the month of DECEMBER, 2018

Joan Dwyer, Magistrate

2018-2019 TOWN REVENUE

	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
2018			
January			
February			
March			
April			
May			

TOTAL	\$ 41,327.71	\$ 1,300.09	\$ 40,027.62
-------	--------------	-------------	--------------

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

JCEF	\$	12,356.50
Fill the Gap	\$	5,805.11
Court Enhancement Funds 2	\$	50,789.07

2008-2011

\$ 101,302.42

\$ 101,302.42

Civil Traffic Criminal Criminal Traffic DUI

\$ 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

--	--	--	--	--

\$ 9,214.61

24

14

40

350

\$ 9,214.61

40,027.62

1,300.

69

TOTAL

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

JCEF	\$	12,356.50
Fill the Gap	\$	5,805.11
Court Enhancement Funds 2	\$	50,789.07

2008-2011

\$ 101,302.42

\$ 101,302.42



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

December 2018 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

Dwain Dement has been in this month to help with trash and cardboard. He has also helped with some water and sewer leaks. He is not on the Asset Essentials program yet, so you will rarely see his name or hours.

We have been dealing with a lot of sewer issues as you will see on the Asset report. We will need to replace the sewer line down First St. which will be a decent size job due to needing to close the street at times. The water line on Holly will also need replacing. Both are jobs that we will take on with the crew but will be something that we will do in sections while doing our other every day scheduled tasks.

WATER

Regulator checks were weekly, and all is well.

SEWER

We have been planning the route for the 6" sewer line that continues up from the septic tanks. It will take a lot of hand digging on the hillside below Hampshire and above 89a, as well as below Gulch school rd. and 89a. There is no safe way to get a piece of equipment up there.

Detail

Date Printed: 01/02/2019



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Page 1 of 2

Work Order #: 0000000058

Title: Water 12/18

Origin: Non-PM

Cost Center:

Priority: High

Problem: HISTORY

Originated: 12/03/2018

Expected:

Work Category: Improvement

Work requested:

Water 12/18

Action Taken:

Comments:

Source Type: Location

WO Status: Assigned

Originator: Admin Admin

Project:

Work Type: Preventive Maintenance

Cause: HISTORY

Assigned: 12/03/2018 04:48:00 PM

Completed:

Total Labor Cost:	1680.00	Total Labor Hours:	98.50
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:	1680.00	Total Hrs:	98.50
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		12/10/2018 01:31:00 PM	1.00			Water-Read flows
Troy Marsh		12/10/2018 01:31:00 PM	1.00			Water-Check water flows at Walnut and Verde Central
LYLE KEITH		12/11/2018 01:35:00 PM	1.00			Water-Check leak at L. Anderson
Troy Marsh		12/11/2018 01:35:00 PM	2.50			Water-Route 1 and delivered notices on Magnolia.
LYLE KEITH		12/12/2018 01:37:00 PM	2.50			Water- Check water box at Surgeons House, leak at Gibson Market and leak on Clark.
Troy Marsh		12/12/2018 01:37:00 PM	1.50			Water- Listen for leak on Clark Street.
LYLE KEITH		12/13/2018 01:40:00 PM	2.00			Water-Check regulators.
Troy Marsh		12/13/2018 01:40:00 PM	6.00			Water-Read Route 2, delivered shutoff notices.
LYLE KEITH		12/17/2018 01:46:00 PM	1.00			Water-Read flows.
LYLE KEITH		12/18/2018 01:47:00 PM	7.00			Water-Dig up line on Clark Street
Troy Marsh		12/18/2018 01:47:00 PM	7.00			Water-Dig up line on Clark Street
Gary Allen		12/18/2018 01:47:00 PM	6.50			Water-Dig up line on Clark Street
LYLE KEITH		12/06/2018 07:54:00 AM	0.50			Help Troy with water meters

Detail

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Troy Marsh	12/06/2018 07:54:00 AM	7.50	Read water meter route 1
LYLE KEITH	12/07/2018 07:58:00 AM	5.50	Regulator checks, bluestake at Spook hall, locate water line on School st. trying t find a leak.
Gary Allen	12/07/2018 07:58:00 AM	1.50	Locate/ Blue stake at Spook hall
LYLE KEITH	12/19/2018 07:34:00 AM	0.50	Turn on water at 714 Gulch rd
Troy Marsh	12/19/2018 07:34:00 AM	7.00	Read water route 3
Gary Allen	12/19/2018 07:34:00 AM	0.50	Shut off water at 714 Gulch rd
LYLE KEITH	12/20/2018 07:41:00 AM	5.00	Regulator checks 3hrs. Listen for leak on Holly 2hrs
Troy Marsh	12/20/2018 07:41:00 AM	0.50	Listen for water leak on Holly
MARTY BOLAND	12/20/2018 07:43:00 AM	2.00	Listen for water leak on Holly 2hrs
LYLE KEITH	12/21/2018 07:48:00 AM	2.00	Read the flows and check water in the Gulch wash
Gary Allen	12/21/2018 07:48:00 AM	2.50	Read the flows and check water in the Gulch wash
LYLE KEITH	12/24/2018 07:52:00 AM	0.50	Add chlorine to tanks on Sunshine hill
Troy Marsh	12/24/2018 07:52:00 AM	2.00	Check flows
LYLE KEITH	12/26/2018 07:58:00 AM	3.50	Dig up water leak on Holly, fix and back fill
Troy Marsh	12/26/2018 07:58:00 AM	2.50	Dig up water leak on Holly, fix and back fill
Gary Allen	12/26/2018 07:58:00 AM	4.00	Dig up water leak on Holly, fix and back fill
LYLE KEITH	12/27/2018 08:16:00 AM	2.50	Check regulators
Troy Marsh	12/27/2018 08:16:00 AM	7.00	Read water meters route 4 (6.5hrs), check leaky faucets at Lozano's
Gary Allen	12/27/2018 08:16:00 AM	2.50	Check regulators

Parts

None

Equipment Usage

None

Tasks/Steps

None

Documents

None

Safety Programs

None

Detail

Date Printed: 01/02/2019



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Work Order #: 0000000059

Title: Sewer 12/18

Origin: Non-PM

Cost Center:

Priority: High

Problem: HISTORY

Originated: 12/03/2018

Expected:

Work Category: Improvement

Work requested:

Sewer 12/18

Action Taken:

Comments:

Source Type: Location

WO Status: Assigned

Originator: Admin Admin

Project:

Work Type: Preventive Maintenance

Cause: HISTORY

Assigned: 12/03/2018 04:52:00 PM

Completed:

Total Labor Cost:	2485.00	Total Labor Hours:	138.50
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:	2485.00	Total Hrs:	138.50
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
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
Troy Marsh		12/01/2018 08:48:00 PM	2.00			Sewer-UVX sewer problem.
LYLE KEITH		12/03/2018 10:40:00 AM	6.50			Dig sewer trench for new six inch sewer line going to septic tanks
Gary Allen		12/03/2018 10:40:00 AM	6.50			Dig sewer trench for new six inch sewer line going to septic tanks
LYLE KEITH		12/05/2018 11:06:00 AM	5.50			4.5 hrs installing new six inch sewer line going to septic tanks, and 1 hr. snaking sewer line behind Conor hotel.
Gary Allen		12/05/2018 11:06:00 AM	5.50			Snaked sewer line on UVX road behind the Conor Hotel
LYLE KEITH		12/06/2018 11:11:00 AM	5.00			Backfill six in sewer line going to the septic tanks
Gary Allen		12/06/2018 11:11:00 AM	3.50			2.5 hours backfilling six inch sewer line, and 1 hour snaking line behind Conor hotel
LYLE KEITH		12/04/2018 10:16:00 AM	5.50			Dig trench for new six inch sewer line going to the septic tanks.
Gary Allen		12/04/2018 10:16:00 AM	4.50			Dig trench for new six inch sewer line going to the septic tanks.
LYLE KEITH		12/04/2018 10:26:00 AM	2.50			Sewer leak behind town hall.

Detail

Date Printed: 01/02/2019



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Troy Marsh	12/04/2018 10:26:00 AM	1.50	Sewer leak behind town hall.
Gary Allen	12/04/2018 10:26:00 AM	2.50	Sewer leak behind town hall.
Gary Allen	12/07/2018 11:03:00 AM	3.00	Blue stake sewer line next to Spook hall, and 1 hr of sewer checks
LYLE KEITH	12/07/2018 11:08:00 AM	1.00	Blue stake sewer line next to Spook hall.
LYLE KEITH	12/10/2018 01:52:00 PM	3.50	Sewer-Dig up and repair line on First St. Change snake on power snake.
Troy Marsh	12/10/2018 01:52:00 PM	4.00	Sewer-Dig up and repair line on First St. Change snake on power snake.
Gary Allen	12/10/2018 01:52:00 PM	5.00	Sewer-Remove solid waste from sewer plant. Repair sewer break behind Town Hall.
LYLE KEITH	12/11/2018 01:55:00 PM	6.50	Sewer-First Street repair.
Troy Marsh	12/11/2018 01:55:00 PM	5.00	Sewer-First Street repair.
Gary Allen	12/11/2018 01:55:00 PM	5.00	Sewer-Behind Town Hall, clean tools and truck.
LYLE KEITH	12/12/2018 01:59:00 PM	1.50	Sewer-Locate line behind Town Hall.
Gary Allen	12/12/2018 01:59:00 PM	1.50	Sewer-Locate line behind Town Hall.
LYLE KEITH	12/13/2018 02:03:00 PM	2.00	Sewer-Mark out new line Gulch School Road
Troy Marsh	12/13/2018 02:03:00 PM	3.00	Sewer- Leak on First Street. With Marty on call.
LYLE KEITH	12/14/2018 02:05:00 PM	2.00	Sewer-Back fill new line and take mini X to Old Town yard.
Troy Marsh	12/14/2018 02:05:00 PM	2.00	Sewer- Snake First St.
LYLE KEITH	12/17/2018 02:07:00 PM	5.00	Sewer-Snake line on Joan Evans, Holly St and First Street.
Troy Marsh	12/17/2018 02:07:00 PM	1.50	Sewer-Sewer blockage on Juarez.
Gary Allen	12/17/2018 02:07:00 PM	5.00	Sewer-Snake on Juarez, Holly and First Street.
MARTY BOLAND	12/19/2018 10:28:00 AM	2.50	Walk hill side looking at new sewerline route
LYLE KEITH	12/19/2018 10:28:00 AM	2.50	Walk hill side looking at new sewerline route
LYLE KEITH	12/20/2018 10:45:00 AM	1.00	Silicone around lid sewer box next to apt. on First st.
Gary Allen	12/20/2018 10:47:00 AM	1.00	Silicone around lid sewer box next to apt. on First st.
LYLE KEITH	12/21/2018 02:05:00 PM	2.00	Check sewer and repair sewer line in the Gulch below the Pontious house
Troy Marsh	12/21/2018 02:05:00 PM	2.00	Repair sewer line in the Gulch below the Pontious house
Gary Allen	12/21/2018 02:05:00 PM	2.00	Check sewer and repair sewer line in the Gulch below the Pontious house
MARTY BOLAND	12/21/2018 02:06:00 PM	2.00	Check sewer and repair sewer line in the Gulch below the Pontious house
LYLE KEITH	12/24/2018 08:30:00 AM	1.00	Sewer checks on our normal problem spots before the Christmas holiday
Troy Marsh	12/24/2018 08:30:00 AM	1.00	Sewer checks on our normal problem spots before the Christmas holiday
LYLE KEITH	12/26/2018 02:41:00 PM	1.00	Get parts for sewer line in the Gulch
MARTY BOLAND	12/27/2018 02:44:00 PM	1.00	Locate sewer line on 1st st.
LYLE KEITH	12/27/2018 02:44:00 PM	1.00	Locate sewer line on 1st st.
MARTY BOLAND	12/28/2018 02:47:00 PM	2.50	Sewer line repair in the Gulch with Dwain

Detail

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LYLE KEITH	12/28/2018 02:47:00 PM	2.50	Sewer line repair in the Gulch with Dwain
Troy Marsh	12/28/2018 02:47:00 PM	6.00	Sewer line repair in the Gulch, and sewer checks throughout town with Dwain Dement

Parts

None

Equipment Usage

None

Tasks/Steps

None

Documents

None

Safety Programs

None

Detail

Date Printed: 01/02/2019



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Work Order #: 0000000057

Title: PW 12/18

Origin: Non-PM

Cost Center:

Priority: High

Problem: HISTORY

Originated: 12/03/2018

Expected:

Work Category: Improvement

Work requested:

PW 12/18

Action Taken:

Comments:

Source Type: Location

WO Status: Assigned

Originator: Admin Admin

Project:

Work Type: Preventive Maintenance

Cause: HISTORY

Assigned: 12/03/2018 04:40:00 PM

Completed:

Total Labor Cost:	1877.50	Total Labor Hours:	107.50
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:	1877.50	Total Hrs:	107.50
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		12/10/2018 10:29:00 AM	3.50			Prop-Move Police storage to Town Hall and changed light bulbs.
Troy Marsh		12/10/2018 10:29:00 AM	3.00			Prop-Move Police storage to Town Hall and changed light bulbs.
LYLE KEITH		12/12/2018 10:33:00 AM	2.00			Prop-Worked at Old Town Yard and shop.
Troy Marsh		12/12/2018 10:33:00 AM	4.50			Prop-Worked at Old Town Yard and shop.
Gary Allen		12/12/2018 10:33:00 AM	3.00			Prop-Vehicle parts run to Napa and shop work.
LYLE KEITH		12/14/2018 01:20:00 PM	1.50			Prop-Take Down Air tank/hoist in Old Town yard.
Troy Marsh		12/13/2018 01:20:00 PM	2.00			Prop-Cottonwood for Trash truck pickup/Locked Old Town yard, turned in water meter controls, shop and yard.
Gary Allen		12/18/2018 01:20:00 PM	1.50			Prop-Clean out trucks, put away tools and paperwork.

Detail

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LYLE KEITH	12/18/2018 01:25:00 PM	1.00	Prop-Shop and yard.
Troy Marsh	12/17/2018 01:25:00 PM	1.50	Prop-Shop and yard.
Troy Marsh	12/18/2018 01:27:00 PM	1.00	Prop-Shop and yard.
Gary Allen	12/12/2018 01:28:00 PM	1.50	HURF-Traffic control.
Troy Marsh	12/04/2018 08:33:00 AM	5.50	Remove tree branches and leaves from the parks, weed eat hull ave, and replace soap dispenser at co-op. went to Cottonwood for supplies
Gary Allen	12/04/2018 08:33:00 AM	1.00	Replace chainsaw on saw, and look at flatbed starter
LYLE KEITH	12/06/2018 08:54:00 AM	2.50	Grade Historic Society Parking, clean storm drains
Troy Marsh	12/06/2018 08:54:00 AM	1.00	Check storm drains
Gary Allen	12/06/2018 08:54:00 AM	2.00	Grade Historic Society Parking
Troy Marsh	12/07/2018 09:03:00 AM	2.00	Storm drain checks, fix flashers on F-250
Gary Allen	12/07/2018 09:03:00 AM	2.00	Storm drain checks, fix flashers on F-250
LYLE KEITH	12/19/2018 09:49:00 AM	3.00	Service back hoe and Gannon-Grease, oil and fuel. Grease zerts
Troy Marsh	12/19/2018 09:49:00 AM	3.00	Clean up old town yard with excavator (2hrs), and clean and arrange tools at new town yard
Gary Allen	12/19/2018 09:49:00 AM	5.50	Service back hoe and Gannon-Grease, oil and fuel. Greas zerts (2.5hrs). Clean old town yard, and new town yard
LYLE KEITH	12/20/2018 11:24:00 AM	1.50	Finish greasing the Gannon and fixing grease zerts
Troy Marsh	12/20/2018 11:24:00 AM	3.00	1.5 hrs cleaning the parks, and cleaning up old town yard.
Gary Allen	12/20/2018 11:24:00 AM	1.50	Clean up old town yard.
LYLE KEITH	12/21/2018 07:24:00 AM	2.50	Take check to Pete's, get fuel and go to ace. Clean up around shop 1hr.
Troy Marsh	12/21/2018 07:24:00 AM	1.50	Clean up old town yard, and at new town yard.
Gary Allen	12/21/2018 07:24:00 AM	1.50	Look at car 112's heater core, and clean up old town yard.
LYLE KEITH	12/24/2018 03:03:00 PM	1.00	Clean shop
Troy Marsh	12/24/2018 03:03:00 PM	1.50	Clean shop
Gary Allen	12/24/2018 03:03:00 PM	1.50	Work on heater core of car 112. Bypass core
MARTY BOLAND	12/26/2018 03:09:00 PM	1.50	Install culvert pipe in flume below Hill st. to see if we can eliminate the water leaking on school street.
LYLE KEITH	12/26/2018 03:09:00 PM	2.00	Clean up old town yard
Troy Marsh	12/26/2018 03:09:00 PM	3.50	Install culvert pipe in flume below Hill st. to see if we can eliminate the water leaking on school street. Clean up old town yard
Gary Allen	12/26/2018 03:09:00 PM	3.00	Clean up old town yard
Troy Marsh	12/27/2018 03:15:00 PM	0.50	Storm drain check
Gary Allen	12/27/2018 03:15:00 PM	2.50	Replace brakes on Tyrex
LYLE KEITH	12/27/2018 03:16:00 PM	3.00	Get bake pads for Tyrex, and help install pads
LYLE KEITH	12/28/2018 03:56:00 PM	1.00	Make parts run to ace
Troy Marsh	12/28/2018 03:56:00 PM	0.50	Town yard
MARTY BOLAND	12/31/2019 07:28:00 AM	6.00	Shovel and salt ice
Troy Marsh	12/31/2019 07:28:00 AM	3.00	Shovel and salt snow
Gary Allen	12/31/2019 07:28:00 AM	6.00	Shovel and salt snow, and plow roads

Detail

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LYLE KEITH	12/31/2019 07:32:00 AM	6.00	Shovel and salt snow, and plow roads and go to Cottonwood to get salt
Parts			
None			
Equipment Usage			
None			
Tasks/Steps			
None			
Documents			
None			
Safety Programs			
None			



Town of Jerome

Monthly Zoning Administrator Council Staff Report: January 8th, 2019

From: Charlotte Page, Zoning Administrator

- **Planning and Zoning Commission:** On December 5, 2018, the Planning and Zoning commission met.
 - They discussed the proposed rezoning and gave direction to staff to continue updating P&Z Commission and set a date for public hearing. There was discussion with the petitioning party regarding limiting the zone and they were asked if they thought other property owners would also be willing to limit the zone to 'duplex only'. Staff is instructed to work with legal to draft a Prop 207 Waiver and with property owners to get a feel for limiting the zone.
 - A final plan review was approved for 160 North Dr. Permits to be obtained from Building Inspector.
 - Text amendment was proposed to reference a solar design guideline in the Zoning Ordinance.
 - P&Z reviewed Council's recommendation for text amendments to Section 509 of the Zoning Ordinance. Commissioner Vincent will bring it to Design Review Board for further input. This will be on DRB Jan agenda.
- **Design Review Board:** On December 10, 2018, the Design Review Board met and approved a new roof on a sun room at 123 Beale St.
- **Board of Adjustment:** No meeting in December.
- **Town Council:** Update for Conservation of Historic property.
 - Hampshire property was roofed in December. Still needs cleanup, will visit the site in January and plan to contact owner with updated request.
 - North Ave., property owner wants to redevelop as duplex. He is assessing the building condition and waiting to see if the proposed rezoning will be advantageous to his plan.
 - Magnolia clean up. Contractor was at the site December 13 & 14 with crew and cleaned up. Work with A. Jolly to have a lien on this property is underway. The owner had verbally agreed to accept a lien prior to the work being done.
- **Zoning Update:**
 - ❖ Zoning Change Petition – A petition was presented to Zoning Admin in October, we currently have 100% of land owners in agreement with a change of zoning from R1-5 to R-2. The properties include 10, 18 and 21 North Ave and properties on the west side of Hampshire ending at 880 Hampshire which is zoned industrial.
 - Neighborhood meeting was completed Nov 6, results compiled
 - Various P&Z Meeting meetings have discussed the process and information available, Nov 6, Nov 26, Dec 5
 - A public hearing was delayed due to inaccurate posting in the newspaper.

