



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

(928) 634-7943

www.jerome.az.gov

AGENDA

REGULAR COUNCIL MEETING OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA

TUESDAY, MAY 13, 2025, AT 7:00 PM

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

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Council and to the General Public that the Jerome Town Council plans to hold the above meeting. Persons with a disability may request an accommodation such as a sign language interpreter by contacting Kristen Muenz, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation. For TTY access, call the Arizona Relay Service at 800-367-8939 and ask for the Town of Jerome at 928-634-7943.

Notice is hereby given that pursuant to A.R.S. 1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Town Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the Town Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the Town will assume that the rights afforded parents pursuant to A.R.S. 1-602.A.9 have been waived.

We acknowledge we are on the traditional lands of the Yavapai and Apache People and we, the Town of Jerome, pay respect to the elders both past and present.

1. CALL TO ORDER/ROLL CALL

Mayor/Chairperson to call meeting to order
Town Clerk to call and record the roll.

2. FINANCIAL REPORTS

Discussion/Possible Action

A. Financial Report and Detail Invoice Register Report for April, 2025

Council will consider and may approve the financial reports for month ending April, 2025.

3. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

A. Reports by the Town Manager / Clerk, Deputy Clerk, Utilities Clerk, Accounting Clerk, Public Works Director, Building Inspector, Library Director, Municipal Magistrate, Police Chief, Fire Chief and Council Members, Which in the Case of Council Member's Reports will be Limited to a Summary of Current Events and will Involve no Action

Council will consider and may approve the staff reports.

4. ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES

Information/Council Review

A. Report Provided by the Zoning Administrator. Minutes are Provided for Information Only and do Not Require any Action

5. APPROVAL OF MINUTES

Discussion/Possible Action

A. Consider Approval of the April 8, 2025, Regular Council Meeting Minutes and April 21, 2025, Special Council Meeting Minutes

Council will consider and may approve the April 8th Regular, and April 21st Special Council Meeting Minutes.

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.

7. ORDINANCES AND RESOLUTIONS

Discussion/Possible Action

A. Consideration of Second Reading, and Adoption and Publication of Ordinance No. 493 Amending the Town Zoning Map in Accord with the Planning and Zoning Commission Recommendation to Rezone 537 School Street from C-1, to the Dual Zone of C1/R2

Council will consider and may approve the second reading of Ordinance No. 493.

8. UNFINISHED BUSINESS

Discussion/Possible Action

A. Consider Taking from the Table the Design Review Board's Recommendation of Design Guidelines for the Town of Jerome and Continued Discussion and Staff Direction

Council will consider taking from the table the Design Guidelines and may provide staff direction.

B. Discussion and Possible Staff Direction Regarding the Sale or Lease of Town-Owned Property (655 Holley)

Council will discuss and may provide staff direction.

9. NEW BUSINESS

Discussion/Possible Action

A. Consideration of an Arizona Liquor License in the Town of Jerome for a Series 06 Bar License Type, for Goodbye Earl, LLC, DBA Paul & Jerry's Saloon, Under New Ownership, Located at 206 Main Street

Council will consider and may approve a new Series 06 Bar License for Paul & Jerry's Saloon.

B. Consideration of a Special Exemption to the Town's Special Event Permit Requirements for the Jerome Historical Society's History Talk and Movie, and Consideration of a Special Event Liquor License for the Event

Council will consider and may approve the special event permit exemption and may approve the Special Event Liquor License Application.

C. Consideration of the Sk84life Special Event Permit Application for Roller Disco on four (4) Separate Days

Council will consider and may approve the special event permit with or without modifications in terms of the four separate days.

D. Consideration of the Miss Nature, LLC, 2025 Arizona Pride Tour Special Event Permit Application

Council will consider and may approve the special event permit.

E. Consider Proposal and Agreement from Southwestern Environmental Consultants (SEC) for Engineering, Design and Post-Design Plans for Deception Water Line (CDBG Grant Funded)

Council will consider and may approve the proposal and agreement from SEC.

F. Consideration of the Quilter's Quarters Special Event Permit Application for the Quilt Retreat Event

Council will consider and may approve the special event permit.

G. Fiscal Year 2025-2026 Budget - Near Final Draft Review

Council will review the 2025-2026 budget, including review of a near-final draft budget. All aspects of the budget may be discussed and Council may provide staff direction regarding the completion of the 2025-2026 budget.

H. Consideration of Amendment No. 3 to the Owner - Engineer Agreement for the Wastewater Treatment Plant Upgrade

Council will consider and may approve Amendment No. 3.

I. Consideration of Bids, Awarding Bid, and Approval of Contract Between the Town of Jerome and R Blume Underground, Inc., for the Community Development Block Grant Deception Waterline Project

Council will consider and may award the bid and approve the contract for the Deception Waterline project.

J. Consideration, Discussion and Possible Staff Direction Regarding Changes to the Town's Fee Schedule

There will be a discussion and Council may provide staff direction regarding proposed changes to the Town's Fee Schedule.

K. Consideration of an Affiliate Library Agreement Between Yavapai County Free Library District and the Town of Jerome Public Library for the Term of July 1, 2025, through June 30, 2026

Council will consider and may approve the agreement.

10. TO AND FROM THE COUNCIL

Council may direct staff regarding items to be placed on a future agenda.

11. 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.

Kristen Muenz, Deputy Town Clerk

File Attachments for Item:

A. Financial Report and Detail Invoice Register Report for April, 2025

Council will consider and may approve the financial reports for month ending April, 2025.

TOWN OF JEROME
COMBINED CASH INVESTMENT
APRIL 30, 2025

Item A.

COMBINED CASH ACCOUNTS

99-00-1003	LGIP	1,874.31
99-00-1011	NBA CHECKING	100,514.41
99-00-1013	OAZ CTL BUSINESS SAVINGS	5.00
99-00-1019	ONE AZ CREDIT UNION CHECKING	174,231.17
99-00-1020	OAZ GENERAL SAVINGS	807,478.14
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	TOTAL COMBINED CASH	1,084,103.03
99-00-1800	CASH CLEARING - UTILITY MGMT	(627.84)
99-00-1810	CASH CLEARING - BUSINESS LICEN	30.00
99-00-1000	CASH ALLOCATED TO OTHER FUNDS	(1,083,505.19)
		<hr/>
	TOTAL UNALLOCATED CASH	.00
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CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,430,762.94
20	ALLOCATION TO UTILITY FUND	813,360.74
30	ALLOCATION TO HURF FUND	(711,033.77)
35	ALLOCATION TO PARKING FUND	192,598.47
40	ALLOCATION TO FIRE DEPT PENSION & RETIREMENT	13,301.40
50	ALLOCATION TO OPERATING GRANTS REVENUE	90,404.52
60	ALLOCATION TO CAPITAL GRANTS FUND	843,089.71
70	ALLOCATION TO GENERAL FUND CONTINGENCIES FND	(378,114.96)
80	ALLOCATION TO UTILITIES CONTINGENCIES FUND	75,480.48
90	ALLOCATION TO CAPITAL FUND	(1,286,344.34)
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	TOTAL ALLOCATIONS TO OTHER FUNDS	1,083,505.19
	ALLOCATION FROM COMBINED CASH FUND - 99-00-1000	(1,083,505.19)
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	ZERO PROOF IF ALLOCATIONS BALANCE	.00
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TOWN OF JEROME
BALANCE SHEET
APRIL 30, 2025

Item A.

GENERAL FUND

ASSETS

10-00-1000	CASH - COMBINED FUND	1,430,762.94	
10-00-1005	PETTY CASH - GENERAL GOV	275.00	
10-00-1007	COURT - CHECKING & BOND ACCT	81,521.77	
10-00-1008	COURT - JCEF ACCT	14,446.60	
10-00-1009	COURT - FTG ACCT	10,336.25	
10-00-1014	PETTY CASH - FIRE DEPT	150.00	
10-00-1015	PETTY CASH - LIBRARY	150.00	
10-00-1120	GF ACCOUNTS RECEIVABLE	55.54	
10-00-1175	ACCOUNTS RECEIVABLE LEASES	121,041.99	
	TOTAL ASSETS		1,658,740.09

LIABILITIES AND EQUITY

LIABILITIES

10-00-2401	FEDERAL WH & FICA	(.03)	
10-00-2403	UNEMPLOYMENT TAXES	(52.11)	
10-00-2406	HEALTH INSURANCE		443.62	
10-00-2409	PSPRS		118.86	
10-00-2410	WAGES PAYABLE		.01	
10-00-2412	HDHP SAVINGS		236.30	
10-00-2413	WORKMAN'S COMP PR LIABILITY		3,315.69	
10-00-2600	CUSTOMER DEPOSITS		5,632.70	
10-00-2940	COURT LIABILITIES		5,164.40	
10-00-2950	FD PER CALL PAYABLE		40,072.50	
10-00-2975	DEFERRED INFLOW LEASES		121,041.99	
	TOTAL LIABILITIES			175,973.93

FUND EQUITY

10-00-3002	UNRESTRICTED FUND BALANCE		1,502,119.24	
	REVENUE OVER EXPENDITURES - YTD	(19,353.08)	
	BALANCE - CURRENT DATE	(19,353.08)	
	TOTAL FUND EQUITY			1,482,766.16
	TOTAL LIABILITIES AND EQUITY			1,658,740.09

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>					
10-30-4001 PROPERTY TAXES	1,356.40	35,829.86	47,500.00	11,670.14	75.4
10-30-4005 CITY SALES TAXES	110,288.66	935,937.62	1,450,000.00	514,062.38	64.6
10-30-4010 STATE SALES TAXES	5,110.90	55,156.95	71,000.00	15,843.05	77.7
10-30-4030 VEHICLE LICENSE TAX	3,851.31	33,156.82	40,000.00	6,843.18	82.9
10-30-4055 FRANCHISE FEES	1,746.14	11,232.09	17,250.00	6,017.91	65.1
TOTAL TAX REVENUE	122,353.41	1,071,313.34	1,625,750.00	554,436.66	65.9
<u>LICENSES, PERMITS&OTHER FEES</u>					
10-31-4040 BUILDING PERMITS	116.25	4,903.74	12,500.00	7,596.26	39.2
10-31-4041 PLANNING & ZONING FEES	125.00	350.00	3,500.00	3,150.00	10.0
10-31-4045 BUSINESS LICENSES	170.00	3,950.00	5,500.00	1,550.00	71.8
10-31-4071 FEES-SHORT TERM RENTAL LICENSE	150.00	300.00	450.00	150.00	66.7
TOTAL LICENSES, PERMITS&OTHER FEES	561.25	9,503.74	21,950.00	12,446.26	43.3
<u>INTERGOVERNMENTAL REVENUE</u>					
10-32-4015 URBAN REVENUE SHARE	26,590.99	265,909.90	330,000.00	64,090.10	80.6
TOTAL INTERGOVERNMENTAL REVENUE	26,590.99	265,909.90	330,000.00	64,090.10	80.6
<u>LIBRARY REVENUE</u>					
10-33-4020 YAVAPAI COUNTY FOR LIBRARY	.00	9,085.89	18,172.00	9,086.11	50.0
10-33-4070 RENTS-LIBRARY	835.56	8,355.60	10,250.00	1,894.40	81.5
10-33-4200 LIBRARY CONTRIBUTIONS	.00	30.00	2,500.00	2,470.00	1.2
TOTAL LIBRARY REVENUE	835.56	17,471.49	30,922.00	13,450.51	56.5
<u>POLICE DEPT REVENUE</u>					
10-34-4061 PD PARKING CITATION REVENUE	4,732.50	37,860.25	37,000.00	(860.25)	102.3
10-34-4062 PD REVENUE FROM PARKING FUND	3,333.33	33,333.30	40,000.00	6,666.70	83.3
10-34-4063 POLICE SMART & SAFE AZ FUND	.00	6,773.39	10,000.00	3,226.61	67.7
10-34-4064 POLICE OFFICER SAFETY EQUIP RE	226.68	1,392.45	2,000.00	607.55	69.6
10-34-4065 POLICE SERVICES	325.00	2,605.00	7,000.00	4,395.00	37.2
TOTAL POLICE DEPT REVENUE	8,617.51	81,964.39	96,000.00	14,035.61	85.4

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>COURT REVENUE</u>						
10-35-4035	FINES AND FORFEITURES	5,735.50	40,380.16	59,000.00	18,619.84	68.4
10-35-4037	COURT SECURITY FUND REVENUE	973.33	6,843.33	10,000.00	3,156.67	68.4
	TOTAL COURT REVENUE	6,708.83	47,223.49	69,000.00	21,776.51	68.4
<u>RENTAL REVENUE</u>						
10-36-4070	RENTS-TOWN PROPERTIES	5,860.52	66,736.72	87,000.00	20,263.28	76.7
10-36-4080	UTILITY REIMBURSEMENTS	354.58	4,268.26	5,750.00	1,481.74	74.2
	TOTAL RENTAL REVENUE	6,215.10	71,004.98	92,750.00	21,745.02	76.6
<u>FIRE DEPT REVENUE</u>						
10-37-4053	FIRE DEPT SERVICES REV	375.39	2,246.41	25,500.00	23,253.59	8.8
10-37-4090	WILDLAND FIRE FEES	.00	73,969.91	65,500.00	(8,469.91)	112.9
10-37-4091	WILDLANDS WAGE REIMBURSEMENT	.00	66,167.67	52,000.00	(14,167.67)	127.3
	TOTAL FIRE DEPT REVENUE	375.39	142,383.99	143,000.00	616.01	99.6
<u>GENERAL FUND REVENUE</u>						
10-38-4000	FUND BALANCE RESERVES	33,916.67	339,166.70	407,000.00	67,833.30	83.3
10-38-4300	INTEREST	717.72	9,450.11	14,000.00	4,549.89	67.5
10-38-4400	SALE OF ASSETS	10.00	10.00	12,500.00	12,490.00	.1
10-38-4500	MISCELLANEOUS REVENUES	2,516.13	10,002.61	4,500.00	(5,502.61)	222.3
10-38-4510	INS DIVIDENDS,CLAIMS,REIMBURSM	.00	.00	10,000.00	10,000.00	.0
	TOTAL GENERAL FUND REVENUE	37,160.52	358,629.42	448,000.00	89,370.58	80.1
<u>ADMINISTRATIVE CHARGES</u>						
10-39-4600	ADMINISTRATIVE CHARGES	15,962.75	159,627.50	191,623.00	31,995.50	83.3
	TOTAL ADMINISTRATIVE CHARGES	15,962.75	159,627.50	191,623.00	31,995.50	83.3
	TOTAL FUND REVENUE	225,381.31	2,225,032.24	3,048,995.00	823,962.76	73.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVT EXPENSES</u>					
10-41-5001 SALARIES AND WAGES	20,955.76	217,073.17	282,000.00	64,926.83	77.0
10-41-5006 LONGEVITY BONUS	.00	859.00	2,000.00	1,141.00	43.0
10-41-5010 FICA MATCH	1,559.48	16,343.39	21,750.00	5,406.61	75.1
10-41-5011 RETIREMENT MATCH	2,291.59	23,828.37	30,000.00	6,171.63	79.4
10-41-5012 HEALTH/LIFE INSURANCE	5,704.04	53,634.77	64,000.00	10,365.23	83.8
10-41-5013 WORKERS COMPENSATION	245.11	1,294.76	1,500.00	205.24	86.3
10-41-5014 UNEMPLOYMENT INSURANCE	4.22	83.35	300.00	216.65	27.8
10-41-6101 ACCOUNTING AND AUDITING	.00	23,500.00	20,000.00	(3,500.00)	117.5
10-41-6105 ADVERTISING, PRINTING, & PUBLI	.00	656.21	4,250.00	3,593.79	15.4
10-41-6110 CONTRACT SERVICES	525.00	9,054.80	32,000.00	22,945.20	28.3
10-41-6115 CONVENTIONS AND SEMINARS	.00	2,740.17	2,500.00	(240.17)	109.6
10-41-6116 TRAINING & EDUCATION	88.76	2,405.32	2,500.00	94.68	96.2
10-41-6125 DUES, SUBS & MEMBERSHIPS	221.96	5,073.89	7,500.00	2,426.11	67.7
10-41-6130 ELECTION EXPENSES	.00	1,016.64	2,250.00	1,233.36	45.2
10-41-6145 FUEL	76.50	474.77	650.00	175.23	73.0
10-41-6155 INSURANCE	.00	23,094.87	27,500.00	4,405.13	84.0
10-41-6170 LEGAL EXP - GEN GOV	640.00	7,533.20	13,000.00	5,466.80	58.0
10-41-6185 MISCELLANEOUS	.00	5,850.15	4,000.00	(1,850.15)	146.3
10-41-6186 BANK FEES - GEN ADMIN	164.05	1,669.33	2,000.00	330.67	83.5
10-41-6188 BANK FEES / MERCH SVCS	189.05	1,660.76	4,500.00	2,839.24	36.9
10-41-6190 OFFICE SUPPLIES	553.04	6,392.47	8,500.00	2,107.53	75.2
10-41-6191 COPIER & EQUIP LEASE EXPENSE	357.51	4,040.19	6,000.00	1,959.81	67.3
10-41-6192 SOFTWARE SUPPORT EXP - GG	2,558.22	27,291.14	27,500.00	208.86	99.2
10-41-6193 COMPUTER HARDWARE & SERVICE	870.00	1,848.75	7,000.00	5,151.25	26.4
10-41-6195 OPERATING SUPPLIES - GEN GOV	153.30	990.97	1,500.00	509.03	66.1
10-41-6200 POSTAGE	378.77	3,148.29	4,000.00	851.71	78.7
10-41-6220 REP AND MAINT - VEHICLES	.00	2,082.92	1,750.00	(332.92)	119.0
10-41-6245 SHUTTLE EXPENSES	226.28	3,706.38	3,500.00	(206.38)	105.9
10-41-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
10-41-6265 TELEPHONE	382.28	2,236.53	2,750.00	513.47	81.3
10-41-6275 TRAVEL	.00	151.28	1,500.00	1,348.72	10.1
10-41-6285 TOURISM 1% BED TAX	.00	10,466.67	10,000.00	(466.67)	104.7
10-41-6286 COMMUNITY HEALTH	.00	.00	500.00	500.00	.0
10-41-9500 TRANSFERS OUT	24,833.33	248,333.30	298,000.00	49,666.70	83.3
TOTAL GENERAL GOVT EXPENSES	62,978.25	708,535.81	906,700.00	198,164.19	78.1

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAGISTRATE COURT EXPENSES</u>					
10-42-5001 SALARIES AND WAGES	2,413.96	50,907.84	72,000.00	21,092.16	70.7
10-42-5006 LONGEVITY BONUS	.00	70.00	250.00	180.00	28.0
10-42-5010 FICA AND MEDICARE	184.66	3,808.36	5,500.00	1,691.64	69.2
10-42-5011 RETIREMENT	289.68	5,846.48	3,800.00	(2,046.48)	153.9
10-42-5012 HEALTH/LIFE INSURANCE	.00	12,991.50	18,750.00	5,758.50	69.3
10-42-5013 WORKER'S COMPENSATION	25.06	173.18	230.00	56.82	75.3
10-42-5014 UNEMPLOYMENT	.00	39.91	100.00	60.09	39.9
10-42-6037 COURT SECURITY FUND EXPENSES	165.92	709.64	8,000.00	7,290.36	8.9
10-42-6101 ACCOUNTING AND AUDITING	.00	6,000.00	.00	(6,000.00)	.0
10-42-6110 CONTRACT SERVICES	5,179.05	15,274.55	6,000.00	(9,274.55)	254.6
10-42-6116 TRAINING & EDUCATION	475.00	475.00	750.00	275.00	63.3
10-42-6125 DUES AND SUBSCRIPTIONS	.00	544.49	450.00	(94.49)	121.0
10-42-6185 MISCELLANEOUS	.00	33.51	200.00	166.49	16.8
10-42-6190 OFFICE SUPPLIES	.00	67.54	300.00	232.46	22.5
10-42-6191 COPIER & EQUIP LEASE EXP	.00	3,677.08	3,750.00	72.92	98.1
10-42-6195 OPERATING SUPPLIES - COURT	.00	.00	200.00	200.00	.0
10-42-6265 TELEPHONE	151.64	755.68	850.00	94.32	88.9
10-42-6275 TRAVEL	.00	.00	750.00	750.00	.0
TOTAL MAGISTRATE COURT EXPENSES	8,884.97	101,374.76	121,880.00	20,505.24	83.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT EXPENSES</u>					
10-43-5001 SALARIES AND WAGES	32,473.77	342,535.90	460,000.00	117,464.10	74.5
10-43-5006 LONGEVITY BONUS	.00	1,269.00	2,200.00	931.00	57.7
10-43-5010 FICA AND MEDICARE	2,435.35	25,725.76	36,000.00	10,274.24	71.5
10-43-5011 RETIREMENT	3,929.32	43,509.29	62,000.00	18,490.71	70.2
10-43-5012 HEALTH INSURANCE	4,868.50	57,252.25	70,000.00	12,747.75	81.8
10-43-5013 WORKER'S COMPENSATION	4,632.57	25,168.24	30,000.00	4,831.76	83.9
10-43-5014 UNEMPLOYMENT	15.04	119.85	650.00	530.15	18.4
10-43-6105 ADVERTISING, PRINTING, & PUBLI	.00	90.90	300.00	209.10	30.3
10-43-6110 CONTRACT SERVICES	245.00	1,090.00	1,000.00	(90.00)	109.0
10-43-6116 TRAINING & EDUCATION	.00	1,754.00	4,000.00	2,246.00	43.9
10-43-6120 DISPATCH FEES	3,835.32	39,453.20	48,000.00	8,546.80	82.2
10-43-6125 DUES AND SUBSCRIPTIONS	(376.63)	2,357.90	1,500.00	(857.90)	157.2
10-43-6145 FUEL	889.71	8,451.22	11,250.00	2,798.78	75.1
10-43-6172 PROSECUTOR EXP	2,000.00	20,000.00	24,000.00	4,000.00	83.3
10-43-6185 MISCELLANEOUS	.00	138.12	500.00	361.88	27.6
10-43-6192 SOFTWARE SERVICE & SUPPORT	2,150.03	10,110.64	9,250.00	(860.64)	109.3
10-43-6193 COMPUTER HARDWARE & SERVICE	.00	5,121.02	5,000.00	(121.02)	102.4
10-43-6195 OPERATING SUPPLIES - POLICE	68.05	1,345.46	2,250.00	904.54	59.8
10-43-6200 POSTAGE	.00	165.68	200.00	34.32	82.8
10-43-6220 REP AND MAINT - VEHICLES	1,170.62	7,074.08	8,000.00	925.92	88.4
10-43-6225 REP AND MAINT - EQUIPMENT	.00	1,959.10	4,000.00	2,040.90	49.0
10-43-6234 POLICE OFFICER SAFETY EQUIP EX	.00	716.22	2,500.00	1,783.78	28.7
10-43-6250 SMALL TOOLS AND EQUIPMENT	141.01	2,491.93	3,000.00	508.07	83.1
10-43-6265 TELEPHONE	900.07	6,164.21	7,250.00	1,085.79	85.0
10-43-6280 UNIFORMS	928.36	2,559.50	3,250.00	690.50	78.8
10-43-7025 VEHICLES, CAP OUTLAY, POLICE	.00	34,950.00	42,000.00	7,050.00	83.2
TOTAL POLICE DEPT EXPENSES	60,306.09	641,573.47	838,100.00	196,526.53	76.6

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPT EXPENSES</u>					
10-44-5001 SALARIES AND WAGES	17,223.22	223,959.71	350,000.00	126,040.29	64.0
10-44-5002 WILDLAND PERSONNEL	.00	18,083.33	39,000.00	20,916.67	46.4
10-44-5003 VOLUNTEER-EMPLOYEE PER CALL PE	2,055.00	21,536.02	27,500.00	5,963.98	78.3
10-44-5006 LONGEVITY BONUS	.00	724.00	1,400.00	676.00	51.7
10-44-5007 PAYMENT IN LIEU OF BENEFITS	562.76	5,908.98	7,400.00	1,491.02	79.9
10-44-5010 FICA AND MEDICARE	1,337.94	21,205.25	29,000.00	7,794.75	73.1
10-44-5011 RETIREMENT	1,696.54	24,537.32	35,000.00	10,462.68	70.1
10-44-5012 HEALTH INSURANCE	3,483.68	40,278.43	75,000.00	34,721.57	53.7
10-44-5013 WORKER'S COMPENSATION	3,149.61	19,085.05	28,000.00	8,914.95	68.2
10-44-5014 UNEMPLOYMENT	3.84	77.76	800.00	722.24	9.7
10-44-6116 TRAINING & EDUCATION	.00	8,345.58	7,000.00	(1,345.58)	119.2
10-44-6120 DISPATCH FEES	648.67	6,786.70	8,000.00	1,213.30	84.8
10-44-6125 DUES AND SUBSCRIPTIONS	35.97	1,057.44	750.00	(307.44)	141.0
10-44-6145 FUEL	358.56	4,011.75	9,000.00	4,988.25	44.6
10-44-6170 LEGAL EXP - FIRE	.00	.00	500.00	500.00	.0
10-44-6180 MEDICAL EXPENSES	.00	65.00	1,000.00	935.00	6.5
10-44-6181 MEDICAL SUPPLIES EXP	2,907.01	4,798.51	4,250.00	(548.51)	112.9
10-44-6185 MISCELLANEOUS	101.03	510.11	1,200.00	689.89	42.5
10-44-6192 SOFTWARE SERVICE & SUPPORT	682.56	3,916.11	1,850.00	(2,066.11)	211.7
10-44-6193 COMPUTER HARDWARE AND SERVICE	.00	822.18	2,000.00	1,177.82	41.1
10-44-6195 OPERATING SUPPLIES - FIRE DEPT	.00	706.35	1,500.00	793.65	47.1
10-44-6220 REP AND MAINT - VEHICLES	364.00	8,307.95	12,500.00	4,192.05	66.5
10-44-6225 REP AND MAINT - EQUIPMENT	.00	289.87	4,000.00	3,710.13	7.3
10-44-6250 SMALL TOOLS AND EQUIPMENT	270.29	6,705.75	10,000.00	3,294.25	67.1
10-44-6265 TELEPHONE	711.25	3,790.47	3,750.00	(40.47)	101.1
10-44-6270 TRAINING CENTER ASSESSMENT	.00	2,692.00	2,750.00	58.00	97.9
10-44-6276 MISCELLANEOUS WILDLAND	.00	8,295.62	.00	(8,295.62)	.0
TOTAL FIRE DEPT EXPENSES	35,591.93	436,497.24	663,150.00	226,652.76	65.8

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>					
10-45-5001 SALARIES AND WAGES	6,316.88	69,349.10	95,000.00	25,650.90	73.0
10-45-5006 LONGEVITY BONUS	60.00	628.00	650.00	22.00	96.6
10-45-5007 LIBRARY BENEFIT STIPEND	549.56	5,770.38	7,225.00	1,454.62	79.9
10-45-5010 FICA AND MEDICARE	529.37	5,789.45	8,000.00	2,210.55	72.4
10-45-5011 RETIREMENT	515.32	5,591.06	8,000.00	2,408.94	69.9
10-45-5012 HEALTH INSURANCE	42.82	449.61	750.00	300.39	60.0
10-45-5013 WORKER'S COMPENSATION	51.46	278.92	400.00	121.08	69.7
10-45-5014 UNEMPLOYMENT	5.62	42.62	250.00	207.38	17.1
10-45-6110 CONTRACT SERVICES	1,750.00	1,451.16	1,750.00	298.84	82.9
10-45-6185 MISCELLANEOUS	.00	47.70	250.00	202.30	19.1
10-45-6190 OFFICE SUPPLIES	.00	303.03	300.00	(3.03)	101.0
10-45-6195 OPERATING SUPPLIES - LIBRARY	924.41	4,170.15	4,750.00	579.85	87.8
10-45-6205 PRINT AND NON-PRINT MATERIALS	477.36	1,670.51	2,750.00	1,079.49	60.8
10-45-6225 REP AND MAINT - EQUIPMENT	200.00	200.00	200.00	.00	100.0
10-45-6250 SMALL TOOLS AND EQUIPMENT	1,076.93	1,076.93	1,500.00	423.07	71.8
10-45-6265 TELEPHONE	134.22	609.36	1,250.00	640.64	48.8
10-45-6266 E-RATE EXP	84.00	483.00	600.00	117.00	80.5
TOTAL LIBRARY EXPENSES	12,717.95	97,910.98	133,625.00	35,714.02	73.3

PLANNING & ZONING EXP

10-46-5001 SALARIES AND WAGES	5,087.01	49,968.22	70,000.00	20,031.78	71.4
10-46-5006 LONGEVITY BONUS	.00	238.00	400.00	162.00	59.5
10-46-5010 FICA AND MEDICARE	385.12	3,798.37	5,500.00	1,701.63	69.1
10-46-5011 RETIREMENT	406.28	4,309.99	7,000.00	2,690.01	61.6
10-46-5012 HEALTH INSURANCE	938.96	9,859.08	10,000.00	140.92	98.6
10-46-5013 WORKER'S COMPENSATION	78.22	384.12	600.00	215.88	64.0
10-46-5014 UNEMPLOYMENT	2.76	26.79	125.00	98.21	21.4
10-46-6105 ADVERTISING, PRINTING, & PUBLI	.00	.00	100.00	100.00	.0
10-46-6110 CONTRACT SERVICES	.00	100.00	.00	(100.00)	.0
10-46-6115 CONVENTIONS AND SEMINARS	.00	.00	250.00	250.00	.0
10-46-6116 TRAINING AND EDUCATION	.00	.00	1,250.00	1,250.00	.0
10-46-6170 LEGAL EXP - P&Z	.00	1,485.00	12,500.00	11,015.00	11.9
10-46-6175 MAP UPGRADES / COPIES	.00	.00	1,000.00	1,000.00	.0
10-46-6185 MISCELLANEOUS	183.92	531.62	20,000.00	19,468.38	2.7
10-46-6192 SOFTWARE MAINTENANCE & SUPPORT	648.00	4,894.60	2,000.00	(2,894.60)	244.7
10-46-6195 OPERATING SUPPLIES	.00	.00	100.00	100.00	.0
10-46-6250 SMALL TOOLS AND EQUIPMENT	.00	100.00	100.00	.00	100.0
10-46-6265 TELEPHONE	93.86	791.62	600.00	(191.62)	131.9
10-46-6275 TRAVEL	.00	.00	250.00	250.00	.0
10-46-6310 HISTORIC PRESERVATION EXP	.00	1,000.00	3,750.00	2,750.00	26.7
TOTAL PLANNING & ZONING EXP	7,824.13	77,487.41	135,525.00	58,037.59	57.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS EXPENSES</u>					
10-47-5001 SALARIES AND WAGES	548.68	5,980.18	8,600.00	2,619.82	69.5
10-47-5006 LONGEVITY BONUS	6.19	25.28	40.00	14.72	63.2
10-47-5010 FICA AND MEDICARE	41.20	445.80	700.00	254.20	63.7
10-47-5011 RETIREMENT	56.54	620.33	1,100.00	479.67	56.4
10-47-5012 HEALTH INSURANCE	171.76	1,879.00	2,600.00	721.00	72.3
10-47-5013 WORKER'S COMPENSATION	55.58	304.77	420.00	115.23	72.6
10-47-5014 UNEMPLOYMENT	.00	2.26	10.00	7.74	22.6
10-47-6145 FUEL	88.85	479.36	900.00	420.64	53.3
10-47-6170 LEGAL	.00	.00	250.00	250.00	.0
10-47-6185 MISCELLANEOUS	.00	14.11	300.00	285.89	4.7
10-47-6192 SOFTWARE SERVICE & SUPPORT	.00	.00	100.00	100.00	.0
10-47-6195 OPERATING SUPPLIES - PARKS	14.01	128.08	500.00	371.92	25.6
10-47-6215 REP AND MAINT - BUILDING	.00	.00	100.00	100.00	.0
10-47-6220 REP AND MAINT - VEHICLES	.00	2,111.41	2,000.00	(111.41)	105.6
10-47-6225 REP AND MAINT - EQUIPMENT	.00	684.59	800.00	115.41	85.6
10-47-6230 REP AND MAINT - INFRASTRUCTURE	.00	.00	1,000.00	1,000.00	.0
10-47-6250 SMALL TOOLS AND EQUIPMENT	.00	171.82	1,000.00	828.18	17.2
10-47-6280 UNIFORM EXP PARKS	.00	331.66	450.00	118.34	73.7
10-47-6285 UTILITIES	516.76	2,750.09	2,750.00	(.09)	100.0
10-47-8040 LEASE PAYMENTS	.00	.00	250.00	250.00	.0
TOTAL PARKS EXPENSES	1,499.57	15,928.74	23,870.00	7,941.26	66.7

PROPERTIES EXPENSES

10-48-5001 SALARIES AND WAGES	3,397.45	37,021.41	55,000.00	17,978.59	67.3
10-48-5006 LONGEVITY BONUS	38.32	156.50	240.00	83.50	65.2
10-48-5010 FICA AND MEDICARE	255.12	2,759.99	4,100.00	1,340.01	67.3
10-48-5011 RETIREMENT	350.04	3,840.39	6,400.00	2,559.61	60.0
10-48-5012 HEALTH INSURANCE	1,063.58	11,632.44	16,500.00	4,867.56	70.5
10-48-5013 WORKER'S COMPENSATION	322.59	1,819.29	2,500.00	680.71	72.8
10-48-5014 UNEMPLOYMENT	.00	13.81	60.00	46.19	23.0
10-48-6110 CONTRACT SERVICES	1,006.69	8,617.83	10,000.00	1,382.17	86.2
10-48-6140 ENGINEERING FEES	.00	8,191.50	7,500.00	(691.50)	109.2
10-48-6145 FUEL	47.78	1,754.68	1,500.00	(254.68)	117.0
10-48-6185 MISCELLANEOUS	113.96	666.84	1,750.00	1,083.16	38.1
10-48-6192 SOFTWARE SERVICE & SUPPORT	.00	43.92	.00	(43.92)	.0
10-48-6195 OPERATING SUPPLIES - PROPERTIE	14.01	862.25	2,000.00	1,137.75	43.1
10-48-6215 R&M BUILDING - PROPERTIES	25,238.87	39,538.39	47,000.00	7,461.61	84.1
10-48-6220 REP AND MAINT - VEHICLES	.00	2,897.02	2,000.00	(897.02)	144.9
10-48-6225 REP AND MAINT - EQUIPMENT	.00	684.59	1,000.00	315.41	68.5
10-48-6230 REP AND MAINT - INFRASTRUCTURE	.00	132.76	20,000.00	19,867.24	.7
10-48-6250 SMALL TOOLS AND EQUIPMENT	203.68	1,376.48	1,500.00	123.52	91.8
10-48-6280 UNIFORM EXP PROPERTIES	.00	331.67	375.00	43.33	88.5
10-48-6285 UTILITIES	5,553.74	42,735.15	45,500.00	2,764.85	93.9
10-48-8040 LEASE PAYMENTS	.00	.00	275.00	275.00	.0
TOTAL PROPERTIES EXPENSES	37,605.83	165,076.91	225,200.00	60,123.09	73.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	227,408.72	2,244,385.32	3,048,050.00	803,664.68	73.6
NET REVENUE OVER EXPENDITURES	(2,027.41)	(19,353.08)	945.00	20,298.08	(2047.

TOWN OF JEROME
BALANCE SHEET
APRIL 30, 2025

Item A.

UTILITY FUND

ASSETS

20-00-1000	CASH - COMBINED FUND	813,360.74	
20-00-1015	UTILITIES A/R	61,999.52	
20-00-1016	BOND ACCOUNT	(900,000.00)	
20-00-1125	MISCELLANEOUS	27.21	
20-00-1190	ALLOWANCE FOR DOUBTFUL ACCTS	(18,000.00)	
20-00-1515	BUILDINGS-PROP, PLANT, EQUIP	2,545,159.57	
20-00-1518	INFRASTRUCTURE	1,553,803.85	
20-00-1520	OPERATING EQUIPMENT-PROP, PLAN	235,211.78	
20-00-1540	CONSTRUCTION WIP	53,193.16	
20-00-1550	BUILDINGS-ACC DEPRECIATION	(1,845,750.99)	
20-00-1555	OPERATING EQUIPMENT-ACC DEPREC	(189,539.74)	
TOTAL ASSETS			2,309,465.10

LIABILITIES AND EQUITY

LIABILITIES

20-00-2500	SALES TAX PAYABLE	823.14	
20-00-2600	CUSTOMER DEPOSITS	33,732.76	
20-00-2700	COMPENSATED ABSENCES	6,083.90	
20-00-2975	ACCRUED INTEREST PAYABLE	72,000.00	
TOTAL LIABILITIES			112,639.80

FUND EQUITY

20-00-3002	UNRESTRICTED FUND BALANCE	1,383,225.43	
20-00-3051	UNRESTRICTED FUND BALANCE	708,837.33	
20-00-3052	UNRESTRICED FUND BALANCE	(177,378.00)	
REVENUE OVER EXPENDITURES - YTD		282,140.54	
BALANCE - CURRENT DATE		282,140.54	
TOTAL FUND EQUITY			2,196,825.30
TOTAL LIABILITIES AND EQUITY			2,309,465.10

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>					
20-50-4010 FUND BALANCE RESERVES	16,679.17	166,791.70	200,150.00	33,358.30	83.3
20-50-4085 WATER USAGE FEES	14,648.60	155,557.28	194,000.00	38,442.72	80.2
20-50-4100 WATER CONNECTION FEES	.00	.00	5,000.00	5,000.00	.0
20-50-4500 MISCELLANEOUS	190.00	1,802.49	1,750.00	(52.49)	103.0
20-50-4900 TRANSFERS IN	12,083.33	120,833.30	145,000.00	24,166.70	83.3
TOTAL WATER REVENUE	43,601.10	444,984.77	545,900.00	100,915.23	81.5
<u>SEWER REVENUE</u>					
20-51-4050 CONNECTION FEES	.00	.00	5,500.00	5,500.00	.0
20-51-4085 SEWER USAGE FEES	15,324.03	162,044.48	199,000.00	36,955.52	81.4
20-51-4900 TRANSFERS IN	7,500.00	75,000.00	90,000.00	15,000.00	83.3
TOTAL SEWER REVENUE	22,824.03	237,044.48	294,500.00	57,455.52	80.5
<u>SANITATION REVENUE</u>					
20-52-4085 SANITATION USAGE FEES	14,458.24	147,283.08	193,000.00	45,716.92	76.3
20-52-4500 MISCELLANEOUS	.00	.00	2,750.00	2,750.00	.0
20-52-4900 TRANSFERS IN	5,416.67	54,166.70	65,000.00	10,833.30	83.3
TOTAL SANITATION REVENUE	19,874.91	201,449.78	260,750.00	59,300.22	77.3
TOTAL FUND REVENUE	86,300.04	883,479.03	1,101,150.00	217,670.97	80.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>					
20-50-5001 SALARIES AND WAGES	5,992.87	65,299.93	94,000.00	28,700.07	69.5
20-50-5006 LONGEVITY BONUS	67.59	276.04	430.00	153.96	64.2
20-50-5010 FICA AND MEDICARE	450.05	4,868.39	7,300.00	2,431.61	66.7
20-50-5011 RETIREMENT	617.46	6,773.95	12,000.00	5,226.05	56.5
20-50-5012 HEALTH INSURANCE	1,875.97	20,517.28	30,000.00	9,482.72	68.4
20-50-5013 WORKER'S COMPENSATION	721.46	3,854.30	5,500.00	1,645.70	70.1
20-50-5014 UNEMPLOYMENT	.00	24.36	100.00	75.64	24.4
20-50-6110 CONTRACT SERVICES	1,025.00	9,615.00	17,000.00	7,385.00	56.6
20-50-6116 TRAINING AND EDUCATION	.00	120.00	500.00	380.00	24.0
20-50-6135 PERMIT FEE EXP - WATER	.00	429.44	1,250.00	820.56	34.4
20-50-6140 ENGINEERING FEES	2,900.00	9,490.00	4,000.00	(5,490.00)	237.3
20-50-6145 FUEL	255.72	1,902.57	4,000.00	2,097.43	47.6
20-50-6155 INSURANCE	.00	7,262.10	12,250.00	4,987.90	59.3
20-50-6170 LEGAL EXP - WATER	.00	.00	24,000.00	24,000.00	.0
20-50-6185 MISCELLANEOUS	.00	1,557.95	800.00	(757.95)	194.7
20-50-6192 SOFTWARE SUPPORT EXP - WATER	343.39	6,643.99	5,750.00	(893.99)	115.6
20-50-6195 OPERATING SUPPLIES - WATER	3,383.61	5,694.17	5,000.00	(694.17)	113.9
20-50-6215 R&M BUILDING - WATER	.00	.00	250.00	250.00	.0
20-50-6220 REP AND MAINT - VEHICLES	23.06	2,376.30	3,000.00	623.70	79.2
20-50-6225 REP AND MAINT - EQUIPMENT	.00	684.59	2,000.00	1,315.41	34.2
20-50-6230 REP AND MAINT - INFRASTRUCTURE	753.39	17,996.52	240,000.00	222,003.48	7.5
20-50-6232 SPRINGS SECURITY EXP	93.37	931.88	6,000.00	5,068.12	15.5
20-50-6240 SERVICE TESTS/SYSTEM TESTING	30.00	408.00	750.00	342.00	54.4
20-50-6250 SMALL TOOLS AND EQUIPMENT	.00	252.55	2,000.00	1,747.45	12.6
20-50-6271 DWR FEE	.00	.00	1,000.00	1,000.00	.0
20-50-6280 UNIFORM EXP WATER	.00	331.64	350.00	18.36	94.8
20-50-6285 UTILITIES EXP - WATER	82.41	417.49	500.00	82.51	83.5
20-50-6290 ADMINISTRATIVE CHARGE	4,918.00	49,180.00	59,016.00	9,836.00	83.3
20-50-8040 LEASE PAYMENTS	.00	.00	800.00	800.00	.0
TOTAL WATER EXPENDITURES	23,533.35	216,908.44	539,546.00	322,637.56	40.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER EXPENDITURES</u>					
20-51-5001 SALARIES AND WAGES	3,249.81	35,411.99	51,000.00	15,588.01	69.4
20-51-5006 LONGEVITY BONUS	36.65	149.68	240.00	90.32	62.4
20-51-5010 FICA AND MEDICARE	244.05	2,640.08	3,900.00	1,259.92	67.7
20-51-5011 RETIREMENT	334.85	3,673.57	6,100.00	2,426.43	60.2
20-51-5012 HEALTH INSURANCE	1,017.37	11,126.95	15,500.00	4,373.05	71.8
20-51-5013 WORKER'S COMPENSATION	371.66	2,021.83	2,750.00	728.17	73.5
20-51-5014 UNEMPLOYMENT	.00	13.20	55.00	41.80	24.0
20-51-6110 CONTRACT SERVICES	3,455.00	30,055.00	47,500.00	17,445.00	63.3
20-51-6135 PERMIT FEE EXP - SEWER	.00	1,498.94	2,250.00	751.06	66.6
20-51-6140 ENGINEERING FEES	.00	8,186.50	14,750.00	6,563.50	55.5
20-51-6145 FUEL	92.54	941.27	3,000.00	2,058.73	31.4
20-51-6155 INSURANCE	.00	7,262.10	12,750.00	5,487.90	57.0
20-51-6170 LEGAL EXP - SEWER	.00	.00	1,000.00	1,000.00	.0
20-51-6185 MISCELLANEOUS	.00	1,653.44	750.00	(903.44)	220.5
20-51-6192 SOFTWARE SUPPORT EXP - SEWER	343.39	6,956.59	6,000.00	(956.59)	115.9
20-51-6195 OPERATING SUPPLIES - SEWER	14.02	7,896.61	12,000.00	4,103.39	65.8
20-51-6215 R&M BUILDING - SEWER	.00	190.64	.00	(190.64)	.0
20-51-6220 REP AND MAINT - VEHICLES	.00	2,254.13	3,250.00	995.87	69.4
20-51-6225 REP AND MAINT - EQUIPMENT	.00	684.59	575.00	(109.59)	119.1
20-51-6230 REP AND MAINT - INFRASTRUCTURE	881.58	4,090.61	35,000.00	30,909.39	11.7
20-51-6240 SERVICE TESTS/SYSTEM TESTING	1,104.40	8,286.12	11,000.00	2,713.88	75.3
20-51-6250 SMALL TOOLS & EQUIPMENT (UNDER	.00	1,112.72	1,500.00	387.28	74.2
20-51-6280 UNIFORM EXP SEWER	.00	331.66	450.00	118.34	73.7
20-51-6285 UTILITIES	357.86	2,020.44	2,750.00	729.56	73.5
20-51-6290 ADMINISTRATIVE CHARGE	4,918.00	49,180.00	59,016.00	9,836.00	83.3
20-51-8040 LEASE PAYMENTS	.00	.00	900.00	900.00	.0
TOTAL SEWER EXPENDITURES	16,421.18	187,638.66	293,986.00	106,347.34	63.8

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SANITATION EXPENDITURES</u>					
20-52-5001 SALARIES AND WAGES	5,170.25	56,339.96	82,000.00	25,660.04	68.7
20-52-5006 LONGEVITY BONUS	58.31	238.14	380.00	141.86	62.7
20-52-5010 FICA AND MEDICARE	388.28	4,200.37	6,500.00	2,299.63	64.6
20-52-5011 RETIREMENT	532.70	5,844.50	10,000.00	4,155.50	58.5
20-52-5012 HEALTH INSURANCE	1,618.50	17,702.26	25,000.00	7,297.74	70.8
20-52-5013 WORKER'S COMPENSATION	1,052.29	5,776.06	6,600.00	823.94	87.5
20-52-5014 UNEMPLOYMENT	.00	21.02	90.00	68.98	23.4
20-52-6111 RECYCLING CONTRACT EXP	290.00	1,900.00	1,750.00	(150.00)	108.6
20-52-6116 TRAINING & EDUCATION	.00	95.00	.00	(95.00)	.0
20-52-6142 EQUIPMENT RENTALS	.00	.00	1,000.00	1,000.00	.0
20-52-6145 FUEL	382.38	3,623.22	7,750.00	4,126.78	46.8
20-52-6155 INSURANCE	.00	7,262.10	12,750.00	5,487.90	57.0
20-52-6165 LANDFILL TIPPING FEES	1,530.00	16,764.63	19,000.00	2,235.37	88.2
20-52-6185 MISCELLANEOUS	.00	1,820.59	8,000.00	6,179.41	22.8
20-52-6192 SOFTWARE SUPPORT EXP - TRASH	343.39	5,306.22	4,500.00	(806.22)	117.9
20-52-6195 OPERATING SUPPLIES - TRASH	14.01	319.72	450.00	130.28	71.1
20-52-6220 REP AND MAINT - VEHICLES	210.53	8,402.36	7,750.00	(652.36)	108.4
20-52-6225 REP AND MAINT - EQUIPMENT	.00	684.59	600.00	(84.59)	114.1
20-52-6230 R&M TRASH - INFRASTRUCTURE	.00	35.13	250.00	214.87	14.1
20-52-6250 SMALL TOOLS AND EQUIPMENT	638.42	943.83	1,500.00	556.17	62.9
20-52-6280 UNIFORM EXP TRASH	.00	331.69	350.00	18.31	94.8
20-52-6290 ADMINISTRATIVE CHARGE	4,918.00	49,180.00	59,016.00	9,836.00	83.3
20-52-9500 TRANSFERS OUT	.00	10,000.00	10,000.00	.00	100.0
 TOTAL SANITATION EXPENDITURES	 17,147.06	 196,791.39	 265,236.00	 68,444.61	 74.2
 TOTAL FUND EXPENDITURES	 57,101.59	 601,338.49	 1,098,768.00	 497,429.51	 54.7
 NET REVENUE OVER EXPENDITURES	 29,198.45	 282,140.54	 2,382.00	 (279,758.54)	 11844.

TOWN OF JEROME
BALANCE SHEET
APRIL 30, 2025

Item A.

HURF FUND

ASSETS

30-00-1000	CASH - COMBINED FUND	(711,033.77)	
30-00-1022	OAZ HURF SAVINGS		787,884.20	
				<hr/>
	TOTAL ASSETS			76,850.43
				<hr/>

LIABILITIES AND EQUITY

FUND EQUITY

30-00-3002	UNRESTRICTED FUND BALANCE		72,165.46	
	REVENUE OVER EXPENDITURES - YTD	4,684.97		
		<hr/>		
	BALANCE - CURRENT DATE		4,684.97	
				<hr/>
	TOTAL FUND EQUITY			76,850.43
				<hr/>
	TOTAL LIABILITIES AND EQUITY			76,850.43
				<hr/>

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

HURF FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>HURF REVENUE</u>					
30-30-4020	HURF REVENUE	4,204.90	35,633.22	48,000.00	12,366.78	74.2
30-30-4300	INTEREST AND INVESTMENT EARNIN	322.92	3,249.43	2,750.00	(499.43)	118.2
30-30-4900	TRANSFERS IN	15,833.33	158,333.30	190,000.00	31,666.70	83.3
	<u>TOTAL HURF REVENUE</u>	<u>20,361.15</u>	<u>197,215.95</u>	<u>240,750.00</u>	<u>43,534.05</u>	<u>81.9</u>
	 <u>TOTAL FUND REVENUE</u>	 <u>20,361.15</u>	 <u>197,215.95</u>	 <u>240,750.00</u>	 <u>43,534.05</u>	 <u>81.9</u>

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

HURF FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HURF EXPENDITURE</u>					
30-30-5001 SALARIES AND WAGES	4,694.04	50,828.05	44,000.00	(6,828.05)	115.5
30-30-5006 LONGEVITY BONUS	30.94	401.36	200.00	(201.36)	200.7
30-30-5010 FICA AND MEDICARE	355.31	3,851.49	3,500.00	(351.49)	110.0
30-30-5011 RETIREMENT	282.69	3,101.24	5,300.00	2,198.76	58.5
30-30-5012 HEALTH INSURANCE	858.90	9,392.91	13,000.00	3,607.09	72.3
30-30-5013 WORKER'S COMPENSATION	332.61	1,953.33	2,100.00	146.67	93.0
30-30-5014 UNEMPLOYMENT	2.52	30.44	50.00	19.56	60.9
30-30-6140 ENGINEERING FEES	.00	.00	2,500.00	2,500.00	.0
30-30-6142 EQUIPMENT RENTALS	.00	.00	750.00	750.00	.0
30-30-6145 FUEL	109.14	1,504.56	1,500.00	(4.56)	100.3
30-30-6155 INSURANCE	.00	4,841.40	8,500.00	3,658.60	57.0
30-30-6185 MISCELLANEOUS	.00	756.56	650.00	(106.56)	116.4
30-30-6192 SOFTWARE SERVICE & SUPPORT	114.46	1,228.28	1,575.00	346.72	78.0
30-30-6195 OPERATING SUPPLIES - HURF	14.02	128.06	500.00	371.94	25.6
30-30-6210 PUBLIC RESTROOM SUPPLIES	.00	5,954.98	1,250.00	(4,704.98)	476.4
30-30-6215 REPAIR & MAINTENANCE - BUILDIN	.00	.00	500.00	500.00	.0
30-30-6220 REP AND MAINT - VEHICLES	.00	2,134.43	1,750.00	(384.43)	122.0
30-30-6225 REP AND MAINT - EQUIPMENT	.00	684.60	1,000.00	315.40	68.5
30-30-6230 REP AND MAINT - INFRASTRUCTURE	2,115.06	83,661.28	124,000.00	40,338.72	67.5
30-30-6250 SMALL TOOLS AND EQUIPMENT	.00	187.90	500.00	312.10	37.6
30-30-6255 STREET LIGHTS	1,241.15	12,295.87	13,500.00	1,204.13	91.1
30-30-6260 STREET SUPPLIES	.00	1,848.62	4,750.00	2,901.38	38.9
30-30-6280 UNIFORM EXP - HURF	118.14	449.82	400.00	(49.82)	112.5
30-30-6290 ADMINISTRATIVE CHARGE	729.58	7,295.80	8,755.00	1,459.20	83.3
30-30-8040 LEASE PAYMENTS	.00	.00	200.00	200.00	.0
TOTAL HURF EXPENDITURE	10,998.56	192,530.98	240,730.00	48,199.02	80.0
TOTAL FUND EXPENDITURES	10,998.56	192,530.98	240,730.00	48,199.02	80.0
NET REVENUE OVER EXPENDITURES	9,362.59	4,684.97	20.00	(4,664.97)	23424.

TOWN OF JEROME
BALANCE SHEET
APRIL 30, 2025

Item A.

PARKING FUND

ASSETS

35-00-1000	CASH - COMBINED FUND	192,598.47	
	TOTAL ASSETS		192,598.47

LIABILITIES AND EQUITY

FUND EQUITY

35-00-3002	UNRESTRICTED FUND BALANCE	147,075.51	
	REVENUE OVER EXPENDITURES - YTD	45,522.96	
	BALANCE - CURRENT DATE	45,522.96	
	TOTAL FUND EQUITY		192,598.47
	TOTAL LIABILITIES AND EQUITY		192,598.47

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARKING FUND REVENUE</u>					
35-35-4042 PARKING KIOSK REVENUE	43,205.71	324,912.57	355,000.00	30,087.43	91.5
TOTAL PARKING FUND REVENUE	43,205.71	324,912.57	355,000.00	30,087.43	91.5
TOTAL FUND REVENUE	43,205.71	324,912.57	355,000.00	30,087.43	91.5

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKING FUND EXPENDITURE</u>					
35-35-5001 SALARIES AND WAGES	2,814.96	27,739.11	41,000.00	13,260.89	67.7
35-35-5006 LONGEVITY BONUS	.00	100.00	180.00	80.00	55.6
35-35-5010 FICA MATCH	215.35	2,129.74	3,100.00	970.26	68.7
35-35-5013 WORKER'S COMPENSATION	172.41	867.46	1,100.00	232.54	78.9
35-35-5014 UNEMPLOYMENT	7.60	30.67	175.00	144.33	17.5
35-35-6145 FUEL	20.45	486.66	1,000.00	513.34	48.7
35-35-6185 MISCELLANEOUS	.00	742.45	1,000.00	257.55	74.3
35-35-6186 BANK CHARGES	94.85	180.30	.00	180.30	.0
35-35-6188 CREDIT CARD PROCESSING FEES	4,272.56	27,520.44	27,500.00	(20.44)	100.1
35-35-6192 SOFTWARE SERVICE AND SUPPORT	1,674.73	14,534.02	27,500.00	12,965.98	52.9
35-35-6195 OPERATING SUPPLIES	.00	2,060.80	2,500.00	439.20	82.4
35-35-6265 TELEPHONE	148.40	4,872.96	5,500.00	627.04	88.6
35-35-6290 ADMINISTRATIVE CHARGE	479.17	4,791.70	5,750.00	958.30	83.3
35-35-8041 ALLOWANCE FOR ADDITIONAL CAPIT	.00	.00	4,000.00	4,000.00	.0
35-35-9500 TRANSFERS OUT	19,333.33	193,333.30	232,000.00	38,666.70	83.3
TOTAL PARKING FUND EXPENDITURE	29,233.81	279,389.61	352,305.00	72,915.39	79.3
TOTAL FUND EXPENDITURES	29,233.81	279,389.61	352,305.00	72,915.39	79.3
NET REVENUE OVER EXPENDITURES	13,971.90	45,522.96	2,695.00	(42,827.96)	1689.2

TOWN OF JEROME
BALANCE SHEET
APRIL 30, 2025

Item A.

FIRE DEPT PENSION & RETIREMENT

ASSETS

40-00-1000	CASH - COMBINED FUND	13,301.40	
40-00-1010	INVESTMENTS - PENSION & RELIEF	189,886.42	
40-00-1011	PENSION FUND CASH	18,162.07	
	TOTAL ASSETS		221,349.89

LIABILITIES AND EQUITY

LIABILITIES

40-00-2001	ACCOUNTS PAYABLE	(4,236.09)	
	TOTAL LIABILITIES		(4,236.09)

FUND EQUITY

40-00-3002	UNRESTRICTED FUND BALANCE	227,585.98	
	REVENUE OVER EXPENDITURES - YTD	(2,000.00)	
	BALANCE - CURRENT DATE	(2,000.00)	
	TOTAL FUND EQUITY		225,585.98
	TOTAL LIABILITIES AND EQUITY		221,349.89

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

FIRE DEPT PENSION & RETIREMENT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>FIRE DEPT P&R REVENUE</u>					
40-60-4250	TOWN CONTRIBUTION	.00	.00	15,000.00	15,000.00	.0
40-60-4255	STATE PENSION CONTRIBUTION	.00	.00	2,750.00	2,750.00	.0
40-60-4256	RETIREMENT REV FD P&R	.00	.00	10,000.00	10,000.00	.0
	<u>TOTAL FIRE DEPT P&R REVENUE</u>	<u>.00</u>	<u>.00</u>	<u>27,750.00</u>	<u>27,750.00</u>	<u>.0</u>
	 <u>TOTAL FUND REVENUE</u>	 <u>.00</u>	 <u>.00</u>	 <u>27,750.00</u>	 <u>27,750.00</u>	 <u>.0</u>

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

FIRE DEPT PENSION & RETIREMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPT P&R EXPENDITURE</u>					
40-60-6235 RETIREMENT EXP FD P&R	.00	2,000.00	27,750.00	25,750.00	7.2
TOTAL FIRE DEPT P&R EXPENDITURE	.00	2,000.00	27,750.00	25,750.00	7.2
TOTAL FUND EXPENDITURES	.00	2,000.00	27,750.00	25,750.00	7.2
NET REVENUE OVER EXPENDITURES	.00	(2,000.00)	.00	2,000.00	.0

TOWN OF JEROME
BALANCE SHEET
APRIL 30, 2025

Item A.

OPERATING GRANTS REVENUE

ASSETS

50-00-1000	CASH - COMBINED FUND	90,404.52	
50-00-1800	INVENTORY	13,193.06	
	TOTAL ASSETS		103,597.58

LIABILITIES AND EQUITY

LIABILITIES

50-00-2755	DEFERRED REVENUE - OPR GRANTS	73,062.12	
	TOTAL LIABILITIES		73,062.12

FUND EQUITY

50-00-3002	UNRESTRICTED FUND BALANCE	36,592.44	
	REVENUE OVER EXPENDITURES - YTD	(6,056.98)	
	BALANCE - CURRENT DATE	(6,056.98)	
	TOTAL FUND EQUITY		30,535.46
	TOTAL LIABILITIES AND EQUITY		103,597.58

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

OPERATING GRANTS REVENUE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OPERATING GRANTS REVENUE</u>					
50-40-4066 RICO REV - OPR GRANTS	.00	27,025.08	.00 (27,025.08)	.0
50-40-4067 POLICE DEPT REV - OPR GRANTS	.00	.00	20,000.00	20,000.00	.0
50-40-4068 FIRE DEPT REV - OPR GRANTS	.00	15,402.85	43,000.00	27,597.15	35.8
50-40-4101 WATER TOWER SITING GRANT	.00	.00	32,000.00	32,000.00	.0
50-40-4102 YAVAPAI COUNTY STORM DRAINAGE/	.00	.00	30,000.00	30,000.00	.0
50-40-4105 COMMUNITY & FOUNDATION GRANT R	.00	.00	20,000.00	20,000.00	.0
50-40-4150 POLICE: PROP 207 FUNDING	.00	.00 (5,000.00) (5,000.00)	.0
50-40-4185 MISCELLANEOUS GRANTS	.00	13,362.06	350,000.00	336,637.94	3.8
50-40-4200 MISC. JUDICIAL GRANTS	.00	.00	25,000.00	25,000.00	.0
 TOTAL OPERATING GRANTS REVENUE	 .00	 55,789.99	 515,000.00	 459,210.01	 10.8
 TOTAL FUND REVENUE	 .00	 55,789.99	 515,000.00	 459,210.01	 10.8

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

OPERATING GRANTS REVENUE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING GRANTS EXPENDITURE</u>					
50-40-6100 MISC. JUDICIAL GRANT EXP.	.00	.00	25,000.00	25,000.00	.0
50-40-6101 WATER TOWER SITING GRANT	.00	.00	32,000.00	32,000.00	.0
50-40-6102 YAVAPAI COUNTY STORM DRAINAGE/	12,868.00	12,868.00	30,000.00	17,132.00	42.9
50-40-6105 COMMUNITY INVESTMENT	.00	.00	20,000.00	20,000.00	.0
50-40-6150 POLICE: PROP 207 FUNDING	.00	.00	5,000.00	5,000.00	.0
50-40-6185 USE OF MISCELLANEOUS GRANTS	.00	.00	350,000.00	350,000.00	.0
50-40-6236 RICO EXP - OPR GRANTS	.00	26,964.48	.00	(26,964.48)	.0
50-40-6237 POLICE DEPT EXP - OPR GRANTS	.00	.00	20,000.00	20,000.00	.0
50-40-6238 FIRE DEPT EXP - OPR GRANTS	9,039.75	22,014.49	43,000.00	20,985.51	51.2
TOTAL OPERATING GRANTS EXPENDITURE	21,907.75	61,846.97	525,000.00	463,153.03	11.8
TOTAL FUND EXPENDITURES	21,907.75	61,846.97	525,000.00	463,153.03	11.8
NET REVENUE OVER EXPENDITURES	(21,907.75)	(6,056.98)	(10,000.00)	(3,943.02)	(60.6)

TOWN OF JEROME
BALANCE SHEET
APRIL 30, 2025

Item A.

CAPITAL GRANTS FUND

ASSETS

60-00-1000	CASH - COMBINED FUND	843,089.71	
	TOTAL ASSETS		843,089.71

LIABILITIES AND EQUITY

LIABILITIES

60-00-2755	DEFERRED REVENUE - CAP GRANTS	717,751.43	
	TOTAL LIABILITIES		717,751.43

FUND EQUITY

60-00-3001	RESTRICTED FUND BALANCE	291,647.29	
60-00-3002	UNRESTRICTED FUND BALANCE	(153,891.34)	
	REVENUE OVER EXPENDITURES - YTD	(12,417.67)	
	BALANCE - CURRENT DATE	(12,417.67)	
	TOTAL FUND EQUITY		125,338.28
	TOTAL LIABILITIES AND EQUITY		843,089.71

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

CAPITAL GRANTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CAPITAL GRANTS REVENUE</u>					
60-70-4105 CDBG DECEP TIOWATERLINE REVENUE	.00	.00	400,000.00	400,000.00	.0
60-70-4107 YAVAPAI APACHE GAMING DONATION	.00	8,657.86	16,000.00	7,342.14	54.1
60-70-4108 FREEPORT MCMORAN - SOCIAL INVE	.00	.00	25,000.00	25,000.00	.0
60-70-4111 LEGISLATIVE FUNDING-CENTER AVE	.00	.00	500,000.00	500,000.00	.0
60-70-4185 MISCELLANEOUS CAPITAL GRANTS	.00	.00	500,000.00	500,000.00	.0
60-70-4200 FEDERAL GRANTS	.00	.00	2,500,000.00	2,500,000.00	.0
TOTAL CAPITAL GRANTS REVENUE	.00	8,657.86	3,941,000.00	3,932,342.14	.2
TOTAL FUND REVENUE	.00	8,657.86	3,941,000.00	3,932,342.14	.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

CAPITAL GRANTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL GRANTS EXPENDITURE</u>					
60-70-6105 CDBG DECEPTIWATERLINE EXPENSES	7,360.00	14,875.53	400,000.00	385,124.47	3.7
60-70-6107 YAVAPAI APACHE GRANT EXPENSES	.00	.00	16,000.00	16,000.00	.0
60-70-6108 FREEPORT MCMORAN - SOCIAL INVE	.00	.00	25,000.00	25,000.00	.0
60-70-6111 LEGISTATIVE FUNDING-CENTERAVE	.00	.00	500,000.00	500,000.00	.0
60-70-6185 MISC EXP - CAP GRANTS	.00	6,200.00	500,000.00	493,800.00	1.2
60-70-6200 FEDERAL GRANT EXP	.00	.00	2,500,000.00	2,500,000.00	.0
TOTAL CAPITAL GRANTS EXPENDITURE	7,360.00	21,075.53	3,941,000.00	3,919,924.47	.5
TOTAL FUND EXPENDITURES	7,360.00	21,075.53	3,941,000.00	3,919,924.47	.5
NET REVENUE OVER EXPENDITURES	(7,360.00)	(12,417.67)	.00	12,417.67	.0

TOWN OF JEROME
BALANCE SHEET
APRIL 30, 2025

Item A.

GENERAL FUND CONTINGENCIES FND

ASSETS

70-00-1000	CASH - COMBINED FUND	(378,114.96)	
	TOTAL ASSETS		(378,114.96)

LIABILITIES AND EQUITY

FUND EQUITY

70-00-3002	UNRESTRICTED FUND BALANCE	(323,855.22)	
	REVENUE OVER EXPENDITURES - YTD	(54,259.74)	
	BALANCE - CURRENT DATE	(54,259.74)	
	TOTAL FUND EQUITY		(378,114.96)
	TOTAL LIABILITIES AND EQUITY		(378,114.96)

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

GENERAL FUND CONTINGENCIES FND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>GENERAL FUND CONTINGENCIES REV</u>					
70-25-4090	WILDLANDS REV - CONTINGENCY	.00	.00	75,000.00	75,000.00	.0
70-25-4295	EXCESS SALES TAX- MISC	.00	10,000.00	2,350,000.00	2,340,000.00	.4
	TOTAL GENERAL FUND CONTINGENCIES RE	.00	10,000.00	2,425,000.00	2,415,000.00	.4
	TOTAL FUND REVENUE	.00	10,000.00	2,425,000.00	2,415,000.00	.4

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

GENERAL FUND CONTINGENCIES FND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>GNERLA FUND CONTINGENCIES EXP</u>					
70-25-6276	WILDLANDS EXP - CONTINGENCY	2,076.00	63,928.53	75,000.00	11,071.47	85.2
70-25-6295	EXPENSE - GF CONTINGENCIES	.00	331.21	2,350,000.00	2,349,668.79	.0
	TOTAL GNERLA FUND CONTINGENCIES EXP	2,076.00	64,259.74	2,425,000.00	2,360,740.26	2.7
	TOTAL FUND EXPENDITURES	2,076.00	64,259.74	2,425,000.00	2,360,740.26	2.7
	NET REVENUE OVER EXPENDITURES	(2,076.00)	(54,259.74)	.00	54,259.74	.0

TOWN OF JEROME
BALANCE SHEET
APRIL 30, 2025

Item A.

UTILITIES CONTINGENCIES FUND

ASSETS

80-00-1000	CASH - COMBINED FUND	75,480.48	
	TOTAL ASSETS		75,480.48

LIABILITIES AND EQUITY

FUND EQUITY

80-00-3002	ENDING FUND BALANCE	75,480.48	
	TOTAL FUND EQUITY		75,480.48
	TOTAL LIABILITIES AND EQUITY		75,480.48

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

UTILITIES CONTINGENCIES FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>UTILITIES CONTINGENCIES REV</u>					
80-55-4295 REVENUE - UF CONTINGENCIES	.00	.00	500,000.00	500,000.00	.0
TOTAL UTILITIES CONTINGENCIES REV	.00	.00	500,000.00	500,000.00	.0
TOTAL FUND REVENUE	.00	.00	500,000.00	500,000.00	.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

UTILITIES CONTINGENCIES FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITIES CONTINGENCIES EXP</u>					
80-55-6295 EXPENSE - UF CONTINGENCIES	.00	.00	500,000.00	500,000.00	.0
TOTAL UTILITIES CONTINGENCIES EXP	.00	.00	500,000.00	500,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	500,000.00	500,000.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

TOWN OF JEROME
BALANCE SHEET
APRIL 30, 2025

Item A.

CAPITAL FUND

ASSETS

90-00-1000	CASH - COMBINED FUND	(1,286,344.34)	
90-00-1021	OAZ CAPITAL IMPROVEMENTS		72,084.43	
90-00-1023	ONEAZ WWTP CHECKING		2.26	
TOTAL ASSETS			(1,214,257.65)

LIABILITIES AND EQUITY

FUND EQUITY

90-00-3002	UNRESTRICTED FUND BALANCE	(518,571.80)	
	REVENUE OVER EXPENDITURES - YTD	(695,685.85)	
	BALANCE - CURRENT DATE	(695,685.85)	
TOTAL FUND EQUITY			(1,214,257.65)
TOTAL LIABILITIES AND EQUITY			(1,214,257.65)

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

CAPITAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CAPITAL FUND REVENUES</u>					
90-57-4300 BANK INTEREST - CAPITAL FUND	147.81	758.91	225.00	(533.91)	337.3
90-57-4303 INTEREST - WWTP	2.25	71.87	575.00	503.13	12.5
90-57-4515 INTERIM WWTP LOAN	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL CAPITAL FUND REVENUES	150.06	830.78	2,000,800.00	1,999,969.22	.0
TOTAL FUND REVENUE	150.06	830.78	2,000,800.00	1,999,969.22	.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2025

Item A.

CAPITAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL FUND EXPENDITURES</u>					
90-57-7026 HOUSING PURCHASE EXPENSE	.00	543,387.91	.00	(543,387.91)	.0
90-57-7027 WASTEWATER TREATMENT DESIGN EX	59,087.52	153,128.72	.00	(153,128.72)	.0
90-57-7030 INTERIM WWTP LOAN EXP	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL CAPITAL FUND EXPENDITURES	59,087.52	696,516.63	2,000,000.00	1,303,483.37	34.8
TOTAL FUND EXPENDITURES	59,087.52	696,516.63	2,000,000.00	1,303,483.37	34.8
NET REVENUE OVER EXPENDITURES	(58,937.46)	(695,685.85)	800.00	696,485.85	(86960

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1000	#1 FOOD STORE	41625MS5	March 25 Fuel - Fire	1	04/16/2025	358.56	.00	358.56	101964	04/16/2025
		41625MS5	March '25 Fuel - Parking R	2	04/16/2025	20.45	.00	20.45	101964	04/16/2025
		41625MS5	March '25 Fuel - Town Cre	3	04/16/2025	76.50	.00	76.50	101964	04/16/2025
		Total 1000:					455.51	.00	455.51	
1031	ALL-MED EQUIPMENT &	41625MS14	Inv 817767 - Monthly Tank	1	04/16/2025	89.60	.00	89.60	101965	04/16/2025
		41625MS14	Inv 819673 - Monthly Tank	2	04/16/2025	99.20	.00	99.20	101965	04/16/2025
Total 1031:						188.80	.00	188.80		
1050	APS	040225KM12	1976520000 Co-op	1	04/02/2025	193.25	.00	193.25	101907	04/02/2025
		040225KM12	Acct 283980000 Hotel (Gh	2	04/02/2025	40.42	.00	40.42	101907	04/02/2025
		040225KM12	Acct 8468241000 Middle P	3	04/02/2025	39.91	.00	39.91	101907	04/02/2025
		040225KM12	Acct 3216010000 Hotel Jer	4	04/02/2025	39.73	.00	39.73	101907	04/02/2025
		040225KM12	Acct 32383901000 Town P	5	04/02/2025	49.69	.00	49.69	101907	04/02/2025
		040225KM12	Acct 6109570000 Town Yar	6	04/02/2025	328.38	.00	328.38	101907	04/02/2025
		040225KM12	Acct 0421621000 Fire Stati	7	04/02/2025	397.55	.00	397.55	101907	04/02/2025
		040225KM12	Acct 5613490000 Upper P	8	04/02/2025	58.77	.00	58.77	101907	04/02/2025
		040225KM12	Acct 2353720000 Gulch Fir	9	04/02/2025	151.51	.00	151.51	101907	04/02/2025
		040225KM12	Acct 0024240000 Lower P	10	04/02/2025	42.17	.00	42.17	101907	04/02/2025
		040225KM12	Acct 8061950000 Sunshin	11	04/02/2025	38.55	.00	38.55	101907	04/02/2025
		040225KM12	Acct 6506951000 Police St	12	04/02/2025	231.00	.00	231.00	101907	04/02/2025
		040225KM12	Acct 4246290000 WWTP	13	04/02/2025	179.48	.00	179.48	101907	04/02/2025
		040225KM12	Acct 7575770000	14	04/02/2025	1,099.11	.00	1,099.11	101907	04/02/2025
		040225KM12	Acct 7575770000 Solar Cr	15	04/02/2025	312.50-	.00	312.50-	101907	04/02/2025
		040225KM12	Acct 0070528763 Holly Ho	16	04/02/2025	69.32-	.00	69.32-	101907	04/02/2025
		043025KM12	Acct 3601574879 - Park P	1	04/30/2025	59.90	.00	59.90	102002	04/30/2025
		043025KM12	Acct 4246290000 WWTP	2	04/30/2025	178.38	.00	178.38	102002	04/30/2025
		043025KM12	Acct 2383901000 Upper P	3	04/30/2025	55.69	.00	55.69	102002	04/30/2025
		043025KM12	Acct 2353720000 Gulch F	4	04/30/2025	162.80	.00	162.80	102002	04/30/2025
		043025KM12	Acct 0421621000 Fire Stati	5	04/30/2025	400.39	.00	400.39	102002	04/30/2025
		043025KM12	Acct 8468241000 Middle P	6	04/30/2025	45.40	.00	45.40	102002	04/30/2025
		043025KM12	Acct 8061950000 Sunshin	7	04/30/2025	43.86	.00	43.86	102002	04/30/2025
		043025KM12	Acct 5613490000 Upper P	8	04/30/2025	66.85	.00	66.85	102002	04/30/2025
		043025KM12	Acct 6506951000 Police St	9	04/30/2025	251.53	.00	251.53	102002	04/30/2025
		043025KM12	Acct 2839800000 500 Main	10	04/30/2025	46.27	.00	46.27	102002	04/30/2025
		043025KM12	Acct 3216010000 Hotel Jer	11	04/30/2025	45.40	.00	45.40	102002	04/30/2025
		043025KM12	Acct 0024240000 Lower P	12	04/30/2025	46.09	.00	46.09	102002	04/30/2025
		043025KM12	Acct 6109570000 Public W	13	04/30/2025	329.52	.00	329.52	102002	04/30/2025
		043025KM12	Acct 1976520000 Co-op	14	04/30/2025	195.45	.00	195.45	102002	04/30/2025
		40925MS3	Acct 3601574879 - Park P	1	04/09/2025	52.29	.00	52.29	101943	04/09/2025
		40925MS3	Acct 4533627223 - Restroo	2	04/09/2025	58.94	.00	58.94	101943	04/09/2025
		40925MS3	Acct 9438060000 - Hull St	3	04/09/2025	14.83	.00	14.83	101943	04/09/2025
		42325MS5	Acct 1490440000 - Street L	1	04/23/2025	1,241.15	.00	1,241.15	101985	04/23/2025
Total 1050:						5,802.44	.00	5,802.44		
1056	ARIZONA BUG COMPANY	040225KM13	Inv. 11672 Monthly Pest Se	1	04/02/2025	50.00	.00	50.00	101908	04/02/2025
Total 1056:						50.00	.00	50.00		
1074	ARIZONA SUPREME COU	41625MS7	Inv ESD-2025-471 - Judici	1	04/16/2025	475.00	.00	475.00	101966	04/16/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1074:						475.00	.00	475.00		
1088	AT&T	040225KM5	Acct. 287307080989 PD P	1	04/02/2025	148.40	.00	148.40	101909	04/02/2025
		040225KM5	Acct. 287307080989 PD P	2	04/02/2025	148.40	.00	148.40	101909	04/02/2025
Total 1088:						296.80	.00	296.80		
1123	BEDROCK LANDSCAPE	42325MS10	Inv 184413 - 1 Yard - 5 Sac	1	04/23/2025	219.70	.00	219.70	101986	04/23/2025
Total 1123:						219.70	.00	219.70		
1142	BOUND TREE MEDICAL,	040225KM11	Inv. 85709400 AED Supplie	1	04/02/2025	2,838.43	.00	2,838.43	101910	04/02/2025
		040225KM11	Inv. 85709399 AED Supplie	2	04/02/2025	2,718.21	.00	2,718.21	101910	04/02/2025
Total 1142:						5,556.64	.00	5,556.64		
1158	CANDACE GALLAGHER	40925MS13	Codification/Web Services	1	04/09/2025	525.00	.00	525.00	101946	04/09/2025
Total 1158:						525.00	.00	525.00		
1170	CASELLE	40925MS15	INV 140339 - Monthly Sup	1	04/09/2025	1,030.18	.00	1,030.18	101947	04/09/2025
		40925MS15	INV 140339 - Monthly Sup	2	04/09/2025	343.39	.00	343.39	101947	04/09/2025
		40925MS15	INV 140339 - Monthly Sup	3	04/09/2025	343.39	.00	343.39	101947	04/09/2025
		40925MS15	INV 140339 - Monthly Sup	4	04/09/2025	343.39	.00	343.39	101947	04/09/2025
		40925MS15	INV 140339 - Monthly Sup	5	04/09/2025	114.46	.00	114.46	101947	04/09/2025
		40925MS15	INV 140339 - Monthly Sup	6	04/09/2025	114.46	.00	114.46	101947	04/09/2025
Total 1170:						2,289.27	.00	2,289.27		
1178	CENTURY LINK	040225KM14	ACCT 333832741 Phone S	1	04/02/2025	167.70	.00	167.70	101911	04/02/2025
		040225KM14	ACCT 333832741 Phone S	2	04/02/2025	167.70	.00	167.70	101911	04/02/2025
		040225KM14	ACCT 333832741 Phone S	3	04/02/2025	268.31	.00	268.31	101911	04/02/2025
		040225KM14	ACCT 333832741 Phone S	4	04/02/2025	67.07	.00	67.07	101911	04/02/2025
		040225KM14	ACCT 333832741 Phone S	5	04/02/2025	75.78	.00	75.78	101911	04/02/2025
		41625MS18	Inv 732430134 - Switched	1	04/16/2025	5.82	.00	5.82	101967	04/16/2025
		42325MS4	ACCT 333832741 Phone S	1	04/23/2025	75.86	.00	75.86	101987	04/23/2025
		42325MS4	ACCT 333832741 Phone S	2	04/23/2025	167.88	.00	167.88	101987	04/23/2025
		42325MS4	ACCT 333832741 Phone S	3	04/23/2025	167.88	.00	167.88	101987	04/23/2025
		42325MS4	ACCT 333832741 Phone S	4	04/23/2025	67.15	.00	67.15	101987	04/23/2025
		42325MS4	ACCT 333832741 Phone S	5	04/23/2025	268.60	.00	268.60	101987	04/23/2025
Total 1178:						1,499.75	.00	1,499.75		
1195	CITY OF COTTONWOOD	41625MS15	Inv 0008522 - PD Dispatchi	1	04/16/2025	3,835.32	.00	3,835.32	101968	04/16/2025
		41625MS15	Inv 0008533 - FD Dispatchi	2	04/16/2025	648.67	.00	648.67	101968	04/16/2025
Total 1195:						4,483.99	.00	4,483.99		
1213	CONTRACT WASTEWATE	40925MS16	Inv 1016203 - Operator/Ma	1	04/09/2025	1,025.00	.00	1,025.00	101948	04/09/2025
		40925MS16	Inv 1016203 - Operator/Ma	2	04/09/2025	3,325.00	.00	3,325.00	101948	04/09/2025
		40925MS16	Inv 1016203 - Operator/Ma	3	04/09/2025	130.00	.00	130.00	101948	04/09/2025
Total 1213:						4,480.00	.00	4,480.00		
1217	COTTONWOOD EXPRES	043025KM10	Inv. 106371 Oil Change Se	1	04/30/2025	64.00	.00	64.00	102004	04/30/2025
		043025KM10	Inv. 106371 Oil Change-Filt	2	04/30/2025	35.52	.00	35.52	102004	04/30/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1217:						99.52	.00	99.52		
1264	DIESEL DIRECT WEST	40925MS8	INV 186458981 - Diesel Fu	1	04/09/2025	134.76	.00	134.76	101949	04/09/2025
		40925MS8	INV 186458981 - Diesel Fu	2	04/09/2025	16.84	.00	16.84	101949	04/09/2025
		40925MS8	INV 186458981 - Diesel Fu	3	04/09/2025	16.84	.00	16.84	101949	04/09/2025
		42325MS8	INV 86485096 - Diesel Fue	1	04/23/2025	178.46	.00	178.46	101988	04/23/2025
		42325MS8	INV 86485096 - Diesel Fue	2	04/23/2025	22.31	.00	22.31	101988	04/23/2025
		42325MS8	INV 86485096 - Diesel Fue	3	04/23/2025	22.31	.00	22.31	101988	04/23/2025
Total 1264:						391.52	.00	391.52		
1265	DIGITAL-ALLY INC	043025KM3	Inv. 1125944-2 FirstVu Pro	1	04/30/2025	612.00	.00	612.00	102005	04/30/2025
Total 1265:						612.00	.00	612.00		
1322	FOUR-D LLC	40925MS5	Inv 00000931 - JPD backu	1	04/09/2025	1,087.50	.00	1,087.50	101950	04/09/2025
		40925MS5	Inv 00000930 - Town Hall I	2	04/09/2025	870.00	.00	870.00	101950	04/09/2025
Total 1322:						1,957.50	.00	1,957.50		
1369	HILL BROTHERS CHEMIC	043025KM2	Inv13125135 Sodium Hypo	1	04/30/2025	3,369.59	.00	3,369.59	102007	04/30/2025
Total 1369:						3,369.59	.00	3,369.59		
1388	IKE'S LOCK & SAFE	043025KM11	INV. 481339 Replace Brok	1	04/30/2025	85.00	.00	85.00	102008	04/30/2025
Total 1388:						85.00	.00	85.00		
1419	JC CULLEN INC	040225KM3	Inv. 157838 911 Port Servic	1	04/02/2025	34.57	.00	34.57	101914	04/02/2025
		040225KM3	Inv. 157838 911 Port Servic	2	04/02/2025	34.56	.00	34.56	101914	04/02/2025
Total 1419:						69.13	.00	69.13		
1503	LEGEND	040225KM8	Inv. 2505158 Testing Servic	1	04/02/2025	75.00	.00	75.00	101915	04/02/2025
		043025KM6	Inv. 2506819 Testing Servic	1	04/30/2025	75.00	.00	75.00	102009	04/30/2025
		043025KM6	Inv. 2506497 Testing Servic	2	04/30/2025	527.40	.00	527.40	102009	04/30/2025
		043025KM6	Inv. 2506497 Sink	3	04/30/2025	15.00	.00	15.00	102009	04/30/2025
		40925MS7	Inv 2505348 - Testing Servi	1	04/09/2025	277.00	.00	277.00	101951	04/09/2025
		40925MS7	Inv 2505348 - WWTP Sink	2	04/09/2025	15.00	.00	15.00	101951	04/09/2025
		40925MS7	Inv 2505430 - Testing Servi	3	04/09/2025	75.00	.00	75.00	101951	04/09/2025
		41625MS16	Inv 2505979 - Testing Servi	1	04/16/2025	75.00	.00	75.00	101970	04/16/2025
Total 1503:						1,134.40	.00	1,134.40		
1574	NACOG	41625MS1	Inv 1 - CDBG FY24 Contra	1	04/16/2025	2,500.00	.00	2,500.00	101972	04/16/2025
Total 1574:						2,500.00	.00	2,500.00		
1576	NAPA AUTO PARTS	41625MS13	INV 374960 - Water - Temp	1	04/16/2025	23.06	.00	23.06	101973	04/16/2025
		41625MS13	INV 376044 - Trash - Batte	2	04/16/2025	319.50	.00	319.50	101973	04/16/2025
		41625MS13	INV 376076 - Trash - Altern	3	04/16/2025	290.03	.00	290.03	101973	04/16/2025
		41625MS13	INV 376128 - Credit / Belts	4	04/16/2025	38.82-	.00	38.82-	101973	04/16/2025
		41625MS13	INV 376562 - Credit / Serp	5	04/16/2025	40.68-	.00	40.68-	101973	04/16/2025
Total 1576:						553.09	.00	553.09		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1603	ODP BUSINESS SOLUTIO	40925MS17	Inv 418149923001 - Therm	1	04/09/2025	102.17	.00	102.17	101953	04/09/2025
		42325MS3	Inv 418880815001 - Dividie	1	04/23/2025	41.28	.00	41.28	101992	04/23/2025
		42325MS3	Inv 418878805001 - Certifi	2	04/23/2025	18.98	.00	18.98	101992	04/23/2025
		42325MS3	Inv 419155242001 - Pens,	3	04/23/2025	52.43	.00	52.43	101992	04/23/2025
		42325MS3	Inv 419147417001 - Winter	4	04/23/2025	6.76	.00	6.76	101992	04/23/2025
		42325MS3	Inv 420000140001 - Black	5	04/23/2025	238.54	.00	238.54	101992	04/23/2025
Total 1603:						460.16	.00	460.16		
1604	OFFICEMAX	41625MS3	Inv 418481041001 - Steno	1	04/16/2025	52.26	.00	52.26	101974	04/16/2025
Total 1604:						52.26	.00	52.26		
1615	FLOWBIRD AMERICA, IN	040225KM9	INV. AI001727 Parkfolio AI	1	04/02/2025	435.01	.00	435.01	101913	04/02/2025
		040225KM9	INV. AI001761 Flowbird Ap	2	04/02/2025	12.91	.00	12.91	101913	04/02/2025
		41625MS8	INV AI000309 - TRX Fee 1	1	04/16/2025	17.30	.00	17.30	101969	04/16/2025
		41625MS8	INV AI001449 - TRX Fee 1/	2	04/16/2025	14.56	.00	14.56	101969	04/16/2025
		41625MS8	INV IV145501 - Parkfolio &	3	04/16/2025	435.01	.00	435.01	101969	04/16/2025
		41625MS8	INV AI000405 - Parkfolio &	4	04/16/2025	435.01	.00	435.01	101969	04/16/2025
Total 1615:						1,349.80	.00	1,349.80		
1625	PERSONNEL SAFETY EN	043025KM1	INV. 105592 Lens Cleaner	1	04/30/2025	67.67	.00	67.67	102012	04/30/2025
		42325MS7	INV 105575 - Medical Sup	1	04/23/2025	68.05	.00	68.05	101994	04/23/2025
		42325MS7	INV 105571 - Medical Sup	2	04/23/2025	85.63	.00	85.63	101994	04/23/2025
		42325MS7	INV 105573 - Medical Sup	3	04/23/2025	89.80	.00	89.80	101994	04/23/2025
		42325MS7	INV 105574 - Medical Sup	4	04/23/2025	14.01	.00	14.01	101994	04/23/2025
		42325MS7	INV 105574 - Medical Sup	5	04/23/2025	14.01	.00	14.01	101994	04/23/2025
		42325MS7	INV 105574 - Medical Sup	6	04/23/2025	14.02	.00	14.02	101994	04/23/2025
		42325MS7	INV 105574 - Medical Sup	7	04/23/2025	14.02	.00	14.02	101994	04/23/2025
		42325MS7	INV 105574 - Medical Sup	8	04/23/2025	14.01	.00	14.01	101994	04/23/2025
		42325MS7	INV 105574 - Medical Sup	9	04/23/2025	14.02	.00	14.02	101994	04/23/2025
Total 1625:						395.24	.00	395.24		
1637	POSTMASTER	40925MS2	Bulk Postage May/June Ne	1	04/09/2025	84.18	.00	84.18	101954	04/09/2025
Total 1637:						84.18	.00	84.18		
1643	PRESCOTT LAW GROUP,	040225KM4	INV. 9470 April Legal Servi	1	04/02/2025	2,000.00	.00	2,000.00	101916	04/02/2025
Total 1643:						2,000.00	.00	2,000.00		
1647	FlexPrint, LLC	040225KM1	Inv. INV5281741-INT April	1	04/02/2025	357.51	.00	357.51	101912	04/02/2025
Total 1647:						357.51	.00	357.51		
1712	RUSSELL SAN FELICE	41625MS9	REIMBURSEMENT - INV 1	1	04/16/2025	63.36	.00	63.36	101976	04/16/2025
Total 1712:						63.36	.00	63.36		
1728	SEDONA RECYCLES, INC	40925MS14	INV JRME 325 - Hauling S	1	04/09/2025	240.00	.00	240.00	101955	04/09/2025
		40925MS14	INV JRME 325 - Tipping Fe	2	04/09/2025	50.00	.00	50.00	101955	04/09/2025
Total 1728:						290.00	.00	290.00		
1735	SHAW LAW FIRM, PLLC	42325MS16	CM2024-000003; CM2024-	1	04/23/2025	105.00	.00	105.00	101995	04/23/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		42325MS16	TR2024-00031 State V. Ad	2	04/23/2025	135.00	.00	135.00	101995	04/23/2025
		42325MS16	TR2024-000028 State V. B	3	04/23/2025	82.50	.00	82.50	101995	04/23/2025
		42325MS16	TR2024-000029 State V. L	4	04/23/2025	82.50	.00	82.50	101995	04/23/2025
		42325MS16	TR2025-000007 State V. H	5	04/23/2025	600.00	.00	600.00	101995	04/23/2025
	Total 1735:					1,005.00	.00	1,005.00		
1740	SIMS MACKIN, LTD	41625MS4	INV 42304 - General Munic	1	04/16/2025	90.00	.00	90.00	101977	04/16/2025
	Total 1740:					90.00	.00	90.00		
1751	SOUTHWESTERN ENVIR	41625MS2	Inv 2025-127 - Project# 20-	1	04/16/2025	3,920.00	.00	3,920.00	101978	04/16/2025
		41625MS2	Inv 2025-123 - Project# 20-	2	04/16/2025	940.00	.00	940.00	101978	04/16/2025
		41625MS2	Inv 2025-122 - Town Engin	3	04/16/2025	2,900.00	.00	2,900.00	101978	04/16/2025
		41625MS2	Inv 2025-121 - Project# 25-	4	04/16/2025	12,868.00	.00	12,868.00	101978	04/16/2025
	Total 1751:					20,628.00	.00	20,628.00		
1774	SUPERIOR COURT YAVA	41625MS6	Inv 3 2425 J - Pro Tem wee	1	04/16/2025	142.05	.00	142.05	101979	04/16/2025
	Total 1774:					142.05	.00	142.05		
1812	TOWN OF JEROME - UTIL	40925MS4	7015-01 Fire Station	1	04/09/2025	229.58	.00	229.58	101957	04/09/2025
		40925MS4	7054.01 Jerome PD Utilitie	2	04/09/2025	177.32	.00	177.32	101957	04/09/2025
		40925MS4	7060.01 Public Works Yard	3	04/09/2025	229.58	.00	229.58	101957	04/09/2025
		40925MS4	7002.01 Town Hall Utilities	4	04/09/2025	243.65	.00	243.65	101957	04/09/2025
		40925MS4	1014.03 - 655 Holly Ave	5	04/09/2025	46.41	.00	46.41	101957	04/09/2025
		40925MS4	6023.03 - 621 Main St	6	04/09/2025	46.41	.00	46.41	101957	04/09/2025
	Total 1812:					972.95	.00	972.95		
1813	TOWN OF JEROME PR	40925MS20	Payroll Transfer for April &	1	04/09/2025	90,000.00	.00	90,000.00	101958	04/09/2025
		42325MS1	Payroll Transfer for May	1	04/23/2025	90,000.00	.00	90,000.00	101998	04/23/2025
	Total 1813:					180,000.00	.00	180,000.00		
1827	UNISOURCE ENERGY SE	41625MS19	7505930000 600 Clark St -	1	04/16/2025	449.95	.00	449.95	101981	04/16/2025
		41625MS19	0559820000 101 N Main St	2	04/16/2025	159.80	.00	159.80	101981	04/16/2025
		41625MS19	7133613001 - 655 Holly -	3	04/16/2025	13.61	.00	13.61	101981	04/16/2025
		41625MS19	6937260000 303 Main St -	4	04/16/2025	35.74	.00	35.74	101981	04/16/2025
		41625MS19	4353340000 201 Perkinsvil	5	04/16/2025	158.30	.00	158.30	101981	04/16/2025
		41625MS19	2353340000 502 N Main St	6	04/16/2025	159.13	.00	159.13	101981	04/16/2025
	Total 1827:					976.53	.00	976.53		
1851	VERDE VALLEY HARDWA	41625MS10	INV 77398 - Drum Liner	1	04/16/2025	59.30	.00	59.30	101982	04/16/2025
		41625MS10	Inv 77471 - Key	2	04/16/2025	2.74	.00	2.74	101982	04/16/2025
		41625MS10	Inv 77489 - Sewers/Couple	3	04/16/2025	53.77	.00	53.77	101982	04/16/2025
		41625MS10	Inv 77837 - Sewers/Couple	4	04/16/2025	38.41	.00	38.41	101982	04/16/2025
		41625MS10	Inv 77977 - Heli Pad Paint	5	04/16/2025	108.72	.00	108.72	101982	04/16/2025
		41625MS10	Inv 78013 - Properties/Nuts	6	04/16/2025	87.99	.00	87.99	101982	04/16/2025
		41625MS10	Inv 78021 - Step for R-111	7	04/16/2025	135.18	.00	135.18	101982	04/16/2025
		41625MS10	Inv 78088 - Water/Galv nip	8	04/16/2025	16.68	.00	16.68	101982	04/16/2025
		41625MS10	Inv 78104 - Town Truck/Bol	9	04/16/2025	28.32	.00	28.32	101982	04/16/2025
		41625MS10	Inv 78154 - Heli pad Paint r	10	04/16/2025	36.24	.00	36.24	101982	04/16/2025
		41625MS10	Inv 78155 - Helipad Paint	11	04/16/2025	52.72	.00	52.72	101982	04/16/2025
		41625MS10	Inv 78285 - Heli pad	12	04/16/2025	112.59	.00	112.59	101982	04/16/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1851:						660.18	.00	660.18		
1859	VERIZON WIRELESS	40925MS10	Acct 870476021-00002 PD	1	04/09/2025	52.98	.00	52.98	101959	04/09/2025
		40925MS10	Acct 870476021-00002 PZ	2	04/09/2025	52.98	.00	52.98	101959	04/09/2025
		40925MS10	Acct 870476021-00001 FD	3	04/09/2025	92.99	.00	92.99	101959	04/09/2025
		40925MS10	Acct 870476021-00001 PZ	4	04/09/2025	40.88	.00	40.88	101959	04/09/2025
		40925MS10	Acct 870476021-00001 Sh	5	04/09/2025	40.88	.00	40.88	101959	04/09/2025
		40925MS19	Acct 870476021-00003 PD	1	04/09/2025	161.78	.00	161.78	101959	04/09/2025
		40925MS19	Acct 870476021-00003 FD	2	04/09/2025	282.68	.00	282.68	101959	04/09/2025
Total 1859:						725.17	.00	725.17		
1878	WASTE MANAGEMENT O	40925MS18	Inv 0000245-4655-8 - Land	1	04/09/2025	1,530.00	.00	1,530.00	101962	04/09/2025
Total 1878:						1,530.00	.00	1,530.00		
1914	YAVAPAI CO. EDUCATION	40925MS1	Inv 24-2681 - Municipal Int	1	04/09/2025	324.00	.00	324.00	101963	04/09/2025
		40925MS1	Inv 24-2681 - Municipal Int	2	04/09/2025	503.00	.00	503.00	101963	04/09/2025
		40925MS1	Inv 24-2681 - Municipal Int	3	04/09/2025	324.00	.00	324.00	101963	04/09/2025
		40925MS1	Inv 24-2681 - Municipal Int	4	04/09/2025	503.00	.00	503.00	101963	04/09/2025
		40925MS1	Inv 24-2718 - Municipal Int	5	04/09/2025	324.00	.00	324.00	101963	04/09/2025
		40925MS1	Inv 24-2718 - Municipal Int	6	04/09/2025	503.00	.00	503.00	101963	04/09/2025
		40925MS1	Inv 24-2718 - Municipal Int	7	04/09/2025	324.00	.00	324.00	101963	04/09/2025
		40925MS1	Inv 24-2718 - Municipal Int	8	04/09/2025	503.00	.00	503.00	101963	04/09/2025
		40925MS1	Inv 24-2719 - E-Rate Intern	9	04/09/2025	42.00	.00	42.00	101963	04/09/2025
		40925MS1	Inv 24-2682 - E-Rate Intern	10	04/09/2025	42.00	.00	42.00	101963	04/09/2025
Total 1914:						3,392.00	.00	3,392.00		
1916	YAVAPAI COLLEGE	043025KM5	INV. S0061007 Training for	1	04/30/2025	2,076.00	.00	2,076.00	102013	04/30/2025
Total 1916:						2,076.00	.00	2,076.00		
1923	YAVAPAI COUNTY LIBRA	040225KM7	Inv. 2209 FY25 Annual Me	1	04/02/2025	1,076.93	.00	1,076.93	101919	04/02/2025
		040225KM7	Inv. 2209 FY25 Annual Me	2	04/02/2025	200.00	.00	200.00	101919	04/02/2025
		040225KM7	Inv. 2209 FY25 Annual Me	3	04/02/2025	500.00	.00	500.00	101919	04/02/2025
		040225KM7	Inv. 2179 FY25 Technical S	4	04/02/2025	1,250.00	.00	1,250.00	101919	04/02/2025
Total 1923:						3,026.93	.00	3,026.93		
1950	BRETT KLEIN	043025KM9	Reimbursement for Payroll	1	04/30/2025	100.00	.00	100.00	102003	04/30/2025
Total 1950:						100.00	.00	100.00		
1954	GUST ROSENFELD PLC	043025KM4	Inv. 457316 File 030675-00	1	04/30/2025	100.00	.00	100.00	102006	04/30/2025
		043025KM4	Inv. 457316 File 030675-00	2	04/30/2025	550.00	.00	550.00	102006	04/30/2025
		043025KM4	Inv. 457316 File 030675-00	3	04/30/2025	325.00	.00	325.00	102006	04/30/2025
Total 1954:						975.00	.00	975.00		
1956	MARTIN MARIETTA	41625MS11	Inv 45446257 - Mag ABC	1	04/16/2025	122.62	.00	122.62	101971	04/16/2025
		41625MS11	Inv 45351805 - Mag ABC	2	04/16/2025	90.41	.00	90.41	101971	04/16/2025
Total 1956:						213.03	.00	213.03		
1961	THE REINALT-THOMAS C	42325MS14	Inv 1383819 - Tires - Unit 2	1	04/23/2025	946.71	.00	946.71	101997	04/23/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		42325MS14	Inv 1383819 - Installation o	2	04/23/2025	92.00	.00	92.00	101997	04/23/2025
	Total 1961:					1,038.71	.00	1,038.71		
1974	MOYER'S HEATING & CO	42325MS6	INV 0000019211 - Library	1	04/23/2025	12,610.00	.00	12,610.00	101991	04/23/2025
	Total 1974:					12,610.00	.00	12,610.00		
1979	V&V MANUFACTURING, I	42325MS12	INV 62263 - Book ID Case	1	04/23/2025	645.00	.00	645.00	101999	04/23/2025
	Total 1979:					645.00	.00	645.00		
1982	Micheala Brewer	040325KM1	Reimbursement for Court	1	04/03/2025	697.50	.00	697.50	101921	04/03/2025
		40925MS22	Court Consultant - 16.75 H	1	04/09/2025	502.50	.00	502.50	101952	04/09/2025
		42325MS17	Court Consultant - 14 Hour	1	04/23/2025	420.00	.00	420.00	101990	04/23/2025
	Total 1982:					1,620.00	.00	1,620.00		
1984	AZ Municipal Risk Retentio	40925MS21	Policy 2000214-8 Q1 Jero	1	04/09/2025	171.33	.00	171.33	101945	04/09/2025
		40925MS21	Policy 2000214-8 Q1 Jero	2	04/09/2025	19.74	.00	19.74	101945	04/09/2025
		40925MS21	Policy 2000214-8 Q1 Jero	3	04/09/2025	3,182.46	.00	3,182.46	101945	04/09/2025
		40925MS21	Policy 2000214-8 Q1 Jero	4	04/09/2025	2,334.54	.00	2,334.54	101945	04/09/2025
		40925MS21	Policy 2000214-8 Q1 Jero	5	04/09/2025	36.32	.00	36.32	101945	04/09/2025
		40925MS21	Policy 2000214-8 Q1 Jero	6	04/09/2025	50.53	.00	50.53	101945	04/09/2025
		40925MS21	Policy 2000214-8 Q1 Jero	7	04/09/2025	38.69	.00	38.69	101945	04/09/2025
		40925MS21	Policy 2000214-8 Q1 Jero	8	04/09/2025	217.90	.00	217.90	101945	04/09/2025
		40925MS21	Policy 2000214-8 Q1 Jero	9	04/09/2025	514.75	.00	514.75	101945	04/09/2025
		40925MS21	Policy 2000214-8 Q1 Jero	10	04/09/2025	260.53	.00	260.53	101945	04/09/2025
		40925MS21	Policy 2000214-8 Q1 Jero	11	04/09/2025	731.07	.00	731.07	101945	04/09/2025
		40925MS21	Policy 2000214-8 Q1 Jero	12	04/09/2025	213.95	.00	213.95	101945	04/09/2025
		40925MS21	Policy 2000214-8 Q1 Jero	13	04/09/2025	123.16	.00	123.16	101945	04/09/2025
	Total 1984:					7,894.97	.00	7,894.97		
1993	Zachary MacGregor	040225KM6	Reimbursement for Autozo	1	04/02/2025	32.39	.00	32.39	101920	04/02/2025
	Total 1993:					32.39	.00	32.39		
1994	Prescott Utility Locating	41625MS12	Inv 008498 - Locate Water	1	04/16/2025	485.00	.00	485.00	101975	04/16/2025
	Total 1994:					485.00	.00	485.00		
2006	Wired Up Systems LLC	040225KM10	Inv. 118395 April Security	1	04/02/2025	82.96	.00	82.96	101918	04/02/2025
		40925MS11	Inv 1199651 - Basic Securit	1	04/09/2025	82.96	.00	82.96	101961	04/09/2025
	Total 2006:					165.92	.00	165.92		
2013	PAVEMENT SEALANTS &	42325MS9	Inv 24984 - UPM High Perf	1	04/23/2025	60.00	.00	60.00	101993	04/23/2025
		42325MS9	Inv 25576 - UPM Performa	2	04/23/2025	891.13	.00	891.13	101993	04/23/2025
	Total 2013:					951.13	.00	951.13		
2016	T2 SYSTEMS, INC.	40925MS9	INV MP000003888 - Mobil	1	04/09/2025	1,439.18	.00	1,439.18	101956	04/09/2025
		40925MS9	INV UPS00055435 - Auto	2	04/09/2025	102.50	.00	102.50	101956	04/09/2025
	Total 2016:					1,541.68	.00	1,541.68		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
2027	3 AM INNOVATIONS INC.	42325MS15	INV49 - Florian License Su	1	04/23/2025	9,039.75	.00	9,039.75	101984	04/23/2025
Total 2027:						9,039.75	.00	9,039.75		
2033	T2 Systems Canada Inc.	42325MS13	INV IRIS0000147108 - Digi	1	04/23/2025	76.37	.00	76.37	101996	04/23/2025
		42325MS13	INV IRIS0000147181 - Digi	2	04/23/2025	76.37	.00	76.37	101996	04/23/2025
Total 2033:						152.74	.00	152.74		
2054	TRENCH-ADE, LLC	41625MS17	Inv TA590198 - Trench Plat	1	04/16/2025	950.90	.00	950.90	101980	04/16/2025
Total 2054:						950.90	.00	950.90		
2079	BERRY RIDDELL LLC	40925MS23	INV 10114 - Legal Services	1	04/09/2025	7,949.00	.00	7,949.00	1029	04/09/2025
		40925MS23	INV 10392 - Legal Services	2	04/09/2025	22,290.91	.00	22,290.91	1029	04/09/2025
		40925MS23	INV 10643 - Legal Services	3	04/09/2025	27,172.61	.00	27,172.61	1029	04/09/2025
Total 2079:						57,412.52	.00	57,412.52		
2081	Arizona Elevator Solutions,	40925MS6	INV 79155 - Quarterly Main	1	04/09/2025	956.69	.00	956.69	101944	04/09/2025
Total 2081:						956.69	.00	956.69		
2082	Victoria H. Carothers	40925MS12	Clerk/Judicial Assistant - M	1	04/09/2025	309.00	.00	309.00	101960	04/09/2025
		40925MS12	Clerk/Judicial Assistant - M	2	04/09/2025	210.00	.00	210.00	101960	04/09/2025
		42325MS18	Clerk/Judicial Assistant - M	1	04/23/2025	783.00	.00	783.00	102001	04/23/2025
Total 2082:						1,302.00	.00	1,302.00		
2089	Stephen Hanna	040225KM2	LMP Deposit Refund for Ac	1	04/02/2025	133.96	.00	133.96	101917	04/02/2025
Total 2089:						133.96	.00	133.96		
2090	David L. Mackey	040225KM15	Mediation Services Town a	1	04/02/2025	3,150.00	.00	3,150.00	1028	04/02/2025
		040225KM15	1099 adjustment	2	04/02/2025	1,575.00				
		040225KM15	1099 adjustment	3	04/02/2025	1,575.00-				
Total 2090:						3,150.00	.00	3,150.00		
2091	Pamella M. Irvin	043025KM7	INV. 43025 Court Contract	1	04/30/2025	785.00	.00	785.00	102011	04/30/2025
Total 2091:						785.00	.00	785.00		
2092	SAN FELICE GROUP, LLC	041725KM1	INV. 621A Project: 621 Mai	1	04/17/2025	9,362.62	.00	9,362.62	101983	04/17/2025
Total 2092:						9,362.62	.00	9,362.62		
2093	LMW Investments of Jerom	42325MS2	LMP Refund - Acct 3030-0	1	04/23/2025	155.48	.00	155.48	101989	04/23/2025
Total 2093:						155.48	.00	155.48		
2094	Verde Valley Rental	42325MA11	Inv 102186-2 - Rental of PI	1	04/23/2025	251.71	.00	251.71	102000	04/23/2025
Total 2094:						251.71	.00	251.71		
2095	M. L. Lincoln	043025KM8	Acct. 7017-02 LMP Refund	1	04/30/2025	7.14	.00	7.14	102010	04/30/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 2095:						7.14	.00	7.14		
Grand Totals:						369,305.31	.00	369,305.31		

Report Criteria:
Detail report type printed

File Attachments for Item:

A. Reports by the Town Manager / Clerk, Deputy Clerk, Utilities Clerk, Accounting Clerk, Public Works Director, Building Inspector, Library Director, Municipal Magistrate, Police Chief, Fire Chief and Council Members, Which in the Case of Council Member's Reports will be Limited to a Summary of Current Events and will Involve no Action

Council will consider and may approve the staff reports.

