



TOWN OF JEROME

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

AGENDA

-- AMENDED 2/8/21 --

REGULAR MEETING OF THE JEROME TOWN COUNCIL

Via ZOOM

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

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

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

PUBLIC PARTICIPATION IN THE MEETING

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

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

To submit questions and comments, "raise your hand" during the Zoom session, or email c.gallagher@jerome.az.gov (Please submit comments at least one hour prior to the meeting.)

NOTE: FOR THOSE WITHOUT HOME INTERNET: A drive-up internet hotspot is available in the parking lot in front of the Jerome Public Library. Bring your device and access the internet while sitting in your car. The network is **Sparklight Yavapai Free WIFI** and no password is required.

ITEM #1:	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.	
ITEM #2:	FINANCIAL REPORTS Financial reports for January 2021	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:	ZONING ADMINISTRATOR'S REPORT AND MINUTES Minutes are provided for the information of Council and do not require action.	Discussion/Possible Direction
ITEM #5:	APPROVAL OF MINUTES November 24 special meeting; December 29 special meeting; January 12 regular meeting (open and closed sessions); January 19 special meeting Note: If necessary for review of closed session minutes, Council may convene in executive session, pursuant to A.R.S. § 38-431.03 (A)(2), for discussion or consideration of records exempt by law from public inspection.	Discussion/Possible Action
ITEM #6:	PETITIONS FROM THE PUBLIC Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Council. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Council's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.	Discussion/Possible Direction
ITEM #7:	PRESENTATIONS	
	ITEM #7A: FY2020 AUDIT Representatives of Colby & Powell will present their FY2020 audit findings. Following their presentation, Council may vote to accept the audit.	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
ITEM #8:	ORDINANCES	
	ITEM #8A: FIRST READING: ORDINANCE NO. 465, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTION 201, "DEFINITIONS," SECTION 507, "C-1 ZONE, GENERAL COMMERCIAL," AND SECTION 510, "PARKING AND LOADING REQUIREMENTS" OF THE JEROME ZONING ORDINANCE REGARDING TRANSIENT LODGING Council may conduct the first reading of Ordinance No. 465, amending the Jerome Zoning Ordinance regarding boarding houses, bed and breakfasts, hotels and motels.	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action

	<p>ITEM #8B: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 466, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, RESCINDING CERTAIN CODE AMENDMENTS ENACTED WITH ORDINANCE 396, ADOPTED AUGUST 14, 2012, ENTITLED “AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 13-5, ‘RATES AND BILLS,’ OF CHAPTER 13, ‘WATER,’ OF THE JEROME TOWN CODE REGARDING WATER HOOKUP FEES.”</p> <p>Council may conduct the second reading of, and may adopt, Ordinance 466.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
	<p>ITEM #8C: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 467, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, RESCINDING CERTAIN CODE AMENDMENTS ENACTED WITH ORDINANCE 398, ADOPTED AUGUST 14, 2012, ENTITLED “AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 13-5, ‘RATES AND BILLS,’ OF CHAPTER 13, ‘WATER,’ OF THE JEROME TOWN CODE REGARDING SEWER HOOKUP FEES.”</p> <p>Council may conduct the second reading of, and may adopt, Ordinance 467.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
ITEM #9:	UNFINISHED BUSINESS	
	<p>ITEM #9A: AMENDMENT TO CONTRACT WITH PACE ENGINEERING</p> <p>Council will review and may approve an amendment to the scope of work included in the town’s contract with PACE Engineering regarding the wastewater treatment plant.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
	<p>ITEM #9B: UPDATE REGARDING PARKING INVENTORY</p> <p>The Zoning Administrator and/or Police Chief will provide an update regarding the planned inventory of residential parking.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Direction
	<p>ITEM #9C: UPDATE REGARDING CODE ENFORCEMENT</p> <p>The Zoning Administrator and/or Police Chief will provide an update regarding code enforcement activities.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Direction
	<p>ITEM #9D: DISTRICT SIGNS</p> <p>Council will continue their discussion regarding district signs and whether they should be altered or removed.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
	<p>ITEM #9E: REVIEW OF POLICY REGARDING RENTAL AND UTILITY PAYMENTS DURING COVID</p> <p>Council will review current policies for rental and utility payments during the pandemic and may determine to what extent they will be continued.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
ITEM #10:	NEW BUSINESS	
	<p>ITEM #10A: APPOINTMENTS TO BOARDS</p> <p>Council may make appointments to fill vacancies and/or renew expired terms on the Planning & Zoning Commission, Design Review Board and Board of Adjustment.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
	<p>ITEM #10B: RESIDENCY REQUIREMENTS FOR DEPARTMENT HEADS</p> <p>Council will discuss possible changes to the Town’s policy regarding residency requirements for department heads.</p>	Sponsored by Vice Mayor Mandy Worth Discussion; Possible Direction
	<p>ITEM #10C: DISCUSSION: AMENDMENT TO TOWN CODE REGARDING TOUR BUSINESSES</p> <p>Council will discuss a possible amendment to the Town Code regarding tour businesses and may direct staff in this regard.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Direction
	<p>ITEM #10D: DISCUSSION: AMENDMENT TO TOWN CODE REGARDING DISTRACTED DRIVING</p> <p>In light of new State legislation, Council will discuss a possible amendment to the Town Code regarding distracted and may direct staff in that regard.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Direction
ITEM #11:	<p>TO AND FROM THE COUNCIL</p> <p>Council may direct staff regarding items to be placed on a future agenda.</p>	Discussion; Possible Direction
ITEM #12:	ADJOURNMENT	

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

CERTIFICATION OF POSTING OF NOTICE

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

Rosa Cays, Deputy Town Clerk

Town of Jerome
Budget to Actual Summary
21-Jan

Fund	Department	Current Period			YTD		
		Revenue	Budget	Variance	Revenue	Budget	Variance
10	GF Revenue	\$ 118,312.40	\$ 134,905.94	\$ (16,593.54)	\$ 1,115,539.66	\$ 1,018,542.30	\$ 96,997.36
	Total	\$ 118,312.40	\$ 134,905.94	\$ (16,593.54)	\$ 1,115,539.66	\$ 1,018,542.30	\$ 96,997.36
		<u>Expense</u>	<u>Budget</u>	<u>Variance</u>	<u>Expense</u>	<u>Budget</u>	<u>Variance</u>
11	Admin	\$ 33,990.05	\$ 35,077.57	\$ 1,087.52	\$ 264,172.05	\$ 278,152.95	\$ 13,980.90
12	Court	\$ 6,141.77	\$ 7,373.06	\$ 1,231.29	\$ 47,731.50	\$ 50,948.70	\$ 3,217.20
13	Police	\$ 42,480.92	\$ 47,188.49	\$ 4,707.57	\$ 298,228.71	\$ 332,961.55	\$ 34,732.84
14	Fire	\$ 25,526.65	\$ 29,135.87	\$ 3,609.22	\$ 200,226.33	\$ 245,352.65	\$ 45,126.32
15	Library	\$ 5,374.18	\$ 7,989.35	\$ 2,615.17	\$ 44,203.54	\$ 55,928.51	\$ 11,724.97
16	P&Z	\$ 7,601.47	\$ 8,873.63	\$ 1,272.16	\$ 54,526.41	\$ 61,567.60	\$ 7,041.19
17	Parks	\$ 1,319.64	\$ 1,569.10	\$ 249.46	\$ 6,890.69	\$ 10,524.50	\$ 3,633.81
18	Properties	\$ 12,808.01	\$ 16,905.98	\$ 4,097.97	\$ 78,715.62	\$ 122,040.60	\$ 43,324.98
	Total	\$ 135,242.69	\$ 154,113.05	\$ 18,870.36	\$ 994,694.85	\$ 1,157,477.06	\$ 162,782.21
General	Net Income (Loss)	\$ (16,930.29)	\$ (19,207.11)	\$ 2,276.82	\$ 120,844.81	\$ (138,934.76)	\$ 259,779.57
		<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>	<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>
50	Water	\$ 16,640.86	\$ 17,320.82	\$ (679.96)	\$ 120,348.58	\$ 126,395.90	\$ (6,047.32)
51	Sewer	\$ 16,812.60	\$ 17,541.66	\$ (729.06)	\$ 121,382.52	\$ 128,291.70	\$ (6,909.18)
52	Trash	\$ 14,692.51	\$ 15,748.33	\$ (1,055.82)	\$ 96,628.99	\$ 110,258.35	\$ (13,629.36)
	Total	\$ 48,145.97	\$ 50,610.81	\$ (2,464.84)	\$ 338,360.09	\$ 364,945.95	\$ (26,585.86)
		<u>Expense</u>	<u>Budget</u>	<u>Variance</u>	<u>Expense</u>	<u>Budget</u>	<u>Variance</u>
50	Water	\$ 13,984.37	\$ 22,413.93	\$ 8,429.56	\$ 97,201.17	\$ 155,944.60	\$ 58,743.43
51	Sewer	\$ 35,567.66	\$ 34,916.43	\$ (651.23)	\$ 117,205.41	\$ 155,052.10	\$ 37,846.69
52	Trash	\$ 14,367.32	\$ 16,244.04	\$ 1,876.72	\$ 92,257.32	\$ 118,380.05	\$ 26,122.73
	Total	\$ 63,919.35	\$ 73,574.40	\$ 9,655.05	\$ 306,663.90	\$ 429,376.75	\$ 122,712.85
Utilities	Net Income (Loss)	\$ (15,773.38)	\$ (22,963.59)	\$ 7,190.21	\$ 31,696.19	\$ (64,430.80)	\$ 96,126.99
		<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>	<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>
30	HURF	\$ 3,604.78	\$ 3,443.66	\$ 161.12	\$ 25,282.48	\$ 24,105.70	\$ 1,176.78
		<u>Expense</u>	<u>Budget</u>	<u>Variance</u>	<u>Expense</u>	<u>Budget</u>	<u>Variance</u>
		\$ 7,093.85	\$ 12,234.86	\$ 5,141.01	\$ 49,678.41	\$ 84,837.20	\$ 35,158.79
Road	Net Income (Loss)	\$ (3,489.07)	\$ (8,791.20)	\$ 5,302.13	\$ (24,395.93)	\$ (60,731.50)	\$ 36,335.57
		<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>	<u>Revenue</u>	<u>Budget</u>	<u>Variance</u>
35	Parking	\$ 13,148.30	\$ 10,000.00	\$ 3,148.30	\$ 119,184.88	\$ 70,000.00	\$ 49,184.88
		<u>Expense</u>	<u>Budget</u>	<u>Variance</u>	<u>Expense</u>	<u>Budget</u>	<u>Variance</u>
		\$ 8,729.26	\$ 9,308.64	\$ 579.38	\$ 67,380.36	\$ 64,770.80	\$ (2,609.56)
Parking	Net Income (Loss)	\$ 4,419.04	\$ 691.36	\$ 3,727.68	\$ 51,804.52	\$ 5,229.20	\$ 46,575.32
	Total Revenue	\$ 183,211.45			\$ 1,598,367.11		
	Less Total Expense	\$ 214,985.15			\$ 1,418,417.52		
	Net Income (Loss)	\$ (31,773.70)			\$ 179,949.59		

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Revenues								
Property Taxes	\$3,655.11	\$3,750.00	\$(94.89)	(2.5)%	\$34,410.43	\$31,250.00	\$3,160.43	10.1%
City Sales Taxes	58,521.61	69,200.00	(10,678.39)	(15.4)	581,494.92	478,100.00	103,394.92	21.6
State Sales Taxes	4,495.73	3,437.16	1,058.57	30.8	30,509.91	24,060.20	6,449.71	26.8
Urban Revenue Share	17,864.25	17,864.25	0.00	0.0	125,049.75	125,049.75	0.00	0.0
Yavapai County for Library	0.00	0.00	0.00	0.0	10,968.80	9,500.00	1,468.80	15.5
Vehicle License Tax	3,075.58	2,830.91	244.67	8.6	22,608.19	19,816.45	2,791.74	14.1
Fines and Forfeitures	3,561.80	5,000.00	(1,438.20)	(28.8)	35,754.21	35,000.00	754.21	2.2
Court Security Fund Revenue	500.00	1,000.00	(500.00)	(50.0)	4,850.00	7,000.00	(2,150.00)	(30.7)
Building Permits	0.00	416.66	(416.66)	(100.0)	3,392.46	2,916.70	475.76	16.3
Planning & Zoning Fees	0.00	250.00	(250.00)	(100.0)	1,500.00	1,750.00	(250.00)	(14.3)
Business Licenses	600.00	500.00	100.00	20.0	2,540.00	3,500.00	(960.00)	(27.4)
Fire Dept Services Rev	0.00	833.33	(833.33)	(100.0)	1,208.00	5,833.35	(4,625.35)	(79.3)
Franchise Fees	3,575.18	4,250.00	(674.82)	(15.9)	10,629.58	12,750.00	(2,120.42)	(16.6)
Police Officer Safety Equip Rev	108.09	166.66	(58.57)	(35.1)	1,093.25	1,166.70	(73.45)	(6.3)
Police Services	1,891.75	1,666.66	225.09	13.5	16,152.05	11,666.70	4,485.35	38.4
Rents	6,543.51	6,543.50	0.01	0.0	45,984.57	45,804.50	180.07	0.4
Utility Reimbursements	478.33	416.66	61.67	14.8	1,811.23	2,916.70	(1,105.47)	(37.9)
Wildland Fire Fees	0.00	0.00	0.00	0.0	50,000.00	50,000.00	0.00	0.0
Wildlands Wage Reimbursement	0.00	0.00	0.00	0.0	33,000.00	33,000.00	0.00	0.0
Firewise Wage Reimbursement	0.00	2,083.33	(2,083.33)	(100.0)	2,233.04	14,583.35	(12,350.31)	(84.7)
Contributions	0.50	0.00	0.50	0.0	100.50	0.00	100.50	0.0
Library Contributions	0.00	125.00	(125.00)	(100.0)	655.00	875.00	(220.00)	(25.1)
Interest	105.77	150.00	(44.23)	(29.5)	810.28	1,050.00	(239.72)	(22.8)
Sale of Assets	0.00	750.00	(750.00)	(100.0)	3,650.00	5,250.00	(1,600.00)	(30.5)
Miscellaneous Revenues	80.00	416.66	(336.66)	(80.8)	2,347.16	2,916.70	(569.54)	(19.5)
Administrative Charges	13,255.19	13,255.16	0.03	0.0	92,786.33	92,786.20	0.13	0.0
Net Revenues	\$118,312.40	\$134,905.94	\$(16,593.54)	(12.3)%	\$1,115,539.66	\$1,018,542.30	\$96,997.36	9.5%
Net Income (Loss)	\$118,312.40	\$134,905.94	\$(16,593.54)	(12.3)%	\$1,115,539.66	\$1,018,542.30	\$96,997.36	9.5%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$700.00	\$375.00	\$(325.00)	(86.7)%	\$2,878.42	\$2,625.00	\$(253.42)	(9.7)%
Contract Services	1,256.19	1,283.33	27.14	2.1	3,876.86	8,983.35	5,106.49	56.8
Training & Education	0.00	208.33	208.33	100.0	2,245.19	1,458.35	(786.84)	(54.0)
Dues, Subs & Memberships	175.00	236.36	61.36	26.0	5,699.72	5,418.20	(281.52)	(5.2)
TPT Collection Fee Exp	0.00	0.00	0.00	0.0	1,171.59	1,196.00	24.41	2.0
Election expenses	0.00	445.45	445.45	100.0	1,812.37	3,772.75	1,960.38	52.0
Fuel	39.00	0.00	(39.00)	0.0	39.00	0.00	(39.00)	0.0
Insurance	0.00	0.00	0.00	0.0	4,038.20	10,000.00	5,961.80	59.6
Insurance Deductible Exp	0.00	0.00	0.00	0.0	1,000.00	0.00	(1,000.00)	0.0
COVID Expenses	2,254.44	0.00	(2,254.44)	0.0	24,321.51	0.00	(24,321.51)	0.0
Legal Exp - Gen Gov	1,769.50	1,000.00	(769.50)	(77.0)	8,185.00	7,000.00	(1,185.00)	(16.9)
Miscellaneous	2,525.82	499.75	(2,026.07)	(405.4)	3,015.16	3,498.25	483.09	13.8
Bank Fees - Gen Admin	134.03	141.66	7.63	5.4	955.12	991.70	36.58	3.7
Bank Fees / Merch Svcs	668.00	566.66	(101.34)	(17.9)	4,574.49	3,966.70	(607.79)	(15.3)
Office Supplies	824.82	500.00	(324.82)	(65.0)	3,115.95	3,500.00	384.05	11.0
Copier & Equip Lease Expense	0.00	0.00	0.00	0.0	3,697.30	4,375.00	677.70	15.5
Software Support Exp - GG	228.16	355.56	127.40	35.8	9,077.24	7,022.25	(2,054.99)	(29.3)
Computer Hardware & Service	525.00	833.33	308.33	37.0	3,158.37	5,833.35	2,674.98	45.9
Operating Supplies - Gen Gov	0.00	83.33	83.33	100.0	408.42	583.35	174.93	30.0
Postage	55.00	416.66	361.66	86.8	1,582.97	2,916.70	1,333.73	45.7
Rep and Maint - Vehicles	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Shuttle Expenses	56.41	136.36	79.95	58.6	56.41	818.20	761.79	93.1
Small Tools and Equipment	0.00	62.50	62.50	100.0	527.16	437.50	(89.66)	(20.5)
Telephone	220.26	291.66	71.40	24.5	1,476.30	2,041.70	565.40	27.7
Travel	0.00	250.00	250.00	100.0	172.50	1,750.00	1,577.50	90.1
Tourism 1% Bed Tax	0.00	0.00	0.00	0.0	10,000.00	10,000.00	0.00	0.0
Community Health	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Preservation of Historic Buildings	0.00	833.33	833.33	100.0	0.00	5,833.35	5,833.35	100.0
Total Program Expenses	\$11,431.63	\$8,602.59	\$(2,829.04)	(32.9)%	\$97,085.25	\$94,605.10	\$(2,480.15)	(2.6)%
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$16,006.31	\$19,115.33	\$3,109.02	16.3%	\$120,744.62	\$133,807.35	\$13,062.73	9.8%
Longevity Bonus	150.00	160.00	10.00	6.3	949.00	1,114.00	165.00	14.8
Payment in Lieu of Medical Benefits	489.46	530.25	40.79	7.7	3,670.95	3,711.75	40.80	1.1
FICA Match	1,238.23	1,511.58	273.35	18.1	9,361.98	10,581.10	1,219.12	11.5
Retirement Match	1,233.62	1,398.66	165.04	11.8	9,254.35	9,790.70	536.35	5.5

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Health/Life Insurance	2,979.42	3,360.00	380.58	11.3	22,345.65	23,520.00	1,174.35	5.0
Workers Compensation	272.00	354.25	82.25	23.2	528.00	708.50	180.50	25.5
Unemployment Insurance	189.38	44.91	(144.47)	(321.7)	232.25	314.45	82.20	26.1
Total General & Administrative Expenses	\$22,558.42	\$26,474.98	\$3,916.56	14.8 %	\$167,086.80	\$183,547.85	\$16,461.05	9.0 %
Total Expenses	\$33,990.05	\$35,077.57	\$1,087.52	3.1%	\$264,172.05	\$278,152.95	\$13,980.90	5.0%
Net Income (Loss)	\$(33,990.05)	\$(35,077.57)	\$1,087.52	3.1%	\$(264,172.05)	\$(278,152.95)	\$13,980.90	5.0%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Program Expenses</u>								
Court Security Fund Expenses	\$0.00	\$25.00	\$25.00	100.0%	\$228.79	\$175.00	\$(53.79)	(30.7)%
Contract Services	54.30	583.33	529.03	90.7	2,854.00	4,083.35	1,229.35	30.1
Training & Education	0.00	43.75	43.75	100.0	0.00	306.25	306.25	100.0
Dues and Subscriptions	182.35	23.91	(158.44)	(662.7)	308.21	167.45	(140.76)	(84.1)
Miscellaneous	0.00	25.00	25.00	100.0	15.00	175.00	160.00	91.4
Office Supplies	0.00	16.66	16.66	100.0	0.00	116.70	116.70	100.0
Copier & Equip Lease Exp	0.00	0.00	0.00	0.0	1,153.14	1,125.00	(28.14)	(2.5)
Telephone	74.60	75.00	0.40	0.5	508.59	525.00	16.41	3.1
Travel	0.00	100.00	100.00	100.0	0.00	700.00	700.00	100.0
Total Program Expenses	\$311.25	\$892.65	\$581.40	65.1 %	\$5,067.73	\$7,373.75	\$2,306.02	31.3 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,919.89	\$5,509.00	\$589.11	10.7%	\$37,703.38	\$38,563.00	\$859.62	2.2%
Longevity Bonus	246.00	246.00	0.00	0.0	509.00	509.00	0.00	0.0
FICA and Medicare	395.20	424.66	29.46	6.9	2,930.87	2,972.70	41.83	1.4
Retirement	176.00	192.25	16.25	8.5	1,339.04	1,345.75	6.71	0.5
Worker's Compensation	33.00	64.00	31.00	48.4	101.00	128.00	27.00	21.1
Unemployment	60.43	44.50	(15.93)	(35.8)	80.48	56.50	(23.98)	(42.4)
Total General & Administrative Expenses	\$5,830.52	\$6,480.41	\$649.89	10.0 %	\$42,663.77	\$43,574.95	\$911.18	2.1 %
Total Expenses	\$6,141.77	\$7,373.06	\$1,231.29	16.7%	\$47,731.50	\$50,948.70	\$3,217.20	6.3%
Net Income (Loss)	\$(6,141.77)	\$(7,373.06)	\$1,231.29	16.7%	(\$47,731.50)	\$(50,948.70)	\$3,217.20	6.3%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Program Expenses								
Contract Services	\$0.00	\$41.66	\$41.66	100.0%	\$81.02	\$291.70	\$210.68	72.2%
Training & Education	870.00	500.00	(370.00)	(74.0)	3,862.51	3,500.00	(362.51)	(10.4)
Dispatch Fees	533.67	537.50	3.83	0.7	3,735.69	3,762.50	26.81	0.7
Dues and Subscriptions	254.61	125.00	(129.61)	(103.7)	439.61	875.00	435.39	49.8
Fuel	147.46	416.66	269.20	64.6	1,822.34	2,916.70	1,094.36	37.5
Legal Exp - Fire	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Medical Expenses	0.00	83.33	83.33	100.0	30.00	583.35	553.35	94.9
Medical Supplies Exp	528.22	0.00	(528.22)	0.0	4,210.91	3,000.00	(1,210.91)	(40.4)
Miscellaneous	29.64	125.00	95.36	76.3	118.30	875.00	756.70	86.5
Software Service & Support	75.00	75.00	0.00	0.0	525.00	525.00	0.00	0.0
Operating Supplies - Fire Dept	0.00	0.00	0.00	0.0	1,795.89	1,500.00	(295.89)	(19.7)
Rep and Maint - Vehicles	2,046.26	842.43	(1,203.83)	(142.9)	12,952.14	11,787.85	(1,164.29)	(9.9)
Rep and Maint - Equipment	162.18	416.66	254.48	61.1	1,190.31	2,916.70	1,726.39	59.2
Small Tools and Equipment	271.08	833.33	562.25	67.5	5,424.82	5,833.35	408.53	7.0
Telephone	235.80	333.33	97.53	29.3	1,566.27	2,333.35	767.08	32.9
Training Center Assessment	0.00	0.00	0.00	0.0	2,692.00	2,700.00	8.00	0.3
Total Program Expenses	\$5,153.92	\$4,371.56	\$(782.36)	(17.9)%	\$40,446.81	\$43,692.20	\$3,245.39	7.4 %
General & Administrative Expenses								
Salaries and Wages	\$8,710.16	\$11,100.75	\$2,390.59	21.5%	\$63,311.55	\$77,705.25	\$14,393.70	18.5%
Wildland Personnel	0.00	0.00	0.00	0.0	48,964.37	38,000.00	(10,964.37)	(28.9)
Volunteer-Employee Per Call Personnel	1,822.50	1,583.33	(239.17)	(15.1)	9,666.00	11,083.35	1,417.35	12.8
Firewise Personnel	1,601.50	2,750.00	1,148.50	41.8	4,699.00	19,250.00	14,551.00	75.6
Longevity Bonus	0.00	0.00	0.00	0.0	0.00	180.00	180.00	100.0
FICA and Medicare	775.20	1,245.55	470.35	37.8	6,391.26	9,264.25	2,872.99	31.0
Retirement	632.18	819.41	187.23	22.8	16,482.35	17,735.95	1,253.60	7.1
Health Insurance	2,836.62	2,705.00	(131.62)	(4.9)	13,806.80	18,935.00	5,128.20	27.1
Worker's Compensation	3,876.00	4,498.00	622.00	13.8	6,978.00	8,996.00	2,018.00	22.4
Unemployment	118.57	62.27	(56.30)	(90.4)	444.56	510.65	66.09	12.9
Payroll Adjustment-Fire	0.00	0.00	0.00	0.0	(10,964.37)	0.00	10,964.37	0.0
Total General & Administrative Expenses	\$20,372.73	\$24,764.31	\$4,391.58	17.7 %	\$159,779.52	\$201,660.45	\$41,880.93	20.8 %
Total Expenses	\$25,526.65	\$29,135.87	\$3,609.22	12.4%	\$200,226.33	\$245,352.65	\$45,126.32	18.4%
Net Income (Loss)	\$(25,526.65)	\$(29,135.87)	\$3,609.22	12.4%	\$(200,226.33)	\$(245,352.65)	\$45,126.32	18.4%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$0.00	\$0.00	\$0.00	0.0%	\$700.00	\$0.00	\$(700.00)	0.0%
Training & Education	329.00	83.33	(245.67)	(294.8)	329.00	583.35	254.35	43.6
Dispatch Fees	0.00	0.00	0.00	0.0	17,500.00	17,550.00	50.00	0.3
Dues and Subscriptions	76.89	100.00	23.11	23.1	676.89	700.00	23.11	3.3
Fuel	570.36	625.00	54.64	8.7	3,422.28	4,375.00	952.72	21.8
Prosecutor Exp	1,547.70	2,000.00	452.30	22.6	10,347.70	14,000.00	3,652.30	26.1
Miscellaneous	0.00	50.00	50.00	100.0	0.00	350.00	350.00	100.0
Software Service & Support	343.67	366.66	22.99	6.3	3,007.02	3,666.70	659.68	18.0
Computer Hardware & Service	0.00	208.33	208.33	100.0	0.00	1,458.35	1,458.35	100.0
Operating Supplies - Police	141.98	208.33	66.35	31.8	1,671.22	1,458.35	(212.87)	(14.6)
Postage	71.76	16.66	(55.10)	(330.7)	102.81	116.70	13.89	11.9
Rep and Maint - Vehicles	238.99	468.88	229.89	49.0	4,658.52	5,155.60	497.08	9.6
Rep and Maint - Equipment	0.00	125.00	125.00	100.0	293.94	875.00	581.06	66.4
Police Officer Safety Equip Exp	0.00	166.66	166.66	100.0	0.00	1,166.70	1,166.70	100.0
Small Tools and Equipment	0.00	583.33	583.33	100.0	1,702.07	4,083.35	2,381.28	58.3
Telephone	414.65	333.33	(81.32)	(24.4)	2,590.07	2,333.35	(256.72)	(11.0)
Uniforms	656.10	125.00	(531.10)	(424.9)	1,721.76	875.00	(846.76)	(96.8)
Vehicles, Cap Outlay, Police	0.00	0.00	0.00	0.0	5,415.58	10,750.00	5,334.42	49.6
Total Program Expenses	\$4,391.10	\$5,460.51	\$1,069.41	19.6 %	\$54,138.86	\$69,497.45	\$15,358.59	22.1 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$22,787.61	\$25,265.91	\$2,478.30	9.8%	\$166,479.56	\$176,861.45	\$10,381.89	5.9%
Longevity Bonus	278.00	278.00	0.00	0.0	1,119.00	1,269.00	150.00	11.8
FICA and Medicare	1,668.11	1,942.58	274.47	14.1	12,139.86	13,598.10	1,458.24	10.7
Retirement	2,201.62	2,899.08	697.46	24.1	19,584.45	20,293.60	709.15	3.5
Health Insurance	4,992.36	5,679.50	687.14	12.1	33,733.12	39,756.50	6,023.38	15.2
Worker's Compensation	5,907.00	5,591.00	(316.00)	(5.7)	11,519.00	11,182.00	(337.00)	(3.0)
Unemployment	255.12	71.91	(183.21)	(254.8)	359.06	503.45	144.39	28.7
Payroll Adjustment-Police	0.00	0.00	0.00	0.0	(844.20)	0.00	844.20	0.0
Total General & Administrative Expenses	\$38,089.82	\$41,727.98	\$3,638.16	8.7 %	\$244,089.85	\$263,464.10	\$19,374.25	7.4 %
Total Expenses	\$42,480.92	\$47,188.49	\$4,707.57	10.0%	\$298,228.71	\$332,961.55	\$34,732.84	10.4%
Net Income (Loss)	\$(42,480.92)	\$(47,188.49)	\$4,707.57	10.0%	(\$298,228.71)	\$(332,961.55)	\$34,732.84	10.4%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$0.00	\$104.16	\$104.16	100.0%	\$0.00	\$729.20	\$729.20	100.0%
Miscellaneous	0.00	0.00	0.00	0.0	174.52	187.51	12.99	6.9
Office Supplies	0.00	20.83	20.83	100.0	0.00	145.85	145.85	100.0
Operating Supplies - Library	97.60	250.00	152.40	61.0	1,307.40	1,750.00	442.60	25.3
Print and Non-Print Materials	86.46	324.16	237.70	73.3	1,241.56	2,269.20	1,027.64	45.3
Rep and Maint - Equipment	0.00	8.33	8.33	100.0	0.00	58.35	58.35	100.0
Small Tools and Equipment	0.00	125.00	125.00	100.0	537.10	875.00	337.90	38.6
Telephone	84.73	75.00	(9.73)	(13.0)	566.85	525.00	(41.85)	(8.0)
E-Rate Exp	45.80	66.75	20.95	31.4	526.32	466.25	(60.07)	(12.9)
Total Program Expenses	\$314.59	\$974.23	\$659.64	67.7 %	\$4,353.75	\$7,006.36	\$2,652.61	37.9 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,595.60	\$5,329.25	\$1,733.65	32.5%	\$29,212.16	\$37,304.75	\$8,092.59	21.7%
Longevity Bonus	0.00	0.00	0.00	0.0	25.00	210.00	185.00	88.1
FICA and Medicare	268.42	412.16	143.74	34.9	2,204.97	2,885.20	680.23	23.6
Retirement	267.40	289.66	22.26	7.7	2,004.00	2,027.70	23.70	1.2
Health Insurance	823.10	888.00	64.90	7.3	6,182.45	6,216.00	33.55	0.5
Worker's Compensation	64.00	67.25	3.25	4.8	117.00	134.50	17.50	13.0
Unemployment	41.07	28.80	(12.27)	(42.6)	104.21	144.00	39.79	27.6
Total General & Administrative Expenses	\$5,059.59	\$7,015.12	\$1,955.53	27.9 %	\$39,849.79	\$48,922.15	\$9,072.36	18.5 %
Total Expenses	\$5,374.18	\$7,989.35	\$2,615.17	32.7%	\$44,203.54	\$55,928.51	\$11,724.97	21.0%
Net Income (Loss)	\$(5,374.18)	\$(7,989.35)	\$2,615.17	32.7%	(\$44,203.54)	\$(55,928.51)	\$11,724.97	21.0%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Program Expenses</u>								
Advertising, Printing, & Publishing	\$17.68	\$41.66	\$23.98	57.6%	\$17.68	\$291.70	\$274.02	93.9%
Conventions and Seminars	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Training & Education	0.00	83.33	83.33	100.0	0.00	583.35	583.35	100.0
Legal Exp - P&Z	999.50	1,250.00	250.50	20.0	8,175.50	8,750.00	574.50	6.6
Map Upgrades and Materials	0.00	83.33	83.33	100.0	0.00	583.35	583.35	100.0
Miscellaneous	0.00	25.00	25.00	100.0	0.00	175.00	175.00	100.0
Software Maintenance & Support	0.00	58.33	58.33	100.0	0.00	408.35	408.35	100.0
Operating Supplies - P&Z	0.00	25.00	25.00	100.0	0.00	175.00	175.00	100.0
Small Tools and Equipment	0.00	25.00	25.00	100.0	0.00	175.00	175.00	100.0
Telephone	64.78	50.00	(14.78)	(29.6)	391.59	350.00	(41.59)	(11.9)
Travel	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Total Program Expenses	\$1,081.96	\$1,724.97	\$643.01	37.3 %	\$8,584.77	\$12,075.15	\$3,490.38	28.9 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$4,805.02	\$5,586.00	\$780.98	14.0%	\$35,610.67	\$39,102.00	\$3,491.33	8.9%
Longevity Bonus	0.00	0.00	0.00	0.0	218.00	218.00	0.00	0.0
Health Benefit Stipend	0.00	560.50	560.50	100.0	3,362.97	3,923.50	560.53	14.3
FICA and Medicare	367.05	472.33	105.28	22.3	3,009.13	3,306.35	297.22	9.0
Retirement	331.37	362.33	30.96	8.5	2,502.67	2,536.35	33.68	1.3
Health Insurance	824.92	0.00	(824.92)	0.0	858.85	0.00	(858.85)	0.0
Worker's Compensation	135.00	153.25	18.25	11.9	265.00	306.50	41.50	13.5
Unemployment	56.15	14.25	(41.90)	(294.0)	114.35	99.75	(14.60)	(14.6)
Total General & Administrative Expenses	\$6,519.51	\$7,148.66	\$629.15	8.8 %	\$45,941.64	\$49,492.45	\$3,550.81	7.2 %
Total Expenses	\$7,601.47	\$8,873.63	\$1,272.16	14.3%	\$54,526.41	\$61,567.60	\$7,041.19	11.4%
Net Income (Loss)	\$(7,601.47)	\$(8,873.63)	\$1,272.16	14.3%	(\$54,526.41)	\$(61,567.60)	\$7,041.19	11.4%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Program Expenses</u>								
Fuel	\$4.81	\$4.16	\$(0.65)	(15.6)%	\$25.71	\$29.20	\$3.49	12.0%
Legal Exp - Parks	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Miscellaneous	0.00	20.83	20.83	100.0	4.76	145.85	141.09	96.7
Software Service & Support	12.50	16.66	4.16	25.0	87.50	116.70	29.20	25.0
Operating Supplies - Parks	108.63	16.66	(91.97)	(552.0)	285.13	116.70	(168.43)	(144.3)
R&M Building - Parks	0.00	8.33	8.33	100.0	0.00	58.35	58.35	100.0
Rep and Maint - Vehicles	0.00	208.33	208.33	100.0	251.51	1,458.35	1,206.84	82.8
Rep and Maint - Equipment	15.67	0.00	(15.67)	0.0	15.67	0.00	(15.67)	0.0
Rep and Maint - Infrastructure	0.00	125.00	125.00	100.0	0.00	875.00	875.00	100.0
Small Tools and Equipment	9.36	25.00	15.64	62.6	95.56	175.00	79.44	45.4
Uniform Exp Parks	0.00	25.00	25.00	100.0	231.24	175.00	(56.24)	(32.1)
Utilities	413.88	233.33	(180.55)	(77.4)	1,308.55	1,633.35	324.80	19.9
Lease Payments	0.00	21.66	21.66	100.0	130.08	151.70	21.62	14.3
Total Program Expenses	\$564.85	\$746.62	\$181.77	24.3 %	\$2,435.71	\$5,226.90	\$2,791.19	53.4 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$525.17	\$507.41	\$(17.76)	(3.5)%	\$3,135.32	\$3,551.95	\$416.63	11.7%
FICA and Medicare	39.07	38.83	(0.24)	(0.6)	231.89	271.85	39.96	14.7
Retirement	27.31	40.08	12.77	31.9	217.81	280.60	62.79	22.4
Health Insurance	77.26	143.00	65.74	46.0	703.02	1,001.00	297.98	29.8
Worker's Compensation	80.00	92.00	12.00	13.0	156.00	184.00	28.00	15.2
Unemployment	5.98	1.16	(4.82)	(415.5)	10.94	8.20	(2.74)	(33.4)
Total General & Administrative Expenses	\$754.79	\$822.48	\$67.69	8.2 %	\$4,454.98	\$5,297.60	\$842.62	15.9 %
Total Expenses	\$1,319.64	\$1,569.10	\$249.46	15.9%	\$6,890.69	\$10,524.50	\$3,633.81	34.5%
Net Income (Loss)	\$(1,319.64)	\$(1,569.10)	\$249.46	15.9%	(\$6,890.69)	\$(10,524.50)	\$3,633.81	34.5%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Program Expenses</u>								
Contract Services	\$1,092.46	\$344.69	\$(747.77)	(216.9)%	\$7,018.00	\$6,776.55	\$(241.45)	(3.6)%
Engineering Fees	0.00	416.66	416.66	100.0	0.00	2,916.70	2,916.70	100.0
Fuel	9.61	8.33	(1.28)	(15.4)	120.58	58.35	(62.23)	(106.6)
Legal Exp - Properties	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Miscellaneous	113.72	125.00	11.28	9.0	243.93	875.00	631.07	72.1
Software Service & Support	12.50	16.66	4.16	25.0	87.50	116.70	29.20	25.0
Operating Supplies - Properties	108.63	100.00	(8.63)	(8.6)	249.84	700.00	450.16	64.3
R&M Building - Properties	128.19	3,151.51	3,023.32	95.9	18,355.25	24,242.45	5,887.20	24.3
Rep and Maint - Vehicles	0.00	208.33	208.33	100.0	435.31	1,458.35	1,023.04	70.2
Rep and Maint - Equipment	15.67	0.00	(15.67)	0.0	140.17	0.00	(140.17)	0.0
Rep and Maint - Infrastructure	0.00	3,500.00	3,500.00	100.0	147.04	24,500.00	24,352.96	99.4
Small Tools and Equipment	9.36	20.83	11.47	55.1	9.36	145.85	136.49	93.6
Uniform Exp Properties	0.00	25.00	25.00	100.0	231.25	175.00	(56.25)	(32.1)
Utilities	6,687.38	3,833.33	(2,854.05)	(74.5)	24,056.38	26,833.35	2,776.97	10.3
Lease Payments	0.00	21.66	21.66	100.0	130.08	151.70	21.62	14.3
Total Program Expenses	\$8,177.52	\$11,813.66	\$3,636.14	30.8 %	\$51,224.69	\$89,241.70	\$38,017.01	42.6 %
<u>General & Administrative Expenses</u>								
Salaries and Wages	\$3,252.02	\$3,142.00	\$(110.02)	(3.5)%	\$19,414.99	\$21,994.00	\$2,579.01	11.7%
FICA and Medicare	241.90	240.33	(1.57)	(0.7)	1,435.94	1,682.35	246.41	14.6
Retirement	169.11	248.00	78.89	31.8	1,348.85	1,736.00	387.15	22.3
Health Insurance	478.46	885.33	406.87	46.0	4,353.31	6,197.35	1,844.04	29.8
Worker's Compensation	452.00	569.50	117.50	20.6	880.00	1,139.00	259.00	22.7
Unemployment	37.00	7.16	(29.84)	(416.8)	57.84	50.20	(7.64)	(15.2)
Total General & Administrative Expenses	\$4,630.49	\$5,092.32	\$461.83	9.1 %	\$27,490.93	\$32,798.90	\$5,307.97	16.2 %
Total Expenses	\$12,808.01	\$16,905.98	\$4,097.97	24.2%	\$78,715.62	\$122,040.60	\$43,324.98	35.5%
Net Income (Loss)	\$(12,808.01)	\$(16,905.98)	\$4,097.97	24.2%	(\$78,715.62)	\$(122,040.60)	\$43,324.98	35.5%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Revenues								
Connection Fees	\$0.00	\$0.00	\$0.00	0.0%	\$5,000.00	\$5,000.00	\$0.00	0.0%
Water Usage Fees	14,125.86	14,166.66	(40.80)	(0.3)	97,733.58	99,166.70	(1,433.12)	(1.4)
Miscellaneous	15.00	654.16	(639.16)	(97.7)	115.00	4,729.20	(4,614.20)	(97.6)
Transfers In	2,500.00	2,500.00	0.00	0.0	17,500.00	17,500.00	0.00	0.0
Net Revenues	\$16,640.86	\$17,320.82	\$(679.96)	(3.9)%	\$120,348.58	\$126,395.90	\$(6,047.32)	(4.8)%
Program Expenses								
Contract Services	\$900.00	\$900.00	\$0.00	0.0%	\$5,400.00	\$6,300.00	\$900.00	14.3%
Training & Education	0.00	33.33	33.33	100.0	0.00	233.35	233.35	100.0
Permit Fee Exp - Water	0.00	150.00	150.00	100.0	895.16	1,050.00	154.84	14.7
Engineering Fees	0.00	125.00	125.00	100.0	0.00	875.00	875.00	100.0
Fuel	153.94	166.66	12.72	7.6	730.57	1,166.70	436.13	37.4
Insurance	0.00	0.00	0.00	0.0	0.00	3,000.00	3,000.00	100.0
Legal Exp - Water	58.50	1,658.33	1,599.83	96.5	595.50	11,708.35	11,112.85	94.9
Miscellaneous	0.00	28.16	28.16	100.0	34.79	197.20	162.41	82.4
Software Support Exp - Water	12.50	233.33	220.83	94.6	87.50	1,633.35	1,545.85	94.6
Operating Supplies - Water	108.63	250.00	141.37	56.5	309.41	1,750.00	1,440.59	82.3
R&M Building - Water	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Rep and Maint - Vehicles	21.41	208.33	186.92	89.7	523.97	1,458.35	934.38	64.1
Rep and Maint - Equipment	15.67	165.00	149.33	90.5	137.95	1,175.00	1,037.05	88.3
Rep and Maint - Infrastructure	15.10	4,583.33	4,568.23	99.7	8,134.77	32,083.35	23,948.58	74.6
Service Tests/System Testing	0.00	83.33	83.33	100.0	378.00	583.35	205.35	35.2
Small Tools and Equipment	58.77	125.00	66.23	53.0	127.88	875.00	747.12	85.4
DWR Fee Exp	0.00	0.00	0.00	0.0	0.00	900.00	900.00	100.0
Uniform Exp Water	0.00	25.00	25.00	100.0	231.28	175.00	(56.28)	(32.2)
Utilities Exp - Water	76.64	41.66	(34.98)	(84.0)	263.30	291.70	28.40	9.7
Administrative Charge	4,124.47	4,124.50	0.03	0.0	28,871.29	28,871.50	0.21	0.0
Lease Payments	0.00	75.91	75.91	100.0	455.28	531.45	76.17	14.3
Vehicle Purchase-Water	0.00	412.50	412.50	100.0	1,000.00	2,937.50	1,937.50	66.0
Total Program Expenses	\$5,545.63	\$13,431.03	\$7,885.40	58.7 %	\$48,176.65	\$98,087.85	\$49,911.20	50.9 %
General & Administrative Expenses								
Salaries and Wages	\$5,736.47	\$5,542.41	\$(194.06)	(3.5)%	\$34,247.50	\$38,796.95	\$4,549.45	11.7%
FICA and Medicare	426.70	424.00	(2.70)	(0.6)	2,532.97	2,968.00	435.03	14.7
Retirement	298.30	437.41	139.11	31.8	2,379.34	3,061.95	682.61	22.3
Health Insurance	844.02	1,561.75	717.73	46.0	7,679.24	10,932.25	3,253.01	29.8