- Property owners have been asked to enter into an agreement with the Town to voluntarily down-zone to allow Jerome to modify the existing R-2 section of the Zoning Ordinance. This arrangement would also include a waiver of Prop 207 rights with regard to this zoning change requested by the property owners.
 - A draft agreement will be presented at Jan P&Z Meeting
 - A summary of input from owners will be presented at the Jan P&Z meeting
- Additional inquiries have been received from three property owners.
 - P&Z may extend or limit the proposed zone
- P&Z continues to review results and may set a revised public hearing date at the January meeting.
- Police & Fire Chiefs were invited to comment on the zoning change, specifically any knowledge of traffic studies, prior problems in the proposed zone change area and any recommendations that have been suggested to increase public safety they may be aware of.
 - The speed limit was changed several years ago.
 - A request for public records was filed w/ADOT by ZA to locate any traffic studies that have been done in the past 10 years.
- ❖ Public Support
 - District Signs – follow up on problems, new additions & deletions
 - Prep for two public hearings, Zoning Petition & Text Amendment re Accessory buildings
 - Newspaper notice, draft of changes and additional posting
 - Meet w/Contractor and Public Works for Magnolia Project
 - Review necessary equipment, schedule dates for work
 - Post for road closure
- ❖ Site Visits
 - Business Inspections, Business License
 - Surgeons House
 - 222 First St.
 - Building Inspections – open permits, possible development, permit eval
 - 18 North
 - First/School St location re: possible redevelopment, meeting regarding building permits, P&Z & DRB reviews
 - 89A Hampshire, Roof
 - Final for demo permit Magnolia
- ❖ Projects, ongoing
 - CUP – document floorplans for wine tasting for future reference
 - Periodic review of District Signs for problem resolution
 - Photograph new signs and update Zoning Sign inventory binder



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: Wednesday, November 14, 2018 TIME: 7:00 pm

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

MINUTES

ITEM 1: CALL TO ORDER/ROLL CALL

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

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

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

7:01 ITEM 2: APPROVAL OF MINUTES: Minutes of October 8, 2018

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

7:01 ITEM 3: PETITIONS FROM THE PUBLIC - There were no petitions from the public.

7:02 ITEM 4: SUMMARY OF RECENT P&Z ACTIVITIES FROM HENRY VINCENT, P&Z LIASION

Mr. Vincent informed them of two ordinance changes, one for the height limitation of accessory buildings and one for temporary signs going before Council.

He also noted a rezoning of Hampshire and North Drive area, there are eleven parcels asking to be rezoned from R1-5 to R2, which would allow for duplexes. The Clubhouse LLC has brought forth plans to build apartments in a mixed-use environment, seven living units with two businesses already in place. We got hung up on tandem parking. We will take these items up in a work session on the 26th of November.

7:06 ITEM 5: NEW BUSINESS SIGN, AMORE PIN UP BOUTIQUE

APPLICANT: Rebekah Kennedy

ADDRESS: 327/329 Main St., Jerome, AZ

ZONE: C-1

OWNER OF RECORD: Jerome Historical Society

APN: 401-06-025

Applicant seeks approval of two new business signs. One to be flush mounted below the display window the other is double sided and will hang from existing bracket. Neither will be lit.

Approval of new business sign.

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

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7:08 ITEM 6: NEW BUSINESS SIGN, AMORE PIN UP ACCESSORIES, 2nd location

APPLICANT: Rebekah Kennedy

ADDRESS: 369 Main St., Jerome, AZ

OWNER OF RECORD: Pfeffer Family Trust

ZONE: C-1

APN: 401-06-026F

Applicant seeks approval of one hanging sign. The sign is double sided art and will use the same bracket and sign from the prior business with new artwork applied without lights.

Rebekah Kennedy spoke about the sign and brought forward colors for the Board to review.

Approval of new business sign.

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

7:10 ITEM 7: TOVREA RETAINING WALL

APPLICANT: Phil Tovrea

ADDRESS: 219 Diaz St., Jerome

OWNER OF RECORD: PET II Trust

ZONE: AR

APN: 401-06-154

Owner is seeking approval of retaining structure, on the uphill side of his home. This submission was approved and permitted in 2010, but construction was never commenced.

Bill Cantor is a structural engineer representing Mr. Tovrea. He explained the retaining wall to the Board. He mentioned the representation from 2010 that was in the packet. It shows the wall and how it blends in with the existing wall.

Approval to build retaining wall.

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

7: 13 ITEM 8: JEROME CLUBHOUSE WINDOWS

APPLICANT: Robert Woods for Dewayne Woodworth

ADDRESS: 123 Hill St

OWNER OF RECORD: Jerome Clubhouse LLC

ZONE: C-1

APN: 401-07-169A

Owner is seeking approval of replacement of existing windows. Intent is to utilize best historic windows for first floor repairs and replace windows on upper two levels.

Robert Woods representative for Dewayne Woodworth spoke to the Design Review Board and answered questions from them.

7:16 Charlotte Page left to retrieve the required manufacturers documentation pertaining to the windows.

Approval of new windows, the façade of the windows to remain similar, keeping the rounded original windows. The rectangular windows will be replaced but will look the same.

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

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7:27 ITEM 9: JEROME CLUBHOUSE STUCCO REPAIRS/COLOR CHOICES

APPLICANT: Robert Woods for Dewayne Woodworth

ADDRESS: 123 Hill St

OWNER OF RECORD: Jerome Clubhouse LLC

ZONE: C-1

APN: 401-07-169A

Stucco to be patched then painted. Applicant seeking color approval to repaint entire building.

Robert Woods representative for Dewayne Woodworth spoke to the Design Review Board and answered questions from them.

Approval of stucco repair and color choices.

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

7:30 ITEM 10: VICTORIAN STYLE FENCING

APPLICANT: Jayne Doss & Wayne Koeller/Arnie Warren

ADDRESS: 888 Hampshire Ave

OWNER OF RECORD: Jayne Doss & Wayne Koeller

ZONE: R1-5

APN: 401-11-003

Applicant is wanting to install a 4' metal welded fence at the front of the property with pickets and loops as seen in historic Clarkdale fencing.

Arnie Warren spoke for the applicants and answered questions from the Design Review Board.

Approval of Victorian style fence installation.

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

7:31 ITEM 11: GARAGE DOOR

APPLICANT: Don Feher

ADDRESS: 701 Hull Road

APPLICANT: Donald Feher

ZONE: R1-5

APN: 401-08-011A

Applicant wants to install a garage door. The garage is existing and does not have a door.

Mr. Feher explained the door is painted to match the garage.

Approval of new garage door installation.

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

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7:33 ITEM 12: FRONT DOOR AND WINDOW REPLACEMENTS

APPLICANT: Michael McDonald

ADDRESS: 764 East Ave., Jerome, AZ

ZONE: R1-5

OWNER OF RECORD: James M. McDonald

APN: 401-07-096

Applicant wants to reinstall a historic front door, requires slightly larger opening, and will also need to slightly reduce the size of picture windows on either side to accommodate the change of door.

Michael McDonald confirmed that he is moving a historic door to the front of the home.

Approval of front door and window replacements.

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

7:36 ITEM 13: PORCH MODIFICATION 2ND STORY BALCONY, GUTTERS

APPLICANT: Armando Sanchez

ADDRESS: 507 School St., Jerome, AZ

ZONE: R1-5

OWNER OF RECORD: Armando R. Sanchez

APN: 401-06-027

Applicant wants to repair existing deck without changing size. The support materials will be replaced with metal, painted white and the rail will be repaired where possible. The gutter on the roof of the porch will be replaced.

Mr. Sanchez answered questions from the Design Review Board.

7:37 Matt Rios the contractor, clarified and answered questions from the Design Review Board. He would like to add additional support to the porch.

Approval of porch modification and replacement of gutters.

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

7:40 ITEM 14: FRONT & BACK DOOR REPLACED, NEW GUTTERS

APPLICANT: Karen Mackenzie

ADDRESS: 111 Deception Lane

ZONE: AR

OWNER OF RECORD: Karen Mackenzie

APN: 401-12-004B

Applicant wants to replace existing front & rear door and add rain gutters.

Ray Baum with NACOG explained that for safety reasons the back-door change needs to be made. The front door will look similar to what is there now.

Approval front and back door replacement and new gutters.

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

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7:43 ITEM 15: STAIRCASE REPLACED IN CONCRETE, AND PORCH SKIRTING INSTALLED

APPLICANT: Anne Bassett

ADDRESS: 32 Magnolia

OWNER OF RECORD: Gerald A. Vukas

ZONE: R1-5

APN: 401-06-169

Applicant wants to replace an existing access staircase to the residence with a concrete stair case. Porch skirting is proposed of hardy board replacing weathered plywood, painted to match the residence.

Ray Baum with NACOG presented for Anne Bassett and explained the project and its necessity for safety.

Approval staircase replacement and porch skirting installation.

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

7:47 ITEM 16: FUTURE AGENDA ITEMS

Chair Wood said he wants to keep talking about the signs. There is too much visual clutter in his opinion.

Mr. Smith said he would like to talk about temporary signs.

Mr. Vincent added his interpretation on temporary signs. He encouraged Chair Wood to attend the Planning and Zoning meeting when they discuss this again.

7:51 Karen Mackenzie spoke about the neon lights reflecting and creating a challenge when driving.

Chair Wood said they might revisit lighting when the holidays are over.

Mr. McDonald thanked Ms. Page for putting this big agenda together.

ITEM 17: ADJOURN

Adjourned at 7:55 p.m.

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

Approval on next page.

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REGULAR MEETING OF THE TOWN OF JEROME

DESIGN REVIEW BOARD

DATE: Wednesday, November 14, 2018 TIME: 7:00 pm

PLACE: **JEROME CIVIC CENTER**

600 Clark St., JEROME, ARIZONA 86331

MINUTES

Respectfully submitted by Joni Savage on December 10, 2018.

Approved: Bruce Wood Date: 12-16-18
Design Review Board Chair

Attest: [Signature] Date: 12-10-18
Design Review Board Vice Chair



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REGULAR MEETING OF THE TOWN OF JEROME

PLANNING AND ZONING COMMISSION

DATE: Wednesday, October 3, 2018 TIME: 7:00 pm

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

MINUTES

ITEM 1: CALL TO ORDER/ROLL CALL

Chair Margie Hardie called the meeting to order at 7:02 p.m.

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

Staff present were Charlotte Page, Interim Zoning Administrator, and Joni Savage, Deputy Clerk/Minute Taker.

7:02 (00:00:30) ITEM 2: APPROVAL OF MINUTES: Minutes of September 5, September 13, 2018

Following are the changes requested for the September 5 minutes:

Item 2: Chair Hardie abstained because she had not been present at the August 1, 2018 meeting. Added per request of Chair Hardie October 3, 2018.

Item 5: Chair Hardie asked that the changes in their entirety be added to these minutes. However, since they had not been discussed at the September 5, 2018 meeting they are attached to these minutes as proposed Ordinance No. 442.

Item 7: Chair Hardie asked that the changes in their entirety be added to these minutes. However, since they had not been discussed at the September 5, 2018 meeting they are attached to these minutes as proposed Ordinance No. 443.

Item 8: Chair Hardie couldn't understand what Ms. Moore had meant on page 6. "Ms. Moore would like the definition..." It was clarified Ms. Moore meant to say subordinate and the sentence was adjusted for clarity.

Item 11: Chair Hardie had wanted to be consistent in saying four (4) absences within one year. The correction was made to the minutes.

Following are the changes requested for the September 13 minutes:

Item 2: Mr. Hudson clarified that an average 8' ceiling home inside would be 14' outside, not 16'.

Item 2: "Chair Hardie said her concern is the ultimate use which could become." She asked for a completed sentence. After listening to the recording again this is verbatim and is added to the minutes of September 13 as such: Chair Hardie said, "My concern is the ultimate use, the ultimate use which is, could become, and the thing is this, once you've created a guest house, you don't have, and Charlotte put in here "having no cooking facilities," well 'comme ci, comme ça.' But, if you build a guest house, it's fairly habitable and then one day it could be turned into a vacation rental."

Approval of the Minutes of September 5 and September 13, 2018 with revisions.

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

7:07 (00:09:00) ITEM 3: PETITIONS FROM THE PUBLIC - There were no petitions from the public.

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7:08 (00:09:10) ITEM 4: REVIEW AND P&Z DISCUSSION OF ZONING ORDINANCE SECTION 104, 105 & 106 IN REGARD TO MEMBER ABSENCES

Chair Hardie said she gave her changes to Ms. Page and she would like to use her sample.

Vice Chair Schall stated he would like to include that if a member is present telephonically or over the internet they would not be considered absent.

Chair Hardie said, "At the top of the Agenda it states, 'members will attend either in person or by telephone, video or internet conferencing.' That's okay, there won't be any confusion." She doesn't want it in (ordinance) because it is not needed.

Ms. Page added, "The agenda is not the Town Code or Zoning Ordinance."

Chair Hardie responded it is covered. She would like it to read like this. She added, "I spoke to Candace and she approved my changes." Chair Hardie read: "A Commission member who is absent four (4) regular, (not regular and special, just regular. I don't think we should penalize people for special meetings) Commission meetings from March 1st to Feb 28th shall be deemed to have vacated his or her appointment without further action being taken by the Commission or Town Council."

Vice Chair Schall and Mr. Hudson both agreed it was the same description they had already decided upon.

Chair Hardie summarized the differences and read her changes again.

There was some discussion but in the end it was decided to use the phrase Chair Hardie suggested.

Motion to approve the changes to ordinance as noted for recommendation to public hearing.

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

7:15 (00:16:50) ITEM 5: REVIEW AND P&Z DISCUSSION OF ZONING ORDINANCE IN REGARD TO DEFINITIONS AND PROPERTY DEVELOPMENT STANDARDS FOR ACCESSORY BUILDINGS

Ms. Moore referred to page one (1) of the draft amendment, after reading the definition of the accessory building, she is wondering about the statement, "Footprint will be no more than 2/3rds the area of the foot print of the main structure with a maximum footprint of 600 square feet." She wonders if the 2/3rds should be left there and does it make it too difficult.

Chair Hardie doesn't think it is needed. She believes it is pretty well defined.

Mr. Vincent said, "My opinion all along is this issue came to us to restrict the height of accessory buildings. I believe the additional verbiage is trying to micromanage. The ordinance provides for setbacks and lot coverage. This amendment should simply limit the height of the accessory building and we shouldn't have spent eight (8) hours beating this thing to pieces. We agreed on 14 feet and we don't need to spend any more time on this than we already have."

Chair Hardie said she has read all of the different definitions and rules that they came up with and she likes what they came up with. We came to the conclusion that 14 feet would be a sufficient height. She re-wrote the definition and she read it: "A building or structure which is visually subordinate to, and the use of which is incidental to that of the main building, structure or use on the same lot or parcel. Accessory buildings or structures shall not be used for human habitation." She wants the 600 square feet maximum size put into the development standards not in the definition.

Mr. Hudson added that a decent size garage is 700 square feet and if it is still subordinate to the house and you have the room he thinks someone should be able to build that. He thinks the 600 square feet should be stricken.

Vice Chair Schall agreed with Mr. Hudson and gave an example, what if you had a house with two floors at 600 square feet each with a 400 square foot attic. You could only have a 400 square foot garage. He added, "Don't design an ordinance to one neighborhood in Jerome." He does not want to limit a garage size. He added that he doesn't have a problem with a 25' tall accessory building. The height limitations are written into the ordinance.

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The Commission discussed the specifications and changes that had been discussed before.

Chair Hardie referred to page 38 of the Zoning Ordinance regarding accessory, under F. Review Procedures and Criteria, I. that is under the DRB: It already says accessory features must be okay to change building and structures. She wants the text change to remove "accessory features" and use "accessory buildings and structures."

Ms. Page pointed out there that they also review accessory features. So, we either add accessory buildings separate or separate the two concepts.

Chair Hardie asked what accessory features were.

Ms. Page noted it was listed in the ordinance but went on to say walkways, stairways, lighting and antennas. She suggested that accessory buildings be separated from accessory features. The Commission agreed with that.

Chair Hardie said, "Now we're on to the part in each of the zones." She referred to Ms. Page's packet Page 1, where she has made small changes to the definition. She then referred to the definition Accessory Building, Height of, "to keep our goal clear, we could come back to changing that. Right now, this particular change to the ordinance is just in regard to accessory buildings. I thought maybe we could do that later on, at another time." She explained to the Commission she was talking about the changes in red Ms. Page had made.

Ms. Moore thought it should be done now at the same time.

Chair Hardie thought it would be difficult to describe.

Ms. Moore said it all had to do with accessory buildings.