For the meeting of May 13, 2025

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Continued work on our Zoning Code Update.
- Followed up with Jerome Historical Society to discuss potential changes to the Town's Special Event ordinance.
- Coordinated the annual employee fringe benefit open enrollment.
- Conducted the onboarding of a new Fire Fuels employee.
- Received a Water Conservation WIFA grant for water meters.
- Once again recruited for a court clerk / administrator.
- Met with representatives from VVCDO to discuss a Community Land Trust with 655 Holley.
- Worked on recruiting a new tenant for 500 Main Street after the most recent selected candidate backed out.
- Worked on changes to the Special Event Permit Application process and Fee Schedule.
- Reviewed the bids for the 2024-2025 CDBG Deception waterline project and worked through some bid irregularities.
- Worked on the easement settlement agreement with condemnation counsel and Verde Ex. Reps.
- Conducted an on-site tour of the two upcoming projects awarded funding from WIFA, along with four WIFA representatives.
- Worked with various individuals on their special event requests.
- Completed the near-final budget pending Council comments and direction.
- Facilitated another massive public records request, this one from the AZ ACLU.

**** CONGRATULATIONS TO ****

Lyle Keith (Public Works) on completing 8 years of service effective May 1, 2025.

Jason Lohman (Police) on completing 8 years of service effective May 4, 2025.

John Krmpotich (Fire) on completing 3 years of service effective May 9, 2025.

Barry Wolstencroft (Building Insp) on completing 12 years of service effective May 9, 2025.

Zach MacGregor (Police) on completing 2 years of service effective May 11, 2025

Following is an accounting of sales tax revenues for March, and a recent water flow report.

WATER FLOWS REPORT

Item A.

Reading Date		WALNUT GPM	VERDE GPM
2024	02-Jan	101	226
	08-Jan	101	223
	16-Jan	101	248
	22-Jan	95	140
	29-Jan	95	140
	05-Feb	95	140
	12-Feb	75	136
	20-Feb	75	139
	26-Feb	75	140
	4-Mar	88	140
	11-Mar	88	231
	18-Mar	88	233
	25-Mar	171	244
	1-April	83	250
	8-April	171	328
	16-April	95	211
	22-April	82	163
	30-April	201	144
	6-May	157	131
	13-May	83	116
	20-May	153	124
	28-May	83	260
	3-June	68	250
	10-June	71	240
	17-June	66	235
	24-June	66	230
	1-July	57	219
	8-July	52	210
	15-July	57	262
	22-July	55	427
	29-July	57	312
	5-Aug	57	302
	12-Aug	57	292
	19-Aug	61	295
	26-Aug	61	295
	3-Sept	61	281
	9-Sept	61	345
	16-Sept	57	320
	23-Sept	57	288
	1-Oct	57	306
	7-Oct	57	300
	14-Oct	57	300
	21-Oct	66	289
	28-Oct	57	295
	4-Nov	61	300
	12-Nov	57	275
	18-Nov	57	275
	25-Nov	57	275
	2-Dec	61	275
	9-Dec	57	280
	16-Dec	61	274
	23-Dec	61	271
	30-Dec	60	280
2025	6-Jan	61	273
	13-Jan	57	265
	21-Jan	57	180
	27-Jan	57	195
	3-Feb	57	200
	10-Feb	57	200
	18-Feb	57	230
	24-Feb	57	198
	3-Mar	52	203
	10-Mar	52	200
	17-Mar	48	180
	24-Mar	43	188
	31-Mar	44	190
	07-April	44	185
	14-April	40	175
	21-April	40	157
	28-April	40	158
	05-May	40	156

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

	FY2025 Actual - (based on to-date DOR website)	FY2024 Actual - (based on DOR website)	Actually Received Thus Far
July	110,631	106,085	31,365
August	89,419	130,622	160,198
September	91,512	79,411	257,718
October	120,090	115,250	343,309
November	133,502	78,059	420,679
December	100,280	116,459	508,880
January	96,559	106,378	605,439
February	114,868	89,204	682,944
March	95,109	105,419	825,650
April	91,014	150,319	935,937
May		130,160	
June		109,691	
Total YTD	1,042,984	1,317,058	935,937

TOWN OF JEROME, AZ

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

	RESTAURANTS/BARS (Bus Class 11)			ACCOMMODATION (Bus Class 44/144)			RETAIL (Bus Class 17)		
	FY2025 actual	FY2024 actual	+/- Compared to Last Yr	FY2025 actual	FY2024 actual	+/-	FY2025 actual	FY2024 actual	+/-
July	38302	34,660	3,642	16719	17,969	(1,250)	39902	36,125	3,777
August	35053	37,999	(2,946)	15495	16,130	(635)	30,560	65,439	(34,879)
September	38,469	30,432	8,037	18570	14,875	3,695	25196	27,037	(1,841)
October	40220	43,194	(2,974)	17090	17,207	(117)	45030	39,382	5,648
November	45587	52,665	(7,078)	25020	24,990	30	54553	42,307	12,246
December	40137	38,505	1,632	16021	18,188	(2,167)	33812	43,845	(10,033)
January	36643	38,694	(2,051)	15354	15,472	(118)	43836	43,489	347
February	40291	29,730	10,561	15443	13,973	1,470	29130	28,100	1,030
March	39,051	41,146	(2,095)	16360	16,248	112	28280	36,289	(8,009)
April		50,719			26,020			52,465	
May		47,169			21,601			50,136	
June		45,893			20,289			34,359	
Total YTD	353,753	490,806	6,728	156,072	222,962	1,020	330,299	498,973	(31,714)

Added 1% Bed Tax

	<u>Monthly total</u>	<u>TOTAL TO DATE</u>
July	2,572	2,572
August	2,384	4,956
September	2,915	7,871
October	2,629	10,500
November	3,849	14,349
December	2,465	16,814
January	2,362	19,176
February	2,376	21,552
March	2,517	24,069
April		
May		
June		



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

Item A.

May 2025 Staff Report for April 2025 Activity submitted by Kristen Muenz, Finance Director & Deputy Clerk

- ⚙ Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, Post Office, Town Hall).
- ⚙ Assembled packets for and attended Town Council meetings. Posted audio recordings of meetings on Municode and Soundcloud. Completed minutes for some meetings.
- ⚙ Assisted staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and helped answer the phone when needed.
- ⚙ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙ Maintained files from FY 2025 per the Secretary of State's Retention Schedule, including filing documents in the long-term file room for safety.
- ⚙ Attended Zoom meetings for Financial Legislation Updates.
- ⚙ Attended a Zoom meeting with Southwest Risk on claims reporting.
- ⚙ Put together the May-June issue of the Town of Jerome newsletter.
- ⚙ Filled out the City/Town Budget Forms for FY26 as required by the Arizona Auditor General.
- ⚙ Permits and Licensing activities for April:
 - Business Licenses**
 - 7 Businesses were sent renewal notices.
 - 4 Businesses sent in their renewal application.
 - 1 Business applied for a NEW business license (Wicked City Tours).
 - 7 Business License renewals were issued.
 - 17 Business Licenses are pending approval, including 2 tour businesses.
 - Spreadsheet of Tour & Mobile Food Vendor License updates attached.

Note: 1 Food Vendor License is now closed due to failing to apply for renewal for a calendar year, and 1 new Tour Business License (Wicked City) was issued.

STR Licenses

- 2 new STR applications were received.
- 1 new STR/Vacation Rental License was issued
- 17 Total STR Licenses are currently issued/active.
- 3 STR licenses are still ACTIVE (license was approved and property has not changed hands) but the units are currently long-term or unused.
- The total Jerome STR housing units (whole house or separately available units within the same property) is 23-24, depending on if the owners of 511 School Street rent 1 or 2 units. This will be increased to 25 if the pending license for 39 Paradise Lane is approved and issued.

Note: 2 currently licensed locations are still for sale, the "Grandview" on Hampshire Avenue, and "The Speakeasy" (3 levels) on Main/School Streets.

In town	CC	Name of FOOD VENDOR Business	TF	Business Type	Expires	App submitted	TPT?	Scanned/ HC to Fire Insp.	\$ received	Payment Rcvd Y/N	Certificate to Manager	Color/Y ear	Issued	Notes
0	7	# (Senor Garcia's) Cheese Stop	#	Food Truck	March	na	na	na	na	na	na	Gray	na	CLOSED license due to being expired over a year-no renewal
0	1	# Mad Honey Food Truck (NEW 2023)	#	Food Truck	June	8/27/2024	2024	8/27/2024	8/27/2024	X	9/9/2024	Beige	9/10/2024	need fire inspection, insurance, etc
0	1	# Merkins Vineyard Kebab Wagon	#	Food Truck	Sept	9/12/2024	2024	9/16/2024	9/12/2024	X	9/30/2024	Gray	9/30/2024	Temp license issued 9/13 expired 9/16. Reg permit issued 9-30
0	E 24	Frosty Cauldron	#	Food Truck	Sep	8/29/2024	2024	29-Aug	9/3/2024	X	9/24/2024	Beige	9/25/2025	Unuspended per TM due to providing current documentation
0	1	# Green River Food	#	Food Truck	Nov	na	na	na	na	na	na	na	na	0

In town	CC	Name of TOUR Business	TF	Business Type	Expires	App submitted	TPT?	Scanned/ HC to Fire Insp.	\$ received	Payment Rcvd Y/N	Certificate to Manager	Color/Y ear	Issued	Notes
0	1	# Elevated Sedona Wine & Brew Tours	na	TOUR	May	1/0/1900	na	1/0/1900	1/0/1900	0	1/0/1900	Beige	1/0/1900	Tour Co- approved by Council 5-9-23 RCVD INSURANCE
x	2	# Haunted Tours of Jerome	#	TOUR	June	7/30/2024	2024	7/30/2024	7/30/2024	X	1/21/2025	Beige Su	1/22/2025	Provided driver's licenses for 2 drivers
0	1	# Sip Sedona	#	TOUR	June	10/2/2024	2024	10/3/2024	10/2/2024	X	10/8/2024	Sugar	10/9/2024	Approved by council 6-13-23
0	2	# Wine Tours of Sedona	na	TOUR	June	8/20/2024	0	8/20/2024	10/2/2024	X	9/9/2024	Beige	10/2/2024	Approved by council 6-13-23 INSURANCE + PAYMENT RCVD 10/2/24
x	1	20 Jerome Ghost Tours	#	TOUR	Dec	1/6/2025	2025	6-Jan	1/6/2025	X	2/11/2025	Beige Su	12-Feb	States the approved routes have not changed
0	0	US Ghost Adventures (not approved)	0	TOUR	TBD	na	na	na	na	X	na	na	na	Council voted to deny 1-14-25
0	N 25	Capt. Ron's Magical Mystery Tour	#	TOUR	TBD	12/30/2024	2025	na	12/30/2024	X	TBD	TBD	TBD	Approved 1-14-25/Waiting on COI before Issuing License
X	N 25	Wicked City Tours LLC	#	Tour	TBD	4/8/2025	2025	TBD	45755	50	4/21/2025	Blue	4/22/2025	Approved by council 4-21-25-WALKING TOUR

KEY:
Current
Due to Renew
Current Activity
Pending
Expired
Closed or Denied
Food Truck
Tour Company
0=No OR No Data
X=Yes



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TOWN OF JEROME, ARIZONA

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

Item A.

May 2025 Staff Report for April Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Transcribed minutes from the Regular Council meetings for April 8, 2025.
- ❖ Research on AZ Statutes regarding busking and special events.
- ❖ Assisted Utilities Clerk with monthly receiving and posting payments.
- ❖ Processed weekly payables as needed to assist Finance Director.
- ❖ Processed bank reconciliations in Caselle.
- ❖ Monthly reconciliation of petty cash and cash drawer.
- ❖ Submitted repairs made by AES to State Rep in compliance with State of Arizona regulation.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.
- ❖ Updates to water line inventory on 120Water website as new data has been turned in by residents and business owners.
- ❖ Executed agreement with Xpress Bill Pay for online utility payments.
- ❖ Scheduled training for Xpress Bill Pay. Training is scheduled for May 6th.
- ❖ Verified all wireless lines cancelled and credited from previous requests, Finance Director advised regarding ex police chief's number still on AT&T account.
- ❖ Reviewed emails & special events applications to be released for public records request from AZ ACLU.
- ❖ Reviewed list of STR information to be released for public records request from Fastapp and Yavapai County Development Services.
- ❖ Released and shipped JPD auction items as payment and necessary documentation has been received.

Town of Jerome

Aging Report - Acct number only

Report Date: 04/30/2025

May 01, 2025 7:56AM

Report Criteria:

Include inactive customers
 Include active customers
 Include customers with a credit balance
 Aged using billing periods

Customer Number	Balance	04/30/2025	03/31/2025	02/28/2025	01/31/2025	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1000.01	82.64	82.64	.00	.00	.00	04/08/25	220.00-		
1001.03	60.90	60.90	.00	.00	.00	11/06/24	1,183.24-		
1003.02	123.94	123.94	.00	.00	.00	04/10/25	123.94-		
1006.02	278.31-	278.31-	.00	.00	.00	02/10/25	750.00-		
1007.02	155.80	155.80	.00	.00	.00	04/24/25	155.80-		
1008.02	92.26	92.13	.13	.00	.00	04/15/25	92.00-		
1009.05	57.95-	57.95-	.00	.00	.00	03/10/25	300.00-		
1010.01	92.13	92.13	.00	.00	.00	04/21/25	92.13-		
1011.01	177.68-	177.68-	.00	.00	.00	03/05/25	500.00-		
1013.01	92.13	92.13	.00	.00	.00	04/30/25	92.13-		
1014.03	46.41	46.41	.00	.00	.00	04/09/25	46.41-		
1015.01	92.13	92.13	.00	.00	.00	04/28/25	92.13-		
1016.01	46.41	46.41	.00	.00	.00	04/29/25	46.41-		
1018.03	155.80	155.80	.00	.00	.00	04/14/25	155.80-		
1021.01	44.77-	44.77-	.00	.00	.00		.00		
1022.01	92.13	92.13	.00	.00	.00	04/14/25	92.13-		
1024.01	110.45-	110.45-	.00	.00	.00	04/28/25	124.00-		
1025.01	92.13	92.13	.00	.00	.00	04/15/25	92.13-		
1026.01	92.13	92.13	.00	.00	.00	04/14/25	92.13-		
1027.01	184.26	92.13	92.13	.00	.00	03/19/25	184.26-		
1028.04	92.13	92.13	.00	.00	.00	04/09/25	92.13-		
1029.01	467.40	155.80	155.80	155.80	.00	03/06/25	156.67-		
1030.02	52.62	52.62	.00	.00	.00	04/07/25	198.51-		
1031.03	.02	.00	.00	.00	.02		.00	Final	06/01/12
1031.11	123.94	123.81	.13	.00	.00	04/17/25	247.88-		
1032.01	92.13	92.13	.00	.00	.00	04/14/25	92.13-		
1036.09	123.94	123.94	.00	.00	.00	04/22/25	247.88-		
1038.02	89.26	89.26	.00	.00	.00	04/02/25	95.00-		
1040.01	17.34	17.34	.00	.00	.00	04/16/25	17.34-		
1042.01	271.60	271.60	.00	.00	.00	04/10/25	271.60-		
1044.02	164.49	164.49	.00	.00	.00	04/22/25	164.49-		
1051.02	698.60-	1,151.17-	59.16	59.16	334.25	07/08/24	2,672.64-		
1055.05	252.87	.00	.00	.00	252.87		.00	Final	12/12/19
1055.06	92.13	92.13	.00	.00	.00	04/21/25	92.13-		
1056.02	92.13	92.13	.00	.00	.00	04/03/25	92.13-		
1057.01	92.13	92.13	.00	.00	.00	04/15/25	92.13-		
1058.05	92.13	92.13	.00	.00	.00	04/10/25	92.13-		
1059.02	9.88	9.88	.00	.00	.00	04/28/25	123.94-		
1060.02	92.13	92.13	.00	.00	.00	04/21/25	92.13-		
1061.01	123.94	123.94	.00	.00	.00	04/14/25	123.94-		
1062.03	46.41	46.41	.00	.00	.00	04/21/25	46.41-		
1063.02	180.68-	180.68-	.00	.00	.00	04/07/25	300.00-		
1064.04	434.24	.00	.00	.00	434.24		.00	Final	11/25/13
1064.08	60.18-	60.18-	.00	.00	.00		.00	Final	01/08/18
1064.12	393.22	.00	.00	.00	393.22		.00	Final	04/30/20
1064.15	328.98	164.49	164.49	.00	.00	03/10/25	328.98-		
1065.01	78.78-	78.78-	.00	.00	.00		.00		
1069.02	123.94	123.94	.00	.00	.00	04/15/25	123.94-		
1071.05	388.54	133.94	123.94	130.66	.00		.00		
1073.01	39.76	39.76	.00	.00	.00	03/31/25	114.00-		
1074.01	92.13	92.13	.00	.00	.00	04/30/25	92.13-		
1075.01	90.51	46.41	44.10	.00	.00	03/17/25	55.00-		
1076.01	73.47	.00	.00	.00	73.47		.00	Final	04/26/22

Town of Jerome

Aging Report - Acct number only

Report Date: 04/30/2025

May 01, 2025 7:56AM

Customer Number	Balance	04/30/2025	03/31/2025	02/28/2025	01/31/2025	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1076.02	92.82-	92.82-	.00	.00	.00		.00	Final	10/31/22
1076.04	149.23	.00	.00	.00	149.23	09/28/23	149.23-	Final	12/01/23
1076.05	346.64	173.32	173.32	.00	.00	03/24/25	356.64-		
1077.01	66.79	66.79	.00	.00	.00	04/07/25	66.32-		
1078.02	66.79	66.79	.00	.00	.00	04/24/25	66.79-		
1079.02	309.11	309.11	.00	.00	.00	04/10/25	309.11-		
1080.01	66.79	66.79	.00	.00	.00	04/01/25	133.58-		
1081.01	68.58	68.58	.00	.00	.00	04/14/25	68.58-		
1082.01	62.87	62.87	.00	.00	.00	03/31/25	100.00-		
1083.05	46.23	46.23	.00	.00	.00	03/26/25	150.00-		
1084.01	22.17	22.17	.00	.00	.00	04/23/25	100.00-		
1085.02	42.56-	42.56-	.00	.00	.00		.00	Final	10/02/13
1085.04	49.84	49.84	.00	.00	.00	04/29/25	159.52-		
1086.02	68.58	68.58	.00	.00	.00	04/15/25	68.58-		
1087.01	49.84	49.84	.00	.00	.00	04/15/25	49.84-		
1088.06	58.20	58.20	.00	.00	.00		.00		
1090.04	381.82	123.29	123.94	123.94	10.65	02/24/25	353.94-		
1091.02	94.76	94.76	.00	.00	.00	04/07/25	94.76-		
1093.02	137.16	68.58	68.58	.00	.00	03/31/25	68.58-		
1094.01	49.84	49.84	.00	.00	.00	04/28/25	49.84-		
1096.02	68.58	68.58	.00	.00	.00	04/01/25	74.86-		
1097.03	68.58	68.58	.00	.00	.00	04/17/25	68.58-		
1098.01	42.56	.00	.00	.00	42.56		.00	Final	06/24/13
1098.02	1.84-	1.84-	.00	.00	.00		.00	Final	12/23/21
1098.03	197.60	.00	.00	.00	197.60	02/26/24	100.00-	Final	03/31/24
1098.04	174.70	87.35	87.35	.00	.00	03/20/25	242.84-		
1099.02	1,091.26	1,091.26	.00	.00	.00	04/14/25	1,093.00-		
1100.02	68.58	68.58	.00	.00	.00	04/10/25	68.58-		
1104.08	19.45	.00	.00	.00	19.45		.00	Final	07/01/22
1109.01	85.21-	85.21-	.00	.00	.00	03/11/25	300.00-		
1125.03	25.91-	25.91-	.00	.00	.00	02/18/25	100.00-		
1131.01	66.79	66.79	.00	.00	.00	04/15/25	66.79-		
1132.01	82.13	82.13	.00	.00	.00	04/21/25	92.13-		
1133.01	92.13	92.13	.00	.00	.00	04/23/25	117.33-		
1135.02	417.41	.00	.00	.00	417.41		.00	Final	01/01/14
1135.03	495.32	78.58	78.58	78.58	259.58	02/27/25	100.00-		
1139.01	276.39	92.13	92.13	92.13	.00	03/06/25	92.13-		
1150.04	320.12	.00	.00	.00	320.12		.00	Final	08/31/20
1150.06	49.84	49.84	.00	.00	.00	04/07/25	49.84-		
1151.02	49.84	49.84	.00	.00	.00	04/17/25	49.84-		
1160.02	293.99	92.13	98.39	46.72	56.75	06/13/24	591.71-		
1162.03	123.94	123.94	.00	.00	.00	04/14/25	123.94-		
1163.01	163.76	.00	.00	.00	163.76		.00	Final	07/01/15
1165.04	92.13	92.13	.00	.00	.00	04/15/25	92.13-		
1166.02	106.43	94.76	11.67	.00	.00	04/14/25	90.87-		
1167.01	184.60-	184.60-	.00	.00	.00	04/21/25	86.00-		
1167.16	82.44-	82.44-	.00	.00	.00	08/19/24	82.44-	Final	07/01/22
1168.01	92.13	92.13	.00	.00	.00	04/14/25	92.13-		
1169.02	123.94	123.94	.00	.00	.00	04/28/25	123.94-		
1170.01	66.79-	66.79-	.00	.00	.00	03/10/25	269.90-		
1171.05	92.13	92.13	.00	.00	.00	04/07/25	92.13-		
1173.06	23.23-	23.23-	.00	.00	.00	04/07/25	77.74-		
1174.02	92.13	92.13	.00	.00	.00	04/24/25	92.13-		
1176.01	123.94	111.63	12.31	.00	.00	02/10/25	371.82-		
1177.01	536.65	.00	.00	.00	536.65		.00	Final	10/31/16
1178.01	92.13	92.13	.00	.00	.00	04/14/25	92.13-		
1312.04	522.70	.00	.00	.00	522.70		.00	Final	08/21/12
1312.10	371.82	123.94	123.94	123.94	.00	02/26/25	237.94-		

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1313.04	557.60	.00	.00	.00	557.60		.00	Final	03/01/12
1313.10	3.81	.00	.00	.00	3.81	10/14/24	57.00-	Final	10/01/24
1313.11	286.39	102.13	92.13	92.13	.00	02/25/25	176.66-		
1314.05	68.58	68.58	.00	.00	.00	04/14/25	68.58-		
1332.01	92.13	92.13	.00	.00	.00	04/22/25	92.13-		
1334.01	762.67	.00	.00	.00	762.67		.00	Final	01/01/22
1341.01	261.26-	261.26-	.00	.00	.00		.00	Final	01/01/22
1342.05	52.41	52.41	.00	.00	.00	04/24/25	52.41-		
1343.04	123.94	123.94	.00	.00	.00	04/15/25	123.94-		
2000.02	174.68	92.13	82.55	.00	.00		.00		
2001.01	467.24	.00	.00	.00	467.24		.00	Final	10/01/18
2001.02	155.80	155.80	.00	.00	.00	04/03/25	155.60-		
2002.03	46.41	46.41	.00	.00	.00	04/14/25	92.82-		
2003.02	92.13	92.13	.00	.00	.00	04/21/25	92.13-		
2004.02	92.13	92.13	.00	.00	.00	04/15/25	76.41-		
2005.01	92.13	92.13	.00	.00	.00	04/07/25	92.13-		
2006.03	124.94	123.94	1.00	.00	.00	04/07/25	122.94-		
2007.02	184.24	184.24	.00	.00	.00	04/14/25	184.24-		
2008.01	123.94	123.94	.00	.00	.00	04/08/25	123.94-		
2009.01	123.94	123.94	.00	.00	.00	04/07/25	123.94-		
2010.03	.01	.01	.00	.00	.00	04/21/25	123.95-		
2011.05	92.13	92.13	.00	.00	.00	04/28/25	92.13-		
2013.01	123.94	123.94	.00	.00	.00	04/07/25	123.94-		
2014.01	123.82	123.82	.00	.00	.00	04/08/25	124.00-		
2015.02	1,274.49-	1,274.49-	.00	.00	.00	03/12/25	1,500.00-		
2016.05	206.10	.00	.00	.00	206.10		.00	Final	02/02/20
2016.06	123.94	123.94	.00	.00	.00	04/03/25	283.82-		
2017.01	92.13	92.13	.00	.00	.00	04/21/25	92.13-		
2018.01	92.13	92.13	.00	.00	.00	04/14/25	92.13-		
2019.02	155.80	155.80	.00	.00	.00	04/17/25	155.80-		
2020.01	155.80	155.80	.00	.00	.00	04/14/25	155.80-		
2021.06	471.26	.00	.00	.00	471.26		.00	Final	08/30/20
2021.07	123.94	123.94	.00	.00	.00	04/14/25	123.94-		
2022.01	155.80	155.80	.00	.00	.00	04/16/25	155.80-		
2023.03	92.13	92.13	.00	.00	.00	04/03/25	92.13-		
2024.01	144.94	123.94	21.00	.00	.00	04/03/25	102.94-		
2025.02	123.94	123.94	.00	.00	.00	04/16/25	123.94-		
2026.02	247.88	123.94	123.94	.00	.00	03/25/25	247.88-		
2028.01	267.66	133.94	123.94	9.78	.00	03/10/25	114.03-		
2029.01	123.94	123.94	.00	.00	.00	04/07/25	123.94-		
2030.01	94.13	92.13	2.00	.00	.00	04/15/25	91.13-		
2031.01	162.95	162.95	.00	.00	.00	04/22/25	162.95-		
2032.03	286.39	102.13	92.13	92.13	.00	02/06/25	176.66-		
2034.01	92.13	92.13	.00	.00	.00	04/08/25	92.13-		
2037.03	123.94	123.94	.00	.00	.00	04/09/25	123.94-		
2038.01	92.13	92.13	.00	.00	.00	04/16/25	92.13-		
2042.01	55.29-	55.29-	.00	.00	.00		.00	Final	04/22/21
2042.02	133.89	123.85	10.04	.00	.00	04/14/25	123.85-		
2043.03	123.94	123.94	.00	.00	.00	04/07/25	123.94-		
2044.01	84.57	84.57	.00	.00	.00	04/14/25	92.12-		
2046.02	58.60-	58.60-	.00	.00	.00		.00	Final	11/10/12
2046.05	1,457.87	.00	.00	.00	1,457.87		.00	Final	05/27/21
2046.07	74.79	74.79	.00	.00	.00	04/29/25	234.37-		
2047.02	155.80	155.80	.00	.00	.00	04/14/25	155.80-		
2054.01	463.15	174.49	164.49	124.17	.00	03/03/25	300.00-		
2055.01	127.86	92.13	35.73	.00	.00	04/21/25	92.13-		
2059.01	247.88	123.94	123.94	.00	.00	03/31/25	247.88-		
2061.02	162.95	162.95	.00	.00	.00	04/09/25	162.95-		

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2062.01	68.58	68.58	.00	.00	.00	04/07/25	65.47-		
2063.01	68.58	68.58	.00	.00	.00	04/21/25	68.58-		
2065.04	160.96	1.67	59.84	49.84	49.61	01/28/25	152.52-		
2067.02	272.81-	272.81-	.00	.00	.00		.00		
2068.01	68.58	68.58	.00	.00	.00	04/29/25	68.56-		
2069.02	51.93	37.96	13.97	.00	.00	03/17/25	100.00-		
2070.01	103.68-	103.68-	.00	.00	.00	04/21/25	65.43-		
2071.01	57.07	48.39	8.68	.00	.00	01/22/25	189.72-		
2073.02	742.77	121.05	131.05	131.05	359.62	03/20/25	100.00-		
2077.01	49.52	49.52	.00	.00	.00	04/14/25	50.00-		
2078.01	94.76	94.76	.00	.00	.00	04/09/25	94.76-		
2079.03	49.84	49.84	.00	.00	.00	04/07/25	49.84-		
2080.01	1.55	1.55	.00	.00	.00	04/14/25	46.41-		
2081.01	81.76	64.92	16.84	.00	.00	12/19/24	300.00-		
2083.01	82.50-	175.16-	29.58	29.58	33.50	10/23/24	500.00-		
2084.01	123.94	123.94	.00	.00	.00	04/07/25	123.94-		
2085.02	382.13	382.13	.00	.00	.00	04/24/25	382.13-		
2086.01	92.13	92.13	.00	.00	.00	04/08/25	92.13-		
2089.03	554.77-	554.77-	.00	.00	.00	03/11/25	1,060.50-		
2093.02	397.02	.00	.00	.00	397.02	10/30/24	605.53-	Final	12/01/24
2093.03	349.72	173.32	176.40	.00	.00	03/12/25	164.49-		
2100.01	54.75-	54.75-	.00	.00	.00	04/08/25	60.40-		
2102.09	311.78	.00	.00	.00	311.78		.00	Final	07/29/15
2102.13	123.94	123.94	.00	.00	.00	04/15/25	123.94-		
2103.01	247.88	123.94	123.94	.00	.00	03/18/25	371.88-		
2104.08	92.13	92.11	.02	.00	.00	04/29/25	92.13-		
2105.03	.38-	.38-	.00	.00	.00		.00	Final	02/05/21
2105.04	172.96	160.43	12.53	.00	.00	04/21/25	155.00-		
2107.01	66.06	66.06	.00	.00	.00	04/21/25	66.06-		
2109.03	92.13	92.13	.00	.00	.00	04/14/25	92.13-		
2110.01	1,079.73-	1,079.73-	.00	.00	.00	08/07/23	3,000.00-		
2113.01	123.94	123.94	.00	.00	.00	04/14/25	123.94-		
2115.01	123.94	123.94	.00	.00	.00	04/14/25	123.94-		
2119.05	123.94	123.94	.00	.00	.00	04/14/25	123.94-		
2120.01	123.94	123.94	.00	.00	.00	04/30/25	381.82-		
2121.02	68.58	68.58	.00	.00	.00	04/10/25	68.58-		
2122.05	216.05	216.05	.00	.00	.00	04/15/25	216.05-		
2123.01	6.05	6.05	.00	.00	.00	04/14/25	105.11-		
2124.01	123.94	123.94	.00	.00	.00	04/21/25	123.94-		
2125.02	68.58	68.58	.00	.00	.00	04/10/25	68.58-		
2126.06	92.13	92.13	.00	.00	.00	04/28/25	286.39-		
2128.02	257.88	123.94	133.94	.00	.00	04/10/25	798.10-		
2130.06	216.05	216.05	.00	.00	.00	04/07/25	216.05-		
2131.02	583.02	.00	.00	.00	583.02		.00	Final	11/01/11
2131.04	42.56-	42.56-	.00	.00	.00		.00	Final	11/01/12
2131.09	89.87	.00	.00	.00	89.87	01/02/24	283.93-	Final	03/31/24
2131.10	137.16	68.58	68.58	.00	.00	03/24/25	68.58-		
2132.02	123.94	123.94	.00	.00	.00	04/23/25	123.94-		
3000.03	184.24	184.24	.00	.00	.00	04/22/25	184.24-		
3001.02	437.87	.00	.00	.00	437.87		.00	Final	05/31/21
3001.04	195.33	.00	.00	.00	195.33		.00	Final	10/31/22
3003.01	92.13	92.13	.00	.00	.00	04/16/25	92.13-		
3004.01	290.68	.00	.00	.00	290.68		.00	Final	11/05/13
3004.07	52.41	52.41	.00	.00	.00	04/24/25	52.41-		
3005.02	123.94	123.94	.00	.00	.00	04/21/25	123.94-		
3007.01	66.79	64.95	1.84	.00	.00	03/31/25	133.58-		
3009.01	155.80	155.80	.00	.00	.00	04/14/25	155.80-		
3010.01	123.94	123.94	.00	.00	.00	04/23/25	123.94-		

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3011.01	123.94	119.73	4.21	.00	.00	03/17/25	247.88-		
3012.03	97.88-	97.88-	.00	.00	.00	03/11/25	293.70-		
3013.01	123.94	123.94	.00	.00	.00	04/07/25	123.94-		
3014.01	92.13	92.13	.00	.00	.00	04/14/25	107.33-		
3015.01	182.01	182.01	.00	.00	.00	04/03/25	364.02-		
3016.01	123.60	123.60	.00	.00	.00	04/07/25	124.00-		
3017.01	460.82	.00	.00	.00	460.82		.00	Final	03/20/13
3017.03	184.26	92.13	92.13	.00	.00	04/10/25	92.13-		
3018.01	123.94	123.94	.00	.00	.00	04/14/25	123.94-		
3019.01	96.04	96.04	.00	.00	.00	04/21/25	96.04-		
3021.01	49.84	49.84	.00	.00	.00	04/14/25	49.84-		
3022.03	68.58	68.58	.00	.00	.00	04/14/25	68.58-		
3023.01	294.89	.00	.00	.00	294.89		.00	Final	05/01/11
3023.05	66.06	66.06	.00	.00	.00	04/07/25	66.06-		
3024.02	46.41	46.41	.00	.00	.00	04/21/25	46.41-		
3025.02	123.94	123.94	.00	.00	.00	04/24/25	123.94-		
3026.02	191.09	123.94	67.15	.00	.00		.00		
3029.01	123.92-	176.61-	52.69	.00	.00	03/11/25	371.82-		
3030.09	126.54	126.54	.00	.00	.00		.00		
3032.12	164.49	164.49	.00	.00	.00	04/15/25	64.49-		
3035.01	118.82	118.82	.00	.00	.00	04/22/25	123.00-		
3038.01	123.94	123.94	.00	.00	.00	04/14/25	123.94-		
3039.02	266.20-	266.20-	.00	.00	.00		.00	Final	04/01/17
3039.04	219.61	219.61	.00	.00	.00	04/14/25	219.61-		
3040.01	119.39	119.39	.00	.00	.00	04/10/25	119.39-		
4000.01	164.49	164.49	.00	.00	.00	04/21/25	164.49-		
4001.01	528.96	.00	.00	.00	528.96		.00	Final	02/22/18
5000.04	619.70-	619.70-	.00	.00	.00	04/10/25	773.46-		
5001.01	384.39	.00	.00	.00	384.39	10/15/24	210.83-	Final	11/07/24
5001.02	229.58	229.58	.00	.00	.00	04/21/25	229.58-		
5005.01	44.72	44.72	.00	.00	.00	04/09/25	44.72-		
5006.01	229.58	229.58	.00	.00	.00	04/14/25	229.58-		
5007.01	396.65	396.65	.00	.00	.00	04/15/25	360.35-		
5008.03	229.58	229.58	.00	.00	.00	04/21/25	229.58-		
5009.02	256.37	256.37	.00	.00	.00	04/08/25	256.37-		
5010.01	254.28	254.28	.00	.00	.00	04/14/25	254.28-		
5011.02	229.58	229.58	.00	.00	.00	04/03/25	229.55-		
5012.01	229.58	229.58	.00	.00	.00	04/10/25	229.58-		
5013.01	483.52	483.52	.00	.00	.00	04/10/25	483.52-		
5014.01	229.58	229.58	.00	.00	.00	04/10/25	229.58-		
5015.01	74.79	74.79	.00	.00	.00	04/09/25	74.79-		
5016.01	760.08	760.08	.00	.00	.00	04/10/25	414.49-		
5016.02	184.26	92.13	92.13	.00	.00	03/31/25	92.13-		
5016.03	92.13	92.13	.00	.00	.00	04/15/25	92.13-		
5016.04	107.13	107.13	.00	.00	.00		.00		
5017.04	229.58	229.58	.00	.00	.00	04/15/25	229.58-		
5018.03	611.11	611.11	.00	.00	.00	04/08/25	633.19-		
5019.03	236.94	236.94	.00	.00	.00	04/21/25	236.94-		
5020.01	44.72	44.72	.00	.00	.00	03/17/25	89.44-		
5021.01	123.94	123.94	.00	.00	.00	04/07/25	123.94-		
5022.01	44.72	44.72	.00	.00	.00	04/09/25	44.72-		
5023.02	229.58	229.58	.00	.00	.00	04/14/25	229.58-		
5025.01	123.94	123.94	.00	.00	.00	04/14/25	123.94-		
5027.01	44.50	44.50	.00	.00	.00	04/21/25	44.50-		
5029.01	330.84	330.84	.00	.00	.00	04/14/25	374.99-		
5031.06	698.74	211.73	229.58	229.58	27.85	02/10/25	661.24-		
5039.01	229.58	229.58	.00	.00	.00	04/07/25	229.58-		
5041.03	319.02	319.02	.00	.00	.00	04/07/25	319.02-		

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5043.01	1,024.23	1,024.23	.00	.00	.00	04/07/25	1,079.83-		
5046.03	184.86	184.86	.00	.00	.00	04/14/25	184.86-		
5046.04	44.72	44.72	.00	.00	.00	04/17/25	44.72-		
5047.01	1,173.14	1,173.14	.00	.00	.00	04/08/25	1,173.14-		
5049.04	229.58	229.58	.00	.00	.00	04/10/25	229.58-		
5052.06	44.72	44.72	.00	.00	.00	04/21/25	44.72-		
5055.01	603.01-	603.01-	.00	.00	.00	04/07/25	2,200.00-		
5057.01	647.87	647.87	.00	.00	.00	04/07/25	743.13-		
5058.02	249.20	249.20	.00	.00	.00	04/14/25	249.20-		
5059.04	459.16	229.58	229.58	.00	.00	03/04/25	459.16-		
5061.01	184.86	184.86	.00	.00	.00	04/22/25	184.86-		
5062.01	178.14	178.14	.00	.00	.00	04/07/25	178.14-		
5064.02	246.92	246.92	.00	.00	.00	04/14/25	246.92-		
5067.04	229.58	229.58	.00	.00	.00	04/07/25	229.58-		
5074.06	2,945.68-	2,945.68-	.00	.00	.00	04/07/25	450.00-		
5076.01	712.63	712.63	.00	.00	.00	04/14/25	712.63-		
5077.03	229.58	229.58	.00	.00	.00	04/10/25	229.58-		
5078.02	234.23	.00	.00	.00	234.23		.00	Final	07/01/15
5080.01	459.16	229.58	229.58	.00	.00	03/03/25	459.16-		
5089.01	29.60-	29.60-	.00	.00	.00	03/18/25	1,000.00-		
5092.01	229.58	229.58	.00	.00	.00	04/17/25	228.74-		
5093.01	1,466.35	.00	.00	.00	1,466.35		.00	Final	09/15/12
5093.04	1,699.26	.00	.00	.00	1,699.26	06/24/24	500.00-	Final	10/01/24
5093.05	46.41	46.41	.00	.00	.00	04/21/25	46.41-		
5094.02	235.30	235.30	.00	.00	.00	04/07/25	235.40-		
5095.02	609.26	609.26	.00	.00	.00	04/07/25	675.34-		
5096.03	229.58	229.58	.00	.00	.00	04/21/25	229.58-		
5097.01	698.74	239.58	229.58	229.58	.00	02/24/25	671.24-		
5100.04	75.10-	75.10-	.00	.00	.00		.00	Final	07/01/12
5100.07	107.13	107.13	.00	.00	.00		.00		
6000.02	360.28	360.28	.00	.00	.00	04/08/25	360.28-		
6001.01	276.38	276.38	.00	.00	.00	04/09/25	276.38-		
6003.01	503.47	174.49	164.49	164.49	.00	02/27/25	164.49-		
6004.02	92.13	92.13	.00	.00	.00	04/07/25	92.13-		
6005.03	123.94	123.94	.00	.00	.00	04/14/25	123.94-		
6006.01	184.24	184.24	.00	.00	.00	04/14/25	184.24-		
6007.02	274.30	274.30	.00	.00	.00	04/10/25	274.30-		
6008.01	572.41	572.41	.00	.00	.00	04/10/25	572.41-		
6009.03	255.62	255.62	.00	.00	.00	04/14/25	255.62-		
6010.03	46.41	46.41	.00	.00	.00	04/07/25	46.41-		
6011.02	129.13	129.13	.00	.00	.00	04/14/25	279.73-		
6012.01	92.13	92.13	.00	.00	.00	04/14/25	92.13-		
6013.02	123.94	123.94	.00	.00	.00	04/07/25	123.94-		
6014.01	155.80	155.80	.00	.00	.00	04/10/25	213.72-		
6015.01	87.35	87.35	.00	.00	.00	04/14/25	87.36-		
6016.08	92.13	92.13	.00	.00	.00	04/07/25	92.13-		
6017.02	184.24	184.24	.00	.00	.00	04/03/25	184.24-		
6018.01	288.97	288.97	.00	.00	.00	04/08/25	288.97-		
6019.02	271.60	271.60	.00	.00	.00	04/10/25	271.60-		
6020.05	153.76	123.94	29.82	.00	.00	04/14/25	114.00-		
6022.02	46.41	46.41	.00	.00	.00	04/14/25	92.82-		
6023.03	46.41	46.41	.00	.00	.00	04/09/25	46.41-		
6025.03	87.51	.00	.00	.00	87.51	01/09/24	125.02-	Final	01/01/24
6025.04	49.84	49.84	.00	.00	.00	04/01/25	159.52-		
6026.02	3,793.99	.00	.00	.00	3,793.99		.00	Final	12/02/10
6026.04	1,772.40	1,772.04	.36	.00	.00	04/07/25	6,076.29-		
6027.02	144.89	.00	.00	.00	144.89		.00	Final	12/01/17
6027.04	215.74	78.58	68.58	68.58	.00	02/26/25	134.02-		

Town of Jerome

Aging Report - Acct number only

Report Date: 04/30/2025

May 01, 2025 7:56AM

Customer Number	Balance	04/30/2025	03/31/2025	02/28/2025	01/31/2025	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
6028.08	184.26	92.13	92.13	.00	.00	03/06/25	92.13-		
6029.01	105.95-	105.95-	.00	.00	.00	04/21/25	80.00-		
6031.02	92.13	92.13	.00	.00	.00	04/21/25	92.13-		
6032.01	255.62	255.62	.00	.00	.00	04/10/25	255.62-		
6033.03	229.58	229.58	.00	.00	.00	04/09/25	229.58-		
6033.04	274.30	274.30	.00	.00	.00	04/09/25	274.30-		
6040.03	697.60	.00	.00	.00	697.60		.00	Final	10/01/11
6040.04	286.39	102.13	92.13	92.13	.00	02/18/25	176.66-		
6041.02	123.94	123.94	.00	.00	.00	04/21/25	123.94-		
7001.06	186.20	155.80	30.40	.00	.00	04/08/25	170.00-		
7002.01	243.65	243.65	.00	.00	.00	04/09/25	243.65-		
7004.01	184.26	92.13	92.13	.00	.00	03/25/25	92.13-		
7005.04	670.09	.00	.00	.00	670.09		.00	Final	05/03/12
7005.05	37.27-	37.27-	.00	.00	.00		.00	Final	11/01/13
7005.10	89.44	44.72	44.72	.00	.00	04/07/25	44.72-		
7006.01	62.51-	62.51-	.00	.00	.00	04/17/23	62.51-	Final	09/08/11
7006.11	253.40-	253.40-	.00	.00	.00	03/24/25	500.00-		
7009.01	198.86	49.84	49.84	49.84	49.34	01/29/25	142.79-		
7010.01	542.62	542.62	.00	.00	.00	04/10/25	553.66-		
7015.01	229.58	229.58	.00	.00	.00	04/09/25	229.58-		
7022.01	44.72	44.72	.00	.00	.00	04/07/25	44.72-		
7024.02	198.83	.00	.00	.00	198.83		.00	Final	12/31/22
7025.01	92.13	92.13	.00	.00	.00	04/08/25	92.13-		
7026.04	123.94	123.94	.00	.00	.00	04/14/25	247.88-		
7029.01	26.30	.00	.00	.00	26.30	02/02/23	92.82-	Final	02/17/23
7029.02	123.94	123.94	.00	.00	.00	04/22/25	123.94-		
7040.03	440.77	.00	.00	.00	440.77		.00	Final	02/02/17
7040.05	89.44	44.72	44.72	.00	.00	03/19/25	44.72-		
7041.01	44.72-	44.72-	.00	.00	.00	04/14/25	134.16-		
7044.02	144.16	.00	.00	54.72	89.44	12/26/24	44.72-	Final	03/01/25
7044.03	104.44	44.72	59.72	.00	.00		.00		
7046.02	328.98	164.49	164.49	.00	.00	03/10/25	491.15-		
7047.01	44.72	44.72	.00	.00	.00	04/14/25	44.72-		
7052.02	368.52-	368.52-	.00	.00	.00	04/14/25	552.78-		
7053.02	320.01	.00	.00	.00	320.01		.00	Final	12/01/18
7053.07	123.94	123.94	.00	.00	.00	04/14/25	123.94-		
7054.01	177.32	177.32	.00	.00	.00	04/09/25	177.32-		
7057.02	26.04	26.04	.00	.00	.00	04/09/25	26.04-		
7058.01	296.17	.00	.00	.00	296.17		.00	Final	12/01/13
7059.01	46.86-	46.86-	.00	.00	.00		.00	Final	11/01/13
7059.02	463.21	.00	.00	.00	463.21		.00	Final	03/12/20
7059.03	58.00-	58.00-	.00	.00	.00	04/21/25	46.41-		
7060.01	229.58	229.58	.00	.00	.00	04/09/25	229.58-		
8001.01	2,187.32	2,187.32	.00	.00	.00	04/09/25	2,223.03-		
8008.01	63.00-	63.00-	.00	.00	.00	04/10/25	201.10-		
8010.01	52.20-	52.20-	.00	.00	.00	04/08/25	60.78-		
8012.03	60.00	37.59	22.41	.00	.00	04/08/25	60.00-		
8014.03	882.52	300.84	290.84	290.84	.00	02/10/25	882.52-		
8015.03	277.20	277.20	.00	.00	.00	03/06/25	554.40-		
8022.03	2,844.00	2,844.00	.00	.00	.00	04/07/25	2,844.00-		
8023.03	267.52	267.52	.00	.00	.00	04/07/25	267.52-		
8028.01	347.36	.00	.00	.00	347.36		.00	Final	03/31/12
9999.01	8,784.02-	8,784.02-	.00	.00	.00		.00	Final	01/01/22
10100.01	123.94	123.94	.00	.00	.00	04/15/25	123.94-		

Town of Jerome

Aging Report - Acct number only

Report Date: 04/30/2025

May 01, 2025 7:56AM

Grand Totals:

60,921.79

29,187.18

5,633.60

2,519.37

23,581.64

Library Staff Report for February and March 2025

- Reviewed the Arizona Summer Reading Program Manual from the Arizona State Library Library Services.
- Reviewed the Yavapai Library Network Circulation Meeting Minutes.
- Reviewed Budget to Actual Reports, and made adjustments to library purchase plans.
- Received contribution of 9,085.89 from the Yavapai Library District, Total FY 24/25 contribution will be 18,171.78.
- Submitted Tech support and Membership dues billing for the Yavapai Library Network
- Tech Support (1250.00) Membership dues (1776.00)
- Reviewed Book Vendors for Book Purchasing.
- Statistics for February ,
- Total Library Users (144)
- Total items sent to transit (207)
- Total items in Library 14,224

Community Art Program

Currently offering Japanese Marbling and French Link Bookbinding

Sincerely
Librarian, Kathleen Jarvis

MONTHLY REVENUE REMITTANCE

Mar 2025

TOTAL DISBURS

Item A.

SUBTOTALS:

62.64

7,213.52

6,936.42

46.90

14,259.48

JCEF

62.64

6,625.83 Gen Fund

FTG

0.00

187.59 Splits

FUND	CODE	GL ACCT	OTH AGY	STATE	TOWN	COUNTY
Jud Collect Enhanc Fnd (Local TPF 12-116 - \$7 Court)	ZJCL	4-13-03	62.64			
Jud Collect Enhanc Fnd (LOCAL T22) (Other Fees)	ZJCLF	4-13-02				
Jud Collect Enhanc Fnd (LOCAL T22) (Filing and Answer Fees)	ZJCLF	4-13-01				
Fill the Gap Revenue (MFTG)	FTGREV	4-98-03				
ADPS Forensic Fund	ZADPS	2-14-08		245.34		
Arson Detection Reward Fund - Title 22 Fees	ZADRF	2-13-05				
Arson Detection Reward Fund	ZADRF	2-11-05				
Address Confidentiality Program Assmt 12-116.05	ZCAA1	2-15-33				
Citz Clean Elect Fund (10% Base) - 16-949D, 954C (NOT Photo)	ZCEF	2-14-03		419.13		
Crim Jstc Enhanc Fnd Penalty (47% Base) - 12-116.01A, 41-2401	ZCJEF	2-14-01		1,765.47		
Child Passenger Restraint Fund 28-907C	ZCPRF	2-11-11				
Drug & Gang Enforcement Acct - 13-360x, 13-811C	ZDECJ	2-11-25				
DNA 3% of Base Fine - 12-116.01C	ZDNAS	2-14-05		5.97		
DUI Abatement Fnd - 28-1304A, 1382.3 (Extrm DUI, \$250)	ZDUJA	2-15-11				
DV Shelter Services Fund (DV Assmt) 12-116.06, 12-284.03A2	ZDV5F	2-15-34				
FARE Fee Special Collections (19%) AO 2003-126	ZFAR1	2-13-23		102.19		
FARE Delinquency Fee (\$35.00 Fee) AO 2003-126	ZFAR2	2-13-22		35.00		
FARE Enhanced Spec Collection Fee	ZFAR3	2-13-25		188.22		
FARE Enhanced Delinquency Fee	ZFAR4	2-13-24		113.44		
FTG Penalty Assmt (7% of Base) - 12-116.01B, 41-2421J	ZFTGS	2-14-04		293.42		
Highway Users Rev Fnd (HURF) (REG 80% Out/ST Plates) 28-2533C	ZHRF3	2-11-36				
Jud Collect Enhanc Fnd (ST TP - \$11) 12-113, 12-116	ZJCS	2-13-52		98.45		
Jud Collect Enhanc Fnd (ST TP - \$2 PubDef Trng) 12-116	ZJCS	2-13-53		17.90		
Jud Collect Enhanc Fnd (CVLTP) Title 22-281C1 (18.39% of Fee)	ZJCSF	2-13-51				
Medical Svcs Enhanc Fnd (13% Base) 12-116.02F, 36-2219.01	ZMSEF	2-14-02		544.81		
2011 Additional Assmt (\$8) 12-116.04C	ZOS1	2-15-31		375.29		
Prison Construction & Operations Fnd 5-395.01A4, 41-1651	ZPCOF	2-15-13		809.85		
Peace Officer Training Equip Fnd (2019-24) 12-116.10, 41-1731	ZPOTE	2-15-42		185.49		
Probation Surcharge (\$5) 12-114.01	ZPRSU/6/9	2-14-06		938.17		
Public Safety Equipment Fnd 5-395-397, 28-1381-88, 41-1723	ZPSEF	2-15-14		525.00		
Drug Tech Registration Fnd (Drug lab) 13-3423, 28-737	ZTECH	2-15-35				
Victim Rights Penalty (2019 - \$9) 12-116.08 (37.6%)	ZVCAF	2-15-43		157.24		
Victims Rights Enforcement Fund (\$2) 12-116.09, 41-1722	ZVREA	2-15-37		93.01		
Victim Rights Penalty (2019 - \$9) 12-116.08 (62.4%)	ZVRF	2-15-44		261.36		
Forfeited Overpayments		4-91-04			83.00	
Installment Payment Fee		4-39-08				
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01				
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22				
Court Enhancement Fee	ZCE	4-30-04				
Defensive Driving School Fee 28-3396	ZDDS	4-31-01			990.00	
Default Fees - LOCAL	ZDEFF	4-32-01			273.65	
Deferred Prosecution Fees	ZDFEE	4-31-02				
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10			1,607.32	
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30			52.63	
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10			394.72	
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20			865.60	
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95			99.55	
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04				
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07			1,302.62	
TITLE 22 OTHER FEES (LOCAL JCEF)	ZJCLF	4-13-02				
COURT SECURITY FEE	ZMCSF	4-30-25			973.33	
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01				
Miscellaneous (T22) Other Fees 22-281C3	ZMISC	4-11-02				
2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03				
Officer Safety Equip - LCOAL PD 12-116.04D	ZOS3	4-23-03			187.59	
2011 Additional Assmt - State Citing Agencies	ZOS5	2-15-32				
Non-Refundable Overpayments	ZOVF	4-91-02			5.00	
Public Defender Fees	ZPUBZ	4-39-71				
License Plate Violation (Susp/Display) 28-4139	ZSLPX/ZHRFC	4-23-02			61.41	
Warrant Fee	ZWARF	4-32-03				
Jail (Incarceration) Fees	ZJF	4-33-21				
2011 Additional Assmt - Justice Courts Share	ZOS2	2-21-53				46.90
CITIZENS CLEAN ELCTIONS FUND 1%	ZCEF2	2-14-09		38.77		

(52 WRITE-IN)

251.31

ZADPS & ZDNAS

0.00

ZADRF

0.00

ZCAA1, ZDV5F & ZTECH

(52 WRITE-IN)

290.41

ZFAR 1 & 3

148.44

ZFAR 2 & 4

116.35

ZJCS 52 & ZJCS 53

609.78

ZOS 1-90

525.00

ZGFDU & ZPSEF

418.60

ZVCAF & ZVRF

4,322.44

ZCAA2 & ZFINES

273.65

ZDEFF & ZWARF

4,322.44

ALL ZFINES

973.33

ZJCL & ZMISC

(53 WRITE-IN)

457.90

ZCEF & ZCEF2

PASS-THROUGH MONIES:		Received
OVERPAYMENT REPORT		
Carried Forward from Previous Month		\$0.00
RECEIVED in current month	ZOVR 2-72-01	-\$290.00
DISBURSED (Hold Rcpt Refund) in current month		\$0.00
Allocation Adjustments		\$0.00
Balance at End of Current Month		-\$290.00
UNAPPLIED PAYMENTS REPORT		
Carried Forward from Previous Month		\$0.00
Received, not applied this month	UAP 2-79-11	\$189.00
Allocated During Current month		\$0.00
Balance at End of Current Month		\$189.00
DEFERRED AGENCY ALLOCATIONS REPORT		
Carried Forward from Previous Month		\$0.00
Agency Not Assigned in Current Month	DAA 2-99-02	-\$20.00
Allocated During Current month		\$0.00
Balance at End of Current Month		-\$20.00
BOND REPORT		
Carried Forward from previous month		\$3,000.00
RECEIVED in current month	ZBND 2-79-01	\$750.00
CONVERTED (Exonerated) to Fines/Fees		\$750.00
DISBURSED in current month		\$3,000.00
FORFEITED in current month		\$0.00
Balance at End of Current Month:		\$0.00
RESTITUTION REPORT		
Carried Forward from previous month		\$0.00
RECEIVED in current month	ZREST 2-41-01	\$0.00
DISBURSED in current month		\$0.00
Balance at End of Current Month		\$0.00

TOTAL REVENUE FOR DISBURSEMENT	\$14,118.07
JCEF account	\$62.64
FTG account	\$0.00
State Revenue	\$7,213.52
City/Town	\$6,936.42
Yavapai County	\$46.90
Other Agencies	
TOTAL DISBURSEMENTS	\$14,259.48
PASS-THROUGH MONIES:	\$629.00
Overpayment Refunds	-\$290.00
Unapplied Payments	\$189.00
Bonds (ZBND)	\$750.00
Restitution (ZREST)	\$0.00
Agency Not Assigned - not yet allocated	-\$20.00

SABA TOTAL (Total Revenue) \$14,888.48

I, Micheala Brewer, Court Clerk, of Jerome Municipal Court, Yavapai County, State of Arizona, do hereby certify that the foregoing is a true and correct account of the funds collected by the Court for the month of: **March-25**

Signature

Second Verification:

Micheala Brewer
Verified by:

Town Staff

JEROME MUNICIPAL COURT

CITY/TOWN DISBURSEMENT

45717

TOWN OF JEROME	CODE	GL	AMOUNT
Forfeited Overpayments		4-91-04	83.00
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22	0.00
Defensive Driving School Fee 28-3396	ZDDS	4-31-01	990.00
Default Fees - LOCAL	ZDEFF	4-32-01	273.65
Deferred Prosecution Fees	ZDFEE	4-31-02	0.00
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10	1,607.32
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30	52.63
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10	394.72
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20	865.60
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95	99.55
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04	0.00
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07	1,302.62
TITLE 22 OTHER FEES (LOCAL JCEF)	ZJCLF	4-13-02	0.00
Jud Collect Enhan Fnd (LOCAL T22) (Other Fees)	ZJCLF	4-13-02	0.00
COURT SECURITY FEE	ZMCSF	4-30-25	973.33
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01	0.00
Miscellaneous (T22) Other Fees 22-281C3	ZMISC	4-11-02	
Non-Refundable Overpayments	ZOVF	4-91-02	5.00
License Plate Violation (Susp/Dispay) 28-4139	ZSLPX/ZHRFC	4-23-02	61.41
Warrant Fee	ZWARF	4-32-03	0.00
OTHER CLERK FEES	ZLCL	4-39-09	0.00
SUBTOTAL - City/Town, General Fund			\$6,708.83
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01	0.00
Public Defender Fees	ZPUBZ	4-39-71	0.00
Court Enhancement Fee	ZCE	4-30-04	0.00
Officer Safety Equip - LCOAL PD 12-116.04D	ZOS3	4-23-03	187.59
2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03	
SUBTOTAL - City/Town, Split Accounts			\$187.59
City/Town TOTAL:			\$6,896.42

March 2025 \$\$\$ RECONCILIATION

FOOTHILLS Bank - Jerome Municipal Court acct XXX-3419

ending balance on 2/28/25:	\$	82,521.30	
Deposits to account, per bank stmt:	\$	14,744.24	(SABA deposits in AJACS)
			(money in transit)
		14,868.48	\$
			124.24

Checks cleared & charge-back debits:

<u>date cleared:</u>	
#2371	3/5/2025
#2376	3/6/2025
#2365	3/11/2025
#2370	3/11/2025
#2375	3/14/2025
#2374	3/17/2025
#2373	3/24/2025
#2372	3/31/2025
TOTAL:	

	231.00	Verde Valley JCT - TIP payment misapplication
	77.35	Jerome JCEF
	4,224.08	State Treasurer of AZ
	20.00	State Treasurer of AZ
	4,512.73	Town of Jerome
	30.01	Yavapai County Treasurer
	4,212.54	State Treasurer of AZ
	43.00	Robert Altherr -overpayment refund #TR2024000025
	13,350.71	

ending balance on 3/31/25: \$ 83,914.83

Other Court Accounts: (closing balances as of current month's end)

JCEF \$14,487.49

Fill the Gap \$10,825.73

2023-2024

	<u>Gross</u>	<u>ZOS3 4-23-03</u> <u>off. safety equip.</u>	<u>ZMCSF 4-30-25</u> <u>ct. security fee</u>	<u>June - May</u> <u>NET to Town</u>
July	\$ 4,374.15	\$ 105.19	\$ 606.00	\$ 3,662.96
August	\$ 5,096.00	\$ 112.05	\$ 663.68	\$ 4,320.27
Sept	\$ 5,467.64	\$ 106.00	\$ 645.32	\$ 4,716.32
October	\$ 3,883.25	\$ 79.56	\$ 550.00	\$ 3,253.69
November	\$ 5,177.20	\$ 129.73	\$ 704.68	\$ 4,342.79
December	\$ 4,115.67	\$ 110.83	\$ 600.32	\$ 3,404.52
2024				
January	\$ 4,858.42	\$ 102.17	\$ 695.00	\$ 4,061.25
February	\$ 6,865.80	\$ 173.28	\$ 1,050.00	\$ 5,642.52
March	\$ 6,414.18	\$ 130.95	\$ 790.00	\$ 5,493.23
April	\$ 5,218.46	\$ 142.72	\$ 770.68	\$ 4,305.06
May	\$ 5,145.97	\$ 106.07	\$ 575.99	\$ 4,463.91
June	\$ 6,435.85	\$ 145.70	\$ 920.00	\$ 5,370.15
TOTAL	\$ 63,052.59	\$ 1,444.25	\$ 8,571.67	\$ 53,036.67

2024-2025

	<u>Gross</u>	<u>ZOS3 4-23-03</u> <u>off. safety equip.</u>	<u>ZMCSF 4-30-25</u> <u>ct. security fee</u>	<u>June - May</u> <u>NET to Town</u>
July	\$ 4,964.02	\$ 125.26	\$ 671.00	\$ 4,167.76
August	\$ 4,116.59	\$ 91.39	\$ 565.00	\$ 3,460.20
Sept	\$ 4,642.07	\$ 123.13	\$ 539.00	\$ 3,979.94
October	\$ 5,170.06	\$ 156.94	\$ 820.00	\$ 4,193.12
November	\$ 2,963.61	\$ 78.03	\$ 500.00	\$ 2,385.58
December	\$ 3,352.47	\$ 58.18	\$ 420.00	\$ 2,874.29
2025				
January	\$ 5,328.83	\$ 123.56	\$ 715.00	\$ 4,490.27
February	\$ 4,512.73	\$ 69.38	\$ 720.00	\$ 3,723.35
March	\$ 6,896.42	\$ 187.59	\$ 973.33	\$ 5,735.50
April				
May				
June				
TOTAL	\$ 41,946.80	\$ 1,013.46	\$ 5,923.33	\$ 35,010.01

OFFICER SAFETY EQUIPMENT FUND - PD - Town Revenue (code# 4-23-03)**2024**

JULY	\$	125.26
AUG	\$	91.39
SEPT	\$	123.13
OCT	\$	156.94
NOV	\$	78.03
DEC	\$	58.18

2025

JAN	\$	123.56
FEB	\$	69.38
MAR	\$	187.59
APR		
MAY		
JUNE		
YTD (fiscal)	\$	1,013.46



JEROME POLICE DEPARTMENT

RUSSELL J. SAN FELICE, CHIEF
305 MAIN STREET
POST OFFICE BOX 335
JEROME, ARIZONA 86331
(928) 634-8992
FAX (928) 649-2776



May 2, 2025

TO: Honorable Mayor and Jerome Town Council

FROM: Russell J. San Felice, Chief of Police

Attached please find the police activity reports for April 2025.

During the month of April, the police department responded to 379 calls for service. There were no criminal events of significance this month. 236 of our calls for service involved follow-up. This was a major project conducted by the police department to inventory and clear out property that has been held for years. The police department has been able to dispose of a huge volume of property through destruction or auction of any unclaimed property of value.

Jerome Police Officers and Parking Officers conducted several enforcement actions over the month of April. There were 325 parking citations written and 10 parking violation warning. There were 53 citations and 24 warnings for various moving traffic violations.

For the April 2025 status report, here are the kiosk totals:

April 2025: \$42,313.35

April 2024: \$43,038.15

Current Fiscal year total (July 1, 2024-June 30, 2025): \$326,074.75

Respectfully,

Russell J. San Felice
Chief of Police

JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331
(928) 634-8992

Date : 05/02/2025
Page :
Agency : JPD

Item A.

Calls For Service Totals By Call Type

04/01/2025 to 04/30/2025

Call Type		Totals
10-34	Motorist Assist	2
205	Trespass	1
415F	Domestic Disturbance	2
476	Animal Control Problem	1
500	Welfare Check	4
585	Traffic Hazard	3
647A	Suspicious Person	1
903	Follow-Up	236
908F	Found Property	10
908L	Lost or Stolen Property	3
961	Accident - No injuries	6
AC	Animal Cruelty	2
ACP	Assist Cottonwood PD	1
ACPD	Assist Clarkdale PD	2
ADPS	Assist DPS	8
AF	Assist Fire Department	1
AYCSO	Assist YCSO	9
BI	Background Investigation	3
CA	Citizen Assist	2
FF	Family Fight	1
FP	Foot Patrol	2
FPF	Fingerprinting	1
HR	Hit & Run Accident	2
HS	Hazardous Situation	1
HSE	Hampshire Speed Enforcement	2
HUC	911 Hang Up Call	1
INFO	Information	3
MISC	Miscellaneous	1
NOISE	Noise Complaint	1
OA	Officer Assist	1
OT	Oversize Truck	3
PARKV	Parking Violation	1
PE	Parking Enforcement	23
PKM	Parking Kiosk Maintenance	1
SC	Security Check	27
SLC	Street Light Check	1
SS	Suspicious Situation	2
T/S	Traffic Stop	2

JEROME POLICE DEPARTMENT
305 MAIN STREET

JEROME, AZ 86331
(928) 634-8992

Date : 05/02/2025
Page :
Agency : JPD

Item A.

Calls For Service Totals By Call Type

04/01/2025 to 04/30/2025

Call Type		Totals
TCD	Traffic Control Duties	1
TO	Traffic Offense	4
VM	Vehicle Maintenance	1
Grand Total for all calls		379



Jerome Fire Department

P.O. Box 1025 Jerome, AZ 86331 Tel. (928) 649-3034 Fax (928) 649-3039
E-mail: admin@jeromefd.org

Fire Chief's Report

Month: April Year: 2025

Calls by Type	Number	Resident	Non-Resident
EMS Calls	6	1	5
Residential Fire	1	0	1
Commercial Fire	0	0	0
Wildland	1	1	0
Still Assignment	2	2	0
Station Staffing	11	11	0
Citizen Assist	4	3	1
Agency Assist	3	1	2
Special Duty	2	2	0
Snake Removal	0	0	0
Tech Rope Rescue	0	0	0
MVA/Rescue	5	1	4
HazMat	0	0	0
Dispatch Error	0	0	0
Totals:	35	22	13
Total Calls Chief on Scene	28		
Total JFD Meetings Chief Attended	4		

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

JFD Calls and Meetings hours worked	Total Hours: 787:38
-------------------------------------	---------------------

Meetings	Date
Station 12 Meeting – Blair/Whiting	4/3/25
Verde Valley Life and Fire Safety-Whiting	4/10/25
Verde Valley Pre Hospital Meeting- Whiting	4/8/25
3AM Incident command grant meeting- Hernandez	4/9/25
Verde Valley Training committee Meeting Whiting	4/9/25
Yavapai County Firewise-Whiting	4/3/25
AZ Wildland Qualifications meeting-Whiting	4/23/25
VVFM Meeting – Blair/Whiting	4/24/25

Education, Spring Semester:

- John Krmpotich is in his last part of the Yavapai college Firefighter 1&2 academy. John is one of our most dedicated responders, we are fortunate to have him on our team. We are excited that he has decided to further his education and fully support him.
- Carl Whiting will be attending the second of four classes to obtain his Nationally Certified Fire Investigator May 5th through the 9th in Prescott.
- Jerome, Verde Valley, Cottonwood and Northern Arizona Fire and Medical held a joint agency Ropes Operations and Technician class April 23-28. Sierra Hutchinson obtained Operations level for us, with Brandon SanFelice becoming a new Rope Tech.

Weekly Training:

- Thursday April 3rd – Whiting/R. SanFelice – Stop the bleed, Narcan
- Thursday April 10th – Kinsella/Giles – Firefighter construction overview
- Thursday April 17th – Whiting/Hernandez -Weather, Surprise Wildland drill
- Thursday April 24th - Kinsella- Gas meter locations/Propane tank locations
- Saturday April 26th – Kerry Lee – Rope Tech and OPS class.

Department Affairs and Ongoing Projects

- During the annual service for Engine 116 it was discovered that there was a mass amount of water and corrosion in the fuel tank. The truck had to be towed to the dealership to be repaired. The fuel tank needed to be replaced, and the fuel system needed to be flushed. We have checked all the other apparatus for the same problem and have found no other issues.
- Our annual SCBA fit testing and pack recertification has been completed. This is a NFPA requirement.
- All the Town fire hydrants have been tested. This is an ISO requirement that must be done every year.
- Our March call volume is up by 3 over last March's 32 calls, totaling 35 calls this month. Our Fire Department personnel perform their tasks in a professional manner with no injuries occurring.
- Jerome Fire Department and Niles Radio have completed all the repairs to town sirens. The sirens are set to sound during significant emergencies. We will start the Thursday night test in May.
- The Annual NAEMS Grant Is being awarded shortly. We have sent in our application, and are awaiting final news of the amount awarded. This is an important grant for us. We use this grant to assist in the restocking necessary medical supplies as well as supplement the cost of training for our EMT's. The primary focus for this year's grant application will be assisting with the town's AED pads and batteries. These are generally replaced every 2 to 4 years and are unfortunately quite costly. This grant helps with that cost immensely.
- We have hired our final department member Jerrith Foster. He is currently in the Fire academy with John Krmpotich and will graduate in May. He already has his EMT and is working on his wildland fire certifications,

Prevention

- We had a total of 18 loads with a total of 117 hours combined from our citizens and fuels crew.
- 14 Firewise activities
- 7 Business license inspections.

April Fire Department Activities and Run Report:

Incident	Date	Time	Day	Select Type	Description	#
J-64	4/1/25	8:00	Tue	Station Staffing Resident	Rope Class	3
J-65	4/2/25	8:00	Wed	Still Assignment Resident	Rope Class	5
J-66	4/2/25	8:00	Wed	Wildland Resident	Burnt Burn Pile	4
J-67	4/2/25	10:00	Wed	Special Duty Resident	Remove Hazard Tree	2
J-68	4/3/25	8:00	Thu	Station Staffing Resident	Rope Class	3
25-45	4/3/25	17:59	Thu	MVA/Rescue Non-Resident	Vehicle Vs Tree	15
J-69	4/4/25	8:00	Fri	Station Staffing Resident	Rope Class	6
J-70	4/4/25	9:40	Fri	Citizen Assist Resident	Smoke Detector Check	5
J-71	4/5/25	8:00	Sat	Station Staffing Resident	Station Staffing	4
25-46	4/5/25	17:11	Sat	EMS Non-Resident	84 YOF - Fall W/ Head Injury	7
J-72	4/8/25	13:30	Tue	Citizen Assist Resident	Overheated Vehicle	1
25-47	4/9/25	14:08	Wed	EMS Non-Resident	Canceled Enroute	6
J-73	4/9/25	14:30	Wed	Agency Assist Non-Resident	Lockout W/ Dog	5
J-74	4/10/25	8:00	Thu	MVA/Rescue Resident	Single Vehicle Rollover - Noninjury	4
J-75	4/10/25	10:00	Thu	MVA/Rescue Non-Resident	Noninjury Accident - Assist JPD	2
J-76	4/10/25	17:00	Thu	Special Duty Resident	Removed Dead Fox	2
J-77	4/10/25	18:00	Thu	Still Assignment Resident	Smell of Gas - Nothing found	3
J-78	4/11/25	10:00	Fri	Station Staffing Resident	Roof Repair	3
J-79	4/13/25	13:30	Sun	Citizen Assist Non-Resident	Change Tire	2
J-80	4/13/25	18:00	Thu	EMS Resident	30 YOM - Slid Bike - Basic First Aid	8
25-48	4/18/25	16:21	Fri	MVA/Rescue Non-Resident	Vehicles slid off road - Noninjury	8
J-81	4/18/25	16:45	Fri	Agency Assist Resident	Road Closure for Weather	8
J-82	4/21/25	9:15	Mon	Citizen Assist Resident	Skunk Removal	2
J-83	4/23/25	8:00	Wed	Station Staffing Resident	Rope Class	9
J-84	4/24/25	8:00	Thu	Station Staffing Resident	Rope Class	7
J-85	4/25/25	8:00	Fri	Station Staffing Resident	Rope Class	9
J-86	4/25/25	9:45	Fri	EMS Non-Resident	Male Down - side of road - nothing found	9
J-87	4/26/25	12:00	Sat	Station Staffing Resident	Station Staffing	7

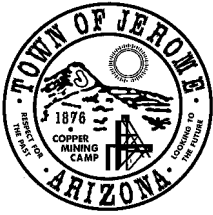
J-88	4/26/25	13:00	Sat	EMS Non-Resident	5 YOM - Skinned Knee - Basic First Aid	7
J-89	4/26/25	13:30	Sat	EMS Non-Resident	74 YOM - Cut on Shin - Basic First Aid	7
25-49	4/27/25	19:55	Sun	MVA/Rescue Non-Resident	Noninjury Accident	9
J-90	4/27/25	8:00	Sun	Station Staffing Resident	Rope Class	5
J-91	4/28/25	8:00	Mon	Station Staffing Resident	Rope Class	7
25-50	4/29/25	6:03	Tue	Residential Fire Non-Resident	Assist Cottonwood with Fire	7
25-51	4/29/25	7:29	Tue	Agency Assist Non-Resident	Assist Clarkdale Fire W/ Coverage	7

April 2025 Burn Pile Log

JC stands for Jerome citizens.

Date	Address	Adult Prob.	# Fuels Crew	FC Hrs.	Fuels Crew Total Hrs.	# Loads	# crew	# Hrs.	Town Firewise Total Hrs.
4/30/2025	Sunshine Hill		2	5	10	6			0
4/16/2025	FR 413		3	5	15	0			0
4/18/2025	FR 413		4	5	20	0			0
4/2/2025	100 UVX - Burnt Pile		2	6	12				0
4/7/2025	295 Dundee		1	2	2	1			0
4/7/2025	651 Clark				0	4	1	8	8
4/16/2025	100 Douglas				0	1	2	4	8
4/18/2025	Allen Springs		3	4	12				0
4/21/2025	Allen Springs		2	5	10				0
4/20/2025	40 Rich St.				0	1	1	8	8
4/28/2025	107 County Rd.				0	1	1	1	1
4/28/2025	549 School St.				0	1	1	1	1
4/29/2025	38 Magnolia.				0	2	2	4	8
4/30/2025	141 3rd St.				0	1	1	2	2
4/30/2025	Sunshine Hill		2	5	10	6			0
	Totals		17	32	81	18	9	28	36
	Jerome Citizen Hours-	Adult Prob.	Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	JC# Crew	JC# Hrs.	JC Total Hrs.

**Thank you for your continuing support.
Jerome Fire Department**



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Celebrating Our 124th Anniversary
1899 - 2025

April 2025 PUBLIC WORKS MONTHLY REPORT

NORMAL WEEKLY DUTIES

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

OTHER PROJECTS

- Grade North Dr. and Dundee.
- Pull and replace the tensioner puller on the F-150.
- Pull, reupholster and reinstall the driver's seat in the F-150.
- Dig trench, install water line and meter boxes at Verde Ex properties on Douglas road.
- Grade, form and pour concrete at Town Hall.
- Install a new motor on the air compressor in the town yard.
- Assist the Fire Department with the hydrant flow tests.
- Sewer clog on 3rd St.
- Drain work and sidewalk removal in front of Ghost peppers and Co-op.
- Pull and replace brake caliper on the blue side by side.
- Weld and repair the Rich St. dumpster.
- Snake the sewer on First St., dig up and retrieve the broken snake.
- Repair broken snake.



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Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Item A.

May 2025 staff report for April activity submitted by Terri Card.

- Current debt (45 days past due):

17 accounts were on the shut-off list at the beginning of March. 8 accounts were sent Yellow Tags, and 0 accounts were shut off because accounts were paid in full or payments were made. 1 account are awaiting assistance from local charities.

Balance owed on shut-off accounts from May billing: \$1397.82

Balance owed at end of April: \$11,228.35

Late fees: \$170.00

- A copy of the May AR Aging report is attached.

Rentals

All renters made their rental payments and are on track.

File Attachments for Item:

A. Report Provided by the Zoning Administrator. Minutes are Provided for Information Only and do Not Require any Action



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Town of Jerome, Zoning Administrators Report

Town Council: Tuesday, May 13, 2025

Prepared by: William Blodgett, Zoning Administrator

Planning & Zoning Commission- The regular meeting of the Planning & Zoning Commission met on April 15th and elected a new Chair and Vice-Chair for the Board. No other items were agendaized for review at this meeting.

Design Review Board- The Regular meeting of the town of Jerome's Design Review Board was cancelled, due to both a lack of items ready for review, and due to travel schedules for some of the board members.

Code Enforcement-

Three warning letters have been sent out this previous month seeking corrective action or a response, while other code violations were able to be corrected quickly and on the spot through a short conversation. More potential violations are being tracked and updates will be provided as the issues clarify or resolve.

Administrative Approvals-

No administrative approvals in the prior 30 days to report.

Other Business-

The past month saw a respectable number of small projects, many of which fall under repair-work, such as two buildings getting old roofing replaced. A few planned projects have been put on pause or cancelled recently as well. Projects that are still in progress and in the pipe-line include limited trenching at the North end of East Ave. in order to underground a section of APS utility line, which is still in the planning phase. Multiple Code-enforcement warning letters were sent out at the end of April and the start of May, and likely more are to follow as time allows. Work on Zoning Ordinance rewrites and updates continues as I am able to put more time and energy toward this.



TOWN OF JEROME

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

DRAFT MINUTES

REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF JEROME JEROME CIVIC CENTER 600 CLARK STREET, JEROME, ARIZONA TUESDAY, APRIL 15, 2025, AT 6:00 PM

6:01 (0:01) 1. CALL TO ORDER

Present at the meeting were Chair Lance Schall and Commissioners Becca Miller, Jera Peterson and Jeanie Ready. Former Commissioner Lori Riley was absent as she had resigned at the prior meeting.

Staff present included Zoning Administrator Will Blodgett and Deputy Clerk Kristen Muenz.

6:02 (1:04) 2. APPROVAL OF MINUTES

A. Minutes of the regular meeting from March 18, 2025.

Chair Lance Schall asked if the members of the commission had reviewed the minutes and if they had any questions, comments, or suggestions.

Commissioner Jera Peterson said that she had some small corrections about the wording. She felt the word 'conditional' was left out on page 5, with 'use permit.'

Zoning Administrator Will Blodgett stated that, while technically the terminology could be more precise, it was still accurate.

Ms. Peterson responded, okay. She pointed out that on page 8 on the top, she had said future, as opposed to further.

Mr. Schall said that the minutes were very thorough.

Ms. Peterson motioned to approve the March 18th meeting minutes with the minor corrections.

Motion to approve the minutes of March 18, 2025, with minor corrections

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
MILLER		X	X			
PETERSON	X		X			
READY			X			
SCHALL			X			

6:04 (3:36) 3. OLD BUSINESS

A. The Commission may elect a new Chair and Vice-Chair.

Mr. Blodgett explained that the commission did not need a full board in order to vote, simply a quorum. He said he hoped to have enough candidates to fill the vacancies but recently, 2 applicants backed out. However, another individual is now interested. Should the commission choose to go ahead with the election for Chair and Vice Chair, he would encourage them to do so, but it was up to them as the decision-makers.

Ms. Peterson said she thought that they should because, if someone was absent, like when Mr. Schall was absent, things were up in the air.

Commissioner Jeanie Ready explained that the bylaws do account for that; the senior member of the board would step into that role. So, there is some guidance on that.

Mr. Schall said there is a backup plan, but on the other hand, we are probably not going to see a new member and then make them the Chair.

Ms. Ready said that her opinion is we move forward with electing Chair and Vice Chair.

Ms. Peterson asked if they should vote for the seats individually and Ms. Ready confirmed this.

Ms. Ready nominated Lance Schall as chairperson and Ms. Peterson seconded the nomination.

Mr. Schall asked if he could Chair a second time, and Mr. Blodgett confirmed that he could serve two terms in succession.

Ms. Ready agreed with this statement, and Mr. Schall said that he had no problem doing that.

Ms. Peterson also agreed.

Ms. Ready stated that we would appreciate Mr. Schall's experience and ability to manage the meetings.

Mr. Schall joked that he was quite wordy during meetings.

Ms. Peterson asked if someone else needed to call the vote and Ms. Ready said she felt he could.

There was some discussion on this, and it was decided that he would call the vote.

Motion to nominate Lance Schall to be Planning & Zoning Chair

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
MILLER			X			
PETERSON		X	X			
READY	X		X			
SCHALL			X			

Mr. Schall asked, who would like to be Vice Chair?

Ms. Peterson moved to nominate Jeanie Ready to be the Vice Chair.

Commissioner Becca Miller seconded the motion, and when asked by Ms. Peterson if she wanted to be Vice Chair, she replied with no, she still needed to learn.

Ms. Ready said that she would accept, and the vote was taken and carried.

Motion to nominate Jeanie Ready to be Planning & Zoning Vice Chair

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
MILLER		X	X			
PETERSON	X		X			
READY			X			
SCHALL			X			

There was a brief discussion as to whether the Chair and Vice Chair needed to retake their Oaths of Office, and Mr. Blodgett said that he did not believe that was needed as there was continuity of service.

6:08 (9:20) 4. MEETING UPDATES

A. The Zoning Administrator will provide updates on recent meetings, issues and ongoing projects.

Mr. Blodgett explained that projects were shifting; he thought he had an upcoming house project, but that individual was no longer going to build because of the materials expenses. He said it may be interesting to see how many projects will stop due to this.

Mr. Schall agreed that building may slow down some.

Ms. Peterson suggested people could get a pre-built house

Mr. Blodgett said that either way, he did have a lot on his plate. Policy needed corrections that will come before the commission in a few weeks, and they will be busy talking about it and picking it apart.

Mr. Schall said if there is a lull in building, it will be a good time for us to do ordinance updates.

6:10 (10:27) 5. NEXT MEETING ITEMS

Mr. Schall asked Mr. Blodgett if there was anything for the next meeting and Mr. Blodgett did not have anything yet.

Ms. Peterson asked if she needed to send an email about the time change, if it was possible to vote on that.

Mr. Blodgett said he could agendaize that item.

Mr. Schall asked if she suggested meetings take place at 6:30 rather than 6:00.

Ms. Peterson said yes, and Mr. Schall followed with the comment that he could not talk about it yet because it was not on this agenda.

Ms. Ready said we could put it on the next agenda.

Ms. Muenz suggested the commissioners send their suggestions to Mr. Blodgett so that staff could gather the recommendations for meeting times.

There was some continued discussion of previous meeting times and administrative matters.

Mr. Schall suggested we do not hold a meeting just to discuss changing the meeting times, if there was nothing else on the agenda.

Ms. Peterson repeated that she suggested 6:30 P.M.

Mr. Blodgett then talked about an upcoming Arizona preservation conference. He said he would send them information about it if they were interested.

Mr. Schall asked if it was 1 day, on the 14th and Mr. Blodgett replied that it was 3 days.

Ms. Peterson asked if she could attend remotely, and Mr. Blodgett said that he would find out.

She asked where it was to be held, and Mr. Blodgett replied that it was in Phoenix.

Mr. Schall and Ms. Miller asked Mr. Blodgett to provide details via email.

Mr. Blodgett explained that there will be a lot of good information at the conference and he felt it was important for the commission to be able to attend.

6. ADJOURNMENT

Motion to adjourn at 6:15 P.M.

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
MILLER			X			
PETERSON	X		X			
READY		X	X			
SCHALL			X			

Approved: _____ Date: _____

Chair Lance Schall, Planning & Zoning Commission Vice Chair

Attest: _____ Date: _____

Kristen Muenz, Deputy Town Clerk

File Attachments for Item:

A. Consider Approval of the April 8, 2025, Regular Council Meeting Minutes and April 21, 2025, Special Council Meeting Minutes

Council will consider and may approve the April 8th Regular, and April 21st Special Council Meeting Minutes.



TOWN OF JEROME

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Item A.

MINUTES

REGULAR COUNCIL MEETING OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA

TUESDAY, APRIL 08, 2025, AT 7:00 PM

7:00PM (0:17) 1. CALL TO ORDER/ROLL CALL

Mayor/Chairperson to call meeting to order
Town Clerk to call and record the roll.

Present were Mayor Alex Barber, Vice Mayor Jane Moore and Council members Dr. Jack Dillenberg, Issam "Izzy" Sharif and Sonia Sheffield.

Staff Present included Town Manager Brett Klein, Zoning Administrator William Blodgett and Deputy Clerk Kristen Muenz.

2. PROCLAMATIONS

7:00PM (0:30) A. Proclamation Proclaiming April as Fair Housing Month in the Town of Jerome

Mayor Barber will read or summarize the proclamation.

Mayor Barber read the proclamation in its entirety and proclaimed April as Fair Housing Month.

7:01PM (1:50) B. Proclamation: April as Sexual Assault Awareness Month

Mayor Barber will read or summarize / paraphrase the proclamation.

Mayor Barber introduced the proclamation, highlighted key points and proclaimed April as Sexual Assault Awareness Month.

7:04PM (4:06) C. Representatives from Colby and Powell will Present the Firm's Audit of Jerome's Financial Statements for Fiscal Year 2024.

Council may make a motion to accept the FY 2024 Audit findings.

Mayor Barber introduced item C.

Mr. Klein attempted to make contact with auditors via telephone, there was no answer.

Dr. Dillenberg motioned to table until the next meeting, with Mr. Sharif seconding the motion.

Mayor Barber called the question, and the item was tabled until the May meeting by unanimous vote.

Motion to table to May meeting.

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG	X		X			
MOORE			X			
SHARIF		X	X			
SHEFFIELD			X			

7:06PM (5:54) 3. FINANCIAL REPORTS

Discussion/Possible Action

A. Financial Report and Detail Invoice Register Report for March, 2025

Council will consider and may approve the financial reports for month ending March, 2025.

Mayor Barber introduced financial reports. She asked if everyone had time to review and had their questions answered. The overall consensus was that they had.

Ms. Moore made the motion to approve the financial reports with Dr. Dillenberg seconding the motion.

With no further dialogue, Ms. Barber called the question, and the financial reports were approved.

Motion to approve financial reports.

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG		X	X			
MOORE	X		X			
SHARIF			X			
SHEFFIELD			X			

7:06PM (6:24) 4. STAFF AND COUNCIL REPORTS**Discussion/Possible Action**

A. Reports by the Town Manager / Clerk, Deputy Clerk, Utilities Clerk, Accounting Clerk, Public Works Director, Building Inspector, Library Director, Municipal Magistrate, Police Chief, Fire Chief and Council Members, Which in the Case of Council Member's Reports will be Limited to a Summary of Current Events and will Involve no Action

Council will consider and may approve the staff reports.

Mayor Barber introduced staff and council reports.

Mr. Klein said in addition to his written report he had 2 items to update, a reminder that April 21st is the next budget meeting. He said it should be an opportunity for department heads to present a balanced budget. For the second update he recounted at two prior meetings there had been conversation regarding a possible land trust for 655 Holly. He shared that it is now getting underway and didn't make it on this meeting's agenda but should be an agenda item for the next meeting.

Ms. Barber followed up and gave congratulations to Shawn Maples in Public Works for 3 years as of April 4th, and to Nancy Driver in the Library for 10 years of service as of April 10th. She asked if anyone on Council had a report to make. There were none. She made the motion to approve the staff and council reports with Dr. Dillenberg seconding the motion. Mayor Barber called the question, and staff and council reports were approved unanimously.

Motion to accept staff and council reports.

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG		X	X			
MOORE			X			
SHARIF			X			
SHEFFIELD			X			

7:08PM (7:55) 5. ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES

Information/Council Review

Report Provided by the Zoning Administrator. Minutes are Provided for Information Only and do Not Require any Action

Mayor Barber introduced item 5 reiterating the minutes are information only and require no additional action.

Dr. Dillenberg remarked no action needed.

There was no additional discussion for this matter.

7:08PM (8:20) 6. PETITIONS FROM THE PUBLIC

Ms. Barber introduced petitions from the public. She advised anyone speaking to approach the podium and please state their name for the record. She also asked that everyone please stick to their 3 minutes of speaking.

Matt Moore, Jerome resident and business owner, approached the podium, stating he has ambitions of operating a walking, historic ghost tour, operating out of the Wicked City Pub under the name of Wicked City Tours. He shared that he had anticipated being on this agenda, but his packet didn't make it and would like to request a special meeting so that he doesn't have to wait another month, potentially missing out on business, such as spring break visitors.

Ms. Barber commented that they are having a budget meeting.

Mr. Klein & Ms. Muenz confirmed that Mr. Moore has everything for his tour company turned in. Mr. Klein added with Council's permission he will place it on the agenda for the special meeting.