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Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Worker's Compensation	1,068.00	1,004.75	(63.25)	(6.3)	2,081.00	2,009.50	(71.50)	(3.6)
Unemployment	65.25	12.58	(52.67)	(418.7)	104.47	88.10	(16.37)	(18.6)
Total General & Administrative Expenses	\$8,438.74	\$8,982.90	\$544.16	6.1 %	\$49,024.52	\$57,856.75	\$8,832.23	15.3 %
Total Expenses	\$13,984.37	\$22,413.93	\$8,429.56	37.6%	\$97,201.17	\$155,944.60	\$58,743.43	37.7%
Net Income (Loss)	\$2,656.49	\$(5,093.11)	\$7,749.60	152.2%	\$23,147.41	\$(29,548.70)	\$52,696.11	178.3%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Revenues								
Connection Fees	\$0.00	\$0.00	\$0.00	0.0%	\$5,500.00	\$5,500.00	\$0.00	0.0%
Sewer Usage Fees	14,312.57	15,033.33	(720.76)	(4.8)	98,354.77	105,233.35	(6,878.58)	(6.5)
Interest and Investment Earnings	0.03	8.33	(8.30)	(99.6)	27.75	58.35	(30.60)	(52.4)
Transfers In	2,500.00	2,500.00	0.00	0.0	17,500.00	17,500.00	0.00	0.0
Net Revenues	\$16,812.60	\$17,541.66	\$(729.06)	(4.2)%	\$121,382.52	\$128,291.70	\$(6,909.18)	(5.4)%
Program Expenses								
Contract Services	\$3,200.00	\$3,200.00	\$0.00	0.0%	\$19,200.00	\$22,400.00	\$3,200.00	14.3%
Permit Fee Exp - Sewer	0.00	0.00	0.00	0.0	0.00	1,150.00	1,150.00	100.0
Engineering Fees	3,357.00	2,083.33	(1,273.67)	(61.1)	3,357.00	14,583.35	11,226.35	77.0
Fuel	91.04	183.33	92.29	50.3	513.93	1,283.35	769.42	60.0
Insurance	0.00	0.00	0.00	0.0	0.00	3,000.00	3,000.00	100.0
Legal Exp - Sewer	0.00	41.66	41.66	100.0	0.00	291.70	291.70	100.0
Miscellaneous	0.00	29.33	29.33	100.0	4.76	205.35	200.59	97.7
Bank Fees - Sewer Accts	0.00	0.00	0.00	0.0	45.00	0.00	(45.00)	0.0
Software Support Exp - Sewer	12.50	233.33	220.83	94.6	87.50	1,633.35	1,545.85	94.6
Operating Supplies - Sewer	1,527.22	1,000.00	(527.22)	(52.7)	3,014.27	7,000.00	3,985.73	56.9
R&M Building - Sewer	0.00	41.66	41.66	100.0	19.29	291.70	272.41	93.4
Rep and Maint - Vehicles	0.00	165.83	165.83	100.0	251.52	1,170.85	919.33	78.5
Rep and Maint - Equipment	15.67	375.00	359.33	95.8	15.67	2,625.00	2,609.33	99.4
Rep and Maint - Infrastructure	1,428.85	1,250.00	(178.85)	(14.3)	5,678.84	8,750.00	3,071.16	35.1
Service Tests/System Testing	1,607.20	1,000.00	(607.20)	(60.7)	5,971.20	7,000.00	1,028.80	14.7
Small Tools and Equipment	9.36	250.00	240.64	96.3	3,515.30	1,750.00	(1,765.30)	(100.9)
Uniform Exp Sewer	0.00	41.66	41.66	100.0	231.28	291.70	60.42	20.7
Utilities	308.89	250.00	(58.89)	(23.6)	1,039.45	1,750.00	710.55	40.6
Administrative Charge	4,124.47	4,124.50	0.03	0.0	28,871.29	28,871.50	0.21	0.0
Sewer Principal Expense	12,270.84	12,300.00	29.16	0.2	12,270.84	12,300.00	29.16	0.2
Sewer Interest Expense	3,075.82	3,400.00	324.18	9.5	6,151.64	6,800.00	648.36	9.5
Lease Payments	0.00	75.91	75.91	100.0	455.28	531.45	76.17	14.3
Total Program Expenses	\$31,028.86	\$30,045.54	\$(983.32)	(3.3)%	\$90,694.06	\$123,679.30	\$32,985.24	26.7 %
General & Administrative Expenses								
Salaries and Wages	\$3,110.62	\$3,005.41	\$(105.21)	(3.5)%	\$18,570.82	\$21,037.95	\$2,467.13	11.7%
FICA and Medicare	231.38	229.91	(1.47)	(0.6)	1,373.54	1,609.45	235.91	14.7
Retirement	161.73	237.16	75.43	31.8	1,290.19	1,660.20	370.01	22.3
Health Insurance	457.68	846.83	389.15	46.0	4,164.14	5,927.85	1,763.71	29.8

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Worker's Compensation	542.00	544.75	2.75	0.5	1,056.00	1,089.50	33.50	3.1
Unemployment	35.39	6.83	(28.56)	(418.2)	56.66	47.85	(8.81)	(18.4)
Total General & Administrative Expenses	\$4,538.80	\$4,870.89	\$332.09	6.8 %	\$26,511.35	\$31,372.80	\$4,861.45	15.5 %
Total Expenses	\$35,567.66	\$34,916.43	\$(651.23)	(1.9)%	\$117,205.41	\$155,052.10	\$37,846.69	24.4%
Net Income (Loss)	\$(18,755.06)	\$(17,374.77)	\$(1,380.29)	(7.9)%	\$4,177.11	\$(26,760.40)	\$30,937.51	115.6%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Revenues								
Sanitation Usage Fees	\$14,638.51	\$15,665.00	\$(1,026.49)	(6.6)%	\$96,406.99	\$109,675.00	\$(13,268.01)	(12.1)%
Miscellaneous	54.00	83.33	(29.33)	(35.2)	222.00	583.35	(361.35)	(61.9)
Net Revenues	\$14,692.51	\$15,748.33	\$(1,055.82)	(6.7)%	\$96,628.99	\$110,258.35	\$(13,629.36)	(12.4)%
Program Expenses								
Recycling Contract Exp	\$240.00	\$183.33	\$(56.67)	(30.9)%	\$840.00	\$1,283.35	\$443.35	34.5%
Training & Education	0.00	16.25	16.25	100.0	0.00	118.75	118.75	100.0
Equipment Rentals	0.00	54.16	54.16	100.0	0.00	379.20	379.20	100.0
Fuel	360.09	750.00	389.91	52.0	2,411.25	5,250.00	2,838.75	54.1
Insurance	0.00	0.00	0.00	0.0	0.00	4,000.00	4,000.00	100.0
Landfill Tipping Fees	1,620.00	2,041.66	421.66	20.7	9,466.80	14,291.70	4,824.90	33.8
Miscellaneous	0.00	16.58	16.58	100.0	99.81	116.10	16.29	14.0
Software Support Exp - Trash	12.50	108.33	95.83	88.5	87.50	758.35	670.85	88.5
Operating Supplies - Trash	108.65	16.66	(91.99)	(552.2)	225.12	116.70	(108.42)	(92.9)
Rep and Maint - Vehicles	0.00	833.33	833.33	100.0	1,545.04	5,833.35	4,288.31	73.5
Rep and Maint - Equipment	15.67	75.00	59.33	79.1	15.67	525.00	509.33	97.0
Small Tools and Equipment	9.37	250.00	240.63	96.3	9.37	1,750.00	1,740.63	99.5
Uniform Exp Trash	0.00	25.00	25.00	100.0	231.38	175.00	(56.38)	(32.2)
Administrative Charge	4,124.47	4,124.50	0.03	0.0	28,871.29	28,871.50	0.21	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	\$6,490.75	\$8,494.80	\$2,004.05	23.6 %	\$48,803.23	\$68,469.00	\$19,665.77	28.7 %
General & Administrative Expenses								
Salaries and Wages	\$4,948.72	\$4,781.33	\$(167.39)	(3.5)%	\$29,544.54	\$33,469.35	\$3,924.81	11.7%
FICA and Medicare	368.11	365.75	(2.36)	(0.6)	2,185.14	2,560.25	375.11	14.7
Retirement	257.33	377.33	120.00	31.8	2,052.58	2,641.35	588.77	22.3
Health Insurance	728.12	1,347.25	619.13	46.0	6,624.69	9,430.75	2,806.06	29.8
Worker's Compensation	1,518.00	866.75	(651.25)	(75.1)	2,957.00	1,733.50	(1,223.50)	(70.6)
Unemployment	56.29	10.83	(45.46)	(419.8)	90.14	75.85	(14.29)	(18.8)
Total General & Administrative Expenses	\$7,876.57	\$7,749.24	\$(127.33)	(1.6)%	\$43,454.09	\$49,911.05	\$6,456.96	12.9 %
Total Expenses	\$14,367.32	\$16,244.04	\$1,876.72	11.6%	\$92,257.32	\$118,380.05	\$26,122.73	22.1%
Net Income (Loss)	\$325.19	\$(495.71)	\$820.90	165.6%	\$4,371.67	\$(8,121.70)	\$12,493.37	153.8%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Revenues								
Parking Kiosk Revenue	\$13,148.30	\$10,000.00	\$3,148.30	31.5%	\$119,184.88	\$70,000.00	\$49,184.88	70.3%
Net Revenues	\$13,148.30	\$10,000.00	\$3,148.30	31.5 %	\$119,184.88	\$70,000.00	\$49,184.88	70.3 %
Program Expenses								
Miscellaneous	\$0.00	\$64.58	\$64.58	100.0%	\$57.00	\$452.10	\$395.10	87.4%
Credit Card Processing Fees	2,102.81	2,250.00	147.19	6.5	18,325.72	15,750.00	(2,575.72)	(16.4)
Software Service and Support	0.00	400.00	400.00	100.0	2,451.06	2,800.00	348.94	12.5
Operating Supplies	0.00	333.33	333.33	100.0	768.33	2,333.35	1,565.02	67.1
Telephone	120.32	125.00	4.68	3.7	731.92	875.00	143.08	16.4
Transfers Out	5,000.00	5,000.00	0.00	0.0	35,000.00	35,000.00	0.00	0.0
Total Program Expenses	\$7,223.13	\$8,172.91	\$949.78	11.6 %	\$57,334.03	\$57,210.45	\$(123.58)	(0.2)%
General & Administrative Expenses								
Salaries and Wages	\$1,260.00	\$966.66	\$(293.34)	(30.3)%	\$8,987.72	\$6,766.70	\$(2,221.02)	(32.8)%
Longevity Bonus	0.00	0.00	0.00	0.0	50.00	50.00	0.00	0.0
FICA and Medicare	96.39	73.91	(22.48)	(30.4)	695.26	517.45	(177.81)	(34.4)
Worker's Compensation	135.00	88.00	(47.00)	(53.4)	255.00	176.00	(79.00)	(44.9)
Unemployment	14.74	7.16	(7.58)	(105.9)	58.35	50.20	(8.15)	(16.2)
Total General & Administrative Expenses	\$1,506.13	\$1,135.73	\$(370.40)	(32.6)%	\$10,046.33	\$7,560.35	\$(2,485.98)	(32.9)%
Total Expenses	\$8,729.26	\$9,308.64	\$579.38	6.2%	\$67,380.36	\$64,770.80	\$(2,609.56)	(4.0)%
Net Income (Loss)	\$4,419.04	\$691.36	\$3,727.68	539.2%	\$51,804.52	\$5,229.20	\$46,575.32	890.7%

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Revenues								
HURF Revenue	\$3,570.72	\$3,360.33	\$210.39	6.3%	\$24,955.66	\$23,522.35	\$1,433.31	6.1%
Interest and Investment Earnings	34.06	83.33	(49.27)	(59.1)	326.82	583.35	(256.53)	(44.0)
Net Revenues	\$3,604.78	\$3,443.66	\$161.12	4.7 %	\$25,282.48	\$24,105.70	\$1,176.78	4.9 %
Program Expenses								
Engineering Fees	\$0.00	\$416.66	\$416.66	100.0%	\$2,991.25	\$2,916.70	\$(74.55)	(2.6)%
Equipment Rentals - HURF	0.00	125.00	125.00	100.0	0.00	875.00	875.00	100.0
Fuel	4.81	8.33	3.52	42.3	25.72	58.35	32.63	55.9
Insurance	0.00	0.00	0.00	0.0	0.00	2,000.00	2,000.00	100.0
Miscellaneous	0.00	46.33	46.33	100.0	4.76	324.35	319.59	98.5
Software Service & Support	12.50	15.00	2.50	16.7	87.50	105.00	17.50	16.7
Operating Supplies - HURF	108.62	58.33	(50.29)	(86.2)	296.93	408.35	111.42	27.3
Public Restroom Supplies	0.00	183.33	183.33	100.0	898.16	1,283.35	385.19	30.0
R&M Building - HURF	0.00	416.66	416.66	100.0	0.00	2,916.70	2,916.70	100.0
Rep and Maint - Vehicles	0.00	166.25	166.25	100.0	154.25	1,168.75	1,014.50	86.8
Rep and Maint - Equipment	15.66	16.66	1.00	6.0	384.72	116.70	(268.02)	(229.7)
Rep and Maint - Infrastructure	0.00	2,812.50	2,812.50	100.0	96.35	19,687.50	19,591.15	99.5
Small Tools and Equipment	9.36	41.66	32.30	77.5	9.36	291.70	282.34	96.8
Street Lights	940.70	1,083.33	142.63	13.2	6,544.50	7,583.35	1,038.85	13.7
Street Supplies	380.21	500.00	119.79	24.0	1,316.28	3,500.00	2,183.72	62.4
Uniform Exp - HURF	0.00	25.00	25.00	100.0	231.30	175.00	(56.30)	(32.2)
Administrative Charge	881.78	881.75	(0.03)	0.0	6,172.46	6,172.25	(0.21)	0.0
Lease Payments	0.00	25.00	25.00	100.0	130.14	175.00	44.86	25.6
Total Program Expenses	\$2,353.64	\$6,821.79	\$4,468.15	65.5 %	\$19,343.68	\$49,758.05	\$30,414.37	61.1 %
General & Administrative Expenses								
Salaries and Wages	\$3,468.79	\$3,676.91	\$208.12	5.7%	\$23,039.69	\$25,738.45	\$2,698.76	10.5%
FICA and Medicare	259.80	281.25	21.45	7.6	1,726.57	1,968.75	242.18	12.3
Retirement	136.55	200.25	63.70	31.8	1,089.13	1,401.75	312.62	22.3
Health Insurance	386.34	679.25	292.91	43.1	3,515.09	4,754.75	1,239.66	26.1
Worker's Compensation	449.00	562.50	113.50	20.2	899.00	1,125.00	226.00	20.1
Unemployment	39.73	12.91	(26.82)	(207.7)	65.25	90.45	25.20	27.9
Total General & Administrative Expenses	\$4,740.21	\$5,413.07	\$672.86	12.4 %	\$30,334.73	\$35,079.15	\$4,744.42	13.5 %
Total Expenses	\$7,093.85	\$12,234.86	\$5,141.01	42.0%	\$49,678.41	\$84,837.20	\$35,158.79	41.4%

2/2/21
1:32:57 PM

Town of Jerome
Income Statement
(Original Budget to Actual Comparison)
For the period of 1/1/2021 Through 1/31/2021

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

	Actual	Current Period Budget	Variance	%	Actual	Year To Date Budget	Variance	%
Net Income (Loss)	\$(3,489.07)	\$(8,791.20)	\$5,302.13	60.3%	(\$24,395.93)	\$(60,731.50)	\$36,335.57	59.8%

2/1/21
11:29:28 AM

Town of Jerome
Balance Sheet
As of 1/31/2021
Fund: (1) General

Assets

Current Assets

LGIP	\$1,703.02	
Petty Cash - General Gov	275.00	
Auto Lieu Taxes	1,516.46	
City Sales Taxes	99,828.97	
Franchise Fees	3,076.63	
GF Accounts Receivable	2,470.45	
Property Taxes	3,342.78	
State Sales Taxes	2,465.18	
Court - Checking & Bond Acct	99,349.60	
Court - JCEF Acct	13,187.48	
Court - FTG Acct	7,304.04	
Petty Cash - Fire Dept	150.00	
Petty Cash - Library	150.00	
NBA Checking	101,564.79	
OAZ Checking	190,682.54	
OAZ General Savings	495,987.54	
OAZ CTL Business Savings	5.00	
Total Current Assets		\$1,023,059.48

Other Assets

Due From Other Funds	\$902,950.89	
Total Other Assets		902,950.89

Total Assets

\$1,926,010.37

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$2,467.70	
Federal WH & FICA	2,802.35	
AFLAC	(2.10)	
Health Insurance	(945.50)	
457G Retirement	66.53	
PSPRS	0.04	
Customer Deposits	6,760.72	
FD Per Call Payable	1,748.25	
Ganishments Payable	1,735.51	
Wages Payable	24,939.58	
Due To Other Funds	1,114,325.85	
Court Liabilities	12,419.35	
Total Current Liabilities		\$1,166,318.28
Total Liabilities		\$1,166,318.28

Net Assets

Unrestricted Funds	745,721.19	
Current Year Net Assets	13,970.90	
Total Net Assets		759,692.09
Total Liabilities and Net Assets		\$1,926,010.37

2/1/21
11:32:50 AM

Town of Jerome
Balance Sheet
As of 1/31/2021
Fund: (2) Utilities

Assets

Current Assets

Allowance for Doubtful Accts	\$(15,000.00)	
Utilities A/R	65,889.35	
Miscellaneous	27.21	
Bond Account	3,013.62	
Replacement & Extension Acct	74,856.38	
Series 2001 Bond Reserve Acct	30,057.78	
Total Current Assets		\$158,844.34

Property, Plant & Equipment

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

Other Assets

Due From Other Funds	\$491,662.37	
Total Other Assets		491,662.37

Total Assets

\$2,720,987.03

Liabilities and Net Assets

Current Liabilities

Sales Tax Payable	\$672.08	
Customer Deposits	21,349.23	
Compensated Absences	5,220.11	
Bonds Payable	136,703.30	
Other Liabilities	5,524.68	
Due To Other Funds	330,531.34	
Accrued Payroll	4,023.49	
Accrued Interest Payable	3,075.85	
Total Current Liabilities		\$507,100.08

Total Liabilities

\$507,100.08

Net Assets

Unrestricted Fund Balance	746,343.00	
Unrestricted Fund Balance	(138,334.00)	
Unrestricted Fund Balance	1,511,631.39	
Current Year Net Assets	94,246.56	

Total Net Assets

2,213,886.95

Total Liabilities and Net Assets

\$2,720,987.03

2/1/21
11:49:51 AM

Town of Jerome
Balance Sheet
As of 1/31/2021

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

Assets

Other Assets

Due From	\$119,240.88	
Total Other Assets		\$119,240.88
Total Assets		\$119,240.88

Liabilities and Net Assets

Current Liabilities

Due To	\$67,436.36	
Total Current Liabilities		\$67,436.36
Total Liabilities		\$67,436.36

Net Assets

Current Year Net Assets	\$51,804.52	
Total Net Assets		51,804.52
Total Liabilities and Net Assets		\$119,240.88

2/1/21
11:38:52 AM

Town of Jerome
Balance Sheet
As of 1/31/2021

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

Assets

Current Assets

HURF Accounts Receivable	\$3,230.11	
OAZ HURF Savings	402,471.81	
Total Current Assets		\$405,701.92

Other Assets

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

Total Assets

\$419,707.38

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$289,782.74	
Accrued Payroll	1,146.12	
Total Current Liabilities		\$290,928.86

Total Liabilities

\$290,928.86

Net Assets

Unrestricted Fund Balance	(3,596.67)	
Current Year Net Assets	132,375.19	

Total Net Assets

128,778.52

Total Liabilities and Net Assets

\$419,707.38

2/1/21
12:05:08 PM

Town of Jerome
Balance Sheet
As of 1/31/2021

Fund: (4) Firefighters Pension & Relief

Assets

Current Assets

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

Other Assets

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

Total Assets

\$186,838.60

Liabilities and Net Assets

Current Liabilities

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

Total Liabilities

\$22,961.70

Net Assets

Unrestricted Fund Balance	156,773.30	
Current Year Net Assets	7,103.60	
Total Net Assets		163,876.90

Total Net Assets

163,876.90

Total Liabilities and Net Assets

\$186,838.60

2/1/21
12:13:07 PM

Town of Jerome
Balance Sheet
As of 1/31/2021

Fund: (5) Operating Grants

Assets

Current Assets

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

Other Assets

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

Total Assets		\$105,262.42
---------------------	--	---------------------

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$12,884.43	
Deferred Revenue - Opr Grants	43,587.19	
Total Current Liabilities		\$56,471.62

Total Liabilities		\$56,471.62
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Net Assets

Unrestricted Fund Balance	78,990.87	
Current Year Net Assets	(30,200.07)	

Total Net Assets		48,790.80
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Total Liabilities and Net Assets		\$105,262.42
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2/1/21
12:13:38 PM

Town of Jerome
Balance Sheet
As of 1/31/2021

Fund: (6) Capital Grants

Assets

Current Assets

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

Other Assets

Due From Other Funds	\$224,226.84	
Total Other Assets		224,226.84

Total Assets		\$274,717.02
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Liabilities and Net Assets

Current Liabilities

Deferred Revenue - Cap Grants	\$163,149.59	
Due To Other Funds	124,273.11	
Total Current Liabilities		\$287,422.70

Total Liabilities		\$287,422.70
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Net Assets

Restricted Fund Balance	\$12,643.92	
Current Year Net Assets	(25,349.60)	

Total Net Assets		(12,705.68)
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Total Liabilities and Net Assets		\$274,717.02
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2/1/21
12:14:05 PM

Town of Jerome
Balance Sheet
As of 1/31/2021

Fund: (7) GF Contingencies

Assets

Other Assets

Due From Other Funds	\$141,224.48	
Total Other Assets		\$141,224.48
Total Assets		\$141,224.48

Liabilities and Net Assets

Current Liabilities

Due To Other Funds	\$90,301.59	
Total Current Liabilities		\$90,301.59
Total Liabilities		\$90,301.59

Net Assets

Unrestricted Fund Balance	\$89,351.93	
Current Year Net Assets	(38,429.04)	
Total Net Assets		50,922.89
Total Liabilities and Net Assets		\$141,224.48

2/1/21
12:14:40 PM

Town of Jerome
Balance Sheet
As of 1/31/2021
Fund: (9) Capital

Assets

Current Assets

OAZ Capital Improvements
Total Current Assets

\$50,720.27

\$50,720.27

Other Assets

Due From Other Funds
Total Other Assets

\$32,124.44

32,124.44

Total Assets

\$82,844.71

Net Assets

Unrestricted Fund Balance
Current Year Net Assets

\$72,712.30

10,132.41

Total Net Assets

82,844.71

Total Liabilities and Net Assets

\$82,844.71

Town of Jerome

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

Ledger as of : 1/1/2021 to 1/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 1001 - INTELLICORP RECORDS, INC.											\$0.00
11421MA8	01/13/21	01/13/21	02/12/21								
Inv 1150703 Records Search		1.11.6110 - Contract Services		\$287.05	\$0.00	\$287.05	01/14/21	11596	ASCUCK	\$0.00	
INVOICE 11421MA8 TOTALS:				\$287.05	\$0.00	\$287.05				\$0.00	
INTELLICORP RECORDS, INC. TOTALS:				\$287.05	\$0.00	\$287.05				\$0.00	
VENDOR: 1011 - SOUTHWESTERN ENVIRON (SEC)											\$0.00
11421MA12	01/13/21	01/13/21	02/12/21								
Inv 2021-004 SEC Project 19-1101CE		2.51.6140 - Engineering Fees		\$1,037.00	\$0.00	\$1,037.00	01/14/21	11597	ASCUCK	\$0.00	
Inv 2021-003 SEC Project 20-0213CE		6.70.6140 - Engineering Exp - Cap Grants		\$11,769.75	\$0.00	\$11,769.75	01/14/21	11597	ASCUCK	\$0.00	
INVOICE 11421MA12 TOTALS:				\$12,806.75	\$0.00	\$12,806.75				\$0.00	
SOUTHWESTERN ENVIRON (SEC) TOTALS:				\$12,806.75	\$0.00	\$12,806.75				\$0.00	
VENDOR: 1028 - YAVAPAI CO. EDUCATION TECH											\$0.00
1721MA2	01/06/21	01/06/21	02/05/21								
Inv 20-711 Internet Access GG		1.11.6192 - Software Support Exp - GG		\$120.00	\$0.00	\$120.00	01/07/21	11575	ASCUCK	\$0.00	
Inv 20-711 Internet Access Parks		1.17.6192 - Software Service & Support		\$12.50	\$0.00	\$12.50	01/07/21	11575	ASCUCK	\$0.00	
Inv 20-711 Internet Access Prop		1.18.6192 - Software Service & Support		\$12.50	\$0.00	\$12.50	01/07/21	11575	ASCUCK	\$0.00	
Inv 20-711 Internet Access Water		2.50.6192 - Software Support Exp - Water		\$12.50	\$0.00	\$12.50	01/07/21	11575	ASCUCK	\$0.00	
Inv 20-711 Internet Access Sewer		2.51.6192 - Software Support Exp - Sewer		\$12.50	\$0.00	\$12.50	01/07/21	11575	ASCUCK	\$0.00	
Inv 20-711 Internet Access Trash		2.52.6192 - Software Support Exp - Trash		\$12.50	\$0.00	\$12.50	01/07/21	11575	ASCUCK	\$0.00	
Inv 20-711 Internet Access HURF		3.30.6192 - Software Service & Support		\$12.50	\$0.00	\$12.50	01/07/21	11575	ASCUCK	\$0.00	
Inv 20-711 Internet Access FD		1.14.6192 - Software Service & Support		\$75.00	\$0.00	\$75.00	01/07/21	11575	ASCUCK	\$0.00	
Inv 20-711 Internet Access PD		1.13.6192 - Software Service & Support		\$150.00	\$0.00	\$150.00	01/07/21	11575	ASCUCK	\$0.00	
Inv 20-710 E-Rate LB		1.15.6266 - E-Rate Exp		\$45.80	\$0.00	\$45.80	01/07/21	11575	ASCUCK	\$0.00	
INVOICE 1721MA2 TOTALS:				\$465.80	\$0.00	\$465.80				\$0.00	
YAVAPAI CO. EDUCATION TECH TOTALS:				\$465.80	\$0.00	\$465.80				\$0.00	
VENDOR: 1056 - PREMIER DIESEL TRUCK & EQUIP											\$0.00
1721MA9	01/06/21	01/06/21	02/05/21								
Inv 178 Chassis Service E111 Labor		1.14.6220 - Rep and Maint - Vehicles		\$200.00	\$0.00	\$200.00	01/07/21	11576	ASCUCK	\$0.00	
Inv 178 Chassis Service E111 Parts		1.14.6220 - Rep and Maint - Vehicles		\$335.01	\$0.00	\$335.01	01/07/21	11576	ASCUCK	\$0.00	
Inv 177 Chassis Service E112 Labor		1.14.6220 - Rep and Maint - Vehicles		\$400.00	\$0.00	\$400.00	01/07/21	11576	ASCUCK	\$0.00	
Inv 177 Chassis Service E112 Parts		1.14.6220 - Rep and Maint - Vehicles		\$584.05	\$0.00	\$584.05	01/07/21	11576	ASCUCK	\$0.00	
Inv 179 Chassis Service BR111 Labor		1.14.6220 - Rep and Maint - Vehicles		\$150.00	\$0.00	\$150.00	01/07/21	11576	ASCUCK	\$0.00	
Inv 179 Chassis Service BR111 Parts		1.14.6220 - Rep and Maint - Vehicles		\$377.20	\$0.00	\$377.20	01/07/21	11576	ASCUCK	\$0.00	
INVOICE 1721MA9 TOTALS:				\$2,046.26	\$0.00	\$2,046.26				\$0.00	
PREMIER DIESEL TRUCK & EQUIP TOTALS:				\$2,046.26	\$0.00	\$2,046.26				\$0.00	
VENDOR: 1063 - AMERIGAS											\$0.00
11421MA3	01/13/21	01/13/21	02/12/21								
Inv 3116188905 Gas Tax Rental 500 G		1.18.6285 - Utilities		\$110.00	\$0.00	\$110.00	01/14/21	11598	ASCUCK	\$0.00	

*V - Denotes Voided Check Entries

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

Ledger as of : 1/1/2021 to 1/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
INVOICE 11421MA3 TOTALS:					\$110.00	\$0.00	\$110.00				\$0.00
AMERIGAS TOTALS:					\$110.00	\$0.00	\$110.00				\$0.00
VENDOR: 1071 - PACIFIC ADVANCED CIVIL ENGIN											\$0.00
1721MA20	01/07/21	01/07/21	02/06/21								
WWTP PACE Project B614		2.51.6140 - Engineering Fees			\$2,320.00	\$0.00	\$2,320.00	01/07/21	11577	ASCUCK	\$0.00
INVOICE 1721MA20 TOTALS:					\$2,320.00	\$0.00	\$2,320.00				\$0.00
PACIFIC ADVANCED CIVIL ENGIN TOTALS:					\$2,320.00	\$0.00	\$2,320.00				\$0.00
VENDOR: 1075 - MARK SACHARA											\$0.00
12121MA2	01/20/21	01/20/21	02/19/21								
Payment for mileage-East Fork Fire		7.25.6276 - Wildlands Exp - Contingency			\$3,606.65	\$0.00	\$3,606.65	01/21/21	11616	ASCUCK	\$0.00
Payment for lodging-East Fork Fire		7.25.6276 - Wildlands Exp - Contingency			\$137.93	\$0.00	\$137.93	01/21/21	11616	ASCUCK	\$0.00
INVOICE 12121MA2 TOTALS:					\$3,744.58	\$0.00	\$3,744.58				\$0.00
MARK SACHARA TOTALS:					\$3,744.58	\$0.00	\$3,744.58				\$0.00
VENDOR: 1080 - NICE JONS, INC.											\$0.00
1721MA3	01/06/21	01/06/21	02/05/21								
Inv 34935 Portable Toilet & Sink		1.11.6160 - COVID Expenses			\$748.00	\$0.00	\$748.00	01/07/21	11578	ASCUCK	\$0.00
INVOICE 1721MA3 TOTALS:					\$748.00	\$0.00	\$748.00				\$0.00
NICE JONS, INC. TOTALS:					\$748.00	\$0.00	\$748.00				\$0.00
VENDOR: 1081 - KATHERINE SEALEY											\$0.00
1721MA6	01/06/21	01/06/21	02/05/21								
Pay for CNF OSC Support Fire		7.25.6276 - Wildlands Exp - Contingency			\$3,880.50	\$0.00	\$3,880.50	01/07/21	11579	ASCUCK	\$0.00
INVOICE 1721MA6 TOTALS:					\$3,880.50	\$0.00	\$3,880.50				\$0.00
KATHERINE SEALEY TOTALS:					\$3,880.50	\$0.00	\$3,880.50				\$0.00
VENDOR: 1085 - CARL WHITING											\$0.00
1721MA5	01/06/21	01/06/21	02/05/21								
Reimbursement for meals- CNF OSC Fi		7.25.6276 - Wildlands Exp - Contingency			\$290.29	\$0.00	\$290.29	01/07/21	11580	ASCUCK	\$0.00
INVOICE 1721MA5 TOTALS:					\$290.29	\$0.00	\$290.29				\$0.00
CARL WHITING TOTALS:					\$290.29	\$0.00	\$290.29				\$0.00
VENDOR: 109 - AFLAC											\$0.00
12821MA2	01/27/21	01/27/21	01/27/21								
Acct # DN513, Inv. 046018		1.10.2405 - AFLAC			\$143.52	\$0.00	\$143.52	01/27/21	11628	ASCUCK	\$0.00
INVOICE 12821MA2 TOTALS:					\$143.52	\$0.00	\$143.52				\$0.00
AFLAC TOTALS:					\$143.52	\$0.00	\$143.52				\$0.00

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 1/1/2021 to 1/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 113 - ALL-MED EQUIPMENT & SERVICES											\$0.00
11421MA2	01/13/21	01/13/21	01/13/21								
Inv 632229 Monthly Tank Rental		1.14.6181 - Medical Supplies Exp			\$119.04	\$0.00	\$119.04	01/14/21	11599	ASCUCK	\$0.00
INVOICE 11421MA2 TOTALS:					\$119.04	\$0.00	\$119.04				\$0.00
ALL-MED EQUIPMENT & SERVICES TOTALS:					\$119.04	\$0.00	\$119.04				\$0.00
VENDOR: 119 - APS											\$0.00
1721MA13	01/06/21	01/06/21	01/21/21								
5613490 Upper Park 2		1.17.6285 - Utilities			\$57.94	\$0.00	\$57.94	01/07/21	11581	ASCUCK	\$0.00
2353720 FD Gulch		1.18.6285 - Utilities			\$84.84	\$0.00	\$84.84	01/07/21	11581	ASCUCK	\$0.00
2383901 Upper Park		1.17.6285 - Utilities			\$52.11	\$0.00	\$52.11	01/07/21	11581	ASCUCK	\$0.00
3216010 Hotel Jerome		1.18.6285 - Utilities			\$50.61	\$0.00	\$50.61	01/07/21	11581	ASCUCK	\$0.00
6109570 Perkinsville Road		1.18.6285 - Utilities			\$171.57	\$0.00	\$171.57	01/07/21	11581	ASCUCK	\$0.00
7575770 Town Hall		1.18.6285 - Utilities			\$871.19	\$0.00	\$871.19	01/07/21	11581	ASCUCK	\$0.00
6506951 PD		1.18.6285 - Utilities			\$176.06	\$0.00	\$176.06	01/07/21	11581	ASCUCK	\$0.00
8061950 Sunshine Hill Water Tank		2.50.6285 - Utilities Exp - Water			\$39.56	\$0.00	\$39.56	01/07/21	11581	ASCUCK	\$0.00
0421621 FD		1.18.6285 - Utilities			\$422.54	\$0.00	\$422.54	01/07/21	11581	ASCUCK	\$0.00
4246290 WWTP		2.51.6285 - Utilities			\$159.61	\$0.00	\$159.61	01/07/21	11581	ASCUCK	\$0.00
0024240 Lower Park		1.17.6285 - Utilities			\$86.11	\$0.00	\$86.11	01/07/21	11581	ASCUCK	\$0.00
8468241 Middle Park		1.17.6285 - Utilities			\$40.90	\$0.00	\$40.90	01/07/21	11581	ASCUCK	\$0.00
1976520 Co-Op		1.18.6285 - Utilities			\$149.27	\$0.00	\$149.27	01/07/21	11581	ASCUCK	\$0.00
2839800 Ghost Pepper		1.18.6285 - Utilities			\$194.74	\$0.00	\$194.74	01/07/21	11581	ASCUCK	\$0.00
9438060 Hull St Roof		1.18.6285 - Utilities			\$16.00	\$0.00	\$16.00	01/07/21	11581	ASCUCK	\$0.00
INVOICE 1721MA13 TOTALS:					\$2,573.05	\$0.00	\$2,573.05				\$0.00
12821MA1	01/27/21	01/27/21	02/11/21								
1490440 Street Lights		3.30.6255 - Street Lights			\$940.70	\$0.00	\$940.70	01/27/21	11629	ASCUCK	\$0.00
1976520 Co-Op		1.18.6285 - Utilities			\$146.75	\$0.00	\$146.75	01/27/21	11629	ASCUCK	\$0.00
2839800 Ghost Pepper		1.18.6285 - Utilities			\$201.37	\$0.00	\$201.37	01/27/21	11629	ASCUCK	\$0.00
2353720 FD Gulch		1.18.6285 - Utilities			\$97.15	\$0.00	\$97.15	01/27/21	11629	ASCUCK	\$0.00
0421621 Fire Station		1.18.6285 - Utilities			\$423.44	\$0.00	\$423.44	01/27/21	11629	ASCUCK	\$0.00
6506951 Police Station		1.18.6285 - Utilities			\$191.51	\$0.00	\$191.51	01/27/21	11629	ASCUCK	\$0.00
8468241 Middle Park		1.17.6285 - Utilities			\$38.36	\$0.00	\$38.36	01/27/21	11629	ASCUCK	\$0.00
2383901 Upper Park		1.17.6285 - Utilities			\$43.28	\$0.00	\$43.28	01/27/21	11629	ASCUCK	\$0.00
0024240 Lower Park		1.17.6285 - Utilities			\$39.40	\$0.00	\$39.40	01/27/21	11629	ASCUCK	\$0.00
3216010 Hotel Jerome		1.18.6285 - Utilities			\$47.40	\$0.00	\$47.40	01/27/21	11629	ASCUCK	\$0.00
4246290 WWTP		2.51.6285 - Utilities			\$149.28	\$0.00	\$149.28	01/27/21	11629	ASCUCK	\$0.00
6109570 Perkinsville Rd		1.18.6285 - Utilities			\$167.55	\$0.00	\$167.55	01/27/21	11629	ASCUCK	\$0.00
7575770 Town Hall		1.18.6285 - Utilities			\$774.29	\$0.00	\$774.29	01/27/21	11629	ASCUCK	\$0.00
8061950 Sunshine Hill Tank		2.50.6285 - Utilities Exp - Water			\$37.08	\$0.00	\$37.08	01/27/21	11629	ASCUCK	\$0.00
5613490 Upper Park 2		1.17.6285 - Utilities			\$55.78	\$0.00	\$55.78	01/27/21	11629	ASCUCK	\$0.00
INVOICE 12821MA1 TOTALS:					\$3,353.34	\$0.00	\$3,353.34				\$0.00
APS TOTALS:					\$5,926.39	\$0.00	\$5,926.39				\$0.00

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 1/1/2021 to 1/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 120 - ARROW EXPRESS											\$0.00
12121MA6	01/20/21	01/20/21	02/19/21								
Inv 129630 Sewer Sample shipping		2.51.6240 - Service Tests/System Testing			\$45.00	\$0.00	\$45.00	01/21/21	11617	ASCUCK	\$0.00
		INVOICE 12121MA6 TOTALS:			\$45.00	\$0.00	\$45.00				\$0.00
		ARROW EXPRESS TOTALS:			\$45.00	\$0.00	\$45.00				\$0.00
VENDOR: 135 - AMRRP - WC											\$0.00
1721MA7	01/06/21	01/06/21	01/06/21								
AZWC016318, WC Qrt 4 2020 GG		1.11.5013 - Workers Compensation			\$272.00	\$0.00	\$272.00	01/07/21	11582	ASCUCK	\$0.00
AZWC016318, WC Qrt 4 2020 CT		1.12.5013 - Worker's Compensation			\$33.00	\$0.00	\$33.00	01/07/21	11582	ASCUCK	\$0.00
AZWC016318, WC Qrt 4 2020 PD		1.13.5013 - Worker's Compensation			\$5,907.00	\$0.00	\$5,907.00	01/07/21	11582	ASCUCK	\$0.00
AZWC016318, WC Qrt 4 2020 FD		1.14.5013 - Worker's Compensation			\$3,876.00	\$0.00	\$3,876.00	01/07/21	11582	ASCUCK	\$0.00
AZWC016318, WC Qrt 4 2020 LB		1.15.5013 - Worker's Compensation			\$64.00	\$0.00	\$64.00	01/07/21	11582	ASCUCK	\$0.00
AZWC016318, WC Qrt 4 2020 PZ		1.16.5013 - Worker's Compensation			\$135.00	\$0.00	\$135.00	01/07/21	11582	ASCUCK	\$0.00
AZWC016318, WC Qrt 4 2020 Parks		1.17.5013 - Worker's Compensation			\$80.00	\$0.00	\$80.00	01/07/21	11582	ASCUCK	\$0.00
AZWC016318, WC Qrt 4 2020 Prop		1.18.5013 - Worker's Compensation			\$452.00	\$0.00	\$452.00	01/07/21	11582	ASCUCK	\$0.00
AZWC016318, WC Qrt 4 2020 Water		2.50.5013 - Worker's Compensation			\$1,068.00	\$0.00	\$1,068.00	01/07/21	11582	ASCUCK	\$0.00
AZWC016318, WC Qrt 4 2020 Sewer		2.51.5013 - Worker's Compensation			\$542.00	\$0.00	\$542.00	01/07/21	11582	ASCUCK	\$0.00
AZWC016318, WC Qrt 4 2020 Trash		2.52.5013 - Worker's Compensation			\$1,518.00	\$0.00	\$1,518.00	01/07/21	11582	ASCUCK	\$0.00
AZWC016318, WC Qrt 4 2020 HURF		3.30.5013 - Worker's Compensation			\$449.00	\$0.00	\$449.00	01/07/21	11582	ASCUCK	\$0.00
AZWC016318, WC Qrt 4 2020 Parking		3.35.5013 - Worker's Compensation			\$135.00	\$0.00	\$135.00	01/07/21	11582	ASCUCK	\$0.00
		INVOICE 1721MA7 TOTALS:			\$14,531.00	\$0.00	\$14,531.00				\$0.00
		AMRRP - WC TOTALS:			\$14,531.00	\$0.00	\$14,531.00				\$0.00
VENDOR: 157 - BOUND TREE MEDICAL, LLC											\$0.00
11421MA7	01/13/21	01/13/21	02/12/21								
103795, Inv 83893402 Gloves, O2 Tu		1.14.6181 - Medical Supplies Exp			\$45.93	\$0.00	\$45.93	01/14/21	11600	ASCUCK	\$0.00
103795, Inv 83891539 EPI Injector		1.14.6181 - Medical Supplies Exp			\$300.00	\$0.00	\$300.00	01/14/21	11600	ASCUCK	\$0.00
		INVOICE 11421MA7 TOTALS:			\$345.93	\$0.00	\$345.93				\$0.00
12121MA4	01/20/21	01/20/21	02/19/21								
103795, Inv 83907000 Gloves		1.14.6181 - Medical Supplies Exp			\$63.25	\$0.00	\$63.25	01/21/21	11618	ASCUCK	\$0.00
		INVOICE 12121MA4 TOTALS:			\$63.25	\$0.00	\$63.25				\$0.00
		BOUND TREE MEDICAL, LLC TOTALS:			\$409.18	\$0.00	\$409.18				\$0.00
VENDOR: 164 - ARIZONA SUPERIOR COURT											\$0.00
11421MA18	01/13/21	01/13/21	01/13/21								
Inv 2-2021J Pro Tem Oct-Dec 2020		1.12.6110 - Contract Services			\$54.30	\$0.00	\$54.30	01/14/21	11601	ASCUCK	\$0.00
		INVOICE 11421MA18 TOTALS:			\$54.30	\$0.00	\$54.30				\$0.00
		ARIZONA SUPERIOR COURT TOTALS:			\$54.30	\$0.00	\$54.30				\$0.00
VENDOR: 167 - OFFICE DEPOT											\$0.00