Chair Hardie then agreed to leave that change in red. She itemized all of the changes Ms. Page had made to the ordinance to the Commission. She suggested that anywhere "Accessory Building" is in the text "and Structures" should be added. On page 3 under b. they decided to remove "one (1) story or." They discussed "five (5) feet" and determined that was not a change, it was already in the ordinance.

Mr. Vincent said, "It seems to me if we simply strike the language pertaining to 2/3's and 600 square feet, I think we can all agree on this thing and get it done." He would like to finish this.

Chair Hardie said we're just reviewing, but we are done. She would like her definition reviewed.

Ms. Page referred to the General Provision page 53 "detached accessory building" definition. She read the definition on page 53 and explained why she had added this in other areas. She read the amended definition: "Accessory Building – A building or structure which is visually subordinate to and the use of which is incidental to that of the main building, structure or use on the same lot or parcel. Accessory buildings shall not be used for human habitation."

Chair Hardie directed her to add "and structures" after buildings. She said "Guest House" does not belong in the definitions and explained her reasons in detail. She believes that both "Guest House" and "Guest Room" should be deleted.

Mr. Vincent suggested they stay on task and bring up "Guest House" at another time.

Mr. Hudson suggested leaving "Guest Room."

They discussed this for some time.

Vice Chair Schall suggested to remove "within an accessory building" from the Guest House definition.

Chair Hardie made a motion to forward for public hearing amendment to the ordinance regarding accessory buildings which included, a new definition, new property development standards, a 14-foot height restriction and delete "Guest House" from the Zoning Ordinance definitions.

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

Vice Chair Schall explained he doesn't want to limit the height to 14 feet and he wouldn't eliminate "Guest House" from the definitions either.

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7:58 (00:59:00)

Chair Hardie made a motion to move on to Item 7.

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

8:50 (01:50:00) ITEM 6: REVIEW AND P&Z DISCUSSION OF ZONING ORDINANCE SECTION 509 SIGNS (Draft Text Amendment: Signs – Lighting, Real Estate, Other Minor Clarifications)

Chair Hardie asked for changes or comments. She referred to number 7. on the first page "Sign, Height." She didn't understand the changes.

Ms. Page explained them to her.

Mr. Vincent said that if no one had a problem with the sign being eight (8) feet off the ground we should move on. The sign has a square foot limit.

Ms. Page explained she was trying to be consistent with the verbiage. No sign could be larger than 16 square feet.

Chair Hardie continued to go through the document asking questions about wording and changes Ms. Page had made. On page 4, Section E. Number 6. She would like that to read: Organizations may apply for a temporary Sign Permit from the Zoning Administrator for special event banners or signs.

Vice Chair Schall referred to Number 7. Lighting shall be directed at the sign from an external incandescent light source... He would like incandescent to be struck. The commission agreed with that.

Mr. Hudson argued an external light would have to be incandescent otherwise people could use fluorescent or LED. However, the commission decided to eliminate incandescent.

Chair Hardie referred to Number 10. One (1) real estate sign located on the property it refers to will be permitted upon the application and payment in accordance with Section 500.2. asked why she had deleted that. If it is not on the Town Fee list, then go ahead and delete that.

Motion to move the sign ordinance amendments on to public hearing with the changes made.

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

7:59 (01:00:00) ITEM 7: REVIEW AND P&Z DISCUSSION OF ZONING ORDINANCE SECTION 304 DESIGN REVIEW, IN REGARD TO CERTIFICATES OF NO EFFECT

Chair Hardie stated this came about because a member of the DRB asked to expedite certain applications so that they would not have to be reviewed. She said, "I for one disagree with the concept, I have various multiple reasons why." She asked for discussion.

Ms. Moore said it was her understanding that the Zoning Administrator thought this might help.

Chair Hardie said, "No it was simply a DRB individual felt they were being over-loaded with inconsequential (didn't finish) this is what I heard."

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Mr. Vincent said, "My impression has been that Ms. Page also has suggested that she have the ability to let you fix your steps without coming in front of the boards."

Ms. Moore rebutted by saying, "You can already do that."

Mr. Vincent said his thinking is if it is inconsequential and a citizen has to come before the board that you (Ms. Page) can expedite the process and it falls under the criteria of a Certificate of No Effect.

Ms. Page said it would be nice to have a documented list of what needs to be reviewed and by who and what needs a building permit. She read from the Building Code, she would like a hand-out she could use at the front desk. She believes a Certificate of No Effect would be issued when someone required a Building Permit, but no review before Design Review.

Chair Hardie believes it is a good idea and that the Town administration could figure out what is required, but none of that is P & Z. That is the building department that decides on that. "Our book is pretty clear on what we're allowed to approve and works with the building department. As far as Certificate of No Effects, I found the majority of what was listed is 90% repairs. Repairs are already allowed without any other approvals from the Town. In the Zoning Ordinance under exclusions it states all of the things you can do without coming before P & Z. On page 21 in the Zoning Ordinance, under Structure Alteration '.... excepting those changes which may result from providing minor repairs and building maintenance.' It says it right there."

Mr. Vincent asked for an example from Ms. Page.

Ms. Page gave the example of deck material being replaced with Trex® the size of the deck was not being changed. She stated paint colors. Window replacement, the building inspector wants tempered glass in some situations. This would have nothing to do with P & Z or DRB. However, it would give us a way to track these changes that people make.

Chair Hardie is concerned about what Ms. Page had written. She referred to page one (1) of Ms. Page's documents and read: The Zoning Administrator shall review applications for Certificates of No Effect with regard to protecting the historic character of the subject property and the historic status of the Town of Jerome. If accepted these documents and submitted details shall be filed with the property files. "Now I'm not directing this at you, but I don't know who would come in here and make decisions on the historic character of the subject property or the historic status of the Town of Jerome. I don't have any qualifications that would allow me to make those decisions."

Ms. Page said the intent is if it does have an effect on the historic nature then (she was interrupted). She explained it would be a very specific list of items. She explained again why she thought the Certificate of No Effect would be beneficial. She stated, "If there was a conflict between my decision and the applicant, then it would go on to the DRB."

Vice Chair Schall explained how if the Certificate of No Effect was not appropriate, she would send it on to the DRB and this is already the case.

Ms. Savage gave another example: An applicant had received approval from DRB for placement of their sign. They changed their mind about the location and they had to go before DRB again. Why couldn't Ms. Page have approved it and filed the Certificate of No Effect saying she had given them approval for the location change? However, the way the Zoning Ordinance is, the applicant had to go back before DRB. The Certificate of No Effect is not meant to make more work for anyone, this has been explained many times.

Ms. Moore believes that Chair Hardie's concern is it will make more work.

Chair Hardie stated, "It is going to make more work." She explained that repairs would go to DRB if Ms. Page said no. She asked Ms. Page, "Anything that would ordinarily go before DRB is not what you want to deal with? Right, you're not interested in taking over much of what DRB does, is that correct?"

Ms. Page explained, "I think paint is the primary example. They (applicants) don't want to wait until the next meeting."

The Commission seemed to agree that the DRB should not review paint colors.

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Ms. Moore stated she believes this will add more work for the Zoning Administrator.

After further discussion see additions in **red** and deletions:

1. **Exterior** projects eligible for Building Permits that do not require P & Z or DRB review.
2. In-Kind repair or replacement: roofs, doors, windows, broken glass, trim repair, stairwells, porch, repainting similar colors on historic properties.
3. As written.
4. Repairs to deck boards, planking only or replacing wood with **Trex® manufactured wood**.
5. **Repair** ~~Stabilizing~~ deteriorated or damaged masonry, wood or metal.
6. As written.
7. As written.
8. Removed
9. **Repair for damage.**
10. **Approved minor changes to a sign such as re-location.**

Ms. Page wants to see what kind of support DRB gives her.

Chair Hardie gave direction to staff, see if this is listed anywhere else, like exclusions and repairs not being necessary. Take this list to DRB and see what their opinion is.

9:09 ITEM 8: FUTURE AGENDA ITEMS

Chair Hardie would like to have the public hearings on the next agenda.

Ms. Page summarized that would include absences, accessory building property standards and the text amendments for signs, but not for the Certificate of No Affect.

Ms. Page added that a CUP would be coming before them for the Central Hotel. Also, there is a petition circulating to rezone part of Hampshire Avenue to R2.

ITEM 9: ADJOURN

The meeting adjourned at 9:13 p.m.

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

Approval on next page.

TOWN OF JEROME

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

REGULAR MEETING OF THE TOWN OF JEROME

PLANNING AND ZONING COMMISSION

DATE: Wednesday, October 3, 2018 TIME: 7:00 pm

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

Respectfully submitted by Joni Savage on December 5, 2018

Approved: _____

Margie Hardie
Planning & Zoning Commission Chair

Date: _____

12/5/18

Attest: _____

Samuel Allen
Planning & Zoning Commission Vice Chair

Date: _____

12/5/18



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REGULAR MEETING OF THE TOWN OF JEROME PLANNING AND ZONING COMMISSION

DATE: Wednesday, November 7, 2018 TIME: 7:00 pm

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

MINUTES

ITEM 1: CALL TO ORDER/ROLL CALL

Chair Margie Hardie called the meeting to order at 7:00 p.m.

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

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

7:01 (00:02:26) ITEM 2: APPROVAL OF MINUTES: Minutes of October 3, 2018

Motion to table the minutes of October 3, 2018 until the December meeting.

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

7:03 (00:04:16) ITEM 3: PETITIONS FROM THE PUBLIC – There were no petitions from the public.

7:04 (00:04:30) ITEM 4: PUBLIC COMMENT: ZONING ORDINANCE ARTICLE 1 ADMINISTRATION SECTIONS 104, 105, 106: BOARD MEMBER ABSENCES

The Commission shall conduct a public hearing on a proposed amendment to the Jerome Zoning Ordinance, Section 104, 105, 106, for change of absence policy. The Commission has set this hearing pursuant to Jerome Zoning Ordinance Section 301(C) Commission Action.

Chair Hardie opened the public hearing at 7:04 pm. Upon no comments from the public, the public hearing was closed at 7:04 pm.

7:05 (00:06:00) ITEM 5: REVIEW PUBLIC COMMENT AND PROPOSED TEXT AMENDMENTS ZONING ORDINANCE ARTICLE 1 ADMINISTRATION SECTIONS 104, 105, 106: BOARD MEMBER ABSENCES

The Commission shall, after the public hearing and discussion, make a recommendation to Council to either adopt the ordinance as written, adopt the ordinance with changes, or not adopt the Zoning Ordinance text amendments referenced in Item 5 above.

Chair Hardie asked Ms. Page to read what is being amended. Ms. Page read Section 104 A. in its entirety.

Section 104. Planning and Zoning Commission

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Proposed Text Amendments Deletions

A. Composition; Terms of Members; Vacancies; Compensation of Members

A Planning and Zoning Commission was established upon adoption of the Jerome Zoning Ordinance. At the adoption of this ordinance, the Commission shall consist of five (5) members, each of whom shall be a resident of the Town of Jerome, to be appointed by the Town Council. The members of the Commission shall serve for three (3) years, except as hereinafter provided. In the event of a death, resignation, or removal from the Commission, the vacancy shall be filled by the Council for the unexpired term. Members of the Commission may, after a public meeting, be removed by the Council for inefficiency, neglect of duty or unethical conduct in office. "To be deleted." ~~Three (3) absences without prior notification during a year from any regular or special meeting shall be grounds for termination at the will and pleasure of the appointing authority and such action shall be final.~~ "That is the end of the deletion and to be added:" A Commission member who is absent four (4) regular meetings of a year beginning March 1st and ending February 28th, shall be deemed to have vacated his or her appointment without further action being taken by Commission or Council. "That's the end of the addition." All members shall serve without pay. However, members of the Commission may be reimbursed for actual expenses incurred in connection with their duties upon authorization or ratification by the Commission and approval of such expenditures by the Town Council. [Ord. No. 313]

Chair Hardie confirmed that the exact same changes were also being done in Sections 105 and 106.

Motion that the text amendments for Article 1, Administration, Sections 104, 105, 106 Board Member Absences be forwarded to the Town Council.

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

7:09 (00:09:56) ITEM 6: PUBLIC COMMENT: CHANGES TO ZONING ORDINANCE REGARDING ACCESSORY BUILDINGS (DEFINITIONS, SECTION 303.1 PROJECTS REQUIRING REVIEW, SECTION 303.2 FINAL PLAN PROCEDURES, SECTION 304 DESIGN REVIEW AND PROPERTY DEVELOPMENT STANDARDS FOR EACH ZONE).

The Commission shall conduct a public hearing on a proposed amendment to the Jerome Zoning Ordinance, regarding Accessory Buildings. The Commission has set this hearing pursuant to Jerome Zoning Ordinance Section 301(C) Commission Action.

Chair Hardie opened the public hearing at 7:09 pm. Upon no comments from the public, the public hearing was closed at 7:10 pm.

7:10 (00:10:52) ITEM 7: REVIEW PUBLIC COMMENT AND PROPOSED TEXT AMENDMENTS TO ZONING ORDINANCE REGARDING ACCESSORY BUILDINGS (DEFINITIONS, SECTION 303.1 PROJECTS REQUIRING REVIEW, SECTION 303.2 FINAL PLAN PROCEDURES, SECTION 304 DESIGN REVIEW AND PROPERTY DEVELOPMENT STANDARDS FOR EACH ZONE).

The Commission shall, after the public hearing and discussion, make a recommendation to Council to either adopt the ordinance as written, adopt the ordinance with changes, or not adopt the Zoning Ordinance text amendments referenced in Item 6 above.

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Ms. Page read the changed parts:

Article II, Definitions

Section 201. General

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

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

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

Ms. Page said the deletion of the definition of Guest House in its entirety. She continued and read the following changes:

Section 303.1

B. Projects Requiring Review

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

Section 303.2

A. Final Plan Procedures "under section 2. we add:"

2. Compliance with the appropriate sections of the Zoning Ordinance for the Zoning District including:
f. building height

g. accessory building height

Section 304. Design Review "We are adding:"

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

"We are deleting:"

j. ~~ACCESSORY FEATURES – Garages, carports, sheds, Fences, walkways, decks, stairways, lighting, antenna and other manmade structures, "and more text that will not change."~~

Ms. Page continued, under:

Article V, Sections 503, 504, 506 and 507

E. Property Development Standards

6. MAXIMUM ~~MAIN~~ BUILDING HEIGHT:

7. ACCESSORY BUILDINGS

a. Accessory buildings attached: Shall be considered in determining yard, lot and area requirements.

b. Accessory buildings detached: Shall meet all required setbacks and maintain a space of five (5) feet from the main building or other structures.

1. Accessory buildings shall be constructed to a height not greater than fourteen (14) feet to the peak or highest point of the roof.

2. Accessory buildings shall not be used for human habitation.

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

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

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

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

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

7:18 (00:19:05) ITEM 8: CONDITIONAL USE PERMIT – MIXED RESIDENTIAL/BUSINESS USE OF THE CENTRAL HOTEL, 2ND FLOOR.

APPLICANT: Lee Christensen

ADDRESS: 507 B. Main St.

OWNER OF RECORD: Lee Christensen

ZONE: C-1

APN: 401-06-088

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Motion to approve the Conditional Use Permit as submitted.

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

Vice Chair Schall so amended.

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

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

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

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7:42 (00:42:58) ITEM 9: P&Z REVIEW OF PROPOSED ZONE CHANGE FOR PARCELS LOCATED ON NORTH AVE AND HAMPSHIRE AVE.

APPLICANT: Robert & Heather Doss

ADDRESS: 896 Hampshire Ave.

ZONE: R1-5

OWNER OF RECORD: Robert & Heather Doss

APN: 401-11-005A

Applicant is seeking to change R1-5 Zoning to R-2 for several properties: 10, 18, 21 North Ave, 884, 886, 888, 894, 896, 898 Hampshire Ave and one vacant lot on Hampshire Ave., identified as APN 401-11-002A. Neighborhood meeting input to be reported.

Ms. Page presented and explained the parameters. She explained the outcome of the neighborhood meeting. She summarized that R-2 would allow for multiple family use.

Heather and Robert Doss presented. Ms. Doss provided them with an attendance record and a list of questions and answers.

Chair Hardie requested the information be placed with the minutes. (See Attached) She referred to Section 301 and commented there is quite a list, starting with the petition, of documents that will be required to move ahead. At this time, the commission can ask any questions.

Ms. Moore mentioned the 301 amendments or zone changes. She noted there was a list of items on page 23 that are required. She read from the Zoning Ordinance. She believes that some of those items are probably not necessary.

Ms. Page responded that in section B it refers to the tentative development plan, however we have a fully developed neighborhood. She doesn't believe that the county map is 100% accurate. She summarized where she was in the process so far.

Ms. Moore asked where the properties are in relation to the street, do the property lines go right to the street.

Mr. Doss responded that ADOT owns a portion of it before the street.

Ms. Moore said there had been a sidewalk there at one time. She believes it is an unsafe area for pedestrians. If there is parking up to the street it is really dangerous. If there are more cars there, people will have to walk on the highway. She wondered why the sidewalk had not been required to be maintained along that stretch of road.

Jayne "Burt" Doss responded there never was a sidewalk there. There was no concrete removal.

Ms. Moore said there had been at one time.

Mr. Doss said that portion of the road is actually wider than the rest of the road. They had to get permission from ADOT to put their driveway out to the highway.

The Commission discussed sidewalks, pedestrians and parking in that area.

Ms. Moore stated when you are re-zoning an area like this you can potentially double the population and traffic. She understands the need for more affordable housing.

Mr. Vincent said as far as your draconian concerns about apartments, it seems to me the existing ordinance and parking requirements would limit the apartment density. In terms of the application they need to comply with the ordinance. He believes our code will limit future development in terms of density. He questioned whether they would have to come before Planning and Zoning again once a CUP is granted.

Chair Hardie proposed that Ms. Page provide the Commission with a packet that fulfills what is required under Section 301. A tentative development plan where we can address things, possibly adding sidewalks. Once they have that perhaps have a work session and possibly include the town attorney.

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Vice Chair Schall likes the proposal and the neighbors seem to be in agreement. He would like to see more affordable rents. He believes that R2 is for a duplex not an apartment, but he'd like clarification on that. He would like to make this happen properly by meeting the necessary requirements. He would like staff to address each of the issues.

Ms. Moore added that she wanted to make it clear she was not suggesting they build a sidewalk.

Chair Hardie said she is new to this and she needs to find out more about what Planning and Zoning and the other property owners involved are required to do. She directed staff to set up a work session for the commission.