Mark Lucas approached the podium expressing he had a couple of issues. He first shared that they were not allowed to have alcohol for art walk, however he recalled the Co-op had been doing so for 20+ years. He said that he would like to be able to continue to do so and felt it should be resolved prior to the next art walk. He then shared that he had been living here for about

20 yrs and recalled several years ago Jerome being considered one of the top 10 LGBTQ friendly towns in US, however he'd recently heard that someone in town acted discriminatorily toward the drag show and decided not to issue them a liquor license. He said if someone went out of their way to be discriminatory then they should not represent the town in any way as we have many LGBTQ owned businesses here. He continued if this is true, and this did happen and 1 person is responsible, they should be immediately fired.

Ms. Barber responded that the Town of Jerome does not issue liquor licenses, it's the State of Arizona.

Tommy Anderson introduced himself as the owner of Tommy Rock. He shared that he is having an Ukulele workshop this coming Friday and he just found out about the special event permits. He wanted to be sure he had a waiver, or that it was ok to have his workshop, sharing that there is no alcohol being served and no money being made.

Ms. Barber responded to Mr. Anderson advising him to talk to staff and find out if a permit is needed.

Marybeth Barr approached the podium introducing herself in her role as President of the Jerome Historical Society. She shared that last week, Scott Hudson, General Manager, Carol Anne Teague, Vice President and herself had met with Town Manager to request some of the ordinance requiring event applications. She stated the Jerome Historical Society feels strongly that some of the requirements as written are infringing on rights as private property owners to conduct business without government oversight, when renting their 2 venues to the general public, as well as the community, like they've done for several years. She shared that most of the rentals are on private property, at a single location contained, with no alcohol sales. She listed the property venues as Spook Hall and the Bartlett Hotel, and said as President, she feels it is her responsibility to ensure that the Town Ordinances are not overreaching for the private property of our non-profit Historical Society, not only for the present but also those that will lead the Society in the future. She said she is here tonight to publicly thank Brett, Town Manager, who has agreed to consider modifications to the event ordinance for the Society and to request and encourage the Council to support him in this effort.

Ms. Barber said for clarification the special event permit has been something that was enacted in 2021 and has been around for four years. She asked if this would be made an agenda item for next month to address the proposed changes.

Mr. Klein answered it would be appropriate. There was some legal review that needed to take place, but there would be something.

Ms. Barber instructed Ms. Barr to keep her eye on the agenda and if she sees this on the agenda to please be present and participate in that meeting.

Ms. Barr said she'd be happy too. Dr. Dillenberg followed up, expressing his appreciation for the work they do.

Carol Anne Teague approached the podium and presented a copy of the ordinance. She said she was Here to talk about the special events ordinance, not as vice president of the historical society but as a citizen of Jerome. She said the way she reads it is that if she advertised on Facebook that she is having a party at her house on Friday night inviting everyone to come over, that we, the Town, could stop her and say she can't have a party; or that police could shut it down, fine her \$750 or put her in jail for 4 months because she didn't get a special event permit. She said that she thinks the Council needs to read the ordinance.

Dr. Dillenberg asked for thought on the topic. Ms. Barber answered that they've already talked about it, being on the next agenda for a more thorough discussion.

Becca Miller approached and introduced that she was there representing herself. She continued, in reference to ordinance 487 section 10, for the council's knowledge to the public, many people were not aware of the ordinance, and it seems to not have been enforced until the drag show came up. She said to the public it appears the beloved street musicians are unable to perform while they had been while the ordinance was in effect. She said she had some questions for the Council. She asked what problem was the ordinance solving? What problems were they anticipating by writing the ordinance and putting it into the town code? And through the eyes of the general public could they see how many members of the Town see this as severe government overreach? She said most of the time there are only 1 or 2 people at these meetings and right now there is ton of support, and it feels that it's worth the time to consider what the ordinances and actions look like to the general public.

Ms. Barber reiterated it will be an agendized item for review next month.

Kacey Larson approached the podium to ask questions for the Spirit Room in regard to the special event ordinance. She said it doesn't clarify live events and places that host special events. She asked if they were going to have to apply for permits every time, they have live music, a ticketed event, or when they're open on Thanksgiving and offer food, asking again how it affects them. She said she feels the ordinance is lacking clarification. She expressed her support for musicians playing in the street, adding she feels that it is part of the reason people come to Jerome, for the live music and the people singing in the street. She said she wants to see people singing on streets and doesn't want the ordinance to kill the culture. She reiterated her initial question on how it affects business because it is not stated directly and feels it's vaguely written. She asked if Council had an answer for that now.

Mr. Klein responded that Council doesn't answer that now, that it is an agendized item for the next meeting.

Ms. Larson continued that when reading it, it doesn't feel as direct as it needs to be, she feels it is written in a way to be enforced when it wants to be, and other times looked over. She feels it needs to be more direct language.

After confirming they were complete with petitioners Ms. Barber read section 10-3-1 Purpose and Intent.

Ms. Moore followed, clarifying that there's been a special event application since as far as she can recall. She said she was one

of the three original people that started the Fire Department Halloween Dance, recounting that even back in the 70s they had to comply with Arizona Revised Statutes regarding liquor laws, which included coming to the town 60 days prior to the event and showing the plans for the event, which back then was in Spook Hall. She recalls the special event requirement being part of the Arizona revised statutes and invited people to review the Statues because that is what the Town has based the requirement on and has for 50 years. She said there can't be discussions, she's just trying to clarify and hopes to have a good discussion at the next meeting.

After the Petitions from the Public the meeting moved to item 10B.

7:44PM (44:09) 7. APPROVAL OF MINUTES

Discussion/Possible Action

A. Consider Approval of the March 11th, 2025, Regular Council Meeting Minutes

Council will consider and may approve the March 11th, Regular Council Meeting minutes.

Mayor Barber introduced the minutes.

Mr. Sharif made the motion to approve the minutes. Dr. Dillenberg and Ms. Barber both seconded the motion. Ms. Barber called the question and the meeting minutes for March 11th, 2025, were approved.

Motion to approve meeting minutes from March 11, 2025 Regular Council Meeting.

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG		X	X			
MOORE			X			
SHARIF	X		X			
SHEFFIELD			X			

7:28PM (28:02) 8. ORDINANCES AND RESOLUTIONS

Discussion/Possible Action

A. Consideration of First Reading of Ordinance No. 493 Amending the Town Zoning Map in Accord with the Planning and Zoning Commission Recommendation to Rezone 537 School Street from C-1 to the Dual Zone of C1/R2

Council will consider and may approve first reading of Ordinance No. 493.

Ms. Barber introduced the item and asked Mr. Blodgett for further explanation.

Mr. Blodgett explained that the applicant purchased a house, and the house is historically a duplex with residential use. He continued, in the 70's the street was rezoned as commercial, and in doing so that removed the use by right. Meaning that the house needed a conditional use permit to be used as a house. In doing dual zoning, it keeps the current zoning, so there isn't spot zoning, and also gives back the legal use by right for a duplex.

Ms. Barber asked if there were any questions.

Ms. Moore said there were a lot of residential uses in that C1 zone, sharing that it wasn't really zoned until the 1977 zoning ordinance. She said at the time people felt like they wanted to have businesses in that area, so that is why it was zoned as C1. She asked if this applied to only this property or would anyone else have to come and do the same thing if they wanted to be dual-use or residential

Mr. Blodgett answered this is a short term fix and would apply to anyone else in the same situation. He said a lot of people are enjoying their non-conforming use and it hasn't been an issue yet. He said should an issue arise he urges for people to reach out to him.

MS. Barbe said it seems that the highly used commercial area is the main strip. She doesn't see much happening, adding that a wine tasting room moved out and Vino Zona moved up the street. She said she was always amazed at how Ginger could get people around the corner because her place was always full. She said to reach out to Will if anyone else is interested and to not pay \$500 to use the house they bought. She confirmed dual zoning allows benefits of C1 zoning but also allows them to not have a \$500 payment for residential use.

Mr. Blodgett confirmed that this fixes zoning to use a house as a house.

Ms. Barber remarked we love to see people actually living in Jerome. She asked if there was any further discussion, there was none.

Dr. Dillenberg made the motion to consider the first reading of Ordinance 493. With Ms. Barber seconding the motion she called the question and the motion to consider the first reading passed.

Motion to consider first reading of Ordinance 493.

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER		X	X			
DILLENBERG	X		X			
MOORE			X			
SHARIF			X			
SHEFFIELD			X			

After the vote Mayor Barber inquired if the applicant, Mr. McCoy, was in the audience. He was, and she welcomed him to Jerome.

7:32PM (32:57) 9. UNFINISHED BUSINESS**Discussion/Possible Action****A. Consider Taking the Item from the Table and Discussion and Update / Possible Direction Regarding the Proposed Community Garden and the Community Garden Shed Along with Updated Discussion on Fruit Trees for the Community Garden**

Council will be provided an update regarding the proposed community garden and shed, and may provide staff direction, along with discussing fruit tree additions to the community garden.

Ms. Barber introduced the item and shared that we are no longer holding onto APS fruit tree certificates. She shared that we now have a couple of apple trees. She invited the representative of the community garden to the podium.

As Cole Vasquez approaches podium, Mr. Klein sought a motion to take the item from the table.

Ms. Barber made the motion to take the item from the table and Mr. Sharif seconded the motion. By unanimous decision the item is taken from the table

Motion to remove from the table.

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG			X			
MOORE			X			
SHARIF			X			
SHEFFIELD		X	X			

Ms. Barber continued her introduction sharing that volunteer labor planted fruit trees. She said there is a lot of work going on in the garden if anyone would like to see what is happening or would like to be involved show up at 9am on Sunday.

Mr. Vasquez shared that he used the certificate to buy fruit trees. He said he bought a plum, 2 apples, a pecan, a cherry, and a couple of soil amending and some erosion preventing bushes, to be used behind the garden on the hill. He said they are building some kind of small erosion prevention embankments on the hill, preventing more soil erosion from the rain. He said he'd like to do something with the biochar and would like to talk to the Fire Department about it, while also taking into account the Firewise strategy so that he's not putting anyone at risk.

Ms. Barber asked as far as the garden shed, if there was a need for it.

Mr. Vasquez responded that none of the tools have been stolen, adding he's invested personal money into it. He thinks it would be a waste of money and time right now. He would prefer a drip system and more soil and erosion prevention to amend the soil and make planting possible.

Ms. Barber asked if the next steps were to move on to other areas in the green belt with more pollinator gardens.

Mr. Vasquez said any property the Town wants to do that with he's more than willing to. He shared that he's talking to the University of Arizona and other professional organizations that might be able to help with soil testing and micro remediation.

Ms. Sheffield asked how confident he felt about the things he was learning about water and erosion.

Mr. Vasquez said confident enough. He said he's talked to Windy, who's an engineer, about previous projects and they aren't concerned with monsoons. He said a lot of municipal planning, especially in Phoenix, has nothing to do with catching water or using the valuable resources we have falling from the sky. He said he doesn't do it in spots where it could do damage, it's usually behind the garden where there is already erosion washing out, it's in the experimental phase.

Ms. Barber said there are rainwater harvesting techniques, for example check dams, basins, and terraces, pointing out there are terraces all over Jerome where walls are holding up dirt. There are ways to make water soak in and not be a destructive force of storm water. She said other municipalities use multi-billions of dollars to throw it away, but here nothing is thrown away it flows downhill to our Verde River. She said there are certain spots where they planted a bunch of irises, and it makes her happy to see everyone's fruit trees and wildflowers blooming. She said she appreciates anyone who is as dedicated as Mr. Vasquez has been to the garden in the last few months.

Ms. Moore wondered if Brad Lancaster could be contacted to come and teach people how to capture the rainwater. Her thought was to capture rainwater off the roof of the restrooms.

Mr. Vasquez said he's got tons of ideas. He shared some other information regarding Mr. Lancaster's community in Tucson, obtaining federal funding for harvesting and landscaping to better serve the community.

Ms. Barber said that Brad Lancaster is the author of Rainwater Harvesting in the Dry lands. She shared that he's from Tucson and has done wonderful things with trees, landscaping and rainwater harvesting, and that municipalities have adopted his techniques.

Mr. Vaquez recalled Mr. Blodgett mentioning retaining walls in a prior discussion and he recalled the maximum height to be 2 feet before you need permission.

Mr. Blodgett clarified that it is four feet.

Mr. Vasquez continued that he is not trying to create huge projects, more like smaller projects like sponge holes along the hill, which has already made a big difference.

Ms. Barber pointed out other ideas available in Mr. Lancaster's book.

Mr. Sharif said the iris bed on Fourth Street can be separated in the fall, that some of the irises aren't blooming because they need to be divided.

Ms. Barber added if there is anyone else that wants to offer plants or that has any that need to be divided.

Ms. Sheffield said that it's great that someone is taking charge of that space, it's good for people in the community and she wants to be sure that as he continues to be the spokesperson that we as a town are involved enough to be able to provide you with the needed resources.

Ms. Barber agreed.

10. NEW BUSINESS

Discussion/Possible Action

7:44PM (44:49) A. Consider Proposal and Agreement from Southwestern Environmental Consultants (SEC) for Engineering and Design Plans for Verde Central Line and Deception Water Improvements (WIFA Grant Funded)

Council will consider and may approve the proposal and agreement from SEC.

Ms. Barber introduced the item and thanked Mr. Klein for working on all the grants he keeps working towards. She said it feels like they have made some headway in the past two years and asked if anyone else had any questions or comments. She invited Mr. Klein to give further introduction.

Mr. Klein said this is needed for projects that have been in the pipeline for years. He said we were fortunate enough to receive 100% grant funding from WIFA and this engineering is in line with what the costs would be for a project of this magnitude.

Dr. Dillenberg moved to approve.

Ms. Moore seconded the motion.

Ms. Barber asked how long it would be before any breaking ground would take place.

Mr. Klein said a meeting of key players will take place in the near future. He shared WIFA staff are coming in 3 weeks to tour the project areas, and we'll get rolling with design and planning hopefully by Spring of next year.

MS. Barber called the question and the motion to approve the proposal and agreement from SEC is approved.

Motion to approve proposal and agreement from SEC.

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG	X		X			
MOORE		X	X			
SHARIF			X			
SHEFFIELD			X			

7:24PM (24:30) B. Consideration of a Special Event Permit Application for Jerome Chamber's Art in the Park

Council will consider and may approve the permit for the Special Event.

Mayor Barber introduced the item, inviting a representative of the Jerome Chamber to the podium for further presentation. She congratulated Angie Arndt on her new position in the Chamber of Commerce.

Ginger MacKenzie introduced Ms. Arndt as the new President of the Jerome Chamber of Commerce. She shared she will stay on the board at least for the next few events and thanked Council for their support of the Chamber of Commerce over the past few years. Ms. Arndt said it is going to be an honor to push forward with the events the Chamber has been bringing every year.

Ms. MacKenzie asked any if there were any questions regarding the Art in the Park event. She shared there will be 17 artists, and a live band, adding it's the same formula as the prior events. She also added it is not a vendor's event where people set up booths, it's more of a community event, where artists meet each other, and the community meets them all as well.

Dr. Dillenberg thanked them for the great work.

Ms. Barber asked how many years they'd been doing the event.

Ms. Mackenzie confirmed it had been about 3 ½.

Ms. Barber said as long as the staff has everything needed, she would move to approve the special event.

Dr. Dillenberg seconded the motion.

Ms. Sheffield noted that there was a handwritten note on their event application copies stating that they were still waiting for a list of vendors and TPTs, but it sounds like that isn't needed.

Ms. MacKenzie clarified that in the past if an artist had sold something at the event, then she collects and reports the tax through her TPT. She said it's not meant to be that type of event but if it does happen, they aren't going to prevent an artist from selling their artwork.

Ms. Barber asked if there was any further discussion.

MS. Arndt shared that they do have one TPT they will use in the event of artwork being sold and it will be through her TPT. She also shared that they have 7 confirmed artists and will be looking to add more and will have a confirmed roster.

Ms. Barber clarified the motion to approve the event as long as all information is turned into staff. She confirmed the second is also amended. After amending the motion and calling the question the special event was approved unanimously.

Motion to approve as long as all items are turned into staff.

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG		X	X			
MOORE			X			
SHARIF			X			
SHEFFIELD			X			

After the vote the meeting moved to item 8A.

7:51PM (51:15) C. Consideration of a New Tenant for 500 Main Street and Setting Terms of the Lease Agreement

Council will consider and may select a new tenant, along with setting the lease terms (duration and rent amount) for 500 Main Street unit.

Ms. Barber introduced the item and read the staff recommendation. She said this is an existing business, across the street, in a small space. She continued that he is the only one asking and would say Town should let him move in. She asked if there were any questions.

Mr. Sharif expressed his agreement.

Ms. Barber asked how long the space had been empty.

Mr. Klein said since January, so four months.

MS. Barber made the motion to approve the new tenant and lease terms of 2 years.

Mr. Sharif seconded the motion.

Ms. Barber called the question and the motion to approve the new lease passed unanimously.

Motion to approve new tenant for 2 years.

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG			X			
MOORE			X			
SHARIF		X	X			
SHEFFIELD			X			

Just after the vote the applicant arrived at the meeting. Council members congratulated him and wished him luck in the larger space. The meeting moved to item 12.

7:47PM (47:23) D. Consider Approval of the Design Review Board's Recommendation of Design Guidelines for the Town of Jerome

Council will consider and may approve the Design Guidelines.

Ms. Barber introduced the item. She said she saw some typos, adding that it's a work in progress. She asked if Council had the time to review it, and asked if they could table any discussion or approval for now. She said she likes where it's going but it needs tweaking before approval and made the motion to table this item until the next meeting.

Ms. Sheffield seconded the motion.

Ms. Barber continued that everyone could get with Mr. Blodgett with any tweaks and the document can come back to them. She acknowledged the motion and the second on the floor and continued pointing out when they are doing ordinance revisions there is a part in this document that no matter how many times it's read it just doesn't make any sense. She said it's on page 33, about the non-conforming structures. She reads a paragraph that did not make sense to her saying she doesn't know what needs to be done to make it more sense to someone off the street just reading it.

Ms. Moore gave an example of houses being built 2 feet apart. She said if you tear one down then another one would not be allowed to be built 2 feet away again.

Ms. Barber remarked if it said that, then it would make sense.

Mr. Blodgett shared that one of the Secretary of the Interior treatments is reconstruction so technically you could.

Ms. Barber said even if you say that, it makes sense, what is on the page doesn't make sense. She called the question, and the item was tabled until next meeting.

Motion to table discussion to next meeting.

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG			X			
MOORE			X			
SHARIF			X			
SHEFFIELD		X	X			

8:28PM (56:37) 11. TO AND FROM THE COUNCIL

Council may direct staff regarding items to be placed on a future agenda.

Ms. Barber introduced the item and suggested going down the line of Council members for their input.

Mr. Sharif shared with everything that is happening regarding the drag show, he wanted to say on record that Jerome is supposed to be a safe haven for everyone. He's sorry that it's been an interesting play out so far, but he hopes to get people back to work together. He said we love the weird and the odd and will keep Jerome the way it is.

Ms. Moore said she agreed with his statement, adding it's been that way since she's lived here and hopes for it to stay that way. She said she is looking forward to clarifying the special event requirements and thought that when it was adopted that we were doing better, explaining what was required by the state while also addressing parking. She confirmed it would be on the agenda again.

Mr. Klein confirmed it will be on the agenda. He added that he's done a lot of review of other ordinances in other communities and ours doesn't provide any undue hardship on anyone but given that we have some uniqueness of the town to take in consideration.

Ms. Moore said she assumed that we were making things better and looked at special event requirements from a bunch of other towns.

Ms. Muenz confirmed that we did review other ordinances and tried to make it easier for people to understand, but with anything there are growing pains and unknown problems that we can run into.

Ms. Moore added it wasn't the intent to make things worse. She asked if they could have all the necessary information to discuss at the next meeting, including special event requirements or ARS statute copies if needed. She remarked that the Fire Dept had to jump through hoops for years and no one questioned it.

Mr. Sharif added it's unfortunate that it's a charged environment today.

Ms. Barber followed up stating that Jerome is a unique community, and we love everyone. All residents seem to feel comradery and take care of each other. She said she doesn't see how there is any prejudice when it's something everyone has to follow. Not knowing the law does not give you an excuse not to follow it. She said we have races and other things and need to have some sort of regulation. She continued that it doesn't seem other non-profits or entities in town have a problem with doing it but also doesn't have a problem looking at it to make it fair and equitable for everyone that is concerned. She said that's what we do here, we listen to our voter base and do what is right for the town. She said as the Mayor she is entrusted that her decisions made are to do what's best for Jerome. As far as other items for to and from the Council she mentioned, there are a few roads in bad repair. She said maybe they need to start crossing them off the list, reiterating that Rich Street right now is terrible and the potholes are huge, and Gulch Road needs help as well.

Dr. Dillenberg remarked he hoped to be there for the next meeting and thanked the Council for always doing a great job. He remarked it was great to see everyone involved here today.

Ms. Sheffield said she is looking forward to revising special event permit application process. She said she went back and referenced the minutes and recording of meeting where the ordinance was passed. She said it was talked about in the meetings how it was a work in progress, and the point of it was to look at it and amend it as necessary as any issues arose. She continued that she looks forward to reviewing the process and to accommodating the culture, the unique community and to be certain we

are consistent in our support or requirements across the board for anyone that chooses to hold a special event here.

Ms. Moore said before she forgot she wanted to clarify that if someone had a party in town that the special event thing would prevent them from inviting people on Facebook. She asked for that to be checked out to be sure that is not the case. Both Mr. Klein and Ms. Muenz confirmed that was inaccurate.

There was brief discussion regarding the special event process as well as confirmation that the item will be on the next agenda for further discussion.

Nancy Robinson, resident, asked to share with the Council. She said she was on Diaz Street and noticed a new streetlight bracket. She wasn't sure if they knew what it looks like

Mr. Sharif asked when it was put in.

Ms. Robinson said she wasn't sure. She shared that she usually is on Diaz on Sundays but had been out of the town the previous Sunday and it may have happened while she was gone. She recalled that there was a light there, and then the bulb blew and now there is this new light.

Ms. Barber asked Ms. Robinson to send that photo to Mr. Klein.

7:53PM 12. EXECUTIVE SESSION On a public majority vote of the members, Council may enter into executive session in accordance with ARS § 38-431.03 (A)(4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation; and ARS § 38-431.03 (A)(7) Discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property.

7:53PM (53:28) A. Discussion and Negotiations for Easements for the Town's Wastewater Treatment Plant Upgrade

The Council may provide its representatives and legal counsel with instructions regarding negotiations for easements for completing the wastewater treatment plant upgrade.

Ms. Barber introduced the item and made the motion to move into executive session.

Ms. Sheffield seconded the motion.

Ms. Barber called the question and Council entered executive session at 7:54p.m.

Motion to enter executive session at 7:54p.m.

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG			X			
MOORE			X			
SHARIF		X	X			
SHEFFIELD		X	X			

8:27PM (55:09) B. Return to Regular, Open Session and Consider Action to be Taken from the Executive Session

Council may make a motion to take necessary action as a result of the Executive Session discussions, to include, but not limited to the approval of settlement terms of litigation with Verde Exploration, Ltd. and Jerome Verde Development Co., and a potential settlement agreement.

Executive session ended at 8:27 p.m. Mr. Klein confirmed the motion to be made.

Ms. Barber made the motion to take necessary action as a result of executive session discussions.

Mr. Klein advised the motion to approve should be approval of the term sheet with Verde Exploration and Jerome Verde Development Company and authorizes the Town Manager to negotiate the agreement as town representative for formal settlement agreement implementing the terms.

Ms. Barber said so moved and Dr. Dillenberg seconded the motion.

Ms. Barber called the question, and the motion passed.

Motion to approve term sheet with Verde Exploration and Verde Development and authorize Town Manager to negotiate agreement as town representative for formal settlement agreement implementing the terms.

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG		X	X			
MOORE			X			
SHARIF			X			
SHEFFIELD			X			

8:39PM (1:07:00) 13. ADJOURNMENT

Ms. Barber made the motion to adjourn the meeting.
Dr. Dillenberg seconded the motion.
Ms. Barber called the question, and the meeting was adjourned at 8:39p.m.

Motion to adjourn at 8:39p.m.

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG		X	X			
MOORE			X			
SHARIF			X			
SHEFFIELD			X			

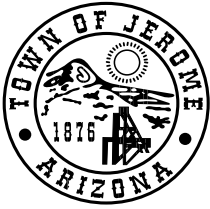
APPROVE:

Alex Barber, Mayor

ATTEST:

Brett Klein, Town Manager

DRAFT



TOWN OF JEROME

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DRAFT MINUTES

**SPECIAL COUNCIL MEETING OF THE TOWN OF JEROME
COUNCIL CHAMBERS, JEROME TOWN HALL
600 CLARK STREET, JEROME, ARIZONA**

MONDAY, APRIL 21, 2025, AT 5:00 PM

5:00 (0:01) 1. CALL TO ORDER/ROLL CALL

Mayor/Chairperson to call meeting to order

Town Clerk to call and record the roll.

Present were Mayor Alex Barber, Vice Mayor Jane Moore, Councilmember Dr. Jack Dillenberg, Issam "Izzy" Sharif and Sonia Sheffield.

Staff present included Town Manager/Clerk Brett Klein, Zoning Administrator Will Blodgett, Deputy Clerk Kristen Muenz, Police Chief Rusty San Felice along with several other officers, and Shuttle Driver Scott Kolu.

2. NEW BUSINESS

Discussion/Possible Action

5:06 (6:21) A. Representatives from Colby and Powell will Present the Firm's Audit of Jerome's Financial Statements for Fiscal Year 2024.

Council may make a motion to accept the FY 2024 Audit findings.

Town Manager Brett Klein approached the dais to contact Jim Usevitch, CPA of Colby and Powell via the speakerphone. Mr. Usevitch thanked the council for the opportunity and said he would like to point out this year's audit was done in January of 2025, so not only was it done on time, but we were also in a place to get it done well in advance of State deadlines. Mr. Usevitch said we are better off financially compared to last year; it's always better to be in the black rather than red. As for fraud, Colby and Powell found no instances of fraud in any category. They also encountered no difficulties or disagreements in performing the audit. Mr. Usevitch thanked Mr. Klein and Ms. Muenz for their help with the audit as they made the process smooth. He finished by saying the audit went very well, and asked if there were any questions.

The Council had no follow-up questions.

Dr. Dillenberg thanked Mr. Usevitch for his presentation.

Mayor Alex Barber moved to accept the FY2024 findings and Dr. Dillenberg seconded the motion. The vote was taken and was carried unanimously.

Motion to accept the Audit of Jerome's Financial Statements for Fiscal Year 2024

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG		X	X			
MOORE			X			
SHARIF			X			
SHEFFIELD			X			

5:00 (0:30) B. Appointment and Oath of Office for New Deputy Chief Michael Odle

Chief San Felice will issue the Loyalty Oath of Office and the pinning of the badge and lapel insignia.

Police Chief Rusty San Felice issued the Loyalty Oath of Office to Michael Odle and Mr. Odle repeated the oath with his right hand raised. There was a round of applause from the members of the council and the audience. Chief San Felice then presented a certificate of promotion to Deputy Chief Odle and shook his hand. Deputy Chief Odle's brother, Mark, and wife Donna approached the dais for the pinning. Chief San Felice mentioned that he crushed his physical fitness and his certification testing as he was in 9top 0% for all categories. Deputy Chief Odle explained that his wife is a retired LAPD officer,

and his brother a retired captain. The mayor and council congratulated Deputy Chief Odle and thanked his family for attending.

5:10 (10:03) C. Consideration of a Tour Company Business License Application for Wicked City Tours, LLC

Council will consider and may approve the tour company business license application.

Applicant Matthew Moore approached the dais. He said that one item not listed is his insurance, with the town listed as additional insured, which he brought with him, along with an easier to read email.

Ms. Moore asked if the insurance met the town's requirements and Mr. Klein replied he had not had a chance to see it yet.

Mr. Klein looked and the insurance certificate and responded yes, it was sufficient.

Mr. Sharif said he has had a lot of concerns and questions about the tour going behind the "cribs." By introducing tourists back there, there is the potential that they see the residents or interior. He asked if the tour had to go back there.

Mr. Moore replied that it was really just to see back of Nelly Bly's because it used to be Belgian Jenny's, to see the windows that used to be doors. He also wanted to show the remainder of the stairwell that used to be back there as wrap up of the red-light district. Mr. Moore said that when he did tours before, it was a standard thing they all did.

Mr. Sharif said the business owners are worried that if you take people back there, they may see entry points, so there was some concern. He said that was what was brought to him, that there is nothing in cribs, its leading toward a residential section and there is an entry to a business. Mr. Sharif said that he told the owners he would communicate with Mr. Moore and find out what is going on as he, being new, is not sure if permissions need to be done.

Mr. Klein explained that permissions were not necessarily required on public domain, but they were on private property.

Mr. Moore replied that if the effected business owners have a problem, then he won't go back there.

Mr. Sharif further said that the fear is, by bringing people back there, where they wouldn't normally be, it might tempt them to want to explore; that is the concern.

Ms. Moore said that it was brought up to her as well. She said it is a public right of way, and people do park back there. There is nothing stopping tourists from walking back there on their own. Because it is not a residential zone, she does not believe it is an issue. She remembered when the cribs were still standing in Husband's alley.

Dr. Dillenberg said that he agreed, and on nights like tonight, from 6-8 you can hear guitar players out on the street, they are in Nellie Bly, and they don't live here. They drive up from Arizona to play their instruments on Monday nights. He repeated it was okay.

Ms. Barber asked if he was referring to the ukulele orchestra, and Dr. Dillenberg confirmed this.

Ms. Moore suggested that he talk with people about their concerns.

Mr. Sharif suggested having conversations with [property owners] to make sure it is all on the up-and-up, and then proceed.

Ms. Barber asked for clarification on the map. She pointed to the area by the Flatiron building, going down by the Sliding Jail and then coming back up, she asked if that was correct, to which Mr. Moore indicated it was. She said that is the standard tourist area of town.

Dr. Dillenberg moved to approve of the tour business and Ms. Sheffield seconded the motion.

Ms. Moore asked, regarding concerns about blocking town rights-of-way, sidewalks, and streets, and asked Mr. Moore to confirm that he was aware that the Town Code mentions you cannot block sidewalks and streets.

Ms. Barber asked to elaborate on that point. She said, if you are taking and tour and standing in front of any business in town, and someone else on the sidewalk can't walk through, that is not allowed.

She said it has happened before, not with his tour company, but the street is public access. Anything beyond that, including parking lots in that area, is pretty much private property. So, talking to the different business owners about how they feel about walking back there is a great way to make sure everyone is on the same page, and no one is stepping on anyone else's toes.

The vote was taken and carried unanimously, and the council thanked Mr. Moore and wished his new business venture luck.

Motion to approve the Tour Company Business License for Wicked City Tours, LLC

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			

DILLENBERG	X		X			
MOORE			X			
SHARIF			X			
SHEFFIELD		X	X			

5:18 (17:44) D. Fiscal Year 2025-2026 Budget Work Session

Council will continue their discussions regarding the 2025-2026 budget, including a review of an initial draft budget. All aspects of the budget may be discussed and

Council may provide staff direction regarding the 2025-2026 budget.

Ms. Barber asked for clarification that this would not be the final budget discussion.

Mr. Klein explained that this was just initial preparation of the budget. He said it was a lot to take in at one time, and by no means should they have been able to digest it all by this meeting, but this is the initial budget put together by staff after the numerous budget meetings and input from the council. He said it was probably best for the council members to work one by one with questions, comments, concerns or issues, so that it can be brought back before the entire council at another time. Mr. Klein said that some of the highlights of this budget are we are continuing for the third year, lessening our reliance on the General Fund Balance. The primary users being Water and Sewer, and they are down significantly from years' past. This budget sought to include all your priorities for capital projects as well as staff that you wish to retain. Mr. Klein added that staff are grateful for the benefit and wage adjustments that the council authorized at the previous meeting. This budget includes it all, and there are numerous grants, including Capital Grants. He explained that we will need to add one that we just received today, and we will receive more for the Center Street & Verde Avenue projects.

Ms. Moore asked if the smart water meter grant would be added.

Mr. Klein replied that it will be added, and will show as WIFA grants for water meter revenue and expense.

Ms. Moore asked if there will be discussion amongst the council as to whether we want them or not.

Mr. Klein explained that there will be, but it must be included in the budget, or it shows as a zero. He said that the council will be involved in all aspects of it.

Ms. Moore repeated, it is not a done deal, and Mr. Klein said no.

Mr. Sharif said they had given a description of how it would save labor, and there will be an opt-out option for somebody who wants to opt out.

Ms. Barber said there are only a couple of municipalities in the Verde Valley offering an opt out, everyone else is just making you have the meters. So, offering opt-out option for your property is something that makes everyone happy rather than the State saying you have to do that. She thanked Mr. Sharif for explaining that contingency.

Ms. Moore said she has been reading up on smart meters and issues with them. She asked Mr. Klein if she could send that information to him to be given to the rest of the council, to which Mr. Klein said, of course.

Dr. Dillenberg said that he wanted to thank the team for putting this together on behalf of the team.

Ms. Barber agreed we have a hard-working year ahead of us, a lot of engineering, and seeing stuff happening is definitely something to look forward to. She said she would like to bring up the Freeport McMoRan funding that is due at the end of May, solidified in June, and paid out in July. Do we have anything that we are asking Freeport McMoRan for in grant funds?

Mr. Klein said that they are smaller grants, and of course they have been helpful, but his bandwidth has been on the larger infrastructure grants, and we haven't had extra staff time. He acknowledged that we did need funding for improvements on the Civic Center.

Ms. Barber said for clarification, the Freeport grant goes directly to community spaces and things that benefit the town as a whole. She feels that it would be a perfect ask for those funds, and she feels that for any money that is on the table, we should put some energy towards asking for it. If we don't get it, we don't get it, but we should never leave any of it on the table, we should always ask.

Mr. Sharif asked, with that type of grant funding, could we employ other people to help write grants.

We are a small town with few people, and to Mr. Klein's point, he is pretty bogged down, but we could shift personnel to do the work, or find someone to help write those grants.

Mr. Klein said that those with the abilities to gather and synthesize the data are quite busy, but Clarkdale has a full-time grant writer, and we could do a time-share with them. Clarkdale would cover the benefits, so that could be a good opportunity/

Ms. Barber clarified that she didn't mean that to diss anyone who is working hard. She agrees that Mr. Klein is slammed, and appreciates everything he and the staff do; she didn't want it to sound like that, if it did.

Mr. Sharif stated that he did not feel it sounded that way at all, and Mr. Klein confirmed that he did not take it that way.

Ms. Barber agreed that Clarkdale does have a full-time grant writer, and specialties and departments that we don't have. She said we run on a skeleton crew, and she wanted to give props to that skeleton crew, we do a good job with the few people we have, Thank you for all the hard work. Ms. Barber asked, anything else about the budget; anything we want to see added, subtracted?

Ms. Moore said there were smaller things in the projects that she thought the Freeport grant could go to, including work that needs done here, and retaining walls.

Mr. Klein replied we have a must-do project we are determining who is responsible for.

Ms. Barber asked if he already had a projects list with them listed.

Mr. Klein answered yes, in your budget packet. We are just starting, so please give a little grace, but eventually we will have professionalization of our Capital Improvement Plan. He said there are pictures included, and they are listed by high, medium, and low priority.

Mr. Sharif asked about the numbers listed as revenue sources, as an example, the sewer grant fund, which is listed as USDA funds expected for 2026. He asked, is that when the funding is landing?

Mr. Klein replied that's when we will be expending the funds, sometimes there is a lag.

Dr. Dillenberg thanked Mr. Klein and said he was glad that Holly Avenue was on the list.

Ms. Barber said that was why she asked about a list, because it is a lot of information to digest, where a list created bullet points.

Mr. Klein said the program does produce that, yes, both summary and detail.

Ms. Barber added that it was nice to have just one page, or look further and see the details. It seems like we are not spinning our wheels because we can see everything we have accomplished, and it makes it feel like all the hard work is not in vain.

Mr. Sharif said that it was also good to have documentation in case constituents say, 'where is the money going?' and you can look back on the list and say, here is what we have done.

Ms. Barber agreed, and said most people won't read 50- or 100-page reports, they want a synopsis of what happened. Ms. Barber repeated that she appreciated all of everyone's hard work daily, and everyone behind the dais who volunteers their time to stand up for the town that we know and love, and our people who we love and want to retain.

Ms. Sheffield said the East/North/Holly project is mentioned as an average priority, but she knows these are projects that are not only roadway improvements, but also underground utilities. They are bigger projects than just making the roadways more accommodating to residents. So, even though those are bigger projects that we will work towards, she wondered if we could set funds aside to make the roads nicer in the meantime because we have gotten a lot of complaints about them.

Mr. Klein replied, of course, and those have just been added since our last budget meeting. We will get estimates for them, if they are not included in the 5-yr Capital Improvement Plan for complete reconstruction, we will have a maintenance plan for those roads.

Ms. Sheffield said she did see 10K allotted for street repairs. The only other questions she had were, looking at some of the line items, she was not sure what fell under contract services and administrative charges as those numbers have gone up.

Mr. Klein explained that administrative charges included things like copies, auditing, casualty insurance; there is a formula used where each department pays the general fund a proportionate share of those costs, it's an analysis that has to be done by all cities. In terms of contractual services, it depends on where in the budget you are looking. It could be IT, or some other type of service.

Ms. Muenz offered an example. The part-time court clerk left, and Judge Bradshaw-Napper was utilizing non-employee contract clerks provided by neighboring court offices temporarily.

Mr. Klein added that if we were to utilize Clarkdale's grant writer, that would also fall under contract services.

Mr. Sharif asked if we were going to put something out there towards increasing parking, possibly later if not now. He thought increasing the parking costs would help bring money in, because the money flows either from people living here's taxes, tourists, and then parking. Mr. Sharif said, looking at trying to offset and bring in funding, that is something he would like to consider.

Mr. Klein replied that it would be a policy decision.

Ms. Barber asked when it was changed from 4 to 5 dollars.

Mr. Klein said it was last year.

Ms. Barber said we usually wait a couple of years before increasing it, but she does not mind having the discussion to increase it, or why we should or should not increase it.

Dr. Dillenberg said he was curious as to how we compare [in cost] to other communities and Mr. Sharif replied that we are low.

Dr. Dillenberg said raising it a dollar would not be a big deal; it was not excessive.

Ms. Barber agreed it was not excessive.

Ms. Sheffield mentioned that before Chief San Felice took over, we had a conversation about having a committee to talk before raising parking, which is obviously the quickest way for us to generate additional income. He would be willing to sit and help accommodate some of the residents and locals, who get a little miffed already to pay 5 dollars. Before we did that, I would like to remind him that we were going to have those conversations. Ms. Sheffield said she was also curious about who makes the decisions on the kiosks that we purchase.

Mr. Klein said it is mostly a staff decision, but the council appropriate the funds that Chief San Felice has requested.

Ms. Sheffield said she would say one last thing about parking, and that is she was in Flagstaff, and they had text-to-park. She noticed they had different rates for different amounts of time, and she would like to see if we could maybe tailor a fee for a certain amount of time rather than all day, because she paid \$8 for 2 hours, and if she wanted 4 or 5 hours like we offer here, she would have paid \$20. If we did something like that, there is a possibility for people who are just running into town to check in into their jobs, or have a bite to eat, 1 hour minimal. That would probably help some residents instead of paying \$5 when they are only going to be there an hour; they could pay \$2, and visitors that are going to stay longer could pay more.

Mr. Klein explained there would be an administrative cost due to oversight added by all the charges and he was not confident we could do that.

Mr. Sharif commented that no, that's why it's in the plan right now, because they fell out of warranty. With the new machines, we can apply codes. So, for you or anybody, there could be a town code that you could put in. However, Mr. Sharif said he would be leery because it could be one of those things... Ms. Sheffield said the code could be passed around.

Exactly, responded Mr. Sharif. He said, if you love the town and we're trying to get money for the town, it's not against you or anybody else here, but there's always these rules that we put into place. If we don't want to increase it because people will be upset, go to New York city where it's \$80 to park. If we need funding, there are things we need to do. To Ms. Sheffield's point he said, if we upgrade, we will be able to do it, and can have those discussions about how we want to build it. That is one of the things we are going to look into, how to provide more funding than we are getting today. Absolutely, to give a code to give a discount or freebie that's where you start to get in it because people like to share and give discounts to others. Knowing that we need funding, how are we going to get it? Mr. Sharif said he agreed, and is not saying no, but it is something we definitely need to look into. He added that he wouldn't just go a dollar, he would go higher because we need it but we need new machines.

Ms. Moore asked if there isn't an issue with smaller amounts, and more of them, with an increase in credit card fees.

Mr. Klein confirmed it is per transaction, so if there are more of them, we would be looking at a spike in third party processing fees.

Ms. Moore agreed that was what she meant, and added that we also need to look at costs for the time it takes to look at people parking and for how long.

Ms. Barber agreed, and said right now it's all day [pay-to-park], and if you don't have the slip in your window, you get a ticket. To have more detail than that could be burdensome for the staff that we have.

Ms. Sheffield said that is why conversations with Chief San Felice could be beneficial.

Mr. Klein said that he could see us eventually doing 2, such as 4-hour and 8-hour.

Ms. Barber asked if the 4-hour limit would be the \$5 cost we have now, and we could do \$8 hours for 8 hours, with the extra \$3 to cover the extra staff time. She said she thought we had it set to all-day was because of staff time. She added that the credit card fees went up pretty high and then we got them down, so are we checking to make sure we have the best deal?

Mr. Klein said yes, they are up because our revenue is up, which will always be the case, but they are the best.

Mr. Sharif added that some cards charge more too. He asked Ms. Sheffield about timing, and she said she was not sure, she had only a brief conversation with Chief San Felice and at the time, he was busy.

Ms. Sheffield said that she would make it a priority to speak with him again.

Ms. Barber asked if we were going to have further discussions on new kiosks and break it down to different costs? She stated that she did not feel we should drop it at all, she thinks we do what Mr. Sharif said and raise it.

Dr. Dillenberg said, yes, I agree.

Mr. Sharif said you can see the numbers, if you look at the numbers for the kiosks, you'll see them rise. He added that he does believe there should be some kind of tiering. But, he repeated, tourists are money, taxes are money, and if we aren't going to bring more human beings to get tax money from the state, we need to find other avenues.

Ms. Sheffield said her last comment on it is that any given day, chances are we are going to have a dozen residents come up. It will not be a large percentage of parking going to residents, it will just give them an option. She said, from personal experience, it is not convenient to pay for parking when you're only going to be in town for an hour.

Mr. Sharif said he agreed.

Ms. Sheffield said she has paid for parking many a time, and has also been ticketed for taking too long running in and out.

Mr. Klein said that a \$1 increase is very easy obviously, but all the other variables could take some time in our budget talks. He suggested starting the conversation again in September for the next budget. Mr. Klein said the next copy of the budget we see will be nearly final, but if you give input for us to raise it a dollar or two, as it stands now, we can change it at any time. He said it sounds like a change will be coming and it will help add revenue and the budget if we put something in there, even if it's a conservative \$1 increase.

Dr. Dillenberg asked, the parking we have now at the 300 level, do people pay to park there?

Ms. Barber responded, no.

Dr. Dillenberg asked why we don't have it for residents.

Ms. Barber replied that they don't want to walk that far, they want to pull up in front to go to a restaurant. To Dr. Dillenberg she said, there is more unpaid parking than paid parking, you can come up to Jerome at 9 a.m. and park wherever you want. It's when you come up at 1 p.m. and the town is full of tourists that you have park in other areas and walk. Ms. Barber said that she agreed to let the tourists fund this, but wanted to say about the locals, some are older and can't walk down from where she parks when she comes into town. She said she never pays to park because she finds places, even if it's far down, and walks up. Ms. Barber said that her father does not have the agility to do the same, so he pays to park and he has complained to me as the Mayor. Her own father, and she said, "Jerry, we're trying to make some money for the town." We need to have the tourists help us, 400 people can do a small amount, compared to 2 million people. So, she said she thinks the consensus behind this dais is that we raise it a little. She thanked Mr. Klein and said it can always be tweaked, and it always can be changed, but raising it to \$1 is not a huge sum.

Mr. Sharif said Ms. Barber was right, but to Ms. Sheffield's point, is there something we can do to identify a resident? He said he has a sticker, so he can pull up and you can see it.

Ms. Sheffield said, right, and that is why she wants to talk to Chief San Felice. What she believes could be possible to in the system for the kiosks, to flag certain plates as a resident or non-resident. So, the parking attendant could go through and instead of just flagging if they've paid or not paid, also identify a resident. Again, she said it was a very introductory conversation, and she will make a priority to speak to him again.

Ms. Barber suggested that Ms. Sheffield could then bring that information to the council at the next budget meeting. She said, we've talked about special permits, we've talked about other options, but we have to be careful because if we give [free passes] to one group, we have to give it to all groups, and then we are giving it to everyone. It's money that the town needs. Ms. Barber said that the more people that drive on the roads, and the more people that are flushing the toilets, look at the budget [pointing to the list of needed repairs] we have wastewater in here, we have every single road in here. She said, it is a community in need.

Ms. Moore said we have talked before about having the shuttle run more during the week. Residents could park at the big parking lot and come into town. How much would that cost? We could look at that as well. And, she added, for people who work in town, they could also park there and get a ride into town. Ms. Moore said that some people don't want to do that either.

Dr. Dillenberg voiced agreement.

Ms. Barber agreed as well, and said that right now, the shuttle runs on weekends and holidays. So, if we had it for more, she wasn't sure if we could cover the entire week with our budget, but we could do as much as we can. If you don't want to park out there because you can't walk, having someone who

can give you a ride makes it where you can park out there. Ms. Barber said she was not trying to hurt any residents; she is trying to help the town not fall apart.

Ms. Sheffield said that if we don't have to take residents into consideration when it comes to paid parking, raising the paid parking enough so the visitors are paying for the residents to have parking is possible. Rather than raising it \$1 for everyone, because based on what other places are charging to park, it is not unreasonable for our parking to cost more.

Mr. Sharif and Ms. Barber voiced agreements.

Ms. Sheffield continued, it is creating a feeling of resentment and entitlement because people feel like, 'if I live here and I'm one of only 300 people, then why do I have to pay to park?' Ms. Sheffield said she hears it a lot, and she gets it. She said she has learned how to work around it, but it is something that is easy to fuss about. She said, we could tack on \$3 to the visitors if we could accommodate the residents is some way, shape, or form.

Mr. Sharif said he is all for it and Ms. Sheffield is 100% right. If the residents pay for all this, how do we flip it? That is what the discussion is, and if we can do it. He said to Ms. Sheffield, if you talk to the Chief and if it can go into the system now and we agree on an increase, then we are golden. Then, when the new system comes out, we find out where we are at. He said he gets where residents are at, but the simple fact that no one wants to hear is that the town needs the money. He reiterated, not from the residents, but still needs the money. So, for those that grumble, you are not getting your property tax increased. Because we don't increase the property tax like normal towns do, it is a benefit to us, but it also hurts the physical town. For the few that grumble, your town is falling apart, so we are trying to find the right ways to go about it. He said he understands, and he thinks we can do something about it. Mr. Sharif suggested perhaps creating a new tag for only residents. He said we are trying to survive.

Ms. Barber agreed and said that there are 3 top things to do in Arizona. One is the Grand Canyon and the last time she checked it was \$20 per carload. Number two is Sedona, and they are at least \$8 for the first couple of hours. Then they get to Jerome, and it is only \$5. They do not have a problem with that, so she thinks that to make it more is absolutely something we should do. We are not trying to hurt residents; we are trying to help them. The best way we can continue to get money that we need for much needed improvements, maintenance, and not hurt are residents, she is all for it.

Dr. Dillenberg asked if there is anything we need to do now, such as set a dollar amount.

Ms. Moore said no, just direction.

Ms. Barber agreed that we will talk about it more for the next budget. She asked if there was anything else from staff or council and there was none.

Dr. Dillenberg moved to adjourn the meeting, and Ms. Barber seconded the motion.

3. ADJOURNMENT

Motion to adjourn at 5:52 P.M.

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER		X	X			
DILLENBERG	X		X			
MOORE			X			
SHARIF			X			
SHEFFIELD			X			

APPROVE:

ATTEST:

Alex Barber, Mayor

Brett Klein, Town Manager

File Attachments for Item:

**A. Consideration of Second Reading, and Adoption and Publication of Ordinance No. 493
Amending the Town Zoning Map in Accord with the Planning and Zoning Commission
Recommendation to Rezone 537 School Street from C-1, to the Dual Zone of C1/R2**

Council will consider and may approve the second reading of Ordinance No. 493.



TOWN OF JEROME

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

ORDINANCE NO. 493

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, APPROVING AN AMENDMENT TO THE ZONING MAP

WHEREAS, the Town of Jerome Zoning Map dated April 14, 2020 illustrates the location and boundaries of all zoning districts in the Town; and

WHEREAS, the owner of parcel 401-06-042 (537 School Street), which parcel is currently in the C-1 Zone, has requested that the parcel be rezoned as a dual zoned C-1/R2 to make the parcel a residence by right as it has historically been residential in nature; and

WHEREAS, on March 18, 2025 the Planning and Zoning Commission held a public hearing and recommended that Council approve this rezoning request; and

WHEREAS, in accordance with Article II, Sections 1 and 2 of the Constitution of Arizona, Council has considered the individual property rights and personal liberties of the residents of the Town before adopting this ordinance; and

WHEREAS, Council has considered a housing impact statement that includes the information required by A.R.S. § 9-462.01(J); and

WHEREAS, it is the desire of the Town Council to amend the Town Zoning Map accordingly;

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

Section 1. The foregoing recitals are incorporated as if fully set forth herein.

Section 2. Parcel 401-06-042 (537 School Street) is hereby rezoned from C1 to C-1/R2.

Section 3. The Town Clerk is hereby directed to arrange for a new Zoning Map reflecting this change.

Section 4. Upon receipt of the new Zoning Map, a notation shall be included in the Jerome Zoning Ordinance referencing the date of the new map as the effective date of this Ordinance.

Section 5. 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 6. 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.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME,
YAVAPAI COUNTY, ARIZONA, THIS 8TH DAY OF APRIL, 2025.

Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:



Brett Klein, Town Manager/Clerk

Gust Rosenfeld, PLC, Town Attorney
By: John A. Gaylord

Date of first reading: 4/08/2025

Dates of publication:

Date of adoption:

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
MOORE						
SHARIF						
SHEFFIELD						



TOWN OF JEROME

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

Zoning Administrator Analysis Jerome Town Council Tuesday, April 8, 2025

Item :

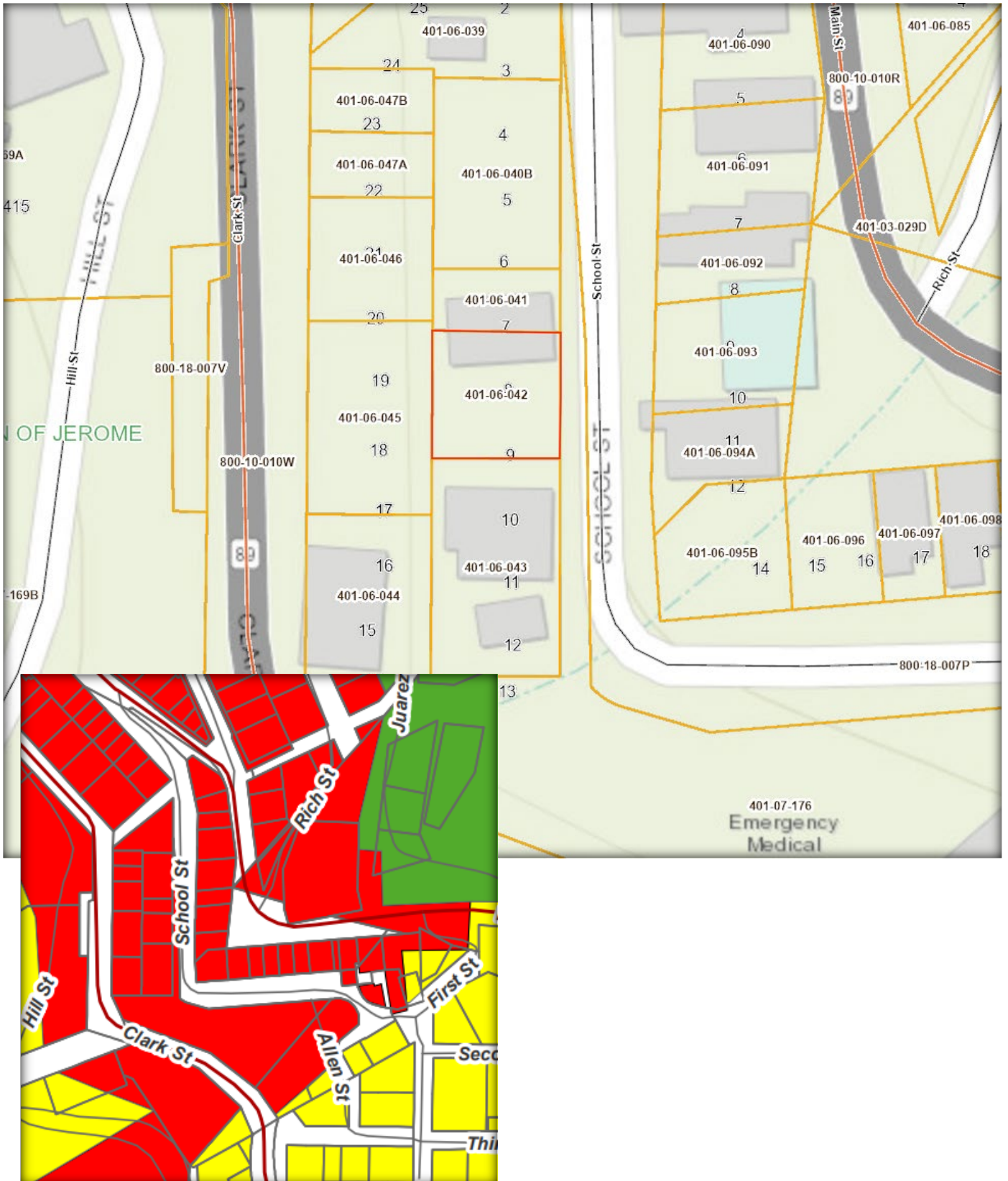
Location: 537 School Street
Applicant/Owner: Scott McCoy
Zone: C-1
APN: 401-06-042
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend discussion / Approval

Background and Summary: The applicant/Owner of 537 School street is seeking a rezone, to a dual-zoned property. The current zoning for this parcel (401-06-042) is Commercial C-1, and the owner would like to be able to use the property (Historically in Residential use, and built as a Residential property) as a residence by-right. Currently, residential properties on School street are required to have a conditional use permit for the residential use. This is especially problematic for properties that were Residential prior to rezoning School Street, and have since remained Residential. Dual zoning of the property would allow for the residential use without conditional approval or possible denials.

Building Background: Parcel number 401-06-042 (537 School Street) is listed has having been built in 1896 as a split, or bi-level Residence, commonly called a duplex.

Considerations: The Commercial rezoning of School street created multiple situations where traditionally residential properties were rezoned to commercial without the actual use of the building changing, yet now requiring a Conditional Use Permit to allow for continued use, of what was once a permitted use-by-right. Without these Conditional Use Permits running with the building, a new permit is required every time a building changes ownership. This is potentially problematic legally and ethically. Dual-Zoning will add the zoning type that allows for the use-by-right, and also identifying the property density with more clarity (i.e. R-2, two-unit dwelling) as opposed to a non-conforming situation, the zoning of which may not be defined at all.

Recommendations: Recommend approval of this rezone to add the R-2 designation in addition to the C-1 designation (C1 to C1/R2 Zoning) as my suggested short-term fix for this issue on this property (537 School Street). The Planning & Zoning Commission has also recommended this rezoning action of 537 School Street. Recommend adoption of the Zoning Administrator and Planning and Zoning Commission's recommendation.



Application & Related Information

HOUSING IMPACT STATEMENT

A.R.S. § 9-462.01

Item A.

Ordinance No. 493

Applicant (if applicable): Scott McCoy, Rezone of 537 School Street, Jerome Arizona

General estimate of the ordinance's probable impact on the average cost to construct housing for sale or rent.

N/A

The rezone to allow for use-by-right will should not have any impact on the costs of building new housing.

Describe any data or reference material on which the ordinance is based.

No data as the rezone is a fix for the property owner to allow for use-by-right of a residential property.

Describe any less costly or less restrictive alternative methods of achieving the ordinance's purpose.

The solution as presented (Rezone from C-1 to C-1/R-2) is the cost-effective solution for the applicant.

File Attachments for Item:

A. Consider Taking from the Table the Design Review Board's Recommendation of Design Guidelines for the Town of Jerome and Continued Discussion and Staff Direction

Council will consider taking from the table the Design Guidelines and may provide staff direction.

JEROME DESIGN GUIDELINES

Town of Jerome, Arizona



Prepared by William Blodgett, Zoning Administrator
for the Town of Jerome

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Cover art credit to; Anne Bassett, “Jerome Park”

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How to use this document

The following guidelines are intended to be used when considering or reviewing any projects which will be submitted for review by the Design Review Board. Each application must be considering a wide range of criteria, depending on the project type. Jerome is a Federally recognized Historic Landmark, and a Certified Local Government (CLG) which makes the Town responsible for reviewing projects with the goal of preserving the character of the Town that gives Jerome its Landmark status. The Design Review Board acts as the Town's Historic Preservation Commission, providing the protection framework required by our status. The Zoning Administrator acts additionally as the Historic Preservation Officer and is responsible for protecting and maintaining the town's status and cultural resources and has to balance these requirements with the Town's responsibility to its residents.

This document is intended to be a guide for interested residents, Design Review, and for potential builders and home buyers. To this end, the document summarizes a number of things, and highlights sections of Federal and Town code. Do not trust this document as your only source of information, as some sections were abridged to conserve space. Instead use this as a starting point, and then look up the relevant sections in the Town Code, Zoning Ordinance, or other official sources referenced.

Some sections will have key points, or codes that affect considerations that are relevant, highlighted in colored text boxes within the text. One example is the four treatments under the Secretary of the Interiors Standards, where I have the key points for each treatment numbered in a blue text box at the end of each section. This is intended to help pick out key points within the text to make the review process, and looking up specific information faster, and less frustrating.

There are sections that expand on Architectural styles, their history and use. These sections are a brief "primer" on the subjects, intended to provide enough of a background to be able to understand the specifics of a historic structure and make good decisions without having to become an expert in the subject.

Elsewhere you will find sections that are focused on more visual components, and for these subjects graphics such as photographs and collages are provided for use as a quick reference. An example of this is in the section discussing Signs. A full-page collection of a number of Commercial signs is provided to observe and compare the various aesthetic qualities adjacent to one another.

Lastly, this is a living document. That means that over time this document is intended to be updated, as both aesthetic considerations, Federal Law, and Town code change throughout the life of the Town. Areas within this text should always be updated, and discussed so as to keep this a useable resource for the Town and the people who live here.

■ William Blodgett, Zoning Administrator/HPO, 2023

INTRODUCTION

The Town of Jerome was listed as a National Historic District in 1967. Fifty-four years later, Jerome is recognized and appreciated as a unique example of living history in Arizona. The purpose of these Guidelines is to support the preservation of the existing historic resources including structures, streets, sidewalks, retaining walls and other physical features. In addition to preservation of historic fabric, these guidelines apply to new construction within the Town limits, to ensure that new projects are compatible with the existing structures and patterns of development.

I. HISTORIC CONTEXT

Jerome's Location on the east slope of Cleopatra Hill is one of its unique features; another is its fabulous past as the Billion Dollar Mining Camp, the source of this wealth, rich deposits of copper ore. In 1967 the town became a National Historic Landmark designating Jerome as a site worthy of official preservation.

Jerome, dubbed "The Most Unique City in America," had its modest beginnings in 1876 when the first mineral claims were filed. It grew from a community of tents and shacks to a modern incorporated city of 15,000. At its peak in the 1920's, Jerome was the fifth largest city in Arizona and home to more than 2,500 working miners. Jerome was a beautifully situated company-owned town – with a company hospital, theaters, opera house and restaurants; it was the shopping center for the Verde Valley.

In June of 1876 Morris Ruffner filed claims on the mineralized outcrop of rocks. He names the mines: "The Wade Hampton" (a hero in the Civil War) and "The Eureka." Both were rich with ore, but there was no transportation available for hundreds of miles. Ruffner convinced brothers George and Angus McKinnon to take two-thirds interest in the mines for a grubstake, thus dating modern efforts that started the town's growth. In 1883, the mining claims on the side of the hills known as Cleopatra and Woodchute Mountain were incorporated as United Verde Copper Company (UVCC).

When Eugene Murray Jerome decided to invest in the mining claims, it was with the stipulation that the town be named after him. But the financier never came to Jerome; he directed operations from New York City. Mr. Jerome was a cousin of Jennie Jerome, a famous society belle of international circles and the mother of Sir Winston Churchill.

On February 14, 1888, William Andrews Clark, a copper king, industrial giant, and Montana senator, purchased the United Verde Copper Company property in Jerome. Clark avoided mergers and partnerships; his huge fortune allowed him this luxury. As the mine profits soared, he began to buy all outstanding shares until he controlled ninety-five percent of the United Verde Copper stock. Only James McDonald, UVCC President, refused to sell his stock and he remained the sole outside stockholder. It is said that McDonald's foresight made him more than three million dollars. After his death in 1929, the McDonald heirs sold their 12,500 shares to Clark's sons.

Clark was able to solve Jerome's transportation problem – he built a twenty-six mile narrow gauge railroad over the mountains to connect with the new Santa Fe line at Jerome Junction (now Chino Valley). Clark's knowledge of mining and his willingness to reinvest the profits made the United Verde Copper Company one of the largest privately owned copper, gold and silver mines in the world.

In 1894 a destructive fire started underground in the area below the Jerome smelter. Clark spent heavily to extinguish the fire, but to no avail. The combination of the United smelter's sulphur-laden smoke and the underground fires contributed to numerous health problems and killed every trace of vegetation in the area. The underground fire in the main ore body caused the ground to give way as the structural timbers burned. Clark's only option to access this rich vein of ore was to open pit the area. However, it was later decided to mine below the fire area after the fire had been contained, by the use of concrete bulkheads. There are 88 miles of tunnel under the town of Jerome.

Five miles down the hill along the Verde River, Clark purchased a number of ranches to build his new reduction plant and a model town. William Clark always stated that, "my workers deserve comfortable housing, fair wages, good health benefits and wholesome activities." Clark's model town had brick homes, wide paved streets, a beautiful park, tennis courts and a baseball field. He opened Peck's Lake for fishing and boating, built a large dance pavilion and a nine-hole golf course. A Clark home was built in the area. After Clark's death in 1925, his heirs followed their father's wishes and built a clubhouse with lounges, card rooms, a billiard room, bowling alley, library and a swimming pool. Clark had allowed only three saloons and no red light district within his town limits. He also built a new brick plant near the town site turning out thousands of bricks each day to construct his new smelter and town. Work was started on the new location in 1912 and completed in May of 1915. Clark gave his name to both projects – Clarkdale Smelter and the Town of Clarkdale.

While Clark's primary residences were in Butte, Montana and New York City, he oversaw the operations of the UVCC and was a frequent visitor to the area. At the age of eighty-seven, William A. Clark passed away due to complications of pneumonia. His two sons, Charles and William Jr., effected a smooth transition, and good times continued until the Great Depression. In the early years of the depression, the UVCC shut down because of low copper prices, but also due to the untimely deaths of Charles, William Jr. and a grandson, Tertius, heir apparent to the Clark fortune. One of the two remaining heirs was William Clark's daughter who sold the UVCC in 1935 to the Phelps Dodge Corporation for \$20,800,000 – ending Clark's reign as Copper King of the Verde Valley.

The second copper giant was "Rawhide" James Douglas who came to Jerome in 1912 to look over the Little Daisy Mine, owned by the United Verde Extension Company (UVX). "Rawhide's" father was Dr. James Douglas who worked for Phelps Dodge (PD) and had looked over the UVX mine in 1881 and 1885. Dr. Douglas said he liked the color of the copper but not the distance to the market. He advised PD not to invest. Phelps Dodge then turned their focus to Bisbee and the Copper Queen Mine. When young Jimmie moved to Arizona in 1890, he was a farmer, but he soon found could not live on farming skills. He made use of his father's influence to gain employment with PD. Young Douglas was a hard worker and moved up the ladder to managerial positions. He later became superintendent of PD's Prescott properties, and while in the area became very familiar with the Jerome district. By 1912 he had found his place in mining, banking and real estate speculation and he had become very wealthy.

In 1900 J. J. Fisher staked out a claim known as the Little Daisy. The location was a short distance east of the UVCC on Bitter Creek. This was the same Bitter Creek and Gulch that Clark had filled with slag to level the area so he could build his first smelter. After 10 years, the Little Daisy began to droop. "Rawhide" James Douglas took a close look at the geologic structure and resolved that the Verde fault that runs under Jerome had cracked and slipped a half mile down Cleopatra Hill. A famous geologist, Atwater, wrote in a private consultation report that he believed that the odds were good that a large

portion of Clark's rich ore body in the UVCC was under approximately 600 feet of lava and limestone in the Little Daisy territory. Douglas tried to interest Phelps Dodge in a partnership option. Again they turned down a stake in the Jerome area – because of some imaginary title defect as well as the possibility they feared apex litigation with Clark. Douglas was urged by friends to undertake the option himself, but he did not have the financial status of Clark, so he had to look for investors. Douglas took on a financial partner, George E. Tener, a steel industrialist from Pittsburgh. They sent letters to all of their wealthy, capitalist acquaintances and to expert mining men. The money was easily raised and about two thousand feet East of the Little Daisy shaft they started the Edith Shaft, named for Tener's wife in early 1913. For two years Douglas' group of hard rock miners kept bringing out small deposits of ore. Douglas kept assuring his investors that a large body of copper ore would be found. On December 20, 1914, at the 1,200 foot level, Douglas hit the mother lode, five feet of 45% ore. This body of ore was so valuable that no further money was ever borrowed. In January 1916 at the 1,400 level, 200 feet of 16% ore was discovered. These two large finds of ore established the UVX as one of the world's great copper mines. When Clark developed the world famous United Verde Copper Company, he was under the misconception that he did not need any mineral claims surrounding the UVCC. This oversight of Clark's allowed the UVX to develop within feet of his own property. As a result, Clark never did like the second mine, and it led to decades of bad feelings and competition between the UVCC and the UVX. This being said, Douglas found it necessary to build his own smelter, and he chose an area a few miles east of Clark's smelter along the Verde River.

Like Clark, he also found it necessary to provide homes, schools, and other amenities for his employees. He named this town Verde. However, Douglas could not build his town on a grand scale as Clark did; he had stockholders who were more interested in dividends than in making improvements or tending to the employees' welfare. Douglas built a fine home in Jerome near the Little Daisy, now known to the locals as the Douglas Mansion (Jerome State Historic Park).

When WWI broke out Douglas volunteered his services. He was given charge of all the Red Cross warehouses in France. Douglas loved all things that were French, and he became a good friend of the Premier Georges Clemenceau. When Douglas returned from the war, he was informed by the post office of the necessity to change the town's name of Verde (as there were already numerous properties with that name). In 1920, in honor of his friend, Douglas renamed his town Clemenceau, which consisted of a small business district and approximately 80 homes. The area that was once Clemenceau is now a part of Cottonwood. The old Clemenceau School houses the Clemenceau Heritage Museum and the administrative offices of Cottonwood Elementary Schools.

In Jerome, Douglas built the Daisy Hotel for single miners including a small clinic within the facility. Douglas built a hospital, but he did not open it as such when he saw that the ore was starting to play out. He gave the building to the Jerome schools. He also built several beautiful homes on the hill next to the Daisy Hotel; these are now privately owned. Douglas had started building homes on each side of 89A and on Hampshire Street (East Avenue) but again stopped when the ore was not profitable to mine. Although Douglas built the Douglas mansion as his home in Jerome; he seldom lived there. The mansion was used by many of his mining friends and stockholders when they visited Jerome. In 1929 the stock market crashed, followed by the Great Depression of the 1930's. By 1932 the copper prices had dropped to 5 cents and the mines were virtually closed. Douglas closed his mine for the final time in 1938. President Roosevelt's New Deal angered Douglas, and he returned to Canada, regained his Canadian citizenship and lived in Montreal until his death in 1949 at the age of 80.

In 1962 the Douglas family gave the mansion and surrounding grounds to the State Parks of Arizona to be used as a museum dedicated to the history of Jerome, the Douglas family and the mine. It is now known as the Jerome State Historic Park.

The town of Jerome has survived near death time and time again. In the late 1800's the town was burned down three times in an 18-month period. It was declared by a New York Newspaper to be the wickedest town in the west.

On January 30, 1953, headlines in a Phoenix newspaper read "END COMES TO FAMED JEROME MINING CAMP – PD DRAGS LAST ORE FROM HOLES" Jerome, one of Arizona's great mining camps, will die as a mining town in about two months. The last car of ore trundled down the tracks at 5:30 pm May 13, 1953. Jerome was turned over to the ghosts. Jerome soon became known as the largest ghost city in the United States. The city dwindled to a small town as businesses were closed and the hospital moved to Cottonwood. Schools were closed and students were bused to the Clarkdale facilities.

When the mines closed in 1953, not everyone felt that they wanted to leave Jerome. Approximately 75-100 residents felt Jerome was still home, and a good place to live. In 1960 the census was 243 and in 1970 it had climbed to 290. The census of 2004 lists Jerome with 470 residents. Many homes and business buildings were torn down or moved from Jerome in the late 50's and early 60's. The Jerome Historical Society was formed in 1953 and was instrumental in saving many of the buildings on Main Street. The blizzard of 1967 destroyed many of the unoccupied residences of the town, but in the last forty years, homes have been purchased and restored. Numerous new homes were built on the vacant lots, and the population of today continues to remain right around 450 residents.

II. DEVELOPMENT OF GUIDELINES

A structure is in place for Design Review of new buildings in Jerome. Section 106 of the Jerome Zoning Ordinance provides for a Design Review Board. Section 304 defines the purpose, projects that require review and procedures for Design Review. With criteria for basic concerns to be considered. These Guidelines have been developed to further define the purpose of Design Review for preservation treatments of historic buildings and the compatible and visually related design of new buildings. The general plan expands on the preservation goals to include:

- A) Protection of historic assets.
- B) Maintain historic context.
- C) Provide structure to protect additional assets.
- D) Optimize stewardship of Town of Jerome policy.
- E) Provide municipal processes in support of historic preservation goals.
- F) Involve the public.
- G) Partner with property owners.

H) Coordinate with the Federal Government, the staff, the County and bordering communities.

III. MASTER PLAN PRESERVATION GOALS

The Jerome 2018 General Plan outlines the Town preservation strategy. The document is part of the thread of continuity that citizens have kept intact since the closing of the mine in 1953 and the establishment of the National Historic Landmark District in 1967. Pages 7 – 16 of the General Plan describe the historic preservation goals in a broad context.

IV. DISTRICT QUALITIES AND DESIGN ELEMENTS IN JEROME

When the mine closed in 1953, the evolution of Historic architectural styles came to an end. The last major building constructed (not including the new Fire Station) in Jerome in 1939 was the United Verde Hospital. Along with the hospital, the elementary school, dated 1924, in the Eclectic Neo Classical, Mission style, and the Mingus Union High School (JHS) dated 1920, in the Eclectic, Mission/Italianate style, are the primary public buildings in Town. The Commercial District displays a variety of neo-classical, Italianate and second empire elements, with large expanses of glass storefronts, some with balconies on the upper floors and the addition of cast iron storefronts (Mesker Ironworks for example) make for an eclectic mix of commercial facades. Society Hill District is primarily Victorian style historic homes. The Hogbacks and then Gulch Districts are residential and a mix of craftsman, bungalow, and Western ranch style homes with simple gable end hip roofs.

The most common framing technique employed in Jerome's historic buildings is the plank system. This is comprised of vertical 1" x 12" members nailed face-to-face, with toe-nailing top and bottom to flush plates or blocking in the plane of the floor or ceiling. The planks are then covered with beaver board and wood strips to cover the joists. This may have been chosen because of the greater flexibility than braced stud construction, or the builders may have had a greater supply of 1" x 12" lumber than 2" x 4" boards, or lastly because it was simpler, and less expensive. In many cases these structures bear a floor to roof load, which is not desirable because of the deflection felt in the system under various loads.

Many of these older plank framed buildings have been remodeled or have had additions made to them. This work was generally accomplished using the "Balloon" framing technique or a variation thereof called "Platform framing". This system is efficient and provides good load bearing capacity. Within the range of wood-framed structures, the range goes from Board and batten minors shack, to artfully executed Victorian style homes with ornamental features. The most frequently encountered siding in use throughout Jerome is clapboard, or lap-siding, installed horizontally. Another common system in use is Stucco on wire lath which generally requires less maintenance than wood siding. Lastly there are examples of masonry veneer, brick or stone, applied to frame a structure.

The area referred to as "Company Hill" was where persons of "status" were housed, such as mine managers, officials and high value professionals. These homes can be best identified as Victorian with elements of folk and Queen Anne architectural styles. These styles are detailed in a later section.

Because of the greater cost involved in building a stone or brick structure, masonry construction was primarily used for commercial buildings. Masonry bearing walls supported a wood frame floor and roof system, with arched openings used in the older stone structures, and stud lintels in the brick storefronts, many of which had flat roofs with parapet walls. The façade of stucco-brick parapets allows for a “territorial” expression either in stepped or rounded shapes. The strongest positive statement of character for the Main Street in Jerome is provided by the decorative brickwork of the various buildings which line it.

Steel framed buildings were generally built as garages or warehouses, or for other functions requiring an incombustible structure. In many cases the walls and roofs were also corrugated sheet metal (such as standing seam). Since metal structures have the characteristics of modularity, standardization of parts, and factory production, these buildings usually express minimal architectural ornamentation as they were primarily functional buildings.

Historic Properties Any proposed work on existing historic properties will be reviewed by the Design Review Board with the goal of preservation of original historic fabric and elements whenever possible. See Section 304 of the Jerome Zoning Ordinance for projects requiring review by the Board and the Zoning Administrator. The guiding principles for preservation projects are the determination of historic significance and integrity. Historic Significance refers to the specific value of the resource. 1) Is it associated with important events and or persons in the history of Jerome, 2) Is it a unique or high-quality example of an architectural style, expert craftsmanship or innovative design for its construction period, 3) It was built by an important person in the history of the area. Integrity refers to the quality of the resource. Examples of high integrity include any original elements such as original brick, cast iron store fronts, original flooring, and other interior fixtures. Also, the original floor plan layout, door hardware, original windows, and other features. (A valid comparison is an intact historic vehicle, if the serial numbers on the engine match the body and transmission, and it has mostly original parts, it has greater value). Significance and integrity should be the basis of design for any work on historic properties. Preservation treatments should be considered in the following order of preference:

1) Restoration: Returning the historic resource to its original configuration, based on historic documentation including photographs.

2) Rehabilitation: Remaining historic materials should be preserved and restored Where possible and new construction should be compatible with the historic.

3) Renovation: This treatment should only be considered when the resource does not have a high degree of significance and/or integrity. Alterations to these resources may be undertaken as long as changes do not affect the scaled proportion of the structure and its relationship to adjoining structures and the neighborhood.



The Four treatments under the Secretary of the Interior's Standards:

The following four sections focus each on one of the four treatment standards, Preservation, Rehabilitation, Restoration and Reconstruction. Each treatment is broken down into it's own section to provide guidelines for each treatment that are recommended for the course of a successful project.

The first treatment is Preservation, which is defined in the Secretary of the Interior's (SOI) standards as; *"Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project. However, new exterior additions are not within the scope of this treatment. The Standards for Preservation require retention of the greatest amount of historic fabric along with the building's historic form."*

The second treatment is Rehabilitation, defined by the SOI standards as; *"Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. The Rehabilitation Standards acknowledge the need to alter or add to a historic building to meet continuing or new uses while retaining the building's historic character."*

The third treatment is Restoration, defined by SOI standards as; *"Restoration is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project. The Restoration Standards allow for the depiction of a building at a particular time in its history by preserving materials, features, finishes, and spaces from its period of significance and removing those from other periods."*

The fourth, and final treatment is Reconstruction, defined by SOI standards as; *"Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location. The Reconstruction Standards establish a limited framework for recreating a vanished or non-surviving building with new materials, primarily for interpretive purposes."*

How to choose an appropriate treatment for a Historic Building:

The Guidelines are intended to promote responsible preservation practices that help protect the nation's irreplaceable cultural resources. For example, they cannot, in and of themselves, be used to make essential decisions about which features of the historic building should be saved and which can be changed. But, once a treatment is selected, the Standards and Guidelines provide a consistent philosophical approach to the work.

Choosing the most appropriate treatment for a building requires careful decision making about a building's historical significance, as well as taking into account a number of other considerations:

Level of Significance. National Historic Landmarks, designated for their "exceptional significance in American history," and other properties important for their interpretive value may be candidates for Preservation or Restoration. Rehabilitation, however, is the most commonly used treatment for the majority of historic buildings. Reconstruction has the most limited application because so few resources

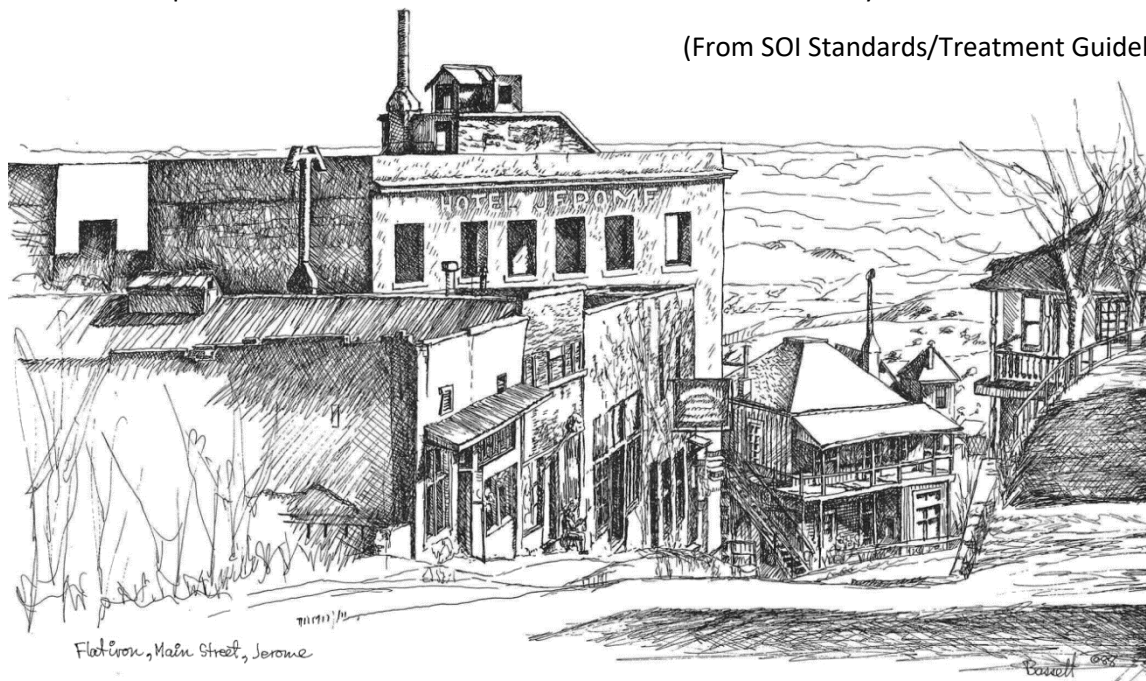
that are no longer extant can be documented to the degree necessary to accurately recreate the property in a manner that conveys its appearance at a particular point in history.

Physical condition. Preservation may be appropriate if distinctive materials, features, and spaces are essentially intact and convey the building's historical significance. If the building requires more extensive repair and replacement, or if alterations or a new addition are necessary for a new use, then Rehabilitation is probably the most appropriate treatment.

Proposed use. Many historic buildings can be adapted for a new use or updated for a continuing use without seriously impacting their historic character. However, it may be very difficult or impossible to convert some special-use properties for new uses without major alterations, resulting in loss of historic character and even integrity.

Code and other regulations. Regardless of the treatment, regulatory requirements must be addressed. But without a sensitive design approach such work may damage a building's historic materials and negatively impact its character. Therefore, because the ultimate use of the building determines what requirements will have to be met, some potential uses of a historic building may not be appropriate if the necessary modifications would not preserve the building's historic character. This includes adaptations to address natural hazards as well as sustainability.

(From SOI Standards/Treatment Guidelines 2017)



Secretary of the Interior's Standards for Preservation and Preserving Historic Buildings:

Preservation is the appropriate treatment when the objective of the project is to retain the building as it currently exists. This means that not only the original historic materials and features will be preserved, but also later changes and additions to the original building. The expressed goal of the Standards for Preservation and Guidelines for Preserving Historic Buildings is retention of the building's existing form, features, and materials. This may be as simple as maintaining existing materials and features or may involve more extensive repair. Protection, maintenance, and repair are emphasized while replacement is minimized.

Identify, Retain, and Preserve Historic Materials and Features

The guidance for the treatment Preservation begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained to preserve that character. Therefore, guidance on identifying, retaining, and preserving character-defining features is always given first.

Stabilize Deteriorated Historic Materials and Features as a Preliminary Measure

Deteriorated portions of a historic building may need to be protected through preliminary stabilization measures until additional work can be undertaken. Stabilizing may begin with temporary structural reinforcement and progress to weatherization or correcting unsafe conditions. Although it may not be necessary in every preservation project, stabilization is nonetheless an integral part of the treatment Preservation; it is equally applicable to the other treatments if circumstances warrant.

Protect and Maintain Historic Materials and Features

After identifying those materials and features that are important and must be retained in the process of Preservation work, then protecting and maintaining them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. Protection includes the maintenance of historic materials and features as well as ensuring that the property is protected before and during preservation work.

Repair (Stabilize, Consolidate, and Conserve) Historic Materials and Features

Next, when the physical condition of character-defining materials and features warrants additional work, repairing by stabilizing, consolidating, and conserving is recommended. The intent of Preservation is to retain existing materials and features while introducing as little new material as possible. Consequently, guidance for repairing a historic material, such as masonry, begins with the least degree of intervention possible, such as strengthening materials through consolidation, when necessary, or repointing with mortar of an appropriate strength. Repairing masonry, as well as wood and metal

features, may include patching, splicing, or other treatments using recognized preservation methods. All work should be physically and visually compatible.

Limited Replacement in Kind of Extensively Deteriorated Portions of Historic Features

The greatest level of intervention in this treatment is the limited replacement in kind of extensively deteriorated or missing components of features when there are surviving prototypes or when the original features can be substantiated by documentary and physical evidence. The replacement material must match the old, both physically and visually (e.g., wood with wood). Thus, with the exception of hidden structural reinforcement, such as steel rods, substitute materials are not appropriate in the treatment Preservation. If prominent features are missing, such as an interior staircase or an exterior cornice, then a Rehabilitation or Restoration treatment may be more appropriate.

Code-Required Work: Accessibility and Life Safety

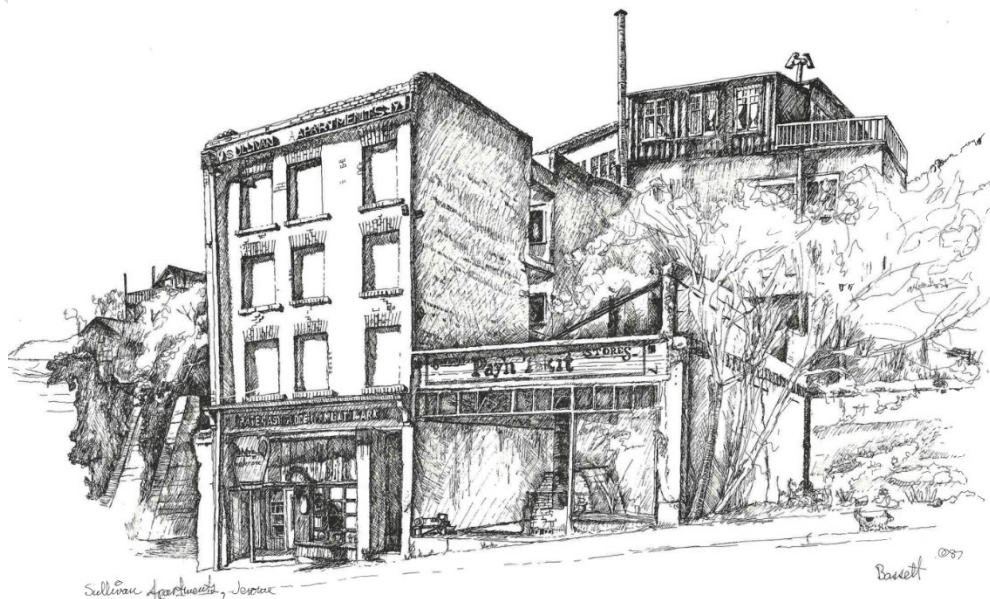
These sections of the Preservation guidance address work that must be done to meet accessibility and life-safety requirements. This work may be an important aspect of preservation projects, and it, too, must be assessed for its potential negative impact on the building's character. For this reason, particular care must be taken not to obscure, damage, or destroy character-defining materials or features in the process of undertaking work to meet code requirements.

Resilience to Natural Hazards

Resilience to natural hazards should be addressed as part of a Preservation project. A historic building may have existing characteristics or features that help to address or minimize the impacts of natural hazards. These should always be used to best advantage when planning new adaptive treatments so as to have the least impact on the historic character of the building, its site, and setting.

Standards for Preservation

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.



Secretary of the Interior's Standards for Rehabilitation & guidelines for rehabilitating historic buildings:

In Rehabilitation, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only Rehabilitation allows alterations and the construction of a new addition, if necessary for a continuing or new use for the historic building.

Identify, Retain, and Preserve Historic Materials and Features

The guidance for the treatment Rehabilitation begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained to preserve that character. Therefore, guidance on identifying, retaining, and preserving character-defining features is always given first.

Protect and Maintain Historic Materials and Features

After identifying those materials and features that are important and must be retained in the process of Rehabilitation work, then protecting and maintaining them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. Protection includes the maintenance of historic materials and features as well as ensuring that the property is protected before and during rehabilitation work. A historic building undergoing rehabilitation will often require more extensive work. Thus, an overall evaluation of its physical condition should always begin at this level.

Repair Historic Materials and Features

Next, when the physical condition of character-defining materials and features warrants additional work, repairing is recommended. Rehabilitation guidance for the repair of historic materials, such as masonry, again begins with the least degree of intervention possible. In rehabilitation, repairing also includes the limited replacement in kind or with a compatible substitute material of extensively deteriorated or missing components of features when there are surviving prototypes features that can be substantiated by documentary and physical evidence. Although using the same kind of material is always the preferred option, a substitute material may be an acceptable alternative if the form, design, and scale, as well as the substitute material itself, can effectively replicate the appearance of the remaining features.

Replace Deteriorated Historic Materials and Features

Following repair in the hierarchy, Rehabilitation guidance is provided for replacing an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair. If the missing feature is character defining or if it is critical to the survival of the building (e.g., a roof), it should be replaced to match the historic feature based on physical or historic documentation of its form and detailing. As with repair, the preferred option is always replacement of the entire feature in kind (i.e., with the same material, such as wood for wood). However, when this is not feasible, a compatible substitute material that can reproduce the overall appearance of the historic material may be considered. It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature that is extensively deteriorated, the guidelines never recommend removal and replacement with new material of a feature that could reasonably be repaired and, thus, preserved.

Design for the Replacement of Missing Historic Features

When an entire interior or exterior feature is missing, such as a porch, it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historic appearance. If the feature is not critical to the survival of the building, allowing the building to remain without the feature is one option. But if the missing feature is important to the historic character of the building, its replacement is always recommended in the Rehabilitation guidelines as the first, or preferred, course of action. If adequate documentary and physical evidence exists, the feature may be accurately reproduced. A second option in a rehabilitation treatment for replacing a missing feature, particularly when the available information about the feature is inadequate to permit an accurate reconstruction, is to design a new feature that is compatible with the overall historic character of the building. The new design should always take into account the size, scale, and material of the building itself and should be clearly differentiated from the authentic historic features. For properties that have changed over time, and where those changes have acquired significance, reestablishing missing historic features generally should not be undertaken if the missing features did not coexist with the features currently on the building. Juxtaposing historic features that did not exist concurrently will result in a false sense of the building's history.

Alterations

Some exterior and interior alterations to a historic building are generally needed as part of a Rehabilitation project to ensure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include changes to the site or setting, such as the selective removal of buildings or other features of the building site or setting that are intrusive, not character defining, or outside the building's period of significance.

Code-Required Work:

Accessibility and Life Safety Sensitive solutions to meeting code requirements in a Rehabilitation project are an important part of protecting the historic character of the building. Work that must be done to meet accessibility and life-safety requirements must also be assessed for its potential impact on the historic building, its site, and setting.

Resilience to Natural Hazards

Resilience to natural hazards should be addressed as part of a Rehabilitation project. A historic building may have existing characteristics or features that help to address or minimize the impacts of natural hazards. These should always be used to best advantage when considering new adaptive treatments so as to have the least impact on the historic character of the building, its site, and setting.

New Exterior Additions and Related New Construction

Rehabilitation is the only treatment that allows expanding a historic building by enlarging it with an addition. However, the Rehabilitation guidelines emphasize that new additions should be considered only after it is determined that meeting specific new needs cannot be achieved by altering non-character-defining interior spaces. If the use cannot be accommodated in this way, then an attached exterior addition may be considered. New additions should be designed and constructed so that the character-defining features of the historic building, its site, and setting are not negatively impacted. Generally, a new addition should be subordinate to the historic building. A new addition should be compatible, but differentiated enough so that it is not confused as historic or original to the building. The same guidance applies to new construction so that it does not negatively impact the historic character of the building or its site.



Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



Secretary of the Interior's Standards for Restoration and restoring historic buildings:

Restoration is the treatment that should be followed when the expressed goal of the project is to make the building appear as it did at a particular—and at its most significant—time in its history. The guidance provided by the Standards for Restoration and Guidelines for Restoring Historic Buildings is to first identify the materials and features from the restoration period. After these materials and features have been identified, they should be maintained, protected, repaired, and replaced, when necessary. Unlike the other treatments in which most, if not all, of the historic elements are retained, restoration will likely include the removal of features from other periods. Missing features from the restoration period should be replaced, based on physical or historic documentation, with either the same or compatible substitute materials. Only those designs that can be documented as having been built should be recreated in a restoration project.

Identify, Retain, and Preserve Materials and Features from the Restoration Period

The guidance for the treatment Restoration begins with recommendations to identify the form and detailing of those architectural materials and features that are significant to the restoration period as established by historic research and documentation. Therefore, guidance on identifying, retaining, and preserving features from the restoration period is always given first.

Protect and Maintain Materials and Features from the Restoration Period

After identifying those materials and features from the restoration period that must be retained in the process of Restoration work, then protecting and maintaining them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. Protection includes the maintenance of materials and features from the restoration period as well as ensuring that the property is protected before and during restoration work. An overall evaluation of the physical condition of the features from the restoration period should always begin at this level.

Repair (Stabilize, Consolidate, and Conserve) Materials and Features from the Restoration Period

Next, when the physical condition of restoration-period features requires additional work, repairing by stabilizing, consolidating, and conserving is recommended. Restoration guidance focuses on the preservation of those materials and features that are significant to the period. In Restoration, repair may include the limited replacement in kind or with a compatible substitute material of extensively deteriorated or missing components of existing restoration-period features when there are surviving prototypes to use as a model.

Replace Extensively Deteriorated Features from the Restoration Period

In Restoration, replacing an entire feature from the restoration period, such as a porch, that is too deteriorated to repair may be appropriate. Together with documentary evidence, the form and detailing of the historic feature should be used as a model for the replacement. Using the same kind of material is preferred; however, compatible substitute material may be considered. New work may be unobtrusively dated to guide future research and treatment.

Remove Existing Features from Other Historic Periods

Most buildings change over time, but in Restoration the goal is to depict the building as it appeared at the most significant time in its history. Thus, it may involve removing or altering existing historic features that do not represent the restoration period. Materials, features, spaces, and finishes that characterize other historical periods should be documented to guide future research and treatment prior to their alteration or removal.

Recreate Missing Features from the Restoration Period

Most Restoration projects involve recreating features that were significant to the building during the restoration period, such as a porch, but are now missing. Missing features to be replaced should be substantiated by documentary and physical evidence to ensure the restoration is accurate. Using the same materials to depict lost features is always the preferred approach; however, using compatible substitute material is an acceptable alternative in Restoration because the goal of this treatment is to replicate the appearance of the historic building at a particular time. If documentary and physical evidence are not available to provide an accurate recreation of missing features, the treatment Rehabilitation might be a better overall approach to project work.

Code-Required Work:

Accessibility and Life Safety Sensitive solutions to meeting code requirements in a Restoration project are an important part of protecting the historic character of the building. Work that must be done to meet accessibility and life-safety requirements must also be assessed for its potential impact on the historic building as it is restored.

Resilience to Natural Hazards

Resilience to natural hazards should be addressed as part of a Restoration project. A historic building may have existing characteristics or features that help to address or minimize the impacts of natural hazards. These should always be used to best advantage when planning new adaptive treatments that have the least impact on the historic character of the building, its site, and setting.

Standards for Restoration

1. A property will be used as it was historically or be given a new use that interprets the property and its restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
4. Materials, features, spaces and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.



Secretary of the Interior's Standards for Reconstruction and Reconstructing Historic Buildings:

Reconstruction is different from the other treatments in that it is undertaken when there are often no visible historic materials extant or only a foundation remains. Whereas the treatment Restoration provides guidance on restoring historic building features, the Standards for Reconstruction and Guidelines for Reconstructing Historic Buildings should be followed when it is necessary to recreate a non-surviving building using new material. But, like restoration, reconstruction also involves recreating a historic building which appears as it did at a particular—and at its most significant—time in its history. Because of the potential for historical error in the absence of sound physical evidence, this treatment can be justified only rarely and, thus, is the least frequently undertaken of the four treatments. Reconstructing a historic building should only be considered when there is accurate documentation on which to base it. When only the appearance of the exterior of the building can be documented, it may be appropriate to reconstruct the exterior while designing a very simple, plain interior that does not attempt to appear historic or historically accurate. Signage and interpretative aids should make it clear to visitors that only the exterior of the building is a true reconstruction. Extant historic surface and subsurface materials should also be preserved. Finally, the reconstructed building must be clearly identified as a contemporary recreation.

Research and Document Historical Significance

The guidance for the treatment Reconstruction begins with researching and documenting the building's historical significance to determine whether its recreation is essential to the public understanding of the property. In some instances, reconstruction may not be necessary if there is a historic building still existing on the site or in a setting that can explain the history of the property. Justifying a reconstruction requires detailed physical and documentary evidence to minimize or eliminate conjecture and to ensure that the reconstruction is as accurate as possible. Only one period of significance is generally identified; a building—as it evolved—is rarely recreated. If research does not provide adequate documentation for an accurate reconstruction, other interpretive methods should be considered, such as an explanatory marker.

Investigate Archeological Resources

Investigating archeological resources is the next area of guidance in the treatment Reconstruction. The purpose of archeological research is to identify any remaining features of the building, site, and setting that are essential to an accurate recreation and must be reconstructed. Archeological resources that are not essential to the reconstruction should be left in place. The archeological findings, together with archival documentation, should be used to replicate the design, materials, and plan of the historic building.

Identify, Protect, and Preserve Extant Historic Features

Closely aligned with archeological research, recommendations are given for identifying, protecting, and preserving extant features of the historic building. It is never appropriate to base a Reconstruction upon conjectural designs or on features from other buildings. Any remaining historic materials and features should be retained and incorporated into the reconstruction when feasible. Both the historic and new materials should be documented to assist in interpretation.

Reconstruct Non-Surviving Building and Site

After the research and documentation phases, guidance is given for Reconstruction work itself. Exterior and interior features are addressed in general, always emphasizing the need for an accurate depiction (i.e., careful duplication of the appearance of historic materials and features for interpretative purposes). While the use of traditional materials and finishes is always preferred, in some instances substitute materials may be used if they are able to convey the same appearance. Where non-visible features of the building are concerned, such as interior structural systems, contemporary materials and technology may be used. Recreating the features of the building site or setting based on archeological findings should also be an integral part of project work.

Accessibility and Life Safety, Natural Hazards, and Sustainability

Whereas preservation, rehabilitation, and restoration treatments usually necessitate retrofitting to meet code requirements and to address other issues (including natural hazards and sustainability), in this treatment it is assumed that the Reconstructed building will be essentially new construction. Thus, code-required work, treatments to reduce the potential impact of natural hazards, and ensuring that the reconstructed building is as sustainable as possible should be considered during the design phase—when appropriate to the particular Reconstruction project—so as not to negatively impact or detract from the reconstructed appearance of the building, its site, and setting. The fact that the non-surviving building was located in a floodplain or another area especially vulnerable to the impact of natural hazards is crucial to consider when determining whether the building should be reconstructed. The topic of sustainability is addressed in detail in The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings. Although specifically developed for the treatment Rehabilitation, the Guidelines can be used to help guide the other treatments.