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Town of Jerome

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

Ledger as of : 1/1/2021 to 1/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
11421MA16	01/13/21	01/13/21	03/14/21								
63266436, 146242715001 Office Suppl		1.11.6190 - Office Supplies		\$236.39	\$0.00	\$236.39	01/14/21	11602	ASCUCK	\$0.00	
63266436, 146816596001 Binder Clips		1.11.6190 - Office Supplies		\$12.15	\$0.00	\$12.15	01/14/21	11602	ASCUCK	\$0.00	
INVOICE 11421MA16 TOTALS:				\$248.54	\$0.00	\$248.54				\$0.00	
12121MA11	01/21/21	01/21/21	03/22/21								
63266436, Inv 149681722001 Supplies		1.11.6190 - Office Supplies		\$38.65	\$0.00	\$38.65	01/21/21	11619	ASCUCK	\$0.00	
63266436, Inv 148232726001 Supplies		1.11.6190 - Office Supplies		\$42.98	\$0.00	\$42.98	01/21/21	11619	ASCUCK	\$0.00	
INVOICE 12121MA11 TOTALS:				\$81.63	\$0.00	\$81.63				\$0.00	
12821MA8	01/27/21	01/27/21	03/28/21								
63266436, Inv 151487833001 Supplies		1.11.6190 - Office Supplies		\$38.85	\$0.00	\$38.85	01/27/21	11630	ASCUCK	\$0.00	
INVOICE 12821MA8 TOTALS:				\$38.85	\$0.00	\$38.85				\$0.00	
OFFICE DEPOT TOTALS:				\$369.02	\$0.00	\$369.02				\$0.00	
VENDOR: 168 - CENTURY LINK											\$0.00
12821MA3	01/27/21	01/27/21	02/11/21								
928 634 2245 PD		1.13.6265 - Telephone		\$36.23	\$0.00	\$36.23	01/27/21	11631	ASCUCK	\$0.00	
928 634 7943 GG		1.11.6265 - Telephone		\$171.07	\$0.00	\$171.07	01/27/21	11631	ASCUCK	\$0.00	
928 634 8992 PD		1.13.6265 - Telephone		\$174.90	\$0.00	\$174.90	01/27/21	11631	ASCUCK	\$0.00	
928 639 0574 LB		1.15.6265 - Telephone		\$84.73	\$0.00	\$84.73	01/27/21	11631	ASCUCK	\$0.00	
928 649 2776 PD		1.13.6265 - Telephone		\$42.14	\$0.00	\$42.14	01/27/21	11631	ASCUCK	\$0.00	
928 649 3034 FD		1.14.6265 - Telephone		\$132.63	\$0.00	\$132.63	01/27/21	11631	ASCUCK	\$0.00	
928 649 3250 CT		1.12.6265 - Telephone		\$74.60	\$0.00	\$74.60	01/27/21	11631	ASCUCK	\$0.00	
INVOICE 12821MA3 TOTALS:				\$716.30	\$0.00	\$716.30				\$0.00	
CENTURY LINK TOTALS:				\$716.30	\$0.00	\$716.30				\$0.00	
VENDOR: 170 - THYSSENKRUPP ELEVATOR CORP											\$0.00
11421MA5	01/13/21	01/13/21	01/13/21								
51348, Inv 3005700116 Elevator Mai		1.18.6110 - Contract Services		\$1,092.46	\$0.00	\$1,092.46	01/14/21	11603	ASCUCK	\$0.00	
INVOICE 11421MA5 TOTALS:				\$1,092.46	\$0.00	\$1,092.46				\$0.00	
THYSSENKRUPP ELEVATOR CORP TOTALS:				\$1,092.46	\$0.00	\$1,092.46				\$0.00	
VENDOR: 185 - COTTONWOOD EXPRESS LUBE											\$0.00
11421MA13	01/13/21	01/13/21	01/13/21								
Inv 62621 Oil Change Unit 27 Labor		1.13.6220 - Rep and Maint - Vehicles		\$40.00	\$0.00	\$40.00	01/14/21	11604	ASCUCK	\$0.00	
Inv 62621 Oil Change Unit 27 Parts		1.13.6220 - Rep and Maint - Vehicles		\$6.07	\$0.00	\$6.07	01/14/21	11604	ASCUCK	\$0.00	
INVOICE 11421MA13 TOTALS:				\$46.07	\$0.00	\$46.07				\$0.00	
COTTONWOOD EXPRESS LUBE TOTALS:				\$46.07	\$0.00	\$46.07				\$0.00	
VENDOR: 190 - HUGHES SUPPLY											\$0.00
12821MA9	01/27/21	01/27/21	02/06/21								
Acct U151128 Inv S160582840.002 Co		2.51.6230 - Rep and Maint - Infrastructure		\$78.16	\$0.00	\$78.16	01/27/21	11632	ASCUCK	\$0.00	

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Town of Jerome

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

Ledger as of : 1/1/2021 to 1/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
INVOICE 12821MA9 TOTALS:					\$78.16	\$0.00	\$78.16				\$0.00
HUGHES SUPPLY TOTALS:					\$78.16	\$0.00	\$78.16				\$0.00
VENDOR: 204 - SEDONA RECYCLES, INC											\$0.00
1721MA19	01/07/21	01/07/21	01/07/21								
Recycling Services, Inv JEROME 121		2.52.6111 - Recycling Contract Exp			\$240.00	\$0.00	\$240.00	01/07/21	11583	ASCUCK	\$0.00
INVOICE 1721MA19 TOTALS:					\$240.00	\$0.00	\$240.00				\$0.00
SEDONA RECYCLES, INC TOTALS:					\$240.00	\$0.00	\$240.00				\$0.00
VENDOR: 218 - VERIZON WIRELESS											\$0.00
1721MA11	01/06/21	01/06/21	01/31/21								
928 300 5987 Barry		1.16.6265 - Telephone			\$48.68	\$0.00	\$48.68	01/07/21	11585	ASCUCK	\$0.00
928 300 8701 Rusty		1.14.6265 - Telephone			\$60.54	\$0.00	\$60.54	01/07/21	11585	ASCUCK	\$0.00
928 821 0133 Shuttle		1.11.6265 - Telephone			\$33.09	\$0.00	\$33.09	01/07/21	11585	ASCUCK	\$0.00
928 963 4958 Rusty		1.14.6265 - Telephone			\$10.43	\$0.00	\$10.43	01/07/21	11585	ASCUCK	\$0.00
Access Charges		1.16.6265 - Telephone			\$16.10	\$0.00	\$16.10	01/07/21	11585	ASCUCK	\$0.00
Access Charges		1.14.6265 - Telephone			\$32.20	\$0.00	\$32.20	01/07/21	11585	ASCUCK	\$0.00
Access Charges		1.11.6265 - Telephone			\$16.10	\$0.00	\$16.10	01/07/21	11585	ASCUCK	\$0.00
INVOICE 1721MA11 TOTALS:					\$217.14	\$0.00	\$217.14				\$0.00
1721MA12	01/06/21	01/06/21	01/31/21								
928 301 4380 PD		1.13.6265 - Telephone			\$50.19	\$0.00	\$50.19	01/07/21	11584	ASCUCK	\$0.00
928 301 9672 PD		1.13.6265 - Telephone			\$50.19	\$0.00	\$50.19	01/07/21	11584	ASCUCK	\$0.00
Access Charges PD		1.13.6265 - Telephone			\$161.00	\$0.00	\$161.00	01/07/21	11584	ASCUCK	\$0.00
Equipment Credit		1.13.6265 - Telephone			(\$100.00)	\$0.00	(\$100.00)	01/07/21	11584	ASCUCK	\$0.00
928 451 2174 Kiosk Phone		3.35.6265 - Telephone			\$30.08	\$0.00	\$30.08	01/07/21	11584	ASCUCK	\$0.00
928 451 2402 Kiosk Phone		3.35.6265 - Telephone			\$30.08	\$0.00	\$30.08	01/07/21	11584	ASCUCK	\$0.00
928 451 2436 Kiosk Phone		3.35.6265 - Telephone			\$30.08	\$0.00	\$30.08	01/07/21	11584	ASCUCK	\$0.00
928 821 0736 Kiosk Phone		3.35.6265 - Telephone			\$30.08	\$0.00	\$30.08	01/07/21	11584	ASCUCK	\$0.00
INVOICE 1721MA12 TOTALS:					\$281.70	\$0.00	\$281.70				\$0.00
VERIZON WIRELESS TOTALS:					\$498.84	\$0.00	\$498.84				\$0.00
VENDOR: 224 - LEGEND											\$0.00
11421MA1	01/13/21	01/13/21	02/12/21								
Acct 00-0001475, Inv. 2100435		2.51.6240 - Service Tests/System Testing			\$75.00	\$0.00	\$75.00	01/14/21	11605	ASCUCK	\$0.00
Acct 00-0001475, Inv. 2100293		2.51.6240 - Service Tests/System Testing			\$101.40	\$0.00	\$101.40	01/14/21	11605	ASCUCK	\$0.00
INVOICE 11421MA1 TOTALS:					\$176.40	\$0.00	\$176.40				\$0.00
12821MA4	01/27/21	01/27/21	02/26/21								
Acct 00-0001475, Inv. 2101042		2.51.6240 - Service Tests/System Testing			\$1,385.80	\$0.00	\$1,385.80	01/27/21	11633	ASCUCK	\$0.00
INVOICE 12821MA4 TOTALS:					\$1,385.80	\$0.00	\$1,385.80				\$0.00
LEGEND TOTALS:					\$1,562.20	\$0.00	\$1,562.20				\$0.00

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Town of Jerome

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Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 237 - UNISOURCE ENERGY SERVICES											\$0.00
12121MA5	01/20/21	01/20/21	02/09/21								
2353340 Co-Op		1.18.6285 - Utilities		\$268.30	\$0.00	\$268.30	01/21/21	11620	ASCUCK	\$0.00	
4353340 Town Yard		1.18.6285 - Utilities		\$355.17	\$0.00	\$355.17	01/21/21	11620	ASCUCK	\$0.00	
0559820 Fire Station		1.18.6285 - Utilities		\$256.42	\$0.00	\$256.42	01/21/21	11620	ASCUCK	\$0.00	
7505930 Civic Center		1.18.6285 - Utilities		\$657.44	\$0.00	\$657.44	01/21/21	11620	ASCUCK	\$0.00	
6937260 Police Department		1.18.6285 - Utilities		\$46.87	\$0.00	\$46.87	01/21/21	11620	ASCUCK	\$0.00	
INVOICE 12121MA5 TOTALS:				\$1,584.20	\$0.00	\$1,584.20				\$0.00	
UNISOURCE ENERGY SERVICES TOTALS:				\$1,584.20	\$0.00	\$1,584.20				\$0.00	
VENDOR: 238 - VERDE VALLEY HARDWARE											\$0.00
1721MA16	01/06/21	01/06/21	01/21/21								
2860, Inv 25510 Liqtite Fit 90D 1/2		1.18.6215 - R&M Building - Properties		\$4.38	\$0.00	\$4.38	01/07/21	11586	ASCUCK	\$0.00	
2860, Inv 25599 Blacktop Patch		3.30.6260 - Street Supplies		\$153.68	\$0.00	\$153.68	01/07/21	11586	ASCUCK	\$0.00	
2860, Inv 25891 Gloves, Batteries		1.18.6185 - Miscellaneous		\$43.47	\$0.00	\$43.47	01/07/21	11586	ASCUCK	\$0.00	
2860, Inv 25954 6x6 Flex Coupler		2.51.6230 - Rep and Maint - Infrastructure		\$48.31	\$0.00	\$48.31	01/07/21	11586	ASCUCK	\$0.00	
2860, Inv 26108 Diamond & Sawzall B		2.50.6250 - Small Tools and Equipment		\$49.41	\$0.00	\$49.41	01/07/21	11586	ASCUCK	\$0.00	
2860, Inv 26255 Gloves, Sanitizing		1.18.6185 - Miscellaneous		\$38.43	\$0.00	\$38.43	01/07/21	11586	ASCUCK	\$0.00	
2860, Inv 26298 Sewer		1.18.6185 - Miscellaneous		\$31.82	\$0.00	\$31.82	01/07/21	11586	ASCUCK	\$0.00	
INVOICE 1721MA16 TOTALS:				\$369.50	\$0.00	\$369.50				\$0.00	
VERDE VALLEY HARDWARE TOTALS:				\$369.50	\$0.00	\$369.50				\$0.00	
VENDOR: 247 - HILL BROTHERS CHEMICAL CO											\$0.00
12121MA12	01/21/21	01/21/21	02/20/21								
4842000, Inv 4483346 Sewer Supplies		2.51.6195 - Operating Supplies - Sewer		\$532.89	\$0.00	\$532.89	01/21/21	11621	ASCUCK	\$0.00	
INVOICE 12121MA12 TOTALS:				\$532.89	\$0.00	\$532.89				\$0.00	
HILL BROTHERS CHEMICAL CO TOTALS:				\$532.89	\$0.00	\$532.89				\$0.00	
VENDOR: 252 - NAPA AUTO PARTS											\$0.00
1721MA17	01/06/21	01/06/21	01/26/21								
31380, Inv 242611 Oil Dry		1.14.6250 - Small Tools and Equipment		\$21.95	\$0.00	\$21.95	01/07/21	11587	ASCUCK	\$0.00	
31380, Inv 242948 Fuel Cap		2.50.6220 - Rep and Maint - Vehicles		\$21.41	\$0.00	\$21.41	01/07/21	11587	ASCUCK	\$0.00	
31380, Inv 244006 Unit 21/27		1.13.6220 - Rep and Maint - Vehicles		\$21.40	\$0.00	\$21.40	01/07/21	11587	ASCUCK	\$0.00	
INVOICE 1721MA17 TOTALS:				\$64.76	\$0.00	\$64.76				\$0.00	
NAPA AUTO PARTS TOTALS:				\$64.76	\$0.00	\$64.76				\$0.00	
VENDOR: 254 - VERDE VALLEY NEWSPAPERS											\$0.00
11421MA9	01/13/21	01/13/21	01/23/21								
11366, Order 604108 Legal Notice		1.16.6105 - Advertising, Printing, & Publishir		\$17.68	\$0.00	\$17.68	01/14/21	11606	ASCUCK	\$0.00	
INVOICE 11421MA9 TOTALS:				\$17.68	\$0.00	\$17.68				\$0.00	
VERDE VALLEY NEWSPAPERS TOTALS:				\$17.68	\$0.00	\$17.68				\$0.00	

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Town of Jerome

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Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 255 - CITY OF COTTONWOOD											\$0.00
11421MA4	01/13/21	01/13/21	01/13/21								
Inv 4092 Dispatch Fees FD		1.14.6120 - Dispatch Fees			\$533.67	\$0.00	\$533.67	01/14/21	11607	ASCUCK	\$0.00
INVOICE 11421MA4 TOTALS:					\$533.67	\$0.00	\$533.67				\$0.00
CITY OF COTTONWOOD TOTALS:					\$533.67	\$0.00	\$533.67				\$0.00
VENDOR: 265 - CONTRACT WASTEWATER OPERATIONS											\$0.00
1721MA18	01/07/21	01/07/21	02/01/21								
Spring Maintenance Dec 2020		2.50.6110 - Contract Services			\$900.00	\$0.00	\$900.00	01/07/21	11588	ASCUCK	\$0.00
WWTP Maintenance Dec 2020		2.51.6110 - Contract Services			\$3,200.00	\$0.00	\$3,200.00	01/07/21	11588	ASCUCK	\$0.00
INVOICE 1721MA18 TOTALS:					\$4,100.00	\$0.00	\$4,100.00				\$0.00
CONTRACT WASTEWATER OPERATIONS TOTALS:					\$4,100.00	\$0.00	\$4,100.00				\$0.00
VENDOR: 300 - REESE'S TIRE & AUTOTIRE PROS											\$0.00
11421MA10	01/13/21	01/13/21	02/12/21								
Inv 64588 Tubes, Backhoe Mount, Par		1.17.6225 - Rep and Maint - Equipment			\$15.67	\$0.00	\$15.67	01/14/21	11608	ASCUCK	\$0.00
Inv 64588 Tubes, Backhoe Mount, Pro		1.18.6225 - Rep and Maint - Equipment			\$2.83	\$0.00	\$2.83	01/14/21	11608	ASCUCK	\$0.00
Inv 64588 Tubes, Backhoe Mount, Pro		1.18.6225 - Rep and Maint - Equipment			\$12.84	\$0.00	\$12.84	01/14/21	11608	ASCUCK	\$0.00
Inv 64588 Tubes, Backhoe Mount, Wat		2.50.6225 - Rep and Maint - Equipment			\$15.67	\$0.00	\$15.67	01/14/21	11608	ASCUCK	\$0.00
Inv 64588 Tubes, Backhoe Mount, Sew		2.51.6225 - Rep and Maint - Equipment			\$15.67	\$0.00	\$15.67	01/14/21	11608	ASCUCK	\$0.00
Inv 64588 Tubes, Backhoe Mount, Tra		2.52.6225 - Rep and Maint - Equipment			\$15.67	\$0.00	\$15.67	01/14/21	11608	ASCUCK	\$0.00
Inv 64588 Tubes, Backhoe Mount, HUR		3.30.6225 - Rep and Maint - Equipment			\$15.66	\$0.00	\$15.66	01/14/21	11608	ASCUCK	\$0.00
INVOICE 11421MA10 TOTALS:					\$94.01	\$0.00	\$94.01				\$0.00
REESE'S TIRE & AUTOTIRE PROS TOTALS:					\$94.01	\$0.00	\$94.01				\$0.00
VENDOR: 375 - PERSONNEL SAFETY ENTERPRISES											\$0.00
12121MA1	01/20/21	01/20/21	02/19/21								
Acct 1953 Inv 10216, PD Medical Sup		1.11.6190 - Office Supplies			\$145.94	\$0.00	\$145.94	01/21/21	11622	ASCUCK	\$0.00
Acct 1953 Inv 10215, PW Medical Sup		1.11.6190 - Office Supplies			\$425.72	\$0.00	\$425.72	01/21/21	11622	ASCUCK	\$0.00
Acct 1953 Inv 10214, LB Medical Sup		1.11.6190 - Office Supplies			\$174.33	\$0.00	\$174.33	01/21/21	11622	ASCUCK	\$0.00
Acct 1953 Inv 10213, GG Medical Sup		1.11.6190 - Office Supplies			\$210.80	\$0.00	\$210.80	01/21/21	11622	ASCUCK	\$0.00
INVOICE 12121MA1 TOTALS:					\$956.79	\$0.00	\$956.79				\$0.00
12821MA12	01/27/21	01/27/21	02/26/21								
80001143, Inv 10218 Gloves, Parks		1.17.6195 - Operating Supplies - Parks			\$37.68	\$0.00	\$37.68	01/27/21	11634	ASCUCK	\$0.00
80001143, Inv 10218 Gloves, Prop		1.18.6195 - Operating Supplies - Properties			\$37.68	\$0.00	\$37.68	01/27/21	11634	ASCUCK	\$0.00
80001143, Inv 10218 Gloves, Water		2.50.6195 - Operating Supplies - Water			\$37.68	\$0.00	\$37.68	01/27/21	11634	ASCUCK	\$0.00
80001143, Inv 10218 Gloves, Sewer		2.51.6195 - Operating Supplies - Sewer			\$37.68	\$0.00	\$37.68	01/27/21	11634	ASCUCK	\$0.00
80001143, Inv 10218 Gloves, Trash		2.52.6195 - Operating Supplies - Trash			\$37.68	\$0.00	\$37.68	01/27/21	11634	ASCUCK	\$0.00
80001143, Inv 10218 Gloves, HURF		3.30.6195 - Operating Supplies - HURF			\$37.67	\$0.00	\$37.67	01/27/21	11634	ASCUCK	\$0.00
INVOICE 12821MA12 TOTALS:					\$226.07	\$0.00	\$226.07				\$0.00
PERSONNEL SAFETY ENTERPRISES TOTALS:					\$1,182.86	\$0.00	\$1,182.86				\$0.00

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 1/1/2021 to 1/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 382 - THOMSON REUTERS - WEST											\$0.00
11421MA19	01/13/21	01/13/21	02/12/21								
Inv 843699977 AZ Rules of Court Sta		1.12.6125 - Dues and Subscriptions			\$182.35	\$0.00	\$182.35	01/14/21	11609	ASCUCK	\$0.00
		INVOICE 11421MA19 TOTALS:			\$182.35	\$0.00	\$182.35				\$0.00
		THOMSON REUTERS - WEST TOTALS:			\$182.35	\$0.00	\$182.35				\$0.00
VENDOR: 384 - USA BLUE BOOK											\$0.00
12121MA10	01/21/21	01/21/21	02/20/21								
959133, Inv 456441 Gloves		2.51.6195 - Operating Supplies - Sewer			\$52.62	\$0.00	\$52.62	01/21/21	11623	ASCUCK	\$0.00
		INVOICE 12121MA10 TOTALS:			\$52.62	\$0.00	\$52.62				\$0.00
		USA BLUE BOOK TOTALS:			\$52.62	\$0.00	\$52.62				\$0.00
VENDOR: 431 - EXPRESS AUTOMOTIVE											\$0.00
11421MA15	01/13/21	01/13/21	02/12/21								
Inv 031599 Temp Blend Door Actuator		1.13.6220 - Rep and Maint - Vehicles			\$104.00	\$0.00	\$104.00	01/14/21	11610	ASCUCK	\$0.00
Inv 031599 Temp Blend Door Actuator		1.13.6220 - Rep and Maint - Vehicles			\$67.52	\$0.00	\$67.52	01/14/21	11610	ASCUCK	\$0.00
		INVOICE 11421MA15 TOTALS:			\$171.52	\$0.00	\$171.52				\$0.00
		EXPRESS AUTOMOTIVE TOTALS:			\$171.52	\$0.00	\$171.52				\$0.00
VENDOR: 448 - BLACK HILLS PUMPING, INC											\$0.00
1721MA8	01/06/21	01/06/21	01/06/21								
Inv 906551 Pumping manhole at Jerom		2.51.6230 - Rep and Maint - Infrastructure			\$1,250.00	\$0.00	\$1,250.00	01/07/21	11589	ASCUCK	\$0.00
		INVOICE 1721MA8 TOTALS:			\$1,250.00	\$0.00	\$1,250.00				\$0.00
		BLACK HILLS PUMPING, INC TOTALS:			\$1,250.00	\$0.00	\$1,250.00				\$0.00
VENDOR: 450 - #1 FOOD STORE											\$0.00
11421MA6	01/13/21	01/13/21	01/13/21								
Fuel, PD		1.13.6145 - Fuel			\$10.09	\$0.00	\$10.09	01/14/21	11611	ASCUCK	\$0.00
Fuel, FD		1.14.6145 - Fuel			\$147.46	\$0.00	\$147.46	01/14/21	11611	ASCUCK	\$0.00
		INVOICE 11421MA6 TOTALS:			\$157.55	\$0.00	\$157.55				\$0.00
		#1 FOOD STORE TOTALS:			\$157.55	\$0.00	\$157.55				\$0.00
VENDOR: 502 - DANA KEPNER CO											\$0.00
12821MA7	01/27/21	01/27/21	02/26/21								
5124, Inv 9023904 4" Rubber Saddle		2.51.6230 - Rep and Maint - Infrastructure			\$52.38	\$0.00	\$52.38	01/27/21	11635	ASCUCK	\$0.00
		INVOICE 12821MA7 TOTALS:			\$52.38	\$0.00	\$52.38				\$0.00
		DANA KEPNER CO TOTALS:			\$52.38	\$0.00	\$52.38				\$0.00
VENDOR: 513 - HANSON AGGREGATES LLC											\$0.00

*V - Denotes Voided Check Entries

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

Ledger as of : 1/1/2021 to 1/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
11421MA11	01/13/21	01/13/21	02/12/21								
Inv 1127717 Asphalt		3.30.6260 - Street Supplies			\$226.53	\$0.00	\$226.53	01/14/21	11612	ASCUCK	\$0.00
INVOICE 11421MA11 TOTALS:					<u>\$226.53</u>	<u>\$0.00</u>	<u>\$226.53</u>				<u>\$0.00</u>
HANSON AGGREGATES LLC TOTALS:					<u>\$226.53</u>	<u>\$0.00</u>	<u>\$226.53</u>				<u>\$0.00</u>
VENDOR: 649 - INTERNATIONAL INST. OF CLERKS											\$0.00
12821MA6	01/27/21	01/27/21	02/26/21								
ID 3997, Annual Membership Fee		1.11.6125 - Dues, Subs & Memberships			\$175.00	\$0.00	\$175.00	01/27/21	11636	ASCUCK	\$0.00
INVOICE 12821MA6 TOTALS:					<u>\$175.00</u>	<u>\$0.00</u>	<u>\$175.00</u>				<u>\$0.00</u>
INTERNATIONAL INST. OF CLERKS TOTALS:					<u>\$175.00</u>	<u>\$0.00</u>	<u>\$175.00</u>				<u>\$0.00</u>
VENDOR: 663 - TOWN OF JEROME											\$0.00
12121MA7	01/20/21	01/20/21	01/20/21								
Monthly R&E Sewer Bond Transfer		1.10.2999 - Suspense Account			\$455.00	\$0.00	\$455.00	01/21/21	11625	ASCUCK	\$0.00
INVOICE 12121MA7 TOTALS:					<u>\$455.00</u>	<u>\$0.00</u>	<u>\$455.00</u>				<u>\$0.00</u>
12121MA8	01/20/21	01/20/21	01/20/21								
Monthly P&I Sewer Bond Transfer		1.10.2999 - Suspense Account			\$1,450.00	\$0.00	\$1,450.00	01/21/21	11624	ASCUCK	\$0.00
INVOICE 12121MA8 TOTALS:					<u>\$1,450.00</u>	<u>\$0.00</u>	<u>\$1,450.00</u>				<u>\$0.00</u>
TOWN OF JEROME TOTALS:					<u>\$1,905.00</u>	<u>\$0.00</u>	<u>\$1,905.00</u>				<u>\$0.00</u>
VENDOR: 716 - AHS RESCUE											\$0.00
12121MA3	01/20/21	01/20/21	02/19/21								
Inv 21478 Rope cutter and blade		1.14.6250 - Small Tools and Equipment			\$249.13	\$0.00	\$249.13	01/21/21	11626	ASCUCK	\$0.00
INVOICE 12121MA3 TOTALS:					<u>\$249.13</u>	<u>\$0.00</u>	<u>\$249.13</u>				<u>\$0.00</u>
AHS RESCUE TOTALS:					<u>\$249.13</u>	<u>\$0.00</u>	<u>\$249.13</u>				<u>\$0.00</u>
VENDOR: 725 - DIESEL DIRECT WEST											\$0.00
1721MA10	01/06/21	01/06/21	01/21/21								
18583, Inv 83865506 Fuel, Water		2.50.6145 - Fuel			\$16.94	\$0.00	\$16.94	01/07/21	11590	ASCUCK	\$0.00
18583, Inv 83865506 Fuel, Sewer		2.51.6145 - Fuel			\$16.94	\$0.00	\$16.94	01/07/21	11590	ASCUCK	\$0.00
18583, Inv 83865506 Fuel, Trash		2.52.6145 - Fuel			\$135.59	\$0.00	\$135.59	01/07/21	11590	ASCUCK	\$0.00
INVOICE 1721MA10 TOTALS:					<u>\$169.47</u>	<u>\$0.00</u>	<u>\$169.47</u>				<u>\$0.00</u>
12821MA11	01/27/21	01/27/21	02/11/21								
18583, Inv 83888282 Fuel, Water		2.50.6145 - Fuel			\$14.33	\$0.00	\$14.33	01/27/21	11637	ASCUCK	\$0.00
18583, Inv 83888282 Fuel, Sewer		2.51.6145 - Fuel			\$14.33	\$0.00	\$14.33	01/27/21	11637	ASCUCK	\$0.00
18583, Inv 83888282 Fuel, Trash		2.52.6145 - Fuel			\$114.68	\$0.00	\$114.68	01/27/21	11637	ASCUCK	\$0.00
INVOICE 12821MA11 TOTALS:					<u>\$143.34</u>	<u>\$0.00</u>	<u>\$143.34</u>				<u>\$0.00</u>
DIESEL DIRECT WEST TOTALS:					<u>\$312.81</u>	<u>\$0.00</u>	<u>\$312.81</u>				<u>\$0.00</u>

*V - Denotes Voided Check Entries

Town of Jerome

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

Ledger as of : 1/1/2021 to 1/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
VENDOR: 735 - FOUR-D LLC											\$0.00
1721MA1	01/06/21	01/06/21	02/05/21								
Inv 785 IT Work Completed Dec 2020		1.11.6193 - Computer Hardware & Service		\$525.00	\$0.00	\$525.00	01/07/21	11591	ASCUCK	\$0.00	
		INVOICE 1721MA1 TOTALS:		\$525.00	\$0.00	\$525.00				\$0.00	
		FOUR-D LLC TOTALS:		\$525.00	\$0.00	\$525.00				\$0.00	
VENDOR: 747 - TOWN OF JEROME PR											\$0.00
12121MA9	01/20/21	01/20/21	01/20/21								
Monthly Payroll Transfer		1.10.2999 - Suspense Account		\$90,000.00	\$0.00	\$90,000.00	01/21/21	11627	ASCUCK	\$0.00	
		INVOICE 12121MA9 TOTALS:		\$90,000.00	\$0.00	\$90,000.00				\$0.00	
		TOWN OF JEROME PR TOTALS:		\$90,000.00	\$0.00	\$90,000.00				\$0.00	
VENDOR: 748 - SIMS MACKIN, LTD											\$0.00
12821MA5	01/27/21	01/27/21	02/26/21								
Inv 30520 legal, GG		1.11.6170 - Legal Exp - Gen Gov		\$1,769.50	\$0.00	\$1,769.50	01/27/21	11638	ASCUCK	\$0.00	
Inv 30520 legal, PZ		1.16.6170 - Legal Exp - P&Z		\$999.50	\$0.00	\$999.50	01/27/21	11638	ASCUCK	\$0.00	
Inv 30520 legal, Water		2.50.6170 - Legal Exp - Water		\$58.50	\$0.00	\$58.50	01/27/21	11638	ASCUCK	\$0.00	
		INVOICE 12821MA5 TOTALS:		\$2,827.50	\$0.00	\$2,827.50				\$0.00	
		SIMS MACKIN, LTD TOTALS:		\$2,827.50	\$0.00	\$2,827.50				\$0.00	
VENDOR: 793 - TOWN OF JEROME - UTILITIES											\$0.00
1721MA4	01/06/21	01/06/21	02/05/21								
7002-01 Town Hall		1.18.6285 - Utilities		\$216.90	\$0.00	\$216.90	01/07/21	11592	ASCUCK	\$0.00	
7015-01 Fire Station		1.18.6285 - Utilities		\$137.56	\$0.00	\$137.56	01/07/21	11592	ASCUCK	\$0.00	
7031-01 Library		1.18.6285 - Utilities		\$137.56	\$0.00	\$137.56	01/07/21	11592	ASCUCK	\$0.00	
7054-01 Police Station		1.18.6285 - Utilities		\$177.32	\$0.00	\$177.32	01/07/21	11592	ASCUCK	\$0.00	
7060-01 Town Yard		1.18.6285 - Utilities		\$137.56	\$0.00	\$137.56	01/07/21	11592	ASCUCK	\$0.00	
		INVOICE 1721MA4 TOTALS:		\$806.90	\$0.00	\$806.90				\$0.00	
		TOWN OF JEROME - UTILITIES TOTALS:		\$806.90	\$0.00	\$806.90				\$0.00	
VENDOR: 806 - PRESCOTT LAW GROUP, PLC											\$0.00
11421MA14	01/13/21	01/13/21	02/12/21								
2011-00019, Inv 3800 Legal, PD		1.13.6172 - Prosecutor Exp		\$1,547.70	\$0.00	\$1,547.70	01/14/21	11613	ASCUCK	\$0.00	
		INVOICE 11421MA14 TOTALS:		\$1,547.70	\$0.00	\$1,547.70				\$0.00	
		PRESCOTT LAW GROUP, PLC TOTALS:		\$1,547.70	\$0.00	\$1,547.70				\$0.00	
VENDOR: 912 - TRAFFICADE WORKZONE SHORING											\$0.00
11421MA17	01/13/21	01/13/21	02/12/21								
Inv 01520837 Message Board COVID		1.11.6160 - COVID Expenses		\$1,213.52	\$0.00	\$1,213.52	01/14/21	11614	ASCUCK	\$0.00	
		INVOICE 11421MA17 TOTALS:		\$1,213.52	\$0.00	\$1,213.52				\$0.00	

*V - Denotes Voided Check Entries

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

Ledger as of : 1/1/2021 to 1/31/2021

Invoice Number	Inv.Date	Post.Date	Due.Date		Amount	Discount	Amount Paid	Check Date	Check No.	Bank	Balance
Description		Account									
TRAFFICADE WORKZONE SHORING TOTALS:					\$1,213.52	\$0.00	\$1,213.52				\$0.00
VENDOR: 952 - KAIROS HEALTH ARIZONA, INC.											\$0.00
12821MA10	01/27/21	01/27/21	02/26/21								
Health Insurance - Jan 2021		1.10.2406	- Health Insurance		\$16,280.30	\$0.00	\$16,280.30	01/27/21	11639	ASCUCK	\$0.00
INVOICE 12821MA10 TOTALS:					\$16,280.30	\$0.00	\$16,280.30				\$0.00
KAIROS HEALTH ARIZONA, INC. TOTALS:					\$16,280.30	\$0.00	\$16,280.30				\$0.00
VENDOR: 968 - PATRIOT DISPOSAL, INC.											\$0.00
1721MA21	01/07/21	01/07/21	02/06/21								
0040, Ticket 231748		2.52.6165	- Landfill Tipping Fees		\$356.00	\$0.00	\$356.00	01/07/21	11593	ASCUCK	\$0.00
0040, Ticket 232287		2.52.6165	- Landfill Tipping Fees		\$364.00	\$0.00	\$364.00	01/07/21	11593	ASCUCK	\$0.00
0040, Ticket 232594		2.52.6165	- Landfill Tipping Fees		\$286.40	\$0.00	\$286.40	01/07/21	11593	ASCUCK	\$0.00
0040, Ticket 233026		2.52.6165	- Landfill Tipping Fees		\$304.00	\$0.00	\$304.00	01/07/21	11593	ASCUCK	\$0.00
0040, Ticket 233385		2.52.6165	- Landfill Tipping Fees		\$309.60	\$0.00	\$309.60	01/07/21	11593	ASCUCK	\$0.00
INVOICE 1721MA21 TOTALS:					\$1,620.00	\$0.00	\$1,620.00				\$0.00
PATRIOT DISPOSAL, INC. TOTALS:					\$1,620.00	\$0.00	\$1,620.00				\$0.00
VENDOR: ONETIM - ANDREA ALLEN											\$0.00
1721MA15	01/06/21	01/06/21	02/05/21								
LMP Refund 2102-11		2.00.2600	- Customer Deposits		\$56.44	\$0.00	\$56.44	01/07/21	11595	ASCUCK	\$0.00
INVOICE 1721MA15 TOTALS:					\$56.44	\$0.00	\$56.44				\$0.00
ANDREA ALLEN TOTALS:					\$56.44	\$0.00	\$56.44				\$0.00
VENDOR: ONETIM - ASSOCIATED COLLECTION SERVICE											\$0.00
11421MA20	01/13/21	01/13/21	02/12/21								
Collection Commission Moreda, Chris		2.00.1125	- Miscellaneous		\$27.21	\$0.00	\$27.21	01/14/21	11615	ASCUCK	\$0.00
INVOICE 11421MA20 TOTALS:					\$27.21	\$0.00	\$27.21				\$0.00
ASSOCIATED COLLECTION SERVICE TOTALS:					\$27.21	\$0.00	\$27.21				\$0.00
VENDOR: ONETIM - DEWAYNE WOODWORTH											\$0.00
1721MA14	01/06/21	01/06/21	02/05/21								
LMP Refund 3039-03		2.00.2600	- Customer Deposits		\$546.72	\$0.00	\$546.72	01/07/21	11594	ASCUCK	\$0.00
INVOICE 1721MA14 TOTALS:					\$546.72	\$0.00	\$546.72				\$0.00
DEWAYNE WOODWORTH TOTALS:					\$546.72	\$0.00	\$546.72				\$0.00
LEDGER TOTALS:					\$181,196.46	\$0.00	\$181,196.46				\$0.00

*V - Denotes Voided Check Entries

For the meeting of February 9, 2021

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Candace B. Gallagher, Town Manager/Clerk

My activities over the past month included:

- Continuation of COVID-19 activities, including virtual meetings with local, County, State and Federal officials. Gathered and provided information (ongoing) regarding availability of COVID vaccinations.
- Participation in virtual weekly “intergov” meetings and legislative updates hosted by the League.
- Attended virtual workshop regarding funding opportunities and grant application process through the AZ Community Foundation.
- Attended webinar to learn about the new Arizona Environmental Infrastructure Authority, and the funding it can provide for water and wastewater projects. This is an exciting opportunity, and I will provide more information soon.
- Along with Mayor Dillenberg, Councilmember Barber and John Knight, met virtually with representatives of Verde Exploration regarding use of high school buildings and engineer’s building. This will come to Council in March for a broader discussion.
- Continued discussions with PACE Engineering, Town Engineer, Henry MacVittie, Jane Moore and ADEQ regarding amended consent order; signed and submitted to ADEQ.
- Continued preparations for FY2022 budget. I anticipate public budget meetings to begin around April.
- Finalized lease with Jerome Artists Co-op.
- Continued maintenance of Town of Jerome website and Facebook page.
- Continued to meet and/or speak individually with residents, businesspeople, contracted professionals, members of the governing body, and staff regarding various issues.
- Continued to field and respond to day-to-day issues requiring my attention, including public records requests, Planning and Zoning issues, personnel matters and more.

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

Candace

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

	FY2021 BUDGET	FY2021 actual	Budget +/-	FY2020 actual	Compared to prior year +/-
July	60,300	84,065	23,765	88,280	(4,215)
August	63,200	81,343	18,143	94,652	(13,309)
September	57,100	77,127	20,027	77,333	(206)
October	76,500	89,557	13,057	94,743	(5,186)
November	86,300	107,091	20,791	106,938	153
December	65,500	102,005	36,505	103,563	(1,558)
January	69,200			82,098	
February	50,800			72,541	
March	60,000			84,006	
April	94,700			61,358	
May	96,400			17,842	
June	70,000			56,019	
Total YTD	850,000	541,188	132,288	939,373	(24,321)

TOWN OF JEROME, AZ

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

	RESTAURANTS/BARS (Bus Class 11)			ACCOMMODATION (Bus Class 44/144/325/344)			RETAIL (Bus Class 17)		
	FY2021 actual	FY2020 actual	+/-	FY2021 actual	FY2020 actual	+/-	FY2021 actual	FY2020 actual	+/-
July	30,997	39,559	(8,562)	12,545	11,815	730	31,882	29,123	2,759
August	27,677	33,614	(5,937)	12,215	12,450	(235)	26,169	32,101	(5,932)
September	28,733	29,346	(613)	12,548	11,761	787	27,630	28,177	(547)
October	29,686	32,816	(3,130)	14,078	12,094	1,984	37,015	37,691	(676)
November	39,092	34,381	4,711	17,604	17,329	275	41,909	45,646	(3,737)
December	31,036	39,638	(8,602)	17,514	13,276	4,238	43,545	43,142	403
January		26,239			9,493			34,031	
February		27,273			9,242			26,862	
March		26,192			12,659			31,545	
April		21,873			7,097			23,466	
May		2,029			986			8,853	
June									
Total YTD		312,960	(22,133)		118,202	7,779		340,637	(7,730)

Added 1% Bed Tax

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

WATER FLOWS REPORT

Reading Date	WALNUT GPM	VERDE GPM
2020		
3-Jan	47.6	190
6-Jan	43.5	178
10-Jan	43.5	170
13-Jan	43.5	158
17-Jan	43.5	146
22-Jan	47.5	144
3-Feb	52	136
10-Feb	56.5	125
18-Feb	55.6	118
24-Feb	56.5	120
2-Mar	61	138
9-Mar	61	135
16-Mar	414	330
17-Mar	277	Turned out
23-Mar	211	↓
27-Mar	265	↓
30-Mar	328	↓
3-Apr	476	↓
6-Apr	181	↓
10-Apr	163	↓
13-Apr	154	↓
17-Apr	211	↓
20-Apr	211	↓
24-Apr	200	↓
27-Apr	191	↓
1-May	191	↓
4-May	181	↓
8-May	172	↓
11-May	181	↓
14-May	163	↓
18-May	154	↓
22-May	No reading	219
26-May	146	190
29-May	138	190
4-Jun	130	170
10-Jun	123	154
18-Jun	108	145
22-Jun	108	150
25-Jun	108	150
29-Jun	108	140
6-Jul	89	220
16-Jul	83	212
20-Jul	83	214
24-Jul	89	220
27-Jul	89	210
3-Aug	83	208
10-Aug	77	200
17-Aug	71	204
21-Aug	71	199
25-Aug	83	215
3-Sept	66	201
9-Sept	77	200
15-Sept	77	200
21-Sept	71	205
28-Sept	66	197
5-Oct	71	190
12-Oct	67	190
19-Oct	66	190
26-Oct	77	182
5-Nov	83	190
9-Nov	83	185
16-Nov	89	190
23-Nov	89	190
30-Nov	89	186
8-Dec	89	185
14-Dec	89	187
22-Dec	83	187
28-Dec	77	192
2021		
04-Jan	82.6	191
11-Jan	No reading	188
19-Jan	No reading	180
2-Feb	No reading	198



JEROME POLICE DEPARTMENT

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



February 2, 2021

TO: Honorable Mayor and Jerome Town Council

FROM: Allen Muma, Chief of Police

Attached please find the police activity reports for January 2021.