8:26 (01:28:00) ITEM 10: PROPOSED RESIDENTIAL DEVELOPMENT IN C-1 ZONE, PRELIMINARY PLAN REVIEW

APPLICANT: Dewayne Woodworth

ADDRESS: 123 Hill St.

OWNER OF RECORD: Jerome Clubhouse LLC

ZONE: C-1

APN: 401-07-169A

Applicant is seeking preliminary approval for planned residential development in the C-1 Zone the building will have continued commercial use. Work planned on exterior of building is limited.

Ms. Page presented this as a mixed-use property and additional parking to be developed. Because there is no CUP in place, she had advised the applicant this item could be tabled.

Bob Woods, architect for Mr. Woodworth spoke. He's proposing to keep the commercial units and develop apartments. In total seven (7) residences and two (2) commercial spots. It would have tandem parking. He presented a drawing to the commission stating, "This is very preliminary." This site plan is very conceptual. He would like some assurances about whether they will accept tandem parking, that is critical. Without tandem parking it would limit the number of apartments. If we have to push the parking lot into the side of the hill it would change the parking lot. He explained the parking lot and said the ordinance didn't give all of the parking requirements he needed. He needs to know if he can do tandem parking.

Chair Hardie said this is so very preliminary and she doesn't know if they can go with this document that doesn't provide the information that they need. We have direction in our Zoning Ordinance to that affect, in ingress and egress.

Ms. Moore asked if the building code or fire code says anything about tandem parking. In the past it has been approved for a single-family home when it's the same owners. She believes we need to do some legal research. She mentioned that Hill Street is a private road. She doesn't see how we can make any preliminary decisions.

Chair Hardie added the agenda item says it is a preliminary site-plan review, which is not what is really happening here. It seems you have one question, "Do we approve tandem parking?"

Mr. Vincent said if those spaces are allocated specifically to each apartment, isn't the problem of getting in and out that of the renters. He asked the applicant if they would be allocated to each of the apartment tenants.

Mr. Woods said it is not part of the Towns purview, but up to the owner.

Chair Hardie read section 510.B.2 from the Zoning Ordinance:

"2. An applicant for a new building permit must submit plans showing the off-street parking required by this subsection. These plans must show location, arrangement, and dimensions of the off-street parking, turning spaces, drives, aisles, and ingress and egress, and must be approved by the Zoning Administrator in accordance with the provisions of Section 303."

"That is a given then that there would be ingress and egress for every single parking space, that is how I

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interpret it. She then read from General Provisions, Section 502.O.3:

"3. A proposed development shall have adequate provisions for such items as convenience of access for public service vehicles such as garbage collection vehicles, movement of emergency vehicles, and convenience of access to parking sites and other site improvements by site resident or users."

Those are her concerns when it comes to tandem parking.

Vice Chair Schall pointed out that the Town has approved tandem parking before. He doesn't see any reason that he couldn't get a car out of that, however usability wise he would expect that the back tandem spaces are assigned to the apartments. If there are enough parking spaces no one would ever be trapped in the tandem parking.

Mr. Woods explained it is not a part of your ordinance, he can't find it anywhere in the ordinance.

Chair Hardie asked Vice Chair Schall where the other tandem parking had been approved.

Ms. Moore said the only instance she could think of was a bed and breakfast where the owner parked in the garage and the guest parked in front of the garage.

Chair Hardie said her concern is the agenda item is to approve a preliminary site plan review, and she doesn't see that we're given sufficient documentation to do this. We need more apartments in Jerome. As it stands, she would like to table it. She doesn't want to deny this however she doesn't know the ins and outs of tandem parking.

Ms. Page wants to get legal advice.

Vice Chair Schall added there is tandem parking at the Surgeon's House. Mr. Vincent added also on School Street. (An Air BnB.)

Mr. Woods reiterated several times that he needs confirmation that tandem parking will be allowed.

Chair Hardie suggested tabling it and getting legal advice from the Town attorney. She would like to see a more coherent plan.

Mr. Vincent mentioned the two retail spaces, it doesn't appear that you reflect the parking spaces required.

Mr. Woods explained the retail spaces are only 1200 square feet so that they wouldn't require more than four (4) parking spaces. (You don't include storage areas or restroom areas.)

Motion to Table Site Plan Review for the Jerome Club House Until the Next Convenient Time for all Participants.

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

Ms. Moore asked if they could have a special meeting if they get the information they need.

Vice Chair Schall asked if the lawyer is okay with tandem parking could we move forward.

Mr. Vincent stated the applicant is asking for help with tandem parking.

Ms. Moore said again she would like legal advice on that. And since this is a private road, she would also like a neighborhood meeting.

Ms. Page will research the building and fire code and also consult with the attorney for legal advice.

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

APPLICANT: Dewayne Woodworth

ADDRESS: 123 Hill St.

OWNER OF RECORD: Jerome Clubhouse LLC

ZONE: C-1

APN: 401-07-169A

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

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

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

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

It was confirmed.

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

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

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

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

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

Ms. Page read from the Zoning Ordinance:

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

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

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

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

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

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

Ms. Page said yes there was.

Chair Hardie asked if there were any other conditions.

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

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

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

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

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

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

ITEM 13: ADJOURN

The meeting adjourned at 9:21 p.m.

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

Approval on next page.

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REGULAR MEETING OF THE TOWN OF JEROME PLANNING AND ZONING COMMISSION

DATE: Wednesday, November 7, 2018 TIME: 7:00 pm

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

Respectfully submitted by Joni Savage on December 5, 2018

Approved: Margie Hardie Date: 12/5/18
Planning & Zoning Commission Chair

Attest: Jan K. Davis Date: 12/5/18
Planning & Zoning Commission Vice Chair

NEIGHBORHOOD MEETING, November 6, 2018

Proposed R-2 Zone Hampshire Ave. & North Dr.

A meeting was conducted at 896 Hampshire Ave at 6:00 pm on November 6, 2018. The following persons were in attendance:

*Robert McWhirter	2730 N. Morrow St., Tempe, AZ (21 North Dr.)
*Jayne Doss	888 Hampshire Ave.
*Wayne Koller	888 Hampshire Ave.
Brigid McLaughlin	898 Hampshire
*Steve Hanna	894 Hampshire representing Francis & Monique Marcil
Sybil Melody	150 North Dr.
Nancy R. Smith	858 Hampshire Ave.
Jane Moore	747 Gulch Rd.
Margie Hardie	275 2 nd St.
Carol Anne Teague	209 3 rd St.
Lance Schall	659 Giroux
*Robert Doss	896 Hampshire
*Heather Doss	896 Hampshire
Charlotte Page	38 Rich St.

*Property owners in the proposed R-2 Zone.

Property owners were asked if they have any tentative developments planned for their personal property based on this proposed R-2 Zone. The following input was given:

McWhirter	21 North Dr.	"continue as a duplex"
Robert & Heather Doss	896 Hampshire	"apply for a legal duplex"
Flagg	884, 886 Hampshire	"no plans or changes"
Flagg	401-11-021	"no plans or changes"
Marcil	894 Hampshire	"Single Family Residence"
Doss / Koller	888 Hampshire	"yes, future development, possibly splitting when we are later on in years and unable to maneuver stairs."

These property owners were not present at the Neighborhood Meeting:

Canto	898 Hampshire	no information
Martin	10 North Dr.	no immediate plans, verbal on phone
Weaver	18 North Dr.	no information

Questions were taken from the attendees:

Sybil Melody: Q. She has concern about the traffic, access to North Drive, and was considering the zone change would change all the properties into duplexes. Concern for increase in traffic and danger for access to 89A from the identified properties in the zone and from North Drive.

A. Zoning - First, the zoning change will not change the status of the existing single family homes in the proposed zone. The proposed R-2 Zone allows single family home as the first permitted use, and multi-family use as the second permitted use.

To have a legal duplex or a multi-family status, the individual property owners would also have to submit for a status change and will be required to demonstrate adequate parking and comply with all property development standards in the new zone for the request to be granted. (A handout of the R-2 Zone was available to attendees.)

There was discussion about what parking is required.

Single family homes require 2 spaces, apartment use requires 1.5 per unit. A duplex will require 3 parking spaces.

There was discussion about how newer built properties have been required to provide turn around space to access 89A without backing out of their driveways.

Robert McWhirter: Q. Are garage spaces allowed as a parking space?

A. Zoning - Yes, garages with interior spaces that meet the space requirements are accepted as parking space. The space requirement is 8' x 20', inside or out.

Nancy Smith: Q. What percentage of support does a zone change need to pass and what is the process?

A. Zoning - The land area owners must have 75% agreement. This petition currently has 91% support from the affected land owners with one owner not responding.

There was discussion as to if this owner would be counted as a negative. That the parcels in question are 'for sale' and under contract. There was input about the possible new owner being in support of this zone change as well.

A. Zoning - The current owner has not responded, if the parcel is acquired by others we would ask for support after they close and own the property.

The process for a zone change, in this example the land owner has brought a petition and made an application for the zone change. The petition is representing the land owners' support. The zoning department organized this neighborhood meeting by notifying neighbors within 300' by mail and posting the zone 15 days in advance of the meeting. The next step is the neighborhood meeting we are conducting. The Planning & Zoning commission will review the input from this meeting and either recommend additional information to be supplied or set a date for a public hearing. A public hearing notice will be posted in town and in the local newspaper, at least 15 days in advance of the hearing. The public hearing takes place at the next regular P&Z meeting. After the public hearing, depending on the community input, the P&Z will make a recommendation to Town Council or they may extend or reduce the proposed zone and another neighborhood meeting could be necessary. Eventually the cycle gets to a recommendation to Town Council by P&Z to either adopt or deny the request and will be scheduled on the next regular Town Council agenda for consideration as an Ordinance change. If the Council adopts the zoning change there is a second reading of the proposed Ordinance at a future Council meeting. During all these periods of waiting, public comment is considered. After a second reading, the ordinance can be adopted and would be effective 30 days later. Then, finally, a new zoning map would be drawn to reflect the zoning change.

Sybil Melody comments she is "not hot about this being extended to North Dr., and this is a 'big change for Jerome."

- A. Zoning – the block of properties is selected from one industrial zoned property and includes all properties to 21 North Dr., because the town would not support having any break in the zone. 21 North Dr could not be included unless the three properties indicated are accepted into the proposed zone.

Nancy Smith Q. She had understood this was more of a spot zone change initially and is not in favor of changing single properties. Now she would not oppose this zone change but still will not sign the petition.

- A. Zoning - The town's legal advice is to not have a 'spot' zone. This is why the proposed zone will end at the property that is zoned industrial.

Nancy Smith Q. Will individual properties be required to provide second meters for utilities.

- A. Zoning - Existing homes would have to gut their properties to separate water, electric and gas. This would not be a requirement for changing the legal status of an existing home. New development would be required to provide separate utilities as well as any safety measures required for multi family residential development.

Flagg, comments now days it is very expensive to build. He feels this is the coming trend that if a home has the space to become a duplex and collect supplemental income it covers some of the costs.

Robert Doss, comments he doesn't feel this would cause any real change, they have a large family, often have multiple guests and their property changing into a legal duplex wouldn't be much of an impact. He mentions the industrial wood shop and traffic to the high school with both artist businesses and apartments across the street, the town's maintenance to the sewer plant, tourist traffic to the cemetery, tours that access North Drive and again how newer built homes in this area have been required to provide turn around space so they would not back onto 89A. His input is these things have a greater affect on the neighborhood than the proposed zone change.

The evening concludes Jayne Doss commenting again about a property owner that hasn't responded shouldn't be counted as opposing.

Zoning agrees we will call that a 'no response' and then there are no more questions from the neighbors. Zoning say thank you to attendees and a suggest that input at the P&Z meeting tomorrow (7:00 pm on November 7th) would be welcome.



TOWN OF JEROME

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

WORK SESSION OF THE TOWN OF JEROME PLANNING AND ZONING COMMISSION

DATE: Monday, November 26, 2018 TIME: 5:00 pm

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

MINUTES

ITEM 1: CALL TO ORDER/ROLL CALL

Chair Hardie called the meeting to order at 5:03 p.m.

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

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

5:03 ITEM 2: P&Z REVIEW OF PROPOSED R-2 ZONE

- R-2 Zone Definition:

Chair Hardie reported that in the R-2 description under permitted uses: 2. Multiple family dwellings and apartment houses. The definition of dwelling on page 16:

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

She doesn't think this application will work because it is not a fourplex. She doesn't believe the applicants were aware of this. What she interprets is they cannot be a duplex.

Ms. Page believes the definition is in conflict and she understands how Chair Hardie sees it that way. It was determined that duplex is only referenced in the definitions.

There was discussion about duplexes and triplexes and their correlation in the Zoning Ordinance and the different zones. Many commissioners believed the intent was probably not meant to leave out duplexes. There was also discussion about the definition of multiple and multi-family.

Chair Hardie gave direction to staff to get clarification about the definitions of multiple and multi-family from the town attorney.

Jane Moore, Councilmember would like to see what the definition of R-2 is in other Zoning Ordinances.

Proposed R-2 Zone

Ms. Page noted that there was no zone that specifically called out duplexes.

Chair Hardie read some of the conditional uses for the R-2 zone. She asked why they were focusing on parking spaces.

TOWN OF JEROME

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The Commission discussed some of the uses, conditional uses and parking spaces required. They speculated on possible changes to the parcels and the impact upon the other residents involved in this zoning change.

Councilmember Moore agreed that the persons involved should be aware of all the possible changes that might occur with the zoning change.

Chair Hardie read her list of questions for the attorney:

- 1) What would constitute a boundary and why or why not would we allow or disallow the two additional people that want to add on?

The commission discussed the map provided showing parking on each lot.

Ms. Page clarified that the map came from a survey Richard Flagg had done. She also noted that the new homes which had been built had all been required to have a turn-around area on their property.

Chair Hardie wants to make sure that they understand the development plans and that they are aware of the requirements with the re-zoning.

- 2) The private property laws and rights, how this will be affected by re-zoning?

Councilmember Moore's biggest concern is that dangerous curve and the increased traffic. She is not trying to stop this from happening. We need to figure out ways to accommodate affordable living spaces. However, you have to think of the potential good and bad of any project you're looking to approve.

Chair Hardie listed the items she would like to be addressed by the attorney:

1. She would like a survey done by the Town.
2. She would like people to know if there is any kind of liability for the Town based on Prop 207.
3. If properties, choose to never want to change their status to a duplex or apartment; does that have any significance on this change.

Ms. Page said the first permitted use is a single family-dwelling.

4. Does a property for sale have any bearing whatsoever on changing the zone?
5. In the ARS it states that the zoning commission can put conditions on the rezoning. Under 19426.01 E. It says A zone conditioned on scheduled for development of a specific use or uses for which rezoning is requested and if at the expiration of this period the property has not been improved for the use for which it was conditionally approved...by certified mail to the owner. Can we tell them it is not going to go through? Are we supposed to do that? She wants to know if the petitioner is under any type of obligation to follow through with their petition. Can we revoke the R-2 status? She directed Ms. Page to ask the attorney.

Mr. Vincent believes the paragraph refers to us the commission/council, not the petitioner.

Councilmember Moore suggested a traffic study might be done for this type of development.

The commission discussed possible parcel additions to this re-zoning in the future.

Councilmember Moore agrees that all the petitioners should be aware of the zoning changes.

Mr. Hudson stated he doesn't feel this will add additional traffic. The problem is not the people living there, but the traffic on the road already.

Mr. Vincent said he believes when possible we should enable them to have more affordable housing. In

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his opinion the ordinance is well written and functions well to limit development. Our job is to take the proposal and as long it is within the standards of the ordinance to endeavor to see it through to a successful resolution.

Ms. Page suggested having an Executive Session and call the attorney. She read through the questions again that Chair Hardie had proposed.

The commission members discussed again how they would like all of the petitioners to sign a document declaring that they were aware of the parameters of the rezoning. They discussed again the steps for the Neighborhood Meeting.

Ms. Page explained again all of the steps for the "Neighborhood Meeting" from page 44 in the Zoning Ordinance.

The commission then discussed what would be on the next regular meeting agenda.

ITEM 3: ADJOURN

The meeting adjourned at 6:34 p.m.

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

Approval on next page.

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

WORK SESSION OF THE TOWN OF JEROME PLANNING AND ZONING COMMISSION WORK SESSION

DATE: Thursday, November 26, 2018 TIME: 5:00 pm

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

Respectfully submitted by Joni Savage on December 5, 2018

Approved: _____

Margie Hardie
Planning & Zoning Commission Chair

Date: _____

12/5/18

Attest: _____

Janice R. Dunn
Planning & Zoning Commission Vice Chair

Date: _____

12/5/18



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DRAFT MINUTES

REGULAR MEETING OF THE JEROME TOWN COUNCIL
JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS
TUESDAY, DECEMBER 11, 2018, 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, Councilmembers Mandy Worth, Jane Moore and Jack Dillenberg.
Staff present were Candace Gallagher, Town Manager/Clerk, Joni Savage, Deputy Clerk, Melanie Atkin, Accounting Clerk and Charlotte Page, Zoning Administrator.

Mayor or Mayor's designee to lead the Pledge of Allegiance.
Councilmember Dillenberg led the pledge.

ITEM #2:
7:01

FINANCIAL REPORTS

Budget to Actual reports, vendor ledger and balance sheet for November 2018

Vice Mayor Harvey had some questions regarding payroll expenses that were answered by Ms. Gallagher and Ms. Atkin.

Motion to Approve Financial Reports

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

ITEM #3:
7:02

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.

Ms. Gallagher noted a minor correction to her report, and answered questions from Councilmember Worth.

Motion to Approve Staff Reports

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

ITEM #4:
7:05

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 highlights from her report and informed the Council that she learned that State statute requires more extensive advertising than had been done for the public hearing held by P&Z for the ordinance regarding "Accessory Building Heights." As such, an additional public hearing will be necessary before the ordinance can be adopted.

ITEM #5:
7:13

APPROVAL OF MINUTES

November 13, 2018 regular meeting; November 20, 2018 special meeting

Motion to Approve the Minutes of November 13 and 20, 2018

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

Councilmember Moore abstained because she was not on the Council during those meetings.

It was noted that, in addition to height restrictions, the proposed ordinance would disallow human habitation in accessory buildings.

The Council expressed their disappointment with lack of public input and it was agreed the topic needed further discussion. It was agreed that a public hearing will be advertised in accordance with statutory requirements and held at the January regular Council meeting.

7:56-[24:05] Suzy Mound, resident stated that there would be greater participation if emailed agendas were sent out, rather than simply posting them on the town website.

Motion to incorporate the changes recommended by the Town Attorney, and to advertise for a public hearing on the ordinance.