Standards for Reconstruction

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

The SOI Standards for the Treatment of Historic Properties

The previous four sections boil down the four treatments for the sake of this document. When considering one of these treatments be sure to look at ***“The Secretary of the Interiors Standards for the treatment of Historic Properties”*** which goes into much greater depth, outlining recommended and not recommended practices for all four treatments and provide outlines for the materials. A section outlining best practices for materials would lengthen this document greatly, so is left out of this document. The “Standards” is available in print from the U.S. department of the Interior, or online for free as a pdf here: <https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part1-preservation-rehabilitation.pdf>

Design elements and Architectural features common to Jerome



Following are descriptions of the primary types of architecture existing in Jerome. The most prolific is “Vernacular”, which basically means “plain and simple.” These buildings were built by people who possessed basic construction skills, using simple geometry. These buildings generally do not have overly ornate doors or windows, and their “lines” are made up of squares and rectangles, being again, functional not ornate.

The next two most prevalent types of architecture are the “Eclectic” and “Folk Victorian” styles. These types of architecture, although still reasonably simple, may have more ornate windows and doors, and may have a combination of accessory decorative treatments to their porches and decks.

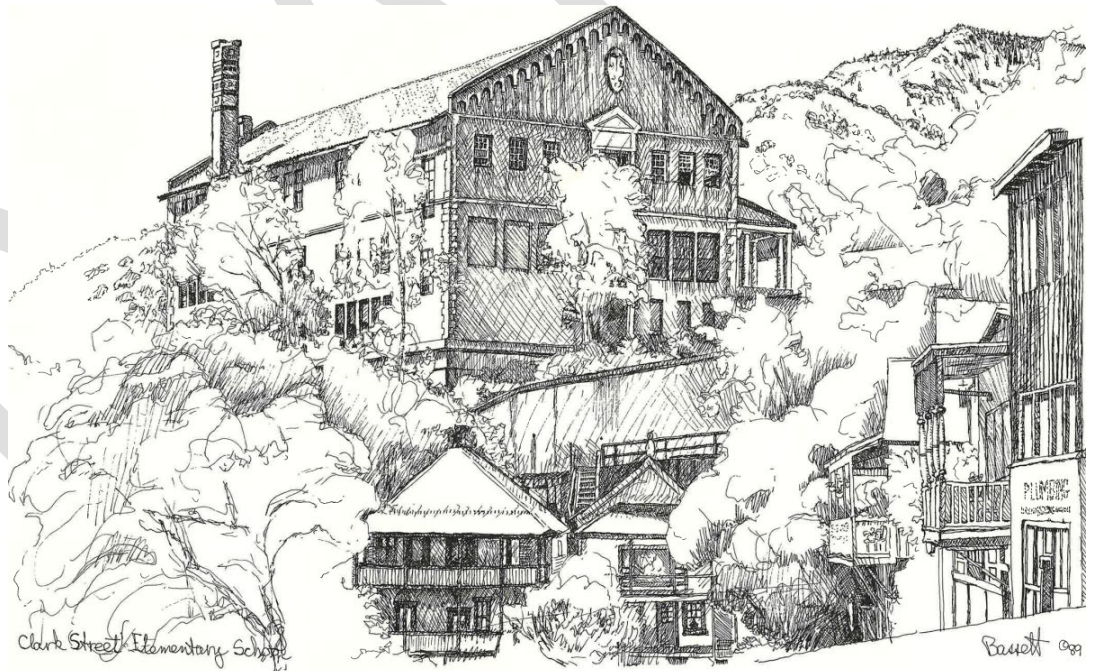
Lastly are the varying renditions of “Victorian” architecture. These buildings are the most ornate, and required specially skilled craftspeople to create the doors and windows and wrap-around porches. These buildings have more oval and rounded treatments to their roofs and porches, and have a much more creative treatment to the roof and exterior siding in both materials and colors.

The Eclectic Style

Eclecticism came into practice during the late 19th century, as architects sought after a style that would allow them to retain previous historic precedent but create unseen designs as well. From a complete catalogue of past styles, the ability to mix and combine styles allowed for more expressive freedom and provided an endless source of inspiration. While other design professionals (referred to as “revivalists”) aimed to meticulously imitate past styles, Eclecticism differed, as the main driving force was creation, not nostalgia and there was a desire for the designs to be original.

The end of the 19th century saw a profound shift in American architecture. Architects educated at the Ecole des Beaux-Arts in Paris, such as Richard Morris Hunt and Charles Follen McKim were responsible for bringing the Beaux-Arts approach back from Europe, which was said to be the cornerstone of eclectic Architecture in America. At a time of increasing commercial prosperity and commercial pride, many eclectic buildings were commissioned in large cities around the country. The style thrived, as it introduced historical features, previously only seen in the aristocratic architecture of European countries such as Great Britain and France, contributing to a richer sense of culture and history within America. In the case of Hunt and many other eclectic Architects, his ‘typically eclectic viewpoint’ enabled him to make stylistic choices based on whatever suited the particular project or the client. This flexibility to adapt, and to blend freely between styles gave eclectic designers more appeal to clients.

The creation of multistory buildings and other large public spaces such as churches, courthouses, City halls, public libraries and movie theatres, meant that eclectic design was no longer only for members of high-society, but was also accessible to the general public. While some of these buildings have since been demolished, projects that remain from this era are still valued as some of the most important structures in America.



The Vernacular Style

Vernacular architecture is a category of architecture based on local needs and local construction materials and reflects local traditions. At least originally, vernacular architecture did not use formally

schooled architects, but relied on the design skills and tradition of local builders and craftsmen. Since the late 19th century many professional architects have worked in versions of this style.

This style tends to evolve over time to reflect the environmental, cultural, technological, economic and historic context in which it exists. While often difficult to reconcile with regulatory and popular demands, this kind of architecture still plays a role in architecture and design, especially in local traditions.

Vernacular architecture can be contrasted against polite architecture, which is characterized by stylistic elements of design intentionally incorporated for aesthetic purposes which go beyond a building's functional requirements.



Folk Victorian

The Folk Victorian style is one of the most often found styles of architecture on historic homes in America. Folk Victorians can be found in almost every state, and many if not most historic towns and cities. Next to the “craftsman bungalow”, this is the style most often associated with what most people consider a “historic home” and with access to Railroads, these transportation networks played a major part of bringing this style of home to every town they passed through in the form of “kits” which could be purchased, delivered and assembled.

From 1870 to 1910 the Folk Victorian ruled the day. Unlike the high-style Victorian homes such as the Queen Anne and Second Empire, the Folk Victorian was something the masses could afford. Simply put, the Folk Victorian is really just a dressed up folk or folk-vernacular home. A folk house is essentially a home built to provide basic shelter with little regard for changing fashion or style. A Folk Victorian was a folk house dressed up with some of the trimmings that were becoming readily available through the burgeoning railroad system.

Folk Victorians popped up like wildfire across the country as the growing railroads brought the heavy machinery into towns where they could then produce inexpensive Victorian detailing. Local builders could simply graft pieces of the newly available trim onto the existing folk houses in the area. The drive to have the most unique and ornate house in the neighborhood sometimes led to pockets of overly decorated structures.

The embellishments used are most often inspired by the Queen Anne and Italianate styles, with occasional appearances by Gothic Revival details. The ground-floor front porch is quintessential to the design, and it's often the most heavily decorated part of the house. This was the era when the classic American front porch really took root.

The most common porch posts are turned spindles (balusters) or posts with simple chamfered (beveled) edges as well as posts embellished with carvings and added details. These supports are enhanced with friezes above, balustrades between the posts, and intricately cut spandrels in the upper corners.

The cornice lines, overhanging eaves, and gable-ends are trimmed with bands of decorative millwork. Window and door moldings, when used at all, are usually limited to one simple header pediment. This streamlined approach to molding is another aspect that sets folk Victorian architecture apart from its British counterpart, which features elaborate molding.

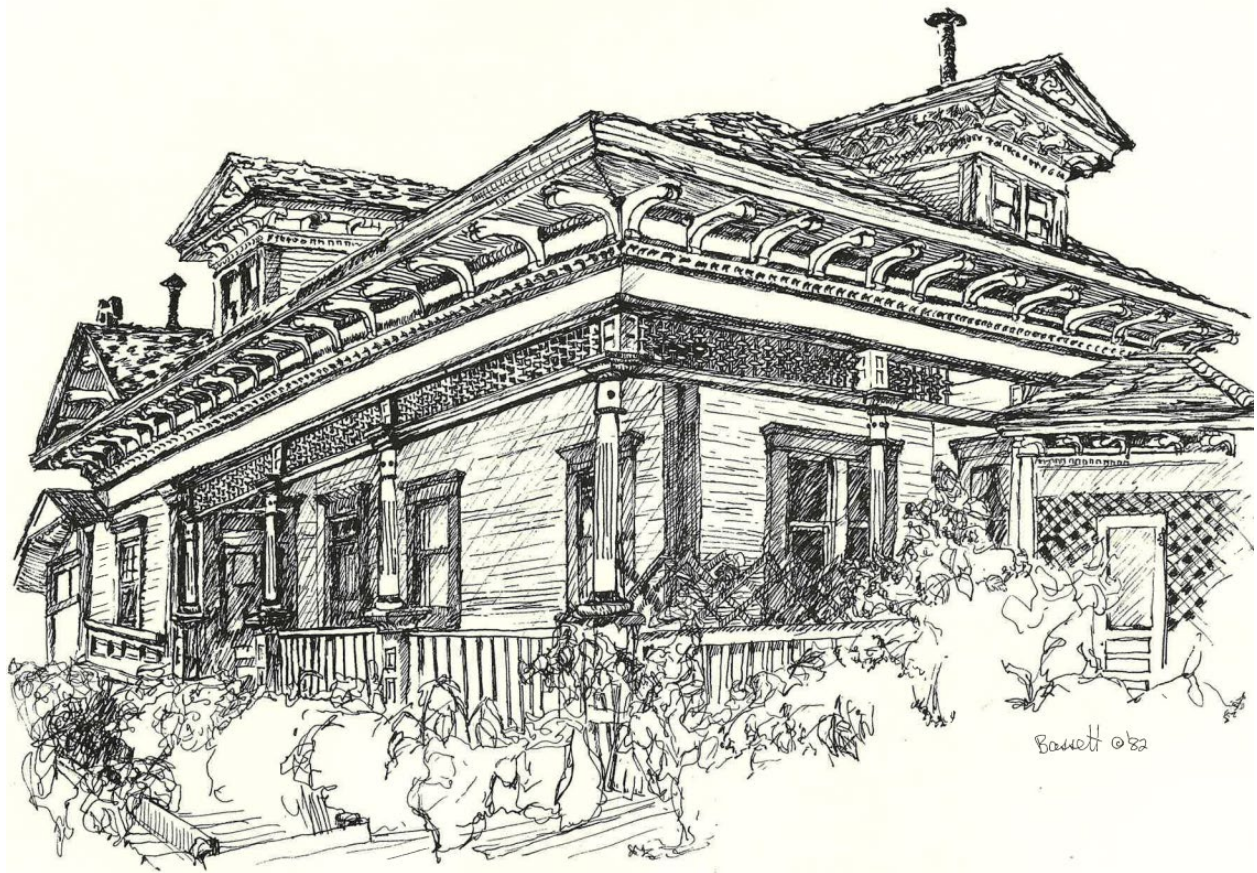
The exterior of a folk Victorian home is usually clad in clapboard or board-and-batten style cladding, although scalloped shingles or shakes are also popular. In their prime, folk Victorian homes often boasted the exuberant polychrome color schemes typical of any Victorian-era home. Today, many have been re-painted in polychrome schemes using more subdued Victorian colors such as dark green, butter yellow, and gray.



Some include floor plan differences such as second-story balconies or bay windows, but it's the variety of details that really sets each house apart. Folk Victorians were built based on designs in the plan books or pattern books architectural companies and lumber mills at the time produced to help homeowners and builders gather ideas. Each book offered anywhere from a handful of plans to more than one hundred.

As thorough as they were, they didn't always classify millwork in terms of styles, such as Queen Anne or Gothic Revival. This made it harder for those choosing parts to get a look consistent with a high-style Victorian appearance. When builders and homeowners added millwork to existing folk houses, they had a wide range of trim, molding, and other detailing options to draw from. While some followed the plan books' suggestions precisely, others mixed and matched from several books or worked from their own ideas. In the hands of highly skilled craftspeople, the results were often strikingly unique. Neighborly competition for the most elaborate house further drove creativity.

Mills also sold complete packages of porch parts, but the millwork included wasn't always true to one particular style. Do-it-yourselfers and less skilled professional builders who relied on these packages often ended up with an eclectic Victorian look. More than just decorative buildings, folk Victorian homes are symbols of adaptability and self-expression born of growing industrial development. Learning to recognize the creative combination of simple structures and ornate detailing in these homes will give you a little more insight into a flourishing period in America's past.



Key features of Victorian Architecture

Vibrant Colors- Prior to the 19th century most buildings were of one uniform color. Post 1885 onward, bright colors such as burnt sienna and mustard yellow came into fashion.

Multi-story- Many Victorian buildings were built to be impressive, if not downright imposing and as such generally had two or more floors. In Jerome this is very common, although due to the nature of our geography (the slope) more floors (three, or even Four) are common.

Asymmetrical shape- Some elements of Victorian architecture utilize asymmetrical shapes, if not on the entire building possibly on elements such as entryways, corners (wings, bays, etc....) and the like.

Wood or Stone exterior- Most Victorian structures used wood siding, which is true with most of the buildings in Jerome. Ship-lap siding and scalloped shingles are two examples of this. Larger buildings in the commercial district, or in public buildings (such as schools, and hospitals) have stone exteriors in the Italianate, Romanesque or Second Empire style of Architecture.

Decorative Trim- The “Gingerbread” trim as it is sometimes referred to, these structures had ornate decorative elements in a wide range of styles. Here in Jerome most of these features fall into the “Folk” or “eclectic” varieties of Victorian design.

Imposing Rooflines- Many Victorian homes have a steep roofline with gables. The Second-Empire style of roof is described as a flat-topped mansard style, the best example of which is the Powder Box Church on Douglas Ave. The commercial district buildings in the Italianate and Romanesque styles exhibit a flat roof with surrounding parapets of generally only a few feet in height.

Porches- Wrap-around porches are a common element of Victorian domestic architecture, specifically they are a major element of the Queen-Anne style. In Jerome Porches are all the more common due to our topography, and the generally magnificent views of Sedona afforded by that topography. It is not uncommon for a structure to have as many porches as it has levels.

General Design Guidelines

General Project Guidelines

Whenever possible, design projects are to comply with the Secretary of the Interior's Standards for the project of its type.

Identify, retain and preserve the architectural features that establish the historic or architectural character of the building, and to protect and maintain these architectural features when possible.

Repair, matching as closely as possible, the design and materials of the original feature. When repair is not possible, the replacement should use matching or compatible materials and duplicate the original design.

Re-create missing historical features of a building. For example, if a historic window has been replaced by a contemporary design, the historic window should be re-created.

Design alterations or additions in such a manner that it does not radically change, obscure, or destroy the historic character of the building.

Work done to ensure code compliance should be completed in a manner that does not radically change, obscure, or destroy the historic character of the building.

Site Planning

Many of Jerome's Historic buildings are existing, non-conforming buildings for one or more Zoning requirements. The Town of Jerome's Zoning Ordinance covers Nonconforming Situations in Section 501. The section entitled "Purpose" states that;

"While permitting the use and maintenance of nonconforming structures, this section is intended to limit the number and extent of nonconforming uses and structures by prohibiting their being moved, altered, enlarged or restored after destruction in a manner which would increase the discrepancy between conditions existing at the time of adoption of the ordinance, and the standards prescribed in this ordinance, except as provided for by A.R.S. 9-462.02."

Nonconforming situations are discussed in greater detail further on. Other complications to site planning are the generally non-Euclidean geometry that was used to lay the Town out originally, combined with steep mountain slopes. Suitability for building is the first aspect to planning any project, and some key things to remember include lot-size, lot slope and does it have nonconforming status?

Lighting

All exterior site lighting shall be directed so as not to disturb adjacent uses. The town of Jerome Zoning Ordinance (502.K) requires; *“All lighting for off-street parking or loading areas or for the external illumination of buildings or signs shall be directed away from and shielded from any adjacent residential district and shall not detract from driver visibility on adjacent streets.”*

At the beginning of the Summer of 2024 the Town of Jerome officially became a Dark Sky community. Ordinance no. 490 adopted 6/11/2024 adds the definitions and regulations as taken from Darksky.org which is intended to help reduce light pollution and protect the historic and natural beauty of the night skies in Jerome. Specifics on this are located further on in this document.

Fences & Walls

The Town of Jerome Zoning Ordinance (502.J.2) requires; *“In any residential or commercial zone, no wall or fence over three (3) feet high shall be constructed or maintained nearer to the street line than the front and side walls of the building erected, nor be more than six (6) feet in height on any side or rear-lot-line. Provided however that open wire fences exceeding the above heights may be built around schools and other public or quasi-public institutions when necessary for the safety or restraint of the occupants thereof.”* And continues in the next section (502.J.3) *“No fence or wall shall contain barbed wire, electrical current or charge of electricity, broken glass, or similar hazardous materials or devices, provided, however, that fences enclosing storage areas in Industrial districts may use barbed wire so long as such wire is located not less than six (6) feet above grade.”*

Many varieties of fencing were used in Jerome during it's active life as a Mining Town, from old bed springs to reclaimed industrial metal. Today these types of fencing are mostly historic, and for the sake of historic preservation we allow these to be repaired, and maintained in the same way a nonconforming situation works.

Utilities & Mechanical Equipment

Mechanical, lighting, and plumbing systems improved significantly with the onset of the Industrial Revolution. The 19th-century interest in hygiene, personal comfort, and reducing the spread of disease resulted in the development of central heating, piped water, piped gas, and networks of underground cast-iron sewers in urban areas. The mass production of cast-iron radiators made central heating affordable to many. By the turn of the 20th century, it was common for heating, lighting, and plumbing to be an integral part of most buildings. The increasing availability of electricity as the 20th century progressed had a tremendous effect on the development of mechanical systems and opened up a new age of technology. Electric lighting brightened the interiors of all types of buildings, as well as building exteriors, their sites, and settings. Electricity not only improved heating systems, but in the 1920s it also brought central air conditioning to movie theaters and auditoriums, where it was first installed. By the

middle of the 20th century, forced-air systems provided both heat and cooling in many buildings. In the late 20th century, as HVAC systems increased in efficiency, they decreased in size, with smaller components, such as split ductless systems with wall-mounted air handlers, cassette ceiling-mounted diffusers, or high-velocity mini duct systems. These systems can be especially useful for retrofitting historic buildings because they are small and unobtrusive. Heat pumps, another late-20th century invention, can help to supplement existing HVAC systems. Replacing hydraulic elevators, which were invented in the mid-19th century, with electric elevators in the early decades of the 20th century resulted in a boom in the construction of taller high-rise buildings and skyscrapers. Escalators, also invented in the mid 19th century, became more and more common as the 20th century advanced. By the latter part of the century, moving walkways helped facilitate travelers' passage from one place to another in transportation centers, such as airports. The visible decorative features that remain of historic mechanical systems (such as grilles, lighting fixtures, elevator doors, and escalators) themselves may contribute to the overall historic character of the building and should be retained when feasible. Reusing an existing, functioning system and upgrading it as needed, should always be considered when feasible. However, because a mechanical system needs to work efficiently, most historic or older systems will likely need to be replaced to meet modern requirements. (From SOI Standards, 2017)

Facades & Building Form

Storefronts The storefront is often the most prominent feature of a historic commercial building, playing a crucial role in a store's advertising and merchandising strategy. The earliest storefronts in America,



Hotel Sullivan, Main Street, Jerome

dating from the late 18th and early 19th centuries, had small, residential-style windows with limited display space. A few featured oriel windows or glass vitrine cases (sometimes added later) that projected out from the façade. Early storefront systems were frequently wood. In the 19th century, storefront display windows progressively increased in size as plate glass became available in larger units. This reflected the fact that cast-iron columns and lintels were thinner, allowing larger sheets of glazing that became available at about the same time. In some regions, storefronts and the entire building façade were constructed entirely of cast iron, later followed by galvanized metal, copper, bronze, and aluminum. Historic storefront systems have many different configurations: they may have multiple entrance doors (including one to access an upstairs apartment if one exists); they may be symmetrical or asymmetrical; and entrances may be flush or recessed from the shop's windows. Transoms, sometimes with prism glass, are often a component of storefronts. In the 19th century, awnings added another feature to the storefront. Permanent metal canopies attached to the façade or supported by free-standing posts or columns, as well as retractable canvas awnings, provided shelter for customers and merchandise alike. As the 20th century progressed, new storefront designs were introduced, some with deeply recessed entrances with expanded display cases or "floating display islands." In the 1920s, 1930s, and later, structural pigmented glass such as Carrara Glass, Vitrolite, and Sani Onyx; aluminum and stainless steel; porcelain enamel; glass block; neon signs; and other new materials were introduced in Art Deco-style and *Art Moderne* storefronts. Modular storefront systems were introduced after World War II. Storefronts are typically altered more than any other building feature to reflect the latest architectural styles and appear up-to-date to attract customers. Older storefronts were often remodeled with a new design and materials by installing pigmented structural glass, for instance, and other 20th-century materials. These altered store-fronts may have acquired significance in their own right and, in this case, should be retained. (From SOI Standards, 2017)

Windows



Technology and prevailing architectural styles shaped the history of windows in America. The earliest windows were essentially medieval in their form. Small panes of glass, usually diamond-shaped and held together with lead, were set in a hinged casement sash of wood or iron. By the beginning of the 18th century, the glass had increased in size and had become rectangular, with putty holding it in place. Wood muntins replaced lead comes between the panes, and two sashes were placed in a frame where the lower one could slide vertically. Such simple windows remained common in utilitarian buildings well into the 20th century. With the introduction of iron pulleys, the sash could be hung from cords

connected to counter-weights, which resulted in single-hung windows, or double hung when both sashes were counterbalanced. Sash increased in depth as it evolved, providing additional strength that allowed narrower muntins. As the production of glass (blown initially as a disk and later as a cylinder) improved, larger pieces of glass became more affordable, resulting in fewer panes of glass in a window. A sash that would have had twelve panes of glass in the 18th century often had only two by the mid 19th century. After about 1850, with the advent of mass-produced millwork, standard profiles and sizes of windows were established with a wide variety of designs and glazing configurations that could be

purchased from catalogues. The Chicago window, which featured a large fixed pane of glass in the center with a narrow, double-hung, operable sash window on either side of it, was introduced in the last decades of the 19th century as a feature of the Chicago School-style of architecture. The picture window, popular in ranch-style houses in the mid 20th century, evolved from this.

Steel was employed beginning at the end of the 19th century to build fire-resistant windows in tight urban environments. These hollow-core windows were frequently galvanized. Windows with solid, rolled steel sections were first produced in the first decade of the 20th century in many forms, ranging from casements (especially popular in domestic construction) to large, multi-pane units that provided whole walls of natural light in industrial and warehouse buildings. Operable vents in these large windows pivoted on simple pins. Their relatively small panes and the fact that they were puttied in from the interior made the inevitable breakage easy and inexpensive to repair. Rolled steel was also used for double-hung windows, which were common in high-rise buildings in the 1920s and beyond. Aluminum windows were developed in the 1930s and, by the 1970s, rivaled wood in popularity, particularly in commercial and institutional buildings. They were produced in a variety of styles and functionality, including casement, hopper, awning, and double-hung sash. Metal-clad (initially copper) wood windows appeared early in the 20th century but were not common until the later part of the century, when enameled aluminum cladding replaced copper. Although used primarily as replacements in older buildings, vinyl windows were developed in the latter part of the 20th century and marketed as inexpensive and thermally efficient. Modern windows are also made of fiberglass and polymer-based composites.

Storm windows were used historically and are still used to help regulate interior temperatures. Limited commercial use of thermal-pane or insulated glass in windows began in the 1930s, but it was not readily available until about 1950. Tempered glass also came into use about this time. Since then, work has continued to improve its efficiency and to reduce the effect of ultra-violet rays with tinted and low-e (low emissivity) glass. Impact-resistant glass is not new, but its use in windows continues to expand to meet modern hurricane code requirements as well as protection and security requirements. (From SOI Standards, 2017)

Doors

Entrances and porches are often the focus of historic American buildings. With their functional and decorative features (such as doors, steps, balustrades, columns, pilasters, and entablatures), they can be extremely important in defining the historic character of a building. In many cases, porches were also energy-saving features and remain so today, shading southern and western elevations. Usually, entrances and porches were integral components of a historic building's design; for example, porches on Greek Revival houses, with pediments and Doric or Ionic columns, echoed the architectural elements and features of the building itself. Center, single-bay porches or arcaded porches are evident in Italianate-style buildings of the 1860s. Doors of Renaissance Revival-style buildings frequently featured entablatures or pediments. Porches characterized by lathe-turned porch posts, railings, and balusters were especially prominent and decorative features of Eastlake, Queen Anne, and Stick-style houses. Deep porches on bungalows and Craftsman-style houses of the early 20th century feature tapered posts, exposed posts and beams, rafter tails, and low-pitched roofs with wide overhangs.

Roofing

The roof—with its form; features such as cresting, dormers, cupolas, and chimneys; and the size, color, and patterning of the roofing material—is an important design element of many historic buildings. In addition, a weathertight roof is essential to the long-term preservation of the entire structure. Historic roofing reflects availability of materials, levels of construction technology, climate, and cost. Throughout all periods of American history, with only minor exception, wood has been used for roofing; despite the early use of many other materials, wood shingles remained the most common roofing material throughout much of the 19th century. Initially the species of wood used would have been specific to a region, but the quality and design of a building were usually the prime determinants in the way wood was used, ranging from wide, lapped boards to small, uniform, geometrically-shaped shingles.

Clay tile was used at least in a limited way in the first settlements on the East coast and it was manufactured in America by the mid 17th century. The Spanish influence in the use of clay roofing tiles is apparent in buildings in the south, southwest, and western parts of the country. Slate was also an early roofing material, but it was imported until the end of the 18th century when the first slate quarry opened. Both slate and tile roofs provided fire protection, especially important in urban areas. The use of slate expanded quickly in the second half of the 19th century with the development of the railroads, and it remained a preferred roofing material until the middle of the 20th century. Lead and copper were the first metals used for roofing, later joined by zinc and iron in the beginning of the 19th century. Lead was used in the mid 19th century for flashing and sometimes for the roofs of bay windows, domed, or steeply-pitched sections of a larger roof, and steeples. Copper has continued in use for roofing, gutters, downspouts, and flashing. Painted iron was initially used in large sheets, but it was replaced with smaller sheets of iron plated with tin or terne—a lead-tin mix—which were a more successful roofing material. As plated iron and, later, steel became widely available, their light weight, fire resistance, and low cost made them the ideal alternative to wood shingles. Galvanized metal—base steel coated with an alloy of zinc—gained widespread popularity in the 20th century. Galvanizing not only protects metal from rusting, but it also adds strength; corrugated sheet metal, when galvanized, became the preferred metal roofing material because it reduced the need for sheathing. Galvanized steel also could be stamped into sheets simulating shingles and clay tiles. In the late 19th century, concrete roofing tiles began to be produced as a substitute for clay tiles. At about the same time, composition roofing (built-up or roll roofing) was developed. This is a layered assembly of felt sheets and coal tar or asphalt, topped with gravel that is suitable for waterproofing flat and low-sloped roofs. Shortly after the start of the 20th century, asbestos fiber cement and asphalt shingles came into use as less-expensive alternatives to slate. Later in the 20th century, sheets of modified bitumen and synthetic rubber provided more options for a flat roof. By the end of the 20th century, liquid and vinyl membranes were also installed on flat roofs, and synthetic recycled materials were used increasingly for both new and replacement roofs. (From SOI Standards, 2017)

Signs

Jerome can boast a number of preserved historic signs throughout its commercial district. Some of these were painted directly on the buildings and have been maintained, restored or preserved and exist today as part of our historical character rather than as commercial advertising. Modern commercial signage however has regulations placed on them by the Town Zoning Ordinance that generally limit the

size and number of signs and encourage the business owners to design signage that will fit in with the existing historic nature and character of the Town.

Generally speaking, signs in the commercial zone are dictated by the Zoning Ordinance, the main provisions of which are outlined here in brief in the orange boxes. Following the regulatory outline are a series of photographs that show existing signage in the Commercial district, and how these regulations have guided business owners in their development.

Weather-resistant, or weather-proof signs are strongly recommended, as the climate and high UV index has a noticeable impact on signage. Without proper materials and sealing/coating many signs begin to deteriorate within months of installation.

Signage located in Residential zones has additional regulations that can be found in section 509 of the Jerome Zoning Ordinance.

Signs in Commercial Zones

- For MOST situations no more than two (2) signs are permitted for any one business, except for those that have frontage and an address from two (2) or more streets.
- The area of a single wall, projecting, free-standing or canopy sign shall not exceed sixteen (16) square feet.
- No sign shall extend above the roof of the building to which it is attached.
- The bottom of any projecting sign shall be no lower than eight (8) feet above the ground directly below it.
- No part of any projecting or free-standing sign may project over any roadway.

Some General Regulations about Signage

- Free-standing signs shall not exceed four (4) feet in height.
- Lighting shall be directed at the sign from an external incandescent light source and shall be installed so as to avoid any glare or reflection into any adjacent property, or onto a street or alley so as to create a traffic hazard. These restrictions shall apply to internally lighted signs, which may be allowed if constructed of metal or wood. No internally lit signs that are constructed of acrylic or plastic are allowed. No sign that flashes or blinks shall be permitted outside. No visible bulbs, neon tubing, or luminous paints shall be permitted as part of any sign.
- Any existing nonconforming sign may be continued in use; if such a sign is damaged, it may be restored or repaired. If a new sign is constructed, it must conform to the provisions in section 509 of the Jerome Town Code.

A list of Prohibited sign types

- Abandoned signs
- Billboards
- Digital or Electronic signs
- Flying Banners
- Flashing or Blinking signs
- Gas-generated signs
- Inflatable or balloon signs
- Moving & Rotating signs
- Off-premise signs
- Signs on Trees, rocks, etc.
- Signs emitting sound
- Signs in the clear vision triangle.
- Signs in the right-of-way
- Signs painted on fences
- Sign walkers
- Signs with visible bulbs, neon tubing, or luminous paints.

The following page contains examples of signage found in the Commercial district. The signs shown are all projecting, hanging signs that are installed directly to the wall on the front façade of the buildings. Notice the use of copper, and aged/oxidized copper colors commonly used in the signs.



It is the Historic Preservation Officer's obligation to educate and assist an applicant with the design of any sign(s) that they wish to present to the Design Review Board. The objective is to assist the applicant in achieving their advertising goal while maintaining the town's historic character. For the review process consider;

- 1- Verify that all standards described in section 509 of the Town of Jerome Zoning Ordinance are met.
- 2- The signs must reflect and maintain the historic character of the signs already in use, in shape, color and design, and may only use indirect, shielded incandescent lighting.
- 3- If the sign(s) in question meet all zoning requirements and have visual compatibility with the surrounding neighborhood, the a Zoning Administrator analysis supporting the request should be included in the application packet submitted to the board.

Color and Exterior Treatments

Exterior building colors have changed over time, due to both technological improvements and ever changing design aesthetics. In the earliest days of Jerome's existence building color was dictated mainly by availability. Exposed wood was always an option, and always present but the harsh climate encourages property owners to coat lumber with paint as a preservative if nothing else. During the early part of the 20th century, Jerome was described as an "Easter-basket of pastels" though many of the Town's buildings used paint from local mining companies (through a private individual who painted buildings using paint purchased from Phelps-Dodge) and were either "Phelps-Dodge Green" or "Phelps-Dodge Grey." As these were lead based paints, much of the original paint of this type has since been painted over, or mitigated for the lead it contains, but still throughout town a "Forest green" reminiscent of the "Phelps-Dodge Green" can still be observed.

Exterior Lighting Regulations

At the beginning of the Summer of 2024 the Town of Jerome officially became a Dark Sky community. Ordinance no. 490 adopted 6/11/2024 adds the definitions and regulations as taken from Darksky.org which is intended to help reduce light pollution and protect the historic and natural beauty of the night skies in Jerome.

Jerome, a historic Town, will have a number of nonconforming situations, where historic lighting, appropriate to the character of a historic building and the Town is not in compliance with the lighting ordinance. Provisions for this are included, allowing for the continuation of use until either needing repairs or replacement due to wear and time. Property owners can come into compliance prior to this on their own volition.

The Ordinance (Ordinance #490) goes into great detail and should be referenced in addition to this section. This break-down is intended for preliminary planning and decision making.

DEFINITIONS

1. *Abandonment* means the discontinuation of use for a period of six months.
2. *Adaptive Controls* means hardware and/or electronics, used in conjunction with outdoor light fixtures, intended to dynamically alter or adjust the operation of those fixtures. Examples of adaptive controls include, but are not limited to, motion/occupancy sensors, dusk-to-dawn ('astronomical') timers and photocells.
3. *Class 1 Lighting* means all outdoor lighting used for but not limited to outdoor sales or eating areas, assembly or repair areas, advertising and other signs, recreational facilities, and other similar applications where color rendition is important.
4. *Class 2 Lighting* means all outdoor lighting used for but not limited to illumination for walkways, roadways, equipment yards, and parking lots where general illumination of the grounds is the primary concern.
5. *Class 3 Lighting* means any outdoor lighting used for decorative effects, including but limited to architectural illumination, flag monument lighting, and illumination of trees, bushes, etc.
6. *Correlated Color Temperature (CCT)* means the temperature of a source of blackbody radiation whose spectrum best approximates the spectrum of a particular light source, expressed in units of Kelvins. Lamps with a CCT greater than 4000K are considered "cool" sources.
7. *Direct Illumination* means illumination resulting from light emitted directly from a lamp, luminaire, or reflector, not light diffused through translucent signs, or reflected from other surfaces such as the ground, building faces or luminaire optics.

8. *Footcandle (abbreviated 'fc')* means a unit of illuminance or illumination, equivalent to the illumination produced by a source with luminous intensity of one candela at a distance of one foot and equal to one lumen incident per square foot (approximately 10.764 lux).
9. *Fully Shielded Fixture* means that fixtures are shielded in such a manner that light rays emitted by the fixture, either directly from the lamp or indirectly from the fixture, are projected below a horizontal plane running through the lowest point on the fixture where light is emitted.
10. *Initial Lumens* means the lumens rating of a lamp at the time of manufacture, not accounting for losses due to normal lamp aging, or the lumens rating for a brand new light bulb. Initial lumens are measured by manufacturers specifications and usually provided along with product packaging.
11. *Installed* means attached, or fixed in place, whether or not connected to a power source.
12. *Lighting Zone* means an overlay zoning system, establishing legal limits for lighting for particular parcels, areas, or districts in a community.
13. *Light Trespass* is spill light falling over property lines that illuminates adjacent grounds or buildings in an objectionable manner.
14. *Lumen* is the unit used to measure the actual amount of visible light, which is produced by a lamp as defined by the manufacturer.
15. *Luminaire* means the complete lighting assembly, less the support assembly.
16. *Lux (abbreviated 'lx')* means a unit of illuminance or illumination equal to one lumen per incident square meter (approximately 0.093 fc).
17. *Multi-class Lighting* means any outdoor lighting used for more than one purpose, when the purpose fall under the definitions for two or more lighting classes as defined for Class 1, 2 and 3 Lighting above.
18. *Motion Sensing Lighting* means a fixture designed, and properly adjusted, to illuminate an area around a residence or other building by means of switching on a lamp when motion is detected inside an area or perimeter, and switching the lamp off when the detected motion ceases.
19. *Neon Lighting* means lighting using luminous gas filled tubes often formed into text, symbols, or decorative elements. Neon lighting includes tubes with typical diameters of 10 to 20 millimeters filled with neon, argon, xenon, or other gasses and producing various colors of light. Not included are replaceable T-8 (1-inch diameter) and T-12 (1.5-inch diameter) or PL ("compact") fluorescent tubes.
20. *Net Acreage* means the remaining ground area of a parcel after deleting all portions for proposed and existing public right-of-way and undeveloped area.
21. *Opaque* means only that the material must not transmit light from the internal illuminating source: the color of such opaque backgrounds is not restricted.

22. *Outdoor Light Fixtures* means all outdoor illuminating devices, reflective surfaces, lamps, and other devices, either permanently installed or portable, which are used for illumination or advertisement. Such devices shall include, but are not limited to, search, spot, and floodlights for:
- a. Buildings and structures
 - b. Recreational areas
 - c. Parking lot lighting
 - d. Landscape and architectural lighting
 - e. Billboards and other signs (advertising or other)
 - f. Street lighting
 - g. Product display area lighting
 - h. Building overhangs and open canopies
23. *Person* includes a corporation, company, partnership, firm association, or society as well as a natural person.
24. *Planning and Zoning Director* means the Director of Planning and Zoning for the Town of Jerome or his or her designated representative.
25. *Temporary Lighting* means lighting which does not conform to the provisions of this Code and which will not be used for more than one thirty (30) day period within a calendar year. Temporary lighting is intended for uses which by their nature are of limited duration; e.g. holiday decorations, civic events, or construction projects.
26. *Total Outdoor Light Output* means the maximum total amount of light measured in lumens, from all outdoor light fixtures on a property. For lamp types that vary their output as they age (such as high pressure sodium and metal halide), the initial output, as defined by the manufacturer, is the value to be considered.
27. *Translucent* means light is transmitted from the internal illumination source.
28. *Unshielded* means a fixture that allows light to be emitted above the horizontal directly from the lamp or indirectly from the fixture or a reflector.
29. *Watt* is the unit used to measure the electrical power consumption (not the light output) of a lamp.

Application

The general provisions primary goal is to reduce the amount of “fugitive light” or light-pollution, which spills off-site from the source, which is mitigated by shielding the light sources. In most communities this is a “horizontal problem” but in Jerome on a slope light pollution from even a shielded light source that is directed downwards can potentially “spill” over onto a neighboring property down-slope from the source. This is a problem that is mitigated by considering the TYPE of bulb at the source. Low-intensity bulbs and bulbs that provided a specific wave-length of light can reduce this impact. In general a shielded light source is preferred and encouraged.

Ordinance #490 has regulations based on Zoning, use and Time of year (holiday lighting, etc..) in addition to best practices and requirements for driveway, pedestrian and emergency lighting and should be read as a whole. For ease of reference, prohibited lighting types are listed on the next page.

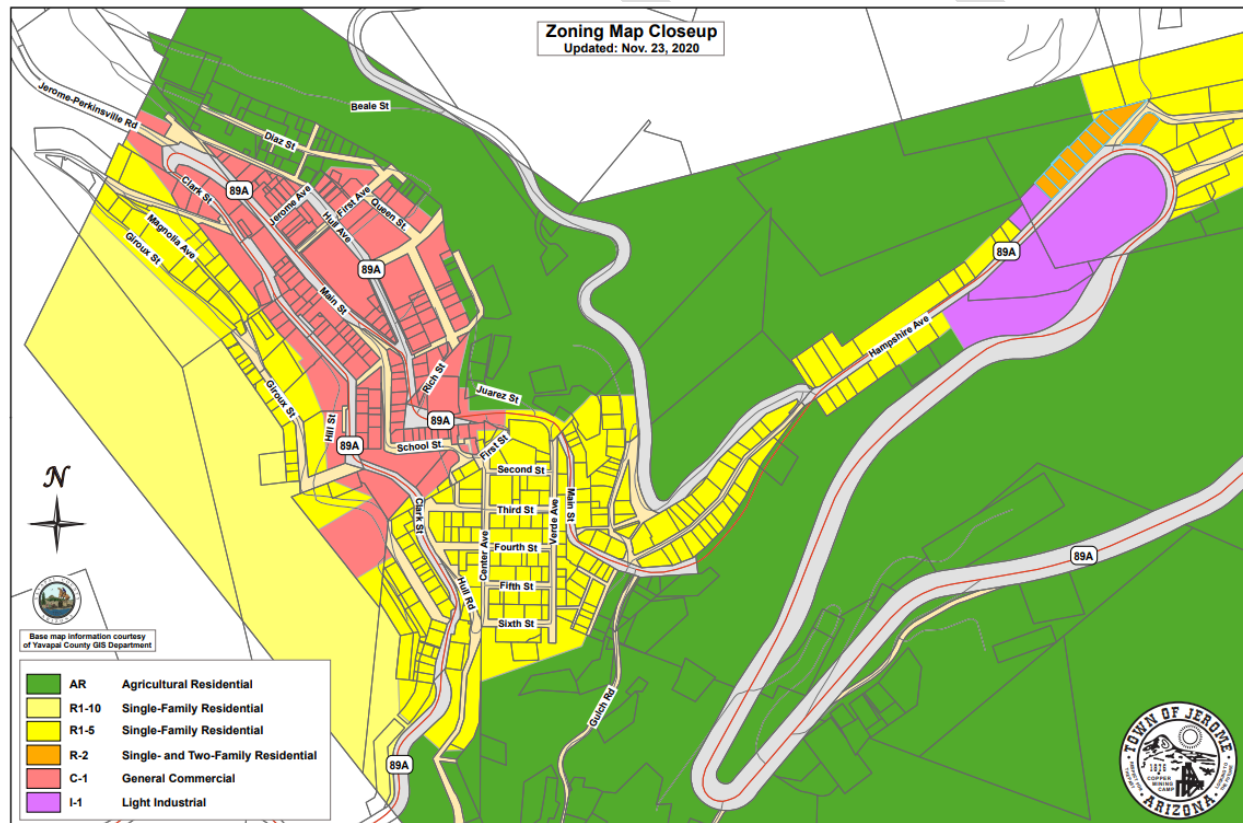
Prohibited Lighting Types and Fixtures

- a. Outdoor floodlighting by floodlight projection above the horizontal plane is prohibited.
- b. Mercury vapor light bulbs and fixtures.
- c. Lamps emitting a Correlated Color Temperature (CCT) in excess of 4,000 Kelvin
- d. Searchlights, laser source lights, strobe or flashing lights, illusion lights or any similar high intensity light shall not be permitted, except in emergencies by police and fire personnel.
- e. Unshielded lights.
- f. Permanent exposed string lighting for mixed-use and nonresidential uses is prohibited, except as allowed in subsection immediately below
- g. Ambience lighting for outdoor dining/bar areas, interior courtyards, and/or event venues, may be allowed subject to compliance with all other provisions of this Code and with approval by the Planning and Zoning Director on a case-by-case basis. In reviewing proposals for such lighting, the Planning and Zoning Director shall consider lighting types, locations, and time of use. Permanent outdoor string lighting shall not flash, blink, fade, or strobe and shall be included in the total partially shielded lumen count for the property. Such lighting, if allowed by the Planning and Zoning Director, shall be extinguished immediately after outdoor hours of operation.

Planning Process in Jerome

Starting a project in the Town of Jerome can seem like a daunting task with a multitude of challenges, but the process itself is relatively simple and strait-forward.

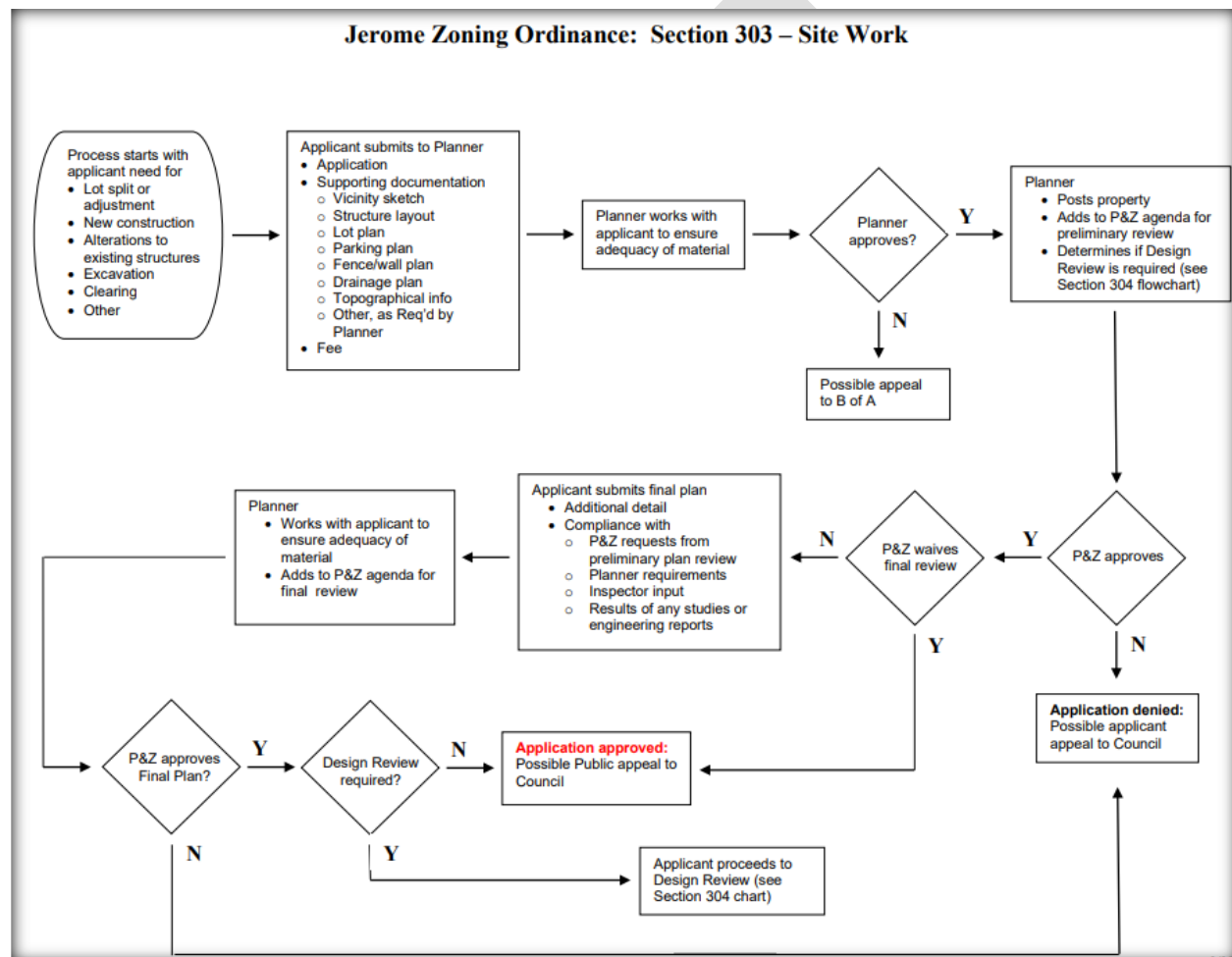
Any and all projects start with the “General Land use application” and continue with any relevant checklist or additional job-specific application. For example, an application for a demolition would include; A General Land use application, Demolition Permit application, and Demolition permit Checklist. Most specific applications come with a checklist to assist the applicants in knowing what might be required for the project review. The Zoning Administrator for the Town is there to assist with these tasks and can answer any related questions. The basic requirements for a Site Plan review (preliminary or final) can be found in Section 301.1 of the TOJ Zoning Ordinance.



Planning & Zoning Commission and Site Plan Review

The Planning & Zoning Commission exists to conduct preliminary, and final site plan reviews, which types of projects include; Additions and alterations to residential, commercial, or industrial structures, Decks, Grading, excavation, clearing and grubbing, lot splits and lot line adjustments, modifications to nonconforming structures, new structures, sheds and accessory structures and finally any projects not specifically exempted or requiring only Zoning Administrator review.

Exempted projects include; repair, replacement of existing structures providing that the same materials are used. Projects that require at least review by the Zoning Administrator include; Parking Areas, Patios, and replacement of exterior stairs with fire-resistant materials (provided there is less than a 10% change in the original footprint).



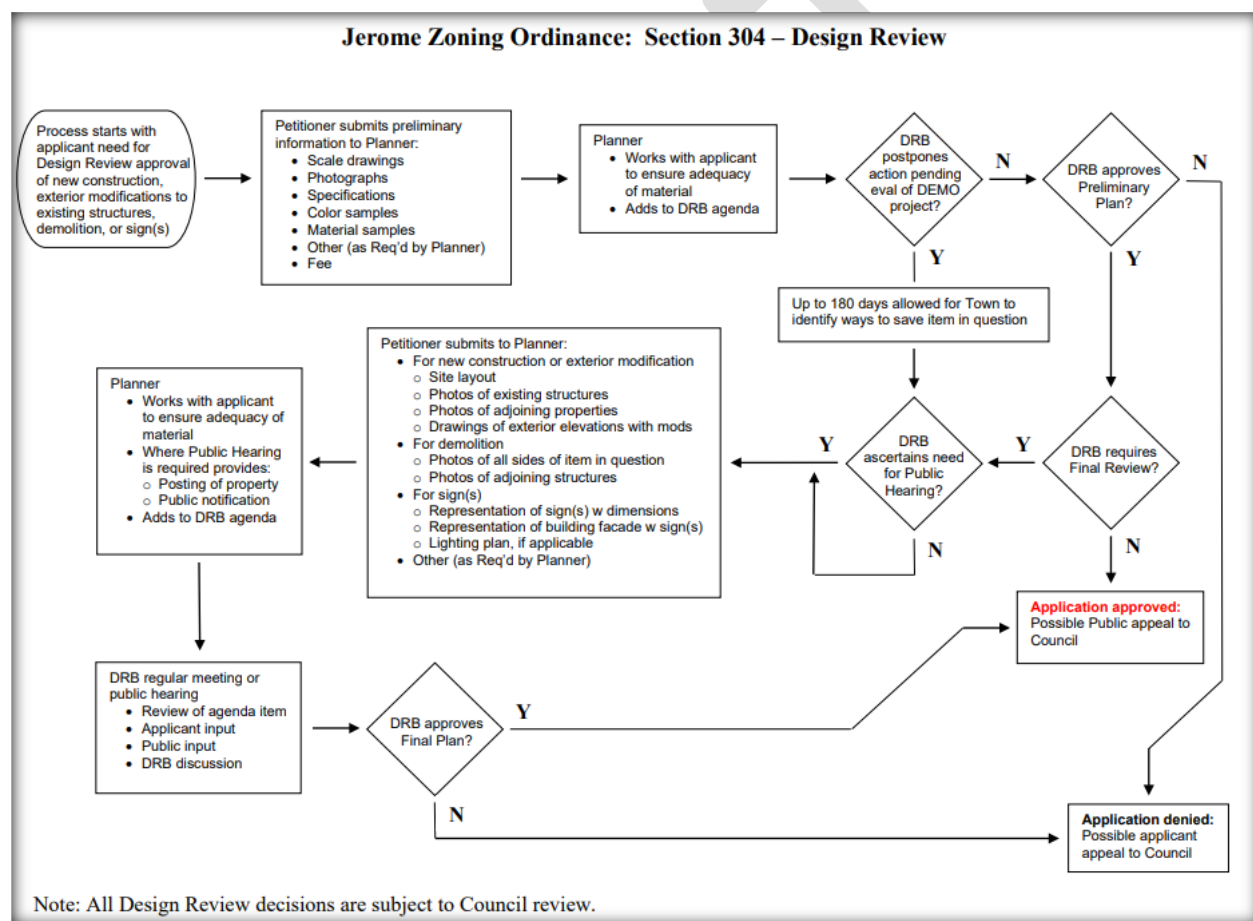
Design Review Board and review process

The purpose of Design Review is to enable the board to review the exterior design of proposed new buildings and structures, proposed alterations of buildings and structures, proposed signs, and

proposed demolition of structures within the Historic Overlay District. The Design Review Board acts as the Town of Jerome's Historic Preservation Commission, and is the process utilized to protect the historic character, and uniqueness of Jerome.

The Design Review Board is required to review projects that include; Awnings and permanent signs, additions and exterior modifications, Decks, demolition of existing structures, fences and walls, new construction, paint, stain and exterior coatings/treatments, as well as any projects not specifically listed as exempt from review, or requiring only Zoning Administrator review.

Exempted projects include; Landscaping (not including any accessory structures such as Gazebos, pergolas, shade structures and sheds) provided any grading and excavation is in compliance with section 303.3 and repair, replacement and maintenance of existing structures, provided that the same materials are used.



New Exterior Additions and Related New Construction

A new exterior addition to a historic building should be considered in a rehabilitation project only after determining that requirements for a new or continuing use cannot be successfully met by altering non-significant interior spaces. If the existing building cannot accommodate such requirements in this way, then an exterior addition or, in some instances, separate new construction on a site may be acceptable alternatives. A new addition must preserve the building's historic character, form, significant materials, and features. It must be compatible with the massing, size, scale, and design of the historic building while differentiated from the historic building. It should also be designed and constructed so that the essential form and integrity of the historic building would remain if the addition were to be removed in the future. There is no formula or prescription for designing a compatible new addition or related new construction on a site, nor is there generally only one possible design approach that will meet the Standards.

New additions and related new construction that meet the Standards can be any architectural style—traditional, contemporary, or a simplified version of the historic building. However, there must be a balance between differentiation and compatibility to maintain the historic character and the identity of the building being enlarged. New additions and related new construction that are either identical to the historic building or in extreme contrast to it are not compatible. Placing an addition on the rear or on another secondary elevation helps to ensure that it will be subordinate to the historic building. New construction should be appropriately scaled and located far enough away from the historic building to maintain its character and that of the site and setting. In urban or other built-up areas, new construction that appears as infill within the existing pattern of development can also preserve the historic character of the building, its site, and setting. (From SOI Standards, 2017)

The key issue when considering exterior remodeling is the basic structural design, including any porches, decks and accessory structures and buildings. Things such as roof-slope, window openings as well as entrances, doors and doorways should be retained in their original location and configuration whenever possible under preservation standards.

A challenge for the Town of Jerome stems from the fact that our Town is a living community, where families and individuals try to carry on a “normal life” while living in an abnormal historic community. Most municipalities have “historic districts”, where building owners are held to very strict Historic Preservation standards as a requirement to maintain the Federal recognition, and benefits, of the Historic District, while the remainder of the Town is subject only to general zoning and building codes. Jerome is almost unique in that the Town's historic district encompasses the entire town.

Generally in Jerome, it is only necessary that we preserve the basic visual historic aesthetic within the Town, while being less restrictive when it comes to specific materials or methods as long as the visual objective is met. Literal preservation as a treatment (discussed earlier) is between the property owner and the State Historic Preservation Office (SHPO). Our objective is to preserve the basic built environment while being reasonably flexible with materials and methods.

Adding a new addition to an existing historic building, as well as constructing a new home or commercial building within the Jerome both have special challenges. First, the Town does not want an addition or new building to be constructed as a facsimile, or close reproduction, that mimics the historic building. Although it is important that an addition or building fits in with the basic visual aesthetics, such as height, mass, roof pitch and openings (windows and doors) of the new construction must be visually-compatible, or similar enough to fit the aesthetic. The purpose here is to keep the visual compatibility, while not falsifying the historical record, or corrupting Archaeological data in the future.

Additions & New Construction

- Additions and alterations to existing buildings, as well as new construction need Site Plan Review by the Planning & Zoning Commission.
- Repairs and maintenance (like-for-like) and landscaping does NOT require Site Plan review.
- Slopes in excess of 35% will require a topographic survey.
- All excavation & grading shall conform to section 303.3 of the Town of Jerome Zoning Ordinance.
- Once approved by Planning & Zoning, the project will require Design Review, for both aesthetics, and for historic preservation purposes.

- 1- In the case of new additions, verify that the roof pitches are similar, and that the addition maintains the established vertical and horizontal design lines of the historic building. Window and door sizes must be a reasonable scale when compared to the originals on the building.
- 2- Although an addition should be clearly “new”, it is permissible and even desirable to use materials which have been used historically throughout the Town. Evidence that such materials have been, or are being used, should be visually presented as part of the application packet, by providing pictures of where those materials are already in use throughout the Town, as well as “after” pictures or drawings, showing where and how these materials will be applied to the new construction.
- 3- When considering the construction of an addition to a “non-historic” building, it is possible that more modern types of design and materials may be considered, however, there should be an attempt at continuity with the original building.
- 4- When reviewing a new building located in the Town’s outlying areas, such as “The Gulch”, the materials and design should be visually compatible in a general way as it applies to height, mass, roof pitch and treatments, but generally have more creative license than a home located within the Town center.
- 5- Remember, Arizona is a Prop 207 State, so it is important to review each project based not only on historic design standards, but also an individuals right to protect and maintain their property in a way that is affordable.

Porches and Decks

Porches and Decks play a prominent role in both Residential and Commercial buildings in Jerome from the beginning. A deck is an open, unroofed porch or platform structure built at least 12 inches above ground, while a Porch is a covered area adjoining an entrance to a structure, usually having its own roof. Many variations of the two exist, and Porches, especially wrap-around and multi-level porches are common.

The Town of Jerome Zoning Ordinance states in addition to maintaining a visual compatibility with the primary structure and surrounding neighborhood that; *"No portion of any deck shall be located within five (5) feet of the lot line except in those districts where residential use is not a permitted use. In those districts, decks should conform to the required yard for that zone. Decks shall not encroach into any public easement. Square footage of decks shall be included in lot coverage for each zoning district."* TOJ Zoning Ordinance, Section 502.H.10.

Additionally the height of any deck may not exceed twenty-seven (27) feet from the natural grade in any district. Also worth remembering here is that the area of the deck counts towards the total lot coverage when designing a new building.

Guidelines for Nonconforming Situations

As we discussed before, Jerome is a complex town, balancing historic preservation with a living community, and situations arise that can lead to confusion or larger problems if not properly understood. Historically Jerome had a higher residential density that we do now, primarily to house the mine workforce during its years of operation. Many homes constructed during that time were multi-unit boarding-style homes, duplexes, triplexes and often more. The zoning regulations that limit multi-family dwelling units were enacted on June 14 1977, and have undergone many revisions since adoption. Section 501 of the Town of Jerome Zoning Ordinance addresses nonconforming situations, and defines them as;

“A nonconforming situation is a condition that occurs when, on the effective date of this zoning ordinance or a previous

Ordinance, or on the effective date of an Ordinance text amendment, or rezoning an existing lot, structure, building, sign, development or use of an existing lot or structure does not conform to one or more of the regulations currently applicable to the district in which the lot, structure, building, sign, development, or use is located.”

(Ord. no. 293) In brief, this is the “grandfathered” clause that we hear and see all the time in Jerome. A common example is lot size. The Town of Jerome Zoning Ordinance set minimum buildable lot sizes when it was adopted however many lots, especially in residential zones are well under the minimum lot area to be considered buildable. A nonconforming lot like this is still useable, with some conditions however, especially if there is an

existing structure on that lot. The existing structure may not meet the setback requirements though as it was built prior to their adoption. Despite not meeting those requirements, the building is allowed to stay, and to continue to operate as it always had. Should the building go into disuse, or go through significant changes/remodeling or the like, this CAN remove the nonconforming status and require adherence to modern code and zoning requirements.

Nonconforming Situations

- Any nonconforming structure or portion thereof declared unsafe by a proper authority may be restored to a safe condition.
- The lawful use of land, buildings or structures existing at the time of the passage of this Ordinance, or amendment thereof, although such does not conform to the provisions hereof for said land, may be continued, but if such nonconforming uses are discontinued for a period of six (6) months, any future use of said land or structure shall be in conformity with the provisions of this Ordinance.
- No nonconforming use shall be extended to replace a conforming use.
- A nonconforming use of a building or lot shall not be changed to another nonconforming use whatsoever. Changes in use shall be made only to a conforming use.
- A nonconforming building may not be reconstructed or structurally altered during its life to an extent which would increase the discrepancy between conditions existing at the time of adoption of this Ordinance and the standards prescribed in this Ordinance.
- No repairs, alterations or additions shall be made to any building used for a nonconforming use or a nonconforming building which has been damaged by fire, flood, wind, earthquake, explosion or other calamity, act of God or act of public enemy or which has been dismantled or demolished by the owner, to an extent which would increase the discrepancy between conditions at the time of such damage and the standards prescribed in this Ordinance.

Nonconforming Situations Continued

- A nonconforming use shall not be extended, but the extension of a lawful use to any portion of a nonconforming building which existed prior to the enactment of this Ordinance shall not be deemed the extension of such nonconforming use.
- A nonconforming building or portion thereof which was specifically designed, or beyond a reasonable doubt, intended by the nature of its arrangement and construction to be used in any way which would be nonconforming under this Ordinance, but was not so at the time this Ordinance became effective, may, if not altered or repaired as prohibited elsewhere in this Ordinance be occupied or used for the purpose for which it was designed, arranged or intended provided such building is so used within six (6) months after the effective date of this Ordinance, otherwise the use of such building shall conform to the provisions of this Ordinance.
- Nothing in this article shall be interpreted as authorization for approval of the continuance of the use of a building or premises in violation of regulations in effect at the time of the effective date of this ordinance.
- Notwithstanding any other provisions of this Ordinance, a building may be constructed on any lot of record before the adoption of this Ordinance in any zone in which such buildings are permitted even though such lot fails to meet the area or width requirements for the zone, except that such construction shall conform to any lot coverage, yard and parking and loading requirements of the zone.

Many nonconforming situations that might be encountered in Jerome need to be thoroughly investigated before arriving at a decision. Often times you'll find conflicting, overlapping regulations or situations where strict adherence to the modern zoning regulations can infringe upon private property rights. Take these situations slowly, and methodically, and reach out to Town officials as early as possible to provide adequate time to research the history of a particular situation.

There are no easy tricks to reviewing these situations. Often these situations are fairly unique, so take the time and investigate them fully. Always remember this is a Prop 207 state, private property rights are important.

Quick Reference Section

Common Questions:

Who is SHPO and what is their role?

The Arizona State Historic Preservation Office (SHPO), a division of Arizona State Parks, assists private citizens, private institutions, local governments, tribes, and state and federal agencies in the identification, evaluation, protection, and enhancement of historic and archeological properties that have significance for local communities, the State of Arizona, or the nation.

The SHPO works in partnership with the federal, state and local governments, Indian Tribes, and private organizations and individuals to assist in planning for the continued use and preservation of heritage resources for the benefit of future Arizonans. In order to fulfill our mission, the SHPO supports educational and outreach activities that bring awareness to Arizona's rich archeological heritage and unique built environment resources, provides professional guidance on best practices for preservation and conservation, and manages programs to incentivize preservation activities in the private sector. (From AZ State Parks, SHPO website, 2023)

What, and who is a Certified Local Government (CLG)?

In 1980, Congress established a framework for local preservation programs through an amendment to the National Historic Preservation Act. This program recognizes political subdivisions of Arizona, such as cities and counties, which may apply to the SHPO to become Certified Local Governments (CLGs). Once certified, these entities are eligible for specialized assistance and funds for developing their own local preservation programs. The number of CLGs is growing and they are active participants in local and state preservation initiatives to protect and preserve Arizona's cultural heritage. For further information on the CLG program, please call **Eric Vondy** at (602) 542-6998.

In Arizona, 30 local governments (1 county and 29 municipalities) have established preservation programs that qualify as Certified Local Governments (CLG.) The CLG designation signifies that a municipality has entered into an agreement with the State Historic Preservation Office and the National Park Service to commit to work collaboratively to fulfill the goal of preserving, protecting and increasing awareness of heritage resources. CLGs possess local preservation ordinances and Historic Preservation Commissions and processes to identify and designate significant historic properties worthy of preservation. They also possess professional staff to administer their program, and a process of design review to ensure that designated properties are appropriately preserved and considered in planning.

CLGs play an active role in assisting the State in the process of nominating properties within their jurisdiction, to the National Register of Historic Places, and as consulting parties to Section 106 of the National Historic Preservation Act. CLGs are also eligible

to receive pass through grants from the federal Historic Preservation Fund (HPF) for preservation planning activities. For more information on the CLG program and the certification process, please visit <https://www.nps.gov/clg/>. (From AZ State Parks, SHPO website, 2023)

What do I have to do for approval to maintain my historic building?

The Town of Jerome Zoning Ordinance does not require site plan review for *“Repair, replacement and maintenance of existing structures, provided that the same materials are used.”* (TOJ Z.O. 303.1.D.1) A good rule-of-thumb, is that if there are changes in the materials, layout, color or other aspect of the repairs, likely some form of review will be required. If review is required, see the Design Review Checklist to help organize your project packet and check for completeness.

What about Building & Fire and other related Code compliance?

The Town of Jerome is using; *“International Building Code, 2012 edition”* as well as; *“International Residential Code for one- and two-family dwellings, 2012 edition”* *“International Plumbing Codes, 2012 edition”* *“National Electric Code, 2011 edition”* *“International Mechanical Code, 2012 edition”* *“International Fuel Gas Code, 2012 Edition”* *“International Property Maintenance Code, 2012 edition”* *“International Fire Code, 2012 edition”* and for Grading appendix 33 of the *“Uniform Building Code, 1997 edition”*.

The following pages contain examples of application paperwork used for projects in Jerome.



TOWN OF JEROME, ARIZONA

600 Clark Street, P.O. Box 335, Jerome, AZ 86331
(928) 634-7943

File #:

Town Use

General Land Use Application – Check all that apply

- | | | |
|---|--|---|
| <input type="checkbox"/> Site Plan Review \$300 | <input type="checkbox"/> Design Review \$25 to \$500 | <input type="checkbox"/> Conditional Use Permit (CUP) \$500 |
| <input type="checkbox"/> Demolition \$50/\$200 | <input type="checkbox"/> Signage/Awning \$50 | <input type="checkbox"/> Paint/Roofing \$25 |
| <input type="checkbox"/> Time Extension \$200 | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

Note: Refer to the corresponding Project Application Checklist/s for additional submittal requirements.

Applicant:	Owner:
Applicant mailing address:	Property owner mailing address:
Applicant role/title:	
Applicant phone:	Owner phone:
Applicant email:	Owner email:
Project address:	Parcel number:
Describe project:	

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

For Town Use Only

Received from: _____ Date: _____

Received the sum of \$ _____ as: ☐ Check No. _____ ☐ Cash ☐ Credit Card

By: _____ For: _____

Tentative Meeting Date/s - DRB: _____ P&Z: _____



Site Plan Review Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Planning and Zoning Commission once the application has been reviewed by staff and determined to be complete. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

- ☐ General Land Use Application Form
- ☐ Written narrative of the proposed project (include uses, hours of operation, number of employees, etc.)
- ☐ Plot plan or site layout, including all improvements drawn to scale
- ☐ Location, dimension, and calculation of required parking spaces
- ☐ Dimensions of all setbacks (front, rear, sides)
- ☐ Diagram and calculation of median grade and maximum building height
- ☐ Topographic survey (note: may be waived for some projects)
- ☐ Existing and proposed grades
- ☐ Location and dimensions of property lines, street right-of-way boundaries, and easements
- ☐ Location and dimensions of all existing buildings, structures, and nearby features
- ☐ Square footage and coverage of existing and proposed buildings
- ☐ Elevations and dimensions of all sides of proposed building walls
- ☐ Location and dimensions of existing and proposed pedestrian walkways and stairways
- ☐ Photographs showing all sides of existing structures
- ☐ Location of trees and other natural features
- ☐ Utility locations and connections
- ☐ Method of disposal for storm drainage (including energy dissipaters and retention/detention)
- ☐ Fire sprinkler and fire safety components
- ☐ Landscape plan
- ☐ Lighting plan and lighting fixtures
- ☐ Signage (if applicable)
- ☐ Photographs showing adjoining properties, buildings, and structures
- ☐ Explanation and location of any building or structure to be demolished or removed
- ☐ Depth and volume of any cut and fill or other proposed excavation
- ☐ Additional information requested by zoning administrator



Design Review Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Design Review Board once the application has been reviewed by staff and determined to be complete. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

- ☐ General Land Use Application Form
- ☐ Written narrative of the proposed project, uses, hours of operation, number of employees, etc.
- ☐ Plot plan or site layout, including all improvements drawn to scale
- ☐ Elevations (all sides of proposed building or project) drawn to scale
- ☐ Photographs showing all sides of existing structures
- ☐ Photographs showing adjoining properties, buildings and structures
- ☐ Material samples
- ☐ Color samples
- ☐ Explanation and location of any building or structure to be demolished or removed
- ☐ Location of trees and other natural features
- ☐ Utility locations and connections
- ☐ Method of disposal for storm drainage (including energy dissipaters and retention/detention)
- ☐ Fire sprinkler and fire safety components
- ☐ Landscape plan
- ☐ Lighting plan and lighting fixtures
- ☐ Signage (if applicable)
- ☐ Additional information requested by Zoning Administrator



Conditional Use Permit Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Planning and Zoning Commission once the application has been reviewed by staff and determined to be complete. Projects recommended for approval by the Jerome Planning and Zoning Commission will be forwarded to the Town Council for final approval. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

- ☐ General Land Use Application Form
- ☐ Written narrative of the proposed project (include uses, hours of operation, number of employees, etc.)
- ☐ Plot plan or site layout, including all improvements drawn to scale
- ☐ Location, dimension, and calculation of required parking spaces
- ☐ Dimensions of all setbacks (front, rear, sides)
- ☐ Diagram and calculation of median grade and maximum building height (for new construction)
- ☐ Topographic survey (note: may be waived for some projects)
- ☐ Existing and proposed grades (for new construction)
- ☐ Location and dimensions of property lines, street right-of-way boundaries, and easements
- ☐ Location and dimensions of all existing buildings, structures, and nearby features
- ☐ Square footage and coverage of existing and proposed buildings
- ☐ Elevations and dimensions of all sides of proposed building walls (for new construction)
- ☐ Location and dimensions of existing and proposed pedestrian walkways and stairways
- ☐ Photographs showing all sides of existing structures
- ☐ Location of trees and other natural features
- ☐ Utility locations and connections
- ☐ Method of disposal for storm drainage (including energy dissipaters and retention/detention)
- ☐ Fire sprinkler and fire safety components
- ☐ Landscape plan (for new construction)
- ☐ Lighting plan and lighting fixtures
- ☐ Signage (if applicable)
- ☐ Photographs showing adjoining properties, buildings, and structures
- ☐ Explanation and location of any building or structure to be demolished or removed
- ☐ Depth and volume of any cut and fill or other proposed excavation (for new construction)
- ☐ Additional information requested by zoning administrator
 - ☐ _____
 - ☐ _____



Demolition Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Design Review Board once the application has been reviewed by staff and determined to be complete. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

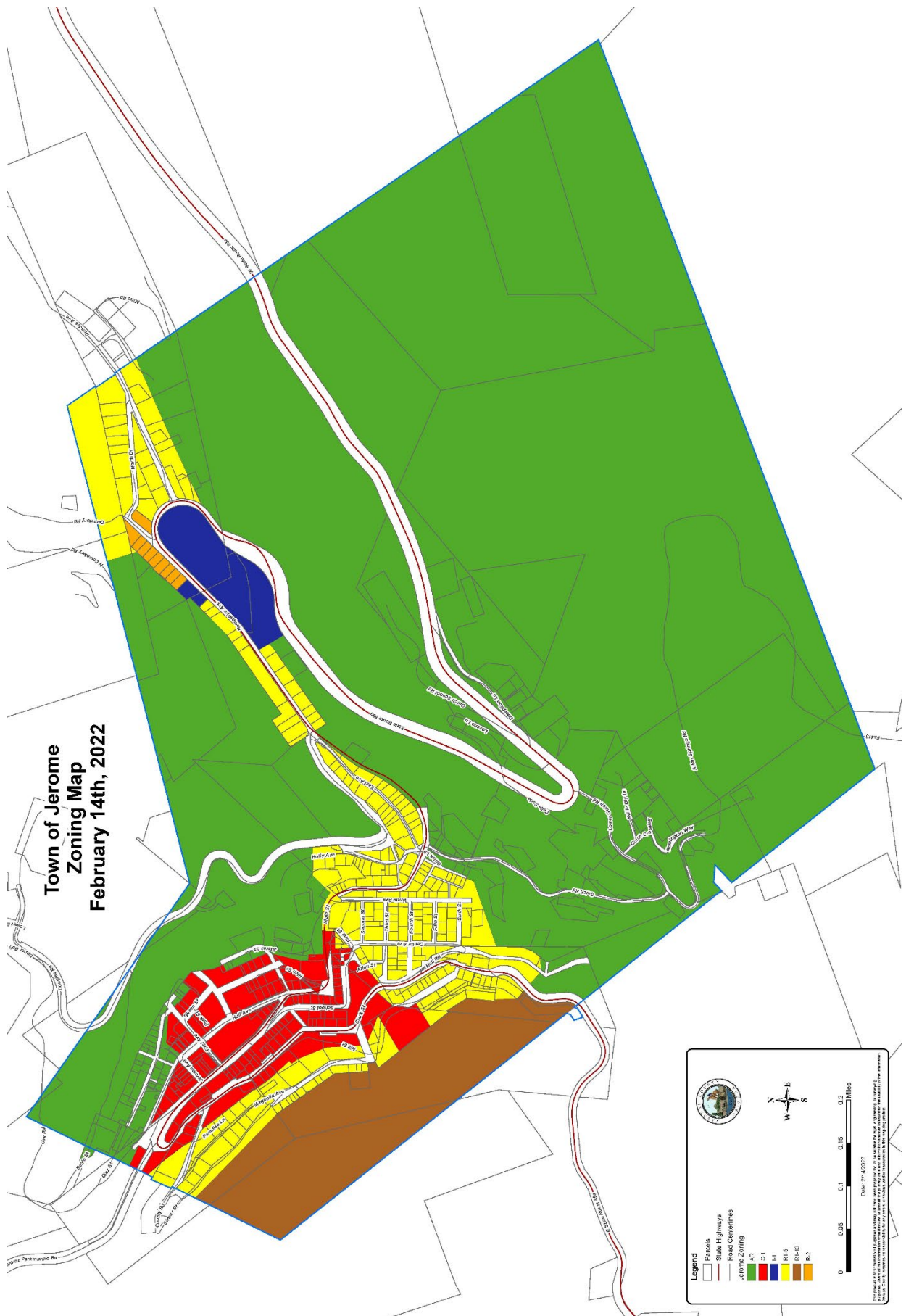
- ☐ General Land Use Application Form
- ☐ Written narrative describing the proposed demolition and need for demolition
- ☐ Background information on the historic, architectural, aesthetic quality or significance of the building or structure to be removed
- ☐ Plot plan or site layout, including all improvements drawn to scale
- ☐ Photographs showing all sides of building/s or structure/s to be removed
- ☐ Photographs showing adjoining properties, buildings, and structures
- ☐ Location and method or protection of trees and other natural features to be retained
- ☐ Method of controlling dust
- ☐ Method of controlling drainage and erosion during demolition
- ☐ Utility locations and connections to be removed
- ☐ Additional information requested by zoning administrator
 - ☐ _____
 - ☐ _____
 - ☐ _____



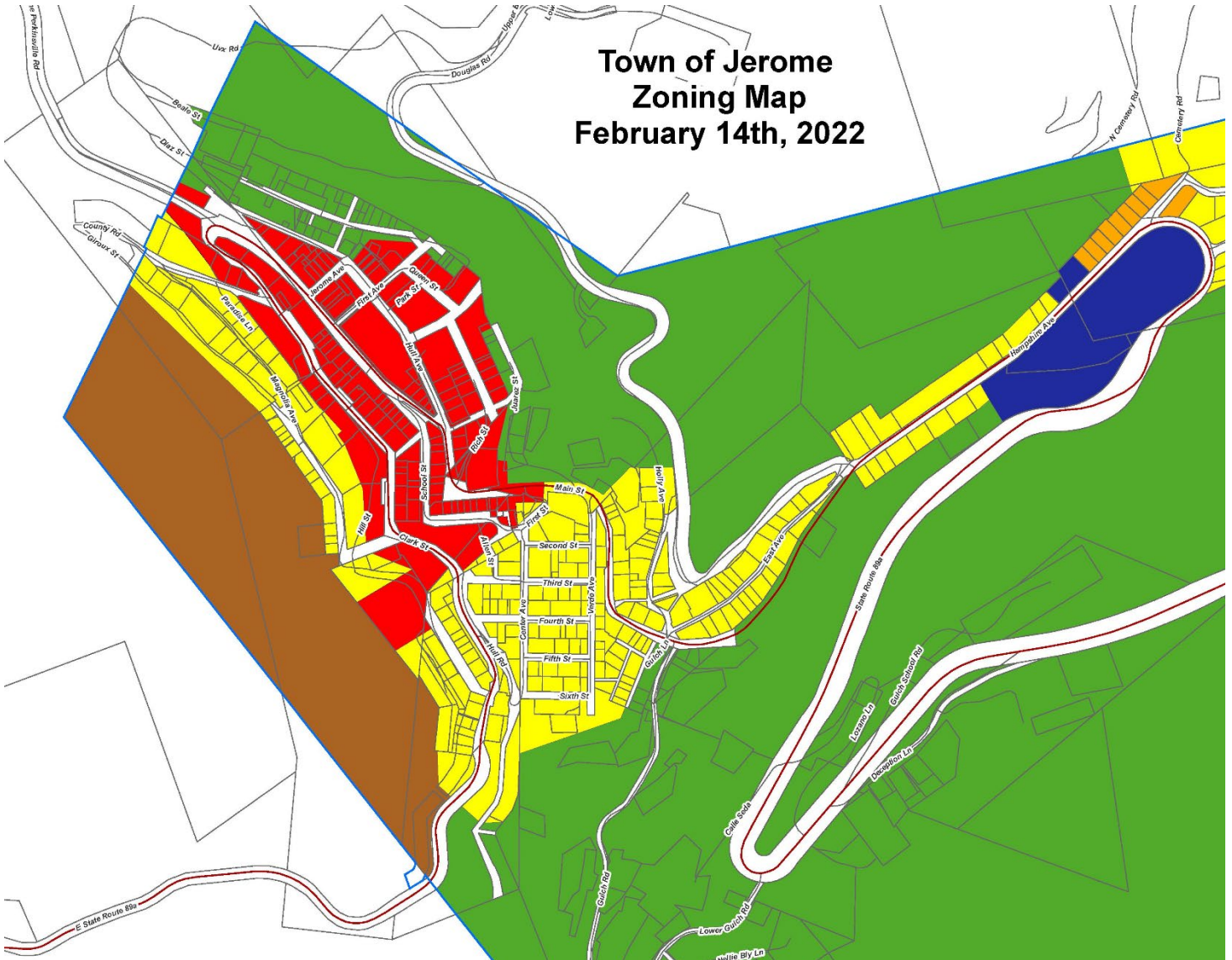
Variance Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Board of Adjustment once the application has been reviewed by staff and determined to be complete. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

- ☐ General Land Use Application Form
- ☐ Written narrative of the proposed project (include uses, hours of operation, number of employees, etc.)
- ☐ Written response to variance criteria contained in Section 305 of the Town of Jerome Zoning Ordinance
- ☐ Plot plan or site layout, including all improvements drawn to scale
- ☐ Location, dimension, and calculation of required parking spaces
- ☐ Dimensions of all setbacks (front, rear, sides)
- ☐ Diagram and calculation of median grade and maximum building height
- ☐ Topographic survey (note: may be waived for some projects)
- ☐ Existing and proposed grades
- ☐ Location and dimensions of property lines, street right-of-way boundaries, and easements
- ☐ Location and dimensions of all existing buildings, structures, and nearby features
- ☐ Square footage and coverage of existing and proposed buildings
- ☐ Elevations and dimensions of all sides of proposed building walls
- ☐ Location and dimensions of existing and proposed pedestrian walkways and stairways
- ☐ Photographs showing all sides of existing structures
- ☐ Location of trees and other natural features
- ☐ Utility locations and connections
- ☐ Method of disposal for storm drainage (including energy dissipaters and retention/detention)
- ☐ Fire sprinkler and fire safety components
- ☐ Landscape plan
- ☐ Lighting plan and lighting fixtures
- ☐ Signage (if applicable)
- ☐ Photographs showing adjoining properties, buildings, and structures
- ☐ Explanation and location of any building or structure to be demolished or removed
- ☐ Depth and volume of any cut and fill or other proposed excavation
- ☐ Additional information requested by zoning administrator
- ☐ _____
- ☐ _____









Town of Jerome Zoning Map February 14th, 2022

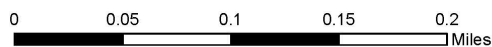


Legend

-  Parcels
-  State Highways
-  Road Centerlines

Jerome Zoning

-  AR
-  C-1
-  I-1
-  R1-5
-  R1-10
-  R-2



Date: 2/14/2022

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Yavapai County assumes no responsibility for any errors, omissions, and/or inaccuracies in this mapping product.

DRAFT

DRAFT

File Attachments for Item:

A. Consideration of an Arizona Liquor License in the Town of Jerome for a Series 06 Bar License Type, for Goodbye Earl, LLC, DBA Paul & Jerry's Saloon, Under New Ownership, Located at 206 Main Street

Council will consider and may approve a new Series 06 Bar License for Paul & Jerry's Saloon.

State of Arizona
Department of Liquor Licenses and Control

Created 04/14/2025 @ 01:23:47 PM

Local Governing Body Report

LICENSE

Number:	06130062	Type:	006 BAR
Name:	PAUL & JERRY'S SALOON		
State:	Pending		
Issue Date:		Expiration Date:	08/31/2025
Original Issue Date:	05/03/1973		
Location:	206 MAIN STREET JEROME, AZ 86331 USA		
Mailing Address:			
Phone:	(928)634-2603		
Alt. Phone:	(480)730-2675		
Email:	LIQUORLICENSE@AZLIC.COM		

Currently, this license has pending applications.

AGENT

Name:	AMY S NATIONS
Gender:	
Correspondence Address:	
Phone:	
Alt. Phone:	
Email:	LIQUORLICENSE@AZLIC.COM

OWNER

Name:	GOODBYE EARL LLC		
Contact Name:	AMY S NATIONS		
Type:	LIMITED LIABILITY COMPANY		
AZ CC File Number:	23772596	State of Incorporation:	AZ
Incorporation Date:	01/13/2025		
Correspondence Address:			

Phone:	
Alt. Phone:	
Email:	LIQUORLICENSE@AZLIC.COM

60th - 6/13/25

Officers / Stockholders

Name:	Title:	% Interest:
KRISTI A KELLOGG	Mgr-Member	50.00

GOODBYE EARL LLC - Mgr-Member

Name: KASHA MARIE LYELL

Gender:

Correspondence Address:

Phone:

Alt. Phone:

Email:

GOODBYE EARL LLC - Mgr-Member

Name: KRISTI A KELLOGG

Gender:

Correspondence Address:

Phone:

Alt. Phone:

Email:

APPLICATION INFORMATION

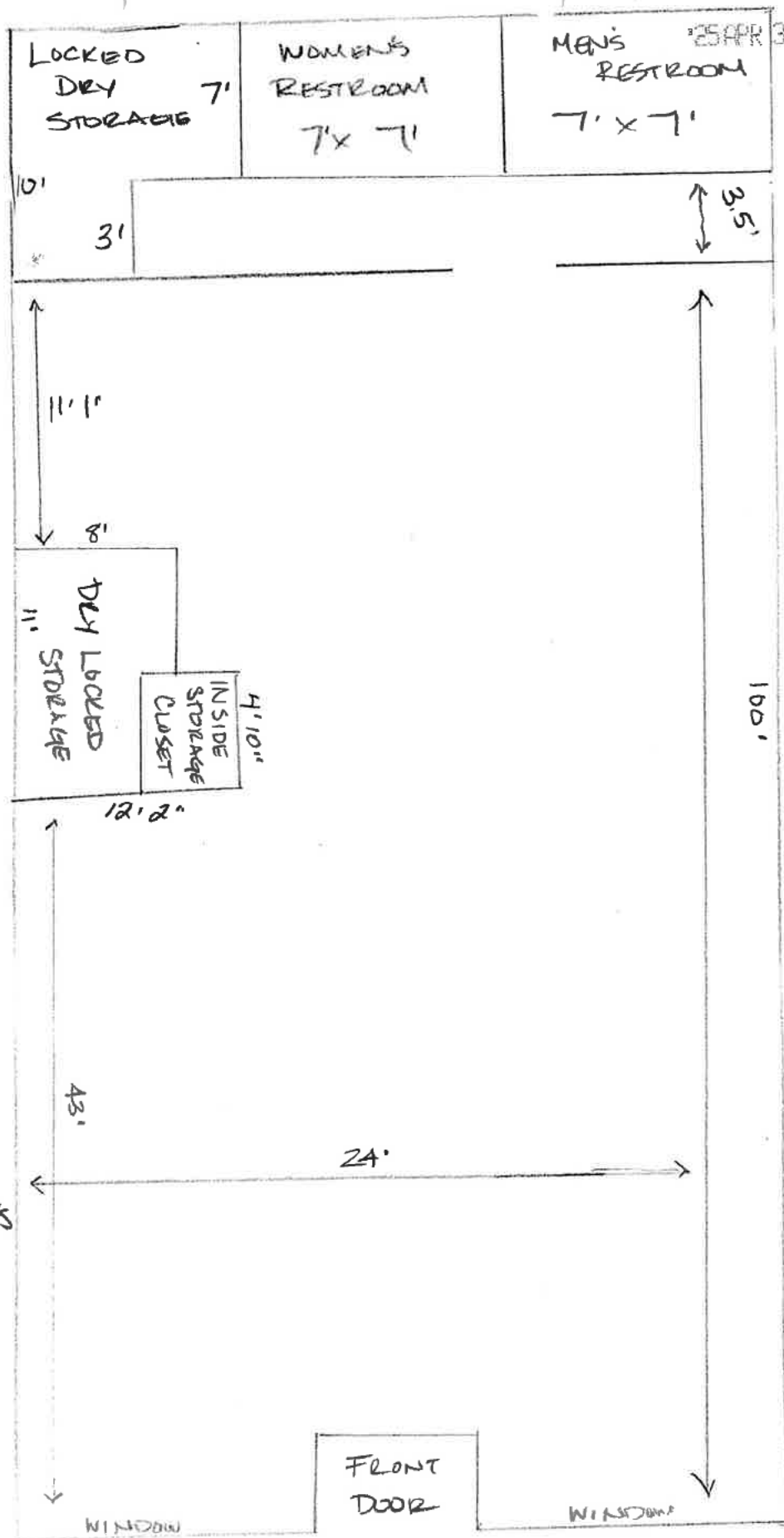
Application Number: 343768
 Application Type: Owner Transfer
 Created Date: 04/03/2025



QUESTIONS & ANSWERS

006 Bar

- 1) Are you applying for an Interim Permit (INP)?
No
- 8) Did the Premises phone number change?
No
- 11) Will there be an agent on this license?
Yes
A Document of type QUESTIONNAIRE is required.
- 12) Provide name, address, and distance of nearest school. (If less than one (1) mile note footage)
VERDE CHRISTIAN ACADEMY
102 S WILLARD ST COTTONWOOD AZ 86326
5 MILES
- 13) Are you one of the following? Please indicate below.
Property Tenant
Sub-tenant
Property Owner
Property Purchaser
Property Management Company
TENANT
- 14) Is there a penalty if lease is not fulfilled?
Yes
What is the penalty?
STILL OWE TERM
- 15) What is the total money borrowed for the business not including the lease?
Please list lenders/people owed money for the business.
0
- 16) Is there a drive through window on the premises?
No
- 17) If there is a patio please indicate contiguous or non-contiguous within 30 feet.
NONE
- 18) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
No
- 19) Total Price paid for Series 6 Bar, Series 7 Beer & Wine Bar or Series 9 Liquor Store (license only)
\$135,000.00



PAUL AND JERRY'S
SALOON

206 MAIN ST.
JEROME, AZ
86331

ASSET PURCHASE AGREEMENT

THIS ASSET PURCHASE AGREEMENT ("**Agreement**") is entered into as of the 7th day of March, 2025 (the "**Effective Date**") by and among **PAUL & JERRY'S SALOON, LLC**, an Arizona limited liability company ("**Seller**") and **GOODBYE EARL, LLC**, an Arizona limited liability company ("**Buyer**"). Seller and Buyer are referred to collectively as the "**Parties**" and individually as "**Party**".

RECITALS

- A. Seller owns and operates a bar known as Paul & Jerry's Saloon (the "**Business**") located at 206 Main Street, Jerome, Arizona 86331 (the "**Premises**").
- B. The Premises are owned by 206 Main, LLC, an Arizona limited liability company ("**Landlord**"). The Landlord entity has partial common ownership with the Seller entity.
- C. Kashal Lyell and Krisi Kellogg ("**Buyer's Principals**") hold 100% of the membership interest in Seller and they are the co-managers of Seller.
- D. Buyer's Principals and Seller entered into a Letter of Intent related to the purchase of the Business (the "**LOI**").
- E. Subject to and on the terms and conditions set forth in this Agreement, the Seller desires to sell, and Buyer desires to buy, substantially all of the assets of the Seller related to the Business (the "**Transaction**").

NOW, THEREFORE, for and in consideration of the recitals, the mutual covenants and agreements hereafter described and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the parties agree as follows:

AGREEMENT

1. Sale and Purchase.

1.1 **Assets.** On and subject to the terms and conditions of this Agreement, at the Closing, Seller agrees to sell, convey, transfer, assign and deliver to Buyer and Buyer agrees to purchase from Seller, the Business as a going concern and Seller's right, title and interest in and to all of the Acquired Assets. As used in this Agreement, "**Acquired Assets**" shall mean all right, title and interest in and to all of the following: (a) the fixtures, furniture and equipment located at the Premises and specifically identified and listed on Schedule 1.1 (the "**FF&E**"); (b) Seller's Series 6 liquor license issued by the Arizona Department of Liquor Licenses & Control, license no. 06130062 (the "**Liquor License**");

(c) inventory, promotional items and supplies on hand at the Business as of the Closing Date (defined below) having a cost value of not less than \$5,000.00 (collectively, "Inventory"); (d) goodwill associated with the Business, all value of the Business as a going concern, and contact information for all distributors, suppliers, repair trade people, and vendors to the Business (collectively, "Goodwill"); (e) proprietary items including, but not limited to, menus, promotional items and literature, and pictures as it relates to the Business, history of the Business, memorabilia, photographs and decor; (f) telephone numbers; (g) trade name rights for "Paul & Jerry's Saloon" and any related trademarks or service marks, fictitious names or slogans now used in connection with the Business. All of the Acquired Assets are being sold, assigned, transferred, conveyed and delivered to Buyer hereunder free and clear of any Lien (other than any Lien to be acquired by Seller or Landlord), in its AS-IS/WHERE-IS condition and WITHOUT WARRANTY of any kind, *except that* any equipment that is part of the Acquired Assets shall be in working condition as of the Closing. As used in this Agreement, "Lien" shall mean any mortgage, pledge, lien, claim, security interest, conditional sale agreement, prior assignment or encumbrance of any kind or nature whatsoever, including, without limitation, any Uniform Commercial Code lien or tax lien.

1.2 Excluded Assets. The Acquired Assets shall not include the assets listed on Schedule 1.2 (collectively, the "Excluded Assets").

1.3 Assumed Liabilities. On and subject to the terms and conditions of this Agreement, at the Closing, defined below, Buyer will assume and agree to pay, perform and discharge only the obligations of Seller first arising from the operation of the Business following the Closing (the "Assumed Liabilities"). Accordingly, all debts, costs, invoices, liabilities and expenses, except for the Assumed Liabilities, if incurred prior to Closing, shall be the responsibility of Seller, and all such debts, costs, invoices, liabilities and expenses incurred on and after Closing shall be the responsibility of Buyer.

1.4 Due Diligence. Buyer's consideration, evaluation and due diligence of the Transaction shall end as of 5:00 p.m. on February 5, 2025 ("Due Diligence Period"). Seller shall reasonably cooperate with Buyer and provide reasonable access to the Business records and Premises during non-business hours. At the conclusion of the Due Diligence period, Buyer shall the option of (i) terminating the Transaction for any reason whatsoever by delivering written notice to Seller on or before the expiration of the Due Diligence Period, or (ii) electing to continue with the Transaction by tendering the Second Deposit (as defined below) to the agreed Escrow Agent: Amy Boehnke - Empire Title Agency (contact information in Section 11.1) not later than two business days of the expiration of the Due Diligence Period. If Buyer elects to terminate this Agreement by written notice to Seller delivered at any time prior to the expiration of the Due Diligence Period, whereupon this Agreement shall become null and void and of no further force and effect, the Initial Deposit (as defined below) shall be returned to the Buyer and the parties hereto shall have no further obligation to one another provided, however, Buyer

shall return to Seller all information, reports and any other materials delivered to or obtained by Buyer from Seller related to the Business. Buyer's failure to terminate this Agreement pursuant to this Section 1.4 shall not affect Buyer's right to require the satisfaction of all conditions to closing set forth in this Agreement. Buyer and Seller shall also take all necessary steps following execution of this Agreement and provided Buyer has tendered the Second Deposit, to assist Buyer's efforts to complete the transfer of the Liquor License, provided that Seller shall have no obligation to incur any costs or expense in connection therewith and Buyer shall be solely responsible for payment of all costs, expenses and/or fees required to accomplish a transfer of the Liquor License subject to the Lien to be held in favor of Seller and Landlord.

1.5 Inventory. Immediately preceding the Closing, Seller and Buyer shall conduct a physical count of the entire Inventory to ensure that the minimum level required by this Agreement have been met. To the extent the value of the Inventory is less than \$5,000.00, Buyer shall receive a credit against the Purchase Price. If Buyer does not request such a credit prior to the Closing, then Buyer shall be deemed to have waived any right to seek a credit for an Inventory shortage. Inventory shall be valued at cost.

2. Purchase Price. Buyer shall pay Seller a purchase price for the Acquired Assets of Three Hundred Seventy Thousand Dollars (\$370,000.00) ("Purchase Price") payable as follows:

a. The sum of \$3,000.00 ("Initial Deposit") has been paid by Buyer directly to Seller. The Initial Deposit shall be *refundable* to Buyer solely to the extent that Buyer cancels the Transaction pursuant to Section 1.4. To the extent Buyer fails to cancel the Transaction as provide in Section 1.4, then the Initial Deposit shall become *non-refundable* to Buyer in all circumstances and irrespective of whether the Transaction closes or the reason(s) preventing the Transaction from closing. As of the execution of this Agreement, Buyer acknowledges that Buyer did not elect to cancel this Agreement as allowed under Section 1.4 and that the Initial Deposit is non-refundable.

b. The sum of \$22,000.00 ("Second Deposit") shall be deposited with Escrow Agent not later than February 21, 2025. In the event the Transaction does not close, the Second Deposit shall be fully refundable to Buyer except in the event Buyer defaults under this Agreement. At the time of making the Second Deposit, Buyer shall provide Seller with commercially reasonable proof that Buyer has immediate access and control to the Final Deposit (defined below).

c. \$175,000.00 ("Final Deposit") shall be deposited with Escrow Agent not less than three business days prior to the Closing. The Final Deposit shall be fully refundable to Buyer if the Transaction fails to close for any reason.

d. The Initial Deposit, Second Deposit and Final Deposit (collectively,

the "Deposits") shall constitute the downpayment to be made by Buyer and the Deposits shall be released to Seller at the Closing and fully credited against the Purchase Price.

e. At the Closing, Buyer shall execute a promissory note in favor of Seller in the form attached hereto as **Exhibit A**, for the remaining \$170,000.00 (the "Note"), representing the balance of the Purchase Price, with interest accruing at the rate of 7% per annum from the Closing and requiring monthly interest only payments beginning thirty (30) days after the Closing and continuing monthly with all principal and interest being due not later than sixty (60) months after the Closing. The Note shall be secured by a security interest in the Acquired Assets. At the Closing, Buyer and Seller shall execute a Security Agreement in the form attached hereto as **Exhibit B** and covering the Acquired Assets, along with all such forms and documents that may be required by the State of Arizona to perfect a security interest with respect to the Liquor License, including without limitations a Statement of Legal such as a Statement of Legal or Equitable Interest (also attached a part of **Exhibit B**) and Seller shall be entitled to file a UCC-1 Financing Statement with the Arizona Secretary of State covering the Acquired Assets, including the Liquor License, and a UCC Lien Notification (also attached a part of **Exhibit B**) or other similar statement as may be required by the State of Arizona with respect to the Liquor License.

f. At the Closing, Buyer's Principals shall execute a personal guaranty, in the form attached hereto as **Exhibit C**, to personal and unconditionally guarantee payment of all obligations of Buyer to Seller under the Note.

g. At the Closing, rather than executing the Note, Buyer shall have the option of electing to pay to Seller, in addition to the Deposits, the sum of \$125,000.00 (the "Option Payment") resulting in a total payment to Seller of \$325,000.00 and in such event, the Purchase Price shall be reduced from \$370,000.00 to \$325,000.00.

h. All amounts tendered by Buyer to Escrow Agent shall be by wire transfer or by immediately available funds, and/or in such other manner as required by Escrow Agent. Further, any security deposits held by any provider of services or utilities to the Premises being assumed by Buyer shall be reimbursed to Seller at the time of Closing in addition to the Purchase Price, provided that any such security deposit(s) shall be transferred for the benefit of the Buyer as of the Closing Date. Seller shall be responsible for electricity, telephone, water and sewer, gas and other utility charges through the Closing, and Buyer shall be responsible for payment of all such amounts as of the Closing. Within five (5) business days of the Closing, Buyer shall transfer all utilities into Buyer's name.

i. At the Closing, Buyer and Landlord shall enter into a lease agreement for the Premises (the "Lease"), in the form attached hereto as **Exhibit D**. The obligations under the Lease shall be secured by a security interest in the Acquired Assets (including the Liquor License), subordinate only to the security interest to be granted to Seller. Buyer shall execute a security interest covering the Acquired Assets in the form attached hereto as **Exhibit B** and Buyer shall further execute all such documents as may be required by the State of Arizona to secure the interest in the Liquor License and Landlord shall be entitled to file a UCC-1 Financing Statement with the Arizona Secretary of State and such UCC Lien Notification form as may be required by the State of Arizona. The obligations under the Lease shall be subject to the personal guaranty of Buyer's Principals, in the form attached hereto as **Exhibit E**.

j. The Purchase Price shall be allocated as follows:

a. FF&E	\$ 31,527.00
b. Liquor License	\$135,000.00
c. Goodwill	\$198,473.00
d. Inventory	\$ 5,000.00
e. Non-Compete	\$ 0.00
TOTAL	\$370,000.00

To the extent Buyer elects to make the Option Payment resulting in a reduction to the Purchase Price, the above allocations shall be adjusted on a pro-rata basis.