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

The parking kiosks brought in \$13,259.35 (this does not count people who pay cash at the PD) for the month of January 2021. There were 243 parking citations that were issued for the month of January.

Lt. San Felice was on vacation for most of the month of January, while Officer Boan got COVID and was off the last two weeks. Both are now back to work.

We got through the first major snow storm of the year, even though we were short handed. Thanks to Officer Lee taking on extra shift work and on-call during the event as it was just him and I during the event.

I am working on the RMS system integration with P&Z and Building. Please be patient as I had to operate under staffed for most of January while continuing to work on these projects. Software is ready, I am obtaining hardware and will put it together at that time.

I continue to work with Yavapai Health Services and Spectrum Health Care to get the COVID-19 vaccines for all our first responders who wanted them. We had a good turn out with most of the police and fire receiving the vaccine, including the second shot.

Respectfully,

Allen L. Muma, Chief of Police



Jerome Volunteer Fire Department

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

E-mail: blair@jeromefire.us

Fire Chief's Report

Month: January Year: 2021

Calls by Type	Number	Resident	Non-Resident
EMS Calls	5	5	0
Residential Fire	0	0	0
Commercial Fire	0	0	0
Wildland	0	0	0
Still Assignment	1	1	0
Special Duty	23	18	5
Snake Removal	0	0	0
Tech Rope Rescue	0	0	0
MVA/Rescue	3	0	3
HazMat	0	0	0
Dispatch	0	0	0
Totals:	32	24	8
Total Calls Chief on Scene	28		
Total JFD Meetings Chief Attended	7		

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

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

Fire Chief Meetings	Date
Chief's Meeting	1-6-20
Verde Valley Chief's Meeting	1-28-20

Education, Fall Semester:

Allen Muma and Carl Whiting begin EMS Refreshers in February

Additional Training:

- On January 7th we had a business meeting and CPR training conducted by Muma.
- On January 8th, 9th, and 10th we taught a Rope Ops Course conducted by Muma
- On January 14th we continued CPR, CCR and Epic Training conducted by Whiting.
- On January 15th 16th, and 17th we taught a Rope Tech Course conducted by Muma.

- On January 21st We trained on the use of our Stair chair and our Vacuum mattress with Kinsella.
- On January 23rd Ropes Rescue Training Knots and Systems, was conducted by Allen Muma.
- On January 28th we trained on and reviewed our current Apparatus, conducted by Muma

Department Affairs and Ongoing Projects

- Our January call volume is up by 2 calls over last January 30 calls, totaling 32 calls this month. Our year to date call volume is 32 compared with 30 calls YTD 2020. Our Fire Department personnel are performing their tasks in a professional manner with no injuries occurring.
- The Jerome Fire Department in conjunction with Life & Property Safety are again offering an inexpensive option for your annual fire extinguisher service. For a nominal fee of \$4.25 per fire extinguisher, a business or Jerome resident can have their fire extinguisher serviced. The service will be offered at the Jerome Fire Department on Wednesday, February 3rd and Thursday February 4th, 2021 beginning at 8am until 5 pm.
- We are currently applying for 4 Grants. FEMA for 21 new Radios. Firehouse Subs for new turnouts and Rope harnesses. 100 Club for new thermal cameras and a Gas Detector. VFA for new wildland packs and shelters.

Prevention

- We have had a total of 21 visits to the burn pile January with 42 loads of trimmings, slash and brush for a total of 44 combined Jerome citizen hours. Adding to those totals are 87 hours of Firewise crew, for a Grand Total of 131 hours combined. We have a part-time crew of 2 overseen by the Chief. If you need assistance, and haven't filled out a Firewise application, they can be obtained at the Town Hall or the Fire Department.

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

January Fire and EMS Report:

Incident	Date	Time	Day	Select Type	Additional Info	#
1	1/3/21	12:32	Sun	EMS Resident	50 YOM - Sick Person	7
21-1	1/4/21	15:00	Mon	Still Assignment Resident	Report of Smoke In Area	2
21-2	1/6/21	13:45	Wed	Special Duty Non-Resident	Assist JPD W/ Oversized	5
2	1/6/21	18:55	Wed	EMS Resident	75 YOF Chest Pain	8
21-3	1/8/21	8:00	Fri	Special Duty Resident	Station Staffing - Rope	9
3	1/9/21	4:33	Sat	EMS Resident	74 YOM - Breathing Problems	4
21-4	1/9/21	8:00	Sat	Special Duty Resident	Station Staffing - Rope	7
21-5	1/10/21	8:00	Sun	Special Duty Resident	Station Staffing - Rope	8
4	1/10/21	15:39	Sun	MVA/Rescue Non-Resident	2 PT Car Rollover	12
5	1/11/21	9:00	Mon	EMS Resident	72 YOM - Sick Person	7
21-6	1/11/21	9:00	Mon	Special Duty Resident	Reassemble Equipment after MVA	3
21-7	1/12/21	10:00	Tues	Special Duty Resident	Help Public Works Dept.	3
21-8	1/13/21	14:00	Wed	Special Duty Resident	Work Detail	4
21-9	1/14/21	16:00	Thurs	Special Duty Resident	Vehicle Lockout	2
21-10	1/15/21	8:00	Fri	Special Duty Resident	Station Staffing - Rope	9

21-11	1/16/21	8:00	Sat	Special Duty Resident	Station Staffing - Rope	9
21-12	1/16/21	13:00	Sat	Special Duty Non-Resident	Assist W/ Disabled vehicle	2
21-13	1/17/21	8:00	Sun	Special Duty Resident	Station Staffing - Rope	8
6	1/17/21	12:57	Sun	MVA/Rescue Non-Resident	Unknown Injury - Nothing Found	6
21-14	1/23/21	2:30:00 PM	Sat	Special Duty Non-Resident	Vehicle Lockout	2
7	1/24/21	10:48:00 AM	Sun	EMS Resident	88 YOY Fall	5
21-15	1/24/21	11:30:00 AM	Sun	Special Duty Resident	Prepare vehicles for winter storm.	4
8	1/25/21	5:33:00 AM	Mon	Special Duty Resident	Clear Road Debris	2
21-16	1/25/21	9:00:00 AM	Mon	Special Duty Non-Resident	Assisted JPD with stuck Vehicle	2
21-17	1/25/21	3:00:00 PM	Mon	Special Duty Resident	Assisted JPW with Down Tree	2
21-18	1/26/21	8:30:00 AM	Tues	Special Duty Resident	Remove Tree limb	2
21-19	1/26/21	9:00:00 AM	Tues	Special Duty Resident	Remove Tree limb	2
21-20	1/27/21	11:30:00 AM	Wed	Special Duty Resident	Remove snow hazard.	3
21-21	1/27/21	12:30:00 PM	Wed	Special Duty Resident	Remove Road Hazard - Branches	3
21-22	1/28/21	9:00:00 AM	Thurs	Special Duty Resident	Assist JPW with Snow Removal	2
21-23	1/28/21	10:15:00 AM	Thurs	Special Duty Non-Resident	Assist JPD W/ Oversized	1
9	1/29/21	1:50:00 PM	Fri	MVA/Rescue Non-Resident	Vehicle in a Ditch	6
Incident	Date	Time	Day of week	Select Type	Additional Info	#

January 2021 Burn Pile Log

Date	Address	Adult Prob.	# Crew Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	# crew	# Hrs.	JC Total Hrs.
1/2/2021	215 Second St					1	1	2	2
1/5/2021	110 Dundee					1	1	2	2
1/5/2021	TOJ Parks					1	2	3	6
1/5/2021	Fuels Crew Casner, Micah , Gulch		2	6	12	3			
1/6/2021	Fuels Micah Gulch		1	5	5	1			
1/7/2021	Fuels Casner Micah Gulch		2	5	10	5			
1/8/2021	Fuels Gulch		2	6	12	5			
1/8/2021	110 Dundee					1	1	2	2
1/8/2021	876 Gulch					2	1	3	3
1/12/2021	311 Mine Rd					1	1	2	2
1/12/2021	Fuels		2	6	12	2			
1/13/2021	222 4 th St.					1	1	2	2
1/13/2021	Fuels Gulch		2	6	12	2			
1/14/2021	Fuels Gulch		2	5	10	2			
1/15/2021	200 County Rd					2	2	2	4
1/15/2021	Fuels Gulch		2	5	10	2			

Fire Chief's Report

1/17/2021	222 4 th St					4	1	4	4
1/17/2021	215 2 nd St					1	1	1	1
1/18/2021	219 Mine					2	2	4	8
1/20/2021	101 Allen Springs					2	2	4	8
1/20/2021	Fuels Gulch		1	4	4	1			
	Totals	0	16	48	87	42	16	31	44
	Jerome Citizen Hours- 44	Adult Prob.	Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	# Crew	# Hrs.	JC Total Hrs.

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

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

TOWN REVENUE

TRAFFIC & CRIMINAL FINES	\$	2,358.83
DEFENS DRIVING DIVERSION FEE	\$	330.00
ATTORNEY FEES REIMBURSEMENT	\$	101.70
DEFAULT FEE	\$	120.20
OFFICER SAFETY EQUIPMENT - PD	\$	92.28
DEFERRED PROSECUTION FEE	\$	360.00
LICENSE PLATE VIOLATION	\$	-
WARRANT FEE&OVERPAYMENT FORFEIT	\$	229.06
COURT SECURITY FEE	\$	600.00
TOTAL TOWN REVENUE	\$	4,192.07

COURT REVENUE			YTD
COURT ENHANCEMENT FEE	\$	-	\$ 44,774.68

REMITTED DIRECT		
CLEAN ELECTION FUND (16-949D;16-954C)	\$	236.73
CRIMINAL JUSTICE ENHANCE FUND	\$	1,000.58
DNA STATE 3%	\$	4.46
FARE DELINQUENCY FEE	\$	35.00
FARE SPECIAL COLLECTION	\$	61.37
FARE ENHANCED SPEC COLLECT FEE	\$	32.64
FARE ENHANCED DELINQUENCY FEE	\$	49.00
FILL THE GAP 7%	\$	165.66
DUI ABATEMENT FUND	\$	-
JUDICIAL COLLECTION ENHANCE FUND	\$	143.00
EXTRA DUI ASSESSMENT	\$	-
PEACE OFFICER TRAINING EQUIP FUND	\$	90.53
MED SERV ENHANCE 11% (36-2219.01;23-116.0)	\$	307.73
2011 ADDTNL ASSMT-STATE TRSR	\$	184.62
PRISON CONSTRUCTION	\$	50.00
PROBATION SURCHARGE	\$	471.51
ADPS FORENSIC FUND	\$	134.29
PUBLIC SAFETY EQUIPMENT FUND	\$	375.00
VICTIMS RIGHTS PENALTY ZVCAF	\$	78.01
VICTIMS RIGHTS ENFOR ASSMT FUND	\$	46.17
VICTIM'S RIGHTS FUND ZVRF	\$	129.67
TOTAL STATE REVENUE	\$	3,595.97

REMITTED DIRECT		
JAIL (INCARCERATION FEES)	\$	138.30
2011 ADDTNL ASSMT - CNTY TRSR	\$	23.09
TOTAL COUNTY REVENUE	\$	161.39

LOCAL JCEF/ TIME PAYMENT ALLOCATION RECEIVED			YTD
TITLE 22 Fees	\$	77.00	\$ 13,429.73

TOTAL JCEF FEES	\$	77.00
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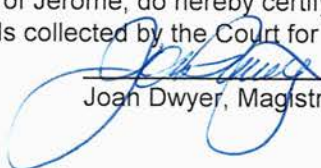
UNAPPLIED PAYMENTS \$ **150.00**

RESTITUTION \$ **25.94**

TOTAL RECEIPTED FOR MONTH \$ **9,702.37**

BONDS		
Received During the Month	\$	-
Bonds Forfeited to Pay Fines	\$	-
Open Bonds		
Bonds Refunded		\$1,500.00

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



Joan Dwyer, Magistrate

COURT REVENUE

2020-2021 TOWN REVENUE

June - May

SECURITY

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

TOTAL \$ 44,581.14 \$ 1,037.14 \$ 5,450.00 \$ 39,254.00

NOTE:

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

Other Court Monies (as of 1-31--2021)

JCEF	\$ 13,429.73
Fill the Gap	\$ 7,733.15
Court Enhancement Funds 2	\$ 44,774.68
Court Enhancement Funds 1	\$ 31,392.97
2008-2011	\$ 1,200.69
Fare Money	\$ 98,531.22

TOTAL

CHARGES

Civil Traffic Criminal Criminal Traffic DUI

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

\$ 349.94 284 35 14 14

*Court Enhancement Fund

funds transferred to Court on 10-19-2017



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Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Celebrating Our 122nd Anniversary
1899 - 2021

January 2021 PUBLIC WORKS MONTHLY REPORT

NORMAL WEEKLY DUTIES

- TRASH: Monday, Wednesday, and Friday.
- PARKS: Clean parks, weed whip, and mow.
- RECYCLE: Pick up 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

- Sewer clog on First Ave. Dug up and replaced about 15 feet and installed a clean-out on First Ave.
- Dug and installed new 6" sewer pipe below the Savages, removing the sewer line from running across their wall.
- Fixed sewer line above Gary Shapiro's.
- Dug up and added a new clean out to the sewer trunk line where we have been having issues.
- Fixed the shift tube on the F-250, fuel pump on the Mazda, oil changes, and got the backhoe tire fixed.
- Water leak on Fifth St.
- Fixed the heaters at Passion Cellars and Jerome Ghost Pepper.
- Fixed the snowplow.
- Snow removal, and all that comes with it. Trees, rocks, debris ...
- We have been training our three new crew members Jeremy, Ben, and Aaron. They all seem to be working out and picking it up quickly. Very happy with a full crew.



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

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

JANUARY 2021 STAFF REPORT

From: Melanie Atkin, Accounting Clerk

To: The Mayor and Council

Accounting Duties:

- ❖ Processed the weekly imports, which accounts for A/R transactions made with checks, credit cards, and cash.
- ❖ Made the weekly bank deposits.
- ❖ Processed two payrolls through ADP, ran payroll reports, completed various ledgers with the report's information, and posted payroll into the general ledger.
- ❖ Made necessary monthly postings for Admin Charges and transfers from the Parking Fund to both Water and Sewer departments.
- ❖ Ran monthly fund, departmental, and vendor reports.
- ❖ Created a January summary budget to actual report for General, Utility, Road, and Parking funds.
- ❖ Attended a day-long virtual governmental accounting conference on January 21st. Updates to the GASB and how COVID 19 has impacted governments and their audits was covered.

HR Duties:

- ❖ Sent out yearly 1099NECs, 1099Rs, 1094/1095Bs, and form 945 to the IRS.
- ❖ Distributed 1095Bs to eligible employees.
- ❖ Distributed W2s to all employees.



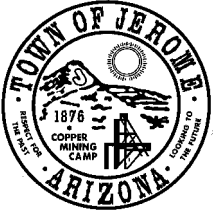
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February 2021 Staff Report (January activity)

Respectfully submitted by Rosa Cays, Deputy Town Clerk

- ⚙ Collected, edited, and published content for the January-February *Point of View* newsletter, with contributions from staff, town council, and members of the community. (*This was actually toward the end of December but forgot to include it in my January staff report.*)
- ⚙ Assisted in preparing agenda packets for the regular and special Council meetings and for the regular P&Z meeting; took minutes for the three videoconference meetings and transcribed the minutes. The regular DRB meeting was canceled in January.
- ⚙ Archived signed documents and agenda packets for the town's records for Council, Design Review, and P&Z.
- ⚙ Posted various town notices at the three locations in town (Gulch Road, post office, town hall) throughout the month.
- ⚙ Continue to review, edit, (and sign some) documents associated with P&Z and DRB for John Knight, zoning administrator, including staff reports, resolutions, notices of decision, agendas, and other documents.
- ⚙ Processed the daily bank reconciliation reports as well as the end-of-month reconciliations for December.
- ⚙ Continue to assist staff members, department heads, board members, and residents with a range of inquiries or tasks and help answer the phone when needed.



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

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JANUARY 2021

1. Frame combo inspection at 639 Center Street.
2. Footing inspection for new deck at 860 Hamshire Ave.
3. Spoke with Yavapai county about new location of a septic tank for a proposed new residence at 221 Dundee Ave.
4. Business license inspections.
5. Rusty performed a footing inspection at 538 School Street in my absence.

Barry Wolstencroft, Building Inspector

Jerome Library Staff Report, January 2021

The Jerome Library will continue to remain closed until further notice; we are closely watching the County Dashboard and monitoring the daily COVID -19 numbers in Yavapai County.

As of January 31, the numbers here in Jerome have stabilized, but out of an abundance of caution, I believe we should stay closed until April, then evaluate conditions at that time.

We have contacted the Yavapai County Library District and informed them of our decision to close to public access; most County libraries are making similar decisions.

Library staff are processing hold items as usual and patrons are picking up holds on the library porch. Chromebooks are available for short term (24-hour loan) by arrangement with Kathleen by calling her cell# at 928-451-1881.

Sparklight internet access is still available in the civic center parking lot, no password required. The four additional access points installed last spring are working well to extend internet access throughout the building and surrounding parking areas.

I am continuing to monitor staff activities and continue library business as usual as much as possible through e-mail and phone.

Daily contact with the Yavapai County Library system continues as it is a valuable resource for staying connected to changes in the library system and healthcare activities here in Yavapai County.

Respectfully, Kathleen Jarvis



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

February 2021 staff report for January activity submitted by Kristen Muenz

Utilities

Current debt (45 days past due):

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

Two of the accounts are closed as the accountholder moved from the residence. They have not made attempt to contact us or pay their remaining balances. I continue to mail statements.

Seven accountholders, who have not made a payment in more than 90 days, were sent notification that they can have a payment plan set up to work towards reducing their balances. I am awaiting a response from six of them. One accountholder made a significant payment towards their balance in January.

Balance owed on these accounts from December billing: \$17,265.30

Balance owed at end of January: \$11,074.18

A copy of the February AR Aging report is attached.

Business Licenses

Applications submitted: 13

Issued: 1

In process: 18

Renewal reminders went out to 13 businesses whose licenses expire at the end of January. We also received applications for 2 new businesses and 1 renamed business.

Rentals

Two renters have a balance owed at the end of January. One renter is behind by 6 months and the other is behind by 10 months. No action has been taken against any renters who fall behind due to the pandemic.

Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$777.85)	(\$167.50)	\$0.00	\$0.00	(\$494.56)	(\$1,439.91)
Water	\$0.00	\$4,072.57	\$804.79	\$368.57	\$82.34	\$998.23	\$6,326.50
Sewer	\$0.00	\$4,937.76	\$793.68	\$555.44	\$105.65	\$1,581.60	\$7,974.13
Trash	\$0.00	\$6,573.94	(\$2,737.18)	\$602.31	\$178.78	\$2,469.27	\$7,087.12
Tax	\$0.00	\$384.82	\$81.85	\$36.29	\$8.11	\$110.92	\$621.99
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,160.00	\$2,160.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)							
Subtotal --->	\$0.00	\$15,191.24	(\$1,224.36)	\$1,562.61	\$374.88	\$6,825.46	\$22,729.83
UserType: Residential							
Credit	\$0.00	(\$339.16)	(\$426.50)	(\$100.00)	\$0.00	(\$2,440.88)	(\$3,306.54)
Water	\$0.00	\$8,562.22	\$1,693.67	\$593.98	\$257.77	\$3,122.56	\$14,230.20
Sewer	\$0.00	\$7,835.72	\$1,611.55	\$679.29	\$255.61	\$4,124.74	\$14,506.91
Trash	\$0.00	\$6,170.19	\$1,443.30	\$549.75	\$231.49	\$2,821.70	\$11,216.43
Tax	\$0.00	\$826.17	\$160.86	\$57.16	\$25.40	\$391.48	\$1,461.07
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$93.55	\$93.55
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,769.45	\$5,769.45
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Residential (8)							
Subtotal --->	\$0.00	\$23,055.14	\$4,482.88	\$1,780.18	\$770.27	\$13,882.60	\$43,971.07
UserType: Municipal							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$0.00	\$169.69	\$0.00	\$0.00	\$0.00	\$0.00	\$169.69
Sewer	\$0.00	\$217.70	\$0.00	\$0.00	\$0.00	\$0.00	\$217.70
Trash	\$0.00	\$185.92	\$0.00	\$0.00	\$0.00	\$0.00	\$185.92
Tax	\$0.00	\$16.69	\$0.00	\$0.00	\$0.00	\$0.00	\$16.69
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Municipal (8)							
Subtotal --->	\$0.00	\$590.00	\$0.00	\$0.00	\$0.00	\$0.00	\$590.00

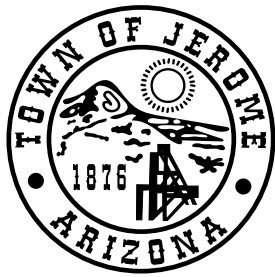
Charge Item Summary By User Type

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
UserType: Commercial							
Credit	\$0.00	(\$116.95)	\$0.00	(\$120.00)	(\$24.25)	\$0.00	(\$261.20)
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent	\$0.00	\$4,014.99	\$296.17	\$296.17	\$296.17	\$2,155.55	\$7,059.05
Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Electric	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Commercial (8)							
Subtotal --->	\$0.00	\$3,898.04	\$296.17	\$176.17	\$271.92	\$2,155.55	\$6,797.85
UserType: Default							
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UserType: Default (3)							
Subtotal --->	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total (35)							
=====>	\$0.00	\$42,734.42	\$3,554.69	\$3,518.96	\$1,417.07	\$22,863.61	\$74,088.75

Charge Item Summary

ChargeItem	Future	Current	Age2	Age3	Age4	Age5	Balance
Credit	\$0.00	(\$1,233.96)	(\$594.00)	(\$220.00)	(\$24.25)	(\$2,935.44)	(\$5,007.65)
Water	\$0.00	\$12,804.48	\$2,498.46	\$962.55	\$340.11	\$4,120.79	\$20,726.39
Sewer	\$0.00	\$12,991.18	\$2,405.23	\$1,234.73	\$361.26	\$5,706.34	\$22,698.74
Trash	\$0.00	\$12,930.05	(\$1,293.88)	\$1,152.06	\$410.27	\$5,290.97	\$18,489.47
Tax	\$0.00	\$1,227.68	\$242.71	\$93.45	\$33.51	\$502.40	\$2,099.75
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$93.55	\$93.55
Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,929.45	\$7,929.45
Rent	\$0.00	\$4,014.99	\$296.17	\$296.17	\$296.17	\$2,155.55	\$7,059.05
Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Electric	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total (12)	\$0.00	\$42,734.42	\$3,554.69	\$3,518.96	\$1,417.07	\$22,863.61	\$74,088.75

Customer Count = 380



TOWN OF JEROME

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

MINUTES SPECIAL MEETING OF THE JEROME TOWN COUNCIL VIA ZOOM TUESDAY, NOVEMBER 24, 2020 AT 3:00 PM

ITEM #1:	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg called the meeting to order via Zoom at 3:00 p.m.</i></p> <p>Town Clerk to call and record the roll. <i>Town Manager/Clerk Candace Gallagher called roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth and Councilmembers Jane Moore, Alex Barber and Sage Harvey. Also present was Zoning Administrator John Knight.</i></p>																																										
ITEM #2:	<p>APPROVAL OF CLOSED SESSION MINUTES</p> <p>October 8, 2020 special meeting closed session minutes <i>If necessary, Council may enter into executive session, pursuant to A.R.S. § 38-431.03 (A)(2), for the purpose of discussing the closed session minutes.</i></p> <p style="text-align: center;">Motion to approve 10/8/20 closed session minutes:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-align: left;">COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr><td>WORTH</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH		X	X			
COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN																																					
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DILLENBERG			X																																								
HARVEY	X		X																																								
MOORE			X																																								
WORTH		X	X																																								
ITEM #3:	<p>EXECUTIVE SESSION</p> <p>Council will convene in executive session with the Town Attorney pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4) to receive legal advice regarding (1) parking matters and (2) a CUP issued in 2015 for 537 School Street.</p> <p style="text-align: center;">Motion to enter into executive session:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-align: left;">COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr><td>BARBER</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr> <tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr><td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH			X			
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DILLENBERG			X																																								
HARVEY	X		X																																								
MOORE			X																																								
WORTH			X																																								
ITEM #4:	<p>ADJOURNMENT</p> <p>Upon reconvening into open session, the meeting was adjourned at 3:38 p.m.</p> <p style="text-align: center;">Motion to adjourn:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-align: left;">COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr><td>WORTH</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH		X	X			
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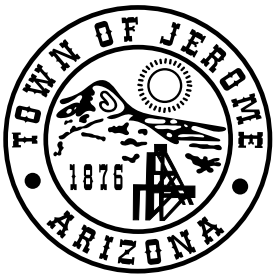
APPROVE:

ATTEST:

 Dr. Jack Dillenberg, Mayor

 Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____



TOWN OF JEROME

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

MINUTES
SPECIAL MEETING OF THE JEROME TOWN COUNCIL
VIA ZOOM
TUESDAY, DECEMBER 29, 2020 AT 11:00 AM

ITEM #1: 11:00	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order.</p> <p><i>Mayor Jack Dillenberg called the meeting to order at 11:00 a.m.</i></p> <p>Town Clerk to call and record the roll.</p> <p><i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Jack Dillenberg, Vice Mayor Mandy Worth, Jane Moore, Sage Harvey, and Alex Barber. Also present were Town Attorney Bill Sims, Police Chief Allen Muma, Zoning Administrator John Knight, Utilities Clerk Kristen Muenz, and Deputy Town Clerk Rosa Cays.</i></p>
ITEM #2: 11:01	<p>CODE ENFORCEMENT</p> <p>Council will discuss the code enforcement process in general, including:</p> <ul style="list-style-type: none"> • Possible code amendments • Complaint driven vs. comprehensive enforcement • Civil vs. criminal penalties • Respective roles of Zoning Administrator, Police Chief and other officials <p><i>Mr. Knight read from his staff report and said this is "not a one-and-done thing" and that the ordinance needs to be updated so that it's consistent. He reported that he is researching how other local jurisdictions enforce their codes and said that Bisbee's enforcement is like Jerome's in some ways, and that they double the DRB or PZ fee when there is an infraction in either of those departments. Mr. Knight remarked that Chief Muma's memo in the agenda packet showed the difference between civil and criminal offenses and said that the chief is interested in helping track offenses. Mr. Knight also mentioned that the Town jail is being used as storage and is not currently an option as a penalty (as stated in the ordinance). He suggested that the strategy must be to "catch them all" instead of responding to singular complaints and that we should determine how the roles of department heads (fire, police, building, zoning) can be integrated. He suggested that if a situation were to get complicated, we would need to get Town Attorney Bill Sims involved, and if necessary, a hearings officer and even the town magistrate.</i></p> <p><i>Chief Muma said that he has been in discussions with Mr. Sims, and that many of the code violations were decriminalized years ago. He also said that it doesn't matter if the violation is civil or criminal—it needs to be tracked. The chief said Cottonwood and Clarkdale have code enforcement through the police, while other (typically larger) towns use developmental services. Chief Muma talked to the president of state code enforcement who advised that it is imperative to track complaints thoroughly, from beginning to end.</i></p> <p><i>He said that before Ms. Gallagher became town manager, he had searched for documents and records and found that many were missing.</i></p> <p><i>Chief Muma continued and referred to the second part of his memo: that Council needs to set priorities or change the ordinance or the town can get in trouble for selective enforcement. He said no one can be forced to fill out a complaint form. He also stated that the police department takes care of noise ordinances, etc., but that building, zoning, and fire issues need to be handled by those departments.</i></p> <p><i>Councilmember Harvey asked the chief if he felt the town should make code enforcement all civil and the responsibility of the zoning administrator.</i></p> <p><i>Chief Muma replied no, that code enforcement includes everything and that the town needs to delineate roles and procedures so it doesn't end up in a lawsuit. He reminded the Council about the lawsuits over multifamily uses at Fifth Street and Center Avenue. He said the town won the lawsuit, but then allowed apartments to be built somewhere else, showing a lack of consistency.</i></p> <p><i>Councilmember Moore remarked that Chief Muma's memos and suggestions were good, and that most situations don't become a big deal, but that some folks in Jerome intentionally don't want to follow the ordinance. She agreed with the chief about the importance of recordkeeping and consistency and said ruling a civil violation a Class 1 misdemeanor was not necessary, nor was jail time.</i></p> <p><i>Mayor Dillenberg said he sees potential dangers in some situations, where old vehicles are hanging off the edge of the property.</i></p> <p><i>Vice Mayor Worth said her concerns were to treat everyone equally, put everything in writing, be consistent, and follow up. She said people come to her in order to stay anonymous and don't want to put their complaints in writing and that she too has found records missing when doing research.</i></p>

(11:28) Jerome resident Margie Hardie said the 5th Street and Center Avenue issue was handled by the zoning department and board of adjustment, which she considered a good process. She then described how code enforcement was handled when she worked for Clarkdale as the front clerk, that she mostly dealt with property maintenance and zoning issues, which were tracked in software.

Chief Muma said the current code is pretty clear. It allows for civil penalties, but when several contacts with a violator have to happen, then it becomes a criminal act. He said the Class 1 misdemeanor and the penalty of up to 90 days in jail has always been in the code. To Ms. Hardie regarding the lawsuit over multifamily uses at Fifth Street and Center Avenue, he said that when a finger is pointed at one violator but not another violator, "that's trouble." He pointed out to the mayor that the code addresses abandoned vehicles, but again, it is not handled consistently. He said if Council wants to make code enforcement a priority, it needs to be evenhanded and staff needs to be impartial.

Mayor Dillenberg asked the councilmembers how they felt about junk cars and their potential risk.

Ms. Harvey said she agreed with Chief Muma and believes everything should be fair, and that she also has constituents come to her with complaints.

Vice Mayor Worth said she was frustrated with the uneven handling of projects and how unequally people are treated.

Mayor Dillenberg asked what action needed to be taken that would be equal, fair, and just.

Chief Muma said the JPD uses an "RMS system" that can be expanded to log and track zoning, building, and fire complaints and violations. He said it could likely be tailored to Jerome's needs and set up to allow someone at the front desk to enter a "call for service" in the system that could be tracked from inception to conclusion, and that different levels of access could also be set up.

Ms. Hardie asked if these would still be public records if they were in the police department's system, and then asked Mr. Knight if he has received very many complaints.

Mr. Knight said the simple answer was yes and that most complaints have been handled simply, but that a penalty needs to be in place, as in the "Juarez" case where the contractor was working without a permit. He noted that he asked Ms. Muenz to join this meeting since she was on the frontlines. Mr. Knight said that some towns handle complaints online and that Sedona has two full-time enforcement officers who say they have the same seven people who file complaints.

Vice Mayor Worth said that transparency is important. She agreed that penalties need to be in place, with multiple infractions requiring higher penalties.

Chief Muma stated that all police records are public records—it is Arizona law. He clarified that records are only out of the public's eye if an ongoing investigation could be affected. Once the perpetrator is arrested, the record is open. He also said that a procedure has been in place for anytime someone is caught building without a permit: permit fees were doubled.

Mr. Knight noted that doubling the permit fee is still in place.

Ms. Moore asked about the case of someone with multiple vehicles on their property: what if they claim it's their hobby to tinker with them?

Mayor Dillenberg said he was talking about cars that have been sitting for many years, covered in foliage.

Chief Muma said this was addressed many years ago and there was talk about setting up a permit for folks who had an old car they planned to work on; that they could have an unlicensed vehicle or two.

Councilmember Barber brought up the property maintenance code regarding visual blight. She said that if old cars are in the owner's backyard and not visible to the public, then they were allowed.

Mayor Dillenberg said he was referring to hazardous "piles of junk" out in the open.

[Bill Sims joined the meeting.]

Ms. Gallagher asked how the Council wanted to deal with longstanding situations.

Mayor Dillenberg suggested that in January or February they announce to the public that the town will be more vigilant regarding code enforcement.

Ms. Harvey addressed Ms. Gallagher's questions regarding longstanding situations and suggested the zoning administrator and/or building inspector do a follow-up with the owners, check permits, safety, etc.

Mayor Dillenberg encouraged staff to investigate hazardous old vehicles and perhaps offer the "hobby" permit to those who liked to tinker with cars.

Ms. Gallagher brought up another scenario: A residence illegally converted to a duplex years ago where there's been no enforcement and is still being used as a duplex. She asked how the Council wanted to deal with those situations.

Ms. Worth agreed with Ms. Harvey regarding longer-term projects, that staff ought to take an assistive approach and work with the property owner so Jerome can see as many houses as possible function again.

Ms. Harvey asked Mr. Sims if there is legal recourse for someone who built an illegal duplex and having the town go back to enforce the code at this juncture.

Mr. Sims said in a similar case 20 years ago, the Cave Creek court sided with the owner due to expenditures. He said in recent cases the owner has lost the case. He said the Council can enforce the code going forward and let go of past errors.

Ms. Harvey clarified she was referring to cases from the last four years. Mr. Sims suggested they look at them.

Mr. Knight said the town needs to confront these cases and that wearing blinders is not the appropriate approach.

Vice Mayor Worth said that people without a permit work fast and enforcement needs to be expeditious. She said safety is a concern and that being underhanded is not the true spirit of Jerome.

Ms. Gallagher asked Mr. Sims if the Council should make a formal statement regarding code enforcement going forward, given these longstanding issues. She said if they don't and the town starts enforcing now, people will point to older issues.

Mr. Sims said yes, that it shouldn't be the neighbor complaining. He said there is a need to formally document awareness of violations and spelled out these steps:

- 1 – Identify the code violations.
- 2 – Document the code violations.
- 3 – Inform the owner of the code violations.
- 4 – If they cannot "undo" the violation, let the owner document for the record the reasons why.
- 5 – Inform the owner that going forward, the town will enforce the code for any change of use without the proper permissions.

Ms. Moore said the town hasn't addressed some of the empty buildings falling apart and that some are dangerous. She said the previous Council did address this, and that if the owner couldn't fix the building, then the town could put a lien on it. Ms. Moore said she could think of at least four buildings.

Ms. Gallagher said the town does have a lien on one building that was repaired.

Ms. Moore said they are places that people could potentially be living in.

Mayor Dillenberg suggested perhaps the town could collaborate with the owners and asked Mr. Sims if this was legal.

Mr. Sims said the statute says "You shall do this, and if you don't, we will," so it's not a cooperative situation.

Mr. Knight said Bisbee handles this type of blight by sending a letter to the property owner about the eminent domain process and that they work with a nonprofit that turns properties into affordable housing.

ITEM #3:
12:16
(1:15:32)

COVID-19 EXPENDITURES

Council will review COVID-related expenditures to date and reimbursement for same and discuss to what extent to continue renting the lighted MASKS REQUIRED signage and porta-johns.

Ms. Gallagher said, of the miscellaneous COVID-related expenses, the lighted message boards and portable johns are the most expensive. She has been submitting the costs to the Department of Emergency and Military Affairs (DEMA) with good arguments, which they accepted at first, but Ms. Gallagher said she is now unsure if they will reimburse the town for 80 percent of those expenses and she wanted to bring that to the Council's attention. She said Chief Muma looked into the purchase of a smaller, solar-powered sign for \$13K, and she added that Jerome resident Nancy Smith asked that we retain the message board on the hogback.

Ms. Harvey said that the public restrooms are open except for the ones at the Artists' Co-op, and with more businesses and restaurants now open, they are no longer needed. [audio issues]

Vice Mayor Worth suggested the town keep the portajohn at town hall for library patrons.

Chief Muma asked if it was possible to argue for a permanent message board, perhaps a smaller one.

Dr. Dillenberg said the portable john at town hall would also be useful on court days. He also mentioned that he has reached out to County Supervisor Donna Michaels about the coronavirus vaccinations and asked her to please keep Jerome and high-risk citizens in mind.

ITEM #4:

ADJOURNMENT

Motion to Adjourn at 9:28 p.m.

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

APPROVE:

ATTEST:

 Dr. Jack Dillenberg, Mayor

 Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____



TOWN OF JEROME

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MINUTES

REGULAR MEETING OF THE JEROME TOWN COUNCIL

JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS

TUESDAY, JANUARY 12, 2021, AT 7:00 P.M.

<p>ITEM #1: 7:00 (0:35)</p>	<p>CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg called the meeting to order at 7:00 p.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and councilmembers Alex Barber, Sage Harvey, and Jane Moore. Also present were Zoning Administrator John Knight, Accounting Clerk Melanie Atkin, and Deputy Town Clerk Rosa Cays.</i></p>																																										
<p>ITEM #2: 7:01 (1:19)</p>	<p>FINANCIAL REPORTS Financial reports for December 2020 <i>Councilmember Harvey asked about the sanitation usage fees.</i> <i>Ms. Atkin confirmed the revenues did decrease and explained the discrepancy.</i> <u>Motion to Approve December 2020 Financial Reports</u></p> <table border="1" data-bbox="396 909 1398 1035"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH			X			
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<p>ITEM #3: 7:03 (3:17)</p>	<p>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. <i>Ms. Gallagher read highlights from her staff report: She, the mayor, and vice mayor attended a virtual meeting about benefits for veterans with staff from Senator Kyrsten Sinema's office; a presentation of the audit, which went well thanks to Ms. Atkin, will be given at the February Council meeting; Public Works has recently hired three new employees; and COVID expenses have been submitted to DEMA with perhaps a better chance of reimbursement for lighted signs and porta-johns. Ms. Gallagher said she signed up with Open Media for free livestreaming technology to set up on YouTube; she has started looking into the long process of establishing Friends of Jerome as a nonprofit and is talking to a firm about help with it. She said a letter has been sent to the Yavapai-Apache Tribe requesting the Prop 202 \$20K funding for a new kitchen facility for the fire station and renovation of the JPD bathroom, although the funds can be used in other ways. Ms. Gallagher said she has begun preparations for next year's budget; congratulated Utilities Clerk Kristen Muenz on her first anniversary, and Court Clerk Ronda Brockman on her eight years with the town; and announced that sales taxes are surprisingly good as are the water flows.</i> <i>Vice Mayor Worth asked if the resident/nonresident designation will be back on the fire department's calls report, which Ms. Gallagher said it would be.</i> <i>Councilmember Barber pointed out Chief Allen Muma's report and his five-year window of retirement, a good reminder to work on succession planning.</i> <i>Ms. Worth said she had asked about job descriptions and possibly an executive session about personnel issues and would like to talk about this soon.</i> <i>Mayor Dillenberg said he has talked to Chief Muma and hopes he'll stay on longer.</i> <u>Motion to Approve December 2020 Staff Reports</u></p> <table border="1" data-bbox="396 1778 1398 1904"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH		X	X			
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<p>ITEM #4: 7:10 (11:05)</p>	<p>ZONING ADMINISTRATOR’S REPORT AND MINUTES</p> <p>Minutes are provided for the information of Council and do not require action.</p> <p>Mr. Knight read from his staff report. He said at the upcoming P&Z meeting on January 20, the commission will advance the amendment of the residential lodging section in the zoning ordinance and will also hold work sessions on other ordinance amendments including temporary signs. Mr. Knight said he has been spending quite a bit of time on code enforcement and has been receiving almost daily calls and complaints about the signs on 89A by the high school. Mr. Knight said he has been working on residential parking with JPD Administrative Assistant Janice Pontious and has been meeting with the buyers of the Mexican pool property, now in escrow. He has also been talking to the owner of a vacant lot on Holly Street who is interested in building on it and mentioned that Ms. Muenz received a call at town hall from the owners of the Tamale Ladies’ house who want to renovate it. Mr. Knight said discussions about coordination issues are planned with Verde Exploration—who will be doing a presentation for an upcoming Council meeting—and said Ms. Barber will be joining those discussions, as will the mayor. He said the owners of the Turquoise Spider are working with the owner of the Haskins Apartments about a possible lot line adjustment, and that the design guidelines are in process.</p> <p>Ms. Harvey said Chief Muma’s record management system was being considered for code enforcement tracking and asked if further action had been taken.</p> <p>Mr. Knight said the process, possible ordinance amendments, and fee changes may need to be looked at further before moving forward on tracking, and said he’d be ready to present something at the next Council meeting.</p> <p>Ms. Harvey clarified that she was referring to code enforcement <u>now</u>, especially if Mr. Knight is receiving lots of complaints, and that she has talked to Chief Muma about integrating code enforcement tracking in the JPD’s RMS.</p> <p>Mayor Dillenberg asked if this could be expedited.</p> <p>Ms. Moore said further discussion was needed on this before anything is done but that a tracking system is needed.</p> <p>Mr. Knight suggested adding this topic to the agenda for the special meeting on January 19 and noted that this meeting was now livestreaming on YouTube.</p>																																										
<p>ITEM #5: 7:18 (18:51)</p>	<p>APPROVAL OF MINUTES</p> <p>November 24 special meeting; December 1 joint meeting (Council & P&Z); December 8 regular meeting (open and closed sessions)</p> <p>Note: If necessary, for review of closed session minutes, Council may convene in executive session, pursuant to A.R.S. § 38-431.03 (A)(2), for discussion or consideration of records exempt by law from public inspection.</p> <p><u>Motion to Approve the Minutes for the following: November 24 special meeting; December 1 joint meeting with P&Z; December 8 regular meeting (opened and closed sessions)</u></p> <table border="1" data-bbox="394 1241 1398 1371"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE		X	X				WORTH			X			
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<p>ITEM #6: 7:19 (19:51)</p>	<p>PETITIONS FROM THE PUBLIC</p> <p>Ms. Gallagher said that Jerome business owner Artis Roque wanted to address several items on the agenda and suggested she do so as each item comes up. Ms. Roque agreed.</p>																																										
<p>ITEM #7: 7:20 (20:34)</p>	<p>UNFINISHED BUSINESS</p> <p>ITEM #7A: COCODONA 250 RACE</p> <p>Council will hear once again from Steve Aderholt regarding the Cocodona 250 running race that is planned to pass through Jerome in May.</p> <p>Steven Aderholt updated the Council on the event’s progress and referred to the information in the agenda packet. He said they were working with ADOT on safety at two curves on 89A that raised concerns. Mr. Aderholt then went through the rest of the list of six items being addressed.</p> <p>Ms. Moore said that Verde Exploration needed to be added to the list of private property owners permitting the race to cross their land.</p> <p>Mr. Aderholt said that this was already in place and that he would be providing documentation to the town. He also announced that John Litteer from ADOT had joined the meeting and that it had been a pleasure working with him. He then asked for preliminary approval to move forward with the event on the condition that all six items in progress have been completed.</p> <p>Vice Mayor Worth motioned to preliminarily approve the race and reiterated that this was contingent upon completion of the referenced six items, and that the event organizers would present at the April Council meeting with a final update.</p> <p>Ms. Gallagher and Mayor Dillenberg thanked Mr. Litteer for his time and efforts.</p>																																										

Mr. Litteer said he had met with Mr. Aderholt and assessed all concerning locations, and that ADOT is getting full cooperation for a safe and successful event.
 Mayor Dillenberg expressed that safety above and beyond to include COVID safety (i.e., masks, distancing) was of utmost importance.