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

8:00-[28:00] Curtis Lindner, member of the Yavapai County Planning Commission, suggested that we reach out to other communities for more information before making a decision.

ITEM #10: UNFINISHED BUSINESS

8:03(29:20) ITEM #10A: APPOINTMENT(s) TO FILL VACANCY(s) ON BOARD(s)

Council may make one or more appointments to fill vacancies on the Boards, as follows:

- Planning & Zoning Commission – unexpired term ending February 28, 2020
- Design Review Board – unexpired term ending February 28, 2020
- Board of Adjustment – unexpired term ending February 28, 2021

As of December 6, 2018, applications to serve had been submitted by:

- Mike Parry (P&Z)
- Jessamyn Ludwig (P&Z or DRB)
- Natalie Barlow (Board of Adjustment)

An additional application had been received from Tyler Christensen to serve on P&Z or DRB.

Mayor Barber said that she would like to table this to a special meeting. It was agreed to hold a special meeting for this purpose on December 20 at 7 p.m.

Motion to Table the Item for a Special Meeting on December 20, 2018 at 7:00 pm

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

ITEM #11: NEW BUSINESS

8:05(31:05) ITEM #11A: CONDITIONAL USE PERMIT – CENTRAL HOTEL, 2ND FLOOR

Council will review and may approve a Conditional Use Permit application by Lee Christensen for mixed residential and commercial use of the second-floor space at the Central Hotel, 507B Main Street. On November 7, 2018, the Planning & Zoning Commission recommended approval of this CUP with the condition that the landlord ask the tenant not to take up parking in the main commercial area.

Ms. Page explained that the parking requirements have been met. It was clarified that this CUP is for use of the second floor space only.

8:08[34:35] Lee Christensen, owner of the building answered questions from the Council.

It was determined the Fire Chief had asked for fire suppression and the building inspector said that smoke detectors and fire extinguishers were required.

Ms. Page added that P&Z had asked for one condition, and that was not to take up parking in the main commercial area.

Motion to Approve the Conditional Use Permit for the Central Hotel, 2nd Floor With No Occupancy Until the Conditions Set by the Building Inspector and Fire Inspector Have Been Met

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

8:13(39:00)	<p>ITEM #11B: JEROME CENTER FOR SELF HEALTH MANAGEMENT</p> <p>Councilmember Dillenberg will explain proposed plans for a health facility on the third floor of the Jerome Civic Center and discuss possible funding for same.</p> <p>Councilmember Dillenberg discussed the proposed plans and possible funding for the project. He suggested requesting Prop 202 funds from the Yavapai-Apache Nation to pay for the cost of architectural plans.</p> <p>Council directed staff to look for existing plans in our archives and to discuss grantwriting costs with Becky O'Banion.</p>																																										
8:23(49:00)	<p>ITEM #11C: PROP 202 FUNDING REQUEST</p> <p>Council will discuss and may select a project for which to apply to the Yavapai-Apache Nation for Prop 202 funding. The application deadline is January 2, 2019. Awards are typically between \$18,000 and \$20,000.</p> <p>Ms. Gallagher explained the process for requesting funds and that Prop 202 is a state law requiring that tribes distribute a share of their gaming revenues to cities, towns and counties. A brief discussion followed regarding possible projects.</p> <p>It was agreed to add this to the December 20 special meeting agenda for further discussion.</p> <p>8:29(55:08) Suzy Mound, encouraged Council to use the funds to install air conditioning at the fire station.</p>																																										
8:30(56:22)	<p>ITEM #11D: CONDITIONAL USE PERMIT – 123 HILL STREET</p> <p>Council will review and may approve a Conditional Use Permit application by Dewayne Woodworth (Jerome Clubhouse LLC) for residential use in the C-1 zone at 123 Hill Street. On November 7, 2018, the Planning & Zoning Commission recommended approval of this CUP.</p> <p>Ms. Page explained that this CUP is only for the existing apartment on the second floor. They obtained building permits and had been issued a Certificate of Occupancy in 2005, however they never applied for a Conditional Use Permit.</p> <p>There was discussion regarding fire and building department approvals and requirements.</p> <p>Bob Woods, the architect for the project, answered questions from the Council regarding the project, and noted that they do not want to lower the first floor windows as would have been required, so they are not changing the use.</p> <p>Councilmember Moore made a motion to Approve the Conditional Use Permit for 123 Hill Street, for one apartment for residential use in the C1 zone and contingent upon all the fire and building approvals before occupying the space.</p> <p>Councilmembers Moore and Worth discussed the approval of the CUP.</p> <p>Vice Chair Harvey called a point-of-order, saying that she believes that the Mayor is supposed to be chairing this and calling on people to speak.</p> <p>Councilmember Moore retracted her motion.</p> <p>Vice Chair Harvey said that she spoke with Chief Blair and this CUP is specifically for the apartment currently being used. They will need to go before P&Z for any further development.</p> <p>After some further discussion,</p> <p>Motion to Approve a CUP for One Apartment, which is Residential Use in a C1 Zone, and that they comply with the requirements of the Fire Department and Building Inspector.</p> <table> <tr> <th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr> <tr> <td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr> <td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr> <td>HARVEY</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr> <tr> <td>MOORE</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr> <td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY		X	X				MOORE	X		X				WORTH			X			
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<p>ITEM #12: 8:47 (1:13:08)</p>	<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>Councilmember Dillenberg suggested again that staff reach out to Becky O'Banion about the cost of grantwriting.</p> <p>Councilmember Moore said that she would like to have some discussion about what the requirements are for Board members, and what Council expects from them.</p> <p>Councilmember Worth said that:</p> <ul style="list-style-type: none"> • She would like an update on the conversion of the old town yard to parking. • She would like a presentation from Yavapai College and their new president, Dr. Lisa Ryan. • She would like to arrange an update from Clarkdale-Jerome Schools and Mingus High School, and have a discussion regarding consolidation and its ramifications. • She would like to discuss a fee structure for use of the parks. • She has concerns about our Town Code as it relates to parliamentary procedures, and feels that the Code should be consistent with Robert's Rules. • She would like to see if there is interest from Council and staff for having formal photos taken for press releases and the website. 																																										

	<p>Referencing Robert's Rules, Vice Chair Harvey mentioned again that the Mayor is the chair, and is supposed to call on people to speak, "not just a free-for-all."</p> <p>Mayor Barber said that she would like to arrange certain "field trips" for the new Council to see various properties in town, and asked Ms. Gallagher to arrange that, beginning with the sewer plant.</p>																																										
<p>ITEM #13: 8:54</p>	<p>EXECUTIVE SESSION</p> <p>Council may convene in executive session, pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4), to receive legal advice from the Town attorney regarding certain water issues, to include water rights and billing methodologies.</p> <p>Motion to go Into Executive Session at 8:54 p.m.</p> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td>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></table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH			X			
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<p>ITEM #14: 9:27</p>	<p>ADJOURNMENT</p> <p>Adjourned at 9:27 p.m.</p> <table><tr><th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td></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				DILLENBERG			X				HARVEY			X				MOORE			X				WORTH			X			
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MOORE			X																																								
WORTH			X																																								

APPROVED:

ATTEST:

 Christina Alex Barber, Mayor

 Candace B. Gallagher, CMC, Town Manager/Clerk

 Date



TOWN OF JEROME, ARIZONA

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DRAFT MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL
JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS
THURSDAY, DECEMBER 20, 2018, AT 7:00 P.M.

ITEM #1:

CALL TO ORDER/ROLL CALL

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, Jane Moore and Jack Dillenberg. Other staff present were Joni Savage, Deputy Clerk, and Charlotte Page, Zoning Administrator.

At the Mayor's request, Councilmember Worth led the Pledge of Allegiance.

ITEM #2:
7:02
(1:50)

APPOINTMENT(s) TO FILL VACANCY(s) ON BOARD(s)

Council may make one or more appointments to fill vacancies on the Boards, as follows:

- Planning & Zoning Commission – unexpired term ending February 28, 2020
- Design Review Board – unexpired term ending February 28, 2020
- Board of Adjustment – unexpired term ending February 28, 2021

As of December 18, 2018, applications to serve had been submitted by:

- Mike Parry (P&Z)
- Kathi Feher (P&Z)
- Joey Testone (P&Z)
- Jessamyn Ludwig (P&Z or DRB)
- Tyler Christensen (P&Z or DRB)
- Natalie Barlow (Board of Adjustment)

Joey Testone answered questions from the Council and gave his qualifications.

Tyler Christensen answered questions from the Council and gave his qualifications.

Natalie Barlow answered questions from the Council and gave her qualifications.

The other applicants were not in attendance.

(28:00) Suzy Mound, a Jerome resident referred to the liaison between P & Z and DRB and suggested that Joey Testone would be a good candidate for that position.

Motion to Appoint Natalie Barlow to the Board of Adjustment for the term ending February 28, 2021

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

The Council ranked their choices amongst the candidates for the other openings, and they were tallied and reported by Ms. Gallagher.

Motion to Appoint Joey Testone to the Planning and Zoning Commission for the term ending February 28, 2020

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

For TTY Access, Call the Arizona Relay Service at 1-800-367-8939 and ask for Town of Jerome at 928-634-7943

Jerome Town Hall Located at 600 Clark Street, Jerome Civic Center

Motion to Appoint Tyler Christensen to the Design Review Board for the term ending February 28, 2020

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

ITEM #3:
7:34
(33:10)

APPOINTMENTS TO PSPRS BOARD

Council may confirm the appointments to the Public Safety Personnel Retirement System (PSPRS) Board of (1) the Mayor (or Mayor's designee) as chair, and (2) the Mayor's appointment of a citizen member of the Board, for the remainder of the unexpired term ending November 20, 2021.

Mayor Barber would like to appoint Vice Mayor Harvey (her designee, as chair) and Ian Haney as citizen member to the PSPRS Board.

Motion to Appoint Vice Mayor Harvey and Ian Haney to the PSPRS Board

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

ITEM #4:
7:35
(34:10)

PROP 202 FUNDING REQUEST

Council will discuss and may select a project for which to apply to the Yavapai-Apache Nation for Prop 202 funding. The application deadline is January 2, 2019. Awards are typically between \$18,000 and \$20,000.

Mayor Barber asked Ms. Gallagher for her recommendations.

Ms. Gallagher recalled that there had been a suggestion to seek funding for the grant application for the health clinic, and also Chief Blair had suggested a kitchen for the fire station in light of its use as an evacuation center. She had received a suggestion from the public that the town shuttle be upgraded to something easier to access for the public.

The Council discussed different ideas.

(38:50) Mansel Mathews, a Jerome resident, said that he would like to see some of the higher curbs in Town shaved down.

The Council discussed van sizes that might require a CDL.

Councilmember Worth thought we should explore upgrading our current van to make it more accessible for disabled persons.

Councilmember Moore directed questions regarding the health clinic. She inquired if there had been any input from the public about that.

(53:20) Ms. Mound said that she believes it would be inappropriate to ask for money for a grant writer.

Ms. Gallagher suggested that we seek funding for "enhancements to community health and safety," which could include a more accessible van, a visiting nurse, improvements to facilitate the provision of health services, and grant writing for same. She was directed to prepare the grant application accordingly.

ITEM #5:
8:03

EXECUTIVE SESSION

Council may convene in executive session, pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4), to discuss a non-disclosure agreement and to receive legal advice from the Town attorney regarding certain water issues.

Motion to go into Executive Session at 8:03

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

ITEM #6: 8:38	ADJOURNMENT						
	<i>Adjourned at 8:38 p.m.</i>						
	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: _____



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TOWN OF JEROME

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

ORDINANCE NO. 445

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

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

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

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

A Planning and Zoning Commission was established upon adoption of the Jerome Zoning Ordinance. At the adoption of this ordinance, the Commission shall consist of five (5) members, each of whom shall be a resident of the Town of Jerome, to be appointed by the Town Council. The members of the Commission shall serve for three (3) years, except as hereinafter provided. In the event of a death, resignation, or removal from the Commission, the vacancy shall be filled by the Council for the unexpired term. Members of the Commission may, after a public meeting, be removed by the Council for inefficiency, neglect of duty or unethical conduct in office. ~~Three (3) absences without prior notification during a year from any regular or special meeting shall be grounds for termination at the will and pleasure of the appointing authority and such action shall be final.~~ A Commission member who is absent four (4) regular meetings of a year beginning March 1st and ending February 28th shall be deemed to have vacated his or her appointment without further action being taken by Commission or Council. All members shall serve without pay. However, members of the Commission may be reimbursed for actual expenses incurred in connection with their duties upon authorization or ratification by the Commission and approval of such expenditures by the Town Council.

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

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

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

Date of first reading: 12/11/18

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

written statement of the reasons for removal. ~~Three (3) unexcused absences during a term from any regular or special meeting shall be grounds for termination at the will and pleasure of the appointing authority without the necessity of a hearing or notice, and such action shall be final.~~ A Board member who is absent four (4) regular meetings of a year beginning March 1st and ending February 28th shall be deemed to have vacated his or her appointment without further action being taken by Commission or Council. All members shall serve without pay. However, members of the Board may be reimbursed for actual expenses incurred in connection with their duties upon authorization or ratification by the Board and approval of such expenditures by the Town Council.

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

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

The Design Review Board of the Town of Jerome shall be composed of five (5) members. The membership shall consist of a Town Planning and Zoning Commission member and four (4) residents of Jerome, who shall be persons qualified by design background, training or experience, to be appointed by the Town Council. The member of the Planning and Zoning Commission shall be designated annually by the Commission, and may not serve as Chair of the Design Review Board concurrently with serving as Chair of the Planning and Zoning Commission. In the event of a vacancy in the seat held by the member of the Planning and Zoning Commission, the Commission shall appoint another member to serve on the Design Review Board for the remainder of that year. The four (4) public members shall serve for a term of three (3) years. Members may, after a public meeting, be removed by the Council for inefficiency, neglect of duty, or unethical conduct in office. ~~Three (3) absences, without prior notification during a year from any regular or special meeting shall be grounds for termination at the will and pleasure of the appointing authority and such action shall be final.~~ A Board member who is absent four (4) regular meetings of a year beginning March 1st and ending February 28th shall be deemed to have vacated his or her appointment without further action being taken by Commission or Council. In the event of death or resignation, or removal from the Board, the vacancy shall be filled by the Council for the unexpired term. All members shall serve without pay. However, members of the Board may be reimbursed for actual expenses incurred in connection with their duties upon authorization or ratification by the Board and approval of such expenditures by the Town Council.

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

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

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

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

Christina Alex Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq., Town Attorney



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TOWN OF JEROME

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

ORDINANCE NO. 446

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

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

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

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

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

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

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

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

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

Date of first reading: 12/11/18

Date of adoption: _____

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

B. PROJECTS REQUIRING REVIEW

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

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

2. Compliance with the appropriate sections of the Zoning Ordinance for the Zoning District including:
 - a. lot area
 - b. lot width
 - c. maximum lot coverage
 - d. yard requirements
 - e. off-street parking and loading
 - f. building height
 - g. accessory building height
 - h. any other property development standards specific to the zone.

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

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

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

- j. ACCESSORY FEATURES – ~~Garages, carports, sheds, fences,~~ walkways, decks, stairways, lighting, antenna and other manmade structures shall be visually compatible with buildings, structures, and places to which they are visually related.

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

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

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

7. ACCESSORY BUILDINGS

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

Section 9. In Paragraph D, "Property Development Standards," of Section 505, "'R1-5' ZONE, SINGLE FAMILY RESIDENTIAL," of the Jerome Zoning Ordinance, Item 7 is hereby added, as follows:

7. ACCESSORY BUILDINGS

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

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

7. ACCESSORY BUILDINGS

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

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

7. ACCESSORY BUILDINGS

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

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

Section 13. All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency herewith.

Section 14. Should any section or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance, any provision incorporated by reference and any other provision of the Town Code as a whole or any part thereof other than the part so declared invalid.

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

Christina Alex Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney



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TOWN OF JEROME

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

ORDINANCE NO. 447

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING CHAPTER 10, "OFFENSES," OF THE JEROME TOWN CODE BY THE ADDITION OF NEW ARTICLE 10-3 THEREOF, "DRIVING WHILE USING A PORTABLE COMMUNICATIONS DEVICE"

WHEREAS, the Jerome Town Council is authorized to adopt provisions necessary to preserve the health of the Town of Jerome, and to make and enforce all local, police, sanitary, and other regulations not in conflict with the general laws; and

WHEREAS, A.R.S. §28-626(B) authorizes the adoption of additional traffic regulations that are not in conflict with other state traffic or transportation regulations; and

WHEREAS, the use of portable communications devices and texting while driving a motor vehicle has increased in recent years; and

WHEREAS, the use of portable communication devices and texting while driving a motor vehicle has contributed to the increase in injuries, deaths, property damage, health care costs, and auto insurance rates; and

WHEREAS, motorists who operate portable communication devices and/or text while driving a motor vehicle are statistically more likely to become involved in a traffic accident; and

WHEREAS, it is the desire of the Jerome Town Council to promote and encourage healthy and safe behaviors for all by regulating certain traffic behaviors;

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

Section 1. Chapter 10, "Offenses," of the Jerome Town Code is hereby amended by the addition of NEW Article 10-3 thereof, "Driving While Using A Portable Communications Device," as set forth in Resolution No. 578 of the Town of Jerome, Arizona, three copies of which are on file in the office of the Town Clerk of the Town of Jerome. Said document was made a public record by Resolution No. 578, and is made a part hereof as if fully set out in this Ordinance.

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

Date of first reading: _____

Date of adoption: _____

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 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

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ORDINANCE NO. 448

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 2-4-8, "VOTING," OF ARTICLE 2-4, "COUNCIL PROCEDURE," OF THE JEROME TOWN CODE

WHEREAS, Section 2-4-6, "Council Procedure," of the Jerome Town Code provides that Council meetings shall be conducted in accordance with the parliamentary rules contained in *Robert's Rules of Order*; and

WHEREAS, *Robert's Rules of Order* provides that an abstention is not counted as a vote at all, and is therefore recorded as neither an "aye" nor a "nay" vote; and

WHEREAS, Paragraph D of Section 2-4-8, "Voting," of the Jerome Town Code states that an abstention for any reason other than a conflict of interest shall be counted as an "aye" vote, which is in conflict with the provisions of *Robert's Rules of Order*; and

WHEREAS, the Jerome Town Council wishes to correct this by amending the Town Code to delete Paragraph D of Section 2-4-8;

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

Section 1. Paragraph D of Section 2-4-8, "Voting," of the Jerome Town Code is hereby deleted in its entirety:

~~D. Council members are expected to vote on all issues placed before them. A failure to vote or a voluntary abstention shall be counted as an "aye" vote unless the member has declared a conflict of interest and left the dais in accordance with Paragraph C above.~~

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						

Jerome Town Hall Located at 600 Clark Street, Jerome Civic Center

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA,
THIS ____ DAY OF _____ 2019.