3. Closing. Time is of the essence with respect to all time periods and dates set forth in this Section 3. The closing of the Transaction (the "Closing") shall occur at a time mutually agreed by the Parties that is not later than fifteen (15) calendar days after Buyer has received final approval for the transfer of the Liquor License to Buyer, and is contingent upon the satisfaction or waiver of the Conditions Precedent (as defined below) (the "Closing Date"). The Closing shall take place at such location as is mutually agreed upon by the Parties. The Parties agree to cooperate and use reasonable efforts to cause all contingencies to be satisfied promptly and without undue delay. If through no fault of Seller the Closing fails to occur on or before July 1, 2025, then Seller may at any time thereafter, without liability, terminate this Agreement by providing written notice to Buyer and Escrow Agent of a future date, that is not less than ten (10) days from the date of the notice, upon which such termination shall become effective unless the Closing occurs prior to the specified termination date. In the event of such termination by Seller and provided that Buyer was not in default under this Agreement, all Deposits shall be refundable to Buyer except with regards to the Initial Deposit which is non-refundable after the expiration of the Due Diligence Period.

4. Closing Deliveries.

4.1 Closing Deliveries of Buyer. At Closing, Buyer shall cause the following to be delivered to Seller: (i) the Deposits; (ii) the fully executed Note or the Option Payment; (iii) the fully executed Personal Guaranties and Security Agreements in favor of Seller and Landlord; (iv) the fully executed Lease (as defined below); and (v) such other documents as Seller may reasonably request or are required pursuant to this Agreement.

4.2 Closing Deliveries of Seller. At Closing, Seller shall deliver to Buyer the following (i) duly executed bill of sale for the Acquired Assets (the "Bill of Sale"), in the form attached hereto as **Exhibit D**; (ii) possession of the Acquired Assets; and (iii) the Lease fully executed by Landlord.

4.3 Conditions Precedent. Buyer shall not be obligated to close the Transaction unless each of the following conditions are satisfied or expressly waived in writing by Buyer (collectively, the "Conditions Precedent"): (a) Buyer has determined, in Buyer's sole discretion without input from Seller, that Buyer has received all required approvals for the transfer of the Liquor License to Buyer; (b) the Seller shall have materially performed, satisfied and complied with all obligations and covenants of Seller required by this Agreement to be performed or complied with by them, respectively, at or before the Closing; and (c) Seller shall have delivered to Buyer at or before the Closing, as applicable hereunder, all documents and all other items required hereunder to be delivered to it, with all such documents which require Seller's execution having been duly executed, as applicable, by Seller.

5. Representations and Warranties of Seller. Except as otherwise disclosed in writing to Buyer on or after the Effective Date, to induce Buyer to execute this Agreement and consummate the Transactions, the Seller hereby represents and warrants to Buyer as of the date hereof as follows:

5.1 Organization, Good Standing, Authorization. Seller is a limited liability company duly organized, validly existing and in good standing under the provisions the law of the State of Arizona. Seller has all requisite corporate power and authority to own and operate its properties and to carry on its business as now conducted. Seller has all corporate power and member authority to enter into this Agreement and all other agreements and documents to be executed by Seller at Closing.

5.2 No Violation. The execution, delivery, compliance with and performance by Seller of this Agreement and the Transaction does not and will not: (i) violate or contravene Seller's organizational documents; (ii) violate or contravene any law, rule, regulation, ordinance, order, judgment or decree (collectively, "Applicable Law") to which such Seller or any of its assets is subject; (iii) conflict with or result in a breach of or constitute a default by any party under any agreement or other document to which

Seller is a party or by which any of its assets or properties are bound or are subject; (iv) result in the creation of any Lien upon any of such Seller's properties or the Acquired Assets or give to any person or entity a right of acceleration or termination; (v) require any approval or consent of any third-party other than with respect to the execution of the Lease; and (vi) subject to governmental and/or quasi-governmental agency requirements and/or approval other than with respect to the transfer of the Liquor License, result in the termination, modification or cancellation of any transferable license, permit, franchise, governmental authorization, contract, clearance or approval necessary for the lawful operation of the Business by Buyer.

5.3 Title. Seller has, and Buyer will receive at Closing, good, valid and marketable title to all of the Acquired Assets, free and clear of all Liens. The Acquired Assets are owned by the Seller and not leased except as otherwise disclosed to Buyer. There are no financing statements under the Uniform Commercial Code filed with the Arizona Secretary of State which name Seller as debtor and Seller has not signed any security agreement authorizing any secured party thereunder to file any such financing statement in the future.

5.4 Trade Name. Seller has not received any written notice or other objections to the use of the trade name "Paul & Jerry's Saloon". Any and all rights held by Seller to such trade name shall be assigned to Buyer at Closing. Immediately following the Closing, Seller shall change its name. As of the execution of this Agreement, Seller intends to change its name to P&J's Seller LLC but reserves the right to designate a different name provided it shall not use the trade name "Paul & Jerry's Saloon" being transferred at the Closing.

5.6 Legal Proceedings. There are no actions, suits, litigation, proceedings or investigations pending or to the best of Seller's knowledge, threatened by or against Seller which relate to the Business or the Acquired Assets, and Seller has not received any written claim, complaint, or written notice of any such proceeding or claim or is aware of any basis for any such claim.

5.7 Compliance with Laws. Seller has not received any notice asserting any violation of any regulations, rules, ordinances, laws, statutes, orders and decrees of any governmental authority applicable to it (collectively, the "Applicable Laws") or non-compliance therewith and there is no pending or to the best of Sellers' knowledge, after due inquiry, threatened investigation, inquiry or audit by any federal, state, or local governmental authority relating to Seller, the Business or any of the Acquired Assets, except as otherwise disclosed by Seller to Buyer.

5.8 Financial Statements. Seller has delivered to Buyer the financial statements and records identified on Schedule 5.8 (collectively, the "Financial Information"). The Financial Information is true and accurate to the best of Seller's knowledge.

5.9 Employee Matters. No employee of Seller has a written employment agreement or is other than an "at will" employee. Seller does not have nor maintain any written pension, profit sharing, thrift or other retirement plan, employee benefit plan, employee stock ownership plan, deferred compensation, stock option, stock purchase, performance share, bonus or other incentive plan, severance plan, health, group insurance or other welfare plan, or other similar plan, agreement, policy or understanding. Seller is not a party to, and Seller is not subject to, any collective bargaining or other agreement or understanding with any labor union, and no approval by any labor union is required to complete this transaction.

5.10 No Discounts or Promotions. Seller has not entered into any special programs or arrangements whereby any customer is entitled to discounts or preferential treatment.

5.11 Consultation. For a period of thirty (30) days after the Closing, Seller shall provide Buyer, at no cost to Buyer, up to 60 hours of scheduled consulting services after the Closing relating to the operation of the Business, subject to the following: (i) all consulting shall be scheduled by Buyer upon reasonable prior notice to Seller unless circumstances make prior scheduling not feasible (i.e., such as when unexpected circumstances arise); (ii) not more than four (4) hours per day and not more than fifteen (15) hours per week and each instance shall result in a minimum time allocation of 30 minutes even if less time is required; and (iii) the consulting services may be provided by telephone or in person at the discretion of Seller. Seller will remain available for consultation at Seller's request for up to four months after the Closing provided that any consultation services requested by Seller later than thirty (30) days after the Closing shall be at a rate of \$45.00 per hour and scheduled at such time and by such means as reasonably specified by Seller.

5.16 Disclosure. No representation or warranty in this Section 5 contains any untrue statement of a material fact or omits a material fact necessary in order to make the statements contained herein false or misleading at the time said statements were made.

6. Representations and Warranties of Seller. Except as otherwise disclosed in writing to Seller on or after the Effective Date, to induce Seller to execute this Agreement and consummate the Transactions, the Buyer and each signatory executing this Agreement on behalf of Buyer, hereby represents and warrants to Buyer as of the date hereof as follows:

6.1 Organization, Good Standing, Authorization. Buyer is a limited liability company duly organized, validly existing and in good standing under the provisions the law of the State of Arizona. Buyer has all corporate power and member authority to enter into this Agreement and all other agreements and documents to be executed by Buyer at Closing.

6.2 INDEPENDENT EVALUATION. BUYER WARRANTS, REPRESENTS AND ACKNOWLEDGES THAT IT IS ENTERING INTO THIS AGREEMENT AND DECISING WHETHER OR NOT TO CONSUMMATE THE TRANSACTION BASED UPON ITS OWN INDEPENDENT JUDGMENT, AND NOT UPON THE ADVICE OF SELLER OR SELLER'S REPRESENTATIVES, BUT INSTEAD UPON ADVICE FROM SUCH ADVISERS AS BUYER HAS DEEMED NECESSARY AND BUYER IS NOT RELYING UPON ANY WRITTEN OR ORAL COMMUNICATION OF SELLER OR SELLER'S REPRESENTATIVES NOT CONTAINED IN THIS AGREEMENT OR THE SCHEDULES OR EXHIBITS THERETO. BUYER FURTHER WARRANTS AND REPRESENTS THAT IT HAS NOT RELIED UPON ANY FINANCIAL STATEMENTS OR INFORMATION OTHER THAN THE FINANCIAL INFORMATION IDENTIFIED ON SCHEDULE 5.8 AND THAT SUCH INFORMATION IS NOT A GUARANTEE OR ASSURANCE OF FUTURE PERFORMANCE.

6.3 Limited Disclosure of Purchase. Prior to the Closing, Buyer shall not discuss the terms of this Agreement or Buyer's intent to purchase the Business, except to the extent reasonably necessary to meet Buyer's obligations under this Agreement.

7. Other Agreements and Covenants. In addition to other obligations contained in this Agreement, the Parties shall perform their respective obligations related to the following:

7.1 In the event a Closing does not occur, the Buyer and Seller will return all Information to the party that provided same or destroy all information that is in tangible form, together with any copies that may have been made, and provide written certification that the foregoing has been completed.

7.2 Reasonable Efforts. Each Party will use all reasonable efforts to take such actions as are to be taken by each of them respectively hereunder prior to Closing, provided that no Party is obligated to waive any condition to its obligations to close or to waive any performance of this Agreement by the other Party. Each Party shall be responsible for its own costs and expenses relating to using its efforts as required by this Agreement or meeting its own obligations under this Agreement.

7.3 Ordinary Course. Unless Buyer otherwise consents in writing, prior to the Closing Seller shall: (a) own and use the Acquired Assets in accordance with all Applicable Laws, in the ordinary course, and in a manner which will not be reasonably expected to have a material adverse effect on the Acquired Assets, (b) maintain the Acquired Assets in good repair and working condition and maintain and keep in force existing insurance on the Acquired Assets, (c) maintain any and all relationships with its existing employees, customers, suppliers and any other persons or firms with whom Seller has significant contact in connection with the operation of the Business and take such other and further actions as may be reasonably necessary to preserve the goodwill of the Business, including the prompt payment of all suppliers and vendors; maintain its books and records in the ordinary course, consistent with past practice.

7.4 Cooperation. No Party hereto will intentionally take any action that would cause any condition set forth in this Agreement not to be fulfilled, including without limitation, taking or causing to be taken any action that would cause the representations and warranties made by such party in this Agreement not to be true and correct in all material respects as of the Closing. Seller shall cooperate with Buyer (to the extent that Seller shall not incur any expense) relative to the execution of any and all permits and licenses reasonably requested by Buyer prior to Closing.

7.5 Governmental Filings. Each party hereto will promptly make all governmental filings or other submissions which may be necessary in order for such party to be able to consummate the transactions contemplated by this Agreement.

7.6 Pre-Closing Liabilities and Obligations. Seller shall promptly pay, perform and discharge in full and in accordance with their respective terms, all liabilities and obligations relating to the Acquired Assets and/or the Business which accrue prior to the Closing (regardless of when they actually arise), and Buyer shall have no responsibility therefor.

7.7 Further Actions. From the date hereof to the Closing or termination of this Agreement, the Seller will provide prompt notice to Buyer of any fact, condition, event or occurrence that will or is reasonably likely to result in the failure of any of the conditions contained in this Agreement to be satisfied or the breach of any representation or warranty set forth herein.

7.8 Liquor License. The Parties acknowledge that, subject to those requirements and conditions established from time to time by the applicable governing authorities, the Liquor License is not freely assignable, and that Buyer and the Buyer's Principals shall be obligated to apply for a transfer of the Liquor License. Buyer shall be solely responsible for all costs, expenses and fees required to submit a request for transfers of the Liquor License. Further, Buyer warrants and represents that it shall retain, not later than two (2) business days after the delivery of the Second Deposit to Escrow Agent, a third-party professional ("Transfer Agent") having experience in processing applications for the transfers of a Series 6 liquor license in Arizona. Buyer and Buyer's Principals warrant and represent that they shall diligently pursue such transfer application. Buyer shall keep Seller and Seller's counsel informed as to the status of Buyer and Buyer's Principals to obtain approval for the transfer of the Liquor License. Buyer shall provide Seller and Seller's counsel copies of any receipt, notice, request for information or any other communication received from the State of Arizona related to the transfer of the Liquor License. Buyer and Transfer Agent shall respond to any request for information from Seller or Seller's counsel within two business days of such request. Seller shall have no obligation to incur any cost or expense in connection with Buyer obtaining or securing any licenses (liquor or otherwise).

7.9 Brokers. Neither Party has employed, either directly or indirectly, or incurred any liability to, any broker, finder or other agent in connection with the Transaction other

than for Laura Mineer of Southwood Properties ("Approved Broker"). Seller shall be solely responsible for the fee due to Approved Broker.

8. Indemnification.

8.1 Indemnification by Seller. Subject to the successful Closing of the Transaction, Seller agrees to and shall defend, indemnify and hold harmless Buyer and its managers, members, employees, agents, representatives harmless from and against any and all losses, damages, actions, lawsuits, demands, proceedings, judgments, deficiencies, costs, expenses (including without limitation, reasonable attorneys' fees and expenses), and governmental actions of every kind, nature or description (collectively, "Losses") which arise out of or relate to any of the following: (a) any breach of any representation, warranty or covenant made by the Seller in this Agreement; (b) any failure by the Seller to perform, comply with or observe any one of more of its covenants, agreement or obligations contained in this Agreement; or (c) any Pre-Closing Losses related to Seller's operation of the Business.

8.1 Indemnification by Buyer. Subject to the successful Closing of the Transaction, Buyer agrees to and shall defend, indemnify and hold harmless Buyer and its managers, members, employees, agents, representatives harmless from and against any and all Losses which arise out of or relate to any of the following: (a) any breach of any representation, warranty or covenant made by the Buyer in this Agreement; (b) any failure by the Buyer to perform, comply with or observe any one of more of its covenants, agreement or obligations contained in this Agreement; or (c) any Post-Closing Losses related to Buyer's operation of the Business.

9. Post-Closing Covenants. In addition to other obligations contained in this Agreement, the Parties hereto shall perform their respective obligations under the following covenants after the Closing:

9.1. Taxes. Buyer shall pay any and all sales, use, transfer or other taxes due or owing in connection with the transfer and conveyance of the Assets hereunder, and Seller shall have no liability therefor.

9.2. Seller's Employees. Seller shall terminate all employees as of the Closing. After the Closing, Buyer may hire (but shall have no obligation to do so) one or more persons previously employed by Seller and any such persons shall be treated as new hires by Buyer.

9.3. Restrictive Covenants. As a material consideration for Buyer entering into this Agreement and consummating the Transaction, and provided by Buyer is not in default of its obligations under this Agreement or the Lease, Seller and Seller's principal signing this Agreement on behalf of Seller agree that for a period of three (3) years after the Closing Date they shall not directly or indirectly own, operate manage or otherwise control any establishment requiring a series 6 liquor within a five (5) mile radius of the Premises.

10. Remedies in the Event of Breach.

6.1 Breach by Buyer. In the event Buyer fails to meet any of its obligations under this Agreement and if Buyer should fail to cure such breach within three (3) business days of receipt of written notice from Seller, Buyer shall be deemed to be in default of this Agreement and provided Seller had not taken any action that would have prevented the Closing, then Seller shall be entitled to terminate this Agreement and as Seller's sole remedy, retain the Initial Deposit and the Second Deposit with Buyer having no further liability to Seller arising from Buyer's default and with all other remedies being expressly waived.

6.2 Breach by Seller. In the event Seller fails to meet any of its obligations under this Agreement and if Seller should fail to cure such breach within three (3) business days of receipt of written notice from Buyer, Seller shall be deemed to be in default of this Agreement and provided Buyer had not taken any action that would have prevented the Closing, then Buyer shall have the option, as Buyer's sole remedy, to elect between: (i) terminating this Agreement upon written notice to Seller in which event all refundable Deposits shall be returned to Buyer; OR (ii) specifically enforce Seller's obligations under this Agreement provided that Buyer's right to seek specific performance shall be deemed waived if Buyer fails to commence an action for specific performance within sixty (60) days of Buyer's notice of default, with all other remedies being expressly waived.

11. Miscellaneous

11.1 Notices. All notices consents, demands and other communications hereunder are to be in writing and must be sent or transmitted by one of the following: (i) United States mail, certified, return receipt requested; (ii) confirmed overnight national courier service with proof of delivery; (iii) personal delivery by third-party courier service; or (iv) email plus one of the other specified methods of transmission, properly addressed as noted below for each Party. Notices shall be deemed to have been duly given or made as follows: (i) three days after deposit with United States Postal Service if sent certified mail; (ii) on the delivery date if sent overnight via national courier or via third-party courier service; and (iii) on the date on which the notice has been both emailed and sent via one of the other methods of delivery. In the event a delivery or notice deadline falls on a weekend or holiday, then the applicable deadline will be extended to include the first business day following such weekend or holiday.

If to Buyer:

Goodbye Earl, LLC
Attention: Kristi Kellogg

--and--

Goodbye Earl, LLC
Attention: Kasha Lyell

If to Seller:

Paul & Jerry's Saloon, LLC
Attention: Jerry Paul Vojnic
Before the Closing:

After the Closing:

If to Escrow Agent: Amy Boehnke
Branch Manager/Escrow Officer
Empire Title Agency

11.2 Construction. This Agreement constitutes the entire understanding of the parties and may be amended only by a writing executed by all of the parties to be bound. The section and subsection headings of this Agreement have been inserted solely for convenience of reference, and shall not control or affect the meaning or construction of any of the provisions of this Agreement. No provision of this Agreement will be interpreted in favor of, or against, any of the Parties by reason of the extent to which any such Party or its legal counsel participated in the drafting thereof or by reason of the extent to which any such provision is inconsistent with any prior draft hereof or thereof. The LOI shall be deemed null and void as of the execution of this Agreement and all provisions of the LOI shall be deemed to have been superseded by the provisions of this Agreement. No provision of the LOI shall be considered for the purpose of interpreting or supplementing the provisions of this Agreement and any disputes concerning the provisions of this Agreement shall be resolved without regard to or consideration to the provisions of the LOI. The Parties agree that they have had the opportunity to read this Agreement and obtain the advice of legal counsel, and further agree that the provisions set forth herein are fair and reasonable. The recitals form an integral part of this Agreement and are hereby incorporated herein. Any ambiguity or uncertainty existing herein shall not be interpreted or construed against any Party hereto.

11.3 Invalidity. In the event any provision or portion of any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction as applied to any fact or circumstance, the remaining provisions and portions of this Agreement and the same provision as applied to any other fact or circumstance shall not be affected or impaired thereby and shall remain valid and enforceable.

11.4 Waiver. No failure of any party to exercise any right or remedy given such party under this Agreement or otherwise available to such party or to insist upon strict compliance by any other party with its obligations hereunder, and no custom or practice of the parties in variance with the terms hereof, shall constitute a waiver of any party's right to demand exact compliance with the terms hereof, unless such waiver is set forth in writing and executed by such party.

11.5 Assignment; Binding Effect. No Party may assign its rights or delegate its obligations hereunder without the consent of the other Party. Subject to the foregoing, this Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective heirs, executors, administrators, successors and assigns.

11.6 Electronic Transmission and Counterparts. This Agreement may be executed by electronic transmission and/or simultaneously in one or more counterparts, each of which shall be deemed an original, but any of which together shall constitute one and the same instrument.

11.7 Risk of Loss. In the event there is a material damage or destruction related to the Business or the Premises between the Effective Date and the Closing Date, Buyer or Seller shall have the right to terminate this Agreement, and in such event, Buyer shall receive a refund of the refundable Deposits, and the Parties shall have no further obligations under this Agreement except as to such obligations arising from the termination of this Agreement as specified herein.

11.8 Submission of Agreement. The submission or exchange of this Agreement from one Party to the other or their agents or attorneys for review shall not be deemed an offer or acceptance, and no agreement with respect to the purchase and sale of the Acquired Assets shall exist unless and until this Agreement is executed and delivered by the Seller and Buyer.

11.9 No Joint Venture. Nothing contained in this Agreement shall be deemed or construed to create any partnership, joint venture or other relationship between the Seller and Buyer (other than the relationship of seller and buyer). No term or provision of this Agreement is intended to be, or shall be, for the benefit of any person or entity other than the Seller and Buyer.

11.10 Further Assurances. Consistent with the terms and conditions hereof each Party shall execute and deliver all instruments, certificates and other documents and shall perform all other acts which the other party reasonably requests in order to carry out this Agreement and the transactions contemplated hereby.

25 APR 3 8 23

Item A.

11.11 Survival. The provisions of Section 2, Section 5, Section 8 Section 9 and Section 10 shall survive the Closing.

11.12 Applicable Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Arizona and the Parties agree that Maricopa County shall be the proper venue for any lawsuit filed.

11.13 JURY WAIVER. TO THE EXTENT PERMITTED BY APPLICABLE LAW, EACH OF THE PARTIES HEREBY IRREVOCABLY WAIVE ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY LEGAL PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE RELATIONSHIP CONTEMPLATED HEREBY.

11.14 Fees and Expenses. Each of the Parties hereto shall pay its own fees, costs and expenses incurred in connection with the negotiation, preparation, execution and delivery of this Agreement and the consummation of the Transactions. In any action brought to enforce the terms of this Agreement or any guarantee of obligations hereunder, the prevailing party shall be entitled to recover all costs incurred in the litigation, including but not limited to reasonable attorney's fees, expert fees and other out of pocket expenses.

[signature page follows]

25 APR 3 11 18 23

Item A.

SIGNATURE PAGE
ASSET PURCHASE AGREEMENT
PAUL & JERRY'S SALOON


IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the Effective Date.

BUYER:
GOODBYE EARL, LLC,
an Arizona limited liability company

By:  03/07/25
Kasha Lyell
Member/Manager

By:  03/07/25
Kristi Kellogg
Member/Manager

SELLER:
PAUL & JERRY'S SALOON, LLC,
an Arizona limited liability company

By:  03/07/25
Jerry Paul Vojnic
Member/Manager

SCHEDULE 1.1 **Fixtures, Furniture and Equipment Included in Acquired Assets**

- 13 TABLES-
 - 2 - 24" ROUND
 - 1 - 30" ROUND
 - 3 - 32" X 44" TABLES AT BOOTHS
 - 1 - 30" X 48"
 - 5 - 24" X 25" TABLES
 - 1 - 41" ROUND
- BOOTHS-
 - 2 - 45" UPHOLSTERED ½ BOOTH
 - 2 - 45" UPHOLSTERED 2-SIDED BOOTH
- 17 UPHOLSTERED BARSTOOLS
- 26 ICE CREAM CHAIRS
- 40" ROLL TOP DESK
- ATM MACHINE
- BATTERY BACK UP FOR ATM MACHINE
- 9 CAMERA SECURITY SYSTEM AND RECORDER
- MODEM
- 60" THREE COMPARTMENT SINK WITH SPEED RAIL
- 62" ONE COMPARTMENT SINK WITH SPEED RAIL
- 24" ICE BIN
- 3 COIN OPERATED POOL TABLES
- 1 COIN OPERATED FOOSBALL TABLE
- 64" SLIDE TOP BEER COOLER
- 50" SLIDE TOP BEER COOLER
- 50" 2 DOOR DISPLAY REFRIGERATOR
- 69" SUPERIOR COOLER
- 54" TWO DOOR BEVERAGE AIR REFRIGERATOR
- 30" ICE-O-MATIC ICE MACHINE
- 37" CHEST FREEZER
- ICE BAGGER

- 2 CASIO CASH REGISTERS
- BUN COFFEE MAKER
- HAMILTON BEACH BLENDER
- HAMILTON BEACH MICROWAVE
- STEALTH SAFE
- DOLLY
- MOP AND BUCKET

SCHEDULE 1.2
Excluded Assets

1. All cash and accounts receivable of Seller as of the Closing.
2. Bar and extensions*
3. Back bar and shelving*
4. Shelf with stained glass*
5. Antique air compressor for draft beer (non-functioning)*
6. Halls Safe*
7. Dolphin double drawer antique register
8. FF&E not identified on Schedule 1.1
9. Jukebox & speakers, claw game, and dart game (owned by third-party with revenue split - no written agreement)

*Items 2-6 will remain at the Premises after the Closing for Seller's use as part of the Lease.

SCHEDULE 5.8
LIST OF FINANCIAL RECORDS PROVIDED

1. Paul & Jerry's Saloon LLC Profit & Loss Statements: 2022, 2023 and 2024 (through 11/30/2024) provided via email on December 16, 2024 with comments contained in such email; and
2. Paul & Jerry's Saloon LLC Tax Returns for the years 2019, 2020, 2021, 2022 and 2023 provided via email on January 21, 2025.

[END of SCHEDULES - EXHIBITS FOLLOW]



Arizona Dept. of Liquor Licenses and Control
<https://www.azliquor.gov>
 (602) 542-5141

DLLC USE ONLY

Fee:

Job #:

Date Accepted:

CSR:

343768
 4-3-25
 AP
 Fp Current until
 11-1-26

Personal Information Questionnaire

ATTENTION APPLICANT: This is a legally binding document. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

THE COMPLETED QUESTIONNAIRE NEEDS TO BE SUBMITTED TO THE DEPARTMENT ALONG WITH A \$22. FEE, AND FD-258 FINGERPRINT CARD, THAT HAS BEEN SEALED IN AN ENVELOPE, AND SIGNED OR INITIALED BY THE FINGERPRINT TECHNICIAN, MUST INCLUDE THE FINGERPRINT VERIFICATION FORM. MUST BE COMPLETED BY A RECOGNIZED FINGERPRINT SERVICE OR LAW ENFORCEMENT AGENCY.

Agent: a person who is designated by an applicant or licensee to receive communications from the department and to file and sign documents submitted to the department on behalf of the applicant or licensee. An agent is not a manager.

A.R.S. §4-202(A).

Controlling Person: person directly or indirectly possessing control of an applicant or licensee.

A.R.S. §4-101(10).

Manager: An individual (not an entity) approved by the Department of Liquor who has the authority to organize, direct, carry out, control or to otherwise operate the day-to-day operations of a liquor-licensed business.

A.R.S. §4-101(22) and
 A.R.S. §4-202(C)

SECTION - 1 INDIVIDUAL INFORMATION

☒ AGENT☐ CONTROLLING PERSON☐ MANAGER

- Name: Nations Amy S.
Last First Middle
- Social Security #: [REDACTED] Birth Date: [REDACTED]
(NOT a public record) (NOT a public record)
- Driver's License #: [REDACTED] State Issued: Arizona
(NOT a public record)
- Are you a resident of Arizona? ☒ Yes ☐ No Date of residency: 08 / 24 / 1969
- Email address: [REDACTED]
- Home Address: [REDACTED]
- Daytime phone #: [REDACTED] Alternative phone #: [REDACTED]

SECTION 2 – LICENSED BUSINESS INFORMATION

- Liquor License #: 06130062
- Business Name (doing business as): Paul & Jerry's Saloon
- Business Address: 206 Main Street Jerome, AZ 86331

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations? ☐ Agent ☒ Controlling Person ☐ Manager

Name of persons who will be handling the day to day operations: Kristi Kellogg

SECTION 4 – BACKGROUND

If you answer "YES" to any Question 1 through 5 **YOU MUST** attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED

1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes ☐ No ☒
2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes ☐ No ☒
3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? *A.R.S. §4-202(D)* Yes ☐ No ☒
4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets)
A.R.S. §4-202, 4-210
**Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license.* Yes ☐ No ☒
5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes ☐ No ☒

I, (Print Full Name) Amy S. Nations hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature: Date: 04/02/2025



ALIEN STATUS

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

Type or Print with Black Ink

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrant, and certain aliens paroled into the United States are eligible to receive state, or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.

Submit this completed form and a copy of one or more document(s) from the attached "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" with your application for license or renewal. If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph. You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

SECTION I – APPLICANT INFORMATION

APPLICANT NAME (Print or type) Amy S. Nations

SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

Are you a citizen or national of the United States? ☒ Yes ☐ No - If **yes**, indicate place of birth:

City Morenci State Arizona COUNTRY United States

If you answered **Yes, 1)** Attach a legible copy of a document from the list below.

2) Name of document: Arizona Driver's License

If you answered **No**, you must complete Sections III.

EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS

You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

Evidence showing authorized presence in the United State includes the following:

1. An Arizona driver license issued after 1996 or an Arizona non-operating identification card.
2. A driver license issued by a state that verifies lawful presence in the United States.
3. A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after Jan. 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time)
4. A United States certificate of birth abroad.
5. A United States passport. ***Passport must be signed***
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

SECTION III – QUALIFIED ALIEN DECLARATION

Applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of a document from the attached list or other document as evidence of your status.

Name of document provided

Qualified Alien Status (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- ☐ 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
- ☐ 2. An alien who is granted asylum under Section 208 of the INA.
- ☐ 3. A refugee admitted to the United States under Section 207 of the INA.
- ☐ 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- ☐ 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- ☐ 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- ☐ 7. An alien who is a Cuban/Haitian entrant.
- ☐ 8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

- 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.] Non-immigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. § 1101(a)(15).

Alien Paroled into the United States for Less Than One Year (8 U.S.C. § 1621(a)(3))

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C. § 1621(c)(2)(A) and (C))

- 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 et seq.];
- 13. A foreign national not physically present in the United States.
- 14. **Otherwise Lawfully Present**
- 15. A person not described in categories 1-13 who is otherwise lawfully present in the United States.

PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. §

Amy S. Nations
Print Name

Signature

10/28/2024
Date

25 APR 3 01 00

Item A.

ARIZONA
Driver License

Number: [REDACTED]
Expires: [REDACTED]
Date of Birth: [REDACTED]
Issued: [REDACTED]

AMY SUZANNE NATIONS

[REDACTED]

Class D Sex [REDACTED]
Eyes HAZ Height [REDACTED]
Hair BR Weight [REDACTED]


Amy S. Nations



You Must Report a Change of Address Within 10 Days

[REDACTED]

Number: [REDACTED]
Expires: [REDACTED]
Issued: [REDACTED]



Class D Operator
Endorsements NONE
Restrictions NONE



Arizona Dept. of Liquor Licenses and Control
https://www.azliquor.gov
(602) 542-5141

25 APR 3 AM 8:23 AZLLC

DLLC USE ONLY

Item A.

Fee:

Job #:

Date Accepted:

CSR:

Personal Information Questionnaire

fp pending
605-611

ATTENTION APPLICANT: This is a legally binding document. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

THE COMPLETED QUESTIONNAIRE NEEDS TO BE SUBMITTED TO THE DEPARTMENT ALONG WITH A \$22. FEE, AND FD-258 FINGERPRINT CARD, THAT HAS BEEN SEALED IN AN ENVELOPE, AND SIGNED OR INITIALED BY THE FINGERPRINT TECHNICIAN, MUST INCLUDE THE FINGERPRINT VERIFICATION FORM. MUST BE COMPLETED BY A RECOGNIZED FINGERPRINT SERVICE OR LAW ENFORCEMENT AGENCY.

Agent: a person who is designated by an applicant or licensee to receive communications from the department and to file and sign documents submitted to the department on behalf of the applicant or licensee. An agent is not a manager.

A.R.S. §4-202(A).

Controlling Person: person directly or indirectly possessing control of an applicant or licensee.

A.R.S. §4-101(10).

Manager: An individual (not an entity) approved by the Department of Liquor who has the authority to organize, direct, carry out, control or to otherwise operate the day-to-day operations of a liquor-licensed business.

A.R.S. §4-101(22) and
A.R.S. §4-202(C)

SECTION - 1 INDIVIDUAL INFORMATION

☐ AGENT

☒ CONTROLLING PERSON

☐ MANAGER

- Name: LYELL KASHA MARIE
Last First Middle
- Social Security #: [REDACTED] Birth Date: [REDACTED]
(NOT a public record) (NOT a public record)
- Driver's License #: [REDACTED] State Issued: [REDACTED]
(NOT a public record)
- Are you a resident of Arizona? ☒ Yes ☐ No Date of residency: 06/01/2017
- Email address: [REDACTED]
- Home Address: [REDACTED]
- Daytime phone #: [REDACTED] Alternative phone #: [REDACTED]

SECTION 2 - LICENSED BUSINESS INFORMATION

- Liquor License #: 06130062
- Business Name (doing business as): PAUL AND JERRY'S SALOON
- Business Address: 206 MAIN ST, JEROME, AZ 86331

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

3 AM 8:23 AZILLU

Item A.

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations? ☐ Agent ☒ Controlling Person ☐ Manager

Name of persons who will be handling the day to day operations: KRISTI KELLOGG

SECTION 4 – BACKGROUND

If you answer "YES" to any Question 1 through 5 **YOU MUST** attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED

1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes ☐ No ☒
2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes ☐ No ☒
3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? A.R.S. §4-202(D) Yes ☐ No ☒
4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets)
A.R.S. §4-202, 4-210
**Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license.* Yes ☐ No ☒
5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes ☐ No ☒

I, (Print Full Name) KASHA LYELL hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature: [Signature]

Date: 6/3/25



FINGERPRINT VERIFICATION FORM

Arizona Department of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

DLLC USE ONLY

Job #:	343768
Date Accepted:	4-3-25
CSR:	AP

ATTENTION FINGERPRINT TECHNICIAN:

Please follow the instructions below for fingerprinting this applicant.

1. Please fill out or ensure that the applicant has filled out all the required boxes on the fingerprint card prior to taking the fingerprints.
2. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and to the information on the fingerprint card.
3. Fill out the information in the boxes below. **Please print clearly.**
4. Once the prints have been taken, place the fingerprint card and this form into the envelope and seal it. Please write your name or identification across the edge of the seal. Return the sealed envelope to the applicant.
Do not give the applicant the fingerprint card without first sealing it inside the envelope.
5. **Write applicants name on front of sealed envelope.**

PRINT the following information:

Date 4/29/2025	Name of Applicant: KASHA MARIE LYELL	
Name of Fingerprint Technician: Angela Straughan		
Fingerprint technician's Signature: 		
Fingerprint technician's Agency/company Name: FINGERPRINT PHOENIX		Phone Number: 602-493-5542
Type of Photo ID Provided (check one): <input checked="" type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Other (Please specify)		



Fee:

Item A.

Job #:

343708

Date Accepted:

4-3-25

CSR:

AP

fp pending
005-6011

Personal Information Questionnaire

ATTENTION APPLICANT: This is a legally binding document. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

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A.R.S. §4-202(A).

Controlling Person: person directly or indirectly possessing control of an applicant or licensee.

A.R.S. §4-101(10).

Manager: An individual (not an entity) approved by the Department of Liquor who has the authority to organize, direct, carry out, control or to otherwise operate the day-to-day operations of a liquor-licensed business.

A.R.S. §4-101(22) and
A.R.S. §4-202(C)

SECTION - 1 INDIVIDUAL INFORMATION

☐ AGENT

☒ CONTROLLING PERSON

☐ MANAGER

1. Name: Kellogg Kristi A
Last First Middle
2. Social Security #: [REDACTED] Birth Date: [REDACTED]
(NOT a public record)
3. Driver's License #: [REDACTED] State Issued: AZ
(NOT a public record)
5. Are you a resident of Arizona? ☒ Yes ☐ No Date of residency: 8/1/1981
6. Email address: [REDACTED]
7. Home Address: [REDACTED]
8. Daytime phone #: [REDACTED] Alternative phone #: [REDACTED]

SECTION 2 - LICENSED BUSINESS INFORMATION

1. Liquor License #: 06130062
2. Business Name (doing business as): Paul & Jerry's Saloon
3. Business Address: 206 Main St, Jerome, AZ 86331

SECTION 2 - DAY TO DAY OPERATION OF BUSINESS

25 APR 3 AM 8:24

Item A.

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations? ☐ Agent ☒ Controlling Person ☐ Manager

Name of persons who will be handling the day to day operations: Kristi Kellogg

SECTION 4 - BACKGROUND

If you answer "YES" to any Question 1 through 5 **YOU MUST** attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED

1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes ☐ No ☒
2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes ☐ No ☒
3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? A.R.S. §4-202(D) Yes ☐ No ☒
4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets)
A.R.S. §4-202, 4-210
*Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license. Yes ☐ No ☒
5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes ☐ No ☒

I, (Print Full Name) Kristi Kellogg hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature: [Signature]

Date: 01-31-2025



FINGERPRINT VERIFICATION FORM

Arizona Department of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

DLLC USE ONLY

Job #:	343768
Date Accepted:	4-3-25
CSR:	AP

ATTENTION FINGERPRINT TECHNICIAN:

Please follow the instructions below for fingerprinting this applicant.

1. Please fill out or ensure that the applicant has filled out all the required boxes on the fingerprint card prior to taking the fingerprints.
2. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and to the information on the fingerprint card.
3. Fill out the information in the boxes below. **Please print clearly.**
4. Once the prints have been taken, place the fingerprint card and this form into the envelope and seal it. Please write your name or identification across the edge of the seal. Return the sealed envelope to the applicant.
Do not give the applicant the fingerprint card without first sealing it inside the envelope.
5. **Write applicants name on front of sealed envelope.**

PRINT the following information:

Date 4/29/2025	Name of Applicant: KEISTI ANN Kellogg	
Name of Fingerprint Technician: Angela Straughan		
Fingerprint technician's Signature: 		
Fingerprint technician's Agency/company Name: FINGERPRINT PHOENIX		Phone Number: 602-493-5542
Type of Photo ID Provided (check one):		
<input checked="" type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Other (Please specify)		

Certificate of Completion
For
Title 4 **MANAGEMENT** Liquor Law Training

A Certificate of Completion must be on a form provided by the Arizona Department of Liquor. Certificates are completed by a state-approved training provider and, when issued, the Certificate is signed by the course participant.

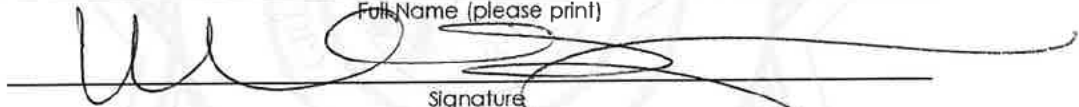
Basic Title 4 training is a prerequisite for MANAGEMENT Title 4 training. A valid Certificate of Completion for BASIC Title 4 training must be on file at the Department of Liquor and satisfactory completion of a State-approved BASIC Title 4 course must be verified by the training provider prior to issuing a Certificate of Completion for MANAGEMENT Title 4 training.

A replacement Certificate of Completion for Title 4 training must be available through the training provider for two years after the training completion date.

Student Information

Kristi Kellogg

Full Name (please print)



Signature

02/06/2025

Training Completion Date

02/06/2028

Certificate Expiration Date
(three years from completion date)

Training Provider Information

360training.com Inc.

Company Name

6504 Bridge Point Parkway, Suite 100, Austin, TX 78730

Mailing Address

(8) 8 - 35 480 928-201-3458

Daytime Contact Phone Number

I, Samantha Montalbano, certify that the above named individual did successfully complete
Instructor Name (please print)

Title 4 **MANAGEMENT** Training in accordance with A.R.S. §4-112(G)(2) and Arizona Administrative Code (A.A.C.) R19-1-103 using training course content and materials approved by the Arizona Department of Liquor Licenses and Control. I understand that misuse of this Certificate of Completion can result in the revocation of State-approval for the Title 4 Training Provider named in this section as provided by A.A.C. R19-1-103(E) and (F).



Instructor Signature

02/06/2025

Day Mo Year

Persons required to complete BASIC & MANAGEMENT Title 4 training: 1) owner(s) actively involved in the daily business operations of a liquor-licensed business of a series listed below
2) licensees, agents and managers actively involved in the daily business operations of a liquor-licensed business of a series listed below

In-state Microbrewery (series 3)
Conveyance (series 8)
Restaurant (series 12)

Government (series 5)
Liquor Store (series 9)
In-state Farm Winery (series 13)

Bar (series 6)
Private Club (series 14)

Beer & Wine Bar (series 7)
Hotel/Motel w/restaurant (series 11)
Beer & Wine Store (series 10)

Liquor license applications (initial and renewal) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.

The questionnaire (which designates a manager to a location) and the agent change form (which assigns a new agent to active liquor licenses) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.

File Attachments for Item:

B. Consideration of a Special Exemption to the Town's Special Event Permit Requirements for the Jerome Historical Society's History Talk and Movie, and Consideration of a Special Event Liquor License for the Event

Council will consider and may approve the special event permit exemption and may approve the Special Event Liquor License Application.



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TOWN OF JEROME, ARIZONA

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

Item B.

Permit # J25-0040

Special Event Permit Application

Thank you for choosing the Town of Jerome for your special event.

Please fill out this packet and submit to the Town Manager.

- All information must be submitted at least **60** days prior to the event.
- Fee(s), due at the time of application submission.
- For questions regarding Special Event Permits, please contact Jerome Town Hall at (928) 634-7943.

Town Use Only

Date Submitted: 4/17/25 Fee: _____ Date Paid: _____
Paid via: ☐ Check # _____ ☐ C.C. ☐ Cash

Special Event Approvals

Town Manager:

Approve ☐ Deny ☐ Date: _____ Comments: _____

*Fire Inspector:

Approve ☐ Deny ☐ Date: _____ Comments: _____

*Zoning Administrator:

Approve ☐ Deny ☐ Date: _____ Comments: _____

*Police Chief:

Approve ☐ Deny ☐ Date: _____ Comments: _____

*Building Inspector/Public Works:

Approve ☐ Deny ☐ Date: _____ Comments: _____

**Other approvals as needed based on scope of event.*

Special Event Fee Schedule:

Non-profit 501C3 w/ no entry fee
Town Sponsored/Co-Sponsored
Film Permits

\$25 per day

No Fee

Fee based on production type

Special Event Liquor License

Special Event Permit

\$75

\$100

Special Event Permit Application

Checklist of Requirements

- ☒ 1. Completed Special Event Permit Application.
- ☐ 2. Completed Application for Facility Use (if applicable). *N/A*
- ☐ 3. Completed Hold Harmless Agreement of Indemnification. *N/A*
- ☒ 4. Completed Site Plan in 8 ½" x 11" or 8 ½" x 14" format that includes:
 - a. A map of the event area(s) including the location(s) for stage(s), performers, vendors, barriers/fencing (including type), sound amplification equipment and speakers, race/run routes, tents/canopies, and any points of entry and exit where applicable.
 - b. List of all participating vendor(s)/businesses (if applicable).
 - c. Accessibility, parking and/or traffic control plan.
 - d. Restroom plan.
 - e. Trash and waste removal plan.
 - f. Community outreach (if applicable)
- ☒ 5. Certificate of insurance in the amount of no less than one million dollars (\$1,000,000) of general liability coverage naming the Town of Jerome as additional insured and referencing the specific activity and date(s).
- ☒ 6. Liquor License (if applicable).
- ☒ 7. Liquor Liability Insurance (if applicable).
- ☐ 8. Health Department Approval (if applicable). *N/A*
- ☐ 9. All other permits required by County or State Agencies. *N/A*
- ☒ 10. Permit filing fee.
- ☐ 11. Written approval from Police Chief/Fire Inspector (if applicable). *N/A*

Applicant Information

Applicant's Contact Information	
Name of Applicant	<u>Scott Hudson</u> Date: <u>4/2/25</u>
Name of Organization/Sponsor	<u>Jerome Historical Society</u>
Federal Tax or 501 (c)(3) Number	<u></u>
Business Mailing Address	<u>PO Box</u>
City	<u>Jerome</u> State <u>AZ</u> Zip <u>86331</u>
Business Email	<u>scott@jeromehistoricalsociety.com</u>
Business Phone #	<u>928-634-1066</u> Cell Phone # <u></u>

Authorized Contacts for Event

Please list any other authorized contacts for the Event, including an emergency contact that will be available during the event. At least one must be provided.	
Name <u>Scott Hudson</u>	Phone <u></u>
Name <u></u>	Phone <u></u>
Emergency contact for Event*	
Name <u>Mary Beth Barr</u>	Phone <u></u>
*Emergency contact should be a party available for duration of event including set up and tear down.	

If additional contacts need to be shared, please use a separate sheet to list additional points of contact

Event Information

Name of Event <u>History talk & Movie</u>			
Date(s) / Time(s) of Event – If multiple dates (Not including set-up/tear-down time)			
Start: Date: <u>6/4/25</u>	Time: <u>6pm</u>	End: Date: <u>6/4/25</u>	Time: <u>9pm</u>
Start: Date: _____	Time: _____	End: Date: _____	Time: _____
Start: Date: _____	Time: _____	End: Date: _____	Time: _____
Set-Up Date/Time: From _____ To _____			
<small>Date Time Date Time</small>			
Tear-Down Date/Time: From _____ To _____			
<small>Date Time Date Time</small>			
Number of expected/estimated Participants <u>100</u>			
Will an admission or registration fee be charged? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Fee \$ _____			
Please briefly describe the event:			
<u>History talk & Movie</u>			

Event Details

Special Events which occur on a Town right-of-way or on property owned or leased by the Town require an "Application for Facility Use." Please complete and submit along with the Special Event Permit Application.

Will the Special Event take place on property owned or leased by the Town of Jerome?

☐ YES ☒ NO

If yes, which property? _____

If no, what is the **physical address** for the event? _____

*Please note that Separate permits or approvals may be required by County or State agencies, depending on the type of event or where there may be the presence of alcohol or food for sale, or by donation. Documentation of all applicable approvals must be provided **30 days prior** to the event.*

Will the Special Event require the use of temporary signage?

☐ YES ☒ NO

**All signage must comply with Section 509 of the Jerome Zoning Ordinance. A separate sign permit for special events is not required. To hang signs from Town owned property will require prior approval.*

Event Details Continued

Will Alcohol be Sold?

☐ YES☒ NO☐ By Donation

If yes, you must submit approval documents from the Arizona Department of Liquor Licenses and Control, at least 30 days prior to the event.

Will Food be Sold?

☐ YES☒ NO☐ By Donation

If yes, you must submit approval documents from the Yavapai County Health Services Department, or proof of a prior event approval or Special Event Variance granted by Yavapai County Health Services in the same calendar year.

Will there be outdoor, amplified sound at the event?

☐ YES☒ NO

Please provide a brief description of outdoor/amplified sound to be used:

Jerome Town Code section 10-1-13 restricts the volume and hours of outdoor sound and amplification devices. Loud noise that is a public nuisance, is prohibited. The Town reserves the right to limit the hours of the Special Event to avoid unreasonable interference with adjacent properties.

Will there be outdoor lighting, or other electrical needs?

☐ YES☒ NO

Please provide a brief description of the electrical requirements for the event:

Will the event include other vendors/businesses in addition to the business/entity applying for this permit?

☐ YES☒ NO

If yes, please provide a list of all participating vendors to the Town of Jerome Manager prior to the event. Including the business name(s), dba, owner(s) name(s), physical business location, contact telephone number(s) and vendors' TPT license number.

Will the event require the use of tents or canopies or other temporary structures? *

☐ YES☒ NO

*Please include the placements of tents or canopies on the site plan, with points of entry or exit clearly marked, including the exact type of structure – Please note set-up and tear-down time(s) must be indicated on Page 4.

Special Event Access

Will the event require the use of fencing, ropes, barricades, or other types of barriers? *

☐ YES ☒ NO

**Please note barriers and any points of entry or exit through barriers should be clearly marked on your site plan, including exact type of fencing or barriers to be used.*

Will the event require the closure and/or detour of any roadway, sidewalk, or other public access route?

☐ YES ☒ NO

Please include a description of the primary access routes to the event/property and available parking for the crowds anticipated. (Special traffic control may be required for larger events)

Will the use of portable restrooms be necessary during the event?

☐ YES ☒ NO

Please note the use of portable restrooms may be required on a case-by-case basis.

Will trash be created during the special event?

☒ YES ☐ NO

Briefly description of the receptacles to be used and/or efforts to minimize litter around Town during the event:

Trash is collected and put out for Friday
PICKUP

Cleanup of the site(s), including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please refer to and comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.

Has any community outreach been completed in regard to this special event?

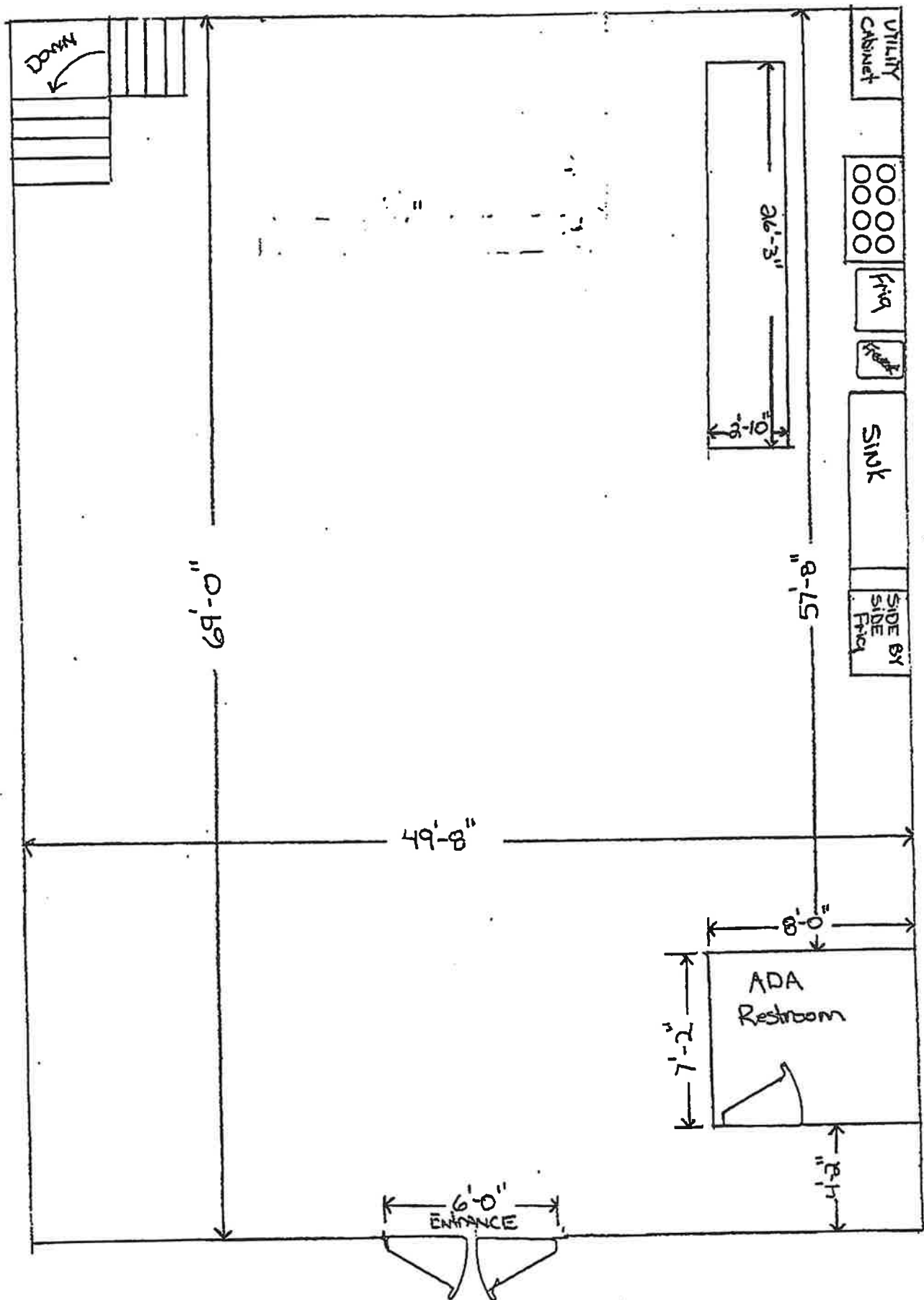
☐ YES ☒ NO

Please give a brief description of any outreach to neighboring residents and/or businesses regarding the special event, including any feedback received from that outreach.

**This page intentionally left blank (insert Site Plan(s) here) **

SPOOKHALL INTERIOR LAYOUT

Item B.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/17/2025
Item B.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER American Specialty Insurance & Risk Services, Inc. 7609 W. Jefferson Blvd., Suite 100 Fort Wayne IN 46804		CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:	
INSURED Jerome Historical Society Jerome AZ 86331		INSURER(S) AFFORDING COVERAGE INSURER A: Arch Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 11150	

COVERAGES

CERTIFICATE NUMBER: 1002340733

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	N		SNCGL5582000	04/29/2025	05/10/2025	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						GENERAL AGGREGATE \$ 5,000,000
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						PRODUCTS - COMP/OP AGG \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

- Coverage is included for host liquor.

- Evidence of coverage as respects to the HISTORY TALK & MOVIE on May 04, 2025.

CERTIFICATE HOLDER

CANCELLATION

Jerome Historical Society

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

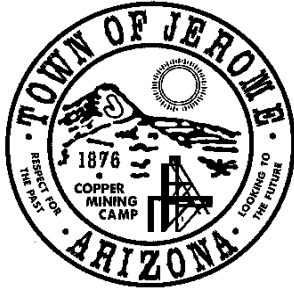
260 Hull Avenue

AUTHORIZED REPRESENTATIVE

Jerome

AZ 86331

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Incorporated 1899

TOWN OF JEROME

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

Item B.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consideration of a Special Event Permit Application Exemption from Jerome Historical Society for History Talk and Movie**

MEETING DATE: May 13, 2025

Summary:

The Jerome Historical Society submitted a Special Event Permit Application for a History Talk and Movie on June 4, 2025. This application was dated April 17, 2025, making it less than the required 60-day notice. However, as a non-profit organization, they are asking for an exception in accord with: 10-3-7 A. Events which would otherwise require a permit, but which are conducted for the exclusive benefit of a non-profit organization, charitable cause or as a fundraiser for a resident in need, may apply to the Town Council for a special exemption.

They would require a special exemption, however, they are also applying for a special event liquor license permit, which will require Council action.

Fiscal Impact:

\$31,500~.

Recommendation:

Staff recommend approval of the special exemption for the Town's Special Event Permit for the History Talk and Movie, and approval of the Special Event Liquor License.

File Attachments for Item:

C. Consideration of the Sk84life Special Event Permit Application for Roller Disco on four (4) Separate Days

Council will consider and may approve the special event permit with or without modifications in terms of the four separate days.



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TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335 JEROME, ARIZONA 86301
(928) 634-7943

Item C.

Permit # **J25-0038**

Special Event Permit Application

Thank you for choosing the Town of Jerome for your special event.

Please fill out this packet and submit to the Town Manager.

- All information must be submitted at least **60** days prior to the event.
- Fee(s), due at the time of application submission.
- For questions regarding Special Event Permits, please contact Jerome Town Hall at (928) 634-7943.

** Need proof of insurance in June **

Town Use Only			
Date Submitted	4/3/25	Fee	\$25
Date Paid	4/3/25	Payment Method	<input type="checkbox"/> Check <input checked="" type="checkbox"/> Cash
See Town Manager for Approval			
Town Manager	Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date	Comments
Planning Director	Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date	Comments
Zoning Administrator	Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date	Comments
Police Chief	Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date	Comments
Building Inspector/Purchasing Agent	Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date	Comments
All fees are subject to change without notice			
Special Event Fee Schedule			
Non-Permitted Event	\$25 per day	Special Event - 1 day or less	\$75
Permitted Event	1st Fee	Special Event - 2-3 days	\$150
Permitted Event	2nd Fee	Special Event - 4-5 days	\$225
Permitted Event	3rd Fee	Special Event - 6-7 days	\$300
Permitted Event	4th Fee	Special Event - 8-9 days	\$375
Permitted Event	5th Fee	Special Event - 10-14 days	\$450
Permitted Event	6th Fee	Special Event - 15-19 days	\$525
Permitted Event	7th Fee	Special Event - 20-24 days	\$600
Permitted Event	8th Fee	Special Event - 25-29 days	\$675
Permitted Event	9th Fee	Special Event - 30-34 days	\$750
Permitted Event	10th Fee	Special Event - 35-39 days	\$825
Permitted Event	11th Fee	Special Event - 40-44 days	\$900
Permitted Event	12th Fee	Special Event - 45-49 days	\$975
Permitted Event	13th Fee	Special Event - 50-54 days	\$1050
Permitted Event	14th Fee	Special Event - 55-59 days	\$1125
Permitted Event	15th Fee	Special Event - 60-64 days	\$1200
Permitted Event	16th Fee	Special Event - 65-69 days	\$1275
Permitted Event	17th Fee	Special Event - 70-74 days	\$1350
Permitted Event	18th Fee	Special Event - 75-79 days	\$1425
Permitted Event	19th Fee	Special Event - 80-84 days	\$1500
Permitted Event	20th Fee	Special Event - 85-89 days	\$1575
Permitted Event	21st Fee	Special Event - 90-94 days	\$1650
Permitted Event	22nd Fee	Special Event - 95-99 days	\$1725
Permitted Event	23rd Fee	Special Event - 100-104 days	\$1800
Permitted Event	24th Fee	Special Event - 105-109 days	\$1875
Permitted Event	25th Fee	Special Event - 110-114 days	\$1950
Permitted Event	26th Fee	Special Event - 115-119 days	\$2025
Permitted Event	27th Fee	Special Event - 120-124 days	\$2100
Permitted Event	28th Fee	Special Event - 125-129 days	\$2175
Permitted Event	29th Fee	Special Event - 130-134 days	\$2250
Permitted Event	30th Fee	Special Event - 135-139 days	\$2325
Permitted Event	31st Fee	Special Event - 140-144 days	\$2400
Permitted Event	32nd Fee	Special Event - 145-149 days	\$2475
Permitted Event	33rd Fee	Special Event - 150-154 days	\$2550
Permitted Event	34th Fee	Special Event - 155-159 days	\$2625
Permitted Event	35th Fee	Special Event - 160-164 days	\$2700
Permitted Event	36th Fee	Special Event - 165-169 days	\$2775
Permitted Event	37th Fee	Special Event - 170-174 days	\$2850
Permitted Event	38th Fee	Special Event - 175-179 days	\$2925
Permitted Event	39th Fee	Special Event - 180-184 days	\$3000
Permitted Event	40th Fee	Special Event - 185-189 days	\$3075
Permitted Event	41st Fee	Special Event - 190-194 days	\$3150
Permitted Event	42nd Fee	Special Event - 195-199 days	\$3225
Permitted Event	43rd Fee	Special Event - 200-204 days	\$3300
Permitted Event	44th Fee	Special Event - 205-209 days	\$3375
Permitted Event	45th Fee	Special Event - 210-214 days	\$3450
Permitted Event	46th Fee	Special Event - 215-219 days	\$3525
Permitted Event	47th Fee	Special Event - 220-224 days	\$3600
Permitted Event	48th Fee	Special Event - 225-229 days	\$3675
Permitted Event	49th Fee	Special Event - 230-234 days	\$3750
Permitted Event	50th Fee	Special Event - 235-239 days	\$3825
Permitted Event	51st Fee	Special Event - 240-244 days	\$3900
Permitted Event	52nd Fee	Special Event - 245-249 days	\$3975
Permitted Event	53rd Fee	Special Event - 250-254 days	\$4050
Permitted Event	54th Fee	Special Event - 255-259 days	\$4125
Permitted Event	55th Fee	Special Event - 260-264 days	\$4200
Permitted Event	56th Fee	Special Event - 265-269 days	\$4275
Permitted Event	57th Fee	Special Event - 270-274 days	\$4350
Permitted Event	58th Fee	Special Event - 275-279 days	\$4425
Permitted Event	59th Fee	Special Event - 280-284 days	\$4500
Permitted Event	60th Fee	Special Event - 285-289 days	\$4575
Permitted Event	61st Fee	Special Event - 290-294 days	\$4650
Permitted Event	62nd Fee	Special Event - 295-299 days	\$4725
Permitted Event	63rd Fee	Special Event - 300-304 days	\$4800
Permitted Event	64th Fee	Special Event - 305-309 days	\$4875
Permitted Event	65th Fee	Special Event - 310-314 days	\$4950
Permitted Event	66th Fee	Special Event - 315-319 days	\$5025
Permitted Event	67th Fee	Special Event - 320-324 days	\$5100
Permitted Event	68th Fee	Special Event - 325-329 days	\$5175
Permitted Event	69th Fee	Special Event - 330-334 days	\$5250
Permitted Event	70th Fee	Special Event - 335-339 days	\$5325
Permitted Event	71st Fee	Special Event - 340-344 days	\$5400
Permitted Event	72nd Fee	Special Event - 345-349 days	\$5475
Permitted Event	73rd Fee	Special Event - 350-354 days	\$5550
Permitted Event	74th Fee	Special Event - 355-359 days	\$5625
Permitted Event	75th Fee	Special Event - 360-364 days	\$5700
Permitted Event	76th Fee	Special Event - 365-369 days	\$5775
Permitted Event	77th Fee	Special Event - 370-374 days	\$5850
Permitted Event	78th Fee	Special Event - 375-379 days	\$5925
Permitted Event	79th Fee	Special Event - 380-384 days	\$6000
Permitted Event	80th Fee	Special Event - 385-389 days	\$6075
Permitted Event	81st Fee	Special Event - 390-394 days	\$6150
Permitted Event	82nd Fee	Special Event - 395-399 days	\$6225
Permitted Event	83rd Fee	Special Event - 400-404 days	\$6300
Permitted Event	84th Fee	Special Event - 405-409 days	\$6375
Permitted Event	85th Fee	Special Event - 410-414 days	\$6450
Permitted Event	86th Fee	Special Event - 415-419 days	\$6525
Permitted Event	87th Fee	Special Event - 420-424 days	\$6600
Permitted Event	88th Fee	Special Event - 425-429 days	\$6675
Permitted Event	89th Fee	Special Event - 430-434 days	\$6750
Permitted Event	90th Fee	Special Event - 435-439 days	\$6825
Permitted Event	91st Fee	Special Event - 440-444 days	\$6900
Permitted Event	92nd Fee	Special Event - 445-449 days	\$6975
Permitted Event	93rd Fee	Special Event - 450-454 days	\$7050
Permitted Event	94th Fee	Special Event - 455-459 days	\$7125
Permitted Event	95th Fee	Special Event - 460-464 days	\$7200
Permitted Event	96th Fee	Special Event - 465-469 days	\$7275
Permitted Event	97th Fee	Special Event - 470-474 days	\$7350
Permitted Event	98th Fee	Special Event - 475-479 days	\$7425
Permitted Event	99th Fee	Special Event - 480-484 days	\$7500
Permitted Event	100th Fee	Special Event - 485-489 days	\$7575
Permitted Event	101st Fee	Special Event - 490-494 days	\$7650
Permitted Event	102nd Fee	Special Event - 495-499 days	\$7725
Permitted Event	103rd Fee	Special Event - 500-504 days	\$7800
Permitted Event	104th Fee	Special Event - 505-509 days	\$7875
Permitted Event	105th Fee	Special Event - 510-514 days	\$7950
Permitted Event	106th Fee	Special Event - 515-519 days	\$8025
Permitted Event	107th Fee	Special Event - 520-524 days	\$8100
Permitted Event	108th Fee	Special Event - 525-529 days	\$8175
Permitted Event	109th Fee	Special Event - 530-534 days	\$8250
Permitted Event	110th Fee	Special Event - 535-539 days	\$8325
Permitted Event	111th Fee	Special Event - 540-544 days	\$8400
Permitted Event	112th Fee	Special Event - 545-549 days	\$8475
Permitted Event	113th Fee	Special Event - 550-554 days	\$8550
Permitted Event	114th Fee	Special Event - 555-559 days	\$8625
Permitted Event	115th Fee	Special Event - 560-564 days	\$8700
Permitted Event	116th Fee	Special Event - 565-569 days	\$8775
Permitted Event	117th Fee	Special Event - 570-574 days	\$8850
Permitted Event	118th Fee	Special Event - 575-579 days	\$8925
Permitted Event	119th Fee	Special Event - 580-584 days	\$9000
Permitted Event	120th Fee	Special Event - 585-589 days	\$9075
Permitted Event	121st Fee	Special Event - 590-594 days	\$9150
Permitted Event	122nd Fee	Special Event - 595-599 days	\$9225
Permitted Event	123rd Fee	Special Event - 600-604 days	\$9300
Permitted Event	124th Fee	Special Event - 605-609 days	\$9375
Permitted Event	125th Fee	Special Event - 610-614 days	\$9450
Permitted Event	126th Fee	Special Event - 615-619 days	\$9525
Permitted Event	127th Fee	Special Event - 620-624 days	\$9600
Permitted Event	128th Fee	Special Event - 625-629 days	\$9675
Permitted Event	129th Fee	Special Event - 630-634 days	\$9750
Permitted Event	130th Fee	Special Event - 635-639 days	\$9825
Permitted Event	131st Fee	Special Event - 640-644 days	\$9900
Permitted Event	132nd Fee	Special Event - 645-649 days	\$9975
Permitted Event	133rd Fee	Special Event - 650-654 days	\$10050
Permitted Event	134th Fee	Special Event - 655-659 days	\$10125
Permitted Event	135th Fee	Special Event - 660-664 days	\$10200
Permitted Event	136th Fee	Special Event - 665-669 days	\$10275
Permitted Event	137th Fee	Special Event - 670-674 days	\$10350
Permitted Event	138th Fee	Special Event - 675-679 days	\$10425
Permitted Event	139th Fee	Special Event - 680-684 days	\$10500
Permitted Event	140th Fee	Special Event - 685-689 days	\$10575
Permitted Event	141st Fee	Special Event - 690-694 days	\$10650
Permitted Event	142nd Fee	Special Event - 695-699 days	\$10725
Permitted Event	143rd Fee	Special Event - 700-704 days	\$10800
Permitted Event	144th Fee	Special Event - 705-709 days	\$10875
Permitted Event	145th Fee	Special Event - 710-714 days	\$10950
Permitted Event	146th Fee	Special Event - 715-719 days	\$11025
Permitted Event	147th Fee	Special Event - 720-724 days	\$11100
Permitted Event	148th Fee	Special Event - 725-729 days	\$11175
Permitted Event	149th Fee	Special Event - 730-734 days	\$11250
Permitted Event	150th Fee	Special Event - 735-739 days	\$11325
Permitted Event	151st Fee	Special Event - 740-744 days	\$11400
Permitted Event	152nd Fee	Special Event - 745-749 days	\$11475
Permitted Event	153rd Fee	Special Event - 750-754 days	\$11550
Permitted Event	154th Fee	Special Event - 755-759 days	\$11625
Permitted Event	155th Fee	Special Event - 760-764 days	\$11700
Permitted Event	156th Fee	Special Event - 765-769 days	\$11775
Permitted Event	157th Fee	Special Event - 770-774 days	\$11850
Permitted Event	158th Fee	Special Event - 775-779 days	\$11925
Permitted Event	159th Fee	Special Event - 780-784 days	\$12000
Permitted Event	160th Fee	Special Event - 785-789 days	\$12075
Permitted Event	161st Fee	Special Event - 790-794 days	\$12150
Permitted Event	162nd Fee	Special Event - 795-799 days	\$12225
Permitted Event	163rd Fee	Special Event - 800-804 days	\$12300
Permitted Event	164th Fee	Special Event - 805-809 days	\$12375
Permitted Event	165th Fee	Special Event - 810-814 days	\$12450
Permitted Event	166th Fee	Special Event - 815-819 days	\$12525
Permitted Event	167th Fee	Special Event - 820-824 days	\$12600
Permitted Event	168th Fee	Special Event - 825-829 days	\$12675
Permitted Event	169th Fee	Special Event - 830-834 days	\$12750
Permitted Event	170th Fee	Special Event - 835-839 days	\$12825
Permitted Event	171st Fee	Special Event - 840-844 days	\$12900
Permitted Event	172nd Fee	Special Event - 845-849 days	\$12975
Permitted Event	173rd Fee	Special Event - 850-854 days	\$13050
Permitted Event	174th Fee	Special Event - 855-859 days	\$13125
Permitted Event	175th Fee	Special Event - 860-864 days	\$13200
Permitted Event	176th Fee	Special Event - 865-869 days	\$13275
Permitted Event	177th Fee	Special Event - 870-874 days	\$13350
Permitted Event	178th Fee	Special Event - 875-879 days	\$13425
Permitted Event	179th Fee	Special Event - 880-884 days	\$13500
Permitted Event	180th Fee	Special Event - 885-889 days	\$13575
Permitted Event	181st Fee	Special Event - 890-894 days	\$13650
Permitted Event	182nd Fee	Special Event - 895-899 days	\$13725
Permitted Event	183rd Fee	Special Event - 900-904 days	\$13800
Permitted Event	184th Fee	Special Event - 905-909 days	\$13875
Permitted Event	185th Fee	Special Event - 910-914 days	\$13950
Permitted Event	186th Fee	Special Event - 915-919 days	\$14025
Permitted Event	187th Fee	Special Event - 920-924 days	\$14100
Permitted Event	188th Fee	Special Event - 925-929 days	\$14175
Permitted Event	189th Fee	Special Event - 930-934 days	\$14250
Permitted Event	190th Fee	Special Event - 935-939 days	\$14325
Permitted Event	191st Fee	Special Event - 940-944 days	\$14400
Permitted Event	192nd Fee	Special Event - 945-949 days	\$14475
Permitted Event	193rd Fee	Special Event - 950-954 days	\$14550
Permitted Event	194th Fee	Special Event - 955-959 days	\$14625
Permitted Event	195th Fee	Special Event - 960-964 days	\$14700
Permitted Event	196th Fee	Special Event - 965-969 days	\$14775
Permitted Event	197th Fee	Special Event - 970-974 days	\$14850
Permitted Event	198th Fee	Special Event - 975-979 days	\$14925
Permitted Event	199th Fee	Special Event - 980-984 days	\$15000
Permitted Event	200th Fee	Special Event - 985-989 days	\$15075
Permitted Event	201st Fee	Special Event - 990-994 days	\$15150
Permitted Event	202nd Fee	Special Event - 995-999 days	\$15225
Permitted Event	203rd Fee	Special Event - 1000-1004 days	\$15300
Permitted Event	204th Fee	Special Event - 1005-1009 days	\$15375
Permitted Event	205th Fee	Special Event - 1010-1014 days	\$15450
Permitted Event	206th Fee	Special Event - 1015-1019 days	\$15525
Permitted Event	207th Fee	Special Event - 1020-1024 days	\$15600
Permitted Event	208th Fee	Special Event - 1025-1029 days	\$15675
Permitted Event	209th Fee	Special Event - 1030-1034 days	\$15750
Permitted Event	210th Fee	Special Event - 1035-1039 days	\$15825
Permitted Event	211st Fee	Special Event - 1040-1044 days	\$15900
Permitted Event	212th Fee	Special Event - 1045-1049 days	\$15975
Permitted Event	213th Fee	Special Event - 1050-1054 days	\$16050
Permitted Event	214th Fee	Special Event - 1055-1059 days	\$16125
Permitted Event	215th Fee	Special Event - 1060-1064 days	\$16200
Permitted Event	216th Fee	Special Event - 1065-1069 days	\$16275
Permitted Event	217th Fee	Special Event - 1070-1074 days	\$16350
Permitted Event	218th Fee	Special Event - 1075-1079 days	\$16425
Permitted Event	219th Fee	Special Event - 1080-1084 days	\$16500
Permitted Event	220th Fee	Special Event - 1085-1089 days	\$16575
Permitted Event	221st Fee	Special Event - 1090-1094 days	\$16650
Permitted Event	222nd Fee	Special Event - 1095-1099 days	\$16725
Permitted Event	223rd Fee	Special Event - 1100-1104 days	\$16800
Permitted Event	224th Fee	Special Event - 1105-1109 days	\$16875
Permitted Event	225th Fee	Special Event - 1110-1114 days	\$16950
Permitted Event	226th Fee	Special Event - 1115-1119 days	\$17025
Permitted Event	227th Fee	Special Event - 1120-1124 days	\$17100
Permitted Event	228th Fee	Special Event - 1125-1129 days	\$17175
Permitted Event	229th Fee	Special Event - 1130-1134 days	\$17250
Permitted Event	230th Fee	Special Event - 1135-1139 days	\$17325
Permitted Event	231st Fee	Special Event - 1140-1144 days	\$17400
Permitted Event	232nd Fee	Special Event - 1145-1149 days	\$17475
Permitted Event	233rd Fee	Special Event - 1150-1154 days	\$17550
Permitted Event	234th Fee	Special Event - 1155-1159 days	\$17625
Permitted Event	235th Fee	Special Event - 1160-1164 days	\$17700
Permitted Event	236th Fee	Special Event - 1165-1169 days	\$17775
Permitted Event	237th Fee	Special Event - 11	

Special Event Permit Application

Checklist of Requirements

- ☒ 1. Completed Special Event Permit Application.
- ☒ 2. Completed Application for Facility Use (if applicable).
- ☒ 3. Completed Hold Harmless Agreement of Indemnification.
- ☒ 4. Completed Site Plan in 8 ½" x 11" or 8 ½" x 14" format that includes:
 - a. A map of the event area(s) including the location(s) for stage(s), performers, vendors, barriers/fencing (including type), sound amplification equipment and speakers, race/run routes, tents/canopies, and any points of entry and exit where applicable.
 - b. List of all participating vendor(s)/businesses (if applicable).
 - c. Accessibility, parking and/or traffic control plan.
 - d. Restroom plan.
 - e. Trash and waste removal plan.
 - f. Community outreach (if applicable)
- ☒ 5. Certificate of insurance in the amount of no less than one million dollars (\$1,000,000) of general liability coverage naming the Town of Jerome as additional insured and referencing the specific activity and date(s).
- ☐ 6. Liquor License (if applicable).
- ☐ 7. Liquor Liability Insurance (if applicable).
- ☐ 8. Health Department Approval (if applicable).
- ☐ 9. All other permits required by County or State Agencies.
- ☒ 10. Permit filing fee.
- ☐ 11. Written approval from Police Chief/Fire Inspector (if applicable).

Applicant Information

Applicant's Contact Information	
Name of Applicant	<u>SK84Life</u> Date: <u>3/3/25</u>
Name of Organization/Sponsor	<u>Dani Roene</u>
Federal Tax or 501 (c)(3) Number	_____
Business Mailing Address	_____
City	<u>Jerome</u> State <u>AZ</u> Zip <u>86331</u>
Business Email	<u>connectatdaturayoga.com</u>
Business Phone #	_____ Cell Phone # _____

Authorized Contacts for Event

Please list any other authorized contacts for the Event, including an emergency contact that will be available during the event. At least one **must** be provided.

Name	<u>Jeanette Vornes</u>	Phone	_____
Name	<u>MOON DENISE</u>	Phone	_____
Emergency contact for Event*			
Name	<u>Jeanette Vornes</u>	Phone	_____

*Emergency contact should be a party available for duration of event including set up and tear down.

If additional contacts need to be shared, please use a separate sheet to list additional points of contact

Event Information

Name of Event Sk84life Rollerdisco

Date(s) / Time(s) of Event – If multiple dates (Not including set-up/tear-down time)

Start: Date: 8/26/25 Time 6-9 End: Date 11/30/25 Time 6-9Start: Date: 7/27/25 Time 6-9 End: Date _____ Time _____Start: Date: 9/28/25 Time 6-9 End: Date _____ Time _____Set-Up Date/Time: From 5pm - 10pm To All EventsTear-Down Date/Time: From 5pm - 10pm To _____Number of expected/estimated Participants 20-50Will an admission or registration fee be charged? YES ☐ NO ☒ Fee \$ Donation

Please briefly describe the event:

Roller skating Dancing w/ DJ

Event Details

Special Events which occur on a Town right-of-way or on property owned or leased by the Town require an "Application for Facility Use." Please complete and submit along with the Special Event Permit Application.

Will the Special Event take place on property owned or leased by the Town of Jerome?

☒ YES ☒ NO also Spook HallIf yes, which property? lower park sliding jailIf no, what is the physical address for the event? 260 Hull Ave

Please note that Separate permits or approvals may be required by County or State agencies, depending on the type of event or where there may be the presence of alcohol or food for sale, or by donation. Documentation of all applicable approvals must be provided **30 days prior** to the event.

Will the Special Event require the use of temporary signage?

☐ YES ☒ NO

*All signage must comply with Section 509 of the Jerome Zoning Ordinance. A separate sign permit for special events is not required. To hang signs from Town owned property will require prior approval.

Event Details Continued

Will Alcohol be Sold?

☐ YES☒ NO☐ By Donation

If yes, you must submit approval documents from the Arizona Department of Liquor Licenses and Control, at least 30 days prior to the event.

Will Food be Sold?

☐ YES☒ NO☐ By Donation

If yes, you must submit approval documents from the Yavapai County Health Services Department, or proof of a prior event approval or Special Event Variance granted by Yavapai County Health Services in the same calendar year.

Will there be outdoor, amplified sound at the event?

☒ YES☐ NO

when at the Basketball courts

Please provide a brief description of outdoor/amplified sound to be used:

DJ set up w/ 2 speakers

Jerome Town Code section 10-1-13 restricts the volume and hours of outdoor sound and amplification devices. Loud noise that is a public nuisance, is prohibited. The Town reserves the right to limit the hours of the Special Event to avoid unreasonable interference with adjacent properties.

Will there be outdoor lighting, or other electrical needs?

☒ YES☐ NO

Please provide a brief description of the electrical requirements for the event:

one stand for colored lights

Will the event include other vendors/businesses in addition to the business/entity applying for this permit?

☒ YES☐ NO

If yes, please provide a list of all participating vendors to the Town of Jerome Manager prior to the event. Including the business name(s), dba, owner(s) name(s), physical business location, contact telephone number(s) and vendors' TPT license number.

Drip gallery christa mullen

Will the event require the use of tents or canopies or other temporary structures? *

☐ YES☒ NO

*Please include the placements of tents or canopies on the site plan, with points of entry or exit clearly marked, including the exact type of structure – Please note set-up and tear-down time(s) must be indicated on Page 4.

Special Event Access

Will the event require the use of fencing, ropes, barricades, or other types of barriers? *

☐ YES ☒ NO

**Please note barriers and any points of entry or exit through barriers should be clearly marked on your site plan, including exact type of fencing or barriers to be used.*

Will the event require the closure and/or detour of any roadway, sidewalk, or other public access route?

☐ YES ☒ NO

Please include a description of the primary access routes to the event/property and available parking for the crowds anticipated. (Special traffic control may be required for larger events)

Will the use of portable restrooms be necessary during the event?

☐ YES ☒ NO

Please note the use of portable restrooms may be required on a case-by-case basis.

Will trash be created during the special event?

☒ YES ☐ NO *very minimal*

Briefly description of the receptacles to be used and/or efforts to minimize litter around Town during the event:

*lower park trash cans or spook trail
garbage*

Cleanup of the site(s), including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please refer to and comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.

Has any community outreach been completed in regard to this special event?

☒ YES ☐ NO

Please give a brief description of any outreach to neighboring residents and/or businesses regarding the special event, including any feedback received from that outreach.

*It's a community event all ages
and to support health fun
AND laughter Health through
movement.*

○ Basketball hoop

stone stacks

Stacks

speakers

Di



lights

Drip table SK84 life/ table

○ - Basketball Hoop

Basket Ball courts

parking



Founded 1876
Incorporated 1899

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

Item C.

Application for Facility Use

Please complete and return this application and Hold Harmless Agreement (attached) to the office of the Town Clerk, P.O. Box 335, Jerome, AZ 86331, together with a CERTIFICATE OF INSURANCE, if required by the Town, naming the Town of Jerome as an Additional Insured with respect to this event.

YOUR APPLICATION MUST BE APPROVED BY THE TOWN BEFORE A PERMIT CAN BE ISSUED and should be submitted at least 60 days prior to the event.

Name of Applicant: Dan Vornes SK84Life Roller Disco
Address: 668 Verde Ave Jerome AZ 86331
Telephone: 928 308 9951

If applicant is an organization, list officers:

Name	Address	Telephone
<u>Mona Denise</u>		
<u>Christa Mullen</u>		

Requesting the use of:

SPOOK HALL

- ☐ UPPER PARK (Parcel 401-06-156) ☐ 300 LEVEL PARKING LOT (Parcel 401-03-015L)
☒ LOWER PARK/SLIDING JAIL (Parcel 401-06-075) ☐ MIDDLE PARK (Parcel 401-06-015)
☐ COUNCIL CHAMBERS (Parcel 401-10-002) ☐ ALL OTHER TOWN RIGHT OF WAY

Date(s) of Use: April 26th Spook Hall July 27/28 Sep 28th lower park

Rain Date: Nov 30th Spook Hall

Hours of Use: 6-9 pm Approximate # of people: 20-50

In making this application, the undersigned does hereby agree to comply with all ordinances and regulations of the Town of Jerome, the laws of the State of Arizona and the regulations of Yavapai County which govern such usage.

[Signature]

Signature

3/3/25
Date of application

Danielle Vornes

Print Name

668 Verde Ave Jerome AZ

Address

928 308 9951

Telephone

Special Event Hold Harmless and Indemnification Agreement

I, SK84Life ([Insert Company Name] ("Permittee"), shall, through the signing of this Special Event Hold Harmless and Indemnification Agreement ("Agreement"), in consideration for the issuance of a Special Event Permit for [Insert description of event] ("Special Event") and to the furthest extent allowed by law, agree to indemnify, hold harmless and defend the Town of Jerome, Arizona and its elected officials, officers, agents, employees and volunteers (collectively "Indemnitee") from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by any Indemnitee, from any and all claims, demands, and actions in law or equity (including attorney's fees and all costs of litigation), arising or alleged to have arisen directly or indirectly out of the Special Event (collectively, "Claims"). Permittee's obligations under this Agreement shall apply regardless of whether Town or its elected officials, officers, employees, agents, or volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages to the extent caused solely by the gross negligence, or caused by the willful misconduct of Town or its officers, officials, employees, agents or volunteers.

Permittee acknowledges the contagious nature of communicable diseases and voluntarily assumes the risk that Permittee, its officials, officers, employees, agents, volunteers, or invitees may be exposed to, or infected by, by participating in the Special Event, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. Permittee understands that the risk of becoming exposed or infected at the Special Event may result from the actions, omissions, or negligence of Permittee and others, including but not limited to, Town employees, volunteers and participants and their families.

Prior to and throughout the duration of the Special Event, Permittee shall pay for and maintain in full force and effect all insurance as required in the application submitted by the Permittee for the Special Event, which is incorporated into and part of this Agreement, or as may be authorized or required in writing by Town Manager or his/her designee at any time and in his/her sole discretion.

Permittee shall conduct all defense of any Claims at his/her/its sole cost. The fact that insurance required under this Agreement is obtained shall not be deemed to release or diminish the liability of Permittee, including without limitation, liability assumed under this Agreement. The duty to indemnify shall apply to all claims regardless of whether any such insurance policies are applicable. The duty to defend hereunder is wholly independent of and separate from the duty to indemnify and such duty to defend exists regardless of any ultimate liability of Permittee. The policy limits of any such insurance do not act as limitation upon the amount of defense and/or indemnification to be provided by the Permittee. Approval and or purchase of any insurance contracts or policies shall in no way relieve Permittee from liability nor limit the liability of the Permittee, its officials, officers, employees, agents, volunteers, or invitees.

The Town of Jerome shall be reimbursed for all costs and attorney's fees incurred by Town in enforcing this Agreement.

Signed this 3rd day of April, 2025

Signature: Dale

Printed Name: Danielle Vornus

Witness Signature: [Signature]

Printed Name: Michele Sharif

File Attachments for Item:

D. Consideration of the Miss Nature, LLC, 2025 Arizona Pride Tour Special Event Permit Application

Council will consider and may approve the special event permit.



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Incorporated 1889

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335 JEROME, ARIZONA 86301
(928) 634-7943

Permit # **J25-0039**

Special Event Permit Application

Thank you for choosing the Town of Jerome for your special event.

Please fill out this packet and submit to the Town Manager.

- All information must be submitted at least **60** days prior to the event.
- Fee(s), due at the time of application submission.
- For questions regarding Special Event Permits, please contact Jerome Town Hall at (928) 634-7943.

Town Use Only			
Date Submitted	<u>4/14/25</u>	Fee	<u>\$100</u>
		Date Paid	<u>4/14/25</u>
Paid via <input type="checkbox"/> Check # _____		<input checked="" type="checkbox"/> C C <input type="checkbox"/> Cash	
Special Event Approvals			
Town Manager			
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date _____	Comments _____	
*Fire Inspector			
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date _____	Comments _____	
*Zoning Administrator			
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date _____	Comments _____	
*Police Chief			
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date _____	Comments _____	
*Building Inspector/Public Works			
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date _____	Comments _____	
*Other approvals as needed based on scope of event			
Special Event Fee Schedule			
Non-profit 501C3 w/ no entry fee	\$25 per day	Special Event Liquor License	5/1
Town Sponsored/Co-Sponsored	No Fee	Special Event Permit	<u>3163</u>
Fair Permits	Fee based on production type		

Special Event Permit Application

Checklist of Requirements

- ☒ 1. Completed Special Event Permit Application.
- ☐ 2. Completed Application for Facility Use (if applicable). *N/A @ Spook Hall*
- ☐ 3. Completed Hold Harmless Agreement of Indemnification. *N/A @ Spook Hall*
- ☒ 4. Completed Site Plan in 8 1/2" x 11" or 8 1/2" x 14" format that includes:
 - a. A map of the event area(s) including the location(s) for stage(s), performers, vendors, barriers/fencing (including type), sound amplification equipment and speakers, race/run routes, tents/canopies, and any points of entry and exit where applicable.
 - b. List of all participating vendor(s)/businesses (if applicable).
 - c. Accessibility, parking and/or traffic control plan.
 - d. Restroom plan.
 - e. Trash and waste removal plan.
 - f. Community outreach (if applicable)
- ☐ 5. Certificate of insurance in the amount of no less than one million dollars (\$1,000,000) of general liability coverage naming the Town of Jerome as additional insured and referencing the specific activity and date(s). *N/A @ Spook Hall -To be provided to JHS*
- ☒ 6. Liquor License (if applicable).
- ☐ 7. Liquor Liability Insurance (if applicable). *To be provided to JHS*
- ☒ 8. Health Department Approval (if applicable). *Submitted copy of Co. health app + Food Handler's card*
- ☐ 9. All other permits required by County or State Agencies.
- ☒ 10. Permit filing fee.
- ☐ 11. Written approval from Police Chief/Fire Inspector (if applicable).

Applicant Information

Applicant's Contact Information	
Name of Applicant	<u>Christopher S Hall</u> Date: _____
Name of Organization/Sponsor	<u>Miss Kater LLC</u>
Federal Tax or 501 (c)(3) Number	_____
Business Mailing Address	_____
City	<u>Avison</u> State <u>AZ</u> Zip <u>85742</u>
Business Email	_____
Business Phone #	_____ Cell Phone # _____

Authorized Contacts for Event

Please list any other authorized contacts for the Event, including an emergency contact that will be available during the event. At least one **must** be provided.

Name Christopher Hall Phone _____

Name Tary Hall Phone _____

Emergency contact for Event*

Name Bonnie Hall Phone _____

*Emergency contact should be a party available for duration of event including set up and tear down.

If additional contacts need to be shared, please use a separate sheet to list additional points of contact

Event Information

Name of Event 2025 Arizona Park Tour

Date(s) / Time(s) of Event -- If multiple dates (Not including set-up/tear-down time)

Start: Date: 6/28/25 Time: 6:00pm End: Date: 6/28/25 Time: 9:30pm

Start: Date: _____ Time: _____ End: Date: _____ Time: _____

Start: Date: _____ Time: _____ End: Date: _____ Time: _____

Set-Up Date/Time: From 6/28/25 10:00am To 6/28/25 5:45pm

Tear-Down Date/Time: From 6/28/25 9:30pm To 6/28/25 11:00pm

Number of expected/estimated Participants 200

Will an admission or registration fee be charged? YES ☒ NO ☐ Fee \$ 25.00/person

Please briefly describe the event:

All ages drag show. Doors open at 6pm for 35 VIP attendees and 6:15pm for general admission. All minors must be accompanied by a responsible adult. We have 10 entertainers who will be performing. We have a DJ who social and set up lights. No stage. Buffet style eating.

Event Details

Special Events which occur on a Town right-of-way or on property owned or leased by the Town require an "Application for Facility Use." Please complete and submit along with the Special Event Permit Application.

Will the Special Event take place on property owned or leased by the Town of Jerome?

☐ YES ☒ NO

If yes, which property? _____

If no, what is the physical address for the event? 2120 Hull Ave. Jerome, AZ 86331

Please note that Separate permits or approvals may be required by County or State agencies, depending on the type of event or where there may be the presence of alcohol or food for sale, or by donation. Documentation of all applicable approvals must be provided **30 days prior** to the event.

Will the Special Event require the use of temporary signage?

☐ YES ☐ NO

*All signage must comply with Section 509 of the Jerome Zoning Ordinance. A separate sign permit for special events is not required. To hang signs from Town owned property will require prior approval.

Event Details Continued

Will Alcohol be Sold?

☒ YES☐ NO☐ By Donation

If yes, you must submit approval documents from the Arizona Department of Liquor Licenses and Control, at least 30 days prior to the event

Will Food be Sold?

☒ YES☐ NO☐ By Donation

If yes, you must submit approval documents from the Yavapai County Health Services Department, or proof of a prior event approval or Special Event Variance granted by Yavapai County Health Services in the same calendar year

Will there be outdoor, amplified sound at the event?

☐ YES☒ NO

Please provide a brief description of outdoor/amplified sound to be used:

Jerome Town Code section 10-1-13 restricts the volume and hours of outdoor sound and amplification devices. Loud noise that is a public nuisance, is prohibited. The Town reserves the right to limit the hours of the Special Event to avoid unreasonable interference with adjacent properties.

Will there be outdoor lighting, or other electrical needs?

☐ YES☒ NO

Please provide a brief description of the electrical requirements for the event:

Will the event include other vendors/businesses in addition to the business/entity applying for this permit?

☒ YES☐ NO

If yes, please provide a list of all participating vendors to the Town of Jerome Manager prior to the event. Including the business name(s), dba, owner(s) name(s), physical business location, contact telephone number(s) and vendors TPT license number.

Will the event require the use of tents or canopies or other temporary structures? *

☐ YES☒ NO

*Please include the placements of tents or canopies on the site plan, with points of entry or exit clearly marked, including the exact type of structure - Please note set-up and tear-down time(s) must be indicated on Page 4.

Special Event Access

Will the event require the use of fencing, ropes, barricades, or other types of barriers? *

☐ YES ☒ NO

**Please note barriers and any points of entry or exit through barriers should be clearly marked on your site plan, including exact type of fencing or barriers to be used*

Will the event require the closure and/or detour of any roadway, sidewalk, or other public access route?

☐ YES ☒ NO

Please include a description of the primary access routes to the event/property and available parking for the crowds anticipated. (Special traffic control may be required for larger events)

Will the use of portable restrooms be necessary during the event?

☐ YES ☒ NO

Please note the use of portable restrooms may be required on a case-by-case basis.

Will trash be created during the special event?

☐ YES ☒ NO

Briefly description of the receptacles to be used and/or efforts to minimize litter around Town during the event:

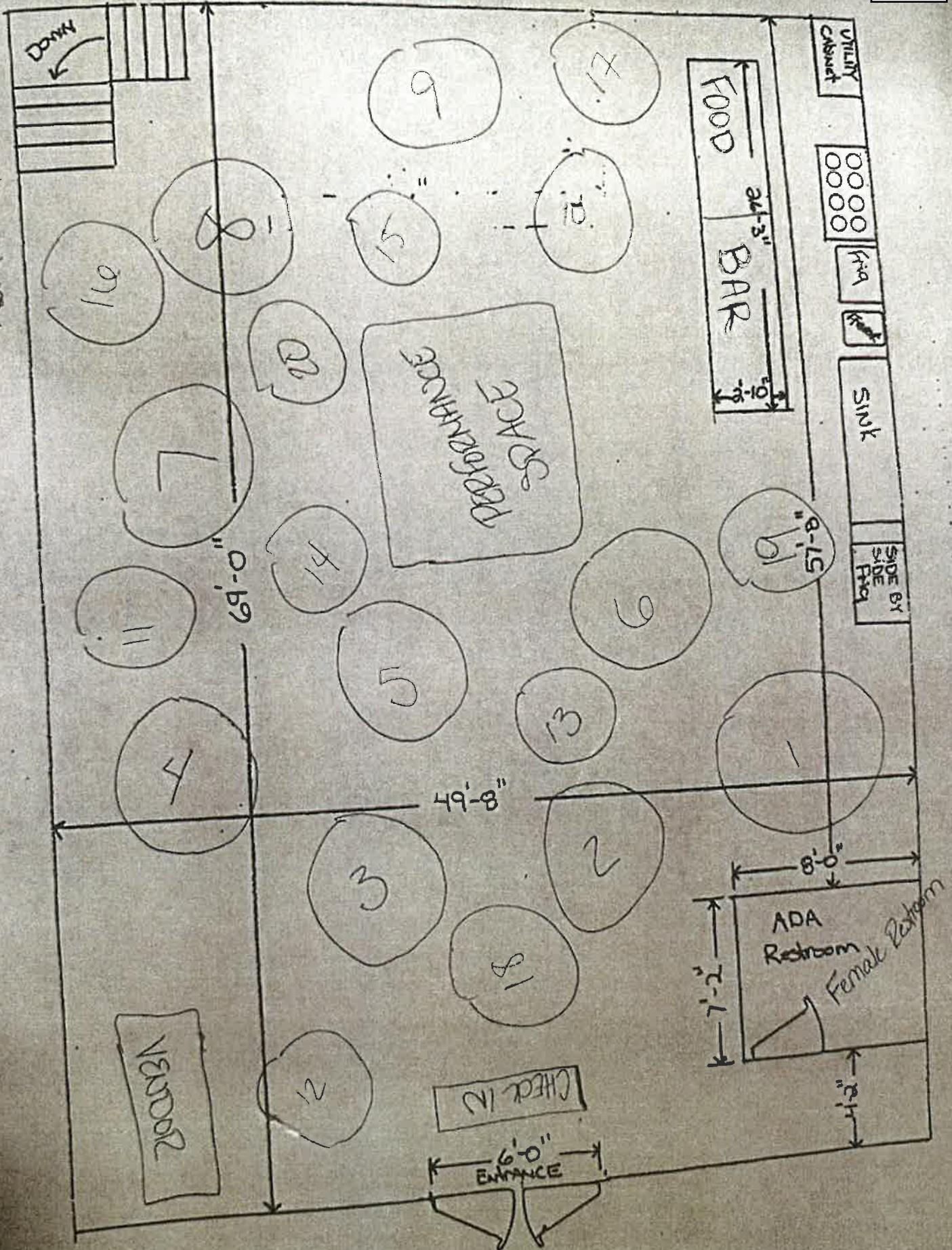
Cleanup of the site(s), including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please refer to and comply with Jerome Town Code section 9-1, Garbage and Trash Collection.

Has any community outreach been completed in regard to this special event?

☒ YES ☐ NO

Please give a brief description of any outreach to neighboring residents and/or businesses regarding the special event, including any feedback received from that outreach.

We have properly permitted this event to the general community. This is why we are being asked to do this special event permit.



Male Restroom Countertop
Female Restroom is Dressing Area

File Attachments for Item:

E. Consider Proposal and Agreement from Southwestern Environmental Consultants (SEC) for Engineering, Design and Post-Design Plans for Deception Water Line (CDBG Grant Funded)

Council will consider and may approve the proposal and agreement from SEC.



**SOUTHWESTERN
ENVIRONMENTAL
CONSULTANTS, INC.**

www.sec-landmgt.com
info@sec-landmgt.com

825 COVE PARKWAY
COTTONWOOD, ARIZONA 86326
(928) 634-5889
Fax: 634-2222

Item E.