Motion to preliminarily approve the Cocodona Race through Jerome subject to provision of documentation of six items to be addressed

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DILLENBERG			X			
HARVEY		X	X			
MOORE			X			
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7:27 (27:58)

ITEM #7B: DISTRICT SIGNS

Council will continue their discussion regarding district signs and whether they should be altered or removed.

Mr. Knight said he had emailed approximately 30 business owners and received a variety of responses from four of the 30: one person didn't care and thought the signs were not well executed; another wanted to recoup their investment; another wanted more modern district signs. Mr. Knight said he met with Ms. Moore and talked about including a map if the Council wants to keep the signs.

Mayor Dillenberg suggested removing the signs and replacing them later with newer, more relevant signs. Ms. Barber advocated for salvaging part of the signs if possible.

Ms. Roque suggested a "You Are Here" sign, with the town mapped out using the existing frames. She said the businesses not on Main Street are basically neglected—that visitors need to know about the stores on other streets.

Ms. Moore agreed with Ms. Barber and explained her idea of retaining the posts and installing a map with the businesses (buildings) numbered and a correlated directory; if the business changes, the only thing that would need to be updated is the directory.

Ms. Gallagher mentioned that the bed tax funds, which must be used to promote tourism, have been coming in higher than anticipated and could be used for the district signs.

Mayor Dillenberg said he liked the idea of recycling the sign frames and giving them a Jerome feel.

Ms. Barber asked how many district signs were around town. Mr. Knight said he thought four; Ms. Cays commented via chat that there were six signs.

Mr. Knight said he would come back with estimates to the February Council meeting. Dr. Dillenberg suggested he bring a sample.

Ms. Moore suggested the map be made of metal and weatherproof. Ms. Harvey suggested copper.

Mr. Knight said he would get samples for the next council meeting.

8:03 (1:04:14)

ITEM #7C: BEES IN JEROME

Patrick Pynes, president of the Northern AZ Organic Beekeepers Association, will provide information regarding the recent proliferation of bees in Jerome.

[This item was slightly delayed due to Mr. Pynes not being on the call at the start of the discussion, although Ms. Roque gave her input before the meeting moved on to Item #7D.]

(39:21) Ms. Roque shared her experience with the bee problem in and around her store and suggested putting lids on the trash cans as she feels it would help with other pests and sanitation.

Mayor Dillenberg explained to Ms. Roque that this had been discussed and listed what needs to be considered before installing lids on the trashcans. He thanked her for her input.

(1:04:14) [Mr. Pynes joined the meeting.] Mr. Knight introduced the item then introduced Mr. Pynes, who he has been a beekeeper for 30 years and was a gardener/beekeeper at La Posada Hotel in Winslow so understands the importance of tourism. Mr. Pynes lives in Sedona and still keeps bees. His understanding is that the Jerome issue is harassment by bees.

Ms. Harvey shared her experience and said that the bees have gotten excessive and she knows the water drought is part of the problem. She asked Mr. Pynes if one could tell the difference between domestic and feral bees.

Mr. Pynes said it helps to see the hive; that the Africanized (feral) bee is slightly smaller, darker, and moves fast, and the European honeybees move more like butterflies. He confirmed that the severity of the drought and aridity seems to be the main problem. He then elaborated on the bees' behavior and their "defensiveness" rather than "aggressiveness." One way to work with the bees is to set up water stations where they can drink water on a regular basis. He said it is required in Flagstaff for beekeepers to provide water sources.

Ms. Moore said one beekeeper in town does keep her bees watered. She suggested a bee be caught to see if it's an Africanized or honeybee. She also said that lids on trash cans are badly needed. She asked about the proximity of the bees at La Posada and if they bothered hotel guests.

7:41 (41:42)

Mr. Pynes said he had Africanized bees at the hotel but that they were about a quarter mile away. He said bees prefer nectar from flowers over soda unless they're thirsty.
Ms. Harvey offered to catch a couple of bees to show Mr. Pynes, who suggested putting them in the freezer.

ITEM #7D: PORTAJOHNS IN JEROME

Council will again discuss porta-johns in Jerome and may revisit their recent decision to remove most of them.

Mayor Dillenberg said he has been receiving mixed reactions from the public about the portable johns, that the one by the Spirit Room is being overused and it has been recommended that a second one be reinstalled at that location.

Ms. Harvey said that according to Chief Muma, it has been reported that people have been seen relieving themselves in public. She thought this was considered indecent exposure. She said if the porta-johns are needed, then so be it.

Mayor Dillenberg suggested that just the second one be added by the Spirit Room.

Vice Mayor Worth agreed with Ms. Harvey, then pointed out that there used to only be public restrooms at the New State building, the fire station, and the Artists Co-op, and that "dropping trow" in public is a new thing and doesn't think it is related. What is needed is a porta-john closer to the lower end of town as well as a permanent public restroom in Middle Park once funding is available.

Ms. Barber said a composting toilet would be good to install at Middle Park. She agreed a porta-john is needed at the lower end of town and pointed out that the Spirit Room and Paul & Jerry's are now open and have restrooms.

Ms. Harvey suggested putting the porta-johns near but not next to Middle Park.

(48:44) Sarah Harms, assistant manager at the Artists Co-op, said the co-op is currently open as much as possible, but members are still opposed to opening the restrooms to the public. She said better ventilation would perhaps help.

Ms. Moore asked why the johns were needed across from the Spirit Room; were they for the folks drinking on the steps? She wondered why those johns were so popular now when they were not needed before and agreed that a permanent restroom at Middle Park is worth a discussion in the future.

Ms. Barber said Ms. Moore was correct: the porta-johns were initially brought in for the locals drinking on the steps before Paul & Jerry's Saloon had reopened.

Ms. Harvey said a wash station was needed at each john station.

(52:35) Business owner Tom Blosser, Ms. Roque's husband, said the johns at Middle Park have been needed for a long time and that tourism is up. Visitors park, some have traveled far and need a bathroom, and the closest one is across from the Spirit Room, and that's why they're so popular. He suggested putting porta-johns by the sliding jail.

Mayor Dillenberg agreed there is a need, but it is not inexpensive.

Mr. Blosser suggested focusing on the need, worry about the expense later, and suggested raising the parking fees to help cover it.

Ms. Harms agreed with Mr. Blosser and said that in the past, twenty people have lined up to use the restroom at the Artists Co-op. Pandemic safety precautions would be challenging if they opened the restroom to the public.

Ms. Harvey suggested what johns and washing stations were needed and proposed that a discussion about a permanent restroom at Middle Park be added to a future agenda.

Ms. Gallagher asked for clarification on how many johns were needed by Middle Park, as originally there were three.

Vice Mayor Worth suggested talking about the permanent restroom at Middle Park during budget meetings and perhaps add the discussion to an agenda after that, as more background information is needed, considering it's been a topic for at least 19 years.

Ms. Moore said the State Historical Preservation Office (SHPO) did not want a bathroom building at the back of Middle Park due to "lack of historic character." SHPO suggested building one by the High House (where the Rickeldoris candy shop is now), which was an issue Council did not understand at the time.

Mayor Dillenberg agreed it would be good to discuss during the budget meetings and talk to the people at SHPO to find out what would be acceptable. He clarified what porta-johns and washing stations were needed.

Ms. Roque asked where the porta-johns at the lower level would go and was concerned they would be too close to Rickeldoris again, as they were when originally installed. Discussion ensued and Ms. Harvey clarified the johns would be closer to the cardboard bin in the corner of the parking lot.

<p>8:22 (1:22:58)</p>	<p><u>Motion to add one porta-john across from the Spirit Room and two porta-johns (including one handicapped accessible) plus a wash station in the corner of the middle parking lot</u></p> <table border="1"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH		X	X			
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<p>ITEM #7E: COVID-19</p> <p>Council will again discuss plans and timeline for reopening Town Hall, resuming the weekend shuttle service, and conducting in-person public meetings.</p> <p>Mayor Dillenberg suggested staying with the status quo for at least the next two months.</p> <p>Ms. Moore asked for an update on the number of current cases and vaccine information.</p> <p>Ms. Worth said there have been 30 reported cases in Jerome. Ms. Gallagher clarified that this was cumulative, not necessarily the current cases.</p> <p>Ms. Worth said that as of December 23, Jerome was at 19 cases, and reached 30 cases as of January 11.</p> <p>Ms. Gallagher said Phase 1B vaccinations start next week, including essential workers, which she believed includes government personnel. A brief discussion ensued.</p> <p>Mayor Dillenberg said if the other councilmembers agreed, town hall would stay closed until March. There was general agreement on this.</p>																																											
<p>ITEM #8:</p> <p>8:26 (1:26:17)</p>	<p>NEW BUSINESS</p>																																										
	<p>ITEM #8A: LEASE RENEWAL: JEROME ARTISTS COOPERATIVE GALLERY</p> <p>Council may approve a renewed lease with the Jerome Artists Cooperative Gallery for space located in the Hotel Jerome at 502 Main Street.</p> <p>Ms. Gallagher highlighted information in the agenda packet and explained lease stipulations. She said Rex Peters, manager of the artists co-op, would like to renew the lease but is not yet comfortable opening the restrooms to the public and would pay the utilities in the meantime. He said they may also be willing to help pay for repairs to the front window.</p> <p>(8:28) Ms. Harms expressed the members' love for the space and appreciation of the town. She said the next membership meeting was January 27 when they would discuss and vote on payment for the front window project or ventilation in the bathrooms; their budget is \$5k.</p> <p>Ms. Moore said having local artists represented benefits the whole community and that Jerome has fewer and fewer local artists.</p> <p>Ms. Harvey said she was not comfortable with raising anyone's rent right now and understands not wanting to open the bathrooms to the public.</p> <p>The mayor agreed with both councilmembers and suggested shortening the lease. He also asked about the cost to repair the window.</p> <p>Ms. Gallagher said Hunter Bacharach was looking into quotes and that the lease as drafted allows for annual increases so there is no need to shorten its term.</p> <p><u>Motion to renew lease with Jerome Artists Cooperative Gallery</u></p> <table border="1"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG	X		X				HARVEY			X				MOORE			X				WORTH			X			
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<p>8:36 (1:36:18)</p>	<p>ITEM #8B: REQUEST BY PAUL & JERRY'S SALOON FOR VENDING MACHINE ON SIDEWALK</p> <p>Council will review a request by Paul & Jerry's Saloon to place a vending machine on the sidewalk in front of their establishment.</p> <p>Mr. Knight said he spoke with saloon owner Mr. Jerry Vojnic who could not join the meeting and that the request is to put a retail soda machine in front of Paul & Jerry's Saloon.</p> <p>Vice Mayor Worth asked the other councilmembers how long the old vending machine had been there before.</p> <p>Ms. Moore said it was in the alcove, not on the sidewalk (which is public property), blocking the ingress/egress and only exit. She said the vending machine was there for a long time until fire safety was in question. Ms. Barber and Ms. Harvey said the soda vending machine was moved from the alcove to the sidewalk sometime in the 1980s.</p> <p>Mayor Dillenberg asked what everyone thought about having it back on the sidewalk.</p> <p>Ms. Moore said it is public property and asked if the town wanted everyone to have the option to sell retail on the sidewalk. She said the zoning ordinance addresses the outside sale of goods on private property, and the sidewalk is public property.</p> <p>Ms. Gallagher cautioned that this would be allowing someone to profit off public property and that it could set a dangerous precedent. The vice mayor agreed. Discussion ensued about street vendors in the Town Code.</p>																																										

8:45 (1:46:00)	<p><u>Motion to deny request for a vending machine on the sidewalk in front of Paul & Jerry's Saloon</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">COUNCILMEMBER</th> <th style="text-align: center;">MOVED</th> <th style="text-align: center;">SECONDED</th> <th style="text-align: center;">AYE</th> <th style="text-align: center;">NAY</th> <th style="text-align: center;">ABSENT</th> <th style="text-align: center;">ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td style="text-align: center;">X</td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE		X	X				WORTH			X			
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<p>ITEM #8C: RESOLUTION NO. 609, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, SUPPORTING THE STATEMENT OF THE NATIONAL LEAGUE OF CITIES CONDEMNING THE RECENT ATTACK ON THE UNITED STATES CAPITOL BUILDING AND AFFIRMING A PEACEFUL TRANSITION OF POWER</p> <p>Council may approve Resolution No. 609, supporting the statement of the National League of Cities condemning the recent attack on the U.S. Capitol and affirming a peaceful transition of power.</p> <p><i>Mayor Dillenberg introduced the resolution in title only.</i></p> <p><i>The vice mayor read the resolution in full.</i></p> <p><i>The mayor welcomed Congressman Paul Gosar and Senator Wendy Rogers to come to Jerome and explain themselves.</i></p> <p><u>Motion to Approve Resolution No. 609</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">COUNCILMEMBER</th> <th style="text-align: center;">MOVED</th> <th style="text-align: center;">SECONDED</th> <th style="text-align: center;">AYE</th> <th style="text-align: center;">NAY</th> <th style="text-align: center;">ABSENT</th> <th style="text-align: center;">ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td style="text-align: center;">X</td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG		X	X				HARVEY			X				MOORE			X				WORTH	X		X				
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ITEM #9: 8:57 (1:52:00)	<p>EXECUTIVE SESSION</p> <p>Council may convene in executive session with the Town Attorney, pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4) to receive legal advice regarding certain zoning issues.</p> <p><i>Ms. Gallagher said she needed to invite Town Attorney Bill Sims to the session and suggested taking a five-minute break.</i></p> <p><i>[Council took a five-minute break before moving into executive session.]</i></p> <p><i>After the executive session, Mr. Sims addressed the councilmembers to restate their request for the town attorney and zoning administrator to review the town zoning ordinance, determine who is not in compliance, especially regarding duplexes and triplexes, and return with their recommendations for how to fairly address the uses by property owners and commence the process of rigorous code enforcement.</i></p> <p><u>Motion to convene in executive session with the Town Attorney</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">COUNCILMEMBER</th> <th style="text-align: center;">MOVED</th> <th style="text-align: center;">SECONDED</th> <th style="text-align: center;">AYE</th> <th style="text-align: center;">NAY</th> <th style="text-align: center;">ABSENT</th> <th style="text-align: center;">ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td style="text-align: center;">X</td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY			X				MOORE		X	X				WORTH			X			
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ITEM #10: 9:36 (1:52:59)	<p>TO AND FROM THE COUNCIL</p> <p>Council may direct staff regarding items to be placed on a future agenda.</p> <p><i>Vice Mayor Worth listed the items she would like to see on future agendas: parking inventory update, code enforcement, and job descriptions, specifically department heads, positions that require residency or certification, and solo jobs (i.e., court clerk).</i></p> <p><i>Ms. Moore said she would like to discuss temporary signage and water issues at a future meeting, which may require an executive session.</i></p> <p><i>Mayor Dillenberg expressed his disappointment in some of the state's leaders, especially Paul Gosar and Wendy Rogers, and wants to invite them to talk to the Jerome Town Council about how they can support the town. He said he would like the same kind of consideration from them that Senator Kyrsten Sinema has shown to us.</i></p>																																										
ITEM #11:	<p>ADJOURNMENT</p> <p><u>Motion to Adjourn at 9:39 p.m.</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">COUNCILMEMBER</th> <th style="text-align: center;">MOVED</th> <th style="text-align: center;">SECONDED</th> <th style="text-align: center;">AYE</th> <th style="text-align: center;">NAY</th> <th style="text-align: center;">ABSENT</th> <th style="text-align: center;">ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td style="text-align: center;">X</td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE		X	X				WORTH			X			
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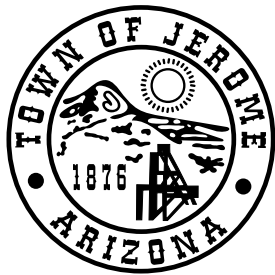
APPROVE:

ATTEST:

Dr. Jack Dillenberg, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____



TOWN OF JEROME

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

MINUTES SPECIAL MEETING OF THE JEROME TOWN COUNCIL VIA ZOOM TUESDAY, JANUARY 19, 2021 AT 1:00 PM

<p>ITEM #1: 1:02 (0:54)</p>	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order.</p> <p><i>Mayor Jack Dillenberg called the meeting to order at 1:02 p.m.</i></p> <p>Town Clerk to call and record the roll.</p> <p><i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and Councilmembers Alex Barber, Sage Harvey, and Jane Moore. Also present were Zoning Administrator John Knight and Deputy Town Clerk Rosa Cays, DRB Vice Chair Brice Wood, DRB member Carol Wittner, and P&Z commissioners Lance Schall and Henry Vincent.</i></p>
<p>ITEM #2: 1:04 (2:46)</p>	<p>MEXICAN POOL SITE</p> <p>Council will hear from Bethany Halbreich and Cameron Sinclair, purchasers of the Mexican Pool site at 300 Queen Street, regarding their plans for its restoration.</p> <p><i>[Mayor Dillenberg inadvertently started talking about the item before formally calling the meeting to order. After points of order to follow agenda protocol were requested by Ms. Barber and Ms. Harvey, the mayor continued.]</i></p> <p><i>Mayor Dillenberg apologized, then introduced the project and the prospective buyers of the property, Cameron Sinclair and Bethany Halbreich.</i></p> <p><i>Mr. Knight talked about the buyers' interest in the historic, controversial site, stated that they were in escrow, and that he was pleased to see they were willing to take preliminary questions from the Council.</i></p> <p><i>Mr. Sinclair thanked the Council for calling the meeting, then shared his background as a "recovering" architect in Boulder who did mostly post-conflict, post-disaster work for 20 years, along with historic preservation and community work. Ms. Halbreich briefly talked about her work in arts programming worldwide, along with innovation and strategy work.</i></p> <p><i>Mr. Sinclair said he and Ms. Halbreich have a shared interest of working on projects with civic purpose, to activate and connect communities in private/public partnership. He said their interest is not just in the site but also connection with the neighbors, and because town properties surround the site, Mr. Cameron said he envisions a "codesign" even though they're acquiring the property.</i></p> <p><i>Mr. Sinclair then presented the project via the information in the agenda packet. He said sustainability and historic preservation are at the core of the project and that he and Ms. Halbreich want to restore the pool to its original 1928 footprint.</i></p> <p><i>He said they see initially partnering with the Jerome Historical Society and that they would privately fund the project, perhaps expanding it to include renovation/preservation of the basketball court and parking area by Queen Street. Mr. Sinclair stated that most important was to deal with the erosion of the site and to protect the pool and surrounding sites. He made clear that he and Ms. Halbreich want to call Jerome home after a decade of work and travel and would like to bring the pool back to life by 2028, its 100-year anniversary. He talked briefly about the history of the Mexican pool, then went into the erosion challenges of the area. He said they also want to complete the work on the pump house and get it operational before they start working on their "master plan" that they see being led by the town.</i></p> <p><i>Mr. Sinclair stated he has never been involved in a project where they have received so much help before even going into escrow. He said they want to do a cultural resource study and work with SHPO to maintain the integrity of the pool. They would like endorsement of the work from the town and they have a copy of the letter from former property owner (and former Jerome mayor) Frank Vander Horst as proof that the hookup fees had been waived since it is a "pre-'50s" historic property. Mr. Sinclair said they are also looking for a conditional use permit (CUP) to allow for residence in the C-1 zone and building in the AR (agricultural) zone, but want to retain the pool's footprint completely and perhaps allow community use of it and the property in the future.</i></p> <p><i>He sees future opportunities in investing in the property: to restore and enhance the Queen Street district and the parking area and work in concert with other property owners in the area, including the town.</i></p>

Mr. Sinclair said the next steps would be to reconcile the topographical survey from the former property owner with the town's survey. They would also need approval for utility hookups to do restoration and rebuilding of the retaining wall system, to close on the property, implement a cultural resource study, and run a design sprint to include community participation in the process. Mr. Sinclair thanked everyone who has been involved.

Vice Mayor Worth said she was glad to see someone interested in the property who wants to work in harmony with the community.

Ms. Harvey read from the town's general plan, page 25. She also quoted in detail from the landslide study from 2005, the zoning ordinance, and other documentation about the site. She addressed the waiver of utility hook-up fees and read from the town code, clarifying that pools are not listed as a qualifying property and would be considered a ruin, not a structure. Ms. Harvey said her main concern was safety but also liability and stated that the town has other infrastructure priorities before they could begin to finance restoration of property-owned land on unstable ground for a private/public partnership.

DRB Vice Chair Brice Wood talked about how the landslide study of 2005 came to be written for a visitor center that included restrooms, a meeting hall, and a retail facility. ADOT did not want to take a chance on it after reading the geology report about the property. He said it was a slide zone and a zone of subsidence, very serious issues. He then asked Mr. Sinclair about his involvement with Airbnb.

Mr. Sinclair said he led refugee housing for about 40k people from natural disasters and other projects as part of the philanthropic branch of Airbnb. Discussion ensued about the short-term rental controversy in Jerome.

Mr. Wood then asked what public/private partnerships Mr. Sinclair was working on. Mr. Sinclair listed small- and large-scale projects, including the port of Cape Town with the Nelson Mandela Foundation. He pointed out that the Mexican pool is a personal project in which he is investing his own funds.

Mr. Wood asked if they planned to live on the property, to which Mr. Sinclair said yes.

Ms. Barber clarified that she had met once with Mr. Sinclair, Mr. Knight, and the mayor, and that she did not approve or disapprove of the project. She said she likes the idea of revitalizing the pool but questioned if the land could hold the pool full of water. Ms. Barber said safety of the project is the greatest consideration and that an amazing retaining wall would need to be built above and below the property.

Mr. Sinclair agreed wholeheartedly with Ms. Barber and said he and Ms. Halbreich knew they would have to invest \$30-40k just in a retaining system and know they need to do something very robust and work with Verde Exploration since it would have to be built on their property. He said they plan to bring in the engineers and construction team but also want to involve our Planning & Zoning Commission and Design Review Board in the process as they understand the safety concerns but also the significance of aesthetic aspects. He said as for filling the pool with water, the idea was still up in the air, but that a filled pool could also serve as a fire suppression supply. Mr. Sinclair said that if in the engineering study they discover that the weight of water would be too much, they won't do it.

Jerome resident Carol Yacht said building a retaining wall seems lowballed at \$30-40k. As for utility fees, she asked how the pool would be addressed and if they would be commercial vs residential rates.

Ms. Sinclair said the \$30-40k is just for the wall system, not the whole project.

Ms. Moore said she has seen the cost as high as sixty thousand to several hundred thousands for recently built retaining walls. She said knowing the geology, she is extremely concerned about this area in the slide zone. She said if the pool was constructed in 1928, it was likely done without rebar and asked if core samples from underneath the pool have or will be taken. She said the pool was only operable for a few years, likely less than ten years because of the landslides that began in the 1930s, so there is no history of longtime use. She also questioned access from Diaz Street and reiterated her grave concern about the geology. She said that she hopes they take the project on slowly.

Mayor Dillenberg supported Ms. Moore's comments and her concern about the safety and commented that at least these are people doing their homework and who aren't just planning to build a private home.

Mr. Sinclair referred to a 2018 soil report from the previous owner, who had planned to build a two-story structure on top of the pool; the project did not go forward. He said they do not plan to build a structure over the pool and know they need to do more geological surveying and engineering studies and work with the surrounding properties.

Ms. Harvey said the results from the 2018 report were the same as those of the 2005 study, which means there is seepage under the surface. She said the pool as fire suppression was not realistic and asked if anyone has conferred with Public Works Director Marty Boland about utilities on the site.

Jerome resident Margie Hardie said she did not come to Jerome to change it. She asked how much money the town would have to spend for this project as a "partner," which she sees as planned development, and said infrastructure basics need to be taken care of first. She said the town does not want to develop housing in the C-1 zone, as it says in the General Plan. She then said Jerome is "not a humanitarian effort" and does not need help.

Ms. Barber pointed out the sewer issues at hand and listed some of them. She said perhaps some of the landslides destroyed some of the infrastructure and is causing the seepage in the Mexican pool area. She also mentioned the

sewer treatment plant that needs renovation. Ms. Barber said it seemed like a wonderful project but that the town is currently dealing with many infrastructure issues before it can move forward with new projects and that safety was her main concern. She also asked what work the town crew was doing down by the old Cuban Queen. Ms. Gallagher said it was a sewer leak, an ongoing problem in that general area.

Mr. Sinclair responded to Ms. Hardie and said that one thing to note, in terms of development, that this is a small, private lot, that they're becoming residents of Jerome, and that this is not a humanitarian act. He said they are not asking the town for any funding and that they are taking on the cost of surveying, which will protect the Guth property, town properties, and the parking area. He said they want to do something civic-minded and could easily get rid of the pool and build a two-story house and eradicate the view by building something robust. It's not what they want to do.

Mayor Dillenberg made comments about the potential of the project with someone who has the experience and wants to be part of the community.

Ms. Moore asked Mr. Sinclair if they wanted to provide other housing on the property, and if this didn't come to fruition, would they still be interested in the property.

Mr. Sinclair said they would love to have the whole property and access to the view with no neighbors, but they understand the need for affordable housing in Jerome so wanted it known they're aware that it could happen on town property around them and are open to it.

Ms. Moore said the housing plans from the 1920s, which Mr. Sinclair had brought up earlier in the meeting as potential inspiration, were done before the slide happened.

Vice Mayor Worth said that all the concerns brought up are valid, but also thinks that creative people are always welcome in Jerome. She said Mr. Sinclair is aware of the due diligence required and she does not want to discourage the project.

Ms. Barber thanked Mr. Sinclair and Ms. Halbreich for wanting to preserve the pool and work with SHPO.

Ms. Hardie asked about the letter from the planning and zoning department regarding the waiver of water and sewer hookups and asked if this would deter them if the waived fees were not transferred to them.

Mr. Sinclair said the money they would save from the utility hookups would be put into the project.

Ms. Harvey reiterated that the site does not qualify for waived hookup fees.

Mr. Sinclair replied that if the fees were speciously waived for the previous owner, that was the town's problem. He said if they were not waived for them, then it would mean less they could spend on the retaining system.

Mr. Knight suggested a meeting be held with Mr. Sinclair and Ms. Halbreich and representative members of the Council, P&Z, and DRB to work out some of these concerns.

Mr. Sinclair offered to answer any other questions.

ITEM #3:
2:26 (1:23:06)

CODE ENFORCEMENT

Council will continue their discussion of code enforcement procedures and penalties.

Mr. Knight said he has talked to Ms. Moore about the process and to Police Chief Allen Muma about record management of code enforcement with the software used by JPD. He reminded councilmembers that in other local jurisdictions, code enforcement is complaint driven, but that would mean driving around Jerome with blinders on. Mr. Knight requested input about penalty fees as well.

Ms. Moore said that when someone calls to complain about something, she doesn't see a need for it to go directly to the JPD and would prefer to let staff investigate first. She said she wants to keep things neighborly.

Vice Mayor Worth said regarding penalty fees, there needs to be drastic increases for repeat offenders.

Ms. Harvey said she has talked to Chief Muma about the record management system (RMS) used by JPD. She said it is tracking software, not a place to report to police, and that Chief Muma is willing to incorporate code enforcement tracking to save the town money. Ms. Harvey clarified that this was not a way to criminalize offenses.

Chief Muma joined the meeting at 2:30 p.m.

Ms. Barber agreed with the points brought up by the other councilmembers.

Chief Muma also clarified that he was willing to share the database software and was not suggesting that JPD supervise code enforcement.

Mayor Dillenberg asked if any action needed to be taken. Mr. Knight said he simply needed direction and explained how the tracking system would generally work and how it could be accessed by staff.

Ms. Barber asked if work was being done on a complaint form. Mr. Knight confirmed that Utilities Clerk Kristen Muenz has already created it based on other complaint forms used by local jurisdictions and that he would forward it to councilmembers to review for their input.

Ms. Harvey asked if everyone agreed on using the RMS system to track complaints.

Ms. Barber, once it was explained how it would be implemented, said she was fine with it, as were Vice Mayor Worth and Mayor Dillenberg.

Ms. Moore asked how it would work and gave an example of someone calling town hall to complain about nonpermitted construction and how a staff member would record the complaint in the record management system.

Chief Muma clarified that this would be the basic process but that it wouldn't mean the JPD would be following it unless it became a criminal issue. He also explained how he could set access levels to protect everyone's privacy. The chief said it was a very flexible program that can also pull reports for Mr. Knight and the Council.

ITEM #4:	ADJOURNMENT					
	<u>Motion to Adjourn at 2:42 p.m.</u>					
	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT
	BARBER		X	X		
	DILLENBERG	X		X		
	HARVEY			X		
	MOORE			X		
WORTH			X			

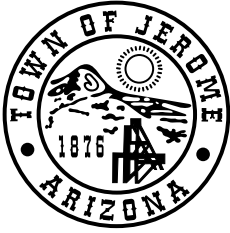
APPROVE:

ATTEST:

Dr. Jack Dillenberg, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____



Town of Jerome – Zoning Administrator’s Report

Council Meeting Date: Tuesday, February 9, 2021

Prepared by: John Knight, Zoning Administrator

- January 20th P&Z Meeting: Hearing for code amendment for residential lodging and work sessions on code amendments for administrative approval of small projects and temporary signage.
- February 1st DRB Meeting: Fence design for community garden, minor modifications to 18 North Street design, and direction on administrative approval of small projects.
- Code Enforcement: Working with the Police Department regarding training and setting up the records management system. Prepared a code enforcement complaint form in coordination with Kristen Muenz (attached).
- Parking Inventory: Working with Police Department on a detailed parking inventory.
- Miscellaneous
 - Mexican Pool – coordinating with new buyers (scheduled to close February 9th)
 - Verde Exploration – coordinating with Verde Exploration staff about possible changes to the old high school and the Engineer’s building.
 - Business license reviews
 - Residential parking permits
- Design Guidelines Grant: working on an RFP (or RFQ)
- Community Garden Update: Fence design selected by DRB. Working to get it installed before spring.



TOWN OF JEROME

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

Regular Meeting of the **Planning and Zoning Commission** Wednesday, January 20, 2021, 6:00 pm **ACTION MINUTES**

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

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

Possible Direction to Staff

Item 3: Approval of Minutes – Regular meeting of October 21, 2020 and Joint Meeting with Council of December 1, 2020
BOTH APPROVED

Public Hearings:

Item 4: Proposed text amendments related to residential lodging may include, but not be limited to, Sections 201, 507, and 510 of the Jerome Zoning Ordinance

Applicant: Town of Jerome

Updates to the ordinance may include, but are not limited to, the definitions for *boardinghouse*, *rooming house*, *bed and breakfast*, *hotel*, and *motel*. Amendments may also include modifications to the permitting process for each type of residential lodging.

Discussion/Possible Action (recommendation to Council) – P&Z Reso. 2021-01

APPROVED

Old (continued) Business:

Item 5: Work session on code amendments related to temporary signs

Applicant: Town of Jerome

Updates to the Jerome Zoning Ordinance related to temporary signs. Amendments may include but are not limited to the following: real estate signs, contractor signs, political signs, temporary banners, and A-frame signs. Amendments may also include modifications to the permitting process for each type of sign.

Discussion/Table to next P&Z Meeting

Item 6: Work session on code amendments related to administrative approval of small projects

Applicant: Town of Jerome

Possible ordinance amendments to allow small projects to be processed administratively by staff instead of through the Planning and Zoning Commission and Design Review Board/s.

Discussion/Table to next P&Z Meeting

Item 7: Joint Meeting follow-up

Discussion and follow-up on items discussed at the joint meeting with Council.

Discussion/Possible direction to staff

New Business: none

Informational Items (Current Event Summaries):

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

- a. **November 2, 2020 DRB Meeting** – 136 Main Street cornice (Nellie Bly); 200 Hill Street pipe fence (Grand Hotel); 420 Hull Avenue sign for Mimi (formerly Lola); 123 Beale Street paint (Gallagher residence); discussion about changes in the field
- b. **November 10, 2020 Council Meeting** – Ordinance to prohibit recreational marijuana (first reading); six-month blanket extension of permits; district signs; draft of beekeeping ordinance, COVID restrictions and timeline for reopening town hall; P&Z appointment (Harvey)
- c. **December 1, 2020 Joint P&Z and Council meeting** – discussion of various ordinance amendments
- d. **December 7, 2020 DRB Meeting** – 146 Juarez Street deck; 538 School Street windows; 403 Clark Street

sign (tour business in B-7); 639 Center Avenue color and siding change

- e. **December 8, 2020 Council Meeting** – beekeeping discussion and business license for Jerome Ghost Tours
- f. **January 4, 2021 DRB Meeting** – cancelled
- g. **January 12, 2021 Council Meeting** – district signs, presentation on bees, porta-johns, soda machine for Paul and Jerry's

**Item 9: Potential items for Wednesday, February 17, 2021: Various code amendments
Discussion/Possible Direction to Staff**

Item 10: Adjourn 7:16 p.m.

TOWN OF JEROME, ARIZONA

Annual Financial Statements
and Independent Auditors' Report

June 30, 2020

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INDEPENDENT AUDITORS' REPORT

To the Town Council
Town of Jerome, Arizona

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the Town of Jerome, Arizona, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the Town of Jerome, Arizona, as of June 30, 2020, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

The Town of Jerome, Arizona has not presented the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Accounting principles generally accepted in the United States of America require that the Budgetary Comparison Schedules and net pension liability and other post-employment benefit plan information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

The Segmented Statement of Revenue, Expenses, and Changes in Fund Net Position is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining Segmented Statement of Revenue, Expenses, and Changes in Fund Net Position is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 15, 2021, on our consideration of the Town of Jerome, Arizona's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Jerome, Arizona's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Jerome, Arizona's internal control over financial reporting and compliance.

Other Reporting Required by Arizona Revised Statutes

In connection with our audit, nothing came to our attention that caused us to believe that the Town failed comply with the authorized transportation purposes, insofar as they relate to accounting matters, for Highway User Revenue Fund monies it received pursuant to Arizona Revised Statutes Title 28, Chapter 18, Article 2 and any other dedicated state transportation revenues it received. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures; other matters may have come to our attention regarding the Town's noncompliance with authorized transportation purposes referred to above, insofar as they relate to accounting matters.

Colby + Powell

January 15, 2021

TOWN OF JEROME, ARIZONA
Statement of Net Position
June 30, 2020

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and cash equivalents	\$ 1,120,521	\$ 185,008	\$ 1,305,529
Cash and cash equivalents, restricted	-	79,362	79,362
Accounts receivable-net		43,026	43,026
Taxes receivable	6,419	-	6,419
Due from other governments	200,437	-	200,437
Other receivables	3,398	-	3,398
Inventories	13,193	-	13,193
Net pension/OPEB asset	198	-	198
Capital assets, not being depreciated	295,751	22,080	317,831
Capital assets, being depreciated, net	1,043,718	2,048,401	3,092,119
Total assets	<u>2,683,635</u>	<u>2,377,877</u>	<u>5,061,512</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pensions and other postemployment benefits	<u>177,542</u>	<u>-</u>	<u>177,542</u>
LIABILITIES			
Accounts payable	81,945	16,926	98,871
Accrued expenses	40,307	4,023	44,330
Interest payable		3,076	3,076
Deposits held for others	6,761	24,212	30,973
Unearned revenue	206,737	-	206,737
Due to fiduciary fund	12,031	-	12,031
Noncurrent liabilities			
Due within 1 year	29,817	17,670	47,487
Due in more than 1 year	34,561	129,778	164,339
Total liabilities	<u>412,159</u>	<u>195,685</u>	<u>607,844</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to pensions and other postemployment benefits	<u>23,683</u>	<u>-</u>	<u>23,683</u>
NET POSITION			
Net investment in capital assets	1,312,573	1,928,253	3,240,826
Restricted for:			
Court enhancement fund	20,492	-	20,492
Public works and streets	153,174	-	153,174
Community development	45,410	-	45,410
Debt service	-	48,745	48,745
Repairs and replacements	-	6,405	6,405
Unrestricted	893,686	198,789	1,092,475
Total net position	<u>\$ 2,425,335</u>	<u>\$ 2,182,192</u>	<u>\$ 4,607,527</u>

See accompanying notes to financial statements.

TOWN OF JEROME, ARIZONA
Statement of Activities
June 30, 2020

Functions / Programs	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		Total
					Governmental Activities	Business-type Activities	
Primary government:							
Governmental activities							
General government	\$ 463,629	\$ 125,218	\$ -	\$ 105,535	\$ (232,876)	\$ -	\$ (232,876)
Public safety	970,878	147,986	118,281	59,732	(644,879)	-	(644,879)
Public works and streets	135,846	-	215,435	21,278	100,867	-	100,867
Community development	415,099	92,967	100,425	-	(221,707)	-	(221,707)
Culture and recreation	101,269	-	17,389	-	(83,880)	-	(83,880)
Interest on long-term debt	1,471	-	-	-	(1,471)	-	(1,471)
Total governmental activities	2,088,192	366,171	451,530	186,545	(1,083,946)	-	(1,083,946)
Business-type activities							
Utilities	506,673	527,135	-	-	-	20,462	20,462
Total business-type activities	506,673	527,135	-	-	-	20,462	20,462
Total primary government	\$ 2,594,865	\$ 893,306	\$ 451,530	\$ 186,545	(1,083,946)	20,462	(1,063,484)
General revenues:							
Taxes:							
Property taxes					46,853	-	46,853
Town sales taxes					935,158	-	935,158
Franchise taxes					21,599	-	21,599
Shared revenue-State sales tax					47,186	-	47,186
Shared revenue-Urban revenue					193,972	-	193,972
Shared revenue-State vehicle license tax					32,491	-	32,491
Investment earnings					3,429	55	3,484
Gain on disposal of assets					8,320	1,730	10,050
Miscellaneous					17,905	-	17,905
Transfers					(40,304)	40,304	-
Total general revenues and transfers					1,266,609	42,089	1,308,698
Change in net position					182,663	62,551	245,214
Net position, beginning of year					2,242,672	2,119,641	4,362,313
Net position, end of year					\$ 2,425,335	\$ 2,182,192	\$ 4,607,527

See accompanying notes to financial statements.

TOWN OF JEROME, ARIZONA
Balance Sheet
Governmental Funds
June 30, 2020

	General Fund	HURF Fund	Grants Fund	Total Governmental Funds
ASSETS				
Cash and cash equivalents	\$ 752,211	\$ 153,345	\$ 214,965	\$ 1,120,521
Taxes receivable	6,419	-	-	6,419
Due from other governments	122,317	3,230	74,890	200,437
Other receivables	3,398	-	-	3,398
Inventories	-	-	13,193	13,193
Total assets	\$ 884,345	\$ 156,575	\$ 303,048	\$ 1,343,968
LIABILITIES				
Accounts payable	\$ 28,789	\$ 2,255	\$ 50,901	\$ 81,945
Accrued expenses	39,161	1,146	-	40,307
Deposits held for others	6,761	-	-	6,761
Unearned revenue	-	-	206,737	206,737
Due to other funds	12,031	-	-	12,031
Total liabilities	86,742	3,401	257,638	347,781
FUND BALANCES				
Restricted for:				
Court enhancement	20,492	-	-	20,492
Public works and streets	-	153,174	-	153,174
Community development	-	-	45,410	45,410
Unassigned	777,111	-	-	777,111
Total fund balances	797,603	153,174	45,410	996,187
Total liabilities and fund balances	\$ 884,345	\$ 156,575	\$ 303,048	\$ 1,343,968

See accompanying notes to financial statements.

TOWN OF JEROME, ARIZONA
Reconciliation of the Governmental Balance Sheet
to the Government-wide Statement of Net Position
June 30, 2020

Fund balances-total governmental funds	\$ 996,187
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	1,339,469
Net pension assets held in trust for future benefits are not available for Town operations and, therefore, are not reported in the funds.	198
Long-term liabilities, such as net pension/OPEB liabilities and bonds payable, are not due and payable in the current period and, therefore, are not reported as a liability in the funds.	(64,378)
Deferred outflows and inflows of resources related to pensions/OPEB and are applicable to future reporting periods and, therefore, are not reported in the funds.	<u>153,859</u>
Net position of governmental activities	<u><u>\$ 2,425,335</u></u>

See accompanying notes to financial statements.