ATTEST:

Christina "Alex" Barber, Mayor

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney

TOWN OF JEROME STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Jerome Fire Department

Date: 1-3-19

Meeting Date: 1-8-19

TITLE: FEMA SCBA Award Payment

RECOMMENDED ACTION: Approve Funding for 12 New Delta-AVON SCBAs.

ACTION SUMMARY: For council to approve expenditure of total of \$93,248.00

DISCUSSION:

Background/History: Current Jerome Fire Department SCBAs are 13 years old, and are ending their lifespan. In doing so, these MSA airpacks fall out of NFPA compliance. We have been applying for FEMA grants to replace these airpacks for the last 2 years, which are funded at 95% with a Town of Jerome match of 5%.

Key Considerations: We were awarded a grant from FEMA in the amount of \$88,808.00. With a town match being \$4,440.00. Totaling \$93,248.00 to replace our old MSA airpacks. The Fire Department requested bid proposals advertising in the newspaper and public bulletins for submittals for 12 air-packs. We received two bidders; one from United Fire in the amount of \$78,533.58 without buddy breathers, and one from FDC Rescue Products for \$76,324.44 for Delta-Avon packs without buddy breathers. We assessed both air-packs and have determined that the Delta-Avon pack is a superior pack giving us built-in communications with any radio, whereas the MSA packs would only take a specific, cost prohibitive radio that would only be tied to one air-pack. **The Town would have to pay their amount of \$4,440 in the initial purchase of the air-packs.** Also note that the monies have been requested and received in the towns account in the amount of \$88,808.

Community Benefits and Considerations: To provide the most updated SCBAs for our firefighters to facilitate safe fire response on all different types of incidents.

Community Involvement: None.

Financial Implications: The Town of Jerome will have to pay a matching 5% in the amount \$4,440.00.

Options and Alternatives: Wait for the current generation of MSA SCBAs expire, and return the monies back into FEMA.

Attachments/Exhibits: Exhibit A: FEMA Award
Exhibit B: Jerome Fire Department Request for Bid
Exhibit C: Proposal from United Fire
Exhibit D: Quote from FDC Rescue Products.

Exhibit A

U.S. Department of Homeland Security
FEMA Region IX
1111 Broadway, Suite 1200
Oakland, CA 94607



FEMA

AUG 16 2018

Ron Chilston
Jerome Fire Department
101 Main Street
Jerome, Arizona 86331-1025

Dear Mr. Chilston:

Congratulations on your FY 2017 Assistance to Firefighters Grant (AFG) award listed below:

Award Number	EMW-2017-FO-06485
Federal Award Amount	\$88,808.00

On behalf of the Federal Emergency Management Agency (FEMA) Grant Programs Directorate and Region IX, we would like to introduce ourselves as your Regional Fire Program Specialist located in Oakland, California. We will serve as your primary points of contact for the AFG Program. Our goal is to work with you towards the successful completion of your grant award. Attached to this letter is the "AFG Management Reference Sheet" which outlines policies, procedures and responsibilities for recipients of federal funds. Please take time to read over this document.

Also, the new FY2017 AFG User Guide is posted on the Fire Grants Training Tools website listed here: <https://www.fema.gov/assistance-firefighters-grants-training-tools>. The User Guide is designed to assist AFG grant recipients with processes, regulations, points of contact and helpful resources for successfully managing your grant award. In addition, as part of the FY 2017 AFG award rollout, we will be conducting Post Award Orientation (PAO) sessions with AFG recipients to confirm your understanding of requirements involved in managing your AFG award. The Fire Program Specialist will contact you to schedule a date and time for the PAO.

Prior to the PAO, recipients are encouraged to review their award package in the AFG eGrants system by opening up the status page and selecting "Award Package." Please review the "Negotiation Comments" in the body of the Award Package for any changes from your original application and for information on the FEMA Environmental Planning and Historic Preservation (EHP) requirements. You must complete the FEMA EHP Screening Form, if applicable, and receive approval from FEMA prior to beginning work on any project with a possible EHP impact. Failure to comply may result in funds being denied. Further guidance is provided in the current AFG FY 2017 Notice of Funding Opportunity (NOFO) which includes an introduction of expectations: <https://www.fema.gov/assistance-firefighters-grants-documents>. Additionally, the AFG Frequently Asked Questions (FAQs) web link is listed here: <https://www.fema.gov/assistance-firefighters-grant-program-most-frequently-asked-questions>.

Lastly, if you are no longer the primary contact for your organization, please contact our office to inform us of the change. We look forward to working with you to successfully implement your grant program. If you have any questions or concerns, please feel free to call me at (510) 627-7132 or Paulene Graham-Melvin, Grants Program Branch Chief at (510) 627-7082 or email at paulene.graham@fema.dhs.gov.

Sincerely,

A handwritten signature in dark ink, appearing to read "Karen E. Armes". The signature is fluid and cursive, with the first name "Karen" being more prominent.

Karen E. Armes, Director
Grants Management Division
FEMA RIX

Attachments

Summary Award Memo

INSTRUMENT: GRANT
AGREEMENT NUMBER: EMW-2017-FO-06485
GRANTEE: Jerome Fire Department
DUNS NUMBER: 181448523
AMOUNT: \$93,248.00, Operations and Safety

Project Description

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

Period of Performance

07-AUG-18 to 06-AUG-19

Amount Awarded

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel:	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$84,925.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
State Taxes	\$8,323.00
Total	\$93,248.00

NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)

The Program Office has made the following reductions to your grant:
The approved cost of the SCBAs is \$6,800 per unit, not \$8,150. Because of the reduction in the SCBA's unit cost, the approved total amount of the state sales tax is \$8,323, not \$9,902.
Therefore, they have recommended the award at this level:
Total budget \$93,248
Federal share \$88,808

Applicant share \$4,440

If you have any questions about your award package, please contact your GPD Grants Management Specialist: Edith "Dee" Myerly at Edith.Myerly@fema.dhs.gov.

FEMA Officials

Program Officer: The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

Grants Assistance Officer: The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

Grants Operations POC: The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 8000 characters)

Exhibit B



Jerome Fire Department

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

TOWN OF JEROME

REQUEST FOR BID

Self-Contained Breathing Apparatus

General Requirements

The Town of Jerome Fire Department is seeking bids from qualified vendors for self-contained breathing apparatus 4500 psi. Bids must be from vendors who are qualified/certified/ authorized by the manufacturer deal directly with the original manufacturer

This request for bid (RFB) sets forth the requirements for the purchase of self-contained breathing apparatus for the town of Jerome Fire Department. The SCBA is intended to be used daily and withstand the rough usage of Frontline firefighting. SCBA Shall be fully compliant NFPA 1981 (2013 edition or newer) standard on open circuit breathing apparatus fire and Emergency Services shall be NIOSH CBRN certified. Potential bidders who have questions about the specifications or the bid process should contact Fire Chief Rusty Blair at 928-300-8701 or by email at blair@jeromefire.us, or Assistant Chief Tim Irwin at 928-239-0153 or by email @ irwin@jeromefire.us.

Examination of Specifications

The SCBA covered by this bid will be furnished and delivered as specified herein is the responsibility of the bidders responding to the RFB to carefully examine the specifications totally informed regarding the requirements. There will be no additional allowances made after the award due to a lack of knowledge of the requirements.

Standards and Specifications

The equipment provided under the specifications shall be the newest available model. All equipment specified here in must be factory original. SCBA shall be fully compliant with the NFPA 1981, 2013 edition or newer, on open-circuit self-contained breathing apparatus for fire and emergency services and shall be NIOSH and CBRN certified. Bidders shall state specifically what they proposed to supply, giving manufactured names model numbers and exact quantities of each component. A detailed description should accompany your bid. Bidders taken exception to these specifications or offering EXCEPTIONS, SUBSTITUTIONS, OPTIONS, or ALTERNATES shall clearly state these on the separate sheet of paper as part of the bid. The mention of brand-name and specific description are intended to describe the minimum type SCBA required and is not intended to eliminate or restrict qualified bidders.

Specifications for Self-Contained Breathing Apparatus

SCBA shall have the following components and operational features:

SCBA shall meet NFPA 1981 standard on open circuit self-contained breathing apparatus for the fire and Emergency Services 2013 edition or newer NIOSH CBRN certified. Bidders shall supply documentation of NFPA compliance CBRN certification.



Jerome Fire Department

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

SCBA shall be high pressure 4500 design with threaded or quick coupling connection.

SCBA show have allowance for a face piece mounted regulator. Change over from breathing ambient air to SCBA air shall be accomplished with one hand.

SCBA show have a heads up display to indicate air supply status integrated with in the face mask.

SCBA shall have two separate "end-of-service" time indicators which allow the end-user to know when the SCBA air supply is expiring.

SCBA facepiece shall have, nose cup, 5-point Kevlar adjustable head harness and they be capable of water submersion for cleaning and disinfection.

Mask mounted regulator with flow bypass.

SCBA shall have integrated pass device

SCBA shall have a electronic speaking amplified speaker on SCBA harness.

Quantity to be Purchased

The town of Jerome Fire Department seeks to purchase the following SCBA equipment during the contract. Twelve (12) SCBA complete units. FEMA defined as frame components, 2 bottles and 1 face piece.

Warranty

Specifically, state in your bid the manufacturer's warranty regarding all equipment including all parts and or labor. State the warranty in years. If separate parts of the pack, cylinder, and or mask have different warranties, this shall be specified as well. A copy of all warranties shall be included with your bid. The bidder shall specifically state any and all regularly scheduled maintenance and requirements by the manufacturer to maintain any and all warranties. Additionally, the vendor shall provide specific information regarding where said maintenance can and/or should be performed. The bidder shall provide information relative to the battery replacement schedule for the SCBA being proposed along with the size and number of batteries in each unit.

Training

The bidder receiving the bid award show offer, at no cost to the town of Jerome Fire Department, a volunteer friendly initial training on SCBA use.



Jerome Fire Department

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

Terms

The price bid for all SCBA show include the unit price for each item and itemize delivery shipping charges. Bid pricing shall be firm with the option to purchase additional SCBA equipment as specified, with the pricing for one hundred eighty (180) days after such date. Current Arizona tax will be added to the bid. Any VARIATIONS, SUBSTITUTIONS, or EXCEPTIONS to the specifications shall be specifically noted on a separate sheet of paper.

Delivery

All SCBA shall be delivered to the Town of Jerome Fire Department within 90 days of the bid award NO EXCEPTIONS. Please state the method of delivery.

Payment

Payment to the successful bidder will be net 30 days after delivery, receipt, testing, and acceptance of the SCBA.

Award

The RFB selected will be for the SCBA equipment, which best satisfies the specifications and the needs of the town of Jerome Fire Department. The Town Jerome Fire Department reserves the right to reject any and all proposals, to waive formalities, and to negotiate with the apparent qualified bidder to such extent as may be determined by the Department.

Submitting the Bid

All bids should be sealed in envelopes marked "SCBA Bid" be received in the office of the fire chief, PO Box 1025 or 101 Main Street, Jerome Arizona 86331 later than 5:00 PM, December 27 at which time they will be publicly open and read. Bidders are invited to attend this public opening will be held immediately following the closing time specified above, in the town of Jerome Fire Department 101 Main Street, Jerome Arizona, 86331. Bids received after that time, regardless of any postmarks or other delivery date/time indicators, shall not be considered and will be return unopened to the vendor. Faxed or emailed bids are not accepted. Bids shall be signed by the authorized representative of the bidding company. Bidders shall submit an executive original of the bid with three copies of all supporting documents, product information, and data for the proposed SCBA.



UNITED FIRE

Life Safety is Serious Work®

15 N. Fourth Avenue, Tucson, AZ 85705
t. 800.362.0150 f. 800.882.3991

Exhibit C

PROPOSAL

Number UFEQ26339

Date Dec 22, 2018

Dept

Sold To

Jerome Fire Department
Rusty Blair
600 Clark St.
Jerome, AZ 86331

Ship To

Jerome Fire Department
Rusty Blair
600 Clark St.
Jerome, AZ 86331

Your Sales Rep



Paul Fraser
(800) 362-0150
PaulF@ufec.com

ACC # JER010
Phone (928)649-3034
Fax (928)649-3039

LID #
Phone (928)649-3034
Fax 1-928-649-3039

Offer
Prepared By:

Paul Fraser
Paul Fraser

Here is the quote you requested.

Terms	Tx Code	Due	P.O. #	Ship Via	FOB	N-SO#	N-INV#	Pay Method	Check#
NET 30	TUCSON	12/27/2018		Best	Destination				

Qty	Part Number	Description	Unit Price	Ext. Price
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G1 CONFIGURATION PER BID SPECIFICATIONS

12	MSAAG1FS421MB1C0LAR	MSA G1 SCBA With 45-Minute Cylinder, 4500 PSI, CGA 347 Threaded Connecton, Shoulder Straps, Double Pull Waist Straps and Seat Belt Buckle Connection, Metal Cylinder Band, Continuous 2nd Stage Regulator Hose, PASS, Blue Tooth, Near Field Communication [NFC], URC, Rechargeable Battery [Alkaline Battery Pack available-No Price Difference], HUD, Voice Amplifier Located on Left Chest Strap.	\$4,875.00	\$58,500.00
----	---------------------	--	------------	-------------

Estimated 60 - 90-day delivery time-frame on packs.

See attached warranty statement.

(Optional - SELECTED)

12	NFPA2018 Upgrade	The MSA G1 SCBA (G1) was designed with the promise of being a platform for the future. As a result the G1 is well prepared for the 2018 editions of NFPA 1981 and 1982. In fact, the G1 already meets nearly all of the outlined requirements. To help eliminate any concerns customers may have about purchasing a 2013 NFPA edition SCBA, United Fire and MSA are offering customers who purchase a G1 will receive a (NO CHARGE) upgrade of their G1 to meet 2018 standards. (Optional - SELECTED)	\$0.00	\$0.00
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CYLINDERS

12	MSA10175708	45-Minute 4500 PSI Cylinder, Low Profile Carbon Wrapped (Optional - SELECTED)	\$765.00	\$9,180.00
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Terms & Conditions of Sale: Prices quoted are firm for thirty (30) days unless otherwise noted. When you accept a quote it is our indication that you have selected any required charges, carefully reviewed all part numbers, descriptions, unit quantities, taxes, shipping, and handling charges. A 50% deposit is required on all engineered projects and orders for non-stock items without approved payment terms. United Fire accepts all major credit cards, cash, business checks, and EFT's. Automatic monthly and quarterly credit card billing options are offered for inspection and maintenance packaged services. We hope you use our products safely. In the event that an item needs to be replaced or returned we will attempt to make reasonable accommodations. In accordance with United Fire's return policy, a re-stocking fee may be applied at the time of a return. There is a \$35.00 fee for cancelling scheduled services within 24 Hours of a set appointment. The order process begins when you sign and accept the quote and make any required incremental payments. Orders do not ship until a full payment has been authorized via approved purchase order or credit card. There is a 1.5% per month late charge on all past due invoices. **LIMITATION OF LIABILITY:** The Seller's liability whether in contract, in tort, under any warranty, in negligence or otherwise, shall not exceed One Thousand Dollars (\$1000.00) and buyer's remedy or damages shall be limited to, the return of the purchase price paid. Under no circumstances shall seller be liable for consequential or special damages.

Created on 12/27/18 13:10:15 by United Fire

ROC 073858 & 076292

Page 1 of 2

Qty	Part Number	Description	Unit Price	Ext. Price
FACEPIECES				
0	MSA10156458	G1 Facepiece, Small (Optional - SELECTED)	\$250.00	\$0.00
.2	MSA10161810	G1 Facepiece, Medium (Optional - SELECTED)	\$250.00	\$3,000.00
0	MSA10156460	G1 Facepiece, Large (Optional - SELECTED)	\$250.00	\$0.00
20	FITTESTING	Personel Fit-testing for 20 firefighters, (NO CHARGE, \$2,800 Value) (Optional - SELECTED)	\$0.00	\$0.00
20	TRAINING	End-user Training (NO CHARGE) (Optional - SELECTED)	\$0.00	\$0.00
12	L110	Annual Flow Testing after One-Year (NO CHARGE)	\$0.00	\$0.00
6	MSA10148741-SP	Rechargeable Battery Pack (Spare) [Delete if Akaline Battery is selected] (Optional - SELECTED)	\$198.00	\$1,188.00
1	MSA10158385	Smart Charger for Six [6] Rechargeable Batteries (Batteries Not Included) [Delete if Akaline Battery Pack is selected] (Optional - SELECTED)	\$380.00	\$380.00
1			\$0.00	\$0.00
SubTotal				\$72,248.00
OPTIONAL G1 ITEMS				
0	MSA10165336	G1 RIT Upgrade Kit, Less Cylinder (Optional)	\$695.00	\$0.00
0	MSA10175710	60-Minute 4500 PSI Cylinder Carbon Wrapped (Optional)	\$943.65	\$0.00
0	MSA10083875	RFID Tags (Tags can be used for programming the Motorola Radios, Air Management System, the G1 and to change settings for training purposes). One RFID tag needed for each Radio. (Optional)	\$34.00	\$0.00
0	MSA10144230	G1 Spectacle Kit (Optional)	\$95.00	\$0.00
0	MSA10158407	RFID Reader/Writer, G1 (One to Write Tags, One to Read Tags) (Optional)	\$320.00	\$0.00
0	MSA10144231-SP-ASSY	APR Adapter Assy (G1 Fit Testing Adapter) (Optional)	\$78.00	\$0.00
			SubTotal	\$72,248.00
			Tax	\$6,285.58
			Shipping	\$0.00
			Total	\$78,533.58

Please contact me if I can be of further assistance.