February 17, 2025

Brett Klein
Town Manager / Clerk
Town of Jerome
600 Clark Street
P.O. Box 335
Jerome, AZ 86331

RE Town of Jerome, Deception Water Line

Dear Brett,

SEC is pleased to provide a proposal for Deception water line improvements. SEC proposes to provide the following work.

Design Services

- Update topo
- Updates to the plans
- Updates to the report
- Yavapai County ATC application
- Assist with ADOT ROW application

Post Design/Bid facilitation

- Develop engineers cost estimate
- Develop bid list
- Assist NACOG on bid advertisement
- Assist Town and NACOG in contractor selection

Post Design/Construction

- Assist town with RFQ
- Assist town with design details, material submittals, record keeping
- On site visit- This task will be done in collaboration with the Town
- QA/QC
- Issue final certification and AOC

The proposal excludes geotechnical, structural or Traffic engineering. Construction staking, or any work which is not identified under proposed services. Based on our understanding, we propose providing the



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Item E.

above services for an estimated **cost of \$56,646.00**. All work will be billed at current Time & Material rates.

If this meets your approval, please sign the attached Work Order and return it for our records. Schedule A & B is for your records. We look forward to working with the Town on this project. Please feel free to contact me at kginige@sec-landmgt.com or 928-634-5889 if I can be of assistance.

Sincerely,

Krishan Ginige, P.E., MS, CFM
President
20-0510 CE





SEC, INC.
825 COVE PARKWAY, SUITE A
COTTONWOOD, AZ 86326

Item E.

WORK ORDER

Date Opened 2-17-2025 Date Required ASAP

Project Name TOJ/ Deception Water Improvement Project No. 20-0510 CE

Ordered by Brett Klein - Town Manger/Clerk Email b.klein@jerome.az.gov

Bill to TOJ C/O Brett Klein Phone (928) 634-7943

Street PO Box 335 City Jerome State AZ Zip 86331

Received by Krishan Ginige Office x ☐ Letter o ☐ Phone o ☐ Other o ☐

PROJECT LOCATION Yavapai County Town of Jerome

PROJECT DESCRIPTION TOJ Engineering and Surveying -Deception Water Improvements

1) Per attached SEC Proposal Letter, dated 2/17/25, attached hereto and made a part of this Work Order.

2) Any additional requests will be billed as "extra" items at current Time & Materials rates. Prior approval will be obtained before proceeding.

SEC, Inc. agrees to perform the work outlined herein under the terms and conditions set forth in Schedules A and B, attached hereto and made a part hereof. Client agrees to pay an estimated fee of **\$ 56,646.00** plus any direct expenses. This is an estimated fee only, based upon information provided to SEC, Inc. by client, and in the event the information is inaccurate, or in the event of unforeseen circumstances, this estimate may change. Estimate may become void if Work Order is not received by 6/18/2025.

If additional work is requested during the project agreed to be performed under this agreement, fees will be based on the current SEC, Inc., hourly rate schedule. A retainer is to be remitted with this Work Order in the amount of \$_. The balance due SEC, Inc., shall be paid upon completion, or in payments during the course of the project. All past due accounts after deducting current payments and credits, shall bear interest at the rate of $1\frac{3}{4}$ percent per month, compounded, which is an annual percentage rate of 21 percent. Client agrees to pay all costs of collection, including reasonable attorney fees. Liability for errors and omissions in the work is limited to the amount of the fee.

Acknowledgement and authorization:

Client Signature

Date

825 COVE PARKWAY, SUITE A • COTTONWOOD, AZ 86326 • PHONE 928-634-5889 •

RATE SCHEDULE - SCHEDULE A

Professional Services
(effective January 1, 2012)

The cost of services, provided by SEC, Inc., are determined as basic direct wages times a cost multiplier for overhead expenses. Hourly charges for different disciplines are as follows:

Functions	Hourly Rate (\$)
Principal Engineer / Company Officer	175.00
Project Engineer	145.00
Senior Civil Engineer / Planner Level VI.....	135.00
CE Level IV / Registered Land Surveyor II.....	120.00
CE Level III / Registered Land Survey I or / Technician Level V / Planner Level V	105.00
CE Level II / Survey Chief III / Technician Level IV / Planner Level IV	95.00
CE Level I / Survey Chief II / Technician Level III / Planner Level III	85.00
Survey Chief I / Technician Level II / Planner Level II.....	75.00
Technician Level I / Planner Level I	60.00
Laborer	50.00
CADD Designer Level II	87.00
CADD Designer Level I	70.00
GIS – Level II	85.00
GIS - Level I	70.00
CADD Drafter	65.00
Secretary / Non-professional Research (min 1 hour)	50.00

See Natural Resource Rate SCHEDULE A, if applicable

Overtime/Expert Witness

Overtime for all disciplines will be charged at the rate of 1.5 times the hourly rate and 2.0 times the hourly rate for Sundays and holidays. Expert Witness will be charged at 2.0 times the hourly rate for that professional.

Equipment and Materials

Vehicles	0.70/mile
Field Materials	Cost plus 20%
Robotic Total Station.....	\$22/hr
GPS Receiver	\$26/hr
Special Service(s) & Equipment Rental	Cost plus 20%
Blackline Prints:	0.25/sf (Public 1.00/sf)
Color Prints: 11" x 17"	3.50 each
Mylar: 18" x 24"	7.50 each
24" x 36"	12.50 each
Xerox Copies, Letter & Legal: single/double sided	0.15/0.20 each
Xerox Copies: 11" x 17" or Color 8½" x 11"	0.75 each
Color Prints/Plots (24" x 36")	15.00 each
Check Plots20¢/sf
CD copy	\$20.00 each
Miscellaneous	Cost plus 20%

Note: Above fee schedule rates are subject to change without notice. Equipment and material costs are subject to change without prior notice, to reflect supplier price changes.

On projects that require a field crew(s) to stay out of town, *per diem* expenses (meals, lodging) will be billed on basis of "costs" plus 20%. On all survey jobs, a **minimum** charge of 2 hours at the current rates will be applied to each job for field work.

**TERMS AND CONDITIONS OF AGREEMENT
BETWEEN CLIENT AND SEC, INC.**

Item E.

(SCHEDULE B)

1. **AUTHORIZATION TO PROCEED.** Client's signing of this Work Order constitutes authorization for SEC to proceed with the described services and also constitutes acknowledgment and ratification of services previously rendered at Client's request to the extent they fall within the scope of services described on the Work Order.
2. **RETAINER.** Before SEC begins rendering services, Client shall pay a retainer in the amount set forth on the Work Order. As the retainer is depleted, additional funds will be requested to replenish the retainer balance. Any credit balance in retainer will be adjusted in the final invoice and any amounts due to the Client will be refunded at that time.
3. **INVOICES.** SEC will submit invoices to Client from time to time as services are provided. Invoices are due and payable upon receipt. Client shall promptly review invoices and notify SEC of any objection thereto; absent such objection in writing within ten (10) days of the date of the invoice, the invoice shall be deemed proper and acceptable.
4. **FEES.** Fees are based either on an estimate, quote, or on a time and material (T&M) basis as so stated on the Work Order. Rates are based on the current SEC Rate Schedule (Schedule A). Client shall pay the costs of all materials and direct expenses such as fees, permits, bond premiums, title company charges, delivery charges, travel, lodging, subsistence, blueprints and reproductions, and all other charges and expenses related to completion of the project not specifically covered by the terms of this agreement. In the event such reimbursable items are paid directly by SEC, then such charges and expenses will be invoiced to the Client at direct cost plus twenty (20) percent for handling. A minimum charge of two hours at current rates will be assessed to each survey job.
5. **LIMITATION OF FEES.** SEC's fees shall be limited to the amount set forth in the Work Order. SEC's estimate of the total fees is not a guarantee that all the described services can be performed for that amount but represents its good faith estimation of the approximate total fees that will be earned, based on the information available at the time. However, should the estimated fee amount be reached prior to the limit of services under this Agreement, SEC can limit its services to that amount. If all the services described are not completed, SEC shall provide Client with a revised estimate and proceed to completion only upon Client's authorization (either written or verbal).
6. **EXTRAS.** Client shall pay for any additional work agreed to be performed by SEC at the request of Client, in addition to those set forth herein. The additional work will be charged as extras based on the current SEC hourly rate schedule.
7. **PAYMENT.** Payment for invoices tendered by SEC, are net due upon receipt of the invoice. In the event any invoice is not paid within thirty (30) days, it shall commence bearing compound interest. Beginning on the date the invoice was rendered, compound interest will be calculated at the rate 1.75% per month, (twenty-one (21) percent per annum -- or such rates as may be maximum interest permissible under applicable law, -- whichever is lower). Client agrees to pay all accrued interest together with the charges for services rendered. SEC reserves the right to terminate work on the project until any amounts outstanding are paid in full.
8. **TERMINATION.** Either party may terminate this Agreement with or without cause, upon ten (10) working days written notice to the other. In the event any invoice submitted under this Agreement or under any other agreement between Client and SEC, is not paid in full within forty-five (45) days after rendering, Client agrees that SEC shall have the right to consider said default a material breach of this Agreement. Client shall have ten (10) days thereafter in which to cure said default. If said default is not cured by Client, SEC shall have the right, in addition to all other available rights and remedies, to terminate this Agreement even if the default is in payment of an invoice submitted under another agreement, and to terminate all other agreements between Client and SEC. Upon early termination, Client shall then promptly pay SEC for all of the fees and charges for all services rendered and costs incurred by SEC to the effective date of termination.
9. **CLIENT RESPONSIBILITIES.** Client shall cooperate with SEC by providing everything reasonably necessary for SEC to be able to provide its services., including but not limited to, all necessary information concerning the project and Clients requirements including design criteria, necessary access to public and private lands, legal accounting, insurance services required for the project, necessary permits, and approval of governmental authorities and other individuals.
10. **OWNERSHIP OF DOCUMENTS.** All documents prepared by SEC pursuant to this Agreement are prepared specifically for use in connection with this project. Originals of all such documents are and remain the property of SEC. SEC shall furnish Client with sufficient copies of such documents for its purposes at associated costs. All such documents are not intended or represented to be suitable for reuse by the Client or others on extensions of this project or on any other work. The Client may use such documents for other purposes without further compensation to SEC; however, any reuse without written verification or adaptation by SEC for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to SEC. Client agrees to indemnify and hold harmless SEC from all claims, damage, losses, and expenses, including attorney's fees, arising out of or resulting from the Client's use of the documents for any purpose other than in connection with this project. Any verification or adaptation of the documents by SEC for other purposes will entitle SEC to further compensation as agreed upon between the parties.
11. **CONSTRUCTION COST ESTIMATES.** SEC has no control over actual project construction costs and estimates of such probable costs represent SEC's good faith estimation only of the approximate, probable cost to construct the project, based on the information available at the time. SEC cannot and does not represent or guarantee that actual project construction costs will not vary substantially from its estimate of probable costs.
12. **ARBITRATION AND LEGAL EXPENSES.** Any controversy of claim relating to this Agreement will be settled by arbitration upon the mutual agreement of the parties. Such arbitration shall be conducted in accordance with the rules of the American Arbitration Association in effect at the time of the arbitration, unless the parties mutually agree to conduct such arbitration by a different procedure. Judgment on the award or decision rendered may be entered in any court having jurisdiction over the matter. In the event of any legal action between the parties to enforce any of the terms of this Agreement, the party in whose favor judgment is rendered, shall be paid by the non-successful party, all costs and expenses incurred, including a reasonable attorney's fee.
13. **LIMITATION OF LIABILITY.** SEC's liability to the Client for any cause or combination of causes is, in the aggregate, limited to an amount no greater than the fee earned under this Agreement.
14. **BINDING EFFECT.** The terms and conditions of this Agreement shall inure to the benefit of and be binding upon the parties and their respective heirs, successors, and assigns. This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona. If any of the provisions of this Agreement are declared invalid, such declarations shall not affect the validity of the remainder of this Agreement.
15. **CAPTIONS.** The paragraph captions used in this Agreement are for convenience only; they are not construed as part of this Agreement; and they in no way define, limit or amplify the provision of this Agreement.

File Attachments for Item:

F. Consideration of the Quilter's Quarters Special Event Permit Application for the Quilt Retreat Event

Council will consider and may approve the special event permit.



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Item F.

Permit # J25-0041

Special Event Permit Application

Thank you for choosing the Town of Jerome for your special event.

Please fill out this packet and submit to the Town Manager.

- All information must be submitted at least **60** days prior to the event.
- Fee(s), due at the time of application submission.
- For questions regarding Special Event Permits, please contact Jerome Town Hall at (928) 634-7943.

Town Use Only

Date Submitted 4/22/25 Fee 100.00 Date Paid 4/22/25
Paid via ☐ Check # ☒ C.C. ☐ Cash
receipt copy in S drive

Special Event Approvals

Town Manager
Approve ☐ Deny ☐ Date Comments

*Fire Inspector
Approve ☐ Deny ☐ Date Comments

*Zoning Administrator
Approve ☐ Deny ☐ Date Comments

*Police Chief
Approve ☐ Deny ☐ Date Comments

*Building Inspector/Public Works
Approve ☐ Deny ☐ Date Comments

**Other approvals as needed based on scope of event*

Special Event Fee Schedule

Non-profit 501C3 w/ no entry fee
Town Sponsored/Co-Sponsored
Film Permits

\$25 per day Special Event Liquor License
No Fee Special Event Permit
Fee based on production type

\$75
\$100

Special Event Permit Application

Checklist of Requirements

- ☒ 1. Completed Special Event Permit Application.
- ☐ ~~2.~~ Completed Application for Facility Use (if applicable). N/A
- ☐ ~~3.~~ Completed Hold Harmless Agreement of Indemnification. N/A
- ☒ 4. Completed Site Plan in 8 ½" x 11" or 8 ½" x 14" format that includes:
 - a. A map of the event area(s) including the location(s) for stage(s), performers, vendors, barriers/fencing (including type), sound amplification equipment and speakers, race/run routes, tents/canopies, and any points of entry and exit where applicable.
 - b. List of all participating vendor(s)/businesses (if applicable).
 - c. Accessibility, parking and/or traffic control plan.
 - d. Restroom plan.
 - e. Trash and waste removal plan.
 - f. Community outreach (if applicable)
- ☐ ~~5.~~ Certificate of insurance in the amount of no less than one million dollars (\$1,000,000) of general liability coverage naming the Town of Jerome as additional insured and referencing the specific activity and date(s). N/A
- ☐ ~~6.~~ Liquor License (if applicable). N/A
- ☐ ~~7.~~ Liquor Liability Insurance (if applicable). N/A
- ☐ ~~8.~~ Health Department Approval (if applicable). N/A
- ☐ ~~9.~~ All other permits required by County or State Agencies. N/A
- ☒ 10. Permit filing fee.
- ☐ ~~11.~~ Written approval from Police Chief/Fire Inspector (if applicable). N/A

Applicant Information

Applicant's Contact Information	
Name of Applicant	Melanie Korzep Date: 4/21/25
Name of Organization/Sponsor	Balance & Bliss dba Quilter's Quarters
Federal Tax or 501 (c)(3) Number	
Business Mailing Address	
City	Cottonwood State AZ Zip 86326
Business Email	quiltersquartersaz@gmail.com
Business Phone #	928-634-8161 Cell Phone #

Authorized Contacts for Event

Please list any other authorized contacts for the Event, including an emergency contact that will be available during the event. At least one must be provided.	
Name	Linda York Phone
Name	Joni Robinson Phone
Emergency contact for Event*	
Name	Melanie Korzep Phone
*Emergency contact should be a party available for duration of event including set up and tear down.	

If additional contacts need to be shared, please use a separate sheet to list additional points of contact

Event Information

Name of Event Quilt Retreat

Date(s) / Time(s) of Event – If multiple dates (Not including set-up/tear-down time)

Start: Date: 8/14/25 Time 8:00 am End: Date 8/16/25 Time 10:00 pm *
5:00 pmStart: Date: 8/15/25 Time 8:00 am End: Date 8/15/25 Time 10:00 pm *Start: Date: 8/16/25 Time 8:00 am End: Date 8/16/25 Time 5:00 pm
*if attendees want to stay lateSet-Up Date/Time: From 8/13/25 8:00 am To 8/13/25 7:00 pmTear-Down Date/Time: From 8/16/25 5:00 pm To 8/16/25 8:00 pmNumber of expected/estimated Participants 28Will an admission or registration fee be charged? YES ☒ NO ☐ Fee \$ 325

Please briefly describe the event:

Quilters getting together for 3 days of sewing.

Event Details

Special Events which occur on a Town right-of-way or on property owned or leased by the Town require an "Application for Facility Use." Please complete and submit along with the Special Event Permit Application.

Will the Special Event take place on property owned or leased by the Town of Jerome?

☐ YES ☒ NO

If yes, which property? _____

If no, what is the **physical address** for the event? Spook Hall, 260 Hull Ave, Jerome

Please note that Separate permits or approvals may be required by County or State agencies, depending on the type of event or where there may be the presence of alcohol or food for sale, or by donation. Documentation of all applicable approvals must be provided **30 days prior** to the event.

Will the Special Event require the use of temporary signage?

☐ YES ☒ NO

*All signage must comply with Section 509 of the Jerome Zoning Ordinance. A separate sign permit for special events is not required. To hang signs from Town owned property will require prior approval.

Event Details Continued

Will Alcohol be Sold?

☐ YES ☒ NO ☐ By Donation

If yes, you must submit approval documents from the Arizona Department of Liquor Licenses and Control, at least 30 days prior to the event.

Will Food be Sold?

☐ YES ☒ NO ☐ By Donation

If yes, you must submit approval documents from the Yavapai County Health Services Department, or proof of a prior event approval or Special Event Variance granted by Yavapai County Health Services in the same calendar year.

Will there be outdoor, amplified sound at the event?

☐ YES ☒ NO

Please provide a brief description of outdoor/amplified sound to be used:

Jerome Town Code section 10-1-13 restricts the volume and hours of outdoor sound and amplification devices. Loud noise that is a public nuisance, is prohibited. The Town reserves the right to limit the hours of the Special Event to avoid unreasonable interference with adjacent properties.

Will there be outdoor lighting, or other electrical needs?

☐ YES ☒ NO

Please provide a brief description of the electrical requirements for the event:

Will the event include other vendors/businesses in addition to the business/entity applying for this permit?

☐ YES ☒ NO

If yes, please provide a list of all participating vendors to the Town of Jerome Manager prior to the event. Including the business name(s), dba, owner(s) name(s), physical business location, contact telephone number(s) and vendors' TPT license number.

Will the event require the use of tents or canopies or other temporary structures? *

☐ YES ☒ NO

**Please include the placements of tents or canopies on the site plan, with points of entry or exit clearly marked, including the exact type of structure – Please note set-up and tear-down time(s) must be indicated on Page 4.*

Special Event Access

Will the event require the use of fencing, ropes, barricades, or other types of barriers? *

☐ YES ☒ NO

**Please note barriers and any points of entry or exit through barriers should be clearly marked on your site plan, including exact type of fencing or barriers to be used.*

Will the event require the closure and/or detour of any roadway, sidewalk, or other public access route?

☐ YES ☒ NO

Please include a description of the primary access routes to the event/property and available parking for the crowds anticipated. (Special traffic control may be required for larger events)

Will the use of portable restrooms be necessary during the event?

☐ YES ☒ NO

Please note the use of portable restrooms may be required on a case-by-case basis.

Will trash be created during the special event?

☒ YES ☐ NO

Briefly description of the receptacles to be used and/or efforts to minimize litter around Town during the event:

Dumpster near Spook Hall.

Cleanup of the site(s), including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please refer to and comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.

Has any community outreach been completed in regard to this special event?

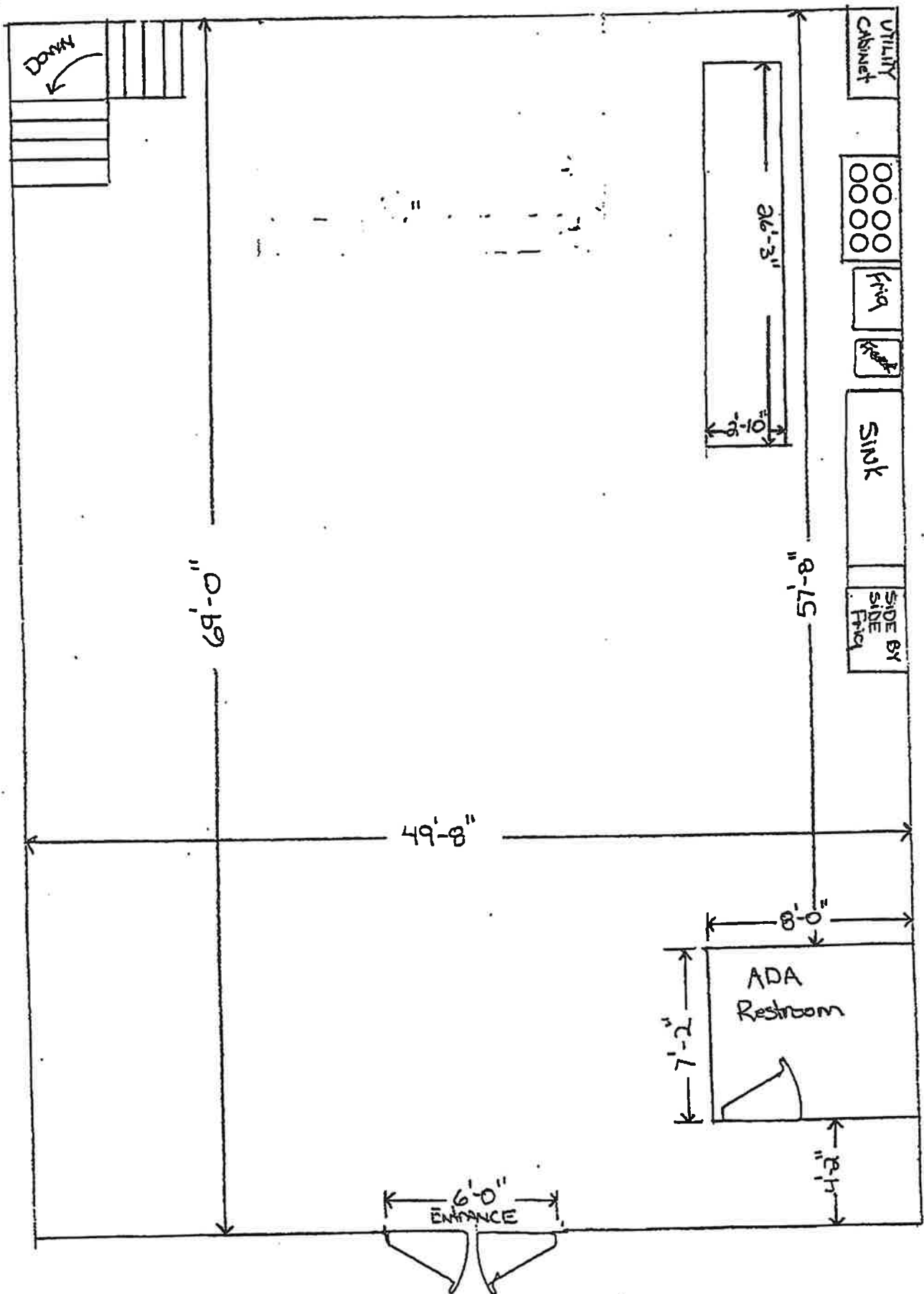
☐ YES ☒ NO

Please give a brief description of any outreach to neighboring residents and/or businesses regarding the special event, including any feedback received from that outreach.

**This page intentionally left blank (insert Site Plan(s) here) **

SPOOKHALL INTERIOR LAYOUT

Item F.



File Attachments for Item:

G. Fiscal Year 2025-2026 Budget - Near Final Draft Review

Council will review the 2025-2026 budget, including review of a near-final draft budget. All aspects of the budget may be discussed and Council may provide staff direction regarding the completion of the 2025-2026 budget.

Fiscal Year 2025-2026 Budget Calendar

Item G.

Date	Item
Monday, November 18, 2024	Council to review and prioritize initial capital items and projects as presented by staff and provide goals and objectives
Tuesday, January 14, 2025	Council to consider staff proposal for wages and benefits
Wednesday, January 29, 2025	Department Head Discussion - New Program & Capital Improvement Requests. Hand Out Budget Worksheets
Thursday, February 20, 2025	Department Budget Worksheets Due
Tuesday, March 11, 2025	Department Capital Requests and New Programs Finalized
Tuesday, March 11, 2025	Council Budget Workshop-Council Goals, Priorities and Consider Capital Requests, Wages and Insurance
Tuesday, April 8, 2025	Department Heads Present Budget Requests and Receive Council Input and Feedback
Tuesday, May 13, 2025	Council Budget Workshop - Final Input and Direction
Tuesday, May 27, 2025	Adopt Tentative Budget
Saturday May 31 and June 8	Publish Budget once a week for two consecutive weeks; Include time and place of budget hearing and a statement indicating where the proposed budget may be viewed ***
Tuesday, June 3, 2025	Publish Tentative Budget Summary on Website and make available at Library and Town Hall
Tuesday, June 10, 2025	Public Hearing on the Budget and Adopt - RESOLUTION
Monday, June 16, 2025	Publish Final Adopted Budget on Website and Make Available at Library
***	Publish paragraph notice of PH and Schedule A from State Budget Forms - Post Schedule A and Notice in three (3) place
Tuesday, July 8, 2025	Adopt Property Tax Levy Resolution and Forward Certified Copy of Resolution to Yavapai County

FUND BALANCE RECAP:

UNRESTRICTED general fund balance @ 7/1/24, per audited financial statements	1,521,457
Plus: Anticipated surplus FY25	200,000
NET ESTIMATED UNRESTRICTED FUND BALANCE @ 7/1/25 est.	1,721,457

2024-25 GENERAL FUND OPERATING EXPENSES (per draft):	3,048,050
net of capital expenditures and subsidies to other funds	

FUND BALANCE PERCENTAGE **56%**

Minimum fund balance per Financial Operations Manual	
adopted by Council: 25% of general fund operating expenses	762,013

Potentially available for use*	959,444
Used in this draft (excluding contingencies)	(325,000)

General Fund Balance remaining available for use **634,444**

Total General fund balance remaining	1,396,457
Percentage of GF operating expenses	46%

Utilities Fund Balance @ 7/1/24	126,399
Less: EST. Difference - Surplus / (deficit) FY25	65,000
TOTAL ESTIMATED UTILITIES FUND BALANCE @ 7/1/25	191,399

Utilized in this draft	150,000
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Utilities Fund Balance remaining for use **41,399**

HURF Fund Balance @ 7/1/24	72,166
Less: Difference - Surplus / (deficit) FY25	10,000
TOTAL ESTIMATED HURF FUND BALANCE @ 7/1/25	82,166

Utilized in this draft	7,350
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HURF Fund Balance remaining for use **74,816**

PARKING fund balance @ 7/1/2024	279,982
Estimated surplus / Deficit, FY25	27,000
TOTAL ESTIMATED PARKING FUND BAL @ 7/1/2025	306,982

Utilized in this draft	0
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PARKING Fund Balance remaining for use **306,982**

Town of Jerome
Live 12.12.2022

Budget Worksheet - Proposed Budget
Period 00/25 (07/01/2025)

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Report Criteria:

Includes all accounts

Includes grand totals

Includes budget notes with general notes and with year ending periods: Future year, 06/26

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
GENERAL FUND					
TAX REVENUE					
10-30-4001	Property Taxes	47,500.91	47,500.00	35,829.86	47,500.00
10-30-4005	City Sales Taxes	1,373,905.24	1,450,000.00	935,937.62	1,478,750.00
10-30-4010	State Sales Taxes	70,072.31	71,000.00	55,156.95	74,000.00
10-30-4030	Vehicle License Tax	39,408.25	40,000.00	33,156.82	40,000.00
10-30-4055	Franchise Fees	19,089.73	17,250.00	14,744.08	17,250.00
Total TAX REVENUE:		1,549,976.44	1,625,750.00	1,074,825.33	1,657,500.00
LICENSES, PERMITS&OTHER FEES					
10-31-4040	Building Permits	9,313.00	12,500.00	4,953.74	12,000.00
10-31-4041	Planning & Zoning Fees	2,200.00	3,500.00	350.00	3,000.00
10-31-4045	Business Licenses	4,270.00	5,500.00	3,950.00	5,000.00
10-31-4050	Commercial Filming Fees	.00	.00	.00	.00
10-31-4071	Fees-Short Term Rental License	300.00	450.00	300.00	450.00
Budget notes:					
STR Rental License Fees					
Total LICENSES, PERMITS&OTHER FEES:		16,083.00	21,950.00	9,553.74	20,450.00
INTERGOVERNMENTAL REVENUE					
10-32-4015	Urban Revenue Share	397,487.28	330,000.00	292,500.89	305,000.00
Budget notes:					
~2026 New Formula with 2-year Lag Time					
Total INTERGOVERNMENTAL REVENUE:		397,487.28	330,000.00	292,500.89	305,000.00
LIBRARY REVENUE					
10-33-4020	Yavapai County for Library	19,914.85	18,172.00	9,085.89	18,150.00
10-33-4070	Rents-Library	9,234.84	10,250.00	8,355.60	10,250.00
10-33-4200	Library Contributions	2,662.00	2,500.00	30.00	2,000.00
Total LIBRARY REVENUE:		31,811.69	30,922.00	17,471.49	30,400.00
POLICE DEPT REVENUE					
10-34-4061	PD Parking Citation Revenue	31,830.45	37,000.00	38,565.25	40,000.00
10-34-4062	PD Revenue From Parking Fund	162.50	40,000.00	33,333.30	45,000.00
10-34-4063	Police Smart & Safe AZ Fund	11,073.31	10,000.00	6,773.39	11,000.00
10-34-4064	Police Officer Safety Equip Re	1,592.65	2,000.00	1,392.45	2,000.00
10-34-4065	Police Services	3,566.51	7,000.00	2,605.00	4,500.00
Total POLICE DEPT REVENUE:		48,225.42	96,000.00	82,669.39	102,500.00
COURT REVENUE					
10-35-4035	Fines and Forfeitures	54,538.65	59,000.00	40,380.16	57,000.00
Budget notes:					
~2026 Fines & Forfeitures 45000					
Fines & Forfeitures - Parking Tickets 12000					

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
10-35-4037	Court Security Fund Revenue	8,319.67	10,000.00	6,843.33	10,000.00
Total COURT REVENUE:		62,858.32	69,000.00	47,223.49	67,000.00
RENTAL REVENUE					
10-36-4070	Rents-Town Properties	83,935.54	87,000.00	66,736.72	93,000.00
Budget notes:					
~2026 Town Hall Rents (bottom floor) goes to 10-33-4070 Property Rentals incl Holly Avenue & Main Street					
10-36-4080	Utility Reimbursements	5,200.76	5,750.00	4,268.26	5,000.00
Total RENTAL REVENUE:		89,136.30	92,750.00	71,004.98	98,000.00
FIRE DEPT REVENUE					
10-37-4053	Fire Dept Services Rev	3,966.42	25,500.00	2,246.41	12,500.00
10-37-4090	Wildland Fire Fees	71,347.77	65,500.00	73,969.91	77,000.00
10-37-4091	Wildlands Wage Reimbursement	72,659.70	52,000.00	66,167.67	75,000.00
10-37-4092	Firewise Wage Reimbursement	.00	.00	.00	.00
Total FIRE DEPT REVENUE:		147,973.89	143,000.00	142,383.99	164,500.00
GENERAL FUND REVENUE					
10-38-4000	Fund Balance Reserves	.00	407,000.00	339,166.70	325,000.00
Budget notes:					
2025 - Use of Reserve \$407,000 includes \$19,000 for Police Vehicle ~2026 Use of Reserve \$325,000					
10-38-4200	Contributions	.00	.00	.00	.00
10-38-4300	Interest	13,634.63	14,000.00	9,450.11	13,500.00
10-38-4400	Sale of Assets	.00	12,500.00	10.00	12,500.00
Budget notes:					
~2026 Public Surplus/GovDeals					
10-38-4500	Miscellaneous Revenues	13,292.19	4,500.00	10,061.23	13,000.00
10-38-4510	Ins Dividends, Claims, Reimbursm	5,090.71	10,000.00	.00	10,000.00
Total GENERAL FUND REVENUE:		32,017.53	448,000.00	358,688.04	374,000.00
ADMINISTRATIVE CHARGES					
10-39-4600	Administrative Charges	185,040.00	191,623.00	159,627.50	197,095.00
Budget notes:					
~2026 Administration Charge from Utilities Funds 181,650 Administration Charge from Parking Fund 6,260 Administration Charge from HURF Fund 9,185					
10-39-4900	Transfers In	64,000.00	.00	.00	.00
Total ADMINISTRATIVE CHARGES:		249,040.00	191,623.00	159,627.50	197,095.00
GENERAL GOVT EXPENSES					
10-41-5001	Salaries and Wages	255,826.93	282,000.00	227,549.43	285,000.00
10-41-5005	Accrued Salaries & Wages	9,023.07	.00	.00	.00
10-41-5006	Longevity Bonus	1,067.00	2,000.00	859.00	2,000.00
10-41-5007	Payment in Lieu of Medical Ben	.00	.00	.00	.00

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
10-41-5010	FICA Match	18,907.94	21,750.00	17,123.00	22,000.00
10-41-5011	Retirement Match	22,618.21	30,000.00	24,970.24	31,000.00
10-41-5012	Health/Life Insurance	58,391.82	64,000.00	56,486.79	67,000.00
10-41-5013	Workers Compensation	1,502.50	1,500.00	1,332.11	1,650.00
10-41-5014	Unemployment Insurance	29.47	300.00	85.30	280.00
10-41-6101	Accounting and Auditing	23,000.00	20,000.00	23,500.00	24,000.00
10-41-6105	Advertising, Printing, & Publi	3,906.86	4,250.00	656.21	4,000.00
10-41-6110	Contract Services	18,484.00	32,000.00	9,054.80	33,000.00

Budget notes:

~2026 Contract Services - ArchiveSocial 6,000
Contract Services - Codification and Web 5,000
Internet - New Much Higher Rate 22,000

10-41-6115	Conventions and Seminars	1,818.96	2,500.00	2,740.17	3,250.00
10-41-6116	Training & Education	2,025.81	2,500.00	2,405.32	2,750.00
10-41-6125	Dues, Subs & Memberships	7,609.86	7,500.00	5,073.89	75,000.00
10-41-6126	TPT Collection Fee Exp	.00	.00	.00	.00
10-41-6130	Election expenses	1,970.12	2,250.00	1,016.64	1,000.00
10-41-6145	Fuel	557.42	650.00	474.77	650.00
10-41-6155	Insurance	49,820.34	27,500.00	23,094.87	32,500.00
10-41-6156	Insurance Deductible Exp	.00	.00	.00	.00
10-41-6160	COVID Expenses	.00	.00	.00	.00
10-41-6170	Legal Exp - Gen Gov	7,207.50	13,000.00	7,533.20	13,000.00
10-41-6185	Miscellaneous	4,231.25	4,000.00	5,850.15	6,000.00
10-41-6186	Bank Fees - Gen Admin	1,864.99	2,000.00	1,669.33	2,000.00
10-41-6188	Bank Fees / Merch Svcs	1,974.66	4,500.00	1,859.72	3,500.00
10-41-6190	Office Supplies	10,055.80	8,500.00	6,392.47	8,500.00
10-41-6191	Copier & Equip Lease Expense	5,016.43	6,000.00	4,040.19	6,000.00
10-41-6192	Software Support Exp - GG	24,206.71	27,500.00	27,291.14	29,000.00

Budget notes:

~2026 Caselle
4D IT
Yavapai County Internet

10-41-6193	Computer Hardware & Service	347.50	7,000.00	1,848.75	3,500.00
10-41-6195	Operating Supplies - Gen Gov	278.53	1,500.00	990.97	1,500.00
10-41-6200	Postage	4,069.61	4,000.00	3,148.29	4,250.00
10-41-6220	Rep and Maint - Vehicles	5,493.66	1,750.00	2,082.92	2,000.00
10-41-6245	Shuttle Expenses	3,922.97	3,500.00	3,706.38	3,500.00
10-41-6250	Small Tools and Equipment	.00	10,000.00	.00	7,500.00

Budget notes:

~2026 Town Hall Security Enhancements

10-41-6265	Telephone	2,674.11	2,750.00	2,236.53	2,800.00
10-41-6275	Travel	207.62	1,500.00	151.28	1,500.00
10-41-6285	Tourism 1% Bed Tax	10,000.00	10,000.00	10,466.67	11,000.00
10-41-6286	Community Health	.00	500.00	.00	750.00
10-41-6287	Allowance for preservation of	.00	.00	.00	.00
10-41-6288	Outside Agency Request	.00	.00	.00	1,500.00

Budget notes:

~2026 FVR \$1,500

10-41-6290	Bad Debt Expense	.00	.00	.00	.00
10-41-7025	Capital outlay - UTV	.00	.00	.00	.00
10-41-9500	Transfers Out	271,583.96	298,000.00	248,333.30	210,000.00

Budget notes:

~2026 Transfer to Utilities Fund - Water 100,000
Transfer to Utilities Fund - Sanitation 70,000
Transfer to Sewer Fund 90,000

Total GENERAL GOVT EXPENSES:		811,649.47	906,700.00	724,023.83	902,880.00
MAGISTRATE COURT EXPENSES					
10-42-5001	Salaries and Wages	69,107.78	72,000.00	52,114.82	68,000.00
10-42-5005	Accrued Salaries & Wages	2,902.46-	.00	.00	.00
10-42-5006	Longevity Bonus	220.00	250.00	70.00	290.00
10-42-5010	FICA and Medicare	5,076.76	5,500.00	3,900.69	5,200.00
10-42-5011	Retirement	5,150.16	3,800.00	5,991.32	4,400.00
10-42-5012	Health/Life Insurance	18,089.19	18,750.00	12,991.50	18,750.00
10-42-5013	Worker's Compensation	222.29	230.00	175.84	230.00
10-42-5014	Unemployment	9.04	100.00	39.91	100.00
10-42-6037	Court Security Fund Expenses	927.11	8,000.00	709.64	7,000.00
Budget notes:					
Monthly Service Fees/ Dedicated Court Officer					
10-42-6101	Accounting and Auditing	.00	.00	6,000.00	6,000.00
10-42-6110	Contract Services	4,363.37	6,000.00	15,274.55	10,500.00
10-42-6115	Conventions and Seminars	86.11	.00	.00	400.00
10-42-6116	Training & Education	475.00	750.00	475.00	500.00
10-42-6125	Dues and Subscriptions	313.32	450.00	544.49	300.00
10-42-6185	Miscellaneous	43.77	200.00	33.51	200.00
10-42-6190	Office Supplies	.00	300.00	67.54	200.00
10-42-6191	Copier & Equip Lease Exp	3,587.40	3,750.00	3,677.08	3,750.00
10-42-6195	Operating Supplies - Court	169.84	200.00	.00	200.00
10-42-6265	Telephone	905.90	850.00	755.68	900.00
10-42-6275	Travel	489.87	750.00	.00	750.00
Total MAGISTRATE COURT EXPENSES:		106,334.45	121,880.00	102,821.57	127,670.00
POLICE DEPT EXPENSES					
10-43-5001	Salaries and Wages	432,565.57	460,000.00	357,589.51	440,000.00
10-43-5005	Accrued Salaries & Wages	18,365.54-	.00	.00	.00
10-43-5006	Longevity Bonus	1,910.00	2,200.00	1,269.00	1,750.00
10-43-5010	FICA and Medicare	32,419.39	36,000.00	26,852.92	34,750.00
10-43-5011	Retirement	52,474.74	62,000.00	45,398.99	60,000.00
Budget notes:					
~2026 Includes \$10K-\$15K for PSPRS Shortage					
10-43-5012	Health Insurance	74,360.39	70,000.00	59,686.50	70,000.00
10-43-5013	Worker's Compensation	30,012.61	30,000.00	25,844.38	31,000.00
10-43-5014	Unemployment	49.39	650.00	122.11	600.00
10-43-5020	Payroll Adjustment-Police	1,306.64-	.00	.00	.00
10-43-6105	Advertising, Printing, & Publi	470.55	300.00	90.90	300.00
10-43-6110	Contract Services	431.34	1,000.00	1,090.00	1,250.00
10-43-6116	Training & Education	2,197.00	4,000.00	1,754.00	4,000.00
10-43-6120	Dispatch Fees	43,832.28	48,000.00	39,453.20	50,000.00
10-43-6125	Dues and Subscriptions	2,203.32	1,500.00	2,357.90	2,000.00
10-43-6145	Fuel	11,035.55	11,250.00	8,451.22	12,000.00
10-43-6172	Prosecutor Exp	22,000.00	24,000.00	20,000.00	24,000.00
10-43-6185	Miscellaneous	303.70	500.00	138.12	500.00
10-43-6192	Software Service & Support	6,530.29	9,250.00	10,110.64	11,000.00
10-43-6193	Computer Hardware & Service	2,868.98	5,000.00	5,121.02	5,500.00

Town of Jerome
Live 12.12.2022

Budget Worksheet - Proposed Budget
Period 00/25 (07/01/2025)

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Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
10-43-6195	Operating Supplies - Police	1,662.65	2,250.00	1,345.46	2,000.00
10-43-6200	Postage	25.10	200.00	165.68	200.00
10-43-6220	Rep and Maint - Vehicles	8,269.60	8,000.00	7,074.08	9,000.00
10-43-6225	Rep and Maint - Equipment	1,221.97	4,000.00	1,959.10	2,750.00
10-43-6234	Police Officer Safety Equip Ex	2,767.60	2,500.00	716.22	2,250.00
10-43-6250	Small Tools and Equipment	2,042.69	3,000.00	2,491.93	3,000.00
10-43-6265	Telephone	8,421.71	7,250.00	6,164.21	7,000.00
10-43-6280	Uniforms	4,716.67	3,250.00	2,559.50	3,500.00
10-43-7025	Vehicles, Cap Outlay, Police	.00	42,000.00	34,950.00	21,000.00
10-43-8040	Lease Payments	5,295.28	.00	.00	.00
Total POLICE DEPT EXPENSES:		730,416.19	838,100.00	662,756.59	799,350.00
FIRE DEPT EXPENSES					
10-44-5001	Salaries and Wages	210,261.94	350,000.00	232,863.60	363,000.00
Budget notes:					
~2026 Allowance for Weekend Staffing \$17,500 Includes 2 Firewise Employees					
10-44-5002	Wildland Personnel	63,312.70	39,000.00	18,083.33	33,000.00
10-44-5003	Volunteer-Employee Per Call Pe	22,110.00	27,500.00	21,536.02	19,000.00
10-44-5004	Firewise Personnel	.00	.00	.00	.00
10-44-5005	Accrued Salaries & Wages	6,525.72-	.00	.00	.00
10-44-5006	Longevity Bonus	1,362.00	1,400.00	724.00	1,480.00
10-44-5007	Payment in Lieu of Benefits	7,597.26	7,400.00	6,190.36	8,000.00
10-44-5010	FICA and Medicare	22,613.19	29,000.00	21,896.60	29,500.00
10-44-5011	Retirement	26,321.02	35,000.00	25,366.82	36,000.00
10-44-5012	Health Insurance	42,008.73	75,000.00	41,785.53	78,000.00
10-44-5013	Worker's Compensation	21,225.43	28,000.00	19,504.97	29,250.00
10-44-5014	Unemployment	30.96	800.00	80.98	665.00
10-44-5015	Retirement - Volunteer Contrib	15,000.00	.00	.00	.00
10-44-5020	Payroll Adjustment-Fire	.00	.00	.00	.00
10-44-6110	Contract Services	.00	.00	.00	.00
10-44-6116	Training & Education	4,294.94	7,000.00	8,345.58	7,000.00
10-44-6120	Dispatch Fees	7,413.00	8,000.00	6,786.70	8,800.00
10-44-6125	Dues and Subscriptions	499.88	750.00	1,057.44	750.00
10-44-6145	Fuel	7,784.96	9,000.00	4,011.75	6,800.00
10-44-6170	Legal Exp - Fire	202.50	500.00	.00	750.00
10-44-6180	Medical Expenses	404.53	1,000.00	65.00	850.00
10-44-6181	Medical Supplies Exp	5,103.61	4,250.00	4,798.51	4,000.00
10-44-6185	Miscellaneous	784.30	1,200.00	510.11	1,250.00
10-44-6192	Software Service & Support	1,880.14	1,850.00	3,916.11	3,000.00
10-44-6193	Computer Hardware and Service	2,772.77	2,000.00	822.18	2,000.00
10-44-6195	Operating Supplies - Fire Dept	846.44	1,500.00	706.35	1,500.00
10-44-6220	Rep and Maint - Vehicles	17,070.78	12,500.00	8,307.95	12,500.00
10-44-6225	Rep and Maint - Equipment	2,143.18	4,000.00	289.87	3,000.00
10-44-6250	Small Tools and Equipment	12,132.83	10,000.00	6,705.75	9,200.00
10-44-6265	Telephone	3,710.62	3,750.00	3,790.47	3,750.00
10-44-6270	Training Center Assessment	2,692.00	2,750.00	2,692.00	2,750.00
10-44-6276	Miscellaneous Wildland	10,757.07	.00	8,295.62	10,000.00
10-44-6285	Utilities	.00	.00	.00	.00

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
Total FIRE DEPT EXPENSES:		505,811.06	663,150.00	449,133.60	675,795.00
LIBRARY EXPENSES					
10-45-5001	Salaries and Wages	83,418.58	95,000.00	72,637.58	93,500.00
10-45-5005	Accrued Salaries & Wages	3,225.98	.00	.00	.00
10-45-5006	Longevity Bonus	598.00	650.00	628.00	725.00
10-45-5007	Library Benefit Stipend	7,419.06	7,225.00	6,045.16	7,389.00
10-45-5010	FICA and Medicare	6,987.71	8,000.00	6,061.79	7,750.00
10-45-5011	Retirement	5,711.94	8,000.00	5,848.72	7,750.00
10-45-5012	Health Insurance	565.38	750.00	471.02	650.00
10-45-5013	Worker's Compensation	329.63	400.00	286.80	380.00
10-45-5014	Unemployment	16.42	250.00	45.70	250.00
10-45-6110	Contract Services	1,589.12	1,750.00	1,451.16	1,750.00
10-45-6125	County Membership Dues	.00	.00	.00	1,800.00
10-45-6185	Miscellaneous	.00	250.00	47.70	250.00
10-45-6190	Office Supplies	266.00	300.00	303.03	400.00
10-45-6195	Operating Supplies - Library	4,911.44	4,750.00	4,170.15	4,750.00
10-45-6205	Print and Non-Print Materials	2,729.94	2,750.00	1,670.51	2,750.00
10-45-6225	Rep and Maint - Equipment	.00	200.00	200.00	200.00
10-45-6250	Small Tools and Equipment	1,295.90	1,500.00	1,076.93	1,000.00
10-45-6265	Telephone	1,024.97	1,250.00	609.36	1,000.00
10-45-6266	E-Rate Exp	424.95	600.00	483.00	700.00
Total LIBRARY EXPENSES:		114,063.06	133,625.00	102,036.61	132,994.00
PLANNING & ZONING EXP					
10-46-5001	Salaries and Wages	62,151.86	70,000.00	52,412.89	70,000.00
10-46-5005	Accrued Salaries & Wages	2,618.45	.00	.00	.00
10-46-5006	Longevity Bonus	368.00	400.00	238.00	425.00
10-46-5007	Health Benefit Stipend	.00	.00	.00	.00
10-46-5010	FICA and Medicare	4,724.27	5,500.00	3,983.37	5,500.00
10-46-5011	Retirement	5,298.33	7,000.00	4,513.13	6,750.00
10-46-5012	Health Insurance	12,538.53	10,000.00	10,328.56	10,000.00
10-46-5013	Worker's Compensation	471.16	600.00	396.23	600.00
10-46-5014	Unemployment	10.54	125.00	27.91	125.00
10-46-6105	Advertising, Printing, & Publi	.00	100.00	.00	100.00
10-46-6110	Contract Services	.00	.00	100.00	.00
10-46-6115	Conventions and Seminars	.00	250.00	.00	.00
10-46-6116	Training and Education	.00	1,250.00	.00	1,000.00
10-46-6170	Legal Exp - P&Z	6,322.50	12,500.00	1,485.00	12,000.00
10-46-6175	Map Upgrades / Copies	1,771.97	1,000.00	.00	.00
10-46-6185	Miscellaneous	1,593.01	20,000.00	531.62	20,000.00
10-46-6192	Software Maintenance & Support	2,206.96	2,000.00	4,894.60	2,500.00
10-46-6195	Operating Supplies	.00	100.00	.00	.00
10-46-6250	Small Tools and Equipment	.00	100.00	100.00	.00
10-46-6265	Telephone	759.39	600.00	791.62	600.00
10-46-6275	Travel	.00	250.00	.00	250.00
10-46-6310	Historic Preservation Exp	199.43	3,750.00	1,000.00	4,000.00
Total PLANNING & ZONING EXP:		95,797.50	135,525.00	80,802.93	133,850.00
PARKS EXPENSES					

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
10-47-5001	Salaries and Wages	7,472.97	8,600.00	6,249.43	7,750.00
10-47-5005	Accrued Wages	281.94	.00	.00	.00
10-47-5006	Longevity Bonus	31.73	40.00	32.77	40.00
10-47-5010	FICA and Medicare	543.77	700.00	466.34	600.00
10-47-5011	Retirement	736.45	1,100.00	648.50	1,000.00
10-47-5012	Health Insurance	2,562.75	2,600.00	1,964.87	2,300.00
10-47-5013	Worker's Compensation	414.88	420.00	313.12	400.00
10-47-5014	Unemployment	.87	10.00	2.26	10.00
10-47-6145	Fuel	432.64	900.00	479.36	800.00
10-47-6170	Legal	.00	250.00	.00	250.00
10-47-6185	Miscellaneous	368.82	300.00	14.11	250.00
10-47-6192	Software Service & Support	.00	100.00	.00	200.00
10-47-6195	Operating Supplies - Parks	320.08	500.00	128.08	500.00
10-47-6215	Rep and Maint - Building	.00	100.00	.00	200.00
10-47-6220	Rep and Maint - Vehicles	2,004.23	2,000.00	2,111.41	2,500.00
10-47-6225	Rep and Maint - Equipment	649.68	800.00	684.59	800.00
10-47-6230	Rep and Maint - Infrastructure	884.13	1,000.00	.00	750.00
10-47-6250	Small Tools and Equipment	442.73	1,000.00	171.82	750.00
10-47-6280	Uniform Exp Parks	380.44	450.00	331.66	450.00
10-47-6285	Utilities	2,977.55	2,750.00	2,750.09	2,900.00
10-47-8040	Lease Payments	108.18	250.00	.00	.00
Total PARKS EXPENSES:		20,049.96	23,870.00	16,348.41	22,450.00

PROPERTIES EXPENSES

10-48-5001	Salaries and Wages	46,260.19	55,000.00	38,689.63	50,000.00
10-48-5005	Accrued Wages	1,745.86	.00	.00	.00
10-48-5006	Longevity Bonus	196.43	240.00	202.87	230.00
10-48-5010	FICA and Medicare	3,365.45	4,100.00	2,887.31	3,750.00
10-48-5011	Retirement	4,558.87	6,400.00	4,014.89	5,800.00
10-48-5012	Health Insurance	15,869.13	16,500.00	12,164.24	14,000.00
10-48-5013	Worker's Compensation	2,491.26	2,500.00	1,870.99	2,300.00
10-48-5014	Unemployment	5.44	60.00	13.81	50.00
10-48-6110	Contract Services	6,019.96	10,000.00	8,617.83	10,500.00
10-48-6140	Engineering Fees	4,406.50	7,500.00	8,191.50	7,500.00
10-48-6145	Fuel	1,727.90	1,500.00	1,754.68	1,500.00
10-48-6170	Legal Services	.00	.00	.00	.00
10-48-6185	Miscellaneous	1,482.44	1,750.00	666.84	1,250.00
10-48-6192	Software Service & Support	.00	.00	43.92	75.00
10-48-6195	Operating Supplies - Propertie	730.08	2,000.00	862.25	2,000.00

Budget notes:

See Quote

10-48-6215	R&M Building - Properties	43,413.18	47,000.00	39,538.39	50,000.00
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Budget notes:

~2026 Rep and Maint - Buildings (routine)-5 yr window plan 15,000.00
Rep and Maint - Buildings (special)-File Room or Chimney 25,000.00
Town Hall Furnace - Moyer Quote 10,000

10-48-6220	Rep and Maint - Vehicles	2,020.64	2,000.00	2,897.02	2,750.00
10-48-6225	Rep and Maint - Equipment	1,061.22	1,000.00	684.59	1,100.00
10-48-6230	Rep and Maint - Infrastructure	538.82	20,000.00	132.76	19,000.00
10-48-6250	Small Tools and Equipment	1,814.73	1,500.00	1,376.48	1,500.00
10-48-6280	Uniform Exp Properties	380.41	375.00	331.67	375.00
10-48-6285	Utilities	46,843.16	45,500.00	42,735.15	47,500.00

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
10-48-8040	Lease Payments	108.18	275.00	.00	275.00
Total PROPERTIES EXPENSES:		181,548.13	225,200.00	167,676.82	221,455.00
GENERAL FUND Revenue Total:		2,624,609.87	3,048,995.00	2,255,948.84	3,016,445.00
GENERAL FUND Expenditure Total:		2,565,669.82	3,048,050.00	2,305,600.36	3,016,444.00
Total GENERAL FUND:		58,940.05	945.00	49,651.52-	1.00

Town of Jerome
Live 12.12.2022

Budget Worksheet - Proposed Budget
Period 00/25 (07/01/2025)

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Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
UTILITY FUND					
WATER REVENUE					
20-50-4010	Fund Balance Reserves	.00	200,150.00	166,791.70	94,000.00
20-50-4050	Connection Fees	.00	.00	.00	.00
20-50-4085	Water Usage Fees	171,262.50	194,000.00	155,557.28	201,000.00
20-50-4100	Water Connection Fees	.00	5,000.00	.00	5,000.00
20-50-4105	Capital Grants	.00	.00	.00	.00
20-50-4200	Contributions	.00	.00	.00	.00
20-50-4500	Miscellaneous	845.74	1,750.00	1,802.49	1,750.00
20-50-4900	Transfers In	76,205.96	145,000.00	120,833.30	145,000.00

Budget notes:

~2026 From Parking \$45,000
From General \$100,000

Total :	248,314.20	545,900.00	444,984.77	446,750.00
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WATER REVENUE

20-50-5001	Salaries and Wages	81,597.34	94,000.00	68,242.28	84,000.00
20-50-5005	Accrued Salaries & Wages	2,941.64	.00	.00	.00
20-50-5006	Longevity Bonus	346.47	430.00	357.83	375.00
20-50-5010	FICA and Medicare	5,936.16	7,300.00	5,092.94	6,300.00
20-50-5011	Retirement	8,041.23	12,000.00	7,081.73	10,000.00
20-50-5012	Health Insurance	27,989.73	30,000.00	21,455.23	24,000.00
20-50-5013	Worker's Compensation	4,958.98	5,500.00	3,956.40	4,600.00
20-50-5014	Unemployment	9.61	100.00	24.36	100.00
20-50-6105	Advertising, Printing, & Publi	.00	.00	.00	.00
20-50-6110	Contract Services	12,300.00	17,000.00	9,615.00	16,000.00
20-50-6116	Training and Education	.00	500.00	120.00	500.00
20-50-6120	Depreciation Expenses	75,876.00	.00	.00	.00
20-50-6135	Permit Fee Exp - Water	420.59	1,250.00	429.44	1,250.00
20-50-6140	Engineering Fees	.00	4,000.00	9,490.00	7,000.00
20-50-6145	Fuel	3,529.40	4,000.00	1,902.57	3,250.00
20-50-6155	Insurance	16,561.14	12,250.00	7,262.10	14,000.00
20-50-6170	Legal Exp - Water	727.50	24,000.00	.00	10,000.00
20-50-6185	Miscellaneous	124.88	800.00	1,557.95	1,750.00
20-50-6192	Software Support Exp - Water	4,454.71	5,750.00	6,643.99	7,500.00
20-50-6195	Operating Supplies - Water	11,269.68	5,000.00	5,694.17	5,000.00
20-50-6215	R&M Building - Water	.00	250.00	.00	500.00
20-50-6220	Rep and Maint - Vehicles	2,495.16	3,000.00	2,376.30	3,000.00
20-50-6225	Rep and Maint - Equipment	1,366.82	2,000.00	684.59	2,000.00
20-50-6230	Rep and Maint - Infrastructure	47,189.01	240,000.00	17,996.52	180,000.00

Budget notes:

~2026 Deception Water Line 130,000.00
Walnut Springs Tank 50,000.00

20-50-6232	Springs Security Exp	1,144.25	6,000.00	931.88	6,000.00
20-50-6240	Service Tests/System Testing	453.00	750.00	408.00	750.00
20-50-6250	Small Tools and Equipment	516.15	2,000.00	252.55	2,000.00
20-50-6271	DWR Fee	.00	1,000.00	.00	1,000.00
20-50-6280	Uniform Exp Water	380.41	350.00	331.64	450.00
20-50-6285	Utilities Exp - Water	452.27	500.00	417.49	550.00
20-50-6290	Administrative Charge	57,012.00	59,016.00	49,180.00	60,550.00
20-50-8040	Lease Payments	5.74	800.00	.00	.00
20-50-8041	Vehicle Purchase-Water	.00	.00	.00	.00

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
Total WATER REVENUE:		362,216.59	539,546.00	221,504.96	452,425.00
SEWER REVENUE					
20-51-4050	Connection Fees	.00	5,500.00	.00	5,500.00
20-51-4085	Sewer Usage Fees	166,828.44	199,000.00	162,044.48	205,000.00
20-51-4300	Interest and Investment Earnings	.00	.00	.00	.00
20-51-4900	Transfers In	115,536.00	90,000.00	75,000.00	80,000.00
Budget notes:					
~2026 From Parking \$40,000.00					
From General \$40,000.00					
Total :		282,364.44	294,500.00	237,044.48	290,500.00
SEWER REVENUE					
20-51-5001	Salaries and Wages	44,247.60	51,000.00	37,007.82	47,000.00
20-51-5005	Accrued Salaries & Wages	1,595.12	.00	.00	.00
20-51-5006	Longevity Bonus	187.87	240.00	194.03	240.00
20-51-5010	FICA and Medicare	3,218.89	3,900.00	2,761.88	3,750.00
20-51-5011	Retirement	4,360.55	6,100.00	3,840.49	5,500.00
20-51-5012	Health Insurance	15,178.40	15,500.00	11,635.65	14,000.00
20-51-5013	Worker's Compensation	2,618.46	2,750.00	2,076.72	2,850.00
20-51-5014	Unemployment	5.20	55.00	13.20	50.00
20-51-6110	Contract Services	39,900.00	47,500.00	30,055.00	48,750.00
20-51-6120	Depreciation Expense	20,696.77	.00	.00	.00
20-51-6135	Permit Fee Exp - Sewer	2,912.94	2,250.00	1,498.94	2,950.00
20-51-6140	Engineering Fees	.00	14,750.00	8,186.50	14,000.00
20-51-6145	Fuel	1,707.86	3,000.00	941.27	2,000.00
20-51-6155	Insurance	16,561.14	12,750.00	7,262.10	14,000.00
20-51-6170	Legal Exp - Sewer	1,233.00	1,000.00	.00	1,500.00
20-51-6185	Miscellaneous	498.13	750.00	1,653.44	2,000.00
20-51-6186	Bank Fees - Sewer Accts	.00	.00	.00	.00
20-51-6192	Software Support Exp - Sewer	4,454.71	6,000.00	6,956.59	7,500.00
20-51-6195	Operating Supplies - Sewer	9,976.63	12,000.00	7,896.61	12,500.00
20-51-6215	R&M Building - Sewer	.00	.00	190.64	.00
20-51-6220	Rep and Maint - Vehicles	2,717.22	3,250.00	2,254.13	3,000.00
20-51-6225	Rep and Maint - Equipment	492.11	575.00	684.59	600.00
20-51-6230	Rep and Maint - Infrastructure	35,330.48	35,000.00	4,090.61	32,000.00
Budget notes:					
~2026 Rep and Maint - Infrastructure		20,000.00			
Rep and Maint - Infrastructure (jetter)		7,000.00			
20-51-6240	Service Tests/System Testing	11,714.08	11,000.00	8,286.12	10,500.00
20-51-6250	Small Tools & Equipment (under	250.20	1,500.00	1,112.72	1,500.00
20-51-6280	Uniform Exp Sewer	380.42	450.00	331.66	450.00
20-51-6285	Utilities	2,425.64	2,750.00	2,020.44	2,750.00
20-51-6290	Administrative Charge	57,012.00	59,016.00	49,180.00	60,550.00
20-51-8020	Sewer Interest Expense	36,000.00	.00	.00	.00
20-51-8040	Lease Payments	5.76	900.00	.00	.00
Total SEWER REVENUE:		312,490.94	293,986.00	190,131.15	289,940.00
SANITATION REVENUE					
20-52-4085	Sanitation Usage Fees	175,756.09	193,000.00	147,283.08	190,000.00

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
20-52-4500	Miscellaneous	.00	2,750.00	.00	2,000.00
20-52-4900	Transfers In	63,693.00	65,000.00	54,166.70	70,000.00
Total SANITATION REVENUE:		239,449.09	260,750.00	201,449.78	262,000.00
SANITATION REVENUE					
20-52-5001	Salaries and Wages	70,399.30	82,000.00	58,878.71	71,500.00
20-52-5005	Accrued Salaries & Wages	2,537.70-	.00	.00	.00
20-52-5006	Longevity Bonus	298.90	380.00	308.70	380.00
20-52-5010	FICA and Medicare	5,121.56	6,500.00	4,394.15	5,750.00
20-52-5011	Retirement	6,937.65	10,000.00	6,110.06	9,000.00
20-52-5012	Health Insurance	24,149.71	25,000.00	18,511.57	22,500.00
20-52-5013	Worker's Compensation	5,950.40	6,600.00	5,934.74	6,500.00
20-52-5014	Unemployment	8.32	90.00	21.02	75.00
20-52-6111	Recycling Contract Exp	1,800.00	1,750.00	1,900.00	1,800.00
20-52-6116	Training & Education	.00	.00	95.00	200.00
20-52-6120	Depreciation Expense	275.99	.00	.00	.00
20-52-6142	Equipment Rentals	.00	1,000.00	.00	1,000.00
20-52-6145	Fuel	6,704.53	7,750.00	3,623.22	6,000.00
20-52-6155	Insurance	16,561.14	12,750.00	7,262.10	14,500.00
20-52-6165	Landfill Tipping Fees	19,771.60	19,000.00	16,764.63	21,000.00
20-52-6185	Miscellaneous	292.81	8,000.00	1,820.59	8,000.00
20-52-6192	Software Support Exp - Trash	3,713.23	4,500.00	5,306.22	5,500.00
20-52-6195	Operating Supplies - Trash	334.28	450.00	319.72	500.00
20-52-6220	Rep and Maint - Vehicles	9,308.54	7,750.00	8,402.36	9,000.00
20-52-6225	Rep and Maint - Equipment	511.85	600.00	684.59	600.00
20-52-6230	R&M Trash - Infrastructure	37.52	250.00	35.13	250.00
20-52-6250	Small Tools and Equipment	.00	1,500.00	943.83	1,500.00
20-52-6280	Uniform Exp Trash	380.44	350.00	331.69	350.00
20-52-6290	Administrative Charge	57,012.00	59,016.00	49,180.00	60,550.00
20-52-9500	Transfers Out	10,000.00	10,000.00	10,000.00	10,000.00
Budget notes:					
New Garbage Truck					
Total :		237,032.07	265,236.00	200,828.03	256,455.00
UTILITY FUND Revenue Total:		770,127.73	1,101,150.00	883,479.03	999,250.00
UTILITY FUND Expenditure Total:		911,739.60	1,098,768.00	612,464.14	998,820.00
Total UTILITY FUND:		141,611.87-	2,382.00	271,014.89	430.00

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
HURF FUND					
HURF REVENUE					
30-30-4010	HURF Fund Balance Reserve	.00	.00	.00	7,350.00
30-30-4020	HURF Revenue	48,502.51	48,000.00	35,633.22	48,750.00
30-30-4300	Interest and Investment Earnin	3,710.25	2,750.00	3,249.43	3,000.00
30-30-4900	Transfers In	200,145.00	190,000.00	158,333.30	110,000.00
Budget notes:					
~2026 From Parking \$110,000.00					
Total :		252,357.76	240,750.00	197,215.95	169,100.00
HURF REVENUE					
30-30-5001	Salaries and Wages	56,593.23	44,000.00	53,160.07	38,000.00
30-30-5005	Accrued Salaries & Wages	2,066.19	.00	.00	.00
30-30-5006	Longevity Bonus	423.60	200.00	438.80	200.00
30-30-5010	FICA and Medicare	4,209.21	3,500.00	4,029.66	3,000.00
30-30-5011	Retirement	3,681.44	5,300.00	3,242.17	4,750.00
30-30-5012	Health Insurance	12,813.31	13,000.00	9,822.32	11,500.00
30-30-5013	Worker's Compensation	2,483.78	2,100.00	2,012.33	1,900.00
30-30-5014	Unemployment	9.56	50.00	30.44	40.00
30-30-6140	Engineering Fees	2,415.00	2,500.00	.00	2,500.00
30-30-6142	Equipment Rentals	.00	750.00	.00	1,000.00
30-30-6145	Fuel	1,716.47	1,500.00	1,504.56	1,500.00
30-30-6155	Insurance	11,040.76	8,500.00	4,841.40	10,500.00
30-30-6160	COVID Expenses - Portajohns	.00	.00	.00	.00
30-30-6185	Miscellaneous	552.41	650.00	756.56	1,000.00
30-30-6192	Software Service & Support	1,349.01	1,575.00	1,228.28	1,575.00
30-30-6195	Operating Supplies - HURF	72.40	500.00	128.06	500.00
30-30-6210	Public Restroom Supplies	2,855.38	1,250.00	5,954.98	4,000.00
30-30-6215	Repair & Maintenance - Buildin	.00	500.00	.00	500.00
30-30-6220	Rep and Maint - Vehicles	2,034.79	1,750.00	2,134.43	1,900.00
30-30-6225	Rep and Maint - Equipment	1,071.24	1,000.00	684.60	1,000.00
30-30-6230	Rep and Maint - Infrastructure	67,394.84	124,000.00	83,661.28	45,000.00
Budget notes:					
~2026 First Section of County Rd 35,000 Repair & Maintenance - Street Patching 10,000					
30-30-6250	Small Tools and Equipment	3,088.99	500.00	187.90	10,000.00
Budget notes:					
Snow Plow					
30-30-6255	Street Lights	13,983.05	13,500.00	12,295.87	14,250.00
30-30-6260	Street Supplies	5,217.58	4,750.00	1,848.62	4,750.00
30-30-6280	Uniform Exp - HURF	380.44	400.00	449.82	550.00
30-30-6290	Administrative Charge	8,412.00	8,755.00	7,295.80	9,185.00
30-30-7000	Capital outlay - Public restro	.00	.00	.00	.00
30-30-8040	Lease Payments	108.23	200.00	.00	.00
Total HURF REVENUE:		199,840.53	240,730.00	195,707.95	169,100.00
HURF FUND Revenue Total:		252,357.76	240,750.00	197,215.95	169,100.00
HURF FUND Expenditure Total:		199,840.53	240,730.00	195,707.95	169,100.00
Total HURF FUND:		52,517.23	20.00	1,508.00	.00

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
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Town of Jerome
Live 12.12.2022

Budget Worksheet - Proposed Budget
Period 00/25 (07/01/2025)

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Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
PARKING FUND					
PARKING FUND REVENUE					
35-35-4042	Parking Kiosk Revenue	377,291.31	355,000.00	327,044.82	386,000.00
35-35-4043	Allowance for Additional Kiosk	.00	.00	.00	.00
Total :		377,291.31	355,000.00	327,044.82	386,000.00
PARKING FUND REVENUE					
35-35-5001	Salaries and Wages	28,057.11	41,000.00	29,126.71	40,000.00
35-35-5005	Accrued Salaries & Wages	.00	.00	.00	.00
35-35-5006	Longevity Bonus	90.00	180.00	100.00	200.00
35-35-5010	FICA Match	2,153.21	3,100.00	2,235.89	2,800.00
35-35-5013	Worker's Compensation	983.02	1,100.00	891.74	950.00
35-35-5014	Unemployment	7.49	175.00	34.42	125.00
35-35-6145	Fuel	508.72	1,000.00	486.66	1,000.00
35-35-6185	Miscellaneous	.00	1,000.00	742.45	1,000.00
35-35-6186	Bank Charges	.00	.00	180.30	100.00
35-35-6188	Credit Card Processing Fees	32,189.58	27,500.00	30,253.29	29,500.00
35-35-6192	Software Service and Support	24,312.26	27,500.00	14,534.02	22,000.00
35-35-6195	Operating Supplies	2,258.79	2,500.00	2,060.80	3,000.00
35-35-6265	Telephone	6,748.41	5,500.00	4,872.96	6,750.00
35-35-6290	Administrative Charge	5,592.00	5,750.00	4,791.70	6,260.00
35-35-7000	Capital Outlay	.00	.00	.00	20,000.00
35-35-8041	Allowance for additional capit	.00	4,000.00	.00	12,000.00
35-35-9500	Transfers Out	247,996.00	232,000.00	193,333.30	240,000.00
Budget notes:					
~2026 Transfer to General Budget (public safety)		45,000.00			
Transfer to HURF Budget		110,000.00			
Transfer to Water Budget		45,000.00			
Transfer to Sewer Budget		40,000.00			
Total PARKING FUND REVENUE:		350,896.59	352,305.00	283,644.24	385,685.00
PARKING FUND Revenue Total:		377,291.31	355,000.00	327,044.82	386,000.00
PARKING FUND Expenditure Total:		350,896.59	352,305.00	283,644.24	385,685.00
Total PARKING FUND:		26,394.72	2,695.00	43,400.58	315.00

Town of Jerome
Live 12.12.2022

Budget Worksheet - Proposed Budget
Period 00/25 (07/01/2025)

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Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
FIRE DEPT PENSION & RETIREMENT					
FIRE DEPT P&R REVENUE					
40-60-4250	Town contribution	15,000.00	15,000.00	.00	15,000.00
40-60-4255	State Pension Contribution	4,236.09	2,750.00	.00	2,750.00
40-60-4256	Retirement Rev FD P&R	.00	10,000.00	.00	10,000.00
40-60-4300	Interest and Investment Earnings	5,529.18	.00	.00	.00
40-60-4306	Change in Fair Val of Investme	24,741.27	.00	.00	.00
Total :		49,506.54	27,750.00	.00	27,750.00
FIRE DEPT P&R REVENUE					
40-60-6110	Contract Services	4,983.17	.00	.00	.00
40-60-6235	Retirement Exp FD P&R	31,635.93	27,750.00	2,000.00	27,750.00
Total FIRE DEPT P&R REVENUE:		36,619.10	27,750.00	2,000.00	27,750.00
FIRE DEPT PENSION & RETIREMENT Revenue Total:		49,506.54	27,750.00	.00	27,750.00
FIRE DEPT PENSION & RETIREMENT Expenditure Total:		36,619.10	27,750.00	2,000.00	27,750.00
Total FIRE DEPT PENSION & RETIREMENT:		12,887.44	.00	2,000.00-	.00

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
OPERATING GRANTS REVENUE					
OPERATING GRANTS REVENUE					
50-40-4066	RICO Rev - Opr Grants	.00	.00	27,025.08	20,000.00
50-40-4067	Police Dept Rev - Opr Grants	22,452.77	20,000.00	.00	20,000.00
50-40-4068	Fire Dept Rev - Opr Grants	11,899.60	43,000.00	15,402.85	27,500.00
50-40-4100	Operating Grants Revenue	.00	.00	.00	.00
50-40-4101	Water Tower Siting Grant	.00	32,000.00	.00	45,000.00
50-40-4102	Yavapai County Storm Drainage/	26,187.36	30,000.00	.00	50,000.00
50-40-4103	PZ: SHPO Grant Revenue	.00	.00	.00	.00
50-40-4104	FMI: Water Planning	.00	.00	.00	.00
50-40-4105	Community & Foundation Grant R	.00	20,000.00	.00	20,000.00
50-40-4111	WIFA Water Conservation Grant	.00	.00	.00	206,000.00
50-40-4150	Police: Prop 207 funding	.00	5,000.00	.00	.00
50-40-4185	MISCELLANEOUS grants	57,555.36	350,000.00	13,362.06	500,000.00
50-40-4200	Misc. Judicial Grants	.00	25,000.00	.00	.00
Total :		118,095.09	525,000.00	55,789.99	888,500.00
OPERATING GRANTS REVENUE					
50-40-6100	Misc. Judicial Grant Exp.	.00	25,000.00	.00	.00
50-40-6101	Water Tower Siting Grant	.00	32,000.00	.00	45,000.00
50-40-6102	Yavapai County Storm Drainage/	24,785.86	30,000.00	12,868.00	50,000.00
50-40-6103	PZ: SHPO Grant Expenses	.00	.00	.00	.00
50-40-6104	FMI Water Planning Expenses	.00	.00	.00	.00
50-40-6105	Community Investment	.00	20,000.00	.00	20,000.00
50-40-6110	Contract Services Exp - Opr Gr	.00	.00	.00	.00
50-40-6111	WIFA Water Conservation Exp	.00	.00	.00	206,000.00
50-40-6150	Police: Prop 207 Funding	.00	5,000.00	.00	.00
50-40-6170	Legal Exp - Opr Grants	.00	.00	.00	.00
50-40-6185	Use of MISCELLANEOUS grants	57,555.36	350,000.00	.00	500,000.00
50-40-6236	RICO Exp - Opr Grants	.00	.00	26,964.48	20,000.00
50-40-6237	Police Dept Exp - Opr Grants	22,452.77	20,000.00	.00	20,000.00
50-40-6238	Fire Dept Exp - Opr Grants	12,733.90	43,000.00	22,014.49	27,500.00
Total OPERATING GRANTS REVENUE:		117,527.89	525,000.00	61,846.97	888,500.00
OPERATING GRANTS REVENUE Revenue Total:		118,095.09	525,000.00	55,789.99	888,500.00
OPERATING GRANTS REVENUE Expenditure Total:		117,527.89	525,000.00	61,846.97	888,500.00
Total OPERATING GRANTS REVENUE:		567.20	.00	6,056.98-	.00

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
CAPITAL GRANTS FUND					
CAPITAL GRANTS REVENUE					
60-70-4105	CDBG DeceptioWaterline Revenue	.00	400,000.00	.00	400,000.00
60-70-4106	HURF Exchange Drainage Project	.00	.00	.00	.00
60-70-4107	Yavapai Apache Gaming Donation	.00	16,000.00	8,657.86	10,000.00
60-70-4108	Freeport McMoRan - Social Inve	.00	25,000.00	.00	25,000.00
60-70-4109	Brownfields grant:Hotel Jerome	.00	.00	.00	500,000.00
60-70-4110	Grant for Healthcare Clinic	.00	.00	.00	.00
60-70-4111	Legislative Funding-Center Ave	.00	500,000.00	.00	.00
60-70-4112	Congressional Funding Hydrants	.00	.00	.00	.00
60-70-4113	WIFA Grant-Mescal School	.00	.00	.00	1,450,000.00
60-70-4114	WIFA Grant-Decept Gulch	.00	.00	.00	1,550,000.00
60-70-4185	Miscellaneous Capital Grants	.00	500,000.00	.00	500,000.00
60-70-4195	American Rescue Fund AZ State	.00	.00	.00	.00
60-70-4200	Federal Grants	.00	2,500,000.00	.00	2,500,000.00
Total :		.00	3,941,000.00	8,657.86	6,935,000.00
CAPITAL GRANTS REVENUE					
60-70-6105	CDBG DeceptioWaterline Expenses	.00	400,000.00	19,875.53	400,000.00
60-70-6106	HURF Exchange Drainage Expense	.00	.00	.00	.00
60-70-6107	Yavapai Apache Grant Expenses	.00	16,000.00	.00	10,000.00
60-70-6108	Freeport McMoRan - Social Inve	.00	25,000.00	.00	25,000.00
60-70-6109	Brownfields grant:Hotel Jerome	.00	.00	.00	500,000.00
60-70-6110	Grant for Healthcare Clinic	.00	.00	.00	.00
60-70-6111	Legislative Funding-CenterAve	.00	500,000.00	.00	.00
60-70-6112	Congressional Funding Hydrants	.00	.00	.00	.00
60-70-6113	WIFA Grant Exp-Mescal School	.00	.00	.00	1,450,000.00
60-70-6114	WIFA Grant Exp-Dec Gulch	.00	.00	.00	1,550,000.00
60-70-6140	Engineering Exp - Cap Grants	.00	.00	.00	.00
60-70-6185	Misc Exp - Cap Grants	165.00	500,000.00	6,200.00	500,000.00
60-70-6195	American Rescue Fund AZ State	.00	.00	.00	.00
60-70-6200	Federal Grant Exp	.00	2,500,000.00	.00	2,500,000.00
60-70-6215	R&M Building Exp - Cap Grants	.00	.00	.00	.00
60-70-6230	R&M Infrastructure Exp - Cap G	.00	.00	.00	.00
60-70-7020	Operating Equip, Cap Outlay -	.00	.00	.00	.00
Total CAPITAL GRANTS REVENUE:		165.00	3,941,000.00	26,075.53	6,935,000.00
CAPITAL GRANTS FUND Revenue Total:		.00	3,941,000.00	8,657.86	6,935,000.00
CAPITAL GRANTS FUND Expenditure Total:		165.00	3,941,000.00	26,075.53	6,935,000.00
Total CAPITAL GRANTS FUND:		165.00-	.00	17,417.67-	.00

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
GENERAL FUND CONTINGENCIES FND					
GENERAL FUND CONTINGENCIES REV					
70-25-4090	Wildlands Rev - Contingency	.00	75,000.00	.00	75,000.00
70-25-4295	Excess Sales Tax- Misc	55,933.25	2,350,000.00	10,000.00	2,350,000.00
70-25-4900	Transfer In	10,000.00	.00	.00	.00
Total :		65,933.25	2,425,000.00	10,000.00	2,425,000.00
GENERAL FUND CONTINGENCIES REV					
70-25-6276	Wildlands Exp - Contingency	4,599.21	75,000.00	63,928.53	75,000.00
70-25-6295	Expense - GF Contingencies	6,615.10	2,350,000.00	331.21	2,350,000.00
70-25-7025	Vehicles, Cap Exp, GF Contgy	.00	.00	.00	.00
70-25-9500	Transfer Out	.00	.00	.00	.00
Total GENERAL FUND CONTINGENCIES REV:		11,214.31	2,425,000.00	64,259.74	2,425,000.00
GENERAL FUND CONTINGENCIES FND Revenue Total:					
		65,933.25	2,425,000.00	10,000.00	2,425,000.00
GENERAL FUND CONTINGENCIES FND Expenditure Total:					
		11,214.31	2,425,000.00	64,259.74	2,425,000.00
Total GENERAL FUND CONTINGENCIES FND:		54,718.94	.00	54,259.74	.00

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
UTILITIES CONTINGENCIES FUND					
UTILITIES CONTINGENCIES REV					
80-55-4295	Revenue - UF Contingencies	.00	500,000.00	.00	.00
80-55-4900	Transfers In	.00	.00	.00	.00
Total :		.00	500,000.00	.00	.00
UTILITIES CONTINGENCIES REV					
80-55-6295	Expense - UF Contingencies	.00	500,000.00	.00	.00
Total UTILITIES CONTINGENCIES REV:		.00	500,000.00	.00	.00
UTILITIES CONTINGENCIES FUND Revenue Total:		.00	500,000.00	.00	.00
UTILITIES CONTINGENCIES FUND Expenditure Total:		.00	500,000.00	.00	.00
Total UTILITIES CONTINGENCIES FUND:		.00	.00	.00	.00

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2024-25 Current year Actual	2025-26 Proposed Budget
CAPITAL FUND					
CAPITAL FUND REVENUES					
90-57-4300	Bank Interest - Capital Fund	274.95	225.00	758.91	.00
90-57-4303	Interest - WWTP	563.78	575.00	71.87	.00
90-57-4510	Bridge Loan Wastewater Treatme	.00	.00	.00	.00
90-57-4515	Interim WWTP Loan	.00	2,000,000.00	.00	1,000,000.00
90-57-4520	CARRYOVER Capital Fund	.00	.00	.00	.00
90-57-4900	Transfers In - Capital Fund	.00	.00	.00	.00
Total :		838.73	2,000,800.00	830.78	1,000,000.00
CAPITAL FUND REVENUES					
90-57-7024	New shuttle van (trade)	.00	.00	.00	.00
90-57-7025	Downpayment on new garbage trk	.00	.00	.00	.00
90-57-7026	Housing Purchase Expense	.00	.00	543,387.91	.00
90-57-7027	Wastewater Treatment Design Ex	632,507.64	.00	153,128.72	.00
90-57-7028	Third Water Tank Design	.00	.00	.00	.00
90-57-7030	Interim WWTP Loan Exp	7,317.50	2,000,000.00	.00	1,000,000.00
Total CAPITAL FUND REVENUES:		639,825.14	2,000,000.00	696,516.63	1,000,000.00
CAPITAL FUND Revenue Total:		838.73	2,000,800.00	830.78	1,000,000.00
CAPITAL FUND Expenditure Total:		639,825.14	2,000,000.00	696,516.63	1,000,000.00
Total CAPITAL FUND:		638,986.41-	800.00	695,685.85-	.00
Grand Totals:		574,737.70-	6,842.00	509,148.29-	746.00

Report Criteria:

Includes all accounts

Includes grand totals

Includes budget notes with general notes and with year ending periods: Future year, 06/26

File Attachments for Item:

H. Consideration of Amendment No. 3 to the Owner - Engineer Agreement for the Wastewater Treatment Plant Upgrade

Council will consider and may approve Amendment No. 3.

This is **EXHIBIT K**, consisting of **2** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **July 28, 2022**.

AMENDMENT TO OWNER-ENGINEER AGREEMENT Amendment No. 3

The Effective Date of this Amendment is: April 25, 2025

Background Data

Effective Date of Owner-Engineer Agreement: July 28, 2022

Owner: Town of Jerome

Engineer: PACE

Project: Town of Jerome WWTP Improvements

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- ☐ Additional Services to be performed by Engineer
- ☒ Modifications to services of Engineer
- ☐ Modifications to responsibilities of Owner
- ☒ Modifications of payment to Engineer
- ☐ Modifications to time(s) for rendering services
- ☐ Modifications to other terms and conditions of the Agreement

Description of Modifications:

Due to easement resolution with Verde X, an agreement has been reached that the facility access road will follow the existing drive through the cemetery. The additional scope includes the Access Road Redesign and incorporating the civil design into the final project design. This scope will involve updating the topographical mapping as needed, and developing the cut/fill and grading plans, and creating final easements for recording.

Alternate Access Road

- 1) *Develop road alignment*
 - a) *Civil Engineering scope by SEC for alternate access road will include:*
 - i) *Update topo*
 - ii) *Develop road alignment*
 - iii) *Develop cut/gill & grading*

Exhibit K– Amendment to Owner-Engineer Agreement.

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

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and American Society of Civil Engineers. All rights reserved.

- iv) *Issue final plans*
- v) *Develop easements*
- vi) *Meetings and coordination*

2) *Access Road Redesign Phase 2 Incorporation*

- a) *Engineer will coordinate the SEC roadway design and incorporate the new design into the final project design.*

3) *Project Easement Testimony*

- a) *This task includes time spent coordinating with the Town and their representation in the negotiation of the easement resolution.*

An Engineering Fee Estimate is attached.

Agreement Summary:

Original agreement amount:	\$ <u>1,306,119.00</u>
Net change for prior amendments:	\$ <u>62,117.00</u>
This amendment amount:	\$ <u>34,937.00</u>
Adjusted Agreement amount:	\$ <u>1,403,173.00</u>

Change in time for services (days or date, as applicable): N/A

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

By: _____
Print
name: _____

Title: _____

Date Signed: _____

By: MB Krebs
Print
name: Michael G. Krebs

Title: Vice President of Environmental Water

Date Signed: 4/25/2025

vements
nt #3

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Item H.

File Attachments for Item:

I. Consideration of Bids, Awarding Bid, and Approval of Contract Between the Town of Jerome and R Blume Underground, Inc., for the Community Development Block Grant Deception Waterline Project

Council will consider and may award the bid and approve the contract for the Deception Waterline project.

Memorandum:

Date: May 5, 2025

To: Brett Klein, Jerome Town Manager

From: Isabel Rollins, NACOG

Subject: Award of Deception Water Line Improvements Project

The Town advertised for bids starting on March 17, 2025 with bids due April 17, 2025. The bid results are attached.

The apparent low bidder, Ligon Excavating, forgot to add in the contingency line item which brought their bid up \$15,751.59 to \$439,694.39 (not including additional tax), which put them in second place.

R. Blume Underground's submittal was complete, and a Registrar of Contractors and federal SAM registration check was done. They were sent an Intent to Award letter on April 30, 2025 for \$425,511.50, pending Council approval. Non-Award notices were also sent out, allowing all of the bidders an opportunity to protest.

When the CDBG grant application was finalized last year, the cost estimate was \$483,668.48, but included about \$60,000 more in contingency than the bids. At that time the Town also committed up to \$150,000 towards the project through Resolution 667. With approximately \$350,000 available in CDBG grant funds, the Town's contribution should be significantly less than the \$150,000 committed, depending on change orders.

We recommend entering a construction contract with the low bidder, R. Blume Underground, for \$425,511.50.

BID RESULTS

TOWN OF JEROME CDBG GRANT #122-25 DECEPTION LANE WATER LINE IMPROVEMENTS April 17, 2025, 2:00 p.m.

	COMPANY	BASE BID	BID BOND (Y/N)
1	Hylan	\$498,448.80	Y
2	Ligon Excavating Inc.	\$423,942.80	Y
3	Earth Resources Corp.	\$888,623.43	Y
4	RP Companies	\$851,214.12	Y
5	R Blume Underground Inc	\$425,511.50	Y
6	Standard Construction Company	\$799,829.50	Y
7	Mulcaire & Son LLC	\$550,227.45	Y
8	Central Arizona Contracting	\$611,280.04	Y

[Signature]
4/17/2025

2:15 PM

BID COVER SHEET / CHECKLIST

CONTRACTOR: R Blume Underground, Inc

THE FOLLOWING ITEMS MUST BE RETURNED WITH THE BID FOR A COMPLETE BID PACKAGE:

- ☒ **BID FORM (3 PAGES)**
- ☒ **BID SCHEDULE (1 PAGE)**
- ☒ **BID BOND, CERTIFIED CHECK, OR CASHIER'S CHECK**
- ☒ **CONTRACTOR'S QUALIFICATION STATEMENT (2 PAGES); WITH SUPPORTING DATA (NO MORE THAN 5 PAGES)**
 - ☒ **CURRENT SIMILAR PROJECTS**
 - ☒ **EXAMPLES OF PRIOR SIMILAR PROJECTS/DAVIS BACON IDENTIFIED**
 - ☒ **PROJECT TEAM/RESUMES OF KEY PERSONNEL**
- ☒ **PROJECT SCHEDULE – USE YOUR OWN FORMAT**
- ☒ **SUBCONTRACTOR LIST (1 PAGE)**
- ☒ **LS-2 CONTRACTOR'S CERTIFICATION CONCERNING LABOR STANDARDS AND PREVAILING WAGE REQUIREMENTS (3 PAGES)**
- ☒ **CERTIFICATIONS SIGNATURE FORM (1 PAGE)**

DELIVER ONE ORIGINAL AND ONE COPY IN A SEALED ENVELOPE LABELED “SEALED BID FOR JEROME DECEPTION LANE WATER LINE IMPROVEMENTS” TO THE TOWN OF JEROME, 600 CLARK STREET, JEROME, AZ, NO LATER THAN 2:00 P.M. ON APRIL 17, 2025. MAILED BIDS SHOULD BE SENT TO PO BOX 335, JEROME, AZ 86333, AND MUST BE RECEIVED BY THE DEADLINE.

FAXES ARE NOT ACCEPTABLE.

LATE BIDS WILL BE RETURNED UNOPENED.

**TOWN OF JEROME CDBG
DECEPTION LANE WATER LINE IMPROVEMENTS**

BID FORM

PROJECT IDENTIFICATION: DECEPTION LANE WATER LINE IMPROVEMENTS

CONTRACT IDENTIFICATION AND NUMBER: CDBG # 122-25

THIS BID IS SUBMITTED TO: TOWN OF JEROME

BASE BID AMOUNT: \$425,511.50 (in numbers)

In Words: Four hundred twenty five thousand, five hundred eleven dollars and fifty cents.

BID ALTERNATE: \$458,874.73 (in numbers)

In Words: Four hundred fifty eight thousand, eight hundred seventy four dollars and seventy three cents

1. The undersigned Bidder proposes and agrees, if this bid is accepted, to enter into an Agreement with the Town of Jerome, in the form included in the contract documents to perform and furnish all work as specified or indicated in the contract documents for the contract price and within the contract time indicated in this bid and in accordance with the other terms and conditions of the contract documents.
2. Bidder accepts all of the terms and conditions of the Invitation to Bid and Instructions to Bidders, including without limitation, those dealing with the disposition of bid security. This bid will remain subject to acceptance for *60 days* after the day of bid opening. Bidder will sign and submit the Contract with the bonds and other documents required by the bidding requirements within *10 days* after the date of Notice of Award.
3. In submitting this bid, Bidder represents, as more fully set forth in the Contract, that:
 - a. Bidder has examined copies of all of the bidding documents and of the following Addenda (receipt of which is hereby acknowledged):

Date	Addendum Number
<u>04/09/2025</u>	<u>Bid Addendum No. 1</u>
<u>04/14/2025</u>	<u>Bid Addendum No. 2</u>

- b. Bidder has familiarized himself/herself with the nature and extent of the contract documents, work, site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the work.
- c. Bidder specifies that the firm will not discriminate against employees or applicants for employment pursuant to the Governor's Executive Order #75-5 and all other applicable state and federal laws, regulations and Executive Orders.
- d. Bidder acknowledges that the Town of Jerome does not assume responsibility for the accuracy or completeness of information and data shown or indicated in the bidding documents with respect to underground facilities at or contiguous to the site.

Bidder has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and underground facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of the work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by Bidder and safety precautions and programs incident thereto. Bidder does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the determination of this bid for performance and furnishing of the work in accordance with the times, price and other terms and conditions of the contract documents.

- e. Bidder has correlated the information known to the Bidder, information and observations obtained from visits to the site, reports and drawings identified in the contract documents and all additional examinations, investigations, explorations, tests, studies and data with the contract documents.
 - f. Bidder has provided the Town of Jerome written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the contract documents and the written resolution thereof by the Town of Jerome is acceptable to Bidder, and the contract documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the work for which this bid is submitted.
 - g. This bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for himself/herself any advantage over any other Bidder or over the Town of Jerome.
- 4. Bidder will complete the work in accordance with the contract documents for the price outlined on this bid form.
 - 5. Bidder agrees that the work (all or any combination of Activities) will be fully completed and ready for final payment within **120 calendar days** after the effective date of the Notice to Proceed.
 - 6. Bidder accepts the provisions of the Contract as to liquidated damages of **\$100 per day** for each consecutive calendar day in the event of failure to complete the work (all or any combination of Activities) within the times specified in the Contract.
 - 7. The following documents are attached to and made a condition of this bid:
 - a. Required Bid Security
 - b. Contractor Qualification Statement and supporting data
 - c. Project Schedule
 - d. Subcontractor List
 - e. LS-2 Contractor's Certification Concerning Labor Standards and Prevailing Wage Requirements
 - f. Certifications

8. Communications concerning this bid shall be addressed to:

Name Lee Fugitt

Title VP of Operations

Company R Blume Underground, Inc

Address 515 E. Carefree Highway #1253
Phoenix, AZ 85085

Phone (928) 925-3198

Email office@rblumeunderground.com

Submitted on April 16th, 2025.
(insert date)

State Contractor License No.: 253334 284980

DECEPTION LN WATER LINE

4-Apr-2025

GROUP	DESCRIPTION	QTY	UNITS	Unit Cost	Total
	MOBILIZATION	1	LS	\$6,000.00	\$6,000.00
	POT HOLING	1	LS	\$1,795.00	\$1,795.00
	ROCK EXCAVATION *(Unit Price)	1	CY	\$200.00	\$30,000.00
WATER	6" WATERLINE (PVC)	1,200	LF	\$152.38	\$182,856.00
WATER	6" WATERLINE (DI)	40	LF	\$310.50	\$12,420.00
WATER	6" VALVE	3	EA	\$6,500.00	\$19,500.00
WATER	SERVICE LINE VALVE	3	EA	\$4,215.00	\$12,645.00
WATER	ARV	1	EA	\$4,800.00	\$4,800.00
WATER	PRV	1	EA	\$29,650.00	\$29,650.00
WATER	BLOW OFF	1	EA	\$5,500.00	\$5,500.00
WATER	NEW FH & VALVE	3	EA	\$6,500.00	\$19,500.00
WATER	WATER SERVICE CONNECTION	3	EA	\$1,500.00	\$4,500.00
WATER	WATERLINE TIE-INS	1	EA	\$5,400.00	\$5,400.00
WATER	ABANDON EXISTING WATERLINE	1	LS	\$5,956.00	\$5,956.00
	CONSTRUCTION SUB TOTAL			\$310,522.00	\$340,522.00
	ADD CONTINGENCY *	5%		\$15,526.10	\$17,026.10
	UNKNOWN UTILITY RELOCATION ALLOWANCE *	1	LS	\$ 50,000.00	\$ 50,000.00
	CONSTRUCTION SUB TOTAL W/CONTINGENCIES			\$376,048.10	\$407,548.10
SUPPORTING SERVICES: CONTRACTOR					
	TRAFFIC CONTROL	1	LS	\$22,000.00	\$22,000.00
	SWPPP	1	LS	\$2,700.00	\$2,700.00
	TESTING	1	LS	\$1,000.00	\$1,000.00
	TAX			\$23,763.40	\$25,626.63
	Total			\$425,511.50	\$458,874.73

CONTRACTOR TO PROVIDE RATE SHEET. ANY ADDITIONAL WORK WILL BE PER THE RATE SHEET.

ANY ADDITIONAL WORK TO BE APPROVED BY THE ENGINEER BEFORE PROCEEDING.

*ROCK EXCAVATION, UNKNOWN UTILITY RELOCATION, & CONTINGENCIES ARE ALLOWANCES WHICH WILL BE APPROVED BY THE TOWN ENGINEER, BASED ON THE UNIT RATE SHEET PROVIDED.

CONSTRUCTION STAKING & AS-BUILT SURVEY TO BE PROVIDED BY THE TOWN

R Blume Underground, Inc.