TOWN OF JEROME, ARIZONA
Statement of Revenue, Expenditures, and Changes in Fund Balances
Governmental Funds
Year Ended June 30, 2020

	General Fund	HURF Fund	Grants Fund	Total Governmental Funds
Revenues				
Taxes	\$ 982,011	\$ -	\$ -	\$ 982,011
Intergovernmental	301,646	236,713	382,352	920,711
Charges for services	265,994	-	-	265,994
Fines and forfeits	66,041	-	-	66,041
Licenses and permits	40,006	-	-	40,006
Miscellaneous	24,008	-	-	24,008
Investment earnings	2,412	1,017	-	3,429
Donations and grants	639	-	-	639
Total revenues	<u>1,682,757</u>	<u>237,730</u>	<u>382,352</u>	<u>2,302,839</u>
Expenditures				
Current				
General government	429,160	-	-	429,160
Public safety	854,731	-	6,600	861,331
Public works and streets	-	129,529	-	129,529
Community development	244,058	-	171,132	415,190
Culture and recreation	100,709	-	-	100,709
Debt service				
Principal	9,822	198	-	10,020
Interest	1,409	62	-	1,471
Capital outlay	151,529	-	198,608	350,137
Total expenditures	<u>1,791,418</u>	<u>129,789</u>	<u>376,340</u>	<u>2,297,547</u>
Excess (deficiency) of revenues over expenditures	<u>(108,661)</u>	<u>107,941</u>	<u>6,012</u>	<u>5,292</u>
Other financing sources (uses)				
Capital lease acquisitions	23,700	-	-	23,700
Sale of capital assets	11,674	-	-	11,674
Transfers	(36,896)	48,829	(52,237)	(40,304)
Total other financing sources (uses)	<u>(1,522)</u>	<u>48,829</u>	<u>(52,237)</u>	<u>(4,930)</u>
Net change in fund balances	(110,183)	156,770	(46,225)	362
Fund balances, beginning of year	<u>907,786</u>	<u>(3,596)</u>	<u>91,635</u>	<u>995,825</u>
Fund balances, end of year	<u>\$ 797,603</u>	<u>\$ 153,174</u>	<u>\$ 45,410</u>	<u>\$ 996,187</u>

See accompanying notes to financial statements.

TOWN OF JEROME, ARIZONA
Reconciliation of the Governmental Funds Statement of Revenue, Expenditures,
and Changes in Fund Balances to the Government-wide Statement of Activities
Year Ended June 30, 2020

Net change in fund balances-total governmental funds \$ 362

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense

Capital outlay	350,137	
Depreciation expense	<u>(115,539)</u>	234,598

In the statement of activities, only the gain/loss on the sale of capital assets is reported, whereas in the governmental funds, the proceeds from the sale increase financial resources. Thus, the change in net position differs from the change in fund balance by the book value of the capital assets sold.

(3,354)

Town pension/OPEB contributions are reported as expenditures in the governmental funds when made. However they are reported as deferred outflows of resources in the statement of net position because the reported net pension/OPEB liability is measured a year before the Town's report date. Pension/OPEB expense, which is the change in the net pension/OPEB liability adjusted for changed in deferred outflows and inflows of resources related to pensions/OPEB, is reported in the statement of activities.

Town pension/OPEB contributions	30,922	
Pension/OPEB expense	<u>(69,757)</u>	(38,835)

Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.

Debt principal repaid	10,020	
Capital leases incurred	<u>(23,700)</u>	(13,680)

Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available resources. In the statement of activities, however, which is presented on the accrual basis of accounting, expenses are reported regardless of when the financial resources are available.

Decrease in compensated absences		<u>3,572</u>
----------------------------------	--	--------------

Change in net position of governmental activities \$ 182,663

See accompanying notes to financial statements.

TOWN OF JEROME, ARIZONA
Statement of Net Position
Proprietary Funds
June 30, 2020

	Utilities Fund
ASSETS	
Current assets	
Cash and cash equivalents	\$ 185,008
Cash and cash equivalents, restricted	79,362
Accounts receivable-net	43,026
Total current assets	307,396
Noncurrent assets	
Capital assets, not being depreciated	22,080
Capital assets, being depreciated, net	2,048,401
Total noncurrent assets	2,070,481
Total assets	2,377,877
LIABILITIES	
Current liabilities	
Accounts payable	16,926
Accrued expenses	4,023
Interest payable	3,076
Deposits held for customers	24,212
Compensated absences payable, current portion	3,915
Capital lease payable, current portion	1,484
Revenue bond payable, current portion	12,271
Total current liabilities	65,907
Noncurrent liabilities	
Compensated absences payable	1,305
Capital lease payable	4,041
Revenue bond payable	124,432
Total noncurrent liabilities	129,778
Total liabilities	195,685
NET POSITION	
Net investment in capital assets	1,928,253
Restricted for:	
Debt service	48,745
Repairs and replacements	6,405
Unrestricted	198,789
Total net position	\$ 2,182,192

See accompanying notes to financial statements.

TOWN OF JEROME, ARIZONA
Statement of Revenue, Expenses, and Changes in Fund Net Position
Proprietary Funds
Year Ended June 30, 2020

	Utilities Fund
Operating revenues	
Charges for services	
Sewer user fees	\$ 174,929
Sanitation user fees	174,649
Water user fees	171,120
Miscellaneous	6,437
Total operating revenues	527,135
Operating expenses	
Personnel	210,485
Depreciation	74,814
Contract services	51,570
Repairs and maintenance	47,388
Legal and professional	32,306
Fees and permits	23,027
Insurance	21,332
Office	14,912
Fuel	10,379
Tools and equipment	9,059
Utilities	3,307
Miscellaneous	1,242
Total operating expenses	499,821
Operating income (loss)	27,314
Nonoperating revenues (expenses)	
Gain on disposal of capital assets	1,730
Investment earnings	55
Interest expense	(6,852)
Total nonoperating revenues (expenses)	(5,067)
Income (loss) before transfers	22,247
Transfers	40,304
Increase (decrease) in net position	62,551
Net position, beginning of year	2,119,641
Net position, end of year	\$ 2,182,192

See accompanying notes to financial statements.

TOWN OF JEROME, ARIZONA
Statement of Cash Flows
Proprietary Funds
Year Ended June 30, 2020

	Utilities Fund
Cash flows from operating activities	
Receipts from customers	\$ 531,757
Payments to suppliers and providers of goods and services	(208,547)
Payments to employee wages and benefits	(205,932)
Net cash provided by (used for) operating activities	117,278
Cash flows from noncapital financing activities	
Transfers to other funds	40,304
	40,304
Cash flows from capital and related financing activities	
Proceeds from the sale of capital assets	1,730
Principal paid on capital lease	(1,384)
Interest paid	(7,116)
Principal paid on revenue bond maturities	(11,743)
Purchase of capital assets	(20,954)
Net cash provided by (used for) capital and related financing activities	(39,467)
Cash flows from investing activities	
Interest received on investments	55
	55
Net increase (decrease) in cash and cash equivalents	118,170
Cash and cash equivalents, beginning of year	146,200
	146,200
Cash and cash equivalents, end of year	\$ 264,370
Cash and cash equivalents	\$ 185,008
Cash and cash equivalents, restricted	79,362
	79,362
Cash and cash equivalents, end of year	\$ 264,370

See accompanying notes to financial statements.

TOWN OF JEROME, ARIZONA
Statement of Cash Flows
Proprietary Funds
Year Ended June 30, 2020
(Continued)

	Utilities Fund
Reconciliation of operating income (loss) to net cash provided by (used for) operating activities:	
Operating income (loss)	\$ 27,314
Adjustments to reconcile operating income to net cash provided by (used for) operating activities:	
Depreciation	74,814
Changes in assets and liabilities:	
Account receivable	4,164
Accounts payable	5,975
Accrued expenses	1,661
Deposits held for customers	458
Compensated absences	2,892
Net cash provided by (used for) operating activities	\$ 117,278

See accompanying notes to financial statements.

TOWN OF JEROME, ARIZONA
Statement of Fiduciary Net Position
Fiduciary Fund
June 30, 2020

	Pension Trust Fund
ASSETS	
Cash and cash equivalents	\$ 14,712
Investments, at fair value	135,007
Due from Town	12,031
Due from State	2,127
Total assets	163,877
 NET POSITION	
Held in trust for investment trust participants	\$ 163,877

See accompanying notes to financial statements.

TOWN OF JEROME, ARIZONA
Statement of Changes in Fiduciary Net Position
Fiduciary Fund
Year Ended June 30, 2020

	Pension Trust Fund
Additions:	
Contributions	\$ 14,127
Investment earnings:	
Interest and dividends	6,510
Net increase (decrease) in fair value of investments	(583)
Total additions	20,054
Deductions:	
Distributions to participants	10,808
Administrative fees	2,142
Total deductions:	12,950
Change in net position	7,104
Net position, beginning of year	156,773
Net position, end of year	\$ 163,877

See accompanying notes to financial statements.

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Town of Jerome, Arizona’s accounting policies conform to generally accepted accounting principles applicable to governmental units adopted by the Governmental Accounting Standards Board (GASB).

A. Reporting Entity

The Town is a general-purpose local government that is governed by a separately elected Town Council. The accompanying financial statements present the activities of the Town (the primary government).

B. Basis of Presentation

The basic financial statements include both government-wide statements and fund financial statements. The government-wide statements focus on the Town as a whole, while the fund statements focus on major funds. Each presentation provides valuable information that can be analyzed and compared between years and between governments to enhance the information’s usefulness.

Government-wide statements—Provide information about the primary government (the Town). The statements include a statement of net position and a statement of activities. These statements report the overall government’s financial activities, except for fiduciary activities. They also distinguish between the Town’s governmental and business-type activities. Governmental activities generally are financed through taxes and intergovernmental revenues. Business-type activities are financed in whole or in part by fees charged to external parties.

A statement of activities presents a comparison between direct expenses and program revenues for each function of the Town’s governmental activities and segment of its business-type activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. The Town does not allocate indirect expenses to programs or functions. Program revenues include:

- charges to customers or applicants for goods, services, or privileges provided;
- operating grants and contributions; and
- capital grants and contributions, including special assessments.

Revenues that are not classified as program revenues, including internally dedicated resources and all taxes the Town levies or imposes, are reported as general revenues.

Generally, the effect of interfund activity has been eliminated from the government-wide financial statements to minimize the double-counting of internal activities. However, charges for interfund services provided and used are not eliminated if the prices approximate their external exchange values.

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Fund financial statements—Provide information about the Town’s funds, including fiduciary funds. Separate statements are presented for the governmental, proprietary, and fiduciary fund categories. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as nonmajor funds. Fiduciary funds are aggregated and reported by fund type.

Proprietary fund revenues and expenses are classified as either operating or nonoperating. Operating revenues and expenses generally result from transactions associated with the fund’s principal activity. Accordingly, revenues, such as user charges and insurance premiums, in which each party receives and gives up essentially equal values are operating revenues. Other revenues, such as subsidies, result from transactions in which the parties do not exchange equal values and are considered nonoperating revenues along with investment earnings and revenues ancillary activities generate. Operating expenses include the cost of services, administrative expenses, and depreciation on capital assets. Other expenses, such as interest expense, are considered nonoperating expenses.

The Town reports the following major governmental funds:

The ***General Fund*** is the Town’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The ***HURF Fund*** accounts for specific revenue received from the State of Arizona Highway User Revenue Fund which is legally restricted to expenditures for specified purposes.

The ***Grants Fund*** accounts for financial resources received from various entities. Restrictions on the use of these resources are derived from the agreements from which the resources were provided.

The Town reports the following major enterprise fund:

The ***Utilities Fund*** accounts for operations of the Town-owned water, sewer, and sanitation, that are financed and operated in a manner similar to private business enterprises, in which the intent of the Town Council is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or for which the Town Council has decided that periodic determination of revenue earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The Town reports the following fund types:

The ***Pension Trust Fund*** accounts for the Town’s Volunteer Firefighter’s Relief and Pension Fund, a defined contribution plan for which the assets are held by the Town in a trustee capacity.

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

C. Basis of Accounting

The government-wide, proprietary fund, and fiduciary fund financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Property taxes are recognized as revenue in the year for which they are levied. Grants and donations are recognized as revenue as soon as all eligibility requirements the provider imposed have been met.

Under the terms of grant agreements, the Town funds certain programs by a combination of grants and general revenues. Therefore, when program expenses are incurred, there are both restricted and unrestricted resources available to finance the program. The Town applies grant resources to such programs before using general revenues.

Governmental funds in the fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when they become both measurable and available. The Town considers all revenues reported in the governmental funds to be available if the revenues are collected within 60 days after year-end. The Town's major revenue sources that are susceptible to accrual are property taxes, special assessments, intergovernmental, charges for services, and investment earnings. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, compensated absences, landfill closure and post closure care costs, and pollution remediation obligations, which are recognized as expenditures to the extent they are due and payable. General capital asset acquisitions are reported as expenditures in governmental funds. Issuances of general long-term debt and acquisitions under capital lease agreements are reported as other financing sources.

D. Cash and Investments

For the statement of cash flows, the Town's cash and cash equivalents are considered to be cash on hand, demand deposits, investments in the State Treasurer's local government investment pool, and only those highly liquid investments with a maturity of three months or less when purchased.

Cash and investments are pooled, except for investments that are restricted under provisions of bond indentures or other restrictions that are required to be reported in the individual funds.

Arizona Revised Statutes authorize the Town to invest public monies in the State Treasurer's local government investment pools, the County Treasurer's investment pool, obligations of the U.S. Government and its agencies, obligations of the state and certain local government subdivisions, interest-bearing savings accounts and certificates of deposit, collateralized repurchase agreements, certain obligations of U.S. corporations, and certain other securities. Investments are stated at fair value.

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Arizona statute requires a pooled collateral program for public deposits and a Statewide Collateral Pool Administrator (Administrator) in the State Treasurer's Office. The purpose of the pooled collateral program is to ensure that governmental entities' public deposits placed in participating depositories are secured with collateral of 102 percent of the public deposits, less any applicable deposit insurance. An eligible depository may not retain or accept any public deposit unless it has deposited the required collateral with a qualified escrow agent or the Administrator. The Administrator manages the pooled collateral program, including reporting on each depository's compliance with the program.

E. Allowance for Uncollectible Accounts

Allowances for uncollectible accounts receivable are estimated by the Town. The amount recorded as uncollectible at June 30, 2020 in the Utilities Fund was \$15,000.

F. Inventories

The Town accounts for its inventories in the governmental funds using the consumption method. Inventories of the governmental funds consist of expendable supplies held for consumption and are recorded as expenditures at the time of consumption.

These inventories are stated at cost using the first-in, first-out (FIFO) method of valuation.

G. Property Tax Calendar

Property taxes are recognized as revenue in the fiscal year they are levied and collected or if they are collected within 60 days subsequent to fiscal year-end. Property taxes not collected within 60 days subsequent to fiscal year-end are reported as unavailable revenue. Property taxes collected in advance of the fiscal year for which they are levied are reported as unearned revenue.

The Town levies real property taxes on or before the third Monday in August that become due and payable in two equal installments. The first installment is due on the first day of October and becomes delinquent after the first business day of November. The second installment is due on the first day of March of the next year and becomes delinquent after the first business day of May.

A lien assessed against real and personal property attaches on the first day of January preceding assessment and levy.

H. Capital Assets

Capital assets are reported at actual cost (or estimated historical cost if historical records are not available). Donated assets are reported at acquisition value.

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Capitalization thresholds (the dollar values above which asset acquisitions are added to the capital asset accounts), depreciation methods, and estimated useful lives of capital assets are as follows:

	Capitalization Threshold	Depreciation Method	Estimated Useful Life (years)
Land	\$ 5,000	N/A	N/A
Buildings and improvements	5,000	Straight-line	5-30
Machinery and equipment	5,000	Straight-line	3-20
Vehicles	5,000	Straight-line	5-10
Water system and improvements	5,000	Straight-line	15-50
Wastewater plant	5,000	Straight-line	15-50

I. Deferred Outflows and Inflows of Resources

The statement of net position and balance sheet include separate sections for deferred outflows of resources and deferred inflows of resources. Deferred outflows of resources represent a consumption of net position that applies to future periods that will be recognized as an expense or expenditure in future periods. Deferred inflows of resources represent an acquisition of net position or fund balance that applies to future periods and will be recognized as a revenue in future periods.

J. Postemployment Benefits

For purposes of measuring the net pension and other postemployment benefits (OPEB) assets and liabilities, deferred outflows of resources and deferred inflows of resources related to pensions and OPEB, and pension and OPEB expense, information about the plans' fiduciary net position and additions to/deductions from the plans' fiduciary net position have been determined on the same basis as they are reported by the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

K. Investment Earnings

Investment income is composed of interest, dividends, and net changes in the fair value of applicable investments.

L. Compensated Absences

Compensated absences consist of PTO leave earned by employees based on services already rendered.

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

There is no limit as to the number of hours employees may accumulate; however, any hours earned and unused in excess of 480 at the end of the calendar year is paid out to the employees at 60%. Upon termination of employment, only 60% of accrued PTO, up to a maximum of 180 hours, is paid to employees.

Accordingly, an estimate for PTO benefits has been accrued as a liability in the financial statements.

M. Fund Balance Reporting

The governmental funds' fund balances are reported separately within classifications based on a hierarchy of the constraints placed on those resources' use. The classifications are based on the relative strength of the constraints that control how the specific amounts can be spent. The classifications are nonspendable, restricted, and unrestricted, which includes committed, assigned, and unassigned fund balance classifications.

The nonspendable fund balance classification includes amounts that cannot be spent because they are either not in spendable form, such as inventories, or are legally or contractually required to be maintained intact. Restricted fund balances are those that have externally imposed restrictions on their usage by creditors (such as through debt covenants), grantors, contributors, or laws and regulations.

The unrestricted fund balance category is composed of committed, assigned, and unassigned resources.

Committed fund balances are self-imposed limitations that the Town Council has approved, which is the highest level of decision-making authority within the Town. Only the Town Council can remove or change the constraints placed on committed fund balances.

Assigned fund balances are resources constrained by the Town's intent to be used for specific purposes, but that are neither restricted nor committed. The Town Council has authorized the Town manager to assign resources for a specific purpose.

The unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not reported in the other classifications. Also, deficits in fund balances of the other governmental funds are reported as unassigned.

When an expenditure is incurred that can be paid from either restricted or unrestricted fund balances, it is the Town's policy to use (the Town will use) restricted fund balance first. It is the Town's policy to use (the Town will use) committed amounts first when disbursing unrestricted fund balances, followed by assigned amounts, and lastly unassigned amounts.

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 2 – DEPOSITS AND INVESTMENTS

Arizona Revised Statutes (A.R.S.) authorize the Town to invest public monies in the State Treasurer’s investment pool; obligations issued or guaranteed by the United States or any of the senior debt of its agencies, sponsored agencies, corporations, sponsored corporations, or instrumentalities; specified state and local government bonds, notes, and other evidences of indebtedness; interest-earning investments such as savings accounts, certificates of deposit, and repurchase agreements in eligible depositories; specified commercial paper issued by corporations organized and doing business in the United States; specified bonds, debentures, notes, and other evidences of indebtedness that are denominated in United States dollars; and certain open-end and closed-end mutual funds, including exchange traded funds. In addition, the Town Treasurer may invest trust funds in certain fixed income securities of corporations doing business in the United States or District of Columbia.

Credit risk

Statutes have the following requirements for credit risk:

1. Commercial paper must be of prime quality and be rated within the top two ratings by a nationally recognized rating agency.
2. Bonds, debentures, notes, and other evidences of indebtedness that are denominated in United States dollars must be rated “A” or better at the time of purchase by at least two nationally recognized rating agencies.
3. Fixed income securities must carry one of the two highest ratings by Moody’s investor’s service and Standard and Poor’s rating service. If only one of the above-mentioned services rates the security, it must carry the highest rating of that service.

Custodial credit risk

Statutes require collateral for deposits at 102 percent of all deposits federal depository insurance does not cover.

Concentration of credit risk

Statutes do not include any requirements for concentration of credit risk

Interest rate risk

Statutes require that public monies invested in securities and deposits have a maximum maturity of 5 years. The maximum maturity for investments in repurchase agreements is 180 days.

Foreign currency risk

Statutes do not allow foreign investments unless the investment is denominated in United States dollars.

The Town’s investment policy states that the Town will conform with Arizona Revised Statutes. The Town does not have a formal investment policy with respect to custodial credit risk, concentration of credit risk, or foreign currency risk.

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 2 – DEPOSITS AND INVESTMENTS – Continued

Deposits—At June 30, 2020, the carrying amount of the Town’s total cash in bank was \$1,397,325 and the bank balances were \$1,418,318. Of the bank balances, \$504,034 was covered by federal depository insurance or similar insurance. The remainder was covered by collateral held by the pledging financial institution in the Town’s name.

Restricted cash – Restricted cash in the Utilities Fund consists of monies restricted for refundable customer deposits in the amount of \$24,212, debt service requirements in the amount of \$48,745 and replacement reserve requirements of \$6,405.

Investments—The Town reported investments in the State Treasurer’s Investment Pool 5 with a reported amount of \$1,703. The Standard and Poor’s credit quality rating of the pool is AAA.

The State Board of Investment provides oversight for the State Treasurer’s pools. The fair value of a participant’s position in the pool approximates the value of that participant’s pool shares and the participant’s shares are not identified with specific investments.

The Town’s Pension Trust Fund had investments in mutual funds of \$147,038 at June 30, 2020, categorized within the fair value hierarchy established by generally accepted accounting principles as Level 1. Investments categorized as Level 1 are valued using prices quoted in active markets for those investments.

A reconciliation of cash, deposits, and investments to amounts shown on the statements of net position follows:

	Governmental activities	Business-type activities	Pension Trust Fund	Total
Statement of net position:				
Cash on hand	\$ 575	\$ -	\$ -	\$ 575
State Treasurer's investment pool 5	1,703	-	-	1,703
Mutual funds	-	-	135,007	135,007
Cash and cash equivalents	1,118,243	264,370	14,712	1,397,325
Total	<u>\$ 1,120,521</u>	<u>\$ 264,370</u>	<u>\$ 149,719</u>	<u>\$ 1,534,610</u>

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 3 – DUE FROM OTHER GOVERNMENTS

Amounts due from other governments in the General Fund at June 30, 2020 consisted of \$2,465 in state-shared revenue from sales taxes, \$1,516 in state-shared revenue from auto lieu taxes, \$99,829 in local sales taxes collected by the State, and \$18,507 for fire services from the State of Arizona.

Amounts due from other governments in the HURF Fund at June 30, 2020 consisted of \$3,230 in state-shared revenue from highway user revenue fund (HURF) taxes.

Amounts due from other governments in the Grants Fund at June 30, 2020 consisted of \$74,890 in various grants revenues from the State of Arizona.

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2020, was as follows:

	Balance July, 1, 2019	Increases	Decreases	Balance June 30, 2020
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 252,283	\$ 43,468	\$ -	\$ 295,751
Capital assets being depreciated:				
Buildings and improvements	1,203,236	105,535	-	1,308,771
Vehicles and equipment	1,475,693	179,855	(20,295)	1,635,253
Infrastructure	176,704	21,279	-	197,983
Total	<u>2,855,633</u>	<u>306,669</u>	<u>(20,295)</u>	<u>3,142,007</u>
Less accumulated depreciation for:				
Buildings and improvements	(1,026,182)	(24,885)	-	(1,051,067)
Vehicles and equipment	(948,108)	(86,047)	16,941	(1,017,214)
Infrastructure	(25,401)	(4,607)	-	(30,008)
Total	<u>(1,999,691)</u>	<u>(115,539)</u>	<u>16,941</u>	<u>(2,098,289)</u>
Total capital assets being depreciated, net	<u>855,942</u>	<u>191,130</u>	<u>(3,354)</u>	<u>1,043,718</u>
Governmental activities capital assets, net	<u>\$ 1,108,225</u>	<u>\$ 234,598</u>	<u>\$ (3,354)</u>	<u>\$ 1,339,469</u>

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 4 – CAPITAL ASSETS – Continued

	Balance July, 1, 2019	Increases	Decreases	Balance June 30, 2020
Business-type activities:				
Capital assets not being depreciated:				
Land	\$ 22,080	\$ -	\$ -	\$ 22,080
Capital assets being depreciated:				
Buildings and infrastructure	3,544,209	-	-	3,544,209
Vehicles and equipment	189,011	20,954	(4,200)	205,765
Total	<u>3,733,220</u>	<u>20,954</u>	<u>(4,200)</u>	<u>3,749,974</u>
Less accumulated depreciation for:				
Buildings and infrastructure	(1,477,166)	(69,411)	-	(1,546,577)
Vehicles and equipment	(153,793)	(5,403)	4,200	(154,996)
Total	<u>(1,630,959)</u>	<u>(74,814)</u>	<u>4,200</u>	<u>(1,701,573)</u>
Total capital assets being depreciated, net	<u>2,102,261</u>	<u>(53,860)</u>	<u>-</u>	<u>2,048,401</u>
Business-type activities capital assets, net	<u>\$ 2,124,341</u>	<u>\$ (53,860)</u>	<u>\$ -</u>	<u>\$ 2,070,481</u>

Depreciation expense was charged to functions as follows:

Governmental activities:	
General government	\$ 35,383
Public safety	72,322
Public works and streets	6,476
Community development	625
Culture and recreation	733
Total governmental activities depreciation expense	<u>\$ 115,539</u>
Business-type activities:	
Water	\$ 53,841
Sewer	20,697
Sanitation and recycling	276
Total business-type activities depreciation expense	<u>\$ 74,814</u>

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 5 – LONG-TERM LIABILITIES

The following schedule details the Town’s long-term liability and obligation activity for the year ended June 30, 2020.

	Balance July 1, 2019	Additions	Reductions	Balance June 30, 2020	Due within 1 year
Governmental activities:					
Capital leases payable	\$ 13,216	\$ 23,700	\$ 10,020	\$ 26,896	\$ 5,857
Net pension liability	-	5,536	-	5,536	
Compensated absences payable	35,518	-	3,572	31,946	23,960
Total governmental activities long-term liabilities	<u>\$ 48,734</u>	<u>\$ 29,236</u>	<u>\$ 13,592</u>	<u>\$ 64,378</u>	<u>\$ 29,817</u>
Business-type activities:					
Revenue bonds payable	\$ 148,446	\$ -	\$ 11,743	\$ 136,703	\$ 12,271
Capital leases payable	6,909	-	1,384	5,525	1,484
Compensated absences payable	2,328	2,892	-	5,220	3,915
Total business-type activities long-term liabilities	<u>\$ 157,683</u>	<u>\$ 2,892</u>	<u>\$ 13,127</u>	<u>\$ 147,448</u>	<u>\$ 17,670</u>

Bonds – The Town’s bonded debt consists of revenue bonds that are generally non-callable with interest payable semiannually. Bond proceeds were used primarily for acquiring and constructing capital facilities for the sewer system. Revenue bonds are repaid from charges for services, net of operating expenses, from sewer customers in the Utility Fund.

The following bonds were outstanding at June 30, 2020:

Description	Original Amount	Maturity Range	Interest Rate	Outstanding Principal
Sewer revenue bonds, Series 2001	300,000	2030	4.50%	136,703

The following schedule details debt service requirements to maturity for the Town’s bonds payable at June 30, 2020:

Year Ending June 30	Business-type activities	
	Revenue Bonds	
	Principal	Interest
2021	\$ 12,271	\$ 6,474
2022	12,823	5,909
2023	13,400	5,319
2024	14,003	4,703
2025	14,633	4,059
2026-30	69,573	9,285
Total	<u>\$ 136,703</u>	<u>\$ 35,749</u>

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 5 – LONG-TERM LIABILITIES – Continued

The Town has pledged future sewer customer revenues, net of specified operating expenses, to repay the sewer revenue bonds issued in June 2001. Proceeds from the bonds provided funds to renovate, improve, better and extend the sewer system of the Town. The bonds are payable solely from sewer customer net revenues and are payable through 2030. The total principal and interest remaining to be paid on the bonds is \$172,452. Principal and interest paid for the current year and total customer net revenues were \$18,757 and \$558, respectively.

Capital leases—The Town has acquired vehicles and equipment under the provisions of long-term lease agreements classified as a capital leases for accounting purposes because they provide for a bargain purchase option or a transfer of ownership by the end of the lease terms.

The assets acquired through capital leases are as follows:

	Governmental activities	Business-type activities	Total
Vehicles	\$ 58,770	\$ -	\$ 58,770
Equipment	13,484	24,796	38,280
Less: accumulated depreciation	(35,864)	(3,926)	(39,790)
Carrying value	<u>\$ 36,390</u>	<u>\$ 20,870</u>	<u>\$ 57,260</u>

The following schedule details minimum lease payments to maturity for the Town’s capital leases payable at June 30, 2020:

Year Ending June 30	Governmental activities	Business-type activities	Total
2021	\$ 6,196	\$ 1,821	\$ 8,017
2022	6,077	1,821	7,898
2023	6,076	1,821	7,897
2024	5,622	760	6,382
2025	5,295	-	5,295
Total minimum lease payments	<u>29,264</u>	<u>6,223</u>	<u>35,487</u>
Less amount representing interest	(2,368)	(698)	(3,066)
Present value of net minimum lease payments	<u>\$ 26,896</u>	<u>\$ 5,525</u>	<u>\$ 32,421</u>

NOTE 6 – RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town carries commercial insurance for all such risks of loss, including workers’ compensation and employees’ health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 7 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS

The Town participates in two separate retirement plans.

For nonpublic safety employees, the Town contributes eight percent of the employees' covered payroll to a defined contribution plan. Employees may contribute to the plan; however, they are not required to make any contributions the plan. For the year ended June 30, 2020, the Town contributed a total \$46,628 on behalf of employees to the plan.

For public safety employees, the Town contributes to the Public Safety Personnel Retirement System (PSPRS). PSPRS is a component unit of the State of Arizona.

At June 30, 2020, the Town reported the following amounts related to PSPRS:

Statement of Net Position and Statement of Activities	Governmental Activities
Net pension and OPEB asset	\$ 198
Net pension and OPEB liability	5,536
Deferred outflows of resources related to pensions and OPEB	177,542
Deferred inflows of resources related to pensions and OPEB	23,683
Pension and OPEB (income) expense	69,757

The Town reported \$30,922 of pension expenditures in the governmental funds related to all pension plans to which it contributes.

Plan Description – Town police employees participate in the Public Safety Personnel Retirement System (PSPRS) or employees who became members on or after July 1, 2017, may participate in the Public Safety Personnel Defined Contribution Retirement Plan (PSPDCRP). The PSPRS administers agent and cost-sharing multiple-employer defined benefit pension plans and agent and cost-sharing multiple-employer defined benefit health insurance premium benefit (OPEB) plans. A nine-member board known as the Board of Trustees and the participating local boards govern the PSPRS according to the provisions of A.R.S. Title 38, Chapter 5, Article 4. Employees who were PSPRS members before July 1, 2017, participate in the agent plans, and those who became PSPRS members on or after July 1, 2017, participate in the cost-sharing plans (PSPRS Tier 3 Risk Pool) which are not further disclosed because of their relative insignificance to the Town's financial statements.

The PSPRS issue publicly available financial reports that include their financial statements and required supplementary information. The reports are available on the PSPRS Web site at www.psprs.com.

Benefits Provided – The PSPRS provide retirement, health insurance premium supplement, disability, and survivor benefits.

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 7 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

State statute establishes benefit terms. Retirement, disability, and survivor benefits are calculated on the basis of age, average monthly compensation, and service credit as follows:

PSPRS	Initial Membership Date:	
	Before January 1, 2012	On or after January 1, 2012 and before July 1, 2017
Retirement and Disability		
Years of service and age required to receive benefit	20 years of service, any age 15 years of service, age 62	25 years of service or 15 years of credited service, age 52.5
Final average salary is based on	Highest 36 consecutive months of last 20 years	Highest 36 consecutive months of last 20 years
Benefit percentage		
Normal Retirement	50% less 2.0% for each year of credited service less than 20 years OR plus 2.0% to 2.5% for each year of credited services over 20 years, not to exceed 80%	1.5% to 2.5% per year of credited service, not to exceed 80%
Accidental Disability Retirement	50% or normal retirement, whichever is greater	
Catastrophic Disability Retirement	90% for the first 60 months then reduced to either 62.5% or normal retirement, whichever is greater	
Ordinary Disability Retirement	Normal retirement calculated with actual years of credited service or 20 years of credited service, whichever is greater, multiplied by years of credited service (not to exceed 20 years) divided by 20	
Survivor Benefit		
Retired Members	80% to 100% of retired member's pension benefit	
Active Members	80% to 100% of accidental disability retirement benefit or 100% of average monthly compensation if death was result of injuries received on the job	

Retirement and survivor benefits are subject to automatic cost-of-living adjustments based on inflation. PSPRS also provides temporary disability benefits of 50 percent of the member's compensation for up to 12 months.

Health insurance premium benefits are available to retired or disabled members with 5 years of credited service. The benefits are payable only with respect to allowable health insurance premiums for which the member is responsible. Benefits range from \$100 per month to \$260 per month depending on the age of the member and dependents.

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 7 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Employees Covered by Benefit Terms – At June 30, 2020, the following employees were covered by the agent pension plans’ benefit terms:

	PSPRS Police	
	Pension	Health
Inactive employees entitled to but not yet receiving benefits	1	-
Active employees	4	4
Total	5	4

Contributions – State statutes establish the pension contribution requirements for active PSPRS employees. In accordance with state statutes, annual actuarial valuations determine employer contribution requirements for PSPRS pension and health insurance premium benefits. The combined active member and employer contribution rates are expected to finance the costs of benefits employees earn during the year, with an additional amount to finance any unfunded accrued liability. Contributions rates for the year ended June 30, 2020, are indicated below. Rates are a percentage of active members’ annual covered payroll.

	Active Member- Pension	Town-Pension	Town-Health Insurance
PSPRS Police	7.65 - 11.65%	13.18%	0.79%

The Town’s contributions to the plans for the year ended June 30, 2020, were:

	Pension	Health Insurance Premium Benefit
PSPRS Police	\$ 28,276	\$ 1,695

During fiscal year 2020, the Town paid for 100 percent of PSPRS pension and OPEB contributions from the General Fund.

Liability – At June 30, 2020, the Town reported the following assets and liabilities:

	Net Pension Liability	Net OPEB (Asset) Liability
PSPRS Police	\$ 5,536	\$ (198)

The net assets and net liabilities were measured as of June 30, 2019, and the total liability used to calculate the net asset or liability was determined by an actuarial valuation as of that date. The total liabilities as of June 30, 2019, reflect changes of actuarial assumptions to decrease the investment rate of return from 7.4 percent to 7.3 percent and update the mortality rates.

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 7 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Actuarial Assumptions – The significant actuarial assumptions used to measure the total pension/OPEB liability are as follows:

Actuarial valuation date	June 30, 2019
Actuarial cost method	Entry age normal
Investment rate of return	7.3%
Wage inflation	3.5% for pensions/not applicable for OPEB
Price inflation	2.5% for pensions/not applicable for OPEB
Cost-of-living adjustment	1.75% for pensions/not applicable for OPEB
Mortality rates	PubS-2010 tables
Healthcare cost trend rate	Not applicable

Actuarial assumptions used in the June 30, 2019, valuation were based on the results of an actuarial experience study for the 5-year period ended June 30, 2016.

The long-term expected rate of return on PSPRS plan investments was determined to be 7.3 percent using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of plan investment expenses and inflation) are developed for each major asset class. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Geometric Real Rate of Return</u>
Short term investments	2%	0.25%
Risk parity	4%	4.01%
Fixed income	5%	3.00%
Real assets	9%	6.75%
GTS	12%	4.01%
Private credit	16%	5.36%
Real estate	10%	4.50%
Private equity	12%	8.40%
Non-U.S. equity	14%	5.00%
U.S. equity	16%	4.75%
Total	<u>100%</u>	

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 7 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Discount Rates – At June 30, 2019, the discount rate used to measure the PSPRS total pension/OPEB liabilities was 7.3 percent, which was a decrease of 0.1 from the discount rate used as of June 30, 2018. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between the actuarially determined contribution rate and the member rate. Based on those assumptions, the plans’ fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension/OPEB liability.

Changes in the Net Pension/OPEB Liability (Asset)

PSPRS - Police

	Pension		
	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Balances at June 30, 2019	\$ 673,937	\$ 697,633	\$ (23,696)
Changes for the year			
Service Cost	43,190	-	43,190
Interest on the total liability	53,067	-	53,067
Differences between expected and actual experience in the measurement of the liability	10,039	-	10,039
Changes of assumptions or other inputs	8,131	-	8,131
Contributions-employer	-	30,279	(30,279)
Contributions-employee	-	17,455	(17,455)
Net investment income	-	39,141	(39,141)
Administrative expense	-	(1,680)	1,680
Net changes	114,427	85,195	29,232
Balances at June 30, 2020	\$ 788,364	\$ 782,828	\$ 5,536

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 7 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

PSPRS - Police

	Health Insurance Premium Benefit		
	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Balances at June 30, 2019	\$ 30,312	\$ 26,716	\$ 3,596
Changes for the year			
Service Cost	1,269	-	1,269
Interest on the total liability	2,337	-	2,337
Differences between expected and actual experience in the measurement of the liability	(5,243)	-	(5,243)
Changes of assumptions or other inputs	275	-	275
Contributions-employer	-	982	(982)
Net investment income	-	1,475	(1,475)
Administrative expense	-	(25)	25
Net changes	(1,362)	2,432	(3,794)
Balances at June 30, 2020	\$ 28,950	\$ 29,148	\$ (198)

Sensitivity of the Town’s Net Pension/OPEB (Asset) Liability to Changes in the Discount Rate – The following table presents the Town’s net pension/OPEB (assets) liabilities calculated using the discount rate of 7.3 percent, as well as what the Town’s net pension/OPEB (asset) liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.3 percent) or 1 percentage point higher (8.3 percent) than the current rate:

	Current Discount		
	1% Decrease (6.3%)	Rate (7.3%)	1% Increase (8.3%)
PSPRS Police			
Net pension (asset) liability	\$ 128,350	\$ 5,536	\$ (95,262)
Net OPEB (asset) liability	3,601	(198)	(3,402)

Plan Fiduciary Net Position – Detailed information about the plans’ fiduciary net position is available in the separately issued PSPRS financial reports.

Expense – For the year ended June 30, 2020, the Town recognized the following pension and OPEB expense:

	Pension Expense	OPEB Expense
PSPRS Police	\$ 67,609	\$ 2,148

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 7 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Deferred Outflows/Inflows of Resources – At June 30, 2020, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions and OPEB from the following sources:

PSPRS - Police

	Pension		Health Insurance Premium Benefit	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected actual experience	\$ 115,316	\$ 18,219	\$ 7,833	\$ 4,712
Changes of assumptions or other inputs	14,179	-	234	752
Net difference between projected and actual earnings on plan investments	9,875	-	134	-
Town contributions subsequent to the measurement date	28,276	-	1,695	-
Total	\$ 167,646	\$ 18,219	\$ 9,896	\$ 5,464

The amounts reported as deferred outflows of resources related to pensions and OPEB resulting from Town contributions subsequent to the measurement date will be recognized as an increase in the net asset or a reduction of the net liability in the year ending June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions and OPEB will be recognized as expenses as follows:

	PSPRS Police	
	Pension	Health
Year ended June 30,		
2021	\$ 37,480	\$ 525
2022	37,039	525
2023	37,738	705
2024	5,866	683
2025	3,028	601
Thereafter	-	(302)

TOWN OF JEROME, ARIZONA
Notes to Financial Statements
June 30, 2020

NOTE 8 – INTERFUND BALANCES AND ACTIVITY

Interfund transfers – Interfund transfers for the year ended June 30, 2020, were as follows:

Transfer To	Transfer From				Total
	General Fund	HURF Fund	Grants Fund	Utilities Fund	
General Fund	\$ -	\$ 10,574	\$ 52,237	\$ 149,696	\$ 212,507
HURF Fund	59,403	-	-	-	59,403
Utilities Fund	190,000	-	-	-	190,000
	<u>\$ 249,403</u>	<u>\$ 10,574</u>	<u>\$ 52,237</u>	<u>\$ 149,696</u>	<u>\$ 461,910</u>

The purpose of the transfer shown above to the General Fund from the Utilities Fund and the HURF Fund was to reimburse for administrative costs. The purpose of the interfund transfer from the General Fund to the HURF Fund was to pay for street expenditures incurred over current year revenues and the fund balance. The purpose of the interfund transfer from the Grants Fund to the General Fund was to help pay for expenditures that were reimbursable under grant contracts. The purpose of the transfer to the Utilities Fund from the General Fund was to set aside savings for future capital improvements.