Terms & Conditions of Sale: Prices quoted are firm for thirty (30) days unless otherwise noted. When you accept a quote it is our indication that you have selected any required changes, carefully reviewed all part numbers, descriptions, unit quantities, taxes, shipping, and handling charges. A 50% deposit is required on all engineered projects and orders for non-stock items without approved payment terms. United Fire accepts all major credit cards, cash, business checks, and EFT's. Automatic monthly and quarterly credit card billing options are offered for inspection and maintenance packaged services. We hope you use our products safely. In the event that an item needs to be replaced or returned we will attempt to make reasonable accommodations. In accordance with United Fire's return policy, a re-stocking fee may be applied at the time of a return. There is a \$35.00 fee for cancelling scheduled services within 24 Hours of a set appointment. The order process begins when you sign and accept the quote and make any required incremental payments. Orders do not ship until a full payment has been authorized via approved purchase order or credit card. There is a 1.5% per month late charge on all past due invoices. LIMITATION OF LIABILITY: The Seller's liability whether in contract, in tort, under any warranty, in negligence or otherwise, shall not exceed One Thousand Dollars (\$1000.00) and buyer's remedy or damages shall be limited to, the return of the purchase price paid. Under no circumstances shall seller be liable for consequential or special damages.

Exhibit D



2202 W. Lone Cactus Dr., Suite #5
Phoenix, AZ 85027
Ph: (623) 463-2235
Fax: (623) 463-2237

Quotation #
7163

Bill To: Town of Jerome
Attn: Rusty Blair
P.O. Box 335
Jerome, AZ 86331

Ship To: Jerome Fire Department
Attn: Rusty Blair
101 Main Street
Jerome, AZ 86331
928-649-3034

Date	Terms	All quotations valid for 30 days unless otherwise indicated.	F.O.B.		Rep
12/27/2018	Net 30		Cadillac, MI		DAP
Part Number	Description		Qty	Cost	Total
DEL-30321314050GQ	Avon Protection Deltair SCBA-Certified NFPA 1981, 2013 Edition 4500 PSI, 45 Minute Carbon Fiber Cylinder Medium Face Mask w/AirSwitch DEV & Nomex Net In-Mask Heads-Up Display VAS w/ In-Mask Microphone PASS w/ Locator Lights Universal RIC Fitting Chest Strap Premium Facemask Storage Bag		12	4,881.00	58,572.00T
CYL-03	Spare Cylinder, 45-Minute, 4500 PSI Carbon Fiber		12	945.00	11,340.00T
Shipping	Shipping & Handling		1	400.00	400.00
		Included with Proposal: Avon 15 year Electronics Warranty for PASS, VAS, HUD Avon 15 year Pneumatics Warranty Avon 15 year Elastomer Warranty User training in Donning, Doffing, Use, Cleaning and User Maintenance Initial Fit Testing of all firefighters for proper mask sizing			

If this quote is approved, please sign, insert PO number and return fax to our office. Thank You!

www.FDCrescue.com

Subtotal	\$70,312.00
Sales Tax (8.6%)	\$6,012.44
Total	\$76,324.44



To accept quotation, sign here: _____

Your Purchase Order No. _____

SELF CONTAINED BREATHING APPARATUS

DELTAIR®

TOSH



Deltair is designed to meet and exceed the NFPA 1981, 1982, 2013 Edition Standard and is approved for use in a CBRN environment.

TC-13F-0737CBRN, SC/PD/CBRN, 30 MIN, 2216 PSIG, EOSTI-33
 TC-13F-0738CBRN, SC/PD/CBRN, 30 MIN, 4500 PSIG, EOSTI-33
 TC-13F-0739CBRN, SC/PD/CBRN, 45 MIN, 4500 PSIG, EOSTI-33
 TC-13F-0740CBRN, SC/PD/CBRN, 60 MIN, 4500 PSIG, EOSTI-33

Spare Mask		
P/N	Description	List Price
AIR-01	AirSwitch Facemask, NFPA 2013 CBRN Small	\$950.00
AIR-02	AirSwitch Facemask, NFPA 2013 CBRN Medium	\$950.00
AIR-03	AirSwitch Facemask, NFPA 2013 CBRN Large	\$950.00
MASK OPTIONS		
A	None	
B	Premium Facemask Bag	\$50.00
Fit Test Mask		
P/N	Description	List Price
171240	FitTest Mask, CBRN, 2013, Small	\$505.00
171241	FitTest Mask, CBRN, 2013, Medium	\$505.00
171242	FitTest Mask, CBRN, 2013, Large	\$505.00
Spare Cylinders		
P/N	Description	List Price
CYL-01	2216 psi 30 minute Carbon	\$1050.00
CYL-02	4500 psi 30 minute Carbon	\$1050.00
CYL-03	4500 psi 45 minute Carbon	\$1350.00
CYL-05	4500 psi 30 minute Carbon LW	\$1125.00
CYL-06	4500 psi 45 minute Carbon LW	\$1430.00
CYL-07	4500 psi 60 minute Carbon LW	\$1680.00
Additional Accessories		
P/N	Description	List Price
162079	QD Adapter for Fill Station	\$912.00
136004	Deltair Specacle Kit	\$122.00
010018	Deltair Hard Carrying Case	\$165.00
600970	Soft SCBA and Gear Bag	\$100.00
061133	QC Cylinder Male Fitting	\$88.00

DELTAIR SCBA			
Select One			
1	DEL-1	Deltair SCBA, 2013 NFPA, 30 min LP	\$3300.00
	DEL-2	Deltair SCBA, 2013 NFPA, 30 min HP	\$3200.00
	DEL-3	Deltair SCBA, 2013 NFPA, 45 min HP	\$3200.00
	DEL-4	Deltair SCBA, 2013 NFPA, 60 min HP	\$3200.00
Cylinder Options			
Select One			
2	01	2216 psi 30 minute Carbon	\$1050.00
	02	4500 psi 30 minute Carbon	\$1050.00
	03	4500 psi 45 minute Carbon	\$1350.00
	05	4500 psi 30 minute Carbon LW	\$1125.00
	06	4500 psi 45 minute Carbon LW	\$1430.00
	07	4500 psi 60 minute Carbon LW	\$1680.00
Cylinder Connection Options			
Select One			
3	20	CGA Connector, 2216 psi	\$0.00
	21	CGA Connector, 4500 psi	\$0.00
	22	QD Connector, 4500 psi (not available for 2216 psi)	\$510.00
Facemask			
Select One			
4	30	AirSwitch Facemask, NFPA 2013, CBRN Small	\$950.00
	31	AirSwitch Facemask, NFPA 2013, CBRN Medium	\$950.00
	32	AirSwitch Facemask, NFPA 2013, CBRN Large	\$950.00
Communications\PASS Options			
Select One			
5	40	Voice Amplification/PASS	\$1385.00
	41	Voice Amplification/PASS/Radio Interface	\$1800.00
	42	Voice Amplification/PASS/Radio Interface/ EchoTracer Ultrasonic Tracking	\$2600.00
Storage Options			
Select One			
6	50	None	\$0.00
	51	Hard Carry Case	\$150.00
	52	Soft Carry Case	\$100.00
Optional Features			
Select One			
7	A	None	\$0.00
	B	Buddy Breather (EBSS)	\$625.00
	C	Airline, Hansen HK	\$320.00
	D	Airline, Rectus	\$320.00
	E	Rescue Belt - Crosby Hook	\$1470.00
	F	Rescue Belt - Carabineer	\$1450.00
	G	Premium Facemask Storage Bag	\$50.00
	J	Custom Cylinder Labels - Paper	See Page 13
	K	Custom Cylinder Labels - Luminescent	See Page 13
	L	Custom Shoulder Strap Patches	See Page 13
	P	Cold Weather Screen	\$28.00
	Q	Chest Strap	\$38.00
R	10 Years of Batteries (1 set/year)	\$150.00	

TOWN OF JEROME STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Jerome Fire Department

Date: 1-3-19

Meeting Date: 1-8-19

TITLE: FEMA Truck Award Payment

RECOMMENDED ACTION: Approve funding for HME Type-1 Fire Truck

ACTION SUMMARY: For council to approve expenditure.

DISCUSSION:

Background/History: Jerome Fire has been submitting applications to FEMA for the last 5 years in order to facilitate replacing Engine-112, which is a 1961 F-850 Ford 750GPM pump which does not comply with NFPA standards.

Key Considerations: This new HME Type-1 Truck will bring us up to date on our NFPA standards, and will help us maintain our ISO rating. It will also provide a safer apparatus for personnel response. Additionally this will help take Jerome Fire into the future as we need to constantly upgrade our equipment. In 2002 we received our attack truck (AT-111), in 2006 we received our rescue truck (R-111), and in 2008 we received our brush truck (B-111). This grant from FEMA awarded was \$418,477.00, with a town match of \$20,923.00. This totals \$439,400. Through our bid process utilizing NPP-GPO we selected a vendor for this truck with the sales amount being \$432,147.00. This leaves us \$7,253.00 to buy additional equipment for this piece of apparatus. **In this initial expenditure for the \$432,147.00 the Town of Jerome will need to pay their matching funds of \$20,923.00 first.** Note that we have already requested funds and FEMA has deposited the \$418,477.00 into the towns bank account.

Community Benefits and Considerations: To provide better ability to respond to fires and other incidents. The ability to have 4-wheel drive, power steering, and a short wheel base allows better access to all areas of Jerome. Additionally, the HME has a 1500 GPM Hales Pump with an auxiliary pump-and-roll capability of 140 GPM and the ability to transport up to 4 personnel. This capability is twice that of 1961 E-112 which only pumps at 750 GPM and has no pump-and-roll capabilities, maneuverability, 4 wheel drive, or power steering.

Community Involvement: We would like the community of Jerome to join us for the initial housing of the new apparatus. This is a time-honored tradition in the Fire Service.

Financial Implications: The stipulation for receiving this apparatus is that the town match **5% of the cost** for the apparatus, or **20,923.00**.

Options and Alternatives: Turning down this offer of an almost entirely free new apparatus, and returning the money back to FEMA.

Attachments/Exhibits: Exhibit A: FEMA Award
Exhibit B: Specifications of HME HXR Truck
Exhibit C: Sales Agreement
Exhibit D: HME HXR External View

Exhibit A

U.S. Department of Homeland Security
Washington, D.C. 20472

FEMA

Mr. Ron Chilston
Jerome Fire Department
P.O. Box 335
Jerome, Arizona 86331-0335

Re: Award No.EMW-2017-FV-01947

Dear Mr. Chilston:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2017 Assistance to Firefighters Grant has been approved in the amount of \$418,477.00. As a condition of this award, you are required to contribute a cost match in the amount of \$20,923.00 of non-Federal funds, or 5 percent of the Federal contribution of \$418,477.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2017 Assistance to Firefighters Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

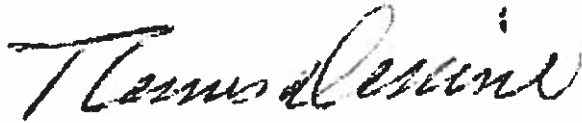
Step 1: Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

Step 2: If you accept your award, you will see a link on the left side of the screen that says Update 1199A in the Action column. Click this link. This link will take you to the SF-1199A, Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form

electronically. Then, using the Print 1199A Button, print a copy and keep the original form in your grant files. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas DiNanno". The signature is fluid and cursive, with a large initial "T" and a stylized "D".

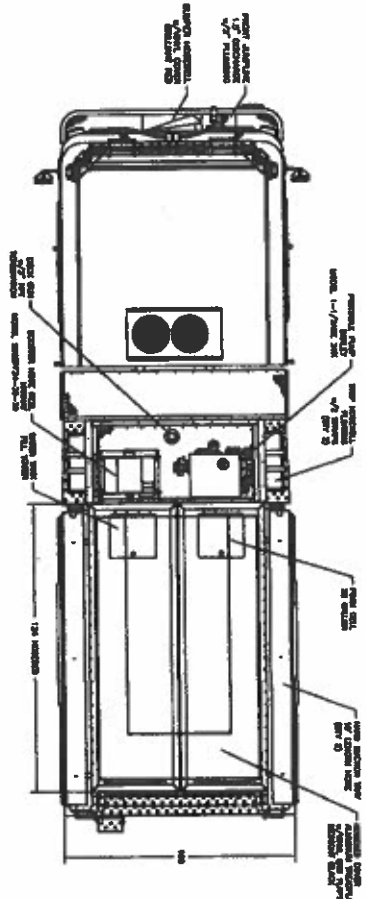
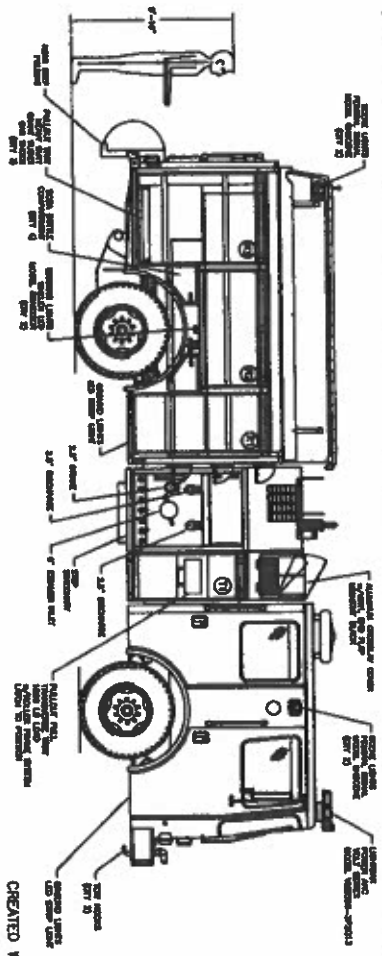
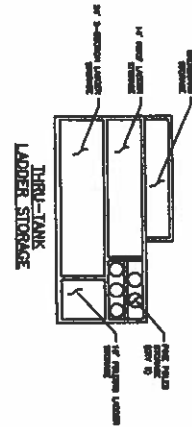
Thomas George DiNanno
GPD Assistant Administrator

105
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103
over 11

This drawing along with any drawings made and utilized by both the Department & I shall remain valid and be considered and accepted as the "Site Description," any changes to the architect specifications and existing site survey shall also be for the Department's benefit. The same signed and approved by both the Department & I shall, be

APPROVED BY: _____ TITLE: _____

APPROVED BY: _____ TITLE: _____
_____ JSEB, ENCLOSURE

20

CREATED WITH AUTOCAD®


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Exhibit C



SALES AGREEMENT

This Sales Agreement (the "Agreement") made by and between HME, Incorporated (Company) and

Town of Jerome, AZ

(Legal Name of Buyer)

101 Main Street

Jerome

AZ

86331

(Address)

(City)

(State/Province)

(Zip/Postal Code)

1. **ACCEPTANCE:** The "Company" agrees to sell and the "Buyer" agrees to purchase the apparatus and equipment (collectively the "Vehicle") described in the HME, Incorporated specifications hereto attached and made part of this Agreement, in accordance with the terms and conditions herein and the attached documents referenced herein (collectively, the "Agreement").

2. **DELIVERY:** Except as otherwise specified in this Agreement and provided that the Buyer has paid the purchase price, the Vehicle shall be ready for delivery within 60 calendar days after the date this Agreement is signed and executed by an officer of Company at the Company's Corporate Headquarters in Wyoming, Michigan, and based upon a satisfactory completion of a Pre-Construction Conference, if requested. The Company cannot be held liable for penalties and/or delays due to strikes, failures to obtain materials, fires, accidents, force majeure, or any other causes beyond the Company's control. The Pre-Construction Conference shall be conducted within 30 days from the execution of this Agreement.

To establish a stable design, procurement, and build schedule in accordance with the specifications and this Agreement, a Buyer change order cutoff date of eight (8) weeks from the date of the execution of the Agreement will be enforced. Changes in major components, configuration, or other items that may change the major components or configuration, (e.g.: engine, transmission, axles, water tank, body, fire pump) will not be allowed after the Agreement execution date.

If inability to obtain exclusive or brand name materials causes completion or delivery problems, the Company shall advise the Buyer of said problem. The Company resolves to examine alternative sources of said material. Material substitutions shall be mutually agreed upon by the Buyer and the Company. No substitutions shall be made without the execution of a written change order by the Buyer.

3. **CHANGE ORDERS:** Changes to the Agreement may be requested by the Buyer after the execution of the Agreement according to the terms of Section 2 of this Agreement. Changes shall be reviewed for cost and schedule impact by the Company. Changes shall be sequentially numbered. Change Orders shall be prepared by the HME sales representative and executed by the Buyer. The price of the Vehicle shall be adjusted to take into account any Change Orders. Any and all Change Orders may extend the completion and delivery dates of the Vehicle.

4. **SPECIFICATIONS:** The Company agrees that all material and workmanship in and about this Vehicle shall comply with the hereto attached HME, Incorporated specifications dated 22nd day of October, 2018

5. **WARRANTY:** The Company shall provide the warranty as specified in the attached HME, Incorporated specifications.

6. **PRICE:** The Buyer shall pay, as a purchase price for the Vehicle, the sum of Four hundred thirty two thousand, one hundred forty-seven US Dollars and zero Cents (\$ 432,147). All prices are less any applicable local, state, or federal taxes which may be applied to the sale of the Vehicle. NOTE: Payment shall be made only to: HME, Incorporated, 1950 Byron Center Avenue, Wyoming, Michigan 49519, attention: Accounts Receivable.

7. **TERMS OF PAYMENT:**

- a) Payment of the purchase price plus cost of any authorized Change Orders, shall be paid, in full, at the time of plant pick-up or availability for delivery, whichever is earlier.
- b) No payment of any amount shall be made payable to a sales representative without written approval from the Company.
- c) It is agreed that the Vehicle covered by this Agreement shall remain the property of the Company and not be placed in service until the purchase price and any additional costs and expenses are paid by the Buyer. Any payment not made when due shall accrue a service charge of 1.5% per month, but in no event shall such charge exceed the maximum rate allowed by law.

8. The Company requires, and the Buyer agrees, that the Vehicle shall be inspected and picked up by the Buyer within seven (7) days of notice that the manufacturer of the Vehicle has been completed.

9. **CANCELLATION:** This Agreement is subject to cancellation by the Buyer only upon payment to the Company of reasonable cancellation charges as determined by the Company, which shall take into account expenses already incurred and commitments made by the Company.

10. **TAG-ON / ADDITIONAL ORDERS:** At its sole discretion, the Company may allow the terms of this Agreement to be extended to both the Buyer and similar agencies for the purchase of a similar Vehicles under similar terms for a period of one (1) year from the date of the execution of this Agreement. Should the Company choose to exercise this option, it shall be permitted to adjust the Agreement pricing to account for equitable price adjustments associated with the change in the cost of the materials used to produce the Vehicle. Such adjustments will be based upon the Producer Price Index (PPI) for fire trucks and/or heavy transportation equipment or by itemizing price changes expected by the Company from the component vendors. If there are any changes between the Vehicles(s) purchased via this Agreement and any subsequent orders, those changes must be documented via properly signed and executed Change Orders, including any necessary price adjustments. If the purchasing agency is not the Buyer, a separate Agreement must be executed under the terms of this Agreement to complete the additional purchases.