T&M Rates



Blended Crew and Equipment Wage (Per Man / Per Hour)						
Job Classification	Base Wage	Payroll Taxes	Insurance	Benefits	Overhead & Profit	Loaded Labor Rate (Per Man/Per Hour)
Operating Engineer (w/out utility truck)	\$36.89	\$11.05	\$5.63	\$5.03	\$10.65	\$70.25

Equipment Rates			
Special Equipment	Hourly Rate	Daily Rate	Weekly Rate
10 Wheeler Truck	\$ 65.00	\$ 520.00	\$ 2,080.00
14 Asphalt Roller	\$ 50.00	\$ 400.00	\$ 1,600.00
936 Loader	\$ 139.00	\$ 1,112.00	\$ 4,448.00
140G Motor Grader	\$ 272.00	\$ 2,176.00	\$ 8,704.00
226 Skidsteer	\$ 42.00	\$ 336.00	\$ 1,344.00
24 Asphalt Roller	\$ 68.00	\$ 544.00	\$ 2,176.00
305 Excavator w/ Hammer	\$ 139.00	\$ 1,112.00	\$ 4,448.00
315 Excavator	\$ 132.00	\$ 1,056.00	\$ 4,224.00
320 Excavator	\$ 175.00	\$ 1,400.00	\$ 5,600.00
320 Excavator/Hamr	\$ 295.00	\$ 2,360.00	\$ 9,440.00
323 Compactor	\$ 76.00	\$ 608.00	\$ 2,432.00
414 Gannon	\$ 50.00	\$ 400.00	\$ 1,600.00
420 Backhoe	\$ 64.00	\$ 512.00	\$ 2,048.00
420 Backhoe/Hamr	\$ 152.00	\$ 1,216.00	\$ 4,864.00
938 Loader	\$ 180.00	\$ 1,440.00	\$ 5,760.00
950 Loader	\$ 190.00	\$ 1,520.00	\$ 6,080.00
Compressor/Tool	\$ 31.00	\$ 248.00	\$ 992.00
Dump Truck 10 Whl	\$ 65.00	\$ 520.00	\$ 2,080.00
Dump Truck 14 Whl	\$ 75.00	\$ 600.00	\$ 2,400.00
Dump Truck 16 Whl	\$ 90.00	\$ 720.00	\$ 2,880.00
Dump Truck 6 Whl	\$ 57.50	\$ 460.00	\$ 1,840.00
FX 50 Hydo Vac 500	\$ 132.00	\$ 1,056.00	\$ 4,224.00
FX 50 Hydo Vac 800	\$ 155.00	\$ 1,240.00	\$ 4,960.00
Jackhammer/Generator	\$ 28.00	\$ 224.00	\$ 896.00
Lowboy Truck/Trailer	\$ 145.00	\$ 1,160.00	\$ 4,640.00
Pickup Truck	\$ 30.00	\$ 240.00	\$ 960.00
Skidstear/Bobcat	\$ 42.00	\$ 336.00	\$ 1,344.00
Trackhoe/Hammer	\$ 250.00	\$ 2,000.00	\$ 8,000.00
Transport Trailer	\$ 62.00	\$ 496.00	\$ 1,984.00
Vacuum Excavator Truck	\$ 500.00	\$ 4,000.00	\$ 16,000.00
Water Truck	\$ 65.00	\$ 520.00	\$ 2,080.00
2000 G Water Truck	\$ 65.00	\$ 520.00	\$ 2,080.00
4000 G Water Truck	\$ 86.00	\$ 688.00	\$ 2,752.00
420 Auger Attachment / Motor + A	\$ 31.00	\$ 248.00	\$ 992.00
304/305 Excavator	\$ 65.00	\$ 520.00	\$ 2,080.00
303 Excavator	\$ 60.00	\$ 480.00	\$ 1,920.00
308 Excavator	\$ 90.00	\$ 720.00	\$ 2,880.00

BID BOND

**ARIZONA STATUTORY BID BOND PURSUANT TO
TITLES 28, 34 AND 41,
OF THE ARIZONA REVISED STATUTES
(Penalty of this bond must not be less than 10% of the bid amount)**

KNOW ALL MEN BY THESE PRESENTS: That, R Blume Underground Inc, (hereinafter "Principal"), as Principal, and RLI Insurance Company, (hereinafter "Surety"), a corporation organized and existing under the laws of the State of IL, with its principal offices in Peoria, IL, holding a certificate of authority to transact surety business in Arizona issued by the Director of the Department of Insurance pursuant to Title 20, Chapter 2, Article 1, as Surety, held and firmly bound unto Town of Jerome, (hereinafter "Obligee"), as Obligee, in the amount of 5% Five Percent of the amount of the bid of Principal, submitted by Principal to the Obligee for the work described below, for the payment of which sum, the Principal and Surety bind themselves, and their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for construction of:

Town of Jerome – Water Main Line Improvements

NOW, THEREFORE, if the Obligee shall accept the proposal of the Principal and the Principal shall enter into a contract with the Obligee in accordance with the terms of the proposal and give the bonds and certificates of insurance as specified in the contract document with good and sufficient surety for the faithful performance of the contract and for the prompt payment of labor and materials furnished in the prosecution of the contract, or in the event of the failure of the Principal to enter into the contract and give the bonds and certificates of insurance, if the Principal pays to the Obligee the difference not to exceed the penalty of the bond between the amount specified in the proposal and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by the proposal then this obligation is void. Otherwise it remains in full force and effect provided, however, that this bond is executed pursuant to the provisions of Section 34-201, Arizona Revised Statutes, and all liabilities on this bond shall be determined in accordance with the provisions of that section to the extent as if it were copied at length herein.

Witness our hands this 17th day of April, 2025

R Blume Underground Inc

Principal

SEAL

By: [Signature]

Its: Ted Brock, CFO

RLI Insurance Company

SURETY

By: [Signature]

Jessika Gulliver

Attorney-in-Fact

USI Insurance Services LLC

AGENCY OF RECORD

2375 E.Camelback Road #250, Phoenix, AZ 85016

AGENCY ADDRESS

POWER OF ATTORNEY

Item 1.

RLI Insurance Company Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615
Phone: 800-645-2402

Bond No. Bid Bond

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes, but may be detached by the approving officer if desired.

That this Power of Attorney may be effective and given to either or both of **RLI Insurance Company and Contractors Bonding and Insurance Company**, required for the applicable bond.

That **RLI Insurance Company and/or Contractors Bonding and Insurance Company**, each Illinois corporations (as applicable), each authorized and licensed to do business in all states and the District of Columbia do hereby make, constitute and appoint:

Jessika Gulliver in the City of Phoenix, State of AZ,
it's true and lawful Agent and Attorney in Fact, with full power and authority hereby conferred upon him/her to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds and undertakings in an amount not to exceed Seventy Five Million Dollars (\$75,000,000) for any single obligation, and specifically for the following described bond.

Principal: R Blume Underground Inc

Obligee: Town of Jerome

RLI Insurance Company and Contractors Bonding and Insurance Company, as applicable, have each further certified that the following is a true and exact copy of a Resolution adopted by the Board of Directors of each such corporation, and now in force, to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the Corporation shall be executed in the corporate name of the Corporation by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Corporation. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the Corporation. The signature of any such officer and the corporate seal may be printed by facsimile or other electronic image."

IN WITNESS WHEREOF, **RLI Insurance Company and/or Contractors Bonding and Insurance Company**, as applicable, have caused these presents to be executed by its respective Sr. Vice President with its corporate seal affixed this 24th day of

January, 2024.

**RLI Insurance Company
Contractors Bonding and Insurance Company**




Eric Raudins

Sr. Vice President

CERTIFICATE

I, the undersigned officer of **RLI Insurance Company and/or Contractors Bonding and Insurance Company**, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company and/or Contractors Bonding and Insurance Company** this 17th day of April, 2025.

**RLI Insurance Company
Contractors Bonding and Insurance Company**



Jeffrey D. Dick

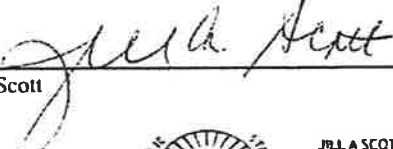
Corporate Secretary

State of Ohio

County of Cuyahoga

} SS

On this 24th day of January, 2024, before me, a Notary Public, personally appeared Eric Raudins, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the **RLI Insurance Company and/or Contractors Bonding and Insurance Company**, and acknowledged said instrument to be the voluntary act and deed of said corporation.

By: 
Jill A. Scott

Notary Public



JILL A SCOTT
Notary Public
State of Ohio
My Comm. Expires
September 22, 2025

CONTRACTOR'S QUALIFICATION STATEMENT

The undersigned certifies under oath to the truth and correctness of all statements and of all answer to questions made hereinafter.

SUBMITTED TO: Town of Jerome

ADDRESS: 600 Clark Street Jerome, AZ

SUBMITTED BY: R Blume Underground, Inc

NAME: Lee Fugitt

ADDRESS: 515 E. Carefree Highway #1253 Phoenix, AZ 85085

PRINCIPAL OFFICE:

☒
☐
☐

Corporation
Partnership
Individual

☐
☐

Joint Venture
Other

1. How many years has your organization been in business as a general contractor? 15 Years
2. How many years has your organization been in business under its present business name? 15 Years
 - a. Under what other or former names has your organization operated? N/A
3. If a corporation, answer the following:
 - a. Date of incorporation: 02/17/2009
 - b. State of incorporation: Arizona
 - c. President's name: Randall L. Blume
 - d. Vice-president's name(s): Lee J Fugitt
 - e. Secretary's name: Sarah D Fugitt
 - f. Treasurer's name:

4. If an individual or a partnership, answer the following:
- Date of organization:
 - Name and address of all partners (state whether general or limited partnership):
Not Applicable
5. If other than a corporation or partnership, describe organization and name principals:
Not Applicable
6. Your organization normally performs the following work with your own forces:
Installation of underground utility systems with various means and equipment.
RBU Generally does not self-perform the following:
Collector traffic control, engineering, large asphalt & concrete projects, and survey.
7. Have you ever failed to complete any work awarded to you? If so, note when, where, and why:
No
8. Within the last five years, has any officer or partner of your organization ever been an officer or partner of another organization when it failed to complete a construction contract? If so, attach a separate sheet of explanation. No
9. On a separate sheet, list relevant/similar projects your organization has in process, giving the name of project, owner, Architect or Engineer, contract amount, percent complete, and scheduled completion date.
10. On a separate sheet, list relevant/similar projects your organization has completed in the past five years, giving the name of project, owner, Architect or Engineer, contract amount, date of completion, and percentage of the cost of the work performed with your own forces.
11. On a separate sheet, list the construction experience of the key individuals of your organization.
13. Dated at _____ this
16th _____ day of April _____, 2025.

TEAM RED

2895 N. HWY 89, Chino Valley, AZ 86323

RBU Business Office (928) 636-5121



Relevant/similar projects in process:

Page 13 of 70 (#9)

- Diamond Valley Water: Install approx 350' 1-18" HDPE casing by HDD method.
10% Complete
Completion Date: 05/09/2025
Contract Amount: \$739,200.00
Owner: Diamond Valley Water Company

TEAM RED

2895 N. HWY 89, Chino Valley, AZ 86323
RBU Business Office (928) 636-5121



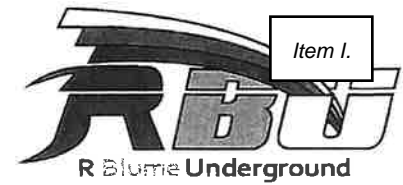
Relevant/similar projects completed in the past 5 years:

Page 13 of 70 (#10)

- Intermediate Pump Station - Install intermediate pump station.
Completion Date: 03/18/2024
Contract Amount: \$509,548.64
Contact Name: Sheryl McCracken
- Flagstaff Ranch Fire Line - Install fire line to refuse transfer station.
Completion Date: 03/08/2022
Contract Amount: \$81,100.00
Contact name: Jessica Walko
- Long Look Apartments Jack N Bore - Install 60 LF of 24"x375" wall steel casing by Jack N Bore
Completion Date: 04/15/2023
Contract Amount: \$86,200.00
Contact Name: Wyatt Ore

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Construction experience of the key individuals:

Page 13 of 70 (#11)

R Blume Underground (RBU) Celebrates 17 Years of Excellence

This February, R Blume Underground (RBU) proudly celebrates 17 years in business. As we reflect on our journey, we are filled with gratitude for the opportunities we've had and the relationships we've built. Throughout most of our years, we have been privileged to work closely with utility companies and private corporations.

As a family-owned business, we are proud to have several employees who have been with us since day one. One key figure in our success is Lee Fugitt, who joined RBU in the early years and now serves as our Vice President of Operations. With over 20 years of experience in the underground utility industry, Lee has provided exceptional field leadership. His expertise, developed through hands-on roles from laborer to operator, foreman, and superintendent, has given him a deep understanding of the underground industry and a solid foundation of relationships, both internally and with our clients.

"With nearly 40 years of experience in the underground utility business, including underground water and sewer systems, our leadership team is built on a foundation of hard work, dedication, and teamwork. Many of our leaders grew up in the family business, and we've expanded from operating a few backhoes and an end-dump into a trusted, full-service company. From the Prescott and Verde Regions to job sites across the area, our commitment to quality and collaboration continues to drive our success today."

At RBU, we believe that having the right assets in the right places at the right time is crucial for success. Our people and equipment are our greatest resources, without them, we wouldn't be able to keep a roof over our heads or dinner on the table. We are deeply committed to our employees and our equipment, as both are key to delivering high-quality service to our customers. In addition to the equipment listed below, we also maintain a wide variety of specialized tools to support our underground clients.

With an average of 75 field and office staff, RBU operates out of multiple locations, including Prescott, Verde, Flagstaff, Payson, Show Low, and Phoenix. Three of these locations have offices with onsite administrative support, ensuring that we are always ready to meet the needs of our clients.

As we look toward the future, we remain excited and focused on continuing to build on our strong foundation of excellence, hard work, and integrity. Here's to the next 17 years!

Construction experience of the key individuals:

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DECEPTION LANE PROJECT TIMELINE

	CREW	DAYS
MOBILIZATION	CREW "A"	1
DOOR KNOCKERS	SUPER	
CONNEX	CREW "A"	
LAYDOWN	CREW "A"	
STOCKPILING AGGREGATES	CREW "A"	
SET UP TRAFFIC CONTROL	SUBBED OUT	
TRENCHING ON 89A, FROM SW TO EAST		10
POTHOLING	CREW "A"	
TRENCHING 0+00 TO 1+00	CREW B	
COVERING TRENCH	CREW "A"	
TEMP PATCHING	CREW "A"	
TRENCHING 1+00 TO 2+00	CREW B	
COVERING TRENCH	CREW "A"	
TEMP PATCHING	CREW "A"	
TRENCHING 2+00 TO 3+00	CREW B	
COVERING TRENCH	CREW "A"	
TEMP PATCHING	CREW B	
HYDRANT AT SOUTHWEST	CREW A	
MOVE TO DECEPTION LANE	SUPER	
FINAL ROAD REPAIR	SUBBED OUT	
TRENCHING IN DEPCION LANE		10
POTHOLING	CREW "A"	
TRENCHING STA 3+00 TO 4+00	CREW B	
HYDRANT AND SERVICES	CREW "A"	
TRENCHING 4+00 TO 5+00	CREW B	
TRENCHING 5+00 TO 6+00	CREW B	
TRENCING 6+00 TO 7+00	CREW B	
TRENCHING 7+00 TO 8+00	CREW B	
VALVE AND HYDRANT T 8+00	CREW "A"	
TRENCHING 8+00 TO 9+00	CREW B	
TRENCHING 9+00 TO 10+00	CREW B	
DI PIPE INSTALL	CREW "A"	
SERVICE INSTALL	CREW "A"	
TRENCHING FOM 10+00 TO 11+00	CREW B	
TRENCHING FROM 11+00 TO 11+94	CREW B	
HYDRANT INSTALL	CREW "A"	
BACK TO WATER MAIN INTERCEPT AT 4+00	CREW "A"	
UTILTIY CUTOVER IN UPPER JEROME		2
DIG IN AND CHANGE VALVE	CREW "A"	

SUBCONTRACTORS LIST

The Contractor shall list below and complete a form LS-3 for all qualified subcontractors he/she will employ for the various portions of the work indicated. Failure on the part of the Contractor to complete or improperly complete this list will constitute sufficient grounds to reject his/her bid.

The Contractor may list himself/herself to perform one or more of the listed categories of work for which he/she has any requisite state licenses when required. In this case, all personnel performing such work at the site shall be carried on his/her own payroll.

List only a single name for each listing. License numbers will be required of the apparent low Bidder only.

Specialty	Subcontractor Name	License #
Asphalt Paving	A.C.O.A LLC	333992
Traffic Control	AWP Safety	357790
Survey	SiteOps Corporation	24177



Arizona
Department
of Housing

FORM LS-2 CONTRACTORS CERTIFICATION CONCERNING LABOR STANDARDS AND PREVAILING WAGES

Recipient: TOWN OF JEROME	Contract No: 122-25
Activity Name: DECEPTION LN. WATER LINE IMPROVEMENTS	

1. I, the undersigned, am submitting a bid to (name of recipient): Town of Jerome for the construction of the (name of project): Deception Lane Water Line Improvements, and hereby acknowledge that the following items are included in the bid and will be incorporated by reference into the contract, should I be selected as the contractor for the project.
 - a. Labor Standards Provisions (HUD 4010);
 - b. Wage Decision # AZ20250061 Modification # 1 Bid Open Date: 4/17/25; and that
 - c. The correction of any infractions of the aforesaid conditions, including infractions by any of my sub-contractors and lower tier sub-contractors, is my responsibility.

2. I hereby certify that:
 - a. To the best of my knowledge, neither I nor any firm, partnership or association in which I have a substantial interest, is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.6(b) of the Regulations of the Secretary of Labor, Part 5 (29 CFR Part 5) or pursuant to Section 3(a) of the Davis-Bacon Act, as amended [40 U.S.C. 276a-2(a)].
 - b. No part of the aforementioned contract is or will be sub-contracted to any sub-contractor, if such sub-contractor or firm, corporation, partnership or association in which such sub-contractor has a substantial interest is, to the best of my knowledge, designated as an ineligible contractor pursuant to any of the aforementioned regulatory or statutory provisions.

4. I agree to obtain and forward to the aforementioned grantee a Sub-contractor's Certification Concerning Labor Standards and Prevailing Wage Requirements executed by each and every sub-contractor, preferably prior to or where circumstances do not allow within ten (10) days after the execution of any sub-contract, including those executed by his/her sub-contractors and any lower tier sub-contractors.

4. Further, I certify that:

a. The demographic and business information of the undersigned are:

Contractor Information									
Amount of Contract	Type of Trade Code*	Racial Code*	Hispanic (Y/N)	Women Owned (Y/N)	IRS Tax ID #	SAM.gov UEI#	Section 3 (Y/N)	Construction Firm Legal Name Address, City, State, Zip	AZ License #
\$	3 Sewer Drains, pipes	11,12,14,16,18,20	Y	N	26-4283099	TC3YT85TBKJ3	Y	R Blume Underground, Inc 2895 N Hwy 89 Chino Valley, AZ 86323	284980 253334

*See Demographic and Trade Code table below for information

Demographic and Trade Codes	
Race	Type of Trade Code
11 White	1 New Construction
12 African American	2 Education/Training
13 Asian	3 Other (i.e. rehabilitation, administration, professional, public services)
14 American Indian or Alaskan Native	
15 Native Hawaiian or other Pacific Islander	
16 American Indian or Alaskan Native and White	
17 Asian and White	
18 African American and White	
19 American Indian or Alaskan Native and White	
20 Other Multi-racial	

b. The undersigned is:

- ☐ a sole proprietorship;
☐ a partnership;
☒ a corporation organized in the State of AZ; or
☐ another organization (describe) _____

c. The name, title and address of the owners, partners or officers of the undersigned are (list any other legal names/doing business as (dba)):

NAME
Randall Blume

TITLE
Owner/President

ADDRESS
817 W Hidden Valley Dr.
Phoenix, AZ 85086

- d. The names and addresses of all other persons, both natural and corporate, having a substantial interest in the undersigned and the nature of the interest, are: (indicate if NONE)

<u>NAME</u>	<u>ADDRESS</u>	<u>NATURE OF INTEREST</u>
<u>NONE</u>	_____	_____

- e. The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are: (indicate if NONE)

<u>NAME</u>	<u>ADDRESS</u>	<u>TRADE CLASSIFICATION</u>
<u>NONE</u>	_____	_____

5. I hereby certify that I have the legal authority to complete and submit this document on behalf of:

a. Name of Contractor: R Blume Underground, Inc

b. Signature (in ink): _____

c. Typed or Printed Name: Lee Fugitt

d. Title: VP of Operations

e. Date: 04/16/2025

WARNING: U.S. Criminal Code, Section 1010, Title 18, U.S.C. provides in part: "Whoever...makes, passes, utters or publishes any statement, knowing the same to be false...shall be fined under this title or imprisoned not more than two (2) years, or both."

CERTIFICATIONS SIGNATURE FORM

Return this page with bid proposal.

These Certifications (Civil Rights, Equal Employment Opportunity, Equal Opportunity for Workers with Disabilities - Section 503, Procurement of Recovered Materials, Access to Records and Records Retention, Conflict of Interest, Anti-Lobbying) are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of these Certifications is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required Certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Lee Fugitt

(Typed Name of Official)



(Signature of Official)

R Blume Underground, Inc

(Typed Name of Firm)

04/16/2025

(Date)

CONTRACTOR CONTRACT

This contract is between **R Blume Underground, Inc.**, 515 E. Carefree Highway #1253, (referred to in this contract as the CONTRACTOR), warranting itself to be licensed and qualified to perform the work specified herein, and **Town of Jerome**, 600 Clark St., Jerome, AZ 86333 (referred to in this contract as GRANTEE).

WHEREAS, GRANTEE is in receipt of a Community Development Block Grant from the Arizona Department of Housing to construct water line improvements to Deception Lane in the Town of Jerome. Improvements consist of the installation of a water line that will connect to the water line on Gulch Road and change the path of water lines that serve the length of Deception Lane. Improvements also include installation of a regulator station and hydrants. The roadway will be regraded and drainage corrected as needed.

NOW, THEREFORE;

IN CONSIDERATION OF THEIR MUTUAL PROMISES, THE PARTIES AGREE AS FOLLOWS:

PART I. Specific Terms

1. EFFECTIVE DATE. This Contract shall have no force or effect unless and until executed by both the CONTRACTOR and GRANTEE and, in addition, GRANTEE issues a Notice to Proceed. GRANTEE shall have no obligation to issue a Notice to Proceed and may choose to do so only after all grant funding requirements have been satisfied.

The date on which the Notice to Proceed is executed shall be referred to as the Effective Date. The CONTRACTOR shall not be compensated under this Contract for work commenced or materials delivered to the Property before the Effective Date. When a properly executed copy of the Notice to Proceed is executed, the CONTRACTOR is bound by this Contract.

2. THE CONTRACT. This Contract consists only of this Part I (Specific Terms), Part II (General Conditions), and the following exhibits:

- | | | |
|---------------------------|--------------------|----------------|
| A. Scope of Work | ___ not applicable | _X_ applicable |
| B. Notice to Proceed | ___ not applicable | _X_ applicable |
| C. Engineered Drawings | ___ not applicable | _X_ applicable |
| D. Contractor Bid Package | ___ not applicable | _X_ applicable |
| E. Schedule of Work | ___ not applicable | _X_ applicable |

3. SCOPE OF WORK. CONTRACTOR shall complete all work as specified or indicated in the contract documents. See attached Proposal Form and complete Contractor Bid Package.

4. CONTRACT PRICE. The CONTRACTOR agrees to accomplish the work as described in the Contract Documents for a total price of Four Hundred Twenty-Five Thousand Five Hundred Eleven and 50/100 dollars (**\$425,511.50**), excluding Change Orders.

5. PAYMENTS. Applications for Payment are to be addressed to the Town and submitted to:

Krishan Ginige
SEC, Inc.
krishan@sec-landmgt.com

Additionally, a copy of the Application for Payment is to be emailed to: Rich Ormond, NACOG, email: rormond@nacog.org.

Upon submission of an Application for Payment, and upon approval by the Engineer and Town of Jerome of the completed work, GRANTEE shall pay the CONTRACTOR ninety percent (90%) of the approved estimate of the work performed, and retain ten percent (10%) until final completion and acceptance of all material, equipment and work covered by the contract, less such amounts as the GRANTEE shall determine for all incomplete work and unsettled claims. After fifty percent (50%) completion, the GRANTEE may decrease the retainage to five percent (5%) providing CONTRACTOR is making satisfactory progress, coupled with such deductions as Town of Jerome determines are appropriate to cover claims requiring a greater sum to be retained. All payments to the CONTRACTOR shall be made within thirty (30) days of the submission of an Application for Payment, provided said Application for Payment is approved by the GRANTEE as allowed by A.R.S. Section 34-221. GRANTEE shall not withhold payment except for non-compliance with the terms of this Contract, and the GRANTEE shall not request the CONTRACTOR to perform work outside the scope of this Contract as a condition of receiving payment.

6. TIME FOR COMMENCEMENT AND COMPLETION. The CONTRACTOR agrees to commence, or cause to be commenced, the actual work described in the Scope of Work within **15** consecutive calendar days after the Effective Date. The CONTRACTOR agrees to complete, free of liens or rights of liens of contractors, mechanics, material men or laborers, all work listed above within **75** consecutive calendar days after the Effective Date of this Contract, subject to extensions approved by GRANTEE in writing for the period of any excusable delays (including strikes, acts of God or other reasons beyond the control of the GRANTEE or CONTRACTOR). The CONTRACTOR agrees that time is of the essence in this Contract.

7. INSURANCE. Certificate(s) of Insurance naming the GRANTEE and NACOG as co-insured verifying the minimum coverages as listed below shall be delivered as specified in the Notice of Award prior to issuance of the Notice to Proceed:

- | | | |
|----|---|--|
| a. | Worker's Compensation | statutory |
| b. | Protective Bodily Injury | \$2,000,000 each occurrence and annual aggregate |
| c. | Personal Property | \$2,000,000 each occurrence and annual aggregate |
| d. | Automobile Bodily Injury
and Property Damage | \$2,000,000 each occurrence and annual aggregate |

8. WARRANTY. The CONTRACTOR warrants that all improvements, hardware and fixtures of whatever kind or nature to be installed or constructed on the Property by the CONTRACTOR or the CONTRACTOR'S subcontractors will be of good quality, suitable for their purpose and free from defects in workmanship or materials, or other deficiencies. This is a full warranty extending to the GRANTEE and subsequent GRANTEE(s) of the Property; provided, however, that the warranty set forth in this paragraph shall apply only to deficiencies and defects about which the GRANTEE or subsequent GRANTEE(s) shall have notified the CONTRACTOR at the address stated above within two years as required by the Arizona State Registrar of Contractors. Manufacturer warranties will apply to any materials or equipment installed.

9. LIQUIDATED DAMAGES. If the CONTRACTOR fails to complete the work within the time specified in Paragraph 6 of this Contract, or within the time to which such completion may have been extended by the GRANTEE in writing, the CONTRACTOR must pay to the GRANTEE the sum of One Hundred Dollars (\$100.00) for each and every calendar day that the time consumed in completing the work exceeds the time allowed therefore; which said sum, in view of the difficulty of accurately ascertaining the loss which the GRANTEE will suffer by reason of delay in the completion of the work hereunder is hereby fixed and agreed as the liquidated damages that the GRANTEE will suffer by reason of such delay, and not as a penalty. The GRANTEE will deduct and retain out of the monies which may become due hereunder the amount of any such liquidated damages; and in case the amount which may become due hereunder shall be less than the amount of liquidated damages suffered by the GRANTEE, the CONTRACTOR shall be liable to pay the difference upon demand by the GRANTEE.

10. TERMINATION. The CONTRACTOR agrees that the GRANTEE shall have the right to declare the CONTRACTOR in default if the CONTRACTOR fails to furnish materials or perform work in accordance with the provisions of this Contract. In such event the GRANTEE shall be responsible for providing written notice to the CONTRACTOR by registered mail of such default. If the CONTRACTOR fails to remedy such default within 15 days of such notice, the GRANTEE shall have the right to select one or more substitute contractors. If the expense of finishing the work exceeds the balance not yet paid to the CONTRACTOR on this Contract, the CONTRACTOR shall pay the difference to the GRANTEE.

11. PARTIES TO CONTRACT. The CONTRACTOR and GRANTEE agree that they are the sole parties to this Contract and are solely responsible for its performance. The parties agree that the United States Department of Housing and Urban Development assumes no liability or responsibility whatsoever for the performance of any term of this Contract.

12. PROJECT GRANT ADMINISTRATOR. The GRANTEE has designated NACOG as grant administrator. The grant administrator shall be empowered to perform all administrative functions as required for management of the grant and verification of compliance with CDBG requirements.

13. LABOR STANDARD AND MISCELLANEOUS REQUIREMENTS. This agreement is subject to the Federal Labor Standards Provisions, Davis-Bacon Act of 1931, Contract Work Hours and Safety Standards Act of 1962, Copeland Act of 1934 and the Fair Labor Standards Act of 1939.

The following information, required by or included in the Bid Package for this project, is a part of this contract:

- a. Wage Rate Determination # AZ20250061 Mod # 1
- b. HUD 4010.
- c. Completed LS2, LS3's, LS4's, LS5's and Section 3 documentation in Labor Standard File.
- d. Signed Certifications.
- e. Contractor's License # ROC: 284980 | 253334 Expiration Date: 5/21/2025 | 4/30/2027
- f. Certificate of Insurance.
- g. Bid, Payment and Performance Bonds.

IN WITNESS WHEREOF, the GRANTEE has caused this instrument to be executed by the GRANTEE Manager and attested to by the GRANTEE Clerk and to be executed on the day and year indicated below. The CONTRACTOR has caused this instrument to be executed by a duly authorized representative on the day and year indicated below.

CONTRACTOR: R Blume Underground, Inc.

Signature of Contractor Representative

Date

Name / Title of Contractor Representative

GRANTEE: Town of Jerome

Christina Barber, Mayor

Date

Attest:
Town of Jerome Clerk

PART II. General Conditions

1. ASSIGNMENT. The CONTRACTOR agrees not to assign the Contract without written consent of the GRANTEE.

2. CHANGE ORDERS. The CONTRACTOR shall not make any changes in the Scope of Work or the Specifications without written authorization of the GRANTEE.

3. PERMITS AND CODES. The CONTRACTOR agrees to secure all necessary permits required for the performance of this Contract in compliance with applicable local requirements, including local building and housing codes, where applicable, whether or not specified in the Scope of Work or Specifications. Prior to construction, required permit(s) and the Scope of Work shall be posted and available at the job site.

4. AMERICANS WITH DISABILITIES ACT (ADA). CONTRACTOR shall comply with the requirements of the Americans with Disabilities Act (ADA).

5. LEAD-BASED PAINT. The CONTRACTOR agrees to use no lead-based paint in the CONTRACTOR's performance of this Contract, including the performance of any subcontractor. "Lead-based paint" means any paint containing more than six one hundredths of one percent lead by weight (calculated as lead metal) in the total nonvolatile content of the paint or the equivalent measure of lead in the dried film of paint already applied.

6. CONDITION OF PREMISES. The CONTRACTOR agrees to keep the premises broom clean and orderly and to remove all debris as needed during the course of the work, in order to maintain work conditions which do not cause health or safety hazards.

7. ACCIDENT PREVENTION. Machinery, equipment, and other hazards shall be guarded or eliminated in accordance with the safety provisions of the Manual of Accident Prevention in Construction published by the Association of General Contractors of America, and the requirements of the Occupational Safety and Health Administration.

8. DRUG FREE WORKPLACE. The CONTRACTOR shall maintain a Drug Free Workplace for all employees.

9. INSPECTION. The GRANTEE and their designees shall have the right to inspect all the work performed under this Contract. By such inspection, the GRANTEE assumes no responsibility for defective material or work under this Contract or for any breach of this Contract by the CONTRACTOR.

10. GOOD FAITH EFFORT. The CONTRACTOR agrees to provide for the fair utilization of minority/women owned business enterprises in the performance of work on this project and, where a contract is awarded, engage in a "good faith effort" to ensure that minority/women/disadvantaged-owned business enterprises have the maximum opportunity to participate in the performance of work under this Contract.

11. HOLD HARMLESS. The CONTRACTOR agrees to defend, indemnify, and hold the GRANTEE harmless from any liability or claim for damages because of bodily injury, death, property damage, sickness, disease or loss and expense arising from the CONTRACTOR'S performance of this Contract. The CONTRACTOR further agrees to protect, defend, and indemnify GRANTEE from any

claim by laborers, subcontractors or material men for unpaid work or labor performed or materials supplied in connection with this Contract.

CONTRACTOR shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the GRANTEE and its agency members, NACOG, the ENGINEER and the Arizona Department of Housing from and for any violation caused by him and shall assume full responsibility for payment of Federal, State and local taxes on contributions imposed or required under the Social Security, workmen's compensation and income tax laws.

12. SANCTION, PENALTIES AND DEBARMENT. A breach of the contract provisions concerning violations of federal labor standards may be grounds for termination of the contract and result in sanctions, penalties including liquidated damages, and/or debarment of the CONTRACTOR.

13. NON-RESPONSIBILITY OF THE GRANTEE. Indebtedness incurred for any cause in connection with this work must be paid by the CONTRACTOR, and the GRANTEE is hereby relieved at all times from any indebtedness or claims other than payments under contract.

14. ACCESS TO INFORMATION. It is agreed that all information, data reports, records and plans as existing, available and necessary for carrying out of the work outlined above have been furnished to the CONTRACTOR by the GRANTEE and its agencies. CONTRACTOR hereby acknowledges receipt of same. No charge will be made to the CONTRACTOR for such information and the GRANTEE and its agencies will cooperate with the CONTRACTOR in every way possible to facilitate the performance of the work described in the Contract.

15. CONTRACTOR'S RECORDS. CONTRACTOR agrees to keep and maintain all records arising from or relating to this construction Contract, including, but not limited to, receipts from material suppliers and subcontracts, for a period of five years after the date of close out of the grant or resolution of all audit findings of that grant, whichever occurs last. CONTRACTOR further agrees to allow the Arizona Department of Housing, HUD, and/or the Office of the Inspector General or their designated representatives to have access to all such records for review, monitoring, and audit, during normal working hours.

16. PROPERTY RIGHTS IN MATERIAL. Nothing in the Contract shall be construed as vesting in the CONTRACTOR any right of property in the materials used after they have been attached or affixed to the work or the soil and accepted. All such materials shall become the property of the GRANTEE upon being so attached or affixed and accepted.

17. IMMIGRATION COMPLIANCE WARRANTY. As required by A.R.S. § 41-4401, CONTRACTOR hereby warrants its compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). CONTRACTOR further warrants that after hiring an employee, CONTRACTOR verifies the employment eligibility of the employee through the E-Verify program. If CONTRACTOR uses any subcontractors in performance of the Work, subcontractors shall warrant their compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A), and subcontractors shall further warrant that after hiring an employee, such subcontractor verifies the employment eligibility of the employee through the E-Verify program. A breach of this warranty shall be deemed a material breach of the Contract that is subject to penalties up to and including termination of the Contract. If state law is amended, the parties may modify this paragraph consistent with state law.

18. ISRAEL BOYCOTT CERTIFICATION. CONTRACTOR hereby certifies that it is not currently engaged in, and will not for the duration of this Contract engage in, a boycott of Israel as defined by A.R.S. § 35-393.01. Violation of this certification by Contractor may result in action by GRANTEE up to and including termination of this Contract.

19. STATUTORY REQUIRED PROVISIONS AND REQUIREMENTS. This Agreement is subject to termination pursuant to A.R.S. § 38-511, as may be amended. Pursuant to A.R.S. § 35-394, as may be amended, unless exempt, Contractor hereby certifies that it does not use, and agrees not to use during the term of this Contract, any of the following: forced labor of ethnic Uyghurs in the People's Republic of China; any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; or any contractors, subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.

20. "SECTION 3" COMPLIANCE WITH THE PROVISION OF TRAINING, EMPLOYMENT AND BUSINESS OPPORTUNITIES.

- a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that the employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- c. The CONTRACTOR agrees to send to each labor organization or representative of workers with which the CONTRACTOR has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d. The CONTRACTOR agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The CONTRACTOR will not subcontract with any subcontractor where the CONTRACTOR has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

- e. The CONTRACTOR will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

21. MISCELLANEOUS PROVISIONS.

- a. If any action at law or in equity is necessary to enforce or interpret the terms of this Contract, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
- b. In any case one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or un-enforceability shall not affect any other provisions thereof and this Contract shall not be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.



CDBG GRANT #122-25

Bid Documents for
TOWN OF JEROME
DECEPTION LANE WATER LINE IMPROVEMENTS

March 10, 2025

Project Contact:

Northern Arizona Council of Governments

Richard S. Ormond
221 N. Marina St., Suite 201
Prescott, AZ 86301
(928) 445-0211

Jerome Deception Lane Water Line Improvements CDBG CONTRACT #122-25

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PROJECT INFORMATION

ATTACHED PLANS AND SPECIFICATIONS ARE COMPRISED OF 6 SHEETS

REQUEST FOR BIDS ADVERTISEMENT JEROME DECEPTION LANE WATER LANE IMPROVEMENTS

The Town of Jerome has been awarded a federal Community Development Block Grant (CDBG) from the Arizona Department of Housing for water line improvements to Deception Lane. This project is subject to Davis-Bacon wages. The Town of Jerome will accept bids from qualified firms registered with the Arizona Registrar of Contractors to perform the following services:

Installation of approximately 1500 linear feet of 6-inch DR 14 C900 PVC (*updated*) water line that will connect to the water line on Gulch Road and to change the path of water lines that serve the length of Deception Lane. Improvements include installation of a regulator station on Deception Lane and hydrants at the end of Deception Lane. The dirt roadway will be regraded and drainage corrected as needed after water lines are replaced and fire hydrants are installed.

The project will take place at Deception Lane in Jerome, Arizona. The project location is south of Highway 89A, approximately 1.7 miles from downtown Jerome traveling east on 89A.

Bidding documents are available starting March 17, 2025 by contacting Richard S. Ormond, NACOG, 221 N. Marina Street, Suite 201, Prescott, AZ 86301; 928-445-0211 or rormond@nacog.org.

A MANDATORY pre-bid meeting will be held on Thursday, March 27, at 10:00 a.m., at Jerome Town Hall, 600 Clark Street, Jerome, AZ 86333. Minutes from the conference will not be produced, therefore, it is encouraged that attendees take notes as appropriate.

Any request for an explanation of the meaning or interpretations of the bid shall be submitted no later than April 11, 2025. If interpretations or explanations are warranted, the response will be issued as an addendum to the bid and will be emailed to all those on the bidders list by end of day on April 14, 2025. All written request(s) shall be directed to rormond@nacog.org. Oral interpretations or clarifications will be without legal effect.

All bids must be on a lump-sum basis. Segregated bids will not be accepted. Bids must be sealed, labeled "Sealed bid for Jerome Deception Lane Water Line Improvements" and delivered to **Town of Jerome, 600 Clark Street, Jerome, AZ, no later than 2: 00 p.m. on April 17, 2025. Mailed bids should be sent to PO Box 335, Jerome, AZ 86333, and must be received by the deadline.** Faxes are not acceptable. Late bids will be returned unopened. It is the bidder's responsibility to ensure proposals are received at the above location on or before the specified time.

Minority, woman-owned, and disadvantaged businesses are encouraged to submit. The Town of Jerome may waive informalities in the bids, may negotiate with any and all bidders, and may reject all bids if it is deemed in the best interest of the Town.

Publication Dates:

*Verde Independent – March 15, 2025;
Prescott Courier March 16, 2025*

**INVITATION TO BID
JEROME DECEPTION LANE WATER LANE IMPROVEMENTS
JEROME, AZ**

The Town of Jerome has been awarded a federal Community Development Block Grant (CDBG) from the Arizona Department of Housing for water line improvements to Deception Lane. The Town of Jerome will accept bids from qualified firms or individuals registered with the Arizona Registrar of Contractors to perform the following services:

PROJECT DESCRIPTION

Installation of approximately 1500 linear feet of 6-inch DR 14 C900 PVC water line that will connect to the water line on Gulch Road and to change the path of water lines that serve the length of Deception Lane. Improvements include installation of a regulator station on Deception Lane and hydrants at the end of Deception Lane. The dirt roadway will be regraded and drainage corrected as needed after water lines are replaced and fire hydrants are installed. See attached plans and specifications.

SCOPE OF WORK

The Contractor shall furnish all materials, labor, equipment, services, transportation, and perform all the work for the project known as Deception Lane Water Line Improvements, as called for in the plans and specifications. The successful Bidder will be required to lend all possible assistance in the preparation, investigation and documentation necessary for compliance with all applicable Davis Bacon/Federal Labor Standards, and other requirements of the Arizona Department of Housing, CDBG Program. The successful Bidder should be prepared to comply with all local, state and federal safety and environmental requirements. The project shall be accomplished in accordance with all federal program and state statutory requirements to include Executive Orders, Administrative Rules and Regulations.

A MANDATORY pre-bid meeting will be held on at Jerome Town Hall, 600 Clark Street, Jerome, AZ 86333. Minutes from the conference will not be produced, therefore, it is encouraged that attendees take notes as appropriate.

Construction contractors are required to be registered and current in the federal SAM (System of Award Management) system and have a Unique Entity ID number. The website for registration is: <https://www.sam.gov>.

BIDS

To be considered, *one (1) original and one (1) copy* of the submittal documents must be provided in accordance with the Instructions to Bidders included in this bid package.

Bids must be sealed, labeled "Sealed Bid for Jerome Deception Lane Water Line Improvements" and delivered to the Town of Jerome, 600 Clark Street, Jerome, AZ, no later than 2: 00 p.m. on April 17, 2025. Mailed bids should be sent to PO Box 335, Jerome, AZ 86333, and must be received by the deadline.

Faxes are not acceptable. Late bids will be returned unopened. It is the bidder's responsibility to ensure proposals are received at the above location on or before the specified time. Bids will be opened immediately following the submission deadline and total amounts will be read aloud. Failure of the Bidder to complete all of the bid documents may result in rejection of the bid.

A bid security in the form of a certified check, cashier's check, or bid bond in the amount of 5% of the bid shall accompany each bid. Bonding companies issuing acceptable bonds in conjunction with this project must hold a certification of authority to transact surety business in Arizona as issued by the Director of the Department of Insurance. All bid security shall be made payable, without condition, to Grantee. Said bid security shall be considered liquidated damages and shall be forfeited to Grantee in the event the proposal

is accepted and the successful Bidder fails to execute the Contract and furnish the required bonds within ten (10) working days after the notice of bid award.

The project shall be accomplished in accordance with all federal program and state statutory requirements to include Executive Orders, Administrative Rules and Regulations.

Any request for clarification or further information shall be submitted no later than April 11, 2025 to rormond@nacog.org. If warranted, the response will be issued as an addendum to the bid and will be emailed to all those on the bidders list by end of day on April 14, 2025. This response shall serve as an addendum to the Invitation to Bid and become part of the Grantee's bid package. Oral interpretations or clarifications will be without legal effect.

Grantee reserves the right to accept the lowest, responsible bid; to consider alternatives; to reject any or all bids; and to waive irregularities or information in any bid. Bids received after the specified time of closing will be returned unopened. Grantee also reserves the right to hold any or all bids for a period of thirty (60) days after the date of opening. Bidders will not be allowed to withdraw submitted bids during the thirty (60) day period.

INSTRUCTIONS TO BIDDERS

Bidders are requested to keep the narrative portion of their submittal (responses to Contractor's Qualification Statement) to no more than five (5) pages. The submittal is to contain all information listed and in the order listed on the Bid Cover Sheet/Checklist, which is included in this section. Submit one original and one copy of the submittal, which shall be sealed and filed at the time and place indicated in the Invitation to Bid. Bidders must adhere to the following:

1. Amendments, Addenda, Revisions, and other changes to the bid will be emailed to all those on the bidders list by end of day on April 14, 2025.
2. Utilizing the form provided, complete the Bid Form and bid schedule.
3. Utilizing the form provided, plus attachments (if necessary), complete the Contractor's Qualification Statement, being certain to include the following information:
 - a. Include information concerning the firm's experience in the past five years in the construction of similar projects and any funded with federal dollars subject to Davis-Bacon. List the most representative projects. Be certain to include information on how to contact the owner as these references will be verified during the scoring process.
 - b. Please identify the project team and submit short resumes of the key personnel.
 - c. Provide a list of current major project commitments by the firm.
3. Utilizing the form provided, identify subcontractors. No change of the subcontractors named therein will be made unless first approved in writing by Grantee.
4. Provide a timeframe for project completion in your own format.
5. Utilizing the form provided, submit the LS-2 Contractor's Certification Concerning Labor Standards and Prevailing Wage Requirements. This form is to be signed by Bidder's owner or corporate officer.

6. Utilizing the form provided, submit the Certifications signature page. This form is to be signed by Bidder's owner or corporate officer.

Bid Security, Performance Bond and Payment Bond

The proposal guarantee shall be in the form of a certified or cashier's check, upon a solvent bank or a surety bond for five (5%) percent of the amount of the bid.

The Contractor will be required to provide a Performance Bond and Payment Bond, equal to one hundred (100%) percent of the Contract amount. No substitution or other form of bond will be allowed. Such bonds shall be executed solely by a surety company or companies holding a certificate of authority to transact surety business in the State of Arizona as issued by the Director of the Arizona Department of Insurance. Such bonds are not to be limited as to the time in which action may be instituted against the surety company. The bond(s) shall be made payable and acceptable to Grantee and shall be written or countersigned by an authorized representative of the surety who is either a resident of the State of Arizona or whose principal office is maintained in this State, as required by law, and the bond(s) shall have attached thereto a certified copy of Power of Attorney of the signing official.

Insurance

The Contractor shall purchase and maintain, during the contract time, insurance as listed in the Contract. The Contractor will be required to provide evidence of such insurance prior to issuance of the Notice to Proceed in a form acceptable to Grantee.

The certificate of insurance shall name as additional insured the Town of Jerome. As required by law, the certificate of insurance shall be provided by an insurance carrier(s) authorized to do business in the State of Arizona or countersigned by an agent of the carrier authorized to do business in the State of Arizona.

Additionally, the Contractor will be required to purchase and maintain Worker's Compensation insurance, including occupational disease provisions, for all employees at the site of the project. In case any work is sublet, the Contractor shall require such Subcontractor similarly to provide Workers' Compensation Insurance, including occupational disease provisions, for all the latter's employees unless such employees are covered by the protection afforded by the Contractor.

- a. Worker's Compensation..... statutory
- b. Protective Bodily Injury..... \$1,000,000 each occurrence and annual aggregate
- c. Personal Property..... \$1,000,000 each occurrence and annual aggregate
- d. Automobile Bodily Injury..... \$1,000,000 each occurrence and annual aggregate and Property Damage

Award of the Contract

Grantee reserves the right to reject any and all bids and to award the Contract to other than the low bidder with good cause. Grantee further reserves the right to waive any informality or irregularities in the bidding process. Additionally, the Bidder recognizes the right of Grantee to reject a bid if the bidder failed to furnish the data required by the bidding documents or if the bid is in any way incomplete or irregular.

Each bidder shall be prepared to provide evidence of his/her experience, qualifications, and financial ability to carry out the terms of the Contract.

All bids shall remain firm for a period of sixty (60) calendar days after the date of the bid opening. Proposals may not be modified after submittal. Bidders may withdraw proposals at any time prior to bid opening. No proposal may be modified or withdrawn after the bid opening except where the Award of the Contract has been delayed more than sixty-one (61) days.

The Contractor to whom the Contract is awarded will be required to execute the Contract and obtain the Performance Bond and Payment Bond within ten (10) calendar days from the receipt of the contract documents. In case of failure of the Bidder to execute the Contract, Grantee may consider the Bidder in default, in which case the Bid Bond accompanying the proposal shall become the property of Grantee. Bidder shall be prepared to commence work within fifteen (15) days of receipt of the Notice to Proceed.

Protest Procedure

A protest shall be in writing and shall be filed with the Grant Administrator (rormond@nacog.org), NACOG, 221 N. Marina Street, Suite 201, Prescott, AZ 86301; 928-445-0211. A protest shall be received at NACOG within three (3) business days after issuance of notification of intent to award or issuance of a notice of non-award, as applicable. A protest shall include:

- A. The name, address, and telephone number of the protestant;
- B. The signature of the protestant or its representative;
- C. Identification of the Request for Proposal or Contract number;
- D. A detailed statement of the legal and factual grounds of protest including copies of relevant documents; and
- E. The form of relief requested.

BID COVER SHEET / CHECKLIST

CONTRACTOR: _____

THE FOLLOWING ITEMS MUST BE RETURNED WITH THE BID FOR A COMPLETE BID PACKAGE:

- ☐ **BID FORM (3 PAGES)**
- ☐ **BID SCHEDULE (1 PAGE)**
- ☐ **BID BOND, CERTIFIED CHECK, OR CASHIER'S CHECK**
- ☐ **CONTRACTOR'S QUALIFICATION STATEMENT (2 PAGES); WITH SUPPORTING DATA (NO MORE THAN 5 PAGES)**
 - ☐ **CURRENT SIMILAR PROJECTS**
 - ☐ **EXAMPLES OF PRIOR SIMILAR PROJECTS/DAVIS BACON IDENTIFIED**
 - ☐ **PROJECT TEAM/RESUMES OF KEY PERSONNEL**
- ☐ **PROJECT SCHEDULE – USE YOUR OWN FORMAT**
- ☐ **SUBCONTRACTOR LIST (1 PAGE)**
- ☐ **LS-2 CONTRACTOR'S CERTIFICATION CONCERNING LABOR STANDARDS AND PREVAILING WAGE REQUIREMENTS (3 PAGES)**
- ☐ **CERTIFICATIONS SIGNATURE FORM (1 PAGE)**

DELIVER ONE ORIGINAL AND ONE COPY IN A SEALED ENVELOPE LABELED “SEALED BID FOR JEROME DECEPTION LANE WATER LINE IMPROVEMENTS” TO THE TOWN OF JEROME, 600 CLARK STREET, JEROME, AZ, NO LATER THAN 2:00 P.M. ON APRIL 17, 2025. MAILED BIDS SHOULD BE SENT TO PO BOX 335, JEROME, AZ 86333, AND MUST BE RECEIVED BY THE DEADLINE.

FAXES ARE NOT ACCEPTABLE.

LATE BIDS WILL BE RETURNED UNOPENED.

**TOWN OF JEROME CDBG
DECEPTION LANE WATER LINE IMPROVEMENTS**

BID FORM

PROJECT IDENTIFICATION: DECEPTION LANE WATER LINE IMPROVEMENTS

CONTRACT IDENTIFICATION AND NUMBER: CDBG # 122-25

THIS BID IS SUBMITTED TO: TOWN OF JEROME

BASE BID AMOUNT: _____ (in numbers)

In Words: _____

BID ALTERNATE: _____ (in numbers)

In Words: _____

1. The undersigned Bidder proposes and agrees, if this bid is accepted, to enter into an Agreement with the Town of Jerome, in the form included in the contract documents to perform and furnish all work as specified or indicated in the contract documents for the contract price and within the contract time indicated in this bid and in accordance with the other terms and conditions of the contract documents.
2. Bidder accepts all of the terms and conditions of the Invitation to Bid and Instructions to Bidders, including without limitation, those dealing with the disposition of bid security. This bid will remain subject to acceptance for *60 days* after the day of bid opening. Bidder will sign and submit the Contract with the bonds and other documents required by the bidding requirements within *10 days* after the date of Notice of Award.
3. In submitting this bid, Bidder represents, as more fully set forth in the Contract, that:
 - a. Bidder has examined copies of all of the bidding documents and of the following Addenda (receipt of which is hereby acknowledged):

Date	Addendum Number
_____	_____
_____	_____

- b. Bidder has familiarized himself/herself with the nature and extent of the contract documents, work, site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the work.
 - c. Bidder specifies that the firm will not discriminate against employees or applicants for employment pursuant to the Governor's Executive Order #75-5 and all other applicable state and federal laws, regulations and Executive Orders.
 - d. Bidder acknowledges that the Town of Jerome does not assume responsibility for the accuracy or completeness of information and data shown or indicated in the bidding documents with respect to underground facilities at or contiguous to the site.

Bidder has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and underground facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of the work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by Bidder and safety precautions and programs incident thereto. Bidder does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the determination of this bid for performance and furnishing of the work in accordance with the times, price and other terms and conditions of the contract documents.

- e. Bidder has correlated the information known to the Bidder, information and observations obtained from visits to the site, reports and drawings identified in the contract documents and all additional examinations, investigations, explorations, tests, studies and data with the contract documents.
 - f. Bidder has provided the Town of Jerome written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the contract documents and the written resolution thereof by the Town of Jerome is acceptable to Bidder, and the contract documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the work for which this bid is submitted.
 - g. This bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for himself/herself any advantage over any other Bidder or over the Town of Jerome.
- 4. Bidder will complete the work in accordance with the contract documents for the price outlined on this bid form.
 - 5. Bidder agrees that the work (all or any combination of Activities) will be fully completed and ready for final payment within **120 calendar days** after the effective date of the Notice to Proceed.
 - 6. Bidder accepts the provisions of the Contract as to liquidated damages of **\$100 per day** for each consecutive calendar day in the event of failure to complete the work (all or any combination of Activities) within the times specified in the Contract.
 - 7. The following documents are attached to and made a condition of this bid:
 - a. Required Bid Security
 - b. Contractor Qualification Statement and supporting data
 - c. Project Schedule
 - d. Subcontractor List
 - e. LS-2 Contractor's Certification Concerning Labor Standards and Prevailing Wage Requirements
 - f. Certifications

8. Communications concerning this bid shall be addressed to:

Name _____

Title _____

Company _____

Address _____

Phone _____

Email _____

Submitted on _____, 2025.
(insert date)

State Contractor License No.: _____

DECEPTION LN WATER LINE

GROUP	DESCRIPTION	QTY	UNITS	Unit Cost	Total
	MOBILIZATION	1	LS		
	POT HOLING	1	LS		
WATER	6" Water Line (PVC)	1,200	LF		
WATER	6" Water Line (DI)	20	LF		
WATER	6" VALVE	3	EA		
WATER	SERVICE LINE VALVE		EA		
WATER	ARV	1	EA		
WATER	PRV	1	EA		
WATER	Blow Off	1	EA		
WATER	NEW FH & VALVE	3	EA		
WATER	WATER SERVICE CONNECTION	3	EA		
WATER	WATERLINE TIE-INS	1	EA		
WATER	ABANDON EXISTING WATERLINE		LS		
	CONSTRUCTION SUB TOTAL				
	ADD CONTINGENCY				
	UNKNOWN UTILITY RELOCATION	1	LS		
	CONSTRUCTION SUB TOTAL W/CONTINGENCIES				
SUPPORTING SERVICES: CONTRACTOR					
	TRAFFIC CONTROL				
	SWPPP				
	TESTING				
	CONSTRUCTION STAKING				
	TAX				
	Total				

CONTRACTOR'S QUALIFICATION STATEMENT

The undersigned certifies under oath to the truth and correctness of all statements and of all answer to questions made hereinafter.

SUBMITTED TO:

ADDRESS:

SUBMITTED BY:

NAME:

ADDRESS:

PRINCIPAL OFFICE:

- ☐ **Corporation**
☐ **Partnership**
☐ **Individual**

- ☐ **Joint Venture**
☐ **Other**

1. How many years has your organization been in business as a general contractor?
2. How many years has your organization been in business under its present business name?
 - a. Under what other or former names has your organization operated?
3. If a corporation, answer the following:
 - a. Date of incorporation:
 - b. State of incorporation:
 - c. President's name:
 - d. Vice-president's name(s):
 - e. Secretary's name:
 - f. Treasurer's name:

4. If an individual or a partnership, answer the following:
 - a. Date of organization:
 - b. Name and address of all partners (state whether general or limited partnership):

5. If other than a corporation or partnership, describe organization and name principals:

6. Your organization normally performs the following work with your own forces:

7. Have you ever failed to complete any work awarded to you? If so, note when, where, and why:

8. Within the last five years, has any officer or partner of your organization ever been an officer or partner of another organization when it failed to complete a construction contract? If so, attach a separate sheet of explanation.

9. On a separate sheet, list relevant/similar projects your organization has in process, giving the name of project, owner, Architect or Engineer, contract amount, percent complete, and scheduled completion date.

10. On a separate sheet, list relevant/similar projects your organization has completed in the past five years, giving the name of project, owner, Architect or Engineer, contract amount, date of completion, and percentage of the cost of the work performed with your own forces.

11. On a separate sheet, list the construction experience of the key individuals of your organization.

13. Dated at _____ this
 _____ day of _____, 2025.

SUBCONTRACTORS LIST

The Contractor shall list below and complete a form LS-3 for all qualified subcontractors he/she will employ for the various portions of the work indicated. Failure on the part of the Contractor to complete or improperly complete this list will constitute sufficient grounds to reject his/her bid.

The Contractor may list himself/herself to perform one or more of the listed categories of work for which he/she has any requisite state licenses when required. In this case, all personnel performing such work at the site shall be carried on his/her own payroll.

List only a single name for each listing. License numbers will be required of the apparent low Bidder only.

Specialty	Subcontractor Name	License #

CONTRACTOR CONTRACT (SAMPLE)

This contract is between _____ **(name/address)** _____, (referred to in this contract as the CONTRACTOR), warranting itself to be licensed and qualified to perform the work specified herein, and **Town of Jerome, PO Box 335, Jerome, AZ 86333**, (referred to in this contract as GRANTEE).

WHEREAS, GRANTEE is in receipt of a Community Development Block Grant from the Arizona Department of Housing to _____.

NOW, THEREFORE;

IN CONSIDERATION OF THEIR MUTUAL PROMISES, THE PARTIES AGREE AS FOLLOWS:

PART I. Specific Terms

1. EFFECTIVE DATE. This Contract shall have no force or effect unless and until executed by both the CONTRACTOR and GRANTEE and, in addition, GRANTEE issues a Notice to Proceed. GRANTEE shall have no obligation to issue a Notice to Proceed and may choose to do so only after all grant funding requirements have been satisfied.

The date on which the Notice to Proceed is executed shall be referred to as the Effective Date. The CONTRACTOR shall not be compensated under this Contract for work commenced or materials delivered to the Property before the Effective Date. When a properly executed copy of the Notice to Proceed is executed, the CONTRACTOR is bound by this Contract.

2. THE CONTRACT. This Contract consists only of this Part I (Specific Terms), Part II (General Conditions), and the following exhibits:

- | | | |
|---------------------------|-------------------|---------------|
| A. Scope of Work | ___not applicable | _X_applicable |
| B. Notice to Proceed | ___not applicable | _X_applicable |
| C. Engineered Drawings | ___not applicable | _X_applicable |
| D. Contractor Bid Package | ___not applicable | _X_applicable |
| E. Schedule of Work | ___not applicable | _X_applicable |

3. SCOPE OF WORK. CONTRACTOR shall complete all work as specified or indicated in the contract documents. See attached Proposal Form and complete Contractor Bid Package.

4. CONTRACT PRICE. The CONTRACTOR agrees to accomplish the work as described in the Contract Documents for a total price of _____ dollars (\$_____), excluding Change Orders.

5. PAYMENTS. Applications for Payment are to be submitted to:

Krishan Ginige
SEC, Inc.
825 Cove Parkway
Cottonwood, AZ 86326
krishan@sec-landmgt.com

Additionally, a copy of the Application for Payment is to be emailed to: [NACOG Rep], NACOG, email: email@nacog.org.

Upon submission of an Application for Payment, and upon approval by the [GRANTEE / ARCHITECT / ENGINEER] of the completed work, GRANTEE shall pay the CONTRACTOR ninety percent (90%) of the approved estimate of the work performed, and retain ten percent (10%) until final completion and acceptance of all material, equipment and work covered by the contract, less such amounts as the GRANTEE shall determine for all incomplete work and unsettled claims. After fifty percent (50%) completion, the GRANTEE may decrease the retainage to five percent (5%) providing CONTRACTOR is making satisfactory progress, coupled with such deductions as [GRANTEE / ARCHITECT / ENGINEER] determines are appropriate to cover claims requiring a greater sum to be retained. All payments to the CONTRACTOR shall be made within thirty (30) days of the submission of a Application for Payment, provided said Application for Payment is approved by the GRANTEE. GRANTEE shall not withhold payment except for non-compliance with the terms of this Contract, and the GRANTEE shall not request the CONTRACTOR to perform work outside the scope of this Contract as a condition of receiving payment.

6. TIME FOR COMMENCEMENT AND COMPLETION. The CONTRACTOR agrees to commence, or cause to be commenced, the actual work described in the Scope of Work within ___ consecutive calendar days after the Effective Date. The CONTRACTOR agrees to complete, free of liens or rights of liens of contractors, mechanics, material men or laborers, all work listed above within ___ consecutive calendar days after the Effective Date of this Contract, subject to extensions approved by GRANTEE in writing for the period of any excusable delays (including strikes, acts of God or other reasons beyond the control of the GRANTEE or CONTRACTOR). The CONTRACTOR agrees that time is of the essence in this Contract.

7. INSURANCE. Certificate(s) of Insurance naming the GRANTEE and NACOG as co-insured verifying the minimum coverages as listed below shall be delivered as specified in the Notice of Award prior to issuance of the Notice to Proceed:

- | | | |
|----|---|--|
| a. | Worker's Compensation | statutory |
| b. | Protective Bodily Injury | \$2,000,000 each occurrence and annual aggregate |
| c. | Personal Property | \$2,000,000 each occurrence and annual aggregate |
| d. | Automobile Bodily Injury
and Property Damage | \$2,000,000 each occurrence and annual aggregate |

8. WARRANTY. The CONTRACTOR warrants that all improvements, hardware and fixtures of whatever kind or nature to be installed or constructed on the Property by the CONTRACTOR or the CONTRACTOR'S subcontractors will be of good quality, suitable for their purpose and free from defects in workmanship or materials, or other deficiencies. This is a full warranty extending to the GRANTEE and subsequent GRANTEE(s) of the Property; provided, however, that the warranty set forth in this paragraph shall apply only to deficiencies and defects about which the GRANTEE or subsequent GRANTEE(s) shall have notified

the CONTRACTOR at the address stated above within two years as required by the Arizona State Registrar of Contractors. Manufacturer warranties will apply to any materials or equipment installed.

9. LIQUIDATED DAMAGES. If the CONTRACTOR fails to complete the work within the time specified in Paragraph 6 of this Contract, or within the time to which such completion may have been extended by the GRANTEE in writing, the CONTRACTOR must pay to the GRANTEE the sum of one hundred dollars (\$100) for each and every calendar day that the time consumed in completing the work exceeds the time allowed therefore; which said sum, in view of the difficulty of accurately ascertaining the loss which the GRANTEE will suffer by reason of delay in the completion of the work hereunder is hereby fixed and agreed as the liquidated damages that the GRANTEE will suffer by reason of such delay, and not as a penalty. The GRANTEE will deduct and retain out of the monies which may become due hereunder the amount of any such liquidated damages; and in case the amount which may become due hereunder shall be less than the amount of liquidated damages suffered by the GRANTEE, the CONTRACTOR shall be liable to pay the difference upon demand by the GRANTEE.

10. TERMINATION. The CONTRACTOR agrees that the GRANTEE shall have the right to declare the CONTRACTOR in default if the CONTRACTOR fails to furnish materials or perform work in accordance with the provisions of this Contract. In such event the GRANTEE shall be responsible for providing written notice to the CONTRACTOR by registered mail of such default. If the CONTRACTOR fails to remedy such default within 15 days of such notice, the GRANTEE shall have the right to select one or more substitute contractors. If the expense of finishing the work exceeds the balance not yet paid to the CONTRACTOR on this Contract, the CONTRACTOR shall pay the difference to the GRANTEE.

11. PARTIES TO CONTRACT. The CONTRACTOR and GRANTEE agree that they are the sole parties to this Contract and are solely responsible for its performance. The parties agree that the United States Department of Housing and Urban Development assumes no liability or responsibility whatsoever for the performance of any term of this Contract.

12. PROJECT GRANT ADMINISTRATOR. The GRANTEE has designated NACOG as grant administrator. The grant administrator shall be empowered to perform all administrative functions as required for management of the grant and verification of compliance with CDBG requirements.

13. LABOR STANDARD AND MISCELLANEOUS REQUIREMENTS. This agreement is subject to the Federal Labor Standards Provisions, Davis-Bacon Act of 1931, Contract Work Hours and Safety Standards Act of 1962, Copeland Act of 1934 and the Fair Labor Standards Act of 1939.

The following information, required by or included in the Bid Package for this project, is a part of this contract:

- a. Wage Rate Determination # _____ Mod # _
- b. HUD 4010.
- c. Completed LS2, LS3's, LS4's, and LS5's in Labor Standard File.
- d. Signed Certifications.
- e. Contractor's License # ROC _____ Expiration Date _____
- f. Certificate of Insurance.
- g. Bid, Payment and Performance Bonds.

IN WITNESS WHEREOF, the GRANTEE has caused this instrument to be executed by the GRANTEE Manager and attested to by the GRANTEE Clerk and to be executed on the day and year indicated below. The CONTRACTOR has caused this instrument to be executed by a duly authorized representative on the day and year indicated below.

CONTRACTOR:

Signature of Contractor Representative

Date

Name / Title of Contractor Representative

TOWN OF JEROME:

Mayor

Date

Attest:

Town of Jerome Clerk

Approved as to Form:

Town of Jerome Attorney

PART II. General Conditions

1. ASSIGNMENT. The CONTRACTOR agrees not to assign the Contract without written consent of the GRANTEE.

2. CHANGE ORDERS. The CONTRACTOR shall not make any changes in the Scope of Work or the Specifications without written authorization of the GRANTEE.

3. PERMITS AND CODES. The CONTRACTOR agrees to secure all necessary permits required for the performance of this Contract in compliance with applicable local requirements, including local building and housing codes, where applicable, whether or not specified in the Scope of Work or Specifications. Prior to construction, required permit(s) and the Scope of Work shall be posted and available at the job site.

4. AMERICANS WITH DISABILITIES ACT (ADA). CONTRACTOR shall comply with the requirements of the Americans with Disabilities Act (ADA).

5. LEAD-BASED PAINT. The CONTRACTOR agrees to use no lead-based paint in the CONTRACTOR's performance of this Contract, including the performance of any subcontractor. "Lead-based paint" means any paint containing more than six one hundredths of one percent lead by weight (calculated as lead metal) in the total nonvolatile content of the paint or the equivalent measure of lead in the dried film of paint already applied.

6. CONDITION OF PREMISES. The CONTRACTOR agrees to keep the premises broom clean and orderly and to remove all debris as needed during the course of the work, in order to maintain work conditions which do not cause health or safety hazards.

7. ACCIDENT PREVENTION. Machinery, equipment, and other hazards shall be guarded or eliminated in accordance with the safety provisions of the Manual of Accident Prevention in Construction published by the Association of General Contractors of America, and the requirements of the Occupational Safety and Health Administration.

8. DRUG FREE WORKPLACE. The CONTRACTOR shall maintain a Drug Free Workplace for all employees.

9. INSPECTION. The GRANTEE and their designees shall have the right to inspect all the work performed under this Contract. By such inspection, the GRANTEE assumes no responsibility for defective material or work under this Contract or for any breach of this Contract by the CONTRACTOR.

10. GOOD FAITH EFFORT. The CONTRACTOR agrees to provide for the fair utilization of minority/women owned business enterprises in the performance of work on this project and, where a contract is awarded, engage in a "good faith effort" to ensure that minority/women/disadvantaged-owned business enterprises have the maximum opportunity to participate in the performance of work under this Contract.

11. HOLD HARMLESS. The CONTRACTOR agrees to defend, indemnify, and hold the GRANTEE harmless from any liability or claim for damages because of bodily injury, death, property damage, sickness, disease or loss and expense arising from the CONTRACTOR'S performance of this Contract. The CONTRACTOR further agrees to protect, defend, and indemnify GRANTEE from any claim by laborers, subcontractors or material men for unpaid work or labor performed or materials supplied in connection with this Contract.

CONTRACTOR shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the GRANTEE and its agency members, NACOG, the ENGINEER and the Arizona Department of Housing from and for any violation caused by him and shall assume full responsibility for payment of Federal, State and local taxes on contributions imposed or required under the Social Security, workmen's compensation and income tax laws.

12. SANCTION, PENALTIES AND DEBARMENT. A breach of the contract provisions concerning violations of federal labor standards may be grounds for termination of the contract and result in sanctions, penalties including liquidated damages, and/or debarment of the CONTRACTOR.

13. NON-RESPONSIBILITY OF THE GRANTEE. Indebtedness incurred for any cause in connection with this work must be paid by the CONTRACTOR, and the GRANTEE is hereby relieved at all times from any indebtedness or claims other than payments under contract.

14. ACCESS TO INFORMATION. It is agreed that all information, data reports, records and plans as existing, available and necessary for carrying out of the work outlined above have been furnished to the CONTRACTOR by the GRANTEE and its agencies. CONTRACTOR hereby acknowledges receipt of same. No charge will be made to the CONTRACTOR for such information and the GRANTEE and its agencies will cooperate with the CONTRACTOR in every way possible to facilitate the performance of the work described in the Contract.

15. CONTRACTOR'S RECORDS. CONTRACTOR agrees to keep and maintain all records arising from or relating to this construction Contract, including, but not limited to, receipts from material suppliers and subcontracts, for a period of five years after the date of close out of the grant or resolution of all audit findings of that grant, whichever occurs last. CONTRACTOR further agrees to allow the Arizona Department of Housing, HUD, and/or the Office of the Inspector General or their designated representatives to have access to all such records for review, monitoring, and audit, during normal working hours.

16. PROPERTY RIGHTS IN MATERIAL. Nothing in the Contract shall be construed as vesting in the CONTRACTOR any right of property in the materials used after they have been attached or affixed to the work or the soil and accepted. All such materials shall become the property of the GRANTEE upon being so attached or affixed and accepted.

17. IMMIGRATION COMPLIANCE WARRANTY. As required by A.R.S. § 41-4401, CONTRACTOR hereby warrants its compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). CONTRACTOR further warrants that after hiring an employee, CONTRACTOR verifies the employment eligibility of the employee through the E-Verify program. If CONTRACTOR uses any subcontractors in performance of the Work, subcontractors shall warrant their compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A), and subcontractors shall further warrant that after hiring an employee, such subcontractor verifies the employment eligibility of the employee through the E-Verify program. A breach of this warranty shall be deemed a material breach of the Contract that is subject to penalties up to and including termination of the Contract. If state law is amended, the parties may modify this paragraph consistent with state law.

18. SUDAN/IRAN CLAUSE. The CONTRACTOR warrants that it does not have scrutinized business operations in Sudan or Iran, as prohibited by A.R.S. §§ 35-391.06 and 35-393.06, and further acknowledge that any subcontractor who is contracted by CONTRACTOR to perform work pursuant to this Contract shall warrant that they do not have scrutinized business operations in Sudan or Iran.

19. "SECTION 3" COMPLIANCE WITH THE PROVISION OF TRAINING, EMPLOYMENT AND BUSINESS OPPORTUNITIES.

- a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that the employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- c. The CONTRACTOR agrees to send to each labor organization or representative of workers with which the CONTRACTOR has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d. The CONTRACTOR agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The CONTRACTOR will not subcontract with any subcontractor where the CONTRACTOR has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- e. The CONTRACTOR will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

20. MISCELLANEOUS PROVISIONS.

- a. If any action at law or in equity is necessary to enforce or interpret the terms of this Contract, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
- b. In any case one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or un-enforceability shall not affect any other provisions thereof and this Contract shall not be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

FEDERAL REQUIREMENTS AND FORMS

- **HUD 4010 – Federal Labor Standards Provisions**
- **Wage Rate Decision: AZ20250061 MOD 1, 2/7/2025**
- **LS2 – Contractor’s Certification**
- **LS3 – Subcontractor’s Certification**
- **LS4 – Payroll**
- **LS5 – Statement of Compliance**
- **Section 3 documents**
- **Certifications and Signature Form**

FEDERAL LABOR STANDARDS PROVISIONS

U.S. Department of Housing and Urban Development

Applicability

The Project or Program to which the construction work covered by this contract pertains is being assisted by the United States of America and the following Federal Labor Standards Provisions are included in this Contract pursuant to the provisions applicable to such Federal assistance.

A. 1. (i) Minimum Wages. All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1 (b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR-5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period.

Such laborers and mechanics shall be paid

the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR Part 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR Part 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(ii) (a) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination, and

(2) The classification is utilized in the area by the construction industry, and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(b) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC. 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB control number 1215-0140.)

(c) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

(d) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (1)(b) or (c) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account, assets for the meeting of obligations under the plan or program. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

2. Withholding. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the contractor, disburse such amounts withheld for and on account of the contractor or subcontractor to the respective employees to whom they are due. The Comptroller General shall make such disbursements in the case of direct Davis-Bacon Act contracts.

3. (i) Payrolls and basic records. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work preserved for a period of three years* thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5 (a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section 1(b)(2)(B) of the Davis-Bacon Act the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs. (Approved by the Office of Management and Budget under OMB Control Numbers 1215-0140 and 1215-0017.)

(ii) (a) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant, sponsor, or owner, as the case may be, for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR Part 5.5(a)(3)(i). This information may be submitted in any form desired. Optional Form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal Stock Number 029-005-00014-1), U.S. Government Printing Office, Washington, DC. 20402. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. (Approved by the Office of Management and Budget under OMB Control Number 1215-0149.)

(b) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be maintained under 29 CFR Part 5.5 (a)(3)(i) and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(c) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph A.3.(ii)(b) of this section.

(d) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under paragraph A.3. (i) of this section available for inspection, copying, or transcription by authorized representatives of HUD or its designee or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the contractor, sponsor, applicant or owner, take such action as may be necessary to cause the suspension of any further payment advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR Part 5.12.

4. (i) Apprentices and Trainees. Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a State Apprenticeship Agency recognized by the Bureau, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Bureau of Apprenticeship and Training or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Bureau of Apprenticeship and Training, or a State Apprenticeship Agency recognized by the Bureau, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

5. Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR Part 3 which are incorporated by reference in this contract

6. Subcontracts. The contractor or subcontractor will insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as HUD or its designee may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be

responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR Part 5.5.

7. Contract termination; debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

8. Compliance with Davis-Bacon and Related Act Requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract.

9. Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and HUD or its designee, the U.S. Department of Labor, or the employees or their representatives.

10. (i) Certification of Eligibility. By entering into this contract the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. Additionally, U.S. Criminal Code, Section 1010, Title 18, U.S.C., "Federal Housing Administration transactions", provides in part: "Whoever, for the purpose of . . . influencing in any way the action of such Administration makes, offers or publishes any statement, knowing the same to be false . . . shall be fined not more than \$5,000 or imprisoned not more than two years, or both."

11. Complaints, Proceedings, or Testimony by Employees. No laborer or mechanic to whom the wage, salary, or other labor standards provisions of this Contract are applicable shall be discharged or in any other manner discriminated against by the Contractor or any subcontractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable under this Contract to his employer.

B. Contract Work Hours and Safety Standards Act. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in subparagraph (1) of this paragraph, the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (1) of this paragraph, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of eight hours or in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in subparagraph (1) of this paragraph.

(3) Withholding for unpaid wages and liquidated damages. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contract or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act which is held by the same prime contractor such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (2) of this paragraph.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (4) of this paragraph.

C. Health and Safety

(1) No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.

(2) The Contractor shall comply with all regulations issued by the Secretary of Labor pursuant to Title 29 Part 1926 (formerly part 1518) and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act (Public Law 91-54. 83 Stat 96).

(3) The Contractor shall include the provisions of this Article in every subcontract so that such provisions will be binding on each subcontractor. The Contractor shall take such action with respect to any subcontract as the Secretary of Housing and Urban Development or the Secretary of Labor shall direct as a means of enforcing such provisions.

(4010.doc)

"General Decision Number: AZ20250061 02/07/2025

Superseded General Decision Number: AZ20240061

State: Arizona

Construction Type: Heavy

County: Yavapai County in Arizona.

Note: Contracts subject to the Davis-Bacon Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658. Please note that these Executive Orders apply to covered contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but do not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(1).

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	· Executive Order 14026 generally applies to the contract. · The contractor must pay all covered workers at least \$17.75 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2025.
If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	· Executive Order 13658 generally applies to the contract. · The contractor must pay all covered workers at least \$13.30 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours performing on that contract in 2025.

The applicable Executive Order minimum wage rate will be adjusted annually. If this contract is covered by one of the Executive Orders and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must still submit a conformance request.

Additional information on contractor requirements and worker

protections under the Executive Orders is available at
<http://www.dol.gov/whd/govcontracts>.

Modification Number	Publication Date
0	01/03/2025
1	02/07/2025

ELEC0570-014 06/01/2024

	Rates	Fringes
Electrician.....	\$ 32.00	13.28

 ELEC0769-001 08/04/2024

	Rates	Fringes
Electrician: Lineperson.....	\$ 59.69	20.83

 ELEC0769-003 08/04/2024

	Rates	Fringes
Electrician: Groundperson.....	\$ 34.62	15.82

 ELEC0769-004 08/04/2024

	Rates	Fringes
Electrician: Line Equipment Operator.....	\$ 44.77	17.84

 ENGI0012-035 12/01/2024

	Rates	Fringes
POWER EQUIPMENT OPERATOR: Oiler.....	\$ 32.29	18.12

 ENGI0012-037 12/01/2024

	Rates	Fringes
POWER EQUIPMENT OPERATOR: Field Equipment Serviceperson.....	\$ 35.56	18.12

 ENGI0012-042 12/01/2024

	Rates	Fringes
POWER EQUIPMENT OPERATOR: Crane/Derrick.....	\$ 36.64	18.12

ENGI0012-043 12/01/2024

	Rates	Fringes
POWER EQUIPMENT OPERATOR:		
Mechanic.....	\$ 37.67	18.12

ENGI0012-044 12/01/2024

	Rates	Fringes
POWER EQUIPMENT OPERATOR:		
Bobcat/Skid Steer/Skid		
Loader.....	\$ 32.29	18.12

ENGI0012-045 12/01/2024

	Rates	Fringes
POWER EQUIPMENT OPERATOR:		
Backhoe/Backhoe & Loader		
Combo/Track Backhoe.....	\$ 35.56	18.12

ENGI0012-046 12/01/2024

	Rates	Fringes
POWER EQUIPMENT OPERATOR:		
Bulldozer.....	\$ 35.56	18.12

ENGI0012-047 12/01/2024

	Rates	Fringes
POWER EQUIPMENT OPERATOR:		
Compactor/Roller.....	\$ 35.56	18.12

ENGI0012-048 12/01/2024

	Rates	Fringes
POWER EQUIPMENT OPERATOR:		
Drill Rig/Auger.....	\$ 35.56	18.12

ENGI0012-049 12/01/2024

	Rates	Fringes
POWER EQUIPMENT OPERATOR:		
Loader/Front End Loader.....	\$ 35.56	18.12

ENGI0012-054 12/01/2024

	Rates	Fringes
POWER EQUIPMENT OPERATOR:		
Trencher.....	\$ 35.56	18.12

ENGI0012-055 12/01/2024

	Rates	Fringes
TRUCK DRIVER		
Hydrovac.....	\$ 35.56	18.12

ENGI0012-058 12/01/2024

	Rates	Fringes
POWER EQUIPMENT OPERATOR:		
Excavator/Trackhoe.....	\$ 36.64	18.12

ENGI0012-059 12/01/2024

	Rates	Fringes
POWER EQUIPMENT OPERATOR:		
Grade Checker.....	\$ 36.64	18.12

ENGI0012-061 12/01/2024

	Rates	Fringes
POWER EQUIPMENT OPERATOR:		
Motor Grader/Blade.....	\$ 36.64	18.12

LABO1184-013 06/01/2024

	Rates	Fringes
Laborer: Jackhammer.....	\$ 27.79	8.37

LABO1184-014 06/01/2024

	Rates	Fringes
Laborer: Pipelayer.....	\$ 28.65	8.37

LABO1184-015 06/01/2024

	Rates	Fringes
Power Equipment Operator:		
Forklift.....	\$ 29.62	8.37

LABO1184-016 06/01/2024

	Rates	Fringes
Power Equipment Operator:		
Horizontal Directional		
Drill.....	\$ 30.72	8.37

LABO1184-022 06/01/2024

	Rates	Fringes
Laborer: Asphalt, Includes		
Raker, Shoveler, Spreader and		
Distributor.....	\$ 27.79	8.37

LABO1184-028 06/01/2024

	Rates	Fringes
LABORER: Grade Setter.....	\$ 28.65	8.37

LABO1184-034 06/01/2024

	Rates	Fringes
Truck Driver:		
Concrete.....	\$ 29.62	8.37

LABO1184-035 06/01/2024

	Rates	Fringes
Truck Driver:		
Dump.....	\$ 29.62	8.37

LABO1184-036 06/01/2024

	Rates	Fringes
Truck Driver:		
Water.....	\$ 29.62	8.37

LABO1184-042 06/01/2024

	Rates	Fringes
Traffic Control.....	\$ 26.15	8.37

LABO1184-050 06/01/2024

	Rates	Fringes
Carpenter: Formwork Concrete.....	\$ 30.72	8.37

* UAVG-AZ-0005 01/01/2025

	Rates	Fringes
Laborer: Mason Tender.....	\$ 27.79	8.87

SUAZ2023-011 11/19/2024		

	Rates	Fringes
Laborer: General.....	\$ 24.02	3.86
Power Equipment Operator:		
Scraper.....	\$ 32.41	0.00

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (iii)).

The body of each wage determination lists the classifications and wage rates that have been found to be prevailing for the type(s) of construction and geographic area covered by the wage determination. The classifications are listed in alphabetical order under rate identifiers indicating whether the particular rate is a union rate (current union negotiated rate), a survey rate, a weighted union average rate, a state adopted rate, or a

supplemental classification rate.

Union Rate Identifiers

A four-letter identifier beginning with characters other than ""SU"", ""UAVG"", ?SA?, or ?SC? denotes that a union rate was prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2024. PLUM is an identifier of the union whose collectively bargained rate prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. The date, 07/01/2024 in the example, is the effective date of the most current negotiated rate.

Union prevailing wage rates are updated to reflect all changes over time that are reported to WHD in the rates in the collective bargaining agreement (CBA) governing the classification.

Union Average Rate Identifiers

The UAVG identifier indicates that no single rate prevailed for those classifications, but that 100% of the data reported for the classifications reflected union rates. EXAMPLE: UAVG-OH-0010 01/01/2024. UAVG indicates that the rate is a weighted union average rate. OH indicates the State of Ohio. The next number, 0010 in the example, is an internal number used in producing the wage determination. The date, 01/01/2024 in the example, indicates the date the wage determination was updated to reflect the most current union average rate.

A UAVG rate will be updated once a year, usually in January, to reflect a weighted average of the current rates in the collective bargaining agreements on which the rate is based.

Survey Rate Identifiers

The ""SU"" identifier indicates that either a single non-union rate prevailed (as defined in 29 CFR 1.2) for this classification in the survey or that the rate was derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As a weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SUFL2022-007 6/27/2024. SU indicates the rate is a single non-union prevailing rate or a weighted average of survey data for that classification. FL indicates the State of Florida. 2022 is the year of the survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 6/27/2024 in the example, indicates the survey completion date

for the classifications and rates under that identifier.

?SU? wage rates typically remain in effect until a new survey is conducted. However, the Wage and Hour Division (WHD) has the discretion to update such rates under 29 CFR 1.6(c)(1).

State Adopted Rate Identifiers

The "SA" identifier indicates that the classifications and prevailing wage rates set by a state (or local) government were adopted under 29 C.F.R 1.3(g)-(h). Example: SAME2023-007 01/03/2024. SA reflects that the rates are state adopted. ME refers to the State of Maine. 2023 is the year during which the state completed the survey on which the listed classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 01/03/2024 in the example, reflects the date on which the classifications and rates under the ?SA? identifier took effect under state law in the state from which the rates were adopted.

----- WAGE DETERMINATION APPEALS PROCESS

1) Has there been an initial decision in the matter? This can be:

- a) a survey underlying a wage determination
- b) an existing published wage determination
- c) an initial WHD letter setting forth a position on a wage determination matter
- d) an initial conformance (additional classification and rate) determination

On survey related matters, initial contact, including requests for summaries of surveys, should be directed to the WHD Branch of Wage Surveys. Requests can be submitted via email to davisbaconinfo@dol.gov or by mail to:

Branch of Wage Surveys
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

Regarding any other wage determination matter such as conformance decisions, requests for initial decisions should be directed to the WHD Branch of Construction Wage Determinations. Requests can be submitted via email to BCWD-Office@dol.gov or by mail to:

Branch of Construction Wage Determinations
Wage and Hour Division

U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2) If an initial decision has been issued, then any interested party (those affected by the action) that disagrees with the decision can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Requests for review and reconsideration can be submitted via email to dba.reconsideration@dol.gov or by mail to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210.

=====
END OF GENERAL DECISION"



FORM LS-2
CONTRACTORS CERTIFICATION CONCERNING LABOR
STANDARDS AND PREVAILING WAGES

Recipient: TOWN OF JEROME

Contract No: 122-25

Activity Name: DECEPTION LN. WATER LINE IMPROVEMENTS

1. **I, the undersigned, am submitting a bid to (name of recipient):** Town of Jerome
for the construction of the (name of project): Deception Lane Water Line Improvements, and
hereby acknowledge that the following items are included in the bid and will be incorporated
by reference into the contract, should I be selected as the contractor for the project.
 - a. Labor Standards Provisions (HUD 4010);
 - b. Wage Decision # AZ20250061 Modification # 1 Bid Open Date: 4/17/25; and that
 - c. The correction of any infractions of the aforesaid conditions, including infractions by any of my
sub-contractors and lower tier sub-contractors, is my responsibility.
2. **I hereby certify that:**
 - a. To the best of my knowledge, neither I nor any firm, partnership or association in which I have a
substantial interest, is designated as an ineligible contractor by the Comptroller General of the
United States pursuant to Section 5.6(b) of the Regulations of the Secretary of Labor, Part 5 (29
CFR Part 5) or pursuant to Section 3(a) of the Davis-Bacon Act, as amended [40 U.S.C. 276a-
2(a)].
 - b. No part of the aforementioned contract is or will be sub-contracted to any sub-contractor, if
such sub-contractor or firm, corporation, partnership or association in which such sub-
contractor has a substantial interest is, to the best of my knowledge, designated as an ineligible
contractor pursuant to any of the aforementioned regulatory or statutory provisions.
4. **I agree to obtain and forward to the aforementioned grantee a Sub-contractor's Certification**
Concerning Labor Standards and Prevailing Wage Requirements executed by each and every
sub-contractor, preferably prior to or where circumstances do not allow within ten (10) days after
the execution of any sub-contract, including those executed by his/her sub-contractors and any
lower tier sub-contractors.

4. Further, I certify that:

a. The demographic and business information of the undersigned are:

Contractor Information									
Amount of Contract	Type of Trade Code*	Racial Code*	Hispanic (Y/N)	Women Owned (Y/N)	IRS Tax ID #	SAM.gov UEI#	Section 3 (Y/N)	Construction Firm Legal Name Address, City, State, Zip	AZ License #
\$									

**See Demographic and Trade Code table below for information*

Demographic and Trade Codes	
<i>Race</i>	<i>Type of Trade Code</i>
11 White	1 New Construction
12 African American	2 Education/Training
13 Asian	3 Other (i.e. rehabilitation, administration, professional, public services)
14 American Indian or Alaskan Native	
15 Native Hawaiian or other Pacific Islander	
16 American Indian or Alaskan Native and White	
17 Asian and White	
18 African American and White	
19 American Indian or Alaskan Native and White	
20 Other Multi-racial	

b. The undersigned is:

- ☐ a sole proprietorship;
☐ a partnership;
☐ a corporation organized in the State of ____; or
☐ another organization (describe) ____

c. The name, title and address of the owners, partners or officers of the undersigned are (list any other legal names/doing business as (dba)):

NAME

TITLE

ADDRESS

- d. The names and addresses of all other persons, both natural and corporate, having a substantial interest in the undersigned and the nature of the interest, are: (indicate if NONE)

<u>NAME</u>	<u>ADDRESS</u>	<u>NATURE OF INTEREST</u>
_____	_____	_____

- e. The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are: (indicate if NONE)

<u>NAME</u>	<u>ADDRESS</u>	<u>TRADE CLASSIFICATION</u>
_____	_____	_____

5. I hereby certify that I have the legal authority to complete and submit this document on behalf of:

- a. Name of Contractor: _____
- b. Signature (**in ink**): _____
- c. Typed or Printed Name: _____
- d. Title: _____
- e. Date: _____

WARNING: U.S. Criminal Code, Section 1010, Title 18, U.S.C. provides in part: "Whoever...makes, passes, utters or publishes any statement, knowing the same to be false...shall be fined under this title or imprisoned not more than two (2) years, or both."



Arizona
Department
of Housing

FORM LS-3

SUB-CONTRACTORS CERTIFICATION CONCERNING LABOR STANDARDS AND PREVAILING WAGES

Recipient: TOWN OF JEROME

Contract No: 122-25

Activity Name: DECEPTION LN. WATER LINE IMPROVEMENTS

1. I, the undersigned, having submitted a bid or having executed a contract with:

(name of contractor or sub-contractor): _____

for (name of project): Deception Lane Water Line Improvements

for (nature of work): _____

in the amount of \$ _____ certify that:

- a. The Labor Standards Provisions (HUD 4010) are included in the aforementioned contract or bid;
- b. Wage Decision # AZ20250061; Modification # 1 are included in the aforementioned contract or bid.

2. I hereby certify that:

- a. To the best of my knowledge, neither I nor any firm, partnership or association in which I have a substantial interest, is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.6(b) of the Regulations of the Secretary of Labor, Part 5 (29 CFR. Part 5) or pursuant to Section 3(a) of the Davis-Bacon Act, as amended [40 U.S.C. 276a-2(a)].
- b. No part of the aforementioned contract has been or will be sub-contracted to any sub-contractor, if such sub-contractor or firm, corporation, partnership or association in which such sub-contractor has a substantial interest is, to the best of my knowledge, designated as an ineligible contractor pursuant to any of the aforementioned regulatory or statutory provisions.

3. Further, I certify that:

- a. The demographic and business information of the undersigned are:

Contractor Information									
Amount of Contract	Type of Trade Code*	Racial Code*	Hispanic (Y/N)	Women Owned (Y/N)	IRS Tax ID #	SAM.gov UEI#	Section 3 (Y/N)	Construction Firm Legal Name Address, City, State, Zip	AZ License #
\$									

** See Demographic and Trade Code table below for information*

LS-3 (REV. 11/2019)

Demographic and Trade Codes	
<i>Race</i>	<i>Type of Trade Code</i>
11 White	1 New Construction
12 African American	2 Education/Training
13 Asian	3 Other (i.e. rehabilitation, administration, professional, public services)
14 American Indian or Alaskan Native	
15 Native Hawaiian or other Pacific Islander	
16 American Indian or Alaskan Native and White	
17 Asian and White	
18 African American and White	
19 American Indian or Alaskan Native and White	
20 Other Multi-racial	

b. The undersigned is:

- ☐ a sole proprietorship;
- ☐ a partnership;
- ☐ a corporation organized in the State of _____; or
- ☐ another organization (describe) _____

c. The name, title and address of the owners, partners or officers of the undersigned are (list any other legal names/doing business as (dba)):

<u>NAME</u>	<u>TITLE</u>	<u>ADDRESS</u>
_____	_____	_____

d. The names and addresses of all other persons, both natural and corporate, having a substantial interest in the undersigned and the nature of the interest, are: (indicate if NONE)

<u>NAME</u>	<u>ADDRESS</u>	<u>NATURE OF INTEREST</u>
_____	_____	_____

e. The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are: (indicate if NONE)

<u>NAME</u>	<u>ADDRESS</u>	<u>TRADE CLASSIFICATION</u>
_____	_____	_____

5. I hereby certify that I have the legal authority to complete and submit this document on behalf of:

a. Name of Contractor: _____

b. Signature (**in ink**): _____

c. Typed or Printed Name: _____

d. Title: _____

e. Date: _____

WARNING: U.S. Criminal Code, Section 1010, Title 18, U.S.C. provides in part: "Whoever...makes, passes, utters or publishes any statement, knowing the same to be false...shall be fined under this title or imprisoned not more than two (2) years, or both."

U.S. Department of Labor
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)
Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.



NAME OF CONTRACTOR <input type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/>		ADDRESS	OMB No.: 1235-0008 Expires: 07/31/2024
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PAYROLL NO.	FOR WEEK ENDING	PROJECT AND LOCATION	PROJECT OR CONTRACT NO.
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(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT OR ST.	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK
				HOURS WORKED EACH DAY										FICA	WITH- HOLDING TAX		OTHER	TOTAL DEDUCTIONS	
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While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

(over)

Date _____

I, _____ (Name of Signatory Party) _____ (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by _____ on the _____ (Contractor or Subcontractor); that during the payroll period commencing on the _____ (Building or Work); _____ day of _____, _____, and ending the _____ day of _____, _____, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said _____ from the full _____ (Contractor or Subcontractor) weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☐ — in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☐ — Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION
REMARKS:	
NAME AND TITLE	SIGNATURE
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF TITLE 31 OF THE UNITED STATES CODE.	

SECTION 3 FORMS

Item 1.

THIS PROJECT IS IN WHOLE OR IN PART FEDERALLY (HUD) FUNDED AND THE SUCCESSFUL BIDDER WILL BE REQUIRED TO ADHERE TO SECTION 3 PROVISIONS

NACOG will monitor compliance with such provisions and standards on behalf of the Town of Jerome. The successful bidder will be required to complete the following forms in order to comply. A brief explanation of the forms is listed below. Should you have any questions concerning Section 3 or the forms to be submitted, please call *Rich Ormond at (928) 445-0211*.

S3B-1 (Section 3 Assurances) – Prime contractor

S3B-2 (Permanent & Project Workforce Breakdown) for prime contractor and all subcontractors.

S3B-3 (Section 3 Business Self-Certification) – If the contractor/subcontractor qualifies as a Section 3 Business. Otherwise: not applicable.

AN SC3 FORM IS NEEDED IF EMPLOYEE IS LOW-INCOME OR LIVES WITHIN 1 MILE OF THE PROJECT (GENERALLY EITHER AN S3C-1A or S3C-1B)

S3C-1A Section 3 Worker Self-Certification Form - filled out by worker if low-income (<80% AMI)

S3C-1B Section 3 Worker Employer Certification Form – filled out by employer if employee is low-income now or at time of hire (if within 5 years)

S3C-1C Targeted Section 3 Worker Self-Certification Form – if YouthBuild participant

S3C-1D Targeted Section 3 Worker Employer Certification Form – if employee lives within 1 mile of the project or employer is a Section 3 business

S3P ONLY NEEDED IF HIRING EMPLOYEES FOR THIS PROJECT

S3P-1 Section 3 Notice – Employment and Training Positions Available (Form)

S3P-2 Sample Employment Survey (Form)

S3R-1C (Section 3 Contractor Report Form) for each week's payroll (includes subcontractors).

Section 3 Assurances (Form S3B-1)

Name of Official Representative	
Business/Contractor Name	
Project Name or Bid Number	

I, the undersigned, as official representative of the above-named business/contractor hereby certify that:

1. A complete permanent and project workforce breakdown form (S3B-2) has been submitted with this bid for the above-named business/contractor and each subcontractor that is known to be a party to this project.
2. The above-named business will comply with Section 3 requirements, to include recordkeeping and reporting, and will cause any subcontractor to comply with Section 3 requirements, to include recordkeeping and reporting, for the above-named project
3. The above-named business/contractor will make, and cause any subcontractor to make every attempt to hire qualified Section 3 and Targeted Section 3 workers for any unfilled positions.
4. The above-named business/contractor will make every attempt to hire subcontractors that are Section 3 businesses.
5. I understand that failure to comply may result, in whole or in part, in contract cancellation, termination of suspension.

 Signature

 Date

(Form revised 7.1.2021)

Section 3 Workforce Breakdown

**PERMANENT AND PROJECT WORKFORCE BREAKDOWN (FORM S3B-2)**

Enter information only in green-shaded cells.

Submit one attachment for the prime contractor and one for each subcontractor

ATTACHMENT A - PERMANENT AND PROJECT LABOR FORCE

Recipient Name		This information to be provided by recipient
ADOH Contract Number		This information to be provided by recipient
Activity Number		This information to be provided by recipient
Project Name/Bid Number		This information to be provided by recipient
Contractor or Subcontractor Name		
Section 3 Business		Select yes or no from the dropdown menu. The definition of a Section 3 business is included in Tab 2.

[illegible]

Section 3 Business Self-Certification Form (S3B-3)

A Section 3 Business shall certify and provide evidence the business is a Section 3 Business as defined in Section 24 CRF 75.

Business Name _____
 Address _____
 City, State, Zip Code _____
 Federal ID Number _____
 Contact Person _____

√	
	The business named above is 51% or more owned and controlled by very-low or low-income persons.
	The business named above is 51% or more owned and controlled by public housing residents or residents currently residing in Section-8 assisted housing.
	Over 75% of the labor hours worked during the past three months by employees of the business named above were performed by employees who are very-low or low-income, or YouthBuild participants.

I hereby certify that:

1. The undersigned has the legal authority to make these certifications on behalf of the named business.
2. Documentation exists to verify the basis for this self-certification.
3. Documentation will be made available to the recipient, the State of Arizona, the US Department of Housing and Urban Development, or their designated representatives during normal business hours upon request.
4. I am aware that both I and the business named above are liable for civil or criminal penalties for willful falsification of any information provided in this document.

Name of Person Completing Form _____
 Title of Person Completing Form _____
 Signature _____
 Date _____

Section 3 Worker Self-Certification Form (S3C-1A)

A Section 3 Worker seeking preference in training and employment shall certify or submit evidence to the recipient, contractor, or subcontractor that the person is a Section 3 Worker, as defined in Section 24 CRF 75.

Name of Worker _____

√	
	I have reviewed the HUD income chart for my family size. My income for the previous year is below 80% of the median income for my family size.

I hereby certify that the information provided by me to be true and correct and understand any falsification of any of the information could subject me to disqualification from participation and punishment under the law.

Signature_____Date_____

Section 3 Worker Employer Certification Form (S3C-1B)

An employer of a Section 3 Worker seeking preference in training and employment shall certify and maintain evidence the worker is a Section 3 Worker as defined in Section 24 CRF 75.

Name of Employee _____

√	
	I have reviewed the HUD income chart for the current year. The employee named above has an income that is currently below 80 percent of the median income for their family size based on my calculation of what the employee's wage rate would translate to if annualized on a full-time basis.
	The employee was hired within the past five (5) years. I have reviewed the HUD income chart for the year the employee named above was hired. At the time of hire, the employee named above had an income that was below 80 percent of the median income for their family size.

I hereby certify that the information provided by me to be true and correct and understand any falsification of any of the information could subject me to disqualification from participation and punishment under the law.

Employer Name _____

Employer Representative Name _____

Signature of Employer Representative _____

Date _____

Targeted Section 3 Worker Self-Certification Form (S3C-1C)

A Section 3 Worker seeking the preference in training and employment shall certify or submit evidence to the recipient, contractor, or subcontractor that the person is a Section 3 Worker, as defined in Section 24 CRF 75.