OTHER REQUIRED SUPPLEMENTARY INFORMATION

TOWN OF JEROME, ARIZONA
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
Year Ended June 30, 2020

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
Revenues				
Taxes	\$ 1,174,500	\$ 1,174,500	\$ 982,011	\$ (192,489)
Intergovernmental	341,142	341,142	301,646	(39,496)
Charges for services	416,522	416,522	265,994	(150,528)
Fines and forfeits	67,100	67,100	66,041	(1,059)
Licenses and permits	33,000	33,000	40,006	7,006
Miscellaneous	9,500	9,500	24,008	14,508
Investment earnings	1,600	1,600	2,412	812
Donations and grants	3,200	3,200	639	(2,561)
Total revenues	<u>2,046,564</u>	<u>2,046,564</u>	<u>1,682,757</u>	<u>(363,807)</u>
Expenditures				
General government	503,771	503,771	429,160	74,611
Magistrate court	81,658	81,658	78,775	2,883
Police	511,338	511,338	485,346	25,992
Fire	382,832	382,832	295,879	86,953
Library	95,093	95,093	88,521	6,572
Planning and zoning	106,269	106,269	89,607	16,662
Parks	69,824	69,824	12,449	57,375
Properties	374,732	374,732	154,712	220,020
Capital	245,000	245,000	151,529	93,471
Contingency	1,009,000	1,009,000	5,440	1,003,560
Total expenditures	<u>3,379,517</u>	<u>3,379,517</u>	<u>1,791,418</u>	<u>1,588,099</u>
Excess (deficiency) of revenues over expenditures	<u>(1,332,953)</u>	<u>(1,332,953)</u>	<u>(108,661)</u>	<u>1,224,292</u>
Other financing sources (uses)				
Capital lease acquisitions	-	-	23,700	23,700
Sale of capital assets	1,006,000	1,006,000	11,674	(994,326)
Transfers	(233,730)	(233,730)	(36,896)	196,834
Total other financing sources (uses)	<u>772,270</u>	<u>772,270</u>	<u>(1,522)</u>	<u>(773,792)</u>
Net change in fund balances	(560,683)	(560,683)	(110,183)	450,500
Fund balances, beginning of year	<u>907,786</u>	<u>907,786</u>	<u>907,786</u>	<u>-</u>
Fund balances, end of year	<u>\$ 347,103</u>	<u>\$ 347,103</u>	<u>\$ 797,603</u>	<u>\$ 450,500</u>

See accompanying notes to budgetary comparison schedule.

TOWN OF JEROME, ARIZONA
Required Supplementary Information
Budgetary Comparison Schedule
HURF Fund
Year Ended June 30, 2020

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
Revenues				
Intergovernmental	\$ 236,444	\$ 236,444	\$ 236,713	\$ 269
Investment earnings	350	350	1,017	667
Total revenues	<u>236,794</u>	<u>236,794</u>	<u>237,730</u>	<u>936</u>
Expenditures				
Current				
Public works and streets	310,534	310,534	129,529	181,005
Debt service				
Principal	198	198	198	-
Interest	62	62	62	-
Total expenditures	<u>310,794</u>	<u>310,794</u>	<u>129,789</u>	<u>181,005</u>
Excess (deficiency) of revenues over expenditures	<u>(74,000)</u>	<u>(74,000)</u>	<u>107,941</u>	<u>181,941</u>
Other financing sources (uses)				
Transfers	<u>74,000</u>	<u>74,000</u>	<u>48,829</u>	<u>(25,171)</u>
Net change in fund balances	-	-	156,770	156,770
Fund balances, beginning of year	<u>(3,596)</u>	<u>(3,596)</u>	<u>(3,596)</u>	<u>-</u>
Fund balances, end of year	<u>\$ (3,596)</u>	<u>\$ (3,596)</u>	<u>\$ 153,174</u>	<u>\$ 156,770</u>

See accompanying notes to budgetary comparison schedule.

TOWN OF JEROME, ARIZONA
Required Supplementary Information
Budgetary Comparison Schedule
Grants Fund
Year Ended June 30, 2020

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
Revenues				
Intergovernmental	\$ 1,146,400	\$ 1,146,400	\$ 382,352	\$ (764,048)
Expenditures				
Current				
Public safety	35,196	35,196	6,600	28,596
Community development	912,596	912,596	171,132	741,464
Capital outlay	198,608	198,608	198,608	-
Total expenditures	<u>1,146,400</u>	<u>1,146,400</u>	<u>376,340</u>	<u>770,060</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>-</u>	<u>6,012</u>	<u>6,012</u>
Other financing sources (uses)				
Transfers	<u>-</u>	<u>-</u>	<u>(52,237)</u>	<u>(52,237)</u>
Net change in fund balances	<u>-</u>	<u>-</u>	<u>(46,225)</u>	<u>(46,225)</u>
Fund balances, beginning of year	<u>91,635</u>	<u>91,635</u>	<u>91,635</u>	<u>-</u>
Fund balances, end of year	<u><u>\$ 91,635</u></u>	<u><u>\$ 91,635</u></u>	<u><u>\$ 45,410</u></u>	<u><u>\$ (46,225)</u></u>

See accompanying notes to budgetary comparison schedule.

TOWN OF JEROME, ARIZONA
Required Supplementary Information
Notes to Budgetary Comparison Schedules
June 30, 2020

NOTE 1 – BUDGETING AND BUDGETARY CONTROL

Arizona Revised Statutes (A.R.S.) requires the Town to prepare and adopt a balanced budget annually for each governmental fund. The Town Council must approve such operating budgets on or before the third Monday in July to allow sufficient time for the legal announcements and hearings required for the adoption of the property tax levy on the third Monday in August. A.R.S. prohibits expenditures or liabilities in excess of the amounts budgeted.

Expenditures may not legally exceed appropriations at the department level. In certain instances, transfers of appropriations between departments or from the contingency account to a department may be made upon the Town Council's approval. With the exception of the General Fund, each fund includes only one department.

NOTE 2 – BUDGETARY BASIS OF ACCOUNTING

The Town's budget is prepared on a basis consistent with generally accepted accounting principles.

TOWN OF JEROME, ARIZONA
Required Supplementary Information
Schedule of Changes in Town's
Net Pension/OPEB Liability (Asset) and Related Ratios
Agent Plans
June 30, 2020

PSPRS - Pension

	Reporting Fiscal Year (Measurement Date)						2014 through 2011
	2020 (2019)	2019 (2018)	2018 (2017)	2017 (2016)	2016 (2015)	2015 (2014)	
Total pension liability							Information not available
Service cost	\$ 43,190	\$ 43,075	\$ 43,451	\$ 28,796	\$ 33,397	\$ 32,631	
Interest on the total pension liability	53,067	32,409	27,384	22,890	19,718	18,410	
Changes of benefit terms	-	-	(3,199)	31,147	-	(1,024)	
Differences between expected and actual experience in the measurement of the pension liability	10,039	182,031	(5,961)	(30,273)	(10,398)	(36,345)	
Changes of assumptions or other inputs	8,131	-	11,358	13,630	-	2,606	
Net change in total pension liability	114,427	257,515	73,033	66,190	42,717	16,278	
Total pension liability - beginning	673,937	416,422	343,389	277,199	234,482	218,204	
Total pension liability - ending (a)	<u>\$ 788,364</u>	<u>\$ 673,937</u>	<u>\$ 416,422</u>	<u>\$ 343,389</u>	<u>\$ 277,199</u>	<u>\$ 234,482</u>	
Plan fiduciary net position							
Contributions - employer	\$ 30,279	\$ 33,078	\$ 20,572	\$ 20,660	\$ 18,279	\$ 13,997	
Contributions - employee	17,455	16,778	17,348	19,027	18,421	15,379	
Net investment income	39,141	43,209	51,823	2,358	13,372	40,722	
Hall/Parker Settlement	-	(19,614)	-	-	-	-	
Administrative expense	(1,680)	(1,358)	(859)	(739)	(707)	-	
Other changes	-	112,027	6	(13,001)	(269)	(26,233)	
Net change in plan fiduciary net position	85,195	184,120	88,890	28,305	49,096	43,865	
Plan fiduciary net position - beginning	697,633	513,513	424,623	396,318	347,222	303,357	
Plan fiduciary net position - ending (b)	<u>\$ 782,828</u>	<u>\$ 697,633</u>	<u>\$ 513,513</u>	<u>\$ 424,623</u>	<u>\$ 396,318</u>	<u>\$ 347,222</u>	
Town's net pension liability (asset) - ending (a) - (b)	<u>\$ 5,536</u>	<u>\$ (23,696)</u>	<u>\$ (97,091)</u>	<u>\$ (81,234)</u>	<u>\$ (119,119)</u>	<u>\$ (112,740)</u>	
Plan fiduciary net position as a percentage of the total pension liability	99.30%	103.52%	123.32%	123.66%	142.97%	148.08%	
Covered payroll	\$ 203,480	\$ 195,265	\$ 176,917	\$ 136,151	\$ 134,655	\$ 167,936	
Town's net pension (asset) liability as a percentage of covered payroll	2.72%	-12.14%	-54.88%	-59.66%	-88.46%	-67.13%	

See accompanying notes to pension/OPEB plan schedules.

TOWN OF JEROME, ARIZONA
Required Supplementary Information
Schedule of Changes in Town's
Net Pension/OPEB Liability (Asset) and Related Ratios
Agent Plans
June 30, 2020

PSPRS - Health Insurance Premium Benefit	Reporting Fiscal Year			
	(Measurement Date)			
	2020	2019	2018	2017
	(2019)	(2018)	(2017)	through
	2017			through
	2011			2011
Total OPEB liability				
Service cost	\$ 1,269	\$ 1,601	\$ 1,521	Information
Interest on the total OPEB liability	2,337	1,289	1,216	not available
Differences between expected and actual experience in the measurement of the pension liability	(5,243)	10,803	(353)	
Changes of assumptions or other inputs	275	-	(1,214)	
Net change in total OPEB liability	(1,362)	13,693	1,170	
Total OPEB liability - beginning	30,312	16,619	15,449	
Total OPEB liability - ending (a)	<u>\$ 28,950</u>	<u>\$ 30,312</u>	<u>\$ 16,619</u>	
Plan fiduciary net position				
Contributions - employer	\$ 982	\$ 957	\$ 651	
Net investment income	1,475	1,703	2,500	
Administrative expense	(25)	(26)	(23)	
Other changes	-	(1)	-	
Net change in plan fiduciary net position	2,432	2,633	3,128	
Plan fiduciary net position - beginning	26,716	24,083	20,955	
Plan fiduciary net position - ending (b)	<u>\$ 29,148</u>	<u>\$ 26,716</u>	<u>\$ 24,083</u>	
Town's net OPEB (asset) liability - ending (a) - (b)	<u>\$ (198)</u>	<u>\$ 3,596</u>	<u>\$ (7,464)</u>	
Plan fiduciary net position as a percentage of the total OPEB liability	100.68%	88.14%	144.91%	
Covered payroll	\$ 203,480	\$ 195,265	\$ 176,917	
Town's net OPEB (asset) liability as a percentage of covered payroll	-0.10%	1.84%	-4.22%	

See accompanying notes to pension/OPEB plan schedules.

TOWN OF JEROME, ARIZONA
Required Supplementary Information
Schedule of Town Pension/OPEB Contributions
June 30, 2020

	PSPRS - Pension							2013 through 2011
	Reporting Fiscal Year							
	2020	2019	2018	2017	2016	2015	2014	
Actuarially determined contribution	\$ 28,276	\$ 30,279	\$ 33,078	\$ 20,572	\$ 20,660	\$ 18,279	\$ 13,997	Information not available
Town's contributions in relation to the actuarially determined contribution	<u>(28,276)</u>	<u>(30,279)</u>	<u>(33,078)</u>	<u>(20,572)</u>	<u>(20,660)</u>	<u>(18,279)</u>	<u>(13,997)</u>	
Town's contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Town's covered-employee payroll	<u>\$ 214,538</u>	<u>\$ 203,480</u>	<u>\$ 195,265</u>	<u>\$ 176,917</u>	<u>\$ 136,151</u>	<u>\$ 134,655</u>	<u>\$ 167,936</u>	
Town's contributions as a percentage of covered payroll	13.18%	14.88%	16.94%	11.63%	15.17%	13.57%	8.33%	

	PSPRS - Health Insurance Premium Benefit				
	Reporting Fiscal Year				
	2020	2019	2018	2017	2016 through 2011
Actuarially determined contribution	\$ 1,695	\$ 982	\$ 957	\$ 651	Information not available
Town's contributions in relation to the actuarially determined contribution	<u>(1,695)</u>	<u>(982)</u>	<u>(957)</u>	<u>(651)</u>	
Town's contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Town's covered payroll	<u>\$ 214,538</u>	<u>\$ 203,480</u>	<u>\$ 195,265</u>	<u>\$ 176,917</u>	
Town's contributions as a percentage of covered payroll	0.79%	0.48%	0.49%	0.37%	

See accompanying notes to pension/OPEB plan schedules.

TOWN OF JEROME, ARIZONA
Required Supplementary Information
Notes to Pension/OPEB Plan Schedules
June 30, 2020

NOTE 1 – ACTUARIALLY DETERMINED CONTRIBUTION RATES

Actuarial determined contribution rates for PSPRS are calculated as of June 30 two years prior to the end of the fiscal year in which contributions are made. The actuarial methods and assumptions used to establish the contribution requirements are as follows:

Actuarial cost method	Entry age normal
Amortization method	Level percent-of-pay, closed
Remaining amortization period as of the 2018 actuarial valuation	19 years
Asset valuation method	7-year smoothed market value; 80%/120% market corridor
Actuarial assumptions:	
Investment rate of return	In the 2017 actuarial valuation, the investment rate of return was decreased from 7.5% to 7.4%. In 2016 actuarial valuation, the investment rate of return was decreased from 7.85% to 7.5%. In the 2013 actuarial valuation, the investment rate of return was decreased from 8.0% to 7.85%.
Projected salary increases	In the 2017 actuarial valuation, projected salary increases were decreased from 4.0%–8.0% to 3.5%–7.5% for PSPRS. In the 2014 actuarial valuation, projected salary increases were decreased from 4.5%–8.5% to 4.0%–8.0% for PSPRS. In the 2013 actuarial valuation, projected salary increases were decreased from 5.0%–9.0% to 4.5%–8.5% for PSPRS.
Wage growth	In the 2017 actuarial valuation, wage growth was decreased from 4% to 3.5% for PSPRS. In the 2014 actuarial valuation, wage growth was decreased from 4.5% to 4.0% for PSPRS. In the 2013 actuarial valuation, wage growth was decreased from 5.0% to 4.5% for PSPRS.
Retirement age	Experience-based table of rates that is specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period July 1, 2006 - June 30, 2011.
Mortality	In the 2017 actuarial valuation, changed to RP-2014 tables, with 75% of MP-2016 fully generational projection scales. RP-2000 mortality table (adjusted by 105% for both males and females)

NOTE 2 – FACTORS THAT AFFECT TRENDS

Arizona courts have ruled that provisions of a 2011 law that changed the mechanism for funding permanent pension benefit increases and increased employee pension contribution rates were unconstitutional or a breach of contract because those provisions apply to individuals who were members as of the law’s effective date. As a result, the PSPRS changed benefit terms to reflect the prior mechanism for funding permanent benefit increases for those members and revised actuarial assumptions to explicitly value future permanent benefit increases. PSPRS also reduced those members’ employee contribution rates. These changes are reflected in the plans’ pension liabilities for fiscal year 2015 (measurement date 2014) for members who were retired as of the law’s effective date and fiscal year 2018 (measurement date 2017) for members who retired or will retire after the law’s effective date.

TOWN OF JEROME, ARIZONA
Required Supplementary Information
Notes to Pension/OPEB Plan Schedules
June 30, 2020

NOTE 2 – FACTORS THAT AFFECT TRENDS – Continued

These changes also increased the PSPRS-required pension contributions beginning in fiscal year 2016 for members who were retired as of the law's effective date. These changes increased the PSPRS-required contributions beginning in fiscal year 2019 for members who retired or will retire after the law's effective date. Also, the Town refunded excess employee contributions to PSPRS members. PSPRS allowed the Town to reduce its actual employer contributions for the refund amounts. As a result, the Town's pension contributions were less than the actuarially or statutorily determined contributions for 2018 and 2019.

OTHER SUPPLEMENTARY INFORMATION

TOWN OF JEROME, ARIZONA
Other Supplementary Information
Segmented Statement of Revenue, Expenses, and Changes
in Fund Net Position
Utilities Fund
Year Ended June 30, 2020

	Water Utility	Sewer Utility	Sanitation Utility	Total Utilities Fund
Operating revenues				
Charges for services	\$ 171,120	\$ 174,929	\$ 174,649	\$ 520,698
Miscellaneous	5,051	-	1,386	6,437
Total operating revenues	<u>176,171</u>	<u>174,929</u>	<u>176,035</u>	<u>527,135</u>
Operating expenses				
Personnel	85,946	47,478	77,061	210,485
Depreciation	53,841	20,697	276	74,814
Contract services	11,100	38,671	1,799	51,570
Repairs and maintenance	22,107	18,517	6,764	47,388
Legal and professional	14,262	18,044	-	32,306
Fees and permits	637	2,129	20,261	23,027
Insurance	6,154	6,974	8,204	21,332
Office	5,487	8,024	1,401	14,912
Fuel	1,990	1,549	6,840	10,379
Tools and equipment	644	3,397	5,018	9,059
Utilities	606	2,553	148	3,307
Miscellaneous	650	335	257	1,242
Total operating expenses	<u>203,424</u>	<u>168,368</u>	<u>128,029</u>	<u>499,821</u>
Operating income	(27,253)	6,561	48,006	27,314
Nonoperating revenues (expenses)				
Gain on disposal of capital assets	578	576	576	1,730
Investment earnings	-	55	-	55
Interest expense	(218)	(6,634)	-	(6,852)
Total nonoperating revenues (expenses)	<u>360</u>	<u>(6,003)</u>	<u>576</u>	<u>(5,067)</u>
Income (loss) before transfers	(26,893)	558	48,582	22,247
Transfer out	(48,232)	(48,232)	(53,232)	(149,696)
Transfer in	120,000	70,000	-	190,000
Increase (decrease) in net position	44,875	22,326	(4,650)	62,551
Net position, beginning of year	<u>1,511,632</u>	<u>746,343</u>	<u>(138,334)</u>	<u>2,119,641</u>
Net position, end of year	<u><u>\$1,556,507</u></u>	<u><u>\$ 768,669</u></u>	<u><u>\$ (142,984)</u></u>	<u><u>\$2,182,192</u></u>



1535 W. Harvard Avenue, Suite 101 · Gilbert, Arizona 85233

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL
CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

To the Town Council
Town of Jerome, Arizona

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, and each major fund of the Town of Jerome, Arizona, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town of Jerome, Arizona's basic financial statements and have issued our report thereon dated January 15, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Jerome, Arizona's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Jerome, Arizona's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Jerome, Arizona's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

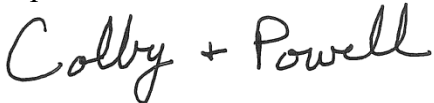
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Jerome, Arizona's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Colby + Powell".

January 15, 2021

TOWN OF JEROME, ARIZONA

Annual Expenditure Limitation Report
and Independent Accountants' Report
June 30, 2020

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INDEPENDENT ACCOUNTANTS' REPORT

The Auditor General of the State of Arizona and
The Honorable Mayor and Town Council
of the Town of Jerome, Arizona

We have examined the accompanying Annual Expenditure Limitation Report of the Town of Jerome, Arizona for the year ended June 30, 2020, and the related notes to the report. The Town's management is responsible for presenting this report in accordance with the uniform expenditure reporting system as described in Note 1. Our responsibility is to express an opinion on this report based on our examination.

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether this report is presented in accordance with the uniform expenditure reporting system in all material respects. An examination involves performing procedures to obtain evidence about the amounts and disclosures in the report. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the report, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the annual expenditure limitation report referred to above is presented in accordance with the uniform expenditure reporting system as described in Note 1 in all material respects.

Colby + Powell

January 15, 2021

TOWN OF JEROME, ARIZONA
Annual Expenditure Limitation Report – Part I
Year Ended June 30, 2020

1. Voter-approved alternative expenditure limitation	\$ 5,847,811
2. Amount subject to the expenditure limitation (total amount from Part II, Line C)	<u>2,775,242</u>
3. Amount under the expenditure limitation	<u><u>\$ 3,072,569</u></u>

I hereby certify, to the best of my knowledge and belief, that the information contained in this report is accurate and in accordance with the requirements of the uniform expenditure reporting system.

Signature of Chief Fiscal Officer: _____

Name and Title: _____

Telephone Number: _____ Date: _____

See accompanying notes to report.

TOWN OF JEROME, ARIZONA
Annual Expenditure Limitation Report – Part II
Year Ended June 30, 2020

Description	Governmental funds	Enterprise funds	Fiduciary funds	Total
A. Amounts reported on the reconciliation, line D	\$ 2,296,352	\$ 465,940	\$ 12,950	\$ 2,775,242
B. Less exclusions claimed:	-	-	-	-
Total exclusions claimed	-	-	-	-
C. Amounts subject to the expenditure limitation	<u>\$ 2,296,352</u>	<u>\$ 465,940</u>	<u>\$ 12,950</u>	<u>\$ 2,775,242</u>

See accompanying notes to report.

TOWN OF JEROME, ARIZONA
Annual Expenditure Limitation Report – Reconciliation
Year Ended June 30, 2020

Description	Governmental funds	Enterprise funds	Fiduciary funds	Total
A. Total expenditures/expenses/deductions and applicable other financing uses, special items, and extraordinary items reported within the fund financial statements	\$ 2,297,547	\$ 506,673	\$ 12,950	\$ 2,817,170
B. Subtractions:				
1. Items not requiring use of current financial resources:				
a. Depreciation	-	74,814	-	74,814
2. Required fees paid to the Arizona Department of Revenue	1,195	-	-	1,195
Total subtractions	<u>1,195</u>	<u>74,814</u>	<u>-</u>	<u>76,009</u>
C. Additions:				
1. Principal payments on long-term debt	-	13,127	-	13,127
2. Capital asset acquisitions	-	20,954	-	20,954
Total additions	<u>-</u>	<u>34,081</u>	<u>-</u>	<u>34,081</u>
D. Amounts reported on part II, line A	<u><u>\$ 2,296,352</u></u>	<u><u>\$ 465,940</u></u>	<u><u>\$ 12,950</u></u>	<u><u>\$ 2,775,242</u></u>

See accompanying notes to report.

TOWN OF JEROME, ARIZONA
Notes to Annual Expenditure Limitation Report
Year Ended June 30, 2020

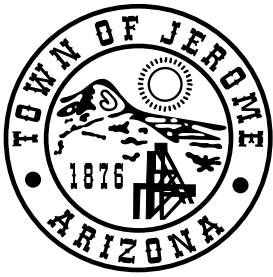
NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Annual Expenditure Limitation Report (AELR) is presented as prescribed by the uniform expenditure reporting system (UERS), as required by Arizona Revised Statutes §41-1279.07, and in accordance with the voter-approved alternative expenditure limitation adopted April 19, 2016, as authorized by the Arizona Constitution, Article IX, §20(9).

In accordance with the UERS, a note to the AELR is presented below for any exclusion claimed on part II and each subtraction or addition in the reconciliation that cannot be traced directly to an amount reported in the fund financial statements. All references to financial statement amounts in the following notes refer to the statement of revenues, expenditures, and changes in fund balances for the governmental funds; statement of revenues, expenses, and changes in fund net position for the proprietary funds; statement of cash flows for the proprietary funds; and the statement of changes in fiduciary net position for the fiduciary funds.

NOTE 2 – PRINCIPAL PAYMENTS ON LONG-TERM DEBT

The addition of \$13,127 for principal payments on long-term debt in the enterprise funds consists of principal paid of \$1,384 on the Town's capital leases payable and \$11,743 on the Town's revenue bonds payable.



TOWN OF JEROME

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ORDINANCE NO. 465

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

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

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

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

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

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

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

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

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

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

Date of first reading: _____

Dates of publication: _____

Date of adoption: _____

Date of posting: _____

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

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

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

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

B. PERMITTED USES

4. Hotels ~~and motels~~.

C. CONDITIONAL USES

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

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

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

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

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

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

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

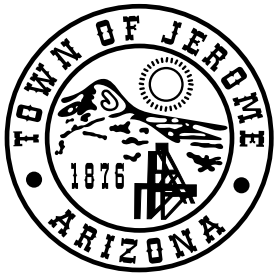
Dr. Jack Dillenberg, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney



TOWN OF JEROME

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ORDINANCE NO. 466

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, RESCINDING CERTAIN CODE AMENDMENTS ENACTED WITH ORDINANCE 396, ADOPTED AUGUST 14, 2012, ENTITLED "AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 13-5, "RATES AND BILLS," OF CHAPTER 13, "WATER," OF THE JEROME TOWN CODE REGARDING WATER HOOKUP FEES."

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

Section 1. The Code amendments (additions and deletions) enacted with Ordinance No. 396, adopted August 14, 2012, entitled "An Ordinance of the Mayor and Town Council of the Town of Jerome, Yavapai County, Arizona, Amending Section 13-5, "Rates and Bills," of Chapter 13, "Water," of the Jerome Town Code Regarding Water Hookup Fees," are hereby rescinded, EXCEPT FOR the following language that was added with Ordinance 396 and which shall be retained:

1. The first paragraph under "B. Water Hook Up Fees," reading:
"Requests for water hookups shall be made by the property owner in writing to the Town Manager on forms provide by the Town. The following hookup fees shall be assessed:"
2. The words "including the cost of the water meter" which were inserted by Ordinance 396 in the last paragraph under "B. Water Hook Up Fees"

Section 2. After these changes have been made, Paragraph B, "Water Hook Up Fees/Charges," of Section 13-5, "Rates and Bills," of the Jerome Town Code shall read as follows:

B. Water Hook Up Fees/Charges

Requests for water hookups shall be made by the property owner in writing to the Town Manager on forms provided by the Town. The following hookup fees shall be assessed:

1.	Residential	\$ 5,000.00
2.	Small Business	\$ 5,800.00
3.	Medium Business	\$ 6,200.00
4.	Large Business	\$ 7,000.00
5.	Small Industry	\$ 6,200.00
6.	Medium Industry	\$ 7,000.00
7.	Large Industry	\$11,000.00
8.	Vineyards, per parcel, as defined in Chapter 16 of the Jerome Town Code	\$ 7,000.00

Materials, equipment and labor involved in connection, including the cost of the water meter, will be charged in addition to the above listed hook up fees. Hook up fees may be paid no earlier than two years prior to issuance of a building permit. If a building permit is not issued before the two-year anniversary date of the payment, paid fees shall be refunded to the depositor and fees must be repaid at that time at the rates then in effect prior to issuance of a building permit.

Date of first reading: 2/8/2021

Dates of publication: _____

Date of adoption: _____

Date of posting: _____

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

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

Section 4. All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency herewith.

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

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

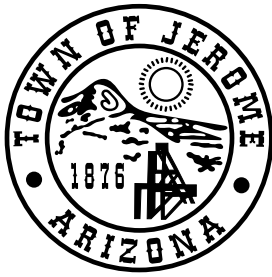
Dr. Jack Dillenberg, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney



TOWN OF JEROME

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ORDINANCE NO. 467

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, RESCINDING CERTAIN CODE AMENDMENTS ENACTED WITH ORDINANCE 398, ADOPTED AUGUST 14, 2012, ENTITLED "AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 13-5, 'RATES AND BILLS,' OF CHAPTER 13, 'WATER,' OF THE JEROME TOWN CODE REGARDING SEWER HOOKUP FEES."

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

Section 1. The Code amendments (additions and deletions) enacted with Ordinance No. 398, adopted August 14, 2012, entitled "An Ordinance of the Mayor and Town Council of the Town of Jerome, Yavapai County, Arizona, Amending Section 13-5, "Rates and Bills," of Chapter 13, "Water," of the Jerome Town Code Regarding Sewer Hookup Fees," are hereby rescinded, EXCEPT FOR the following language that was added with Ordinance 398 and which shall be retained:

1. The first paragraph under "E. Sewer Hook Up Fees/Charges," reading:
"Requests for sewer hookups shall be made by the property owner in writing to the Town Manager on forms provide by the Town. The following hookup fees shall be assessed:"

Section 2. After these changes have been made, Paragraph E, "Sewer Hook Up Fees/Charges," of Section 13-5, "Rates and Bills," of the Jerome Town Code shall read as follows:

E. Sewer Hook Up Fees/Charges

Requests for sewer hookups shall be made by the property owner in writing to the Town Manager on forms provided by the Town. The following hookup fees shall be assessed:

- | | | |
|----|-------------------------------------|-------------|
| 1. | Single Residence – per connection | \$5,500.00 |
| 2. | Multiple Residence – per connection | \$ 5,500.00 |
| 3. | Bar Only – per seat | \$ 550.00 |
| 4. | Hotel/Motel/B&B | \$ 5,500.00 |
| 5. | Manufacturing – per connection | \$ 5,500.00 |
| 6. | Public Restroom – per fixture | \$ 550.00 |
| 7. | Office - per 100 sq. ft. | \$ 150.00 |
| 8. | Restaurant – per seat | \$ 550.00 |
| 9. | Retail Shop | \$ 5,500.00 |

Materials, equipment and labor involved in connection will be charged in addition to the above listed hook up fees. Hook up fees may be paid no earlier than two years prior to issuance of a building permit. If a building permit is not issued before the two-year anniversary date of the payment, paid fees shall be refunded to the depositor and fees must be repaid at that time at the rates then in effect prior to issuance of a building permit.

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

Date of first reading: 2/8/2021

Dates of publication: _____

Date of adoption: _____

Date of posting: _____

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						

Section 4. All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency herewith.

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

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

Dr. Jack Dillenberg, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney



TOWN OF JEROME

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

Founded 1876
Incorporated 1899

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

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

Name: Suzy Mound Date: 2-2-2020

Mailing Address: PO Box 783 Jerome

Physical Address: 646 Center Avenue

Home phone: _____ Cell phone: 928-202-2700

Email: findsuzy@gmail.com

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

How long have you resided in Jerome? 24.5 years

Have you read Jerome's present Zoning Ordinance? yes

Have you read Jerome's Comprehensive Plan? yes

Do you have previous experience on any of our boards or commissions? If yes, which ones? Have you served on similar committees, councils, boards, etc. in other communities? Which? When? Where?
Comprehensive Plan Committee 4 years / General Plan Board of Adjustment past 4-5 years

Please list any or all background information that would enhance your qualifications to serve.
Previous experience on BOA.
Degree in Business Administration
Open Meeting Law Training

Briefly state your reasons for wanting to serve at this time.
I genuinely care about Jerome and that ordinances are adhered to.

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

What attracted you to Jerome?

The desire to live in a peaceful, quiet small town.

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

Until the sewer system can be expanded, it's vital to minimize growth in order to protect our aging infrastructure.

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

Viable commercial district with infrastructure that can accommodate increased tourism without allowing encroachment into the residential neighborhoods.

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

The Historic Landmark Status is very important and should be guarded.

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

improve residential roads and infrastructure, especially Center Avenue.

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

Good listener, able to research and understand issues. ~~Try~~ to be a good communicator.

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

Yes

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

Yes, decisions must be based on Town Ordinances.

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

Living here. lol. Making decisions based on Town Ordinances even when it's contrary to what friends or neighbors want. Previous BOA meetings



TOWN OF JEROME

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

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

Name: Natalie Barlow Date: Feb 8, 2021

Mailing Address: P.O. Box 282 Jerome, Az 86331

Physical Address: 31 Magnolia Ave. Jerome, Az 86331

Home phone: 928-634-8139 Cell phone: Ø

Email: stone.carver@earthlink.net

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

How long have you resided in Jerome? 47 years

Have you read Jerome's present Zoning Ordinance? yes

Have you read Jerome's Comprehensive Plan? yes

Do you have previous experience on any of our boards or commissions? If yes, which ones? Have you served on similar committees, councils, boards, etc. in other communities? Which? When? Where? No
Planning + Zoning board, BoA Adjustment in Jerome
General Plan committee 2017

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

Lived in Jerome a long time to see progress
willing + desire to volunteer
capable of decision-making + (team) Board participation

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

(am able)
Volunteer participation with town. I can volunteer to Serve
interest in development, progress, maintenance on
of our HISTORICAL town, board.

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

What attracted you to Jerome? a good place to raise 3 sons - community of people - industrious, creative, caring, sharing, helping, problem solving, music, got lucky, children
small population, fresh air, beautiful view, place

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

water use, sewer, traffic - backed up down to Haver church, Mumai House, ~~use~~ 294 streets,

What is your long-term "vision" for Jerome? Please explain your answer. maintain historic character and status as a ~~Historic~~ National Historic Landmark, encourage a diverse business and Arts community, preserving the high quality of life for residents

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

Utmost importance.

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

- 1) Sewer pipes, sewage plant....
- 2) streets, school street stairs,

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

- 1) careful, focused reader, attentive listener, aware of ^{zoning} ordinances, + general plan to give requirements for proposals, appeals, ~~ordinances~~
- 2) I want to be a ^{volunteer} member Board of Adjustment and Do best I can.

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

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

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

- 1) past years of experience on Board of Adjustment + P+Z board
- 2) member of JVFD as EMT - participate as team to provide necessary medical attention in accordance with rules, regulations, laws

Updated 01-27-2021

- 3) create + participate in housing carpation to restore houses on Company Hill according to laws, rules, regulations, ordinances

deciding various situations -



AUTHORIZATION FOR AMENDMENT

TO: <u>Town of Jerome</u>	ATTN: <u>Candace B. Gallagher</u>
<u>600 Clark Street</u>	DATE: <u>January 5, 2021</u>
<u>Jerome, AZ 86331</u>	PROJECT: <u>B614 Jerome WWTP</u>
	AMEND AUTH#: <u>1</u>

DESCRIPTION OF SERVICES

Through coordination with ADEQ on a compliance plan, the engineering scope was modified. The original scope included a process evaluation with a sampling study as well as an effluent management evaluation prior to putting together a PER document. The engineer assisted in ADEQ coordination and is taking direction from the Town to disregard the sampling study and effluent management evaluation. Engineer will directly move into preparing USDA-RD reporting (PER and Environmental Report/Cat-X) to submit for funding.

The total contract amount will remain the same. Following is the adjusted scope and compensation. A schedule of values breakdown illustrates the current remaining balance that will be redistributed. A new labor breakdown is included to show the updated tasks and labor distribution.

Task 10 – Project Management

- 1) Meetings
 - a. Attend up to three (3) meetings. It is the intent that the meetings will take place at the deliverable milestones for review and discussion with the Town. These meetings include:
 - Preliminary Process Evaluation Review
 - Effluent Management Evaluation Review
 - USDA-RD Draft Report Review
- 2) Management and Coordination
 - a. Provide internal and external project management coordination.
 - Internal project planning, progress status updates, etc.
 - General email/telephone communications with Town project team.
 - b. Prepare monthly progress billing and invoices.
 - c. Develop and maintain project schedule.

BUDGET NOTE: Partially completed, continuing budget to be billed as complete, no additional budget added.

Task 11 – Funding Assistance

- 1) Meetings and Coordination
 - a. Assist in coordination and attend meetings four (4) meetings (2 in person and 2 via phone) with Agency representatives.

- b. Communicate regularly with funding agency on project (including funding strategies, providing engineer's estimates for different options, assist Town in complying with necessary documentation and coordinating information for meetings).
 - c. Report all communication and findings to Town.
- 2) Compliance Support
- a. Assist Town in compliance efforts which include, but are not limited to:
 - Gathering and organizing of requested financial information and Agency follow up.
 - Gathering and execution of required federal forms and Agency follow up.
 - Owner/Engineer contract administration (correct forms, terms, invoicing, etc.) and Agency follow up.
 - Consultant shall be available for assisting Town in coordination with USDA-RD with all requests for required items to populate RD Apply.
 - b. Support Town in the coordination and facilitation of all required processes for compliance, such as, steps required to gain USDA-RD concurrence of all related documents.

BUDGET NOTE: Partially completed, continuing budget to be billed as complete, additional budget added.

Task 12 – Data Gathering & Analysis

- 1) Consultant shall obtain, sort, and review available data including, but not limited to:
 - a. Historical Flow Rates
 - b. Treatment Plant Loading, Translator Study
 - c. Plans, As-Builts
 - d. Operation & maintenance (O&M)
 - e. Biosolids Disposal
- 2) Consultant shall perform an onsite inspection and process overview. This shall include two (2) people and include a full day visit (8 hours).
- 3) Consultant shall develop data gap and testing protocol documentation for the gathering of additional information required for the process evaluation.

BUDGET NOTE: 100% Complete

Task 13 – Process Evaluation

- 1) Process Evaluation Technical Memorandum

BUDGET NOTE: Partially completed, no additional work to be completed under this task, unused budget moved to USDA Reporting efforts in Task 15

Task 15 – USDA-RD Reports & Documentation

- 1) Data Gathering & Analysis
 - a. Consultant shall obtain, sort, and review available, as required for the assembly of the USDA PER, data including, but not limited to:
 - i. Historical Flow Rates
 - a) Residential
 - b) Commercial
 - ii. Town Financial statements
 - a) Assets Liabilities, Revenues Expenses, Household median Income & etc.
 - General Fund
 - Sewer enterprise Fund
 - iii. Connections Residential & Commercial
 - iv. Collection system plans and proposed improvements
 - b. Consultant shall collect updated data, and organize/analyze for use in the PER.
- 2) Process Evaluation
 - a. Discuss Alternative Selection Analysis to include:
 - Treatment Plant Location evaluation
 - a. Existing Site vs new Site
 - Treatment plant type evaluation
 - Consultant shall evaluate data and process information to develop improvements alternatives.
 - b. Consultant shall prepare a technical evaluation of the alternatives proposed as required for the PER to include:
 - Improvement alternatives
 - Preliminary budgets
 - Recommendations
- 2) USDA-RD Preliminary Engineering Report (PER)
 - a. Prepare PER according to the RUS Bulletin 1780-2 and shall include, but is not limited to:
 - i. Project background
 - ii. Environmental resource information
 - iii. Description of project need
 - iv. Existing facility and financial information
 - v. Alternative evaluation
 - vi. Alternative 20-year life cycle cost (LCC) analysis
 - vii. Recommendation
- 3) QAQC Review
 - a. Consultant shall perform in-house QAQC reviews specifically for the project to ensure:

- i. Overall demonstration of quality in deliverables
 - ii. Conformance with industry standards
 - iii. Constructability
 - iv. Accurate budget estimates and cost-effective approaches
 - v. Risks are anticipated, identified, and minimized/avoided
- 4) USDA-RD Environmental Categorical Exclusion
- a. Consultant shall coordinate with the Town and USDA-RD to determine if this project will be considered a categorical exclusion and to provide any necessary documentation.

BUDGET NOTE: Not completed, added budget and subtasks for completion

Task 16 – ADEQ Consulting

- 1) Consultant shall review existing permits and provide recommendations on a compliance plan and attend Council meeting to present information. Consultant shall attend necessary meetings with ADEQ to provide technical expertise in discussions.
- 2) Provide monthly project progress description for Town's use in submitting ADEQ status reports per the consent order requirements.

BUDGET NOTE: New task

Task 00 – Reimbursable/Expenses (T&E)

(To include all blueprinting, shipping, travel, reproduction, and other miscellaneous direct project expenses. Reimbursables are invoiced separately at cost plus 10%.)

BUDGET NOTE: Partially completed, continuing budget to be billed as complete, no additional budget added.