This Agreement, including its appendices and attachments, embodies the entire understanding between the parties relating to the subject matter contained herein and merges all prior discussions and agreements between them. No agent or representative of the Company has the authority to make any representations, statements, warranties, or agreements not herein expressed and all modifications of amendments of this Agreement, including any appendices, must be in writing signed by an authorized representative of each of the parties hereto.

No surety of any performance bond given by the Company to the Buyer in connection with this agreement shall be liable for any obligation of the Company arising under the standard warranty.

IN WITNESS WHEREOF, the Buyer and the Company have caused this Agreement to be executed by their duly authorized representatives this 22nd day of October, 2018.

COMPANY

HME, Incorporated
1950 Byron Center Avenue
Wyoming, Michigan 49519
616-534-1463 Phone
616-534-1967 Fax

BY: _____
NAME: _____
TITLE: _____
DATE: _____

BUYER


Town of Jerome, AZ

101 Main Street

Jerome, AZ 86331

Phone (928) 649-3034

Fax (928) 649-3039

BY: 
NAME: Tim Vann
TITLE: Asst. Fire Chief
DATE: Oct 22, 2018

BUYERS WITNESS

WITNESSED: _____
NAME: _____
TITLE: _____
DATE: _____

Exhibit D

HXR – SPECIFICATIONS



- HME AHRENS-FOX SFO® 4X4 CHASSIS
- OPTIONAL CENTRAL TIRE INFLATION SYSTEM (CTIS) IS ALSO AVAILABLE TO OFFER ADDITIONAL TRACTION CONTROL.
- WIDE, SUPER-SINGLE TIRES
- VERTICAL EXHAUST SYSTEM FOR OFF-ROAD OPERATIONS
- 96-INCH WIDE CAB WITH 12-INCH RAISED ROOF
- CORROSION RESISTANT STAINLESS STEEL BODY FEATURING AIRCRAFT QUALITY CONSTRUCTION
- 1500-GPM PUMP
- EXTREME SCENE, DIRECTIONAL AND WARNING LIGHT SYSTEMS
- OPTIONAL AHRENS-FOX MADDOGXL COMPRESSED AIR FOAM SYSTEMS, AVAILABLE IN THREE RATINGS RANGING UP TO 160-CFM, ARE ALSO AVAILABLE.



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

RESOLUTION NO. 578

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "ARTICLE 10-3, DRIVING WHILE USING A PORTABLE COMMUNICATIONS DEVICE," AN AMENDMENT TO THE TOWN CODE OF THE TOWN OF JEROME

WHEREAS, the Town desires to make copies of "Article 10-3, Driving While Using A Portable Communications Device," available for review by the public; and

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

WHEREAS, the document entitled "Article 10-3, Driving While Using A Portable Communications Device," attached hereto as Exhibit A, qualifies for enactment by reference;

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

1. "Article 10-3, Driving While Using A Portable Communications Device," an amendment to the Town Code of the Town of Jerome, attached hereto as Exhibit A and incorporated herein, is hereby declared to be a public record pursuant to A.R.S. § 9-802.
2. Three copies of "Article 10-3, Driving While Using A Portable Communications Device," shall be filed in the office of the Town Clerk and kept available for public use and inspection.

ADOPTED AND APPROVED by a majority vote of the Jerome Town Council on the ____ day of _____, 2019.

APPROVED:

Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Town Attorney

**RESOLUTION NO. 580
EXHIBIT "A"**

ARTICLE 10-3 Driving While Using A Portable Communications Device

- 10-3-1 Definitions
- 10-3-2 Illegal Activities
- 10-3-3 Exemptions
- 10-3-4 Enforcement and Penalties

Section 10-3-1 Definitions.

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

"Hands-free mobile device" shall mean:

1. A device that has an internal feature or function, or that is equipped with an attachment or addition, whether or not permanently part of such device, which is not held by the driver during motor vehicle use. The device must not obstruct the driver's view of the front or sides of the motor vehicle or interfere with the safety or operating equipment of the motor vehicle.
2. A device that is programmed before a person begins to drive or operate a motor vehicle such as a *global positioning device (GPS)*.

"Motor vehicle," "drive," and "driver" shall have the same meaning as defined in A.R.S. Title 28, Chapter 1, Transportation.

"Portable communications device" shall mean any handheld mobile telephone, personal digital assistant (PDA), handheld device with mobile data access, laptop computer, pager, broadband personal communications device, two-way messaging device, electronic game, or "portable computing device."

"Use" shall mean holding a portable communications device and performing the illegal activities stated in Section 10-3-2 of the Jerome Town Code.

Section 10-3-2 Illegal Activities.

A person shall not drive a motor vehicle while using a portable communications device to engage in a call unless that device is configured to allow hands-free listening and talking, and is used exclusively in that manner while driving. Texting and typing while operating a motor vehicle are banned.

Section 10-3-3 Exemptions.

This Article does not apply to any of the following:

- A. When the driver uses a hands-free mobile device.

- B. When the purpose of the call is to communicate an emergency to a police or fire department, a hospital or physician's office, or an ambulance corps.
- C. When operating an authorized law enforcement or emergency vehicle in the performance of official duties.
- D. When a person holds a valid amateur radio operator license or any license issued by the Federal Communications Commission and is operating an amateur radio under the direction of authorized first responders in the event of an emergency.
- E. When a person is driving a motor vehicle on private property.
- F. When a driver has pulled off of the traveled portion of the roadway in a safe and legal location and placed the vehicle in park in order to operate a handheld portable communications device.

Section 10-3-4 Enforcement and Penalties.

- A. A law enforcement officer may stop a motor vehicle or motor driven cycle if the officer has reasonable cause to believe a violation of this chapter is occurring.
- B. A violation of this chapter is a nonmoving civil traffic violation.
- C. A person found to be in violation of this section and who is not involved in a motor vehicle accident is subject to a civil penalty of up to \$100.00 plus any other penalty assessments authorized by law.
- D. A person found to be in violation of this chapter and involved in a motor vehicle crash is subject to a civil penalty of \$250.00, plus any other penalty assessments authorized by law.
- E. Violations of this chapter shall be administered pursuant to the procedures for civil traffic violations, as set forth in Title 28, Chapter 5, of the Arizona Revised Statutes.

From: **Mary Chicoline** machicoine@msn.com

Subject: **VVREO Strategic Planning Process**

Date: **December 19, 2018 at 2:13 PM**

To: **Molly Spangler** mspangler@sedonaaz.gov, **Steve Ayers** steve.ayers@campverde.az.gov, **Casey Rooney**

crooney@cottonwoodaz.gov, **Candace Gallagher** c.gallagher@jerome.az.gov, **Buddy Rocha, Jr.** buddyrochajr@yan-tribe.org

Cc: **Jennifer Wesselhoff** jwesselhoff@sedonachamber.com

MC

As you know, as part of the VVREO Regional Economic Development Strategic Planning process we will be implementing the Long Range Strategic Planning Committee.

Key members of the committee are elected officials from each of our communities. Would you please let me know which councilor will be representing your community on the committee. At this time Clarkdale has appointed Debbie Hunseder.

For your reference the committee description is below.

Please let me know if you have any questions.

Thank you, Mary

1. LONG RANGE STRATEGIC PLANNING

Number of meetings/year: 4

Number of committee members: Approximately 25 representing economic development, elected officials, and private industry

Purpose/Responsibilities: This committee will meet at least four times per year. The committee with the assistance of the Board will oversee the Board's regional economic development strategic planning efforts establishing priorities and monitoring progress towards goals.

Committee Chair: Chairs are considered the general leaders of their committee and are generally responsible for fulfilling the functions and goals of their committee. The Committee Chairs shall communicate with the Board Chair and/or VVREO's Administrator.

Responsibilities of the chair include but are not limited to the following:

- Schedule and prepare for meetings.
 - Create a standard meeting time and place.
 - Prepare an agenda and updated strategic planning process status.
 - Email committee members ahead of the meeting with the agenda and necessary materials to discuss.
 - Review all materials ahead of the monthly meeting.
- Facilitate committee meetings.
- Write monthly reports to be included in the Board packets.
- Present monthly report and updates at monthly Board meetings.
- Delegate duties as necessary to other committee members.

Responsibilities of the committee members include but are not limited to the

Responsibilities of the Committee members include but are not limited to the following:

- Review all materials in advance of the committee meetings.
- Attend committee meetings.
- Thoughtfully participate in meetings and email correspondence.
- Provide oversight to the strategic planning status.
- Consistently review the regional economic development plan and establish priorities.
- Annually review the status of the plan's implementation making recommendations for modifications, etc.
- Actively engage respective colleagues in the implementation of the plan as appropriate.
- Assist with monthly committee reports to be included in the Board packets as needed.
- Develop a plan to build public awareness and be an advocate for the regional plan and its priorities.

Recommended Committee Members

LONG RANGE STRATEGIC PLANNING COMMITTEE

Chair: Jennifer Wesselhoff, Sedona Chamber of Commerce and Tourism Bureau

Economic Development Directors:

Molly Spangler – City of Sedona
Buddy Rocha, Jr. – Yavapai-Apache Nation
Casey Rooney – City of Cottonwood
Steve Ayers – Town of Camp Verde
Jodie Filardo – Town of Clarkdale
Richard Hernandez – Yavapai College Regional Economic Development Center

Elected Officials:

Tom Thurman – Board of Supervisors
Randy Garrison – Board of Supervisors
Debbie Hunseder – Town of Clarkdale
TBD – Town of Jerome
TBD – City of Cottonwood
TBD – Town of Camp Verde
TBD – City of Sedona
TBD – Yavapai-Apache Nation

At-Large members:

Robyn Prud'homme-Bauer – VVREO Board Chair
TBD – Northern Arizona Healthcare
Christian Oliva Del Rio – Cottonwood Chamber of Commerce
Kelly Patton – APS
Greg Kornrumph – SRP
Bill Jump – Developer
Teri Drew – NACOG
James Perey – Yavapai College
Nancy Steele – Friends of the Verde River
Ray Selna – Realtor
TBD – Transportation
TBD – Land Management
TBD – Wine Industry



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Celebrating Our 110th Anniversary
1899 - 2009

FILM PERMIT APPLICATION

Applicant:

Aaron Rowle

Address:

4308 West Chandler Blvd, Burbank, CA
91505

Phone:

480 375 1992

Email:

Aaron.Rowle@nyfa.edu

Website:

Representative:

Type of Production Proposed:

☐ Promotional

Video or film for local ad or tourism

☐ Documentary

Video or film depicting historic nature of Jerome or a specific person or building

☐ Editorial (still photography)

Still photography used for commercial purposes

☐ Commercial

Video or film for product advertisement

☐ Feature

Video or film of feature length for theater, television or video

☒ Other

Proposed date of production:

~~March~~ April 5-18 for 2-3 days

Proposed time(s) of production:

12 hour days

Proposed interior operation(s):

Proposed exterior operation(s):

Site 1.

Site 1.

Haunted Hamburger

Haunted Hamburger

Site 2.

Site 2.

store

Downtown streets

Site 3.

Site 3.

victorian House

victorian House below city

site 4: camp site / forest



FOR TTY ACCESS, CALL THE ARIZONA RELAY SERVICE AT 1-800-367-8999 AND ASK FOR TOWN OF JEROME

AT 928-634-7943



Expected impacts: (attach separate page(s) if necessary)

- ☒ Parking (how many spaces?)
- ☐ Traffic control (auto and pedestrian)
- ☐ Public Works/Fire/Police (safety issues)
- ☐ Lighting
- ☒ Noise
- ☐ Water
- ☐ Other (explain)

2

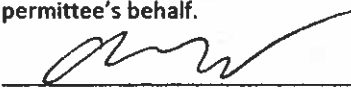
Camp site some dialogue

ALL PERMITTEES MUST:

- Make arrangements with the Chief of Police regarding parking. No town parking spaces, other than those established by the Chief of Police, may be used.
- Make arrangements with the Chief of Police for any and all traffic control and/or safety services that may be required.
- Obtain separate permission from the Arizona State Highway Department for any activities taking place on a State highway. Proof of such permission may be required by the Town of Jerome prior to issuance of a permit.
- Make separate arrangements with business or home owners affected by the activities of the permittee. These may include businesses and/or homes not in the immediate area of shooting which will have impeded or increased traffic flow due to the production. Proof of such permission may be required by the Town of Jerome prior to issuance of a permit.
- Coordinate with a representative of the Fire Department in advance of filming any stunts, chases and/or special effects. The Fire Department has full authority to prohibit activities if public safety is jeopardized.
- Reimburse the Town of Jerome for the cost of any services required by permittee which are provided by any Town employee. Such reimbursement shall be made before the permittee leaves the Town of Jerome.

In addition to the above requirements, the Town of Jerome may require a Certificate of Insurance co-insuring the Town of Jerome with liability coverage.

By my signature below, I certify that all information contained in this application is true and complete to the best of my knowledge. Further, I hereby agree that permittee shall hold the Town of Jerome harmless from any action against the permittee as a result of permittee's activities within the Town of Jerome and that permittee will pay for any damages caused by its activities within the Town of Jerome. I certify by my signature below that I am authorized by permittee to make these representations on permittee's behalf.


Signature

1/2/2019
Date signed

Aaron Paul
Print name

FOR TOWN USE ONLY:

FEE: \$ _____

Date Received: _____

Received by: _____

Date Permit Issued: _____

Bondo

Written & directed by Aaron Rowe

I am a student from New York Film Academy in Burbank, CA. I am wanting to make my thesis film in Jerome Arizona. The thesis film is titled Bondo and it is a short horror film of 10-15 mins long. The screenplay is a fictional story written by me and is 11 pages long. When I started writing this screenplay I had Jerome Az in mind the whole time and based the story off certain locations. I plan on shooting exterior and interior in the city.

The exterior locations that I plan on shooting are throughout downtown Jerome by all the main shops just my character walking through the streets and also some still inserts of the town. Another shot of him walking out of the haunted hamburger. Then a shot of him walking down the dirt road beneath the city by the old black and blue victorian house. And the last exterior shot is him walking into the little forest area down that dirt road by the victorian house there is a little creek and an old car back there.

The interiors will consist of the Haunted Hamburger for one short scene and a clothing shop I have not spoken too yet that is in downtown Jerome for one short scene. Those scenes will only consist of a little dialogue between characters. Then I am going to try to talk to the owner of the victorian house I keep mentioning to see if I can get some exteriors and interiors of that house and if I can't then I will just use a stage back in LA. Lastly I am looking for an alternative location for interior scenes that is going to be his Taxidermy workshop but again I don't have the specific location set out and If needed can use a location back here in LA.

My cast and crew will come all down from Cali together in one vehicle and I will have a trailer for the crew to sleep in. I will most likely get a room for my cast. But there will only be one vehicle and a trailer needing parking. I won't need any road closures or anything special.

Thank you for the chance to film in Jerome Arizona, I love the city and am a frequent visitor cause I'm an Arizona native. I've been wanting to film here for a long time now and it's the perfect place for this thesis film. If any questions or concerns please contact me at 480-375-1992 or aaron.rowe@nyfa.edu.

**FEE SCHEDULE
FILM PERMIT APPLICATIONS**

**Per Town of Jerome Resolution 519
October 8, 2013**

Application fee (applicable to all permits)	\$100.00
Daily fee:	
Promotional Production <i>(Video or film for local ad or tourism)</i>	No fee
Documentary Production <i>(Video or film depicting historic nature of Jerome or a specific person or building)</i>	\$250.00
Editorial Production <i>(Still photography used for commercial purposes)</i>	\$500.00
Commercial Production <i>(Video or Film for product advertisement)</i>	\$1,000.00
Feature Production <i>(Video or film of feature length for theater, television or video)</i>	\$7,500.00
Other Production	Set by Town Council on a case by case basis
Additional fees:	
Police Department	\$20 per officer per hour (including vehicle)
Fire Department	\$20 per member per hour (including vehicle)
Public Works Department	\$20 per crew member per hour (including vehicle)



Jerome Fire Department

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

E-mail: blair@jeromefire.us

12-19-18

Jerome Town Council
Planning and Zoning Commissioners
Jerome Town Manager
Jerome Zoning Administrator

Re: Accessory Building

Jerome has numerous areas where there are legal nonconforming accessory buildings already. These situations already add for continuous fuel loading, making it extremely difficult to manage fire in these areas. On 11-29-17 Jerome Fire Department responded to one of these areas, at 679 Verde St with multiple structures without any separation including an accessory building. (see press release)

It is in the opinion of the Jerome Fire Chief that without regulating new accessory buildings by providing for setbacks and separation. In addition to considerations for size, height, location and lot size. It would worsen the Fire Department's ability to fight fire and protect other close-lying structures.

In addition, having accessory structures occupied as a residence without a separate address would restrict the Fire Department's ability to perform searches, rescue operations and the ability to finding the right structure. Also, if occupied without considerations for access to these structures, it would make it more difficult to manage an EMS event in these areas.

Rusty Blair
Jerome Fire Department
Fire Chief

Press release

The Jerome Fire Chief received a call from public works personnel advising that there was smoke coming from a swamp cooler in the back of a structure after a neighbor had smelled smoke. I Dispatched a residential assignment for 679 Verde St. at approximately 3 PM. Fire crews arrived on scene to find a large three-story multi family structure, with 2 Apartments on the upper two floors and storage at the bottom. Smoke was coming from the front side of the building. Jerome town crew was on scene working on a sewer leak and already had made entry to the apartment that was involved in the fire and knocked down the fire with a garden hose. The structure was unoccupied at the time of the event. Arriving Jerome Fire crews extended lines and extinguished the fire. Jerome Fire had assistance from Verde Valley Fire and Cottonwood Fire crews with help from the Jerome Police Department. The building was checked for extension of fire, finding that the fire was isolated to a bookshelf in the living room next to the front door. It is believed that there had been a candle burning on the bookshelf that was left unattended. Two more unattended candles were found burning in the apartment. The building did not have any smoke alarms which would have made it easier to detect the fire earlier. This could have been a catastrophic fire for Jerome. The fire occurred in an area that have many structures that are one up against the other with the potential of us losing 4 homes.

It was a great effort by all involved and our thanks to all who helped. The occupants of the home have been displaced and were provided with a night's lodging, courtesy of the Connor Hotel in Jerome.

The Jerome Fire Department wishes to remind everybody that candles should only be used under careful adult supervision and never left unattended.