AMOUNT OF COMPENSATION

<u>Task Description</u>	<u>Professional Fee</u>
10 Project Management	\$ 10,500.00
11 Funding Assistance	\$ 5,640.00
12 Data Gathering & Analysis	\$ 11,120.00
13 Process Evaluation	\$ 1,646.00
14 Effluent Management Evaluation	\$ 0.00
15 USDA-RD Reports & Documentation	\$ 32,394.00
16 ADEQ Consulting	\$ 8,000.00
00 Reimbursable/Expenses (T&E)	\$ 3,000.00
TOTAL FIXED FEE:	\$ 72,300.00

This Request – Amendment #1: \$0

Agreement Summary:

Original agreement amount:	\$ 72,300.00
Net change for prior amendments:	\$ 0.00
This amendment amount:	\$ 0.00
Adjusted Agreement amount:	\$ 72,300.00

Estimated By:



Michael G. Krebs - PACE 01/05/21
Date

AGREED TO AND ACCEPTED BY:

AGENCY CONCURRENCE:

Town of Jerome Date

USDA-RD Date

SCHEDULE OF VALUES MODIFICATION DETAILS

JEROME WWTP (REVISED 01/05/2021 FOR AMENDMENT #1)

TASK	DESCRIPTION OF WORK / MILESTONE	SCHEDULED VALUE	BILLED TO DATE	REMAINING BALANCE	NOTES
10	Project Management	\$ 10,500.00	\$ 3,275.00	\$ 7,225.00	Balance will be kept and used as project continues
	<i>Meetings (3)</i>	\$7,500.00	\$2,475.00	\$5,025.00	
	<i>Management & Coordination</i>	\$3,000.00	\$800.00	\$2,200.00	
11	Funding Assistance	\$ 4,840.00	\$ 3,040.00	\$ 1,800.00	Balance will be kept and used as project continues, additional added from other tasks
	<i>Meetings (4) & Coordination</i>	\$3,600.00	\$1,800.00	\$1,800.00	
	<i>Compliance Support</i>	\$1,240.00	\$1,240.00	\$0.00	
12	Data Gathering	\$ 11,120.00	\$ 11,120.00	\$ -	Billed 100%, no additional budget will be added
	<i>Existing Data Collection</i>	\$4,820.00	\$4,820.00	\$0.00	
	<i>Onsite Inspection</i>	\$2,520.00	\$2,520.00	\$0.00	
	<i>Data Gap & Testing Protocol</i>	\$3,780.00	\$3,780.00	\$0.00	
13	Process Evaluation	\$ 21,280.00	\$ 1,646.00	\$ 19,634.00	No additional budget will be billed, remaining funds will be moved to other tasks
	<i>Process Evaluation Memo</i>	\$16,460.00	\$1,646.00	\$14,814.00	
	<i>QAQC Review</i>	\$440.00	\$0.00	\$440.00	
	<i>Pilot Study Development</i>	\$4,380.00	\$0.00	\$4,380.00	
	<i>Pilot Study Assistance</i>	\$0.00	\$0.00	\$0.00	
14	Effluent Management Evaluation Memo	\$ 11,740.00	\$ -	\$ 11,740.00	No budget will be billed, remaining funds will be moved to other tasks, task will be deleted
	<i>Effluent Management Evaluation Memo</i>	\$11,300.00	\$0.00	\$11,300.00	
	<i>QAQC Review</i>	\$440.00	\$0.00	\$440.00	
15	USDA-RD Reports & Documentation	\$ 9,820.00	\$ -	\$ 9,820.00	Balance will be kept and used as project continues, additional budget will be added from other tasks
	<i>USDA-RD Preliminary Engineering Report (PER)</i>	\$8,320.00	\$0.00	\$8,320.00	
	<i>QAQC Review</i>	\$440.00	\$0.00	\$440.00	
	<i>USDA-RD Environmental Categorical Exclusion</i>	\$1,060.00	\$0.00	\$1,060.00	
00	Expenses	\$ 3,000.00	\$ 1,490.16	\$ 1,509.84	Balance will be kept and used as project continues
GRAND TOTALS:		\$ 72,300.00	\$ 20,571.16	\$ 51,728.84	

TOWN OF JEROME
WASTEWATER TREATMENT IMPROVEMENTS

LABOR BREAKDOWN (REVISED 01/05/2021 FOR AMENDMENT #1)

ACTIVITY DESCRIPTION PACE Task Number		Principal	Sr. Project Manager	Consulting Engineer	Sr. Project Engineer	Project Engineer	Design Engineer	Sr. CAD Designer	CAD Designer/ GIS Analyst	Graphics Designer	Proj. Coord.	Total Cost	
		\$250	\$220	\$205	\$185	\$160	\$130	\$135	\$110	\$105	\$90		
PROJECT MANAGEMENT		\$ -	\$ 3,520	\$ 1,640	\$ 1,480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 540	\$ 10,500.00	Partially Completed
10.1	Meetings (3)		8	8	8						2	\$ 5,025.00	Continuing Budget
10.2	Management & Coordination		8								4	\$ 2,200.00	No Added Budget
-	Adjustment												
Total Estimated Hours		0	16	8	8	0	0	0	0	0	6	38	
FUNDING ASSISTANCE		\$ -	\$ 1,320	\$ -	\$ 740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 540	\$ 5,640.00	Partially Completed
11.1	Meetings (4) & Coordination		4		4						2	\$ 1,800.00	Continuing Budget
11.2	Compliance Support		2								4	\$ 800.00	Added Budget
-	Adjustment												
Total Estimated Hours		0	6	0	4	0	0	0	0	0	6	16	
DATA GATHERING & ANALYSIS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,120.00	100% Complete
12.1	Existing Data Collection											\$ 4,820.00	
12.2	Onsite Inspection											\$ 2,520.00	
12.3	Data Gap & Testing Protocol											\$ 3,780.00	
Total Estimated Hours		0	0	0	0	0	0	0	0	0	0	0	
PROCESS EVALUATION		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,646.00	Partially Completed
13.1	Process Evaluation Memo											\$ -	Remaining Budget Moved
13.2	QAQC Review											\$ -	
13.3	Pilot Study Development											\$ -	
13.4	Pilot Study Assistance											\$ -	
-	Adjustment												
Total Estimated Hours		0	0	0	0	0	0	0	0	0	0	0	
EFFLUENT MANAGEMENT EVALUATION		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Not Completed
14.1	Effluent Management Evaluation Memo											\$ -	Remaining Budget Moved
14.2	QAQC Review											\$ -	
Total Hours		0	0	0	0	0	0	0	0	0	0	0	
USDA-RD REPORTS & DOCUMENTATION		\$ -	\$ 3,520	\$ 4,920	\$ 8,880	\$ -	\$ 6,760	\$ -	\$ 880	\$ 1,680	\$ 5,760	\$ 32,394.00	Partially Completed
15.1	Data Gathering & Analysis		2	2	8		4				4	\$ 3,210.00	Added Budget/Subtasks
51.2	Process Evaluation & Alternative Analysis		4	16	16		24		4	8	4	\$ 11,880.00	
15.1	USDA-RD Preliminary Engineering Report (PER)		4	4	24		24		4	8	40	\$ 14,134.00	
15.2	QAQC Review		2	2								\$ 850.00	
15.3	USDA-RD Environmental Categorical Exclusion		4								16	\$ 2,320.00	
Total Estimated Hours		0	16	24	48	0	52	0	8	16	64	228	
ADEQ CONSULTING		\$ -	\$ 3,520	\$ 820	\$ 2,960	\$ -	\$ 520	\$ -	\$ -	\$ -	\$ 180	\$ 8,000.00	New Task/Budget
16.1	ADEQ Meetings & Consulting		16	4	16		4				2	\$ 8,000.00	
Total Estimated Hours		0	16	4	16	0	4	0	0	0	2	42	
TOTAL STUDY & REPORT PHASE HOURS		0	54	36	76	0	56	0	8	16	78	324	
STUDY & REPORT PHASE SUBTOTAL (excludes expenses)												\$ 69,300.00	
Reimbursable Expenses		ALLOWANCE										\$ 3,000.00	Partially Completed
01	Reimbursable Expenses - Study & Report Phase	ALLOWANCE										\$ 1,509.84	Continuing Budget
-	Adjustment	BUDGET USED TO DATE										\$ 1,490.16	
EXPENSES SUBTOTAL												\$ 3,000.00	

PROJECT ENGINEERING COST SUMMARY	
STUDY & REPORT PHASE	\$ 72,300.00
GRAND TOTAL	\$ 72,300.00

PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES

TOWN OF JEROME WASTEWATER TREATMENT IMPROVEMENTS #B614

OBJECTIVE:

Provide engineering services to support the Town of Jerome for the evaluation its existing wastewater treatment plant. Currently the treatment facility is non-compliant because of permit limit exceedances of levels of Ammonia (Ammonia Impact Ratio). In addition, the facility has had random exceedances of Total Copper. Alternatives will be evaluated for process improvements and for effluent disposal in order to address these compliance issues with both short-term and long-term solutions.

SECTION A - SCOPE OF SERVICES:

A. Consultant agrees to perform the following services:

Task 10 – Project Management

1) Meetings

- a. Attend up to three (3) meetings. It is the intent that the meetings will take place at the deliverable milestones for review and discussion with the Town. These meetings include:
 - Preliminary Process Evaluation Review
 - Effluent Management Evaluation Review
 - USDA-RD Draft Report Review

2) Management and Coordination

- a. Provide internal and external project management coordination.
 - Internal project planning, progress status updates, etc.
 - General email/telephone communications with Town project team.
- b. Prepare monthly progress billing and invoices.
- c. Develop and maintain project schedule.

Task 11 – Funding Assistance

1) Meetings and Coordination

- a. Assist in coordination and attend meetings four (4) meetings (2 in person and 2 via phone) with Agency representatives.
- b. Communicate regularly with funding agency on project (including funding strategies, providing engineer's estimates for different options, assist Town in complying with necessary documentation and coordinating information for meetings).
- c. Report all communication and findings to Town.

2) Compliance Support

- a. Assist Town in compliance efforts which include, but are not limited to:
 - Gathering and organizing of requested financial information and Agency follow up.
 - Gathering and execution of required federal forms and Agency follow up.

- Owner/Engineer contract administration (correct forms, terms, invoicing, etc.) and Agency follow up.
 - Consultant shall be available for assisting Town in coordination with USDA-RD with all requests for required items to populate RD Apply.
- b. Support Town in the coordination and facilitation of all required processes for compliance, such as, steps required to gain USDA-RD concurrence of all related documents.

Task 12 – Data Gathering & Analysis

- 1) Consultant shall obtain, sort, and review available data including, but not limited to:
 - a. Historical Flow Rates
 - b. Treatment Plant Loading, Translator Study
 - c. Plans, As-Builts
 - d. Operation & maintenance (O&M)
 - e. Biosolids Disposal
- 2) Consultant shall perform an onsite inspection and process overview. This shall include two (2) people and include a full day visit (8 hours).
- 3) Consultant shall develop data gap and testing protocol documentation for the gathering of additional information required for the process evaluation.

Task 13 – Process Evaluation

- 1) Process Evaluation Technical Memorandum
 - a. Consultant shall evaluate data and process information to develop improvements alternatives.
 - b. Consultant shall prepare a technical memorandum (memo) of preliminary evaluation. Memo shall include:
 - Improvement alternatives
 - Preliminary budgets
 - Recommendations
- 2) Quality Assurance Quality Control (QAQC) Review
 - a. Consultant shall perform in-house QAQC reviews specifically for the project to ensure:
 - Overall demonstration of quality in deliverables
 - Conformance with industry standards
 - Constructability
 - Accurate budget estimates and cost-effective approaches
 - Risks are anticipated, identified, and minimized/avoided
- 3) Pilot Study Development
 - a. Determine feasibility of a pilot study to address short term treatment deficiencies and develop pilot study protocol documents.
- 4) Pilot Study Assistance

- a. Assist Town in performing pilot study.

Task 14 – Effluent Management Evaluation

1) Effluent Management Evaluation

- a. Consultant shall review and evaluate the Town-selected land application sites.
- b. Consultant shall prepare technical memorandum (memo) of evaluation. Memo shall include:
 - Preliminary effluent reuse/disposal alternatives
 - Conceptual layouts
 - Preliminary budgets
 - Recommendations

2) QAQC Review

- a. Consultant shall perform in-house QAQC reviews specifically for the project to ensure:
 - Overall demonstration of quality in deliverables
 - Conformance with industry standards
 - Constructability
 - Accurate budget estimates and cost-effective approaches
 - Risks are anticipated, identified, and minimized/avoided

TASK 15 – USDA-RD Reports & Documentation

1) USDA-RD Preliminary Engineering Report (PER)

- a. Prepare PER according to the RUS Bulletin 1780-2 and shall include, but is not limited to:
 - Project background
 - Environmental resource information
 - Description of project need
 - Existing facility and financial information
 - Alternative evaluation
 - Alternative 20-year life cycle cost (LCC) analysis
 - Recommendation

2) QAQC Review

- a. Consultant shall perform in-house QAQC reviews specifically for the project to ensure:
 - Overall demonstration of quality in deliverables
 - Conformance with industry standards
 - Constructability
 - Accurate budget estimates and cost-effective approaches
 - Risks are anticipated, identified, and minimized/avoided

3) USDA-RD Environmental Categorical Exclusion

- a. Consultant shall coordinate with the Town and USDA-RD to determine if this project will be considered a categorical exclusion and to provide any necessary documentation.

Task 00 – Reimbursable/Expenses (T&E)

(To include all blueprinting, shipping, travel, reproduction, and other miscellaneous direct project expenses. Reimbursables are invoiced separately at cost plus 10%.)

ORIGINAL AGREEMENT MARCH 2020

SECTION B - COMPENSATION:

PACE will complete the work outlined herein and invoice Client monthly on a percentage of completion basis, a fixed fee of **\$69,300** plus the reimbursable expense of **\$3,000**, for a total sum of **\$72,300** in accordance with the attached "Hourly Labor and Expenses Rates Schedule".

<u>Task Description</u>	<u>Professional Fee</u>
10 Project Management	\$ 10,500
11 Funding Assistance	\$ 4,840
12 Data Gathering & Analysis	\$ 11,120
13 Process Evaluation	\$ 21,280
14 Effluent Management Evaluation	\$ 11,740
15 USDA-RD Reports & Documentation	\$ 9,820
00 Reimbursable/Expenses (T&E)	\$ 3,000
Subtotal Engineering Fee:	\$ 72,300
TOTAL FIXED FEE:	\$ 72,300

ASSUMPTIONS AND EXCLUSIONS:

1. The Client's responsibilities shall include providing PACE with the base data and project information in a timely manner, coordination and management of other team consultants to assure that the project schedule can be met, and prompt payment of invoices in accordance with the terms and conditions included herein. The specific items that are to be provided by the Client or other consultants include the following:
 - a. Client input pertaining to project design issues and requirements including scheduling.
 - b. Site land-use base plans with existing and proposed elevation contours in transferable computer format.
 - c. Geologic and soils investigation reports.
 - d. Existing and proposed hydrologic and drainage data, maps, and reports.
 - e. Any other data that directly impacts PACE ability to perform the design in an efficient and economic manner.
2. Any proposed project changes which affect work in progress or previously completed will be justification for additional compensation.
3. All required aerial topography and base mapping will be paid for and supplied by Client, or others. Base topo and site information will be provided in digital (electronic) format compatible with AUTOCAD or C3D version 2019 or earlier.
4. No environmental documentation or support, including no environmental permitting.
5. No surveying or construction staking is included.
6. Local government approval meetings, hearings, etc., and preparation of presentation graphics will be under separate work authorization, if required.
7. Existing utility information research and mapping is not included and will be provided by Client.

8. For all the data delivered to PACE for the purpose of digital mapping, including but not limited to GIS and AutoCAD, PACE requires said data be delivered in one of the recognized standard coordinate systems such as the Stateplane Coordinate System or the Universe Transverse Mercator (UTM). In addition, PACE requires all datums, vertical and horizontal, be documented in a metadata sheet and be included along with the delivered data. If the coordinate system is in what is often referred to as a "Local Coordinate System," and the deliverer does not have the capability to convert data into one of the recognized standard coordinate systems, PACE requires a Control Conversion document (CCD) be included in the deliverable. The CCD will include all the necessary coordinate transformation information and scale factors needed to make an accurate translation of the data to PACE's acceptable coordinate systems. If this information is not available, PACE will require an addendum to this proposal to include Time and Materials used to translate the delivered data into the appropriate standard coordinate system.
9. The fees proposed herein shall apply until one year from date of proposal. Due to ever-changing costs, Consultant will increase those portions of the contract fee for which work must still be completed after one year from date of proposal, as negotiated with the Client up to a maximum of ten-percent (10%).

ORIGINAL AGREEMENT MARCH 2020



2020 HOURLY LABOR RATES

Principal	\$250
Sr. Project Manager / Sr. Consulting Engineer	\$220
Sr. Electrical Engineer / Sr. GIS Analyst	\$210
Project Manager / Consulting Engineer / Sr. I&C Specialist	\$205
Sr. Project Engineer / Sr. Design Engineer	\$185
Instrumentation & Controls Specialist	\$150
Project Engineer / Design Engineer II	\$160
Sr. CAD Designer	\$135
Design Engineer	\$130
Graphic Designer	\$105
CAD Designer / GIS Analyst	\$110
Project Coordinator	\$90
Administrative Support	\$80
Assistant Designer	\$80
G.P.S. Survey Unit (w/ Operator)	\$240
Expert Witness / Legal Consultation	\$350 + Exp.

REIMBURSABLE EXPENSE RATES*

	Units	Cost
Travel		
Mileage (Per Mile)	Mile	\$0.58
Airfare, Auto Rental, Hotel		At Cost
Misc. Travel (Parking, tax, tolls, meals, etc.)		At Cost
Per Diem (Contract Rate)	DAY	Contract Rate
Outside Reproduction		At Cost
Shipping (FedEx, UPS, Courier, etc.)		At Cost
Misc. (Review Fees, Specific Charges)		At Cost
Reproduction (In-House)		
Sheet Bond - B/W Prints and Copies – All sizes (8 ½ x 11 to 12 x18)	SF	\$0.16
Sheet - Color Prints and Copies – All sizes	SF	\$1.20
Sheet - Glossy Color Print/Photo – All sizes	SF	\$2.60
Roll - Plots and Copies (Roll Paper)		
- Bond (B/W)	SF	\$0.88
- Bond (Color)	SF	\$1.56
Roll - Vellum or Mylar Plots	SF	\$2.60
Roll - Glossy Color Plot Exhibits (Roll Paper)	SF	\$3.12
Report 3-Ring Binders		
< 1.5"	EA	\$10.40
1.5" to 3"	EA	\$15.60
> 3"	EA	\$26.00
Coil or GBC Punch Binding	EA	\$1.04

*Note: All reimbursable expenses will be invoiced at the above rates + 10%



AGREEMENT BETWEEN CLIENT AND CONSULTANT

AGREEMENT ENTERED INTO AT Scottsdale, AZ made this 4th day of March 2020, by and between the Town of Jerome hereinafter called "Client," and Pacific Advanced Civil Engineering, Inc. (PACE), a California corporation, herein called "Consultant."

Client and Consultant agree as follows:

A. Client retains Consultant to perform services for:

Provide engineering services to support the Town of Jerome for the evaluation its existing wastewater treatment plant. Currently the treatment facility is non-compliant because of permit limit exceedances of levels of Ammonia (Ammonia Impact Ratio). In addition, the facility has had random exceedances of Total Copper. Alternatives will be evaluated for process improvements and for effluent disposal in order to address these compliance issues with both short-term and long-term solutions.

hereinafter called "Project."

B. Consultant agrees to perform the following scope of services:

(See attached Scope of Services – Section "A" for a detailed description)

C. Client agrees to compensate Consultant for such services as follows:

Fee

(See attached Compensation Page – Section "B" for a detailed description)

D. This Agreement is subject to Provisions of Agreement 1 through 28 attached herewith, and the terms and conditions contained in initialed exhibits attached herewith and made a part hereof.

IN WITNESS WHEREOF, the parties hereby execute this agreement upon the terms and conditions stated above and on the day and year indicated above.

Pacific Advanced Civil Engineering, Inc. (PACE)

CLIENT: Town of Jerome

By: Michael G. Krebs

By: Candace B. Gallagher

Name: Michael G. Krebs, PE

Name: CANDACE B. GALLAGHER

Title: Vice President of Environmental Water

Title: Town Manager

Job #: B614

Date: 3-12-2020

W:\B614\3-Contracts - Proposals\1. Proposal\2020-03-04_PRO Jerome WWTP\4. B614 Agreement_2020-03-04.doc

**GENERAL PROVISIONS ATTACHED TO THAT CERTAIN
AGREEMENT BETWEEN CLIENT AND CONSULTANT
DATED March 4, 2020 (collectively, the "Agreement")**

Pacific Advanced Civil Engineering, Inc. (PACE) shall be hereinafter referred to as "CONSULTANT" and the Town of Jerome will be hereinafter referred to as "CLIENT" with respect to the "PROJECT" known as Jerome Wastewater Treatment Plant Improvements.

GENERAL

1. In the performance of the services under the Agreement, CONSULTANT shall at all times be an independent contractor, contracting services to CLIENT solely pursuant to the Agreement, and CONSULTANT is not, nor shall CONSULTANT represent CONSULTANT to be at any time, an agent or employee of CLIENT except as expressly set forth in the Agreement.
2. CLIENT agrees to cooperate in any and every way or manner with CONSULTANT on the PROJECT.
3. In addition to the printed provisions, the drawings and specifications shall become the property of CLIENT at completion of construction of the PROJECT. The CLIENT shall not reuse project design, drawings, and specifications without written consent of CONSULTANT. CONSULTANT will provide reproducible transparencies of the final PROJECT plans to CLIENT at completion of construction of the PROJECT. CONSULTANT, however, does not assume any professional responsibility or liability for use of the final plans and/or the drawings or specifications at any location other than this particular PROJECT site. CLIENT will defend, indemnify and hold CONSULTANT harmless from any errors and/or omissions arising out of the use of the final plans and/or the drawings and specifications at any other location.
4. All agreements on CONSULTANT'S part are contingent upon and subject to, the fact that CONSULTANT shall not be responsible for damages, or be in default or be deemed to be in default, by reason of delays in performance by reason of strike, lockouts, accidents, acts of God and other delays unavoidable or beyond CONSULTANT'S reasonable control or due to shortages or unavailability of labor at established area wage rates or delays caused by failure of CLIENT or CLIENT'S agents to furnish information or to approve or disapprove CONSULTANT'S work promptly, or due to late or slow, or faulty performance by CLIENT or Client's consultants or contractors, or by governmental agencies. In the case of the happening of any such cause of delay, the time of completion of CLIENT'S work under the Agreement shall be extended accordingly.
5. In the event that all of the obligations of CONSULTANT or CLIENT, respectively, required to be performed under the Agreement have not been performed as agreed for any reason other than a default by other party hereto, the non-defaulting party shall have the right, upon giving 30 calendar days prior written notice to the other party hereto, to terminate the Agreement and CONSULTANT shall be paid to the date of termination for all services rendered and cost incurred hereunder.
6. CONSULTANT makes no warranty, either expressed or implied, as to CONSULTANT'S findings, recommendations, specifications or professional advice except that these were promulgated after being prepared in accordance with generally accepted Civil Engineer practices and under the direction of a Civil Engineer and/or a professional staff.
7. CONSULTANT makes no representations concerning soil conditions unless specifically included in writing in the Agreement and CLIENT is not responsible for any liability that may arise out of the making, or any failure to make, soil surveys or subsurface soil tests or general soil testing.
8. CONSULTANT makes no representation concerning construction cost figures estimated in connection with maps, plans, specifications or drawings other than that all cost figures are estimates only.
9. In consideration of CONSULTANT'S fee for services, CLIENT agrees that, unless otherwise specified, CONSULTANT will perform no on site construction review for this PROJECT, unless specifically included in writing in this Agreement, that such services will be provided by others and that CLIENT shall defend, indemnify and hold CONSULTANT harmless from any and all liability, real or alleged, that might be occasioned by others performing construction review for this PROJECT.
10. CLIENT agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for the PROJECT site, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours and CLIENT further agrees to defend, indemnify and hold CONSULTANT harmless from any and all liability, real or alleged, in connection with the performance of work of this PROJECT, except liability arising from the sole negligence of CONSULTANT.
11. Notwithstanding anything else to the contrary contained herein or in the Agreement, CLIENT agrees to limit CONSULTANT'S exposure to liability and damages to CLIENT and to all contractors and subcontractors on the PROJECT, due to professional negligent acts, errors or omissions of CONSULTANT, to the lesser of the limits of CONSULTANT'S errors and omissions and general liability insurance policies, or the fee paid to CONSULTANT for the performance of the services under the Agreement. **IN NO EVENT WILL CONSULTANT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, EXPENSES, LOST PROFITS, OR OTHER DAMAGES ARISING OUT OF THE PERFORMANCE OR NON-PERFORMANCE OF THE SERVICES UNDER THE AGREEMENT, EVEN IF CONSULTANT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. THIS SECTION WILL SURVIVE THE TERMINATION OF THE AGREEMENT.**
12. Upon written request, each of the parties hereto shall execute and deliver, or cause to be executed and delivered, such additional instruments and documents which may be necessary and proper to carry out the terms of the Agreement.
13. The terms and provisions of the Agreement shall not be construed to alter, waive or affect any lien or stop notice rights, which CONSULTANT may have for the performance of services under the Agreement.
14. No conditions or representations, altering, detracting from or adding to the terms of the Agreement or hereof shall be valid unless printed or written hereon or evidenced in writing by either party to the Agreement and accepted in writing by the other party hereto.
15. One or more waivers of any term, condition or covenant by CONSULTANT shall only be effective if in writing and shall not be construed as a waiver of any subsequent breach of the same or any other term, condition or covenant.

16. In the event any provision of the Agreement shall be held to be invalid and unenforceable, the other provisions of the Agreement shall be valid and binding on the parties hereto.
17. Should litigation be necessary to enforce any term or provision of the Agreement, or to collect any portion of the amount payable under the Agreement, then all litigation and collection expenses, witness fees and court costs and attorneys' fees shall be paid to the prevailing party.
18. The Agreement binds CONSULTANT and CLIENT and their successors and permitted assigns. Neither party hereto shall assign or transfer, whether by operation of law or otherwise, all or any portion of such party's interest, rights or obligations in the Agreement without the prior written consent of the other party hereto.
19. The Agreement and the documents, drawings, plans and specifications referred to therein, and these General Provisions, constitute the entire agreement of the parties hereto with respect to the matters set forth therein and herein and are the final, complete and exclusive expression of the terms and conditions thereof. All prior or contemporaneous agreements, representations, negotiations and understandings of the parties hereto, oral or written, express or implied, are hereby superseded and merged herein.
20. The Agreement shall be construed and enforced in accordance with the laws of the State of Arizona. Each Party hereby irrevocably consents that all proceedings arising in connection with the Agreement shall be tried and litigated exclusively in the State and Federal courts located in the Maricopa County, State of Arizona. The aforementioned choice of venue is intended by the parties to be mandatory and not permissive in nature, thereby precluding the possibility of litigation between the parties with respect to, or arising out of, the Agreement in any jurisdiction other than that specified in this Section.
21. All notices, demands or other communications given hereunder shall be in writing and shall be delivered personally, by facsimile or electronic mail transmission, or by United States certified or registered mail, return receipt requested, postage prepaid, addressed to the address for such party set forth in the Agreement. All notices shall be deemed given upon the earliest of receipt, confirmed facsimile or electronic mail transmission, or three 3 calendar days after deposit in the United States mail.
22. In the event of any conflict or inconsistency between the provisions of these General Provisions and the provisions of the Agreement, the provisions of these General Provisions shall control.

PAYMENT

23. CONSULTANT shall present all invoices to CLIENT prior to the last day of each calendar month based upon percentage of completion, per the fee set forth in the Agreement. Invoices shall be due and payable when delivered. Payment is to be made at 17520 Newhope Street, Suite 200, Fountain Valley, CA 92708.
24. CLIENT shall promptly review invoices and notify CONSULTANT of any objection thereto; absent such objection in writing within 10 calendar days of the date of the invoice, the invoice shall be deemed proper and acceptable and immediately payable in full.
25. If the undisputed amount of any invoice is not paid within 30 calendar days of the date of the invoice, such undisputed amount shall commence bearing interest from the date of the invoice at the rate of 1.5% per month or the maximum rate allowed by law, whichever is greater, and CLIENT agrees to pay all accrued interest thereon, together with the undisputed amounts set forth in such invoice.
26. In the event that any undisputed amount of any invoice is not paid in full within 60 calendar days following the date of the invoice, such failure shall constitute a material breach of the Agreement and CONSULTANT may exercise all rights and remedies CONSULTANT may have at law, in equity or under the Agreement with respect to such material breach including, without limitation, termination of the Agreement following 10 calendar days' written notice of such material breach to CLIENT and CLIENT'S failure to cure such breach within such 10-day period.
27. CLIENT shall pay, in addition to the stated fee, the cost of all reimbursable items such as fees, permits, bond premiums, title company charges, delivery charges, blueprints, and reproductions and all other charges and expenses not specifically covered by the terms of the Agreement. In the event such reimbursable items are paid directly by CONSULTANT, then such charges and expenses shall be invoiced at CONSULTANT'S direct cost plus 10% for handling.
28. Any additional services not covered in the Scope of Work of the Agreement, which CLIENT requests CONSULTANT to perform, such as site reconnaissance and inspections during construction, additional visits out of town or to other places of business, will be requested in writing and will be invoiced on a time and material basis based on CONSULTANT'S then current schedule of fees and costs.

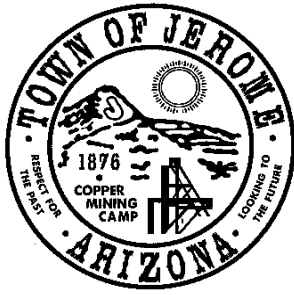
TOWN OF JEROME
WASTEWATER TREATMENT IMPROVEMENTS

LABOR BREAKDOWN

ACTIVITY DESCRIPTION PACE Task Number	Principal Manager		Sr. Project Manager		Consulting Engineer		Sr. Project Engineer		Sr. GIS Analyst		I&C Specialist		Project Engineer		Design Engineer		Sr. CAD Designer		CAD Designer/ GIS Analyst		Graphics Designer		Proj. Coord.		Total Cost	
	\$250	\$220	\$205	\$185	\$210	\$150	\$160	\$130	\$135	\$110	\$105	\$90	\$540	\$10,500												
PROJECT MANAGEMENT	\$ -	\$ 5,280	\$ 2,460	\$ 2,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 540	\$ 10,500	
10.1 Meetings (3)		12	12	12																				2	\$ 7,500	
10.2 Management & Coordination		12																						4	\$ 3,000	
Total Hours	0	24	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	6	\$ 54	
FUNDING ASSISTANCE	\$ -	\$ 2,640	\$ -	\$ 1,480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 720	\$ 4,840	
11.1 Meetings (4) & Coordination		8		8																				4	\$ 3,600	
11.2 Compliance Support		4																						4	\$ 1,240	
Total Hours	0	12	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	8	\$ 28	
DATA GATHERING & ANALYSIS	\$ -	\$ -	\$ 1,640	\$ 7,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,120
12.1 Existing Data Collection			4	16																						\$ 4,820
12.2 Onsite Inspection				8																						\$ 2,520
12.3 Data Gap & Testing Protocol			4	16																						\$ 3,780
Total Hours	0	0	8	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	64	
PROCESS EVALUATION	\$ -	\$ 1,760	\$ 3,280	\$ 7,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,280
13.1 Process Evaluation Memo		6	12	32																						\$ 16,460
13.2 QA/QC Review		2																								\$ 440
13.3 Pilot Study Development			4	8																						\$ 4,380
13.4 Pilot Study Assistance																										\$ -
Total Hours	0	8	16	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	134	
EFFLUENT MANAGEMENT EVALUATION	\$ -	\$ 880	\$ 2,460	\$ 5,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,740
14.1 Effluent Management Evaluation Memo		2	12	28																						\$ 11,300
14.2 QA/QC Review		2																								\$ 440
Total Hours	0	4	12	28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	70	
USDA-RD REPORTS & DOCUMENTATION	\$ -	\$ 1,760	\$ 410	\$ 2,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,820
15.1 USDA-RD Preliminary Engineering Report (PER)		2	2	12																						\$ 8,320
15.2 QA/QC Review		2																								\$ 440
15.3 USDA-RD Environmental Categorical Exclusion		4																								\$ 1,060
Total Hours	0	8	2	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	66	
TOTAL STUDY & REPORT PHASE HOURS	0	56	50	140	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	24	416	
STUDY & REPORT PHASE SUBTOTAL (excludes expenses)																									\$	69,300
ALLOWANCE																									\$	3,000
Reimbursable Expenses - Study & Report Phase																									\$	3,000
EXPENSES SUBTOTAL																									\$	3,000

PROJECT ENGINEERING COST SUMMARY	
STUDY & REPORT PHASE	\$ 72,300
GRAND TOTAL	\$ 72,300





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TOWN OF JEROME

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

STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk

ITEM: **Item #9E, Review of Policy Regarding Rental and Utility Payments During COVID**

MEETING DATE: February 9, 2021

Since the pandemic began, the Town has provided certain relief from late fees, evictions and shut offs for utility customers and tenants. I am requesting that Council review and consider whether any changes should be made in our practices at this time, or if we should simply maintain the status quo and review again at a future meeting.

RENTALS

We have allowed rental payments to be deferred, with no late fees or evictions. As of the end of January, there were only two delinquent accounts. One has not paid for six months and owes \$264.70. The other has not paid for nine months and owes \$2,432.00.

UTILITIES

Jerome is unique in that our system charges a flat rate for water, sewer and trash. Other towns that charge based on usage have not had to deal with COVID in their billings, as the charges adjust themselves automatically in times of low usage. The intent of this protocol has been to recognize that during the pandemic, some categories of usage will be reduced or eliminated, and to make appropriate adjustments in the flat rate billing. It has been up to the business owner to contact the town to request an adjustment; it did not happen automatically. Currently:

BUSINESSES (Retail, restaurant, bar) ...

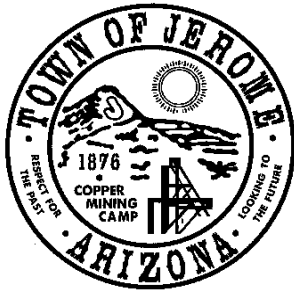
- Three business accounts have had billing suspended because they have remained closed.
- Two businesses are operating with a 50% reduction in water/sewer rates based on the fact that they are open for takeout only.
- Nine accounts are operating with reduced hours and have had their rates reduced commensurately.
- Currently, there are three delinquent accounts totaling \$5,352.64.

LODGING FACILITIES (includes HOTELS, B&BS AND VACATION RENTALS) ...

- No rate reductions are in effect at present.
- There are two delinquent accounts totaling \$3,251.34.

RESIDENTIAL (includes APARTMENTS) ...

- The intent of this protocol has been to adjust for cessation or reduced usage of water, sewer and trash by businesses that have been forced to close or reduce operations. Because residential users would not be seeing the same cessation or reduced usage as a result of forced business closure, residential accounts have not been adjusted. However, we have not INCREASED residential rates based on the likelihood that during the pandemic, use of water, sewer and trash services would increase.
- We have not issued shutoff notices during this time or charged late fees.
- Currently, there are 24 delinquent accounts totaling \$10,046.39.
- We have recently reached out to the more seriously delinquent accounts offering to work with the ratepayer to enter into a payment plan to allow them to repay their past due portion over time.



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STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk

ITEM: **Item #10A: Appointments to Boards**

MEETING DATE: February 9, 2021

The following Board members terms are expiring as of February 28, 2021:

Planning & Zoning Commission: Jessamyn Ludwig and Henry Vincent

Ms. Ludwig and Mr. Vincent do not wish to be reappointed.

We have received new applications from Lacey Ritter and Jeanie Ready. Both are attached.

Design Review Board: John McDonald and Danny Smith

Mr. McDonald is willing to continue serving.

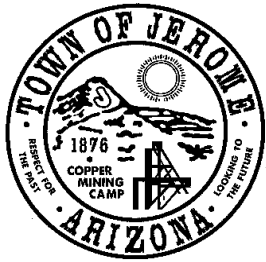
Mr. Smith does not wish to be reappointed.

As of agenda preparation date, we have received no new applications.

Board of Adjustment: Natalie Barlow and Suzy Mound

Ms. Barlow and Ms. Mound are willing to continue serving.

All appointments would be for three year terms ending February 28, 2024.



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

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

Name: _____ Date: _____

Mailing Address: _____

Physical Address: _____

Home phone: _____ Cell phone: _____

Email: _____

Which board or commission would you prefer to join? _____

How long have you resided in Jerome? _____

Have you read Jerome's present Zoning Ordinance? _____

Have you read Jerome's Comprehensive Plan? _____

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

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

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

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

What attracted you to Jerome?

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

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

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

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

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

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

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

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



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

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

Name: Jeanie Ready Date: 2-1-2021

Mailing Address: PO Box 342, Jerome, AZ 86331

Physical Address: 403 Clark St. #C1, Jerome, AZ 86331

Home phone: — Cell phone: 469-237-7489

Email: jmr0231@yahoo.com

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

How long have you resided in Jerome? three years

Have you read Jerome's present Zoning Ordinance? Yes

Have you read Jerome's Comprehensive Plan? Yes

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

No prior experience in Jerome. I previously served as Secretary to the Charter Commission in Celina, Texas and as an elected council person for that town.

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

In addition to my service in Celina, Texas, I worked as a litigation paralegal for 22 years representing commercial contractors in various construction related lawsuits. I have basic construction + development knowledge as well as legal back-ground

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

I believe getting involved in local government is the best way to ensure our rights are properly represented. I have a desire to use my abilities & knowledge to help others.

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

The historical, small town beauty and community of caring people.

What attracted you to Jerome?

Infrastructure is always a concern with community growth. We must strike a balance between preserving historical integrity and providing the infrastructure to meet future growth.

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

For me, preserving the charm & historical significance of Jerome is the priority. It's what attracts tourism and sustains our businesses.

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

I believe Jerome's historical status is very important and should be preserved as a priority.

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

Road improvements.

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

My past experience in government, development & construction gives me an understanding of necessary concepts & terms. My legal background will be beneficial to the commission.

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

Yes.

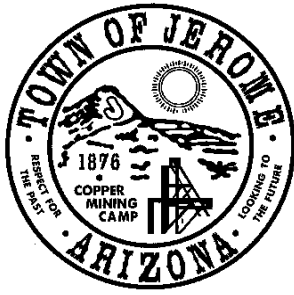
We feel it is very important to be knowledgeable about the laws, concepts and reasoning behind our Zoning Ordinance and general plan. Are you free enough and willing to read published materials and go to occasional conferences to enhance your ability to do a good job on the commission?

Yes.

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

As secretary of the Celina Charter Commission, it was my duty to draft & revise Celina's first Town Charter under deadlines. I also assisted in numerous civil trial cases in court.

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



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STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk
ITEM: **Item #10B: Residency Requirements for Department Heads**
MEETING DATE: February 9, 2021

Vice Mayor Mandy Worth has requested a discussion regarding residency requirements for department heads.

Section 3-1-1 of the Town Code states:

- C. Within six months of appointment, the Town Manager, Town Clerk, Police Chief, and Fire Chief shall reside in the Town of Jerome. Within six months of appointment, the Public Works Director shall reside within 15 miles of the Town of Jerome.

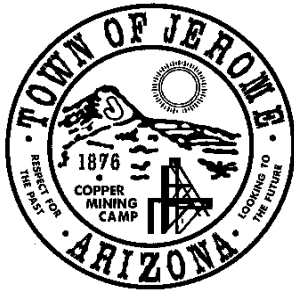
Section 7 of the Town's adopted Personnel Policies states:

- C. Residence Requirement: All employees are required to live within one hour driving time of their place of work. Other residency requirements are set forth in Section 3-1-1 of the Jerome Town Code.

This is a "direction only" agenda item.

If Council wishes to change residency requirements for the Town Manager, Town Clerk, Police Chief, Fire Chief or Public Works Director, or to codify requirements for any other positions, they may direct staff to prepare a Code amendment.

If Council wishes to change residency requirements for other employees, they may direct staff to prepare a resolution to amend the Personnel Policies.



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STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk

ITEM: Item #10C: Amendment to Town Code regarding Tour Businesses

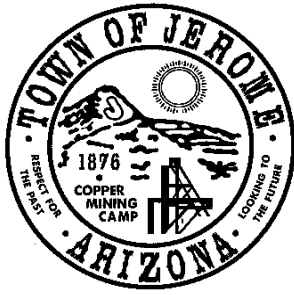
MEETING DATE: February 9, 2021

In order to effectively regulate tour businesses conducting tours in Jerome but based outside of Jerome, and to require them to comply with the Town's tour business regulations, including the requirement to obtain a tour business license, Police Chief Allen Muma has recommended an amendment to our Town Code regarding tour businesses, as follows:

Section 8-5-4. Location.

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

Upon direction from Council, I will draft an ordinance for first reading in March.



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STAFF SUMMARY REPORT

FROM: Candace Gallagher, Town Manager/Clerk

ITEM: **Item #10D: Amendment to Town Code regarding Distracted Driving**

MEETING DATE: February 9, 2021

Police Chief Allen Muma has informed me that the State law regarding distracted driving took effect on January 1, 2021 and nullifies our existing ordinance. As such, he has recommended that Section 10-3, "Driving While Using a Portable Communications Device," be removed from our Code.

I have attached copies of the statute and of our Code section for your reference.

Upon direction from Council, I will draft an ordinance for first reading in March to remove Section 10-3 from our Code.

THE STATUTE:

28-914. Use of portable wireless communication device while driving; prohibition; civil penalty; state preemption; definitions

A. Unless a motor vehicle is parked or stopped pursuant to section 28-645, subsection A, paragraph 3 or section 28-851, a person may not operate a motor vehicle on a street or highway if the person does either of the following:

1. Physically holds or supports with any part of the person's body either of the following:
 - (a) A portable wireless communication device, except that a person may use a portable wireless communication device with an earpiece, headphone device or device worn on a wrist to conduct a voice-based communication.
 - (b) A stand-alone electronic device.
2. Writes, sends or reads any text-based communication, including a text message, instant message, email or internet data, on a portable wireless communication device or stand-alone electronic device. This paragraph does not apply to either of the following:
 - (a) The use of voice-based communications, including through the use of a portable wireless communication device or stand-alone electronic device, to direct the writing, sending, reading or other communicating of any text-based communication.
 - (b) The use of a portable wireless communication device or stand-alone device when used in a hands-free manner for:
 - (i) Navigation of the motor vehicle.
 - (ii) Use of a global positioning system.
 - (iii) Obtaining motor vehicle information or information related to driving a motor vehicle.

B. This section does not prohibit the operation of a motor vehicle while using a device, including a device that is accessible through an interface that is embedded in a motor vehicle, that allows communication without the use of either of the driver's hands, except to activate or deactivate a function of the device.

C. This section does not apply to:

1. An operator of an authorized emergency, law enforcement or probation vehicle who uses a portable wireless communication device while acting in an official capacity.
2. An operator who is licensed by the federal communications commission while operating a radio frequency device other than a portable wireless communication device.
3. An operator who uses a two-way radio or private land mobile radio system, within the meaning of 47 Code of Federal Regulations part 90, while in the performance and scope of the operator's work-related duties and who is operating a fleet vehicle or who possesses a commercial driver license.
4. An operator who uses a portable wireless communication device either:
 - (a) To report illegal activity or summon emergency help.
 - (b) That was permanently or temporarily affixed to the motor vehicle to relay information in the course of the operator's occupational duties between the operator and either:
 - (i) A dispatcher.
 - (ii) A digital network or software application service.

D. Beginning January 1, 2021, a person who violates this section is subject to a civil penalty as follows:

1. At least \$75 but not more than \$149 for a first violation.
2. At least \$150 but not more than \$250 for a second or subsequent violation.

E. The department shall post a sign at each point at which an interstate highway or United States highway enters into this state that informs an operator that both:

1. The use of a portable wireless communication device while operating a motor vehicle is prohibited in this state.

2. The operator is subject to a civil penalty if the operator uses a portable wireless communication device in violation of this section while operating a motor vehicle in this state.

F. A peace officer who stops a motor vehicle for an alleged violation of this section may not:

1. Take possession of or otherwise inspect a portable wireless communication device in the possession of the operator unless otherwise authorized by law.
2. Issue a citation for a violation of this section before January 1, 2021 and may issue only a warning beginning on April 22, 2019 through December 31, 2020.

G. Except as provided in section 28-3312, a department or agency of this state may not consider a violation of this section for the purpose of determining whether the person's driver license should be suspended or revoked.

H. The regulation and use of portable wireless communication devices while operating a motor vehicle are of statewide concern. From and after December 31, 2020, the regulation of portable wireless communication devices pursuant to this section and their use while operating a motor vehicle is not subject to further regulation by a county, city, town or other political subdivision of this state. **From and after December 31, 2020, a regulation by a county, city, town or other political subdivision that violates this subsection, whether enacted before or after January 1, 2021, is void.**

I. For the purposes of this section:

1. "Portable wireless communication device":

(a) Means a cellular telephone, a portable telephone, a text-messaging device, a personal digital assistant, a stand-alone computer, a global positioning system receiver or a substantially similar portable wireless device that is used to initiate or receive communication, information or data.

(b) Does not include a radio, citizens band radio, citizens band radio hybrid, commercial two-way radio communication device or its functional equivalent, subscription-based emergency communication device, prescribed medical device, amateur or ham radio device or in-vehicle security, navigation or remote diagnostics system.

2. "Stand-alone electronic device" means a portable device other than a portable wireless communication device that stores audio or video data files to be retrieved on demand by a user.

TOWN CODE:

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.

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.