Name of Worker _____

√	
	I am a YouthBuild participant.
	I was hired within the past five years and at the time of my hire was a YouthBuild participant.

I hereby certify that the information provided by me to be true and correct and understand any falsification of any of the information could subject me to disqualification from participation and punishment under the law.

Signature

Date

Targeted Section 3 Worker Employer Certification Form (S3C-1D)

An employer of a Section 3 Worker seeking the preference in training and employment shall certify and maintain evidence the worker is a Section 3 Worker as defined in Section 24 CRF 75.

Name of Employee _____

√	
	The employee named above resides within the project area as defined in the bid documents.
	The employee named above was hired within the past five years. At the time of hire, the employee resided within the project area as defined in the bid documents.
	I have certified this business as a Section 3 business and the employee is part of the business's permanent workforce.

I hereby certify that the information provided by me to be true and correct and understand any falsification of any of the information could subject me to disqualification from participation and punishment under the law.

Employer Name _____

Employer Representative Name _____

Signature of Employer Representative _____

Date _____

JOBS! JOBS! JOBS!

Section 3 Notice – Employment and Training Positions Available (Form S3P-1)

Name: *[recipient or contractor/sub-contractor]*

Project: *[describe project]*

Project Area: *[one-mile radius or larger if fewer than 5,000 people within one mile radius]*

To comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968 as amended by the Housing and Community Development Act of 1992, and implementing regulations, *[name of recipient, contractor or sub-contractor]* hereby notifies all labor organizations or representatives of workers with whom it has a collective bargaining agreement or other understanding and all employees or applicants for training and employment that it will **give preference in filling new positions and in all training opportunities to persons who meet the requirements stated below. All persons must meet the minimum qualifications of the position to be considered for employment/training.**

1. Resides within the project area *[describe]*; or
2. Has an income for the previous or annualized calendar year that is below the HUD very- low or low-income limit; or
3. Is employed by a Section 3 business; OR
4. Is a YouthBuild participant.

It is the responsibility of the applicant to document his/her status in any of the categories described above.

[Contractor/sub-contractor] will be accepting applications for the following positions on *[date]* at *[location]*:

Positions that will be available:

<u>Title</u>	<u>Number</u>	<u>Minimum Qualifications</u>
--------------	---------------	-------------------------------

Training and apprenticeship positions that will be available:

<u>Title</u>	<u>Number</u>	<u>Minimum Qualifications</u>
--------------	---------------	-------------------------------

For further information, including requests relating to accessibility needs, please
contact: *[Name]*

[Address]

[Phone Number, TTY, E-mail]

[Recipient should consult with the ADOH to determine if this notice should be
posted in languages other than English.]

Sample Employment Survey (Form S3P-2)

NOTE: Consult the ADOH to determine if this form should be translated into another language.

The [recipient] anticipates receiving federal housing and community development funds from the State of Arizona Department of Housing to undertake activities to improve the community. As a result of this funding, the [recipient] will be hiring additional staff and/or contractors in the near future to do various types of construction and related work. The [recipient] and/or contractors will be employing people with various types and ranges of skills. If you are interested in this type of employment, please complete the form on the reverse side and return it to the address indicated below. This form also asks whether you would be interested in training in any of these occupations and any special work-related needs you may have. You may be notified at a later date as to any further action you must take to be considered for employment, training or work-related services.

If you have further questions or special accessibility needs, please contact [name] at [phone number or TTY].

Return this form to: [recipient name and address]

Name	
Address	
City, State, Zip Code	
Phone Number	
E-mail Address	

Please indicate any services you would need to enable you to accept employment or participate in job training:

√	
	Child care
	Transportation
	Clothing
	English as a second language
	Other:

Please indicate office skills that you have:

√	
	Typing. Words per minute:
	Filing
	Software programs (list):
	Other:
	Other:

Please indicate construction skills that you may have or would like training for in the table on the following page.

Job Category	I would like training in this area ✓	Length of Experience			
		0 – 3 Months ✓	4 – 6 months✓	7 months – 1 year ✓	More than 1 year ✓
Plumbing					
Carpentry					
Roofing					
Painting					
Interior					
Exterior					
Sewer					
Landscaping					
Sprinklers					
Plants					
Lawns					
Tree Pruning					
Tree Cutting					
Stump Removal					
Drywall					
Tile Flooring					
Carpet Laying					
Insulation					
Brick Layer					
Electrician					
Residential					
Commercial					
Laborer					
Cement Mason					

S3R-1C Instructions

Form S3R-1C includes four tabs and instructions for reporting by contractors to recipients/subrecipients and by subcontractors to contractors.

Tab 1 – Complete this Tab First: collects contractor/subcontractor information, the ADOH Contract Number and Activity Name and/or Number, and the beginning and ending dates of the payroll period. This information is carried forward to Tabs 2, 3, and 4. Tab 1 also requires contractors/subcontractors answer three (3) yes or no questions and provides further instructions on completing Tabs 2, 3, and/or 4.

Tab 2 – Labor Hours: must be completed with each payroll when any labor hours are worked by the contractor and/or subcontractor(s). This form collects information regarding each employee working on the project, whether they are a Section 3 or Targeted Section 3 worker, and the total project labor hours worked during the reporting period. Section 3 totals and percentages are automatically calculated.

Tab 3 – Subcontracts: must be completed when one or more subcontracts are awarded by any contractor during the reporting period. This form collects the Subcontractor Name, Federal ID Number, Address, type of contract (trade, service, professional service, or supply), whether the contracted entity is a Section 3 Business, the date of the contract, and the dollar amount of the contract.

Tab 4 – Qualitative Activities: must be completed when one or more employees were hired for the project workforce by a contractor/subcontractor, and/or if one or more subcontracts were awarded during the reporting period. This form allows contractors/subcontractors to select yes or no from a dropdown menu for specified qualitative activities. Contractors/subcontractors may also describe qualitative activities not specified.



Enter information only in green-shaded cells.

Recipient		Information to be provided by Recipient.
ADOH Contract Number		Information to be provided by Recipient.
Activity Name and/or Number		Information to be provided by Recipient.
Contractor or Subcontractor report		Select contractor or subcontractor from dropdown menu.
Contractor Name		Enter the Name of the Contractor or Subcontractor
Section 3 Contractor		Indicate if the named contractor/subcontractor is a Section 3 business by selecting yes or no from the dropdown menu.
Payroll Period Begin Date		Enter the beginning date of the payroll period being reported.
Payroll Period End Date		Enter the ending date of the payroll period being reported.
Select Yes or No from the dropdown menu		
Alternate Labor Hours Report Format in Use (Yes/No)		If yes, do <i>not</i> complete Tab 2 Labor Hours. If no, complete Tab 2 Labor Hours.
One or more subcontracts were awarded during the payroll period (Yes/No)		If yes, complete Tab 3 Subcontracts and Tab 4 Qualitative Activities (lines 18 through 23 as applicable).
One or more employees were hired for the project workforce during the payroll period (Yes/No)		If yes, complete Tab 4 Qualitative Activities (lines 12 through 15 as applicable).



Enter information only in green-shaded cells.

Contractor Name	0
Reporting Period Begin Date	0
Reporting Period End Date	0

Section 3 Workers and Targeted Section 3 workers

- Conducted outreach to generate Section 3 worker applicants.
- Held one or more job fairs.
- Other (describe)
- Other (describe)

Activity Conducted
(Select Yes or No
from the dropdown
menu)

Section 3 Businesses

- Conducted outreach to identify and secure bids from qualified Section 3 businesses.
- Provided technical assistance to Section 3 business to help them understand and bid on contracts.
- Divided contracts into smaller jobs to facilitate participation by Section 3 businesses.
- Provided bonding assistance, guarantees, or other efforts to support viable bids.
- Other (describe)
- Other (describe)

Activity Conducted
(Select Yes or No
from the dropdown
menu)



Enter information only in green-shaded cells.

Contractor Name	0
Reporting Period Begin Date	0
Reporting Period End Date	0

Section 3 Workers and Targeted Section 3 workers

- Conducted outreach to generate Section 3 worker applicants.
- Held one or more job fairs.
- Other (describe)
- Other (describe)

Activity Conducted
(Select Yes or No
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- Provided bonding assistance, guarantees, or other efforts to support viable bids.
- Other (describe)
- Other (describe)

Activity Conducted
(Select Yes or No
from the dropdown
menu)



Enter information only in green-shaded cells.

Contractor Name	0
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Reporting Period Begin Date	0
-----------------------------	---

Reporting Period End Date	0
---------------------------	---

Activity Conducted
(Select Yes or No
from the dropdown
menu)

Section 3 Workers and Targeted Section 3 workers

Conducted outreach to generate Section 3 worker applicants.

Held one or more job fairs.

Other (describe)

Other (describe)

Activity Conducted
(Select Yes or No
from the dropdown
menu)

Section 3 Businesses

Conducted outreach to identify and secure bids from qualified Section 3 businesses.

Provided technical assistance to Section 3 business to help them understand and bid on contracts.

Divided contracts into smaller jobs to facilitate participation by Section 3 businesses.

Provided bonding assistance, guarantees, or other efforts to support viable bids.

Other (describe)

Other (describe)

[illegible]

CERTIFICATIONS

CIVIL RIGHTS

The undersigned is fully aware that this contract is wholly or partially federally funded, and further, agrees to abide by the:

Civil Rights Act of 1964, Title VI, as amended, that provides no person on the basis of Race, Color or National Origin shall be excluded from participation, denied program benefits or subjected to discrimination.

And, Civil Rights Act of 1968, Title VIII, as amended, will not discriminate in housing on the basis of Race, Color, Religion, Sex or National Origin.

And, Rehabilitation Act of 1973, Section 503, as amended, which prohibits discrimination against individuals with disabilities and requires government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities.

And, Housing and Community Development Act of 1974, Section 109, as amended, that no person shall be excluded from participation (including employment), denied program benefits or subjected to discrimination on the basis of Race, Color, National Origin, Sex, Age, Religion and Disability under any program or activity funded in whole or part under Title I (CDBG) of the Act.

And, Age Discrimination Act of 1975, as amended, that no person shall be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funds.

And, Americans with Disabilities Act of 1990, as amended, that no covered entity shall discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

And, Executive Order 11063, that no person shall, on the basis of Race, Color, Religion, Sex or National Origin, be discriminated against in housing and related facilities provided with federal assistance or lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the federal government.

And, Executive Order 11246, as amended, that no person shall be discriminated against, on the basis of Race, Color, Religion, Sex, Sexual Orientation, Gender Identity or National Origin, in any phase of employment during the performance of federal or federally assisted construction contracts awarded to contractors or subcontractors who do over \$10,000 in government business in one (1) year.

EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The contractor will, in all solicitations or advancements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.
3. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
4. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
6. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

7. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
8. The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States." [Sec. 202 amended by EO 11375 of Oct. 13, 1967, 32 FR 14303, 3 CFR, 1966-1970 Comp., p. 684, EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230, EO 13665 of April 8, 2014, 79 FR 20749, EO 13672 of July 21, 2014, 79 FR 42971].

EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES - SECTION 503

(if contract \$10,000 or over)

1. The Contractor will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ and advance in employment individuals with disabilities, and to treat qualified individuals without discrimination on the basis of their physical or mental disability in all employment practices including the following:
 - a. Recruitment, advertising and job application procedures;
 - b. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
 - c. Rates of pay or any other form of compensation and changes in compensation;
 - d. Job assignments, job classifications, organizational structures, position descriptions, lines of progression and seniority lists;
 - e. Leaves of absence, sick leave or any other leave;
 - f. Selection and financial support for training including apprenticeship, professional meetings, conferences and other activities and selection for leaves of absence to pursue training;
 - g. Activities sponsored by the contractor including social or recreational programs; and

- h. Any other term, condition or privilege of employment.
2. The Contractor agrees to comply with the rules, regulations and relevant orders of the Secretary of Labor issued pursuant to the Act.
 3. In the event of the Contractor's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations and relevant orders of the Secretary of Labor issued pursuant to the Act.
 4. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, Office of Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities. The Contractor must ensure that applicants or employees with disabilities are provided the notice in a form that is accessible and understandable to the individual applicant or employee (i.e. providing Braille or large print versions of the notice or posting a copy of the notice at a lower height for easy viewing by a person using a wheelchair). With respect to employees who do not work at a physical location of the Contractor, a Contractor will satisfy its posting obligations by posting such notices in an electronic format, provided that the Contractor provides computers, or access to computers, that can access the electronic posting to such employees or the Contractor has actual knowledge that such employees otherwise are able to access the electronically posted notices. Electronic notices for employees must be posted in a conspicuous location and format on the company's intranet or sent by electronic mail to employees. An electronic posting must be used by the Contractor to notify job applicants of their rights if the Contractor utilizes an electronic application process. Such electronic applicant notice must be conspicuously stored with, or as part of, the electronic application.
 5. The Contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding that the Contractor is bound by the terms of Section 503 of Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment and shall not discriminate against individuals with physical or mental disabilities.
 6. The Contractor must include the provisions of this clause in every subcontract or purchase order in excess of \$10,000 unless exempted by rules, regulations or orders of the Secretary issued pursuant to Section 503 of the Act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.
 7. The Contractor must, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability.

PROCUREMENT OF RECOVERED MATERIALS

The undersigned is fully aware that this contract is wholly or partially federally funded and further by submission of this bid certifies that they will adhere to the requirements and specifications as outlined by the EPA at 40 CFR Part 247, Comprehensive Procurement Guideline for Products Containing Recovered Materials.

ACCESS TO RECORDS AND RECORDS RETENTION

The undersigned certifies, to the best of his or her knowledge and belief that:

1. The individual, sole proprietor, partnership, corporation and/or association agrees to permit the *Recipient, Consultants, State of Arizona Department of Housing (ADOH), U. S. Department of Housing and Urban Development (HUD)* and the Office of the Inspector General and/or their designated representatives to have access to all records for review, monitoring and audit during normal working hours.
2. The individual, sole proprietor, partnership, corporation and/or association agrees to retain all records for at least three (3) years following the grant contract closeout between HUD and ADOH or the resolution of all audit findings, whichever is later.

CONFLICT OF INTEREST

The undersigned is fully aware that this contract is wholly or partially federally funded and further, by submission of the bid or proposal that the individual or firm, certifies that:

1. There is no substantial interest, as defined by Arizona Revised Statute §§38-503 through 505, with any public official, employee, agency, commission or committee with the *Recipient* or *Consultants*.
2. Any substantial interest, as defined by Arizona Revised Statute §§38-503 through 505, with any public official, employee, agency, commission or committee (including members of their immediate family) with the *Recipient* or *Consultants* that develops at any time during this contract will be immediately disclosed to the *Recipient* and *Consultants*.

ANTI-LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the

extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this Certification be included in the award documents for all sub-awards to all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

CERTIFICATIONS SIGNATURE FORM

Return this page with bid proposal.

These Certifications (Civil Rights, Equal Employment Opportunity, Equal Opportunity for Workers with Disabilities - Section 503, Procurement of Recovered Materials, Access to Records and Records Retention, Conflict of Interest, Anti-Lobbying) are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of these Certifications is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required Certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Typed Name of Official)

(Signature of Official)

(Typed Name of Firm)

(Date)



JEROME WATER IMPROVEMENTS

DECEPTION ROAD

SITUATED IN THE TOWN OF JEROME
YAVAPAI COUNTY, ARIZONA

LEGEND NEW INFRASTRUCTURE

- ⊗ INDICATES WATER VALVE
- ⊕ INDICATES FIRE HYDRANT

LEGEND EXISTING INFRASTRUCTURE

- ⊙ INDICATES CLEANOUT
- ▭ INDICATES WATER BOX
- ⊗ INDICATES WATER VALVE
- INDICATES SIGN
- ⊕ INDICATES UTILITY POLE
- INDICATES CMP, UNLESS OTHERWISE NOTED

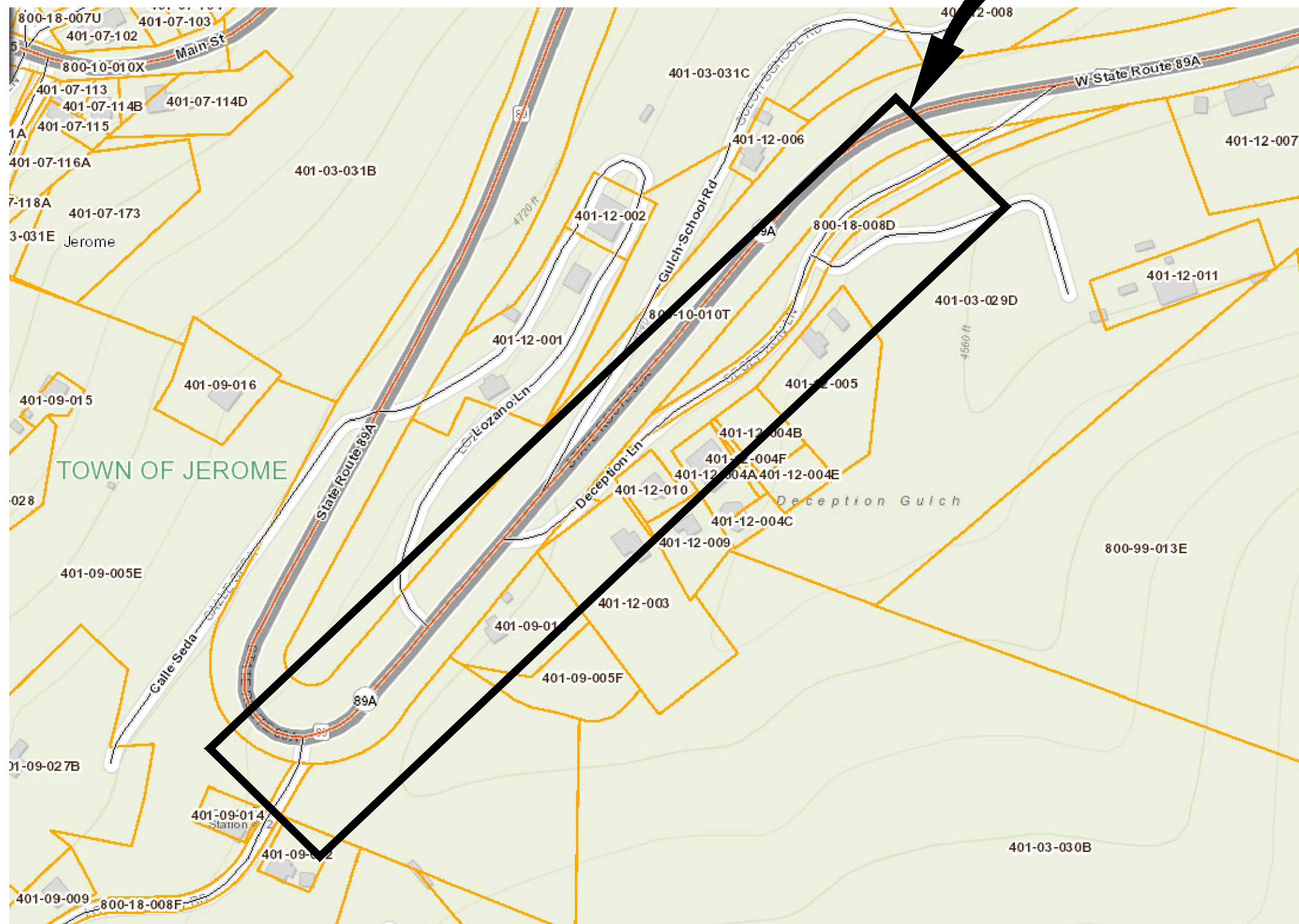


BLUESTAKE LEGEND

— v — WATER BLUESTAKE (BLUE PAINT)

ABBREVIATIONS

- XX.X SPOT ELEVATION RELATIVE TO ELEV. XXXX
- LF LINEAR FEET
- BS BOTTOM OF STEP
- TS TOP OF STEP
- T.O.P. TOP OF PIPE
- MAG MARICOPA ASSOCIATION OF GOVERNMENTS
- MSD MARICOPA ASSOCIATION OF GOVERNMENTS STANDARD DETAIL
- MUTCD MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES
- SE SURFACE ELEVATION
- FF FINISHED FLOOR ELEVATION
- EG EXISTING GRADE
- FG FINISHED GRADE
- TW TOP OF WALL AT FACE
- BW BOTTOM OF WALL AT FACE
- INV INVERT
- FL FLOW LINE
- ADA AMERICANS WITH DISABILITIES ACT
- ARV AIR RELEASE VALVE
- BOV BLOW-OFF VALVE
- PVI POINT OF VERTICAL INTERSECTION
- DIP DUCTILE IRON PIPE
- PVC POLY VINYL CHLORIDE
- EP OR EOP EDGE OF PAVEMENT
- SEC SOUTHWESTERN ENVIRONMENTAL CONSULTANTS, INC
- STA STATION
- TBD TO BE DETERMINED
- VC VERTICAL CURVE
- NTS NOT TO SCALE
- SF SQUARE FEET
- EL OR ELEV ELEVATION
- GRD BRK GRADE BREAK
- CP SURVEY CONTROL POINT
- SW SIDEWALK
- CY CUBIC YARDS
- AWC-SD ARIZONA WATER COMPANY STANDARD DETAIL



LOCATION MAP
TOWN OF JEROME
NO SCALE



OWNER/DEVELOPER

BRETT KLEIN
TOWN OF JEROME
600 CLARK ST
PO BOX 335
JEROME AZ 86331
(928) 634-7943


ENGINEERS/SURVEYORS

SEC, INC.
825 Cove Parkway
Cottonwood, Arizona 86326
(928) 634-5889 FAX: (928) 282-0731
CONTACT: Krishan Ginige, P.E.
Registration Numbers
P.O. 49019
R.L.S. 40829

Sheet Index	
Sheet Number	Sheet Title
1	COVER
2	NOTES
3	NOTES 2
4	P&P(0+00)
5	P&P(6+00)
6	DETAILS



THESE PLANS SUPERSEDE PLANS DATED 1/15/2025
SEE GENERAL NOTE 3.1 PRIOR TO CONSTRUCTION

JEROME WATER IMPROVEMENTS DECEPTION ROAD			
 825 COVE PARKWAY COTTONWOOD, AZ 86326 928-282-7787	COVER		
	DATE 2/10/25	DRAWN RIN	SHEET 1 OF 6
	SCALE NOTED	CHECKED KG	PROJECT NO. 20-0510CE

1 GENERAL

- 1.1 ALL PAVING, GRADING PIPING AND UTILITY LINE CONSTRUCTION WORK WITHIN THE PUBLIC RIGHT-OF-WAY, ON PRIVATE STREETS, ACCESS WAYS, LOT GRADING, MATERIALS, AND WORKMANSHIP SHALL COMPLY WITH TOWN OF JEROME ENGINEERING STANDARDS AND SPECIFICATIONS, AND SHALL CONFORM TO THE LATEST MARICOPA ASSOCIATION OF GOVERNMENTS (MAG) AND A.D.O.T. STANDARD DETAILS AND SPECIFICATIONS. GRADING WORK SHALL CONFORM TO MAG SPECS, THE SOILS REPORT AND CHAPTER 70 ENTITLED "EXCAVATION AND GRADING" OF THE UNIFORM BUILDING CODE (UBC) LATEST EDITION, SUBSECTIONS 7001 TO 7005, 7009 TO 7013, FIGURES 70-1 AND 70-2 AND AS STATED THEREIN. LOCAL MUNICIPAL STANDARD DETAILS WILL CONTINUE TO APPLY WHERE NOT ADOPTED OR INCLUDED BY MAG. THE FOLLOWING NOTES AND SPECIFICATIONS ARE HEREBY MADE A PART OF THE CONTRACT DOCUMENTS AND PROJECT SPECIFICATIONS. WHERE THERE EXISTS A CONFLICT BETWEEN THESE NOTES, MAG SPECS, UBC, THE SOILS REPORT* OR THE PROJECT SPECIFICATIONS, THE MORE STRINGENT OF THE REQUIREMENTS SHALL GOVERN UNLESS PRIOR CLARIFICATION FROM THE ENGINEER HAS BEEN GIVEN IN WRITING TO THE CONTRACTOR. THE CONTRACTOR AS STATED HEREIN SHALL MEAN THE GENERAL CONTRACTOR AND HIS ASSOCIATED SUBCONTRACTORS. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR THE COORDINATION AND PERFORMANCE OF THE WORK OF ALL OF HIS SUBCONTRACTORS AND SUPPLIERS.
- 1.2 ALL WORK SHALL BE BID AND INSTALLED BY THE CONTRACTOR COMPLETE AND OPERATIONAL TO LINES, GRADES AND FUNCTIONS INDICATED ON ALL PLANS AND SPECIFICATIONS. PROVIDE ALL LABOR, MATERIALS, EQUIPMENT AND SERVICES NECESSARY TO COMPLETE ALL PROJECT EARTHWORK AND SITE WORK INCLUDING BUT NOT LIMITED TO: SITE CLEARING, GRUBBING, DEMOLITIONS, DEBRIS REMOVALS FROM THE SITE, IMPORT AND/OR EXPORT OF SOILS AND OTHER MATERIALS TO AND FROM THE SITE, BORROW MATERIALS, TEMPORARY SOILS MATERIAL STOCKPILING, BACKFILL OF ONSITE BORROW PITS, MOVING OF MATERIALS, CUT AND FILL SLOPES, SOILS AND BANK STABILIZATION AND PROTECTION, BERMING, ROADWAY EXCAVATIONS, RELOCATION'S, STRUCTURE EXCAVATIONS, TRENCHING, ALL BACKFILLING, SITE GRADING, PAVING, PIPING, UTILITY LINE AND STORM DRAINAGE CONSTRUCTION, CURBS, SITE CONCRETE WORK AND OTHER MISCELLANEOUS SITE WORK STRUCTURES AND ITEMS INDICATED ON THE PLANS AND IN THE CONTRACT DOCUMENTS.
- 1.4 ANY QUANTITIES SHOWN ON PLANS ARE NOT VERIFIED BY THE ENGINEER. QUANTITIES ARE APPROXIMATE ONLY AND INTENDED AS A GUIDE FOR ESTIMATING PURPOSES. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING HIS OWN QUANTITY TAKE OFF'S. THE CONTRACTOR SHALL VISIT THE SITE AND REVIEW THE SOILS CONDITIONS AND THE SOILS REPORT* WITH THE PROJECT SOILS ENGINEER PRIOR TO BIDDING THIS PROJECT. ANY DISCREPANCIES IN SITE MATERIALS SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGN ENGINEER 7 DAYS MINIMUM PRIOR TO BIDDING FOR REVIEW. ALL SHRINK OF EARTH MATERIAL OR EXCESS MATERIAL FROM UTILITY TRENCHES AND FOUNDATIONS SHALL BE INCLUDED IN THE CONTRACTOR'S BID.
- 1.5 THE ENGINEER MAY REQUIRE THE SUBMITTAL OF A "CERTIFICATE OF COMPLIANCE" AND/OR "MANUFACTURER'S GUIDELINES" FOR ANY MATERIALS USED IN THE WORK. MANUFACTURER'S GUIDELINES SHALL CONSIST OF WRITTEN INSTRUCTIONS FOR SHIPPING, HANDLING, UNLOADING, CUTTING, JOINING, INSTALLATION, STORAGE, AND/OR ANY OTHER FACETS OF CONSTRUCTION
- 1.6 THE ENGINEER MAY REQUIRE ANY MATERIALS USED IN THE WORK TO BE TESTED ACCORDING TO ASHTO AND ASTM STANDARDS. THE CONTRACTOR SHALL, AT HIS EXPENSE, SUPPLY CERTIFICATES OR RESULTS OF TESTING.
- 1.7 ALL WORK AND MATERIALS NOT CONFORMING TO SPECIFICATIONS OR PERFORMED WITHOUT THE CONSENT OF THE OWNER OR HIS REPRESENTATIVE WILL BE SUBJECT TO REJECTION BY THE OWNER AND/OR ENGINEER AND REPLACED AT THE CONTRACTOR'S EXPENSE.
- 1.8 THE CONTRACTOR SHALL GUARD AGAINST DAMAGE DURING CONSTRUCTION TO ADJACENT PROPERTIES, FENCES, WALLS AND UTILITY EQUIPMENT. ANY ITEMS DAMAGED BY CONSTRUCTION SHALL BE REPLACED WITH SAME KIND OR BETTER AT CONTRACTOR'S EXPENSE.
- 1.9 NO CONSTRUCTION SHALL BEGIN UNTIL CONFLICTING UNDERGROUND UTILITY MITIGATING CONSTRUCTION IS COMPLETED, IF ANY, AND UNTIL PIPE SLEEVES AND SERVICE STUBS TO ALL BUILDINGS OR LOTS HAVE BEEN EXTENDED.
- 1.10 NO EXISTING SURVEY MONUMENTATION SHALL BE REMOVED OR DISTURBED BY THE CONTRACTOR WITHOUT NOTIFICATION AND APPROVAL OF THE PROJECT SURVEYOR. THE CONTRACTOR SHALL CONTACT THE PROJECT SURVEYOR FOR THE SETTING OF REFERENCE POINTS 48 HOURS PRIOR TO DISTURBING OR REMOVING ANY MONUMENTS. THE CONTRACTOR SHALL BE FINANCIALLY RESPONSIBLE FOR COSTS TO REESTABLISH MONUMENTATION OR CONTROLS REMOVED WITHOUT PRIOR NOTICE AND APPROVAL.
- 1.11 TRAFFIC CONTROL SHALL CONFORM TO THE LOCAL MUNICIPAL ADOPTED STANDARDS.

- 1.12 THESE PLANS ARE SUBJECT TO THE INTERPRETATION OF THE INTENT BY THE ENGINEER. ANY QUESTIONS REGARDING THESE PLANS MUST BE GIVEN TO THE ENGINEER AND YOU MUST HAVE RECEIVED A RESPONSE TO THE QUESTION. ANYONE WHO TAKES IT UPON THEMSELVES TO MAKE AN INTERPRETATION OF THE DRAWINGS OR MAKES REVISIONS TO THE SAME WITHOUT CONFERRING WITH THE DESIGN ENGINEER SHALL BE RESPONSIBLE FOR THE CONSEQUENCES THEREOF.

- 1.13 CONTRACTOR SHALL COORDINATE HIS WORK WITH THE DESIGN ENGINEER, OWNER, PUBLIC UTILITY COMPANIES AND OTHER ASSOCIATED TRADES ON AND ADJACENT TO THE PROJECT SITE. COORDINATE INSTALLATION OF ALL PUBLIC AND PRIVATE UNDERGROUND UTILITIES, PIPES, CONDUITS AND PIPE SLEEVE SIZES AND LOCATIONS PRIOR TO THEIR PLACEMENT. INSTALLATION: THE CONTRACTOR IS RESPONSIBLE FOR SETTING CAPPED SLEEVES AND PROVIDING TYPE 1 COMPACTION IN ALL BACKFILLED TRENCHES IN PAVED AREAS AND EASEMENTS. PROVIDE TRACER WIRE AND MARKER AT GRADE LEVEL FOR FUTURE LOCATING.

- 1.14 CONTRACTOR SHALL BE RESPONSIBLE FOR FINANCIAL REMBURSEMENT TO THE OWNER AND ENGINEER FOR THE FOLLOWING ADDITIONAL ENGINEERING SERVICES SHOULD THEY OCCUR, AND SUCH A/E DESIGN SERVICES WILL BE DEDUCTED FROM CONTRACTOR'S FINAL PAYMENTS BY THE OWNER.

- REINSPECTION, COORDINATION AND EXTRA TESTING OR RETESTING COSTS INCURRED BECAUSE OF IMPROPER OR FAULTY CONSTRUCTION. ONE TIME TESTING AND INSPECTION IS PROVIDED FOR BY THE OWNER. ALL OTHER TESTING IS THE CONTRACTOR'S RESPONSIBILITY.
- ADDITIONAL STAKING NOT INCLUDED IN CONTRACT OR RESTAKING AS REQUESTED BY CONTRACTOR.
- CHANGES AND SUBSTITUTIONS IN MATERIALS CONSTRUCTION METHODS, REQUESTED BY THE CONTRACTOR, THAT MUST BE REVIEWED, RECALCULATED OR APPROVED BY ENGINEER.
- ENGINEERING DESIGN SERVICES REQUESTED BY THE CONTRACTOR OR CAUSED BY ERRORS OR OMISSIONS BY THE CONTRACTOR.
- ANY ENGINEERING DESIGN APPROVED BY OTHERS AND SUBMITTED FOR REVIEW. THESE SHALL BEAR THE SEAL OF AN ENGINEER REGISTERED IN ARIZONA.

ANY DIFFERENCE BETWEEN PLANS AND SPECIFICATIONS AND QUESTIONS AS TO THEIR MEANING SHALL BE DETERMINED PRIOR TO AWARD OF THE CONTRACT AND SHALL BE INTERPRETED BY THE ENGINEER. THE GENERAL INTENT AND MEANING OF THE PLANS AND SPECIFICATIONS WILL GOVERN AND SHALL NOT WARRANT ANY ADDITIONAL COMPENSATION TO THE CONTRACTOR. THE ENGINEER WILL PROVIDE FULL INSTRUCTIONS WHEN DISCREPANCIES ARE DISCOVERED IN THE DOCUMENTS.

- 1.16 THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LIMITS OF THE WORK AREA FOR ALL PHASES OF THE WORK PRIOR TO BEGINNING CONSTRUCTION OF THOSE PHASES. ALL CONSTRUCTION LIMITS, AREAS OF WORK, SETBACKS, PERIMETERS, ADJACENT PROPERTY LINES, BOUNDARIES, AND OTHER CRITERIA DEFINING THE LIMITS OF THE CONTRACTOR'S WORK AREA AND LIMITS, SHALL BE STAKED BY THE CONTRACTOR'S SURVEYOR PRIOR TO CONSTRUCTION OR CLEARING OF THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FAMILIARIZING HIMSELF WITH THE EXTENT OF WORK TO BE DONE IN EACH SEPARATE PHASE OF THE PROJECT, AND ANY WORK NECESSARY IN INACTIVE PHASES REQUIRED TO DEEM THE ACTIVE PHASES FINISHED, SAFE, AND SERVICEABLE.

- 1.17 THE CONTRACTOR OR SUBCONTRACTORS SHALL NOT DEViate FROM THESE PLANS OR MAKE FIELD CHANGES WITHOUT REQUESTING THE ENGINEER TO PROVIDE, IN WRITING, THE APPROVAL OF THESE MODIFICATIONS. ANY CHANGES MADE WITHOUT APPROVAL OF THE DESIGN ENGINEER ARE SUBJECT TO REMOVAL AT THE EXPENSE OF THE CONTRACTOR.

- 1.18 THE DESIGN ENGINEER RESERVES THE RIGHT TO MAKE MINOR FIELD MODIFICATIONS TO GRADES AND STRUCTURE DESIGNS TO ACCOMMODATE FIELD CONDITIONS FOUND ON SITE. THIS INCLUDES BUT IS NOT LIMITED TO MINOR MODIFICATIONS TO GRADE, ALIGNMENT, SLOPE OR STRUCTURE LOCATIONS. THE ENGINEER SHALL HAVE THE RIGHT TO MAKE SUCH CHANGES IN WRITING IN THE LOCATION AND QUANTITIES OF WORK AS MAY BE DEEMED ADVISABLE.

- 1.19 NO JOB WILL BE CONSIDERED COMPLETE UNTIL FINE GRADING IS COMPLETE AND ALL CURBS, PAVEMENT AND SIDEWALKS HAVE BEEN SWEEP CLEAN OF ALL DIRT AND DEBRIS, ALL SURVEY MONUMENTS ARE INSTALLED AND ALL VALVES, MANHOLES AND BOXES HAVE BEEN ADJUSTED ACCORDING TO THE PLANS AND STANDARD DETAILS.

- 1.20 EXISTING GRADES INDICATED ON PLANS ARE BASED ON PREGRADING CONDITIONS. LOSSES IN MATERIAL DUE TO SHRINKAGE OF MATERIAL, DEMOLITION OF EXISTING SITE FEATURES, CLEARING AND GRUBBING OF THE SITE SHALL BE INCLUDED IN CONTRACTOR'S BID.

- 1.21 SHOP DRAWINGS SHALL BE PROVIDED BY THE CONTRACTOR PER MAG SECTION 105.2.

2 PERMITS

- 2.1 CONTRACTOR SHALL OBTAIN ALL PERMITS AT HIS OWN EXPENSE FROM LOCAL MUNICIPAL AND AIR POLLUTION CONTROL AUTHORITIES PRIOR TO BEGINNING CONSTRUCTION.

- 2.2 REQUIRED PERMITS SHALL BE SECURED BY THE CONTRACTOR FROM THE APPROPRIATE AGENCIES. A.D.O.T. REQUIRES THAT A PERMIT BE ISSUED FROM THEIR OFFICE FOR ANY WORK WITHIN STATE RIGHT-OF-WAY. FEDERAL PERMITS, UTILITY CO. AND OTHER PERMITS MAY BE REQUIRED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS. ALL PERMITS MAY BE I.D.Q. REQUIRES PERMITS BE ISSUED PRIOR TO NEW CONSTRUCTION, EXTENSION TO, OR MODIFICATION OF WATER DISTRIBUTION SYSTEM, SEWAGE COLLECTION OR INDIVIDUAL SEWAGE TREATMENT SYSTEM. A RIGHT-OF-WAY PERMIT, ISSUED BY THE TOWN, IS REQUIRED FOR ANY EXCAVATION OR GRADING (INCLUDING PLACEMENT OF FILL). PRIOR TO CONSTRUCTION THE APPROPRIATE AGENCIES SHALL BE NOTIFIED BY THE CONTRACTOR AS REQUIRED BY THE PERMITS.

- 2.3 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AT HIS OWN EXPENSE ALL APPROPRIATE INSURANCE FORMS FOR PERMIT REQUIREMENTS.

- 2.4 IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ARRANGE FOR THE RELOCATION AND RELOCATION COSTS, IF ANY, OF ALL UTILITIES, AND SUBMIT A UTILITY RELOCATION SCHEDULE TO THE MUNICIPALITY AND DESIGN ENGINEER PRIOR TO CONSTRUCTION. ALL PUBLIC UTILITY EQUIPMENT POLES, BOXES, STRUCTURES AND MUNICIPAL UTILITY COMPANY EQUIPMENT SHALL BE RELOCATED BY THE APPROPRIATE UTILITY COMPANY OR MUNICIPALITY BEFORE ANY WORK IS STARTED.

3 APPROVALS

- 3.1 THE CONTRACTOR IS TO USE ONLY THAT OFFICIAL CONSTRUCTION SET OF DRAWINGS WHICH CONTAINS THE APPROVAL OF THE GOVERNMENT AGENCY/UTILITY SIGNED ON THE COVER SHEET OF THE PLANS. THE CONTRACTOR SHALL NOT PLACE BIDS OR START CONSTRUCTION ON A SET OF DRAWINGS UNSIGNED BY THE GOVERNMENT AGENCY AND/OR MARKED "NOT FOR CONSTRUCTION".

4 RECORD DRAWINGS

- 4.1 IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE AND KEEP AN UPDATED RECORD SET OF AS-BUILT INFORMATION DRAWINGS IN GOOD CONDITION ON THE JOB SITE AND PROVIDE THE DESIGN ENGINEER AT COMPLETION OF THE WORK, WITH THE RECORD SET SHOWING FIELD VERIFIED LOCATIONS OF ALL VALVES, BOXES, MANHOLES, UTILITY POLES, PIPE SLEEVES, UTILITY ENCASEMENT AND OTHER UTILITY LINES AND EQUIPMENT ABOVE AND BELOW GROUND WHICH THE CONTRACTOR ENCOUNTERS AND INSTALLS IN HIS AREA OF WORK.

- 4.2 ACCEPTANCE OF THE COMPLETED PAVING, GRADING OR UTILITY INSTALLATION WILL NOT BE GIVEN UNTIL REPRODUCIBLE AS-BUILT PLANS HAVE BEEN SUBMITTED BY THE ENGINEER AND APPROVED BY THE LOCAL GOVERNING AGENCY.

5 OBSERVATION

- 5.1 ALL MATERIALS USED AND ALL WORK DONE BY THE CONTRACTOR SHALL BE SUBJECT AT ALL TIMES TO THE INSPECTION, TESTING AND APPROVAL OF THE ENGINEER AND GOVERNING AGENCY. SPECIAL INSPECTION AND TESTING SERVICES SHALL BE PROVIDED AT THE OWNER'S EXPENSE, AS REQUIRED BY THE TOWN ENGINEER.

- 5.2 THE CONTRACTOR SHALL CONTACT THE APPROPRIATE PUBLIC UTILITY COMPANIES FOR INSPECTION OF TRENCHING, BEDDING AND BACKFILLING DONE IN CONJUNCTION WITH INSTALLATION OF THOSE UTILITIES ON THIS PROJECT.

- 5.3 SUBMITTAL OF AN ENGINEER'S CERTIFICATE OF COMPLETION IS REQUIRED BY A.D.E.Q. FOR ALL WATER AND SEWER SYSTEM CONSTRUCTION. RELATED INSPECTION AND TESTING SHALL BE PROVIDED BY THE OWNER'S ENGINEER AT THE OWNER'S EXPENSE.

- 5.4 SOILS COMPACTION TEST RESULTS MUST BE SUBMITTED TO THE ENGINEER'S OFFICE FOR ALL FILL MATERIAL FOR ROADS, TRENCH BACKFILL AND SITE FILL MATERIALS UNDER SLABS AND STRUCTURES. NO FILL MATERIALS SHALL BE PLACED WITHOUT TESTING DURING PLACEMENT. NO EARTH MATERIAL SHALL BE PLACED WITHOUT APPROVAL OF THE PREVIOUS LIFTS. THE CONTRACTOR SHALL SUBMIT ALL TEST RESULTS TO THE DESIGN ENGINEER AND GOVERNMENTAL AGENCIES.

- 5.5 CONTRACTOR SHALL SUBMIT A SCHEDULE, APPROVED IN WRITING BY A QUALIFIED CONSULTING TESTING AGENCY, FOR FREQUENCY, LOCATION AND TYPE OF ALL PROJECT TESTING. THE CONTRACTOR WILL BE RESPONSIBLE FOR SCHEDULING AND COORDINATION OF ALL TESTING INCLUDING THE FOLLOWING ITEMS WHICH SHALL BE TESTED IN ACCORDANCE WITH MAG SPECIFICATIONS...

- SUBGRADE COMPACTION
- BASE COURSE
- ASPHALT PAVEMENT MIX DESIGN QUALITY
- CONCRETE STRENGTH
- TRENCH BEDDING AND BACKFILL
- TESTING FOR UTILITIES, PIPING AND DRAINAGE SYSTEMS

- 5.6 THE TOWN SHALL BE NOTIFIED BY THE CONTRACTOR 24 HOURS PRIOR TO BEGINNING DIFFERENT PHASES OF CONSTRUCTION SO THAT CITY INSPECTIONS MAY BE SCHEDULED.

6 FINAL ACCEPTANCE

- 6.1 FINAL ACCEPTANCE OF THE CONSTRUCTION, BY THE TOWN ENGINEER, IS REQUIRED BEFORE RELEASING OF A PERMIT AND OR TRANSFERRING OWNERSHIP OF THE IMPROVEMENTS TO THE CITY.

- 6.2 APPROVAL OF A PORTION OF THE WORK IN PROGRESS DOES NOT GUARANTEE ITS FINAL ACCEPTANCE. TESTING AND EVALUATION MAY CONTINUE UNTIL WRITTEN FINAL ACCEPTANCE OF A COMPLETE WORKABLE UNIT. ACCEPTANCE OF COMPLETED IMPROVEMENTS WILL NOT BE GIVEN UNTIL DEFECTIVE OR UNAUTHORIZED WORK IS REMOVED, AND FINAL CLEANUP IS COMPLETE.

7 UTILITIES

- 7.1 A UTILITY COORDINATION MEETING SHALL BE COORDINATED BY THE CONTRACTOR PRIOR TO THE START OF ANY WORK. ALL UTILITY ISSUES SHALL BE ADDRESSED IN ACCORDANCE WITH MAG SECTION 105.6.

- 7.2 LOCATION OF UNDERGROUND UTILITIES SHALL BE ACCOMPLISHED IN ACCORDANCE WITH ARS 40-360.22 PRIOR TO ANY EXCAVATION. BLUE STAKE SHALL BE CALLED AT 1'-800'-STAKE-IT FOR ACCURATE LOCATION OF UTILITIES AS NECESSARY AND PRIOR TO ANY EXCAVATION. IF UTILITIES IF INDICATED ON PLANS ARE APPROXIMATE LOCATIONS ONLY, TAKEN FROM THE UTILITY COMPANY MAPS. IF THE CONTRACTOR ENCOUNTERS ANY LINES NOT INDICATED ON THE DRAWINGS OR MARKED IN THE FIELD BY THE UTILITY COMPANY THAT MAY INTERFERE WITH HIS WORK, HE SHALL NOTIFY THE APPROPRIATE UTILITY COMPANY IMMEDIATELY FOR DISPOSITION OF THOSE FACILITIES.

- 7.3 THE CONTRACTOR IS RESPONSIBLE FOR PREPARATION OF GRADE, TRENCHING, BACKFILLING, PAD CONSTRUCTION AND CONCRETE PADS FOR UTILITY EQUIPMENT INSTALLED ON THIS PROJECT. CONTRACTOR SHALL CONTACT LOCAL UTILITY COMPANIES FOR DETAILS AND REQUIREMENTS.

- 7.4 UTILITIES MUST BE LOCATED TO MINIMIZE INTERFERENCE WITH ONE ANOTHER, TO PROVIDE REQUIRED HORIZONTAL AND VERTICAL SEPARATIONS, AND TO PROVIDE MAINTENANCE ACCESS WITHOUT VIOLATING EASEMENT BOUNDARIES. SEPARATION BETWEEN UTILITIES PER MAG STANDARD

- 7.5 ALL UTILITY SLEEVES SHALL BE PLACED PRIOR TO SUBBASE CONSTRUCTION AND PAVING. CONTACT APPROPRIATE UTILITY COMPANIES FOR REQUIREMENTS IN ALL AREAS.

- 7.6 ALL WATER MAINS, APPURTENANCES, AND INSTALLATION SHALL CONFORM TO A.W.W.A. STANDARDS AND ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY, AND TOWN OF JEROME REQUIREMENTS. WATER SYSTEM SHALL BE TESTED PER A.D.E.Q. BULLETIN NO. 10 TO THE APPROPRIATE A.W.W.A. STANDARDS.

- 7.7 ALL FIRE HYDRANTS SHALL MEET ALL REQUIREMENTS OF A.W.W.A. C-509-80 AND TOWN OF JEROME REQUIREMENTS.

8 CONSTRUCTION STAKING

- 8.1 THE ACCURACY OF ALL CONSTRUCTION WORK SHALL BE MAINTAINED AND VERIFIED BY THE OWNER'S SURVEYOR AT THE OWNER'S EXPENSE BY PROVIDING CONSTRUCTION STAKING SUITABLE TO THE TOWN ENGINEER. STAKES WILL BE SET ESTABLISHING LINES AND GRADES (FINISH OR FLOWLINE) FOR ALL CONSTRUCTION INCLUDING ROADS, CURB AND GUTTER, SIDEWALKS, UTILITIES, STRUCTURES, AND OTHER WORK AS CONSIDERED NECESSARY BY THE ENGINEER. ALL SURVEY CONTROL SHALL BE SET BY THE OWNER'S SURVEYOR FROM MONUMENTS ACCEPTABLE TO THE ENGINEER.

9 GRADING AND EARTHWORK

- 9.1 PERFORM ALL EARTHWORK GRADING, CUTTING AND FILLING AS PER THE PROJECT SOILS REPORT* AND ALL ADDENDA. ALL WORK TO BE COORDINATED AS PER THE SWPPP.

- 9.2 NO GRADING OR TRENCHING WORK SHALL BEGIN PRIOR TO SUPPORTING AND PROTECTING EXISTING ONSITE AND ADJACENT PROPERTY FROM SETTLING, CRACKING, OR OTHER DAMAGE WHICH MIGHT RESULT. CONTRACTOR SHALL VERIFY FROM SOILS REPORT RECOMMENDATIONS THE DEGREE OF DIFFICULTY REQUIRED FOR TRENCHING AND EXCAVATION WORK BASED ON DEPTH AND TYPES OF MATERIALS TO BE ENCOUNTERED.

- 9.3 WATER SOURCE: THE CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR OBTAINING ALL WATER REQUIRED FOR SOIL COMPACTION, DRINKING PURPOSES AND DUST CONTROL. (MAG SPEC 225)

- 9.4 CLEARING AND GRUBBING: EXAMINE SITE AND PROVIDE NECESSARY EQUIPMENT AND LABOR TO REMOVE FROM THE SITE AND DISPOSE OF STUMPS, ROOTS, ROCKS, LOOSE FILL, VEGETATION, DEBRIS, AND ANY OTHER OBJECTIONABLE MATERIALS FROM THE BUILDING AND FILL AREAS. CLEAN, UNCLASSIFIED ONSITE SOILS MAY BE USED IN GENERAL AS FILL MATERIAL. SEE MAG SPECIFICATION SECTIONS 201 AND 215.

- 9.5 TOPSOIL THAT WILL BE AFFECTED BY ROUGH GRADING OR EXCAVATION SHALL BE STOCKPILED ON THE SITE SEPARATELY AND SHALL NOT BE USED FOR FILL, BUT SHALL BE CONSERVED AND USED FOR FINE AND FINISH GRADING.

- 9.6 SITE DRAINAGE: CONSTRUCTION OF ALL SWALES, CHANNELS, DRAINAGE PIPES, DRAINAGE STRUCTURES AND BANK PROTECTION SHALL BE CONSTRUCTED DURING THE FIRST PHASES OF SITE CONSTRUCTION TO PROTECT ALL OTHER CONSTRUCTION FROM SURFACE WATERS. DIVERT RUN OFF WATER AROUND CONSTRUCTION OPERATIONS. CARE SHALL BE TAKEN BY THE CONTRACTOR NOT TO ADVERSELY AFFECT ADJACENT PROPERTIES. DRAIN EXCAVATIONS BY PUMPING OR OTHER SATISFACTORY METHOD TO PREVENT SOFTENING OF THE FOUNDATION SOILS. UNDERCUTTING OF FOOTINGS, OR OTHER ACTIONS DETRIMENTAL TO PROPER CONSTRUCTION PROCEDURES. ALL WORK TO BE COORDINATED AS PER THE SWPPP.

- 9.7 THE CONTRACTOR SHALL PROVIDE POSITIVE DRAINAGE AWAY FROM ALL WALLS AND FOUNDATIONS. ALL STORM DRAINS, DRAIN LINES, OVERFLOWS, OUTLETS, AND/OR OTHER DRAINAGE TYPE OUTLETS WHICH CONDUCT MOISTURE NEAR THE STRUCTURES SHALL BE POSITIVELY DRAINED AWAY FROM THE STRUCTURE. NO WATER SHALL BE PERMITTED TO POND NEAR STRUCTURES OR FOUNDATIONS. ALL DRAINAGE SHALL BE CHANNIELED AND TAKEN A MINIMUM OF 10 FEET AWAY FROM ALL STRUCTURES.

- 9.8 SUBGRADE PREPARATION: IF THE NATURAL SUBGRADE IS LESS THAN THE REQUIRED DENSITY, IT SHALL BE SCARIFIED AND COMPACTED TO A MINIMUM DEPTH OF TWELVE INCHES OR AS NOTED IN THE SOILS REPORT IMMEDIATELY PRIOR TO PLACING SUBSEQUENT FILL MATERIAL THEREON. THE CONTRACTOR IS RESPONSIBLE FOR MAINTENANCE AND REPAIR OF DAMAGE TO PREPARED SUBGRADE CAUSED BY CONTRACTORS OPERATIONS OR PUBLIC TRAFFIC UNTIL ACCEPTANCE OF PROJECT. NO MATERIALS SHALL BE PLACED ON THE PREPARED SUBGRADE UNTIL IT MEETS THE SPECIFIED REQUIREMENTS. ROADWAY SUBGRADE COMPACTION INCLUDES SUBGRADE UNDER ALL PAVEMENT, CURB, SIDEWALKS, SHOULDERS AND FILL SLOPES. SUBGRADE TOLERANCES SHALL BE AS SPECIFIED IN MAG SECTION 301. OPEN LANDSCAPED AREAS SHALL BE GRADED TO +/- 0.20 FEET.

- 9.9 EARTH FILL: AREAS TO BE FILLED SHALL BE LEVELED TO PROVIDE A LEVEL BASE TO SUPPORT FILL MATERIALS. SUBGRADE AND SUBBASE AREAS REQUIRING FILL MATERIAL SHALL BE SCARIFIED MOISTENED AND COMPACTED PRIOR TO PLACING FILL. ALL FILL, SUBGRADE AND SUBBASE MATERIALS SHALL BE COMPACTED TO SPECIFIED DENSITIES AT OR NEAR OPTIMUM MOISTURE CONTENTS AS VERIFIED AND RECOMMENDED BY THE SOILS ENGINEER. METHOD OF STABILIZATION. ALL FILL SHALL NOT EXCEED EIGHT INCHES IN LOOSE THICKNESS BEFORE COMPACTION. SLOPED SURFACES SHALL BE PLOWED, STEPPED, AND BENCHED SO THAT THE FILL MATERIAL WILL BOND WITH THE EXISTING MATERIAL. BENCH AT THE TOE OF FILL SLOPES AND PERIODIC INTERVALS UP THE FILL SLOPES BENCHES.

- 9.10 IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT THE TESTING COMPANY FOR SCHEDULING OF COMPACTION TESTING. THE FREQUENCY OF DENSITY AND MOISTURE TESTS REQUIRED FOR ADEQUATE CONTROL SHALL BE THE RESPONSIBILITY OF THE SOILS ENGINEER WHO SHALL CERTIFY TO THE ENGINEER AND CONTRACTOR AT PROJECT END THAT THE ROADBED FILL IS COMPACTED AS OUTLINED HEREIN. COMPACTION SHALL BE ACHIEVED BY MECHANICAL MEANS. IN NO CASE SHALL STRUCTURE BACKFILLING BE FLOOD WATER SETTLED.

- 9.11 ALL SLOPE CONSTRUCTION AND ROADWAY EXCAVATION SHALL CONFORM TO THE REQUIREMENTS OF MAG SPECIFICATIONS SECTIONS 201, 205, 211, 301, AND UBC SECTIONS 7009 AND 8010. CUT AND FILL SLOPES SHALL BE AS INDICATED ON THE DETAILS AND PLANS. CUT AND FILL SLOPE GRADIENTS SHALL NOT EXCEED 2:1 IN STEEPNESS WITHOUT WRITTEN AUTHORIZATION FROM THE SOILS ENGINEER AND EXAMINATION BY THE DESIGN ENGINEER. ALL SLOPE CONDITIONS SHALL BE PROVIDED WITH THE APPROPRIATE BENCHES AS SPECIFIED IN THE REFERENCE DOCUMENTS AND INDICATED ON THE PLANS. IF SOIL CONDITIONS ARE ENCOUNTERED WHICH DO NOT ALLOW THE ESTABLISHMENT OF THE INDICATED CUT OR FILL SLOPES, THE DESIGN ENGINEER AND SOILS ENGINEER SHALL BE CONTACTED IMMEDIATELY TO DETERMINE AN ADJUSTMENT TO THE SLOPE GRADIENT OR TO ESTABLISH A METHOD OF STABILIZATION. ALL FILL SLOPES SHALL BE COMPACTED AS EACH LIFT OF FILL MATERIAL IS PLACED. ALL CUT AND FILL SLOPES SHALL BE UNIFORMLY GRADED TO LINES AND GRADES INDICATED. TOPS OF ALL CUT SLOPES SHALL BE ROUNDED AND ALL UNSTABLE AND LOOSE MATERIAL AT TOP OF SLOPE SHALL BE REMOVED. TOP OF CUT SLOPES OVER 10' HIGH SHALL BE PROVIDED WITH BROW DITCHES FOR DRAINAGE. ALL CUT AND FILL SLOPES SHALL BE REVEGETATED WITH A MIXTURE OF NATIVE GRASSES AND WILD FLOWER SEED OR AS SPECIFIED WITHIN THE LANDSCAPE PLANS. COMPACT ALL SHOULDERS AND BACKFILLS BEHIND ALL STRUCTURE AND WALLS.

- 9.12 COMPACT TO THE FOLLOWING SPECIFIED PERCENT OF MAXIMUM DENSITY AS DETERMINED IN ACCORDANCE WITH ASTM D698 AND MAG SECTION 211 OR AS DIRECTED IN THE SOILS REPORT.

MINIMUM PERCENT COMPACTION
SUBGRADE SOIL

ROADWAY AND STRUCTURE AREAS-----95

PAVED AREAS (PAVEMENTS, SIDEWALKS, & PADS)-----95

EARTH FILL:

ROADWAY AND STRUCTURE AREAS-----95

PAVED AREAS (PAVEMENTS, SIDEWALKS, & PADS)-----95

GRASSSED AND PLANTING AREAS-----85

AGGREGATE BASE COURSE-----100

BACKFILL AROUND STRUCTURES-----95

- BACKFILL FOR UTILITY TRENCHES (PER MAG SECTION 601). PROVIDE TYPE 1 BACKFILL OR AS DIRECTED BY APPROPRIATE UTILITY REQUIREMENTS. BACKFILL FOR TRENCHES WITHIN 10' OF STRUCTURES AND WALLS SHALL BE COMPACTED TO 95% UNLESS DIRECTED OTHERWISE BY ENGINEER.

- 9.13 EXCAVATION: EXCAVATE TO THE DIMENSIONS AND DEPTHS INDICATED ON THE DRAWINGS. FOUNDATIONS SHALL REST ON ENGINEERED COMPACTED FILL OR UNDISTURBED NATURAL SOILS AT GRADE ELEVATIONS INDICATED. IF SUITABLE SOIL IS NOT REACHED AT THE DEPTHS INDICATED, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE SOILS ENGINEER AND ENGINEER. THE CONTRACTOR WILL BE DIRECTED, IN WRITING, TO EXCAVATE TO THE DEPTH OF SUITABLE SOIL. EXCAVATION FOR FOUNDATIONS WHICH ARE CARRIED BELOW THE DEPTH INDICATED SHALL HAVE THE CONCRETE EXTENDED TO THE BOTTOM OF THE EXCAVATION AT THE CONTRACTOR'S EXPENSE. SEE MAG SPECIFICATION SECTION 206.

- 9.14 WATERING: CAREFULLY WATER EARTH FILL DURING PLACING BY MEANS OF A FINE SPRAY OR OTHER APPROVED METHOD, SO THAT EACH LAYER IS THOROUGHLY AND UNIFORMLY WETTED. MOISTURE CONTENT OF THE MATERIAL SHALL BE CAREFULLY CONTROLLED AT ALL TIMES AND CHECKED AT PROPER INTERVALS TO INSURE CORRECT MOISTURE FOR COMPACTION SPECIFIED. SEE MAG SECTION 225 AND SOILS REPORT.

10 PAVING

- 10.1 COMPLETE ASPHALTIC CONCRETE PAVEMENT INSTALLATION SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:
- TACK COATING OF ALL SURFACES, UNDILUTED .02 TO .10 GAL/SY, DILUTED 1:1 MIXTURE, .05 TO .15 GAL/SY, OR AS DIRECTED.
 - SEAL COATING: SEAL COATING WITHIN THE RIGHT-OF-WAY SHALL BE A FOG SEAL COAT.
 - PAINT FOR PAVEMENT STRIPING AND MARKING SHALL CONFORM TO FEDERAL SPEC. NO. TTP-155E, "PAINT, TRAFFIC, HIGHWAY, WHITE AND YELLOW". COLORS FOR PAVEMENT MARKING AND STRIPING SHALL BE AS SPECIFIED BY THE TOWN ENGINEER.
 - TRAFFIC CONTROL DEVICES: SIGNS AND PAVEMENT MARKINGS SHALL CONFORM TO "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" LATEST EDITION, PUBLISHED BY THE U.S. DEPARTMENT OF TRANSPORTATION, FEDERAL HIGHWAY ADMINISTRATION.

- 10.2 ASPHALTIC PAVEMENT SHALL CONFORM TO MAG SPECIFICATION SECTION 321.

- 10.3 ALL FRAMES, COVERS, VALVE BOXES, AND MANHOLES IN PAVED AREAS AND IN NON-PAVED AREAS THEY SHALL BE ADJUSTED TO GRADE BY THE GENERAL CONTRACTOR.

- 10.4 ALL PAVING WORK SHALL BE PLACED IN STRICT CONFORMANCE TO MAG SECTION 321 PAR.321.3 WEATHER AND MOISTURE CONDITIONS. ALL WORK AND MATERIALS PLACED IN VIOLATION OF THESE REQUIREMENTS WILL BE REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE.

- 10.5 EXACT POINT OF PAVEMENT MATCHING, TERMINATION AND/OR OVERLAY, IF NECESSARY, SHALL BE SUBJECT TO FIELD APPROVAL BY THE ENGINEER, HIS REPRESENTATIVE AND LOCAL MUNICIPALITY. EQUAL OF EXISTING PAVEMENT WHERE NECESSARY SHALL BE UNIFORMLY SAWCUT AND TACK COAT APPLIED.


- 10.6 THE CONTRACTOR SHALL IN ALL AREAS OF PAVING PROVIDE A UNIFORM DENSE SURFACE SMOOTH AND TRUE TO LINE. SURFACE SHALL BE FREE OF PITS, DEPRESSIONS, ROCK POCKETS AND PATCHES. DESIGN MIX IS PER THE ENGINEER.

*SOILS REPORT:

THERE IS NO SOILS REPORT ASSOCIATED WITH THIS PROJECT.



THESE PLANS SUPERSEDE PLANS DATED 1/15/2005
SEE GENERAL NOTE 3.1 PRIOR TO CONSTRUCTION

JEROME WATER IMPROVEMENTS DECEPTION ROAD			
 825 COVE PARKWAY COTTONWOOD, AZ 86326 928-282-7787	NOTES		
	DATE 2/10/25	DRAWN RIN	SHEET 2 OF 6
	SCALE NOTED	CHECKED KG	PROJECT NO. 20-0510CE

11 FIELD INSPECTION

- 11.1 THE CONTRACTOR SHALL CAREFULLY PRESERVE ALL STAKES, REFERENCE AND CONTROL POINTS, ETC. AGAINST DESTRUCTION AND SHALL PROMPTLY NOTIFY THE ENGINEER OF ANY STAKES WHICH HAVE BEEN DISTURBED.
- 11.2 OWNER'S REGISTERED SURVEYOR SHALL BE NOTIFIED TWO WORKING DAYS (48 HOURS) MINIMUM PRIOR TO FIELD STAKING SCHEDULING.
- 11.3 ANY QUESTIONS RAISED RELATIVE TO ACCURACY OF IMPROVEMENT INSTALLATION SHALL NOT BE RAISED SUBSEQUENT TO COMPLETION OF THE WORK UNLESS ALL SURVEY STAKES ARE MAINTAINED INTACT. SHOULD SUCH STAKES NOT BE PRESENT AND VERIFIED AS TO THEIR ORIGIN, NO CLAIM FOR ADDITIONAL COMPENSATION FOR CORRECTION SHALL BE PRESENTED TO ANY PARTY AND SUCH WORK SHALL BE CORRECTED BY THE CONTRACTOR AT HIS EXPENSE.

12 SUSPENSION OF WORK

- 12.1 THE ENGINEER OR HIS AUTHORIZED REPRESENTATIVE MAY SUSPEND THE WORK BY WRITTEN NOTICE WHEN, IN HIS JUDGMENT, PROGRESS IS UNSATISFACTORY, WORK BEING DONE IS UNAUTHORIZED OR DEFECTIVE, WEATHER CONDITIONS ARE UNSUITABLE, OR THERE IS DANGER TO THE PUBLIC HEALTH OR SAFETY.

13 WARRANTY

- 13.1 ANY DEFECTS WHICH APPEAR IN THE WORK WITHIN TWO YEARS FROM THE DATE OF ACCEPTANCE AND WHICH ARE DUE TO IMPROPER WORKMANSHIP OR INFERIOR MATERIALS SUPPLIED SHALL BE CORRECTED BY OR AT THE EXPENSE OF THE CONTRACTOR.

14 EROSION CONTROL NOTES

- (SPECIFICATIONS FOR PERMANENT SEEDING)
- 14.1 SITE PREPARATION
- A. INSTALL NECESSARY SURFACE WATER CONTROL MEASURES PRIOR TO PLANTING PERMANENT SEEDING.
- B. GRADE TO PERMIT USE OF CONVENTIONAL EQUIPMENT FOR SEEDBED PREPARATION.
- C. PROVIDE ADEQUATE DRAINAGE WHERE INTERNAL WATER MOVEMENT, ESPECIALLY AT TOES OF SLOPES, MAY CAUSE SEEPS OR SLIPPAGE BEFORE SEEDING IS WELL ESTABLISHED.
- 14.2 SEEDBED PREPARATION A. AS PRACTICAL, PERFORM ALL CULTURAL OPERATIONS AT RIGHT ANGLES TO THE SLOPE. B. IMMEDIATELY BEFORE SEEDING, RAKE OR OTHERWISE LOOSEN PLANTING SURFACE TO PROVIDE A SMOOTH, FRIABLE SURFACE FREE OF EARTH CLODS, HUMPS AND DEPRESSIONS, AND DISPOSE OF LOOSE STONES HAVING A DIMENSION GREATER THAN ONE INCH AND DEBRIS BROUGHT TO THE SURFACE DURING CULTIVATION.
- 14.3 PLANTING A. APPLY SEED MIX AT THE RATE OF 11 POUNDS PER ACRE. SHALL CONTAIN THE FOLLOWING PROPORTION OF PURE LIVE SEED: SAND DROPEED (SPOROBOLUS CRYPTANDRUS) 1 LB SIDEOTS GRAMA (BOUTELIOUS CURTIPENDULA)5 LB CRESTED WHEATGRASS (AGROPYRON CRISTATUM) 5 LB B. APPLY SEED IN TWO DIRECTIONS AT RIGHT ANGLES TO EACH OTHER WITH HALF THE SPECIFIED APPLICATION RATE APPLIED IN EACH DIRECTION. C. IMMEDIATELY AFTER SEEDING, UNIFORMLY SPREAD SCREENED MANURE AT THE RATE OF ONE CUBIC YARD PER 1000 SQUARE FEET AND WATER UNTIL THE GROUND IS WET TO A MINIMUM DEPTH OF TWO INCHES. D. HYDRAULIC SEEDING USING 1500 POUNDS OF WOOD CELLULOSE FIBER PER ACRE MAY BE UTILIZED IN LIEU OF PLANTING.
- 14.4 MAINTENANCE A. PROTECT PLANTED AREAS FROM GRAZING, FIRE, TRAFFIC, AND WEED GROWTH. B. MAINTAIN PLANTED AREAS UNTIL A GOOD STAND OF GRASS IS ESTABLISHED. AREAS AS REQUIRED IF NO GROWTH IS PRESENT WITHIN 15 DAYS OF PLANTING.

15 TEMPORARY EROSION CONTROL

- 15.1 EROSION CONTROL BERMS AND ROCK CHECK DAMS
- A. PROVIDE EARTHEN BERMS AT TOES OF SLOPES REMAINING BARE BETWEEN CONSTRUCTION PHASES.
- B. PLACE TEMPORARY ROCK CHECK DAMS IN ROAD DITCHES AND CHANNELS IF RIP-RAP PROTECTION WILL NOT BE PROVIDED WITHIN 60 DAYS.
- 15.2 CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING EROSION CONTROL MEASURES SUCH AS SAND BAGGING, TEMPORARY DE-SILTING BASIN CONSTRUCTION BERMS, VISQUEEN, ETC. TO PROTECT ADJOINING PROPERTIES FROM EROSION.

16 GENERAL CONSTRUCTION NOTES

- 16.1 ALL CORRUGATED METAL PIPE TO BE 14 GAUGE, UNLESS OTHERWISE APPROVED BY THE DESIGN ENGINEER.
- 16.2 ALL CORRIGATED METAL PIPE SHALL HAVE FLARED END SECTIONS, EXCEPT WHERE HEADWALLS ARE USED.
- 16.3 ALL DRAINAGE CULVERTS AND PIPES SHALL HAVE A MINIMUM COVER OF 24" OR AS SPECIFIED.
- 16.4 ADDITIONAL CARE SHALL BE TAKEN TO PROTECT ALL CMP DURING CONSTRUCTION.
- 16.5 RETAINING WALLS SHALL BEAR ONTO NATURAL BEDROCK, OR COMPACTED SOIL WHICH HAS A BEARING VALUE OF 3,000 P.S.F. VERIFICATION OF SAID BEARING VALUE TO BE PROVIDED BY THE SOILS ENGINEER.
- 16.6 RIPRAP MATERIAL SHALL BE AS SPECIFIED TO A DEPTH OF TWICE THE SIZE OF D₅₀ UNDER LAYING A FILLER LAYER OF D₅₀ =3/4" TO A DEPTH OF 10" OR GEOTEXTILES. THE GRADATION OF RIPRAP SHOULD FOLLOW A SMOOTH CURVE. THE RATIO TO THE LARGEST SIZE ROCK TO D₅₀ SHOULD BE EQUAL TO OR LESS THAN 2 (D₅₀/D₅₀ ~0.5). THE RIPRAP SHOULD BE HARD, DENSE, DURABLE AND RESISTANT TO WEATHER AND FRACTURE. ALL RIPRAP TO BE HAND PLACED IN AN INTERLOCKING POSTION. FILLER MATERIAL TO BE WELL GRADED GRAVEL AS SPECIFIED. MATERIAL FURNISHED FOR RIPRAP SHALL CONFORM TO MAG SPEC 220.2.
- 16.7 ALL CONCRETE AND REBAR PLACEMENT PER MAG SPEC 505.
- 16.8 CONCRETE TESTING PER MAG SPEC 725.
- 16.9 ALL CONCRETE TO BE CLASS B (2500PSI) IF NOT SPECIFIED.
- 16.10 MINIMUM COVER ON ALL REBAR TO BE MIN 1" UNLESS OTHERWISE SPECIFIED.
- 16.11 MINIMUM LAP AT REBAR SPLICES TO BE 1' UNLESS OTHERWISE SPECIFIED.
- 16.12 ALL MANHOLE FRAMES TO HAVE 12" ANCHORS SPACED A MINIMUM OF 12" RADIALLY AROUND FRAME.
- 16.13 CONCRETE FOR FOOTINGS AND PADS AHALL BE CLASS A (3000 PSI)

SURVEY

1. SEE CONTROL DATA NOTE, SHEET 4

TREE NOTES

1. ALL EXISTING TREES AND SHRUBS NOT AFFECTED BY BUILDING CONSTRUCTION OR ROAD DEVELOPMENT MUST BE FENCED WITH A CONSTRUCTION ENVELOPE FENCE TO PROTECT THEM DURING CONSTRUCTION
2. NO TREES TO BE PLACED OVER/ON SEWER LINE

ADEQ WATER AND SEWER SYSTEM NOTES

MANHOLES

ALL MANHOLES SHALL BE 4-FT. ID PRECAST CONCRETE WITH POURED-IN-PLACE CONCRETE BASE AND TRAFFIC BEARING RING AND COVER. ALL COVERS SHALL BE 2-FT. IN DIAMETER AND SHALL BE MARKED "SEWER". TEST MANHOLES FOR WATER TIGHTNESS (INFILTRATION) PER R 18-9-E301.4.01.D.3.F. WATER TIGHTNESS SHALL BE TESTED BY EITHER 1) FILLING THE MANHOLE WITH WATER AND ENSURING THAT THE DROP IN WATER LEVEL DOES NOT EXCEED 0.0034 OF THE TOTAL MANHOLE VOLUME PER HOUR, OR 2) AIR PRESSURE TESTING USING THE STANDARD TEST METHOD FOR CONCRETE SEWER MANHOLES BY NEGATIVE AIR PRESSURE (VACUUM) TEST", ASTM C1244-02.1 (2002). TEST 100% OF ALL MANHOLES. MANHOLES SHALL CONFORM TO A.D.E.Q. AND M.A.G. SPECIFICATIONS. CONSTRUCTION SHALL CONFORM TO M.A.G. STD. DTLS. 420-1 AND 420-2.'

CONCRETE

CLASS A CONCRETE SHALL HAVE A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 2000 PSI.

PIPE

GRAVITY SEWER PIPE SHALL BE PVC, SDR-26 AND CONFORM TO ASTM D-1784 AND ASTM D-3034. SEALS SHALL CONFORM TO ASTM F-477. PIPE SHALL BE JOINED BY BELL AND SPIGOT TYPE JOINTS. FITTINGS SHALL CONFORM TO ASTM D-3212. GRAVITY SEWER PIPE SHALL BE TESTED FOR DEFLECTION AND LEAKAGE. SHORT TERM DEFLECTION TESTING SHALL BE PERFORMED AFTER COMPLETE BACKFILL BUT PRIOR TO INSTALLATION OF FINISH SURFACE MATERIAL. A SHORT TERM DEFLECTION IN EXCESS OF 5% SHALL BE CONSIDERED UNACCEPTABLE AND PIPE SHALL BE REPAIRED, OR REPLACED AND RETESTED. A MINIMUM OF 100% OF GRAVITY SEWER SHALL BE DEFLECTION TESTED. SEWER PIPE SHALL BE TESTED FOR LEAKAGE USING LOW PRESSURE AIR TESTING PER "STANDARD TEST METHOD FOR INSTALLATION ACCEPTANCE OF PLASTIC GRAVITY SEWER LINES USING LOW PRESSURE AIR", ASTM F 1412-92 (REAPPROVED 1998. TEST 100% OF ALL SEWER LINES. TEST THE TOTAL LENGTH OF THE SEWER LINE FOR UNIFORM SLOPE BY LAMP LIGHTING, REMOTE CAMERA OR SIMILAR METHOD APPROVED BY ADEQ AND RECORD THE RESULTS.

DUCTILE IRON PIPE SHALL BE AWWA C-150, CLASS 350 AND SHALL BE TESTED FOR LEAKAGE PER AWWA STANDARD C-600.

A MINIMUM HORIZONTAL DISTANCE OF 6-FT SHALL BE MAINTAINED BETWEEN MAINS AND GRAVITY SEWERS.

MATERIAL

ALL MATERIALS & PRODUCTS THAT COME INTO CONTACT WITH DRINKING WATER OR DRINKING WATER TREATMENT CHEMICALS MUST COMPLY WITH AWWA STANDARDS & NSF STANDARD 61. ANY 'OR EQUAL' SUBSTITUTION SHALL ALSO MEET NSF STANDARD 61.

ALL MATERIALS USED IN THE INSTALLATION OF WATER MAINS SHALL BE PURSUANT TO AAC R-18-4-119, & SHALL BE NSF APPROVED FOR POTABLE WATER.

DISINFECTION

WATER MAINS. SHALL BE DISINFECTED IN ACCORDANCE WITH ADEQ ENGINEERING BULLETIN NO.8 "DISINFECTION OF WATER SYSTEMS".

TESTING

ONE HUNDRED PERCENT (100%) OF PIPE LINES SHALL BE PRESSURE AND LEAK TESTED IN ACCORDANCE WITH AWWA C-600, SECTION 4 AND MAG SECTION 611. MINIMUM TEST PRESSURES SHALL BE 200 PSI PLUS ALLOWANCE FOR WATER HAMMER.

AFTER PRESSURE AND LEAK TESTING IS SHOWN TO BE SATISFACTORY, WATER LINES SHALL BE DISINFECTED BY CHLORINATION IN ACCORDANCE WITH AWWA C-601, MAG SECTION 610.15, AND ADEQ BULLETIN 8. ALL VALVES SHALL BE WORKED INTERMITTENTLY FOR A PERIOD OF 24 HOURS FOLLOWING CHLORINATION.

WATER SYSTEM THRUST BLOCKING AND/OR JOINT RESTRAINT

PIPE LINES SHALL BE PROVIDED WITH CONCRETE THRUST BLOCKS AT ALL CHANGES IN DIRECTION AND SIZE AND AT ALL TEES, VALVES, PLUGS, AND DEAD ENDS, PER MAG STANDARD DETAILS 301 AND 380 AND YAG STANDARD DETAIL 3-03. PIPE LINES MAY ALSO BE PROVIDED WITH RESTRAINED JOINTS AT ALL CHANGES IN DIRECTION AND SIZE AND AT ALL TEES, VALVES, PLUGS, AND DEAD ENDS, PER MAG STANDARD DETAILS 302 AND 303.

ADEQ WATER & SEWER NOTES (CONT.)

TRENCHING AND BACKFILLING

ROUGH GRADING SHALL BE COMPLETED PRIOR TO INSTALLATION OF UNDERGROUND UTILITIES.

TRENCH BOTTOM SHALL BE COMPACTED BY SUITABLE MEANS APPROVED BY THE ENGINEER PRIOR TO PLACEMENT OF BEDDING MATERIAL. BEDDING MATERIAL SHALL BE PLACED TO PROVIDE UNIFORM AND ADEQUATE LONGITUDINAL SUPPORT UNDER THE PIPE. THE CONTRACTOR SHALL ENSURE THAT A MINIMUM COMPACTED DEPTH OF 6" IS MAINTAINED UNDERNEATH THE PIPE. BELL HOLES SHOULD BE PROVIDED AT EACH JOINT TO PERMIT PROPER ASSEMBLY WHILE MAINTAINING UNIFORM SUPPORT.

BEDDING MATERIAL SHALL BE ROUNDED GRAVEL WITH A MAXIMUM PARTICLE SIZE OF 1 1/2" AND SHALL BE NON-PLASTIC. WHERE DEPTH OF COVER IS 2-FT. OR LESS, BACKFILL MATERIAL SHALL BE ROUNDED GRAVEL WITH A MAXIMUM PARTICLE SIZE OF 4" AND WITH NO MORE THAN 20% PASSING THE #200 SIEVE.

BACKFILL SHALL BE PLACED IN LAYERS OF NOT MORE THAN 8" LOOSE DEPTH AND COMPACTED TO ACHIEVE COMPACTION OF 95% OF THE MAXIMUM DENSITY AS DETERMINED BY AASHTO T-99 AND T-191 OR ASTM D-2922 AND D-3017. THE CONTRACTOR SHALL CONTRACT WITH AN INDEPENDENT TESTING LABORATORY TO PROVIDED COMPACTION TESTING. TESTS SHALL BE PROVIDED AT MINIMUM INTERVALS OF ONE TEST PER 50 CUBIC YARDS OF TRENCH BACKFILL. TEST RESULTS SHALL BE SUBMITTED DAILY TO THE ENGINEER.

TRENCHING, PIPELAYING, BACKFILLING, AND ALL OTHER CONSTRUCTION SHALL BE PERFORMED UNDER THE INSPECTION, COORDINATION, AND SUPERVISION OF A REGISTERED PROFESSIONAL CIVIL ENGINEER.

NO TRENCH SHALL BE FILLED WITH BEDDING MATERIAL OR BACKFILL UNTIL THE EXCAVATION AND PIPE LAYING, RESPECTIVELY, HAVE BEEN APPROVED BY THE OWNER OR HIS AUTHORIZED REPRESENTATIVE.

THE EXCAVATION METHOD EMPLOYED SHALL BE THE CONTRACTOR'S OPTION. MATERIAL SHALL NOT BE STOCKPILED TO A DEPTH OF MORE THAN 5 FEET ABOVE FINISHED GRADE WITHIN 25 FEET OF ANY EXCAVATION OR STRUCTURE. EXCAVATION SHALL EXTEND SUFFICIENT DISTANCE FROM WALLS AND FOOTINGS TO ALLOW PLACING AND REMOVAL OF FORMS, INSTALLATION OF SERVICES AND INSPECTION BY THE ENGINEER. WITHIN 12" OF FINISHED GRADE SHOWN ON THE DRAWINGS, AND FOR THE MANHOLES, FILL AND BACKFILL SHALL BE NATIVE MATERIAL, FEE FROM BROKEN CONCRETE, ORGANIC MATERIAL, OR OTHER DEBRIS WITH SUFFICIENT FINES TO FILL ALL VOIDS AND TO INSURE A UNIFORMLY COMPACTED MASS OF THE REQUIRED DENSITY AND HAVING A MAXIMUM SIZE OF 2 - 1/4 INCHES WITH 0 TO 20% MINUS #200. ALL FILL AND BACKFILL SHALL BE PLACED IN LAYERS OF NOT MORE THAN 8" LOOSE AND COMPACTED TO 95% OF MAXIMUM DENSITY, DETERMINED BY AASHTO TEST METHOD T-99, PRIOR TO PLACEMENT OF THE NEXT LAYER.


WATER AND SEWER SYSTEM DESIGN: MINIMUM DESIGN CRITERIA

WATER AND SEWER MAINS SHALL BE SEPARATED IN ORDER TO PROTECT PUBLIC WATER SYSTEMS FROM POSSIBLE CONTAMINATION. ALL DISTANCES ARE MEASURED PERPENDICULARLY FROM THE OUTSIDE OF THE SEWER MAIN TO THE OUTSIDE OF THE WATER MAIN. SEPARATION REQUIREMENTS ARE AS FOLLOWS:

1. A WATER MAIN SHALL NOT BE PLACED:
- A. WITHIN SIX FEET, HORIZONTAL DISTANCE, AND BELOW TWO FEET, VERTICAL DISTANCE, ABOVE THE TOP OF A SEWER MAIN UNLESS EXTRA PROTECTION IS PROVIDED. EXTRA PROTECTION SHALL CONSIST OF CONSTRUCTING THE SEWER MAIN WITH MECHANICAL JOINT DUCTILE IRON PIPE OR WITH SLIP-JOINT DUCTILE IRON PIPE IF JOINT RESTRAINT IS PROVIDED. ALTERNATE EXTRA PROTECTION SHALL CONSIST OF ENCASING BOTH THE WATER AND SEWER MAINS IN AT LEAST SIX INCHES OF CONCRETE FOR AT LEAST TEN FEET BEYOND THE AREA COVERED BY THIS SUBPARAGRAPH.
- B. WITHIN TWO FEET HORIZONTALLY AND TWO FEET BELOW THE SEWER MAIN.
2. NO WATER PIPE SHALL PASS THROUGH OR COME INTO CONTACT WITH ANY PART OF A SEWER MANHOLE. THE MINIMUM HORIZONTAL SEPARATION BETWEEN WATER MAINS AND MANHOLES SHALL BE SIX FEET, MEASURED FROM THE CENTER OF THE MANHOLE.
3. THE MINIMUM SEPARATION BETWEEN FORCE MAINS OR PRESSURE SEWERS AND WATER MAINS SHALL BE TWO FEET VERTICALLY AND SIX FEET HORIZONTALLY UNDER ALL CONDITIONS. WHERE A SEWER FORCE MAIN CROSSES ABOVE OR LESS THAN SIX FEET BELOW A WATER LINE, THE SEWER MAIN SHALL BE ENCASED IN AT LEAST SIX INCHES OF CONCRETE OR CONSTRUCTED USING MECHANICAL JOINT DUCTILE IRON PIPE FOR TEN FEET ON EITHER SIDE OF THE WATER MAIN.

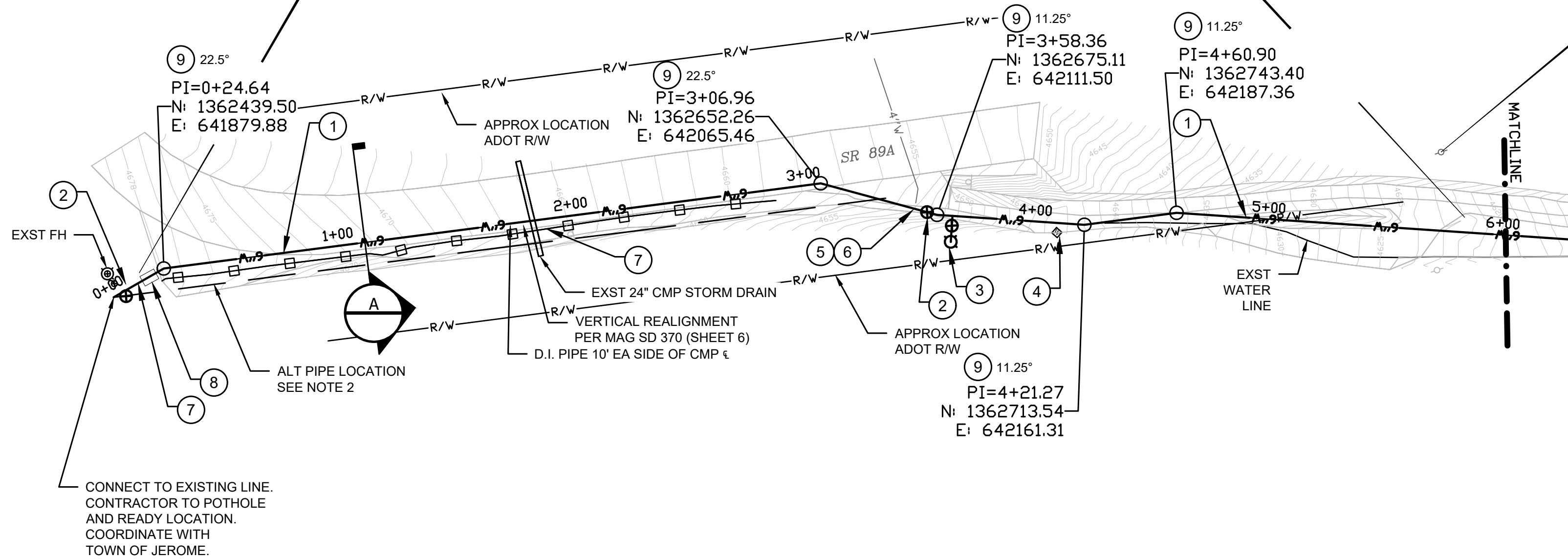


THESE PLANS SUPERSEDE PLANS DATED 1/15/2025
SEE GENERAL NOTE 3.1 PRIOR TO CONSTRUCTION

JEROME WATER IMPROVEMENTS DECEPTION ROAD			
 825 COVE PARKWAY COTTONWOOD, AZ 86326 928-282-7787	NOTES 2		
	DATE 2/10/25	DRAWN RIN	SHEET 3 OF 6
	SCALE NOTED	CHECKED KG	PROJECT NO. 20-0510CE

ADOT RIGHT-OF-WAY NOTES (STA 0+00-6+00±)

1. ADOT PERMITS TO BE SECURED PRIOR TO CONSTRUCTION.
2. TRENCH PAVEMENT CUT AND REPLACEMENT PER ADOT STANDARDS
3. ALL ADOT STANDARDS FOR CONSTRUCTION TO BE ADHERED TO ON ANY WORK DONE IN ADOT RIGHT-OF-WAY



CONTROL DATA

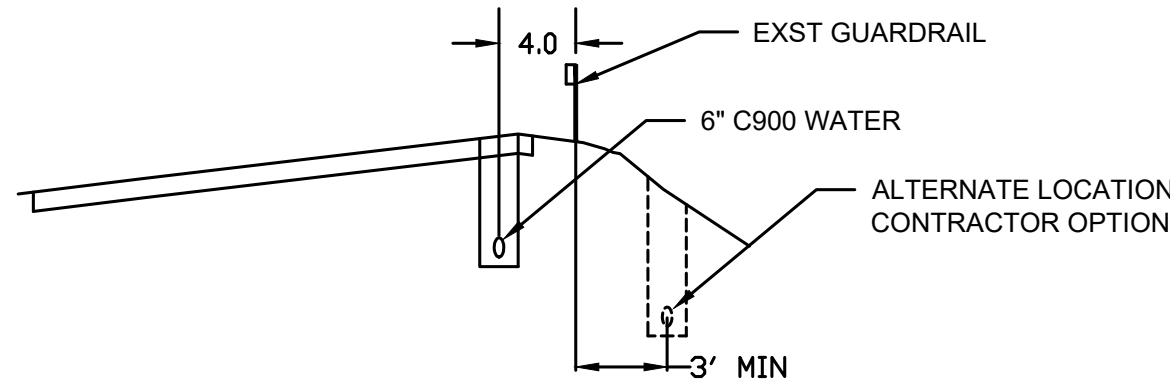
ARIZONA STATE PLANE COORDINATE SYSTEM,
CENTRAL ZONE COORDINATES
GRID NORTH: 1364744.7900 U.S. SURVEY FEET
GRID EAST: 640582.6700 U.S. SURVEY FEET

NAD 83:
LATITUDE: 34°45'03.72604°(N)
LONGITUDE: 112°06'52.09927°(W)

SOURCE DATA FOR THESE COORDINATES IS BASED
ON DPUS (ONLINE POSITIONING USER SERVICE)
CALCULATIONS WITH A SCALE FACTOR OF
0.99966444, RECEIVED FROM DPUS
JUNE 06, 2017.

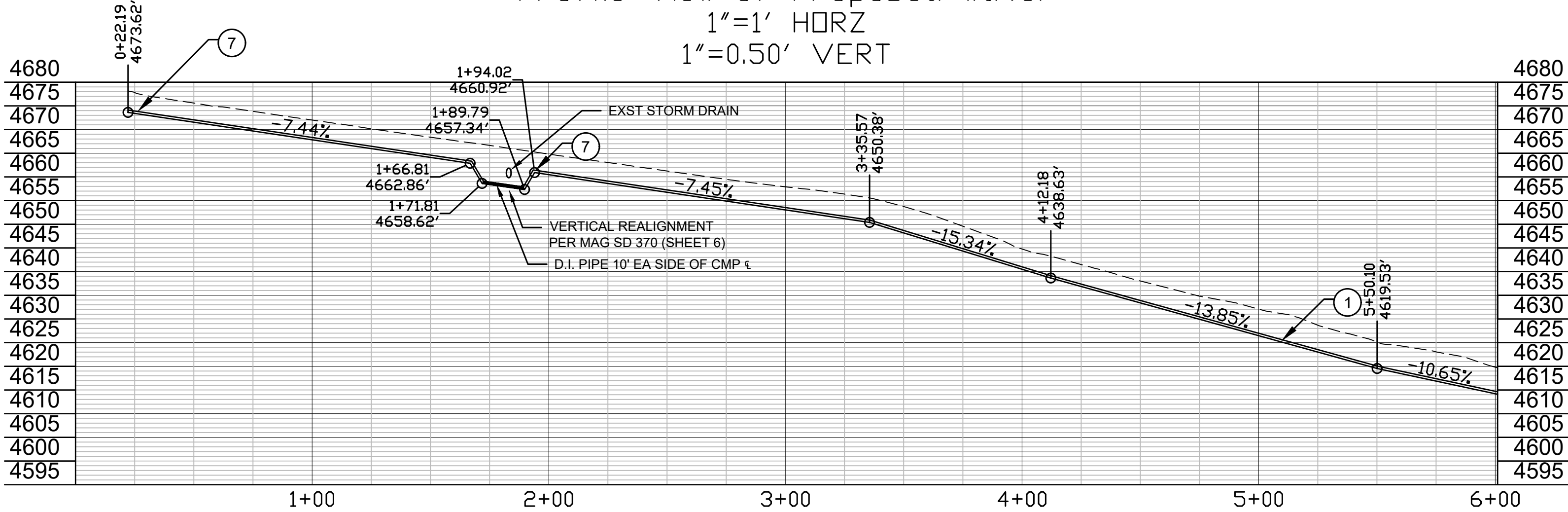
ELEVATION: 5092.80'
[NAVD88 (Computed using GEDID12B)]

LYING N41°14'W APPROXIMATELY 2536' FROM
THE MOST WESTERLY POWER POLE AS LOCATED
DURING THE COURSE OF THIS SURVEY.



A ALTERNATE WATER LINE LOCATION
STA 0+ 00 - 6 + 00 NTS - VERTICAL 2X

Profile View of Proposed water
1"=1' HORZ
1"=0.50' VERT



THESE PLANS SUPERSEDE PLANS DATED 1/15/2025
SEE GENERAL NOTE 3.1 PRIOR TO CONSTRUCTION

JEROME WATER IMPROVEMENTS
DECEPTION ROAD

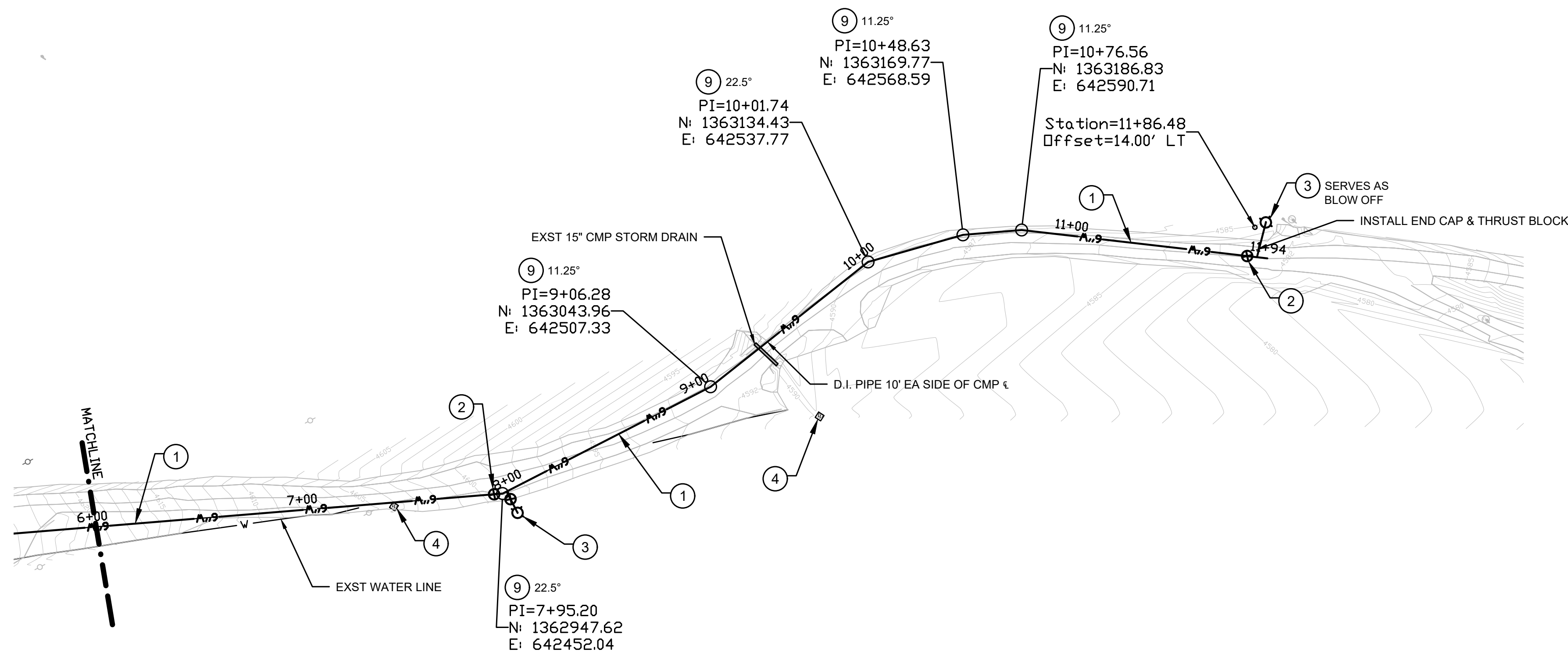


825 COVE PARKWAY
COTTONWOOD, AZ 86326
928-282-7787

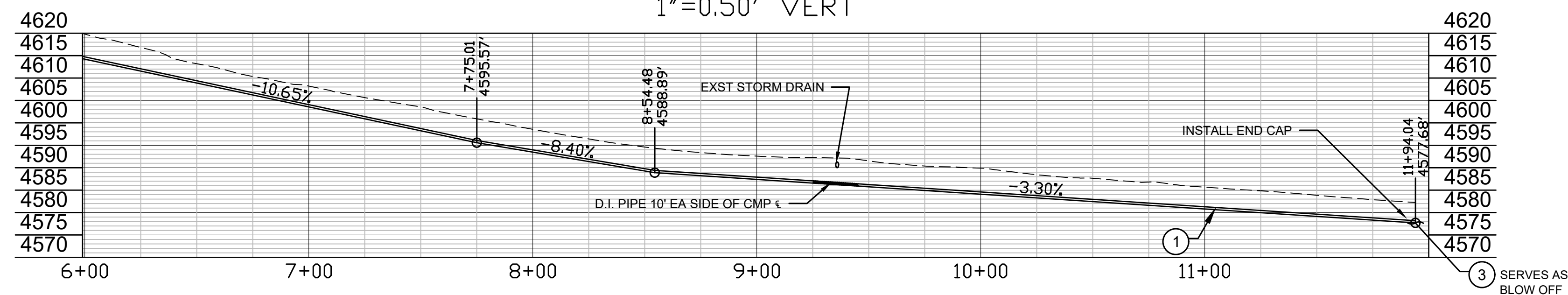
P&P(0+00)

DATE	DRAWN	SHEET
2/10/25	RIN	4 OF 6
SCALE	CHECKED	PROJECT NO.
NOTED	KG	20-0510CE



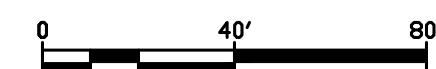


Profile View of Proposed water
 1"=1' HORZ
 1"=0.50' VERT



WATER CALL OUTS	
1	INSTALL 6" DR 14 C900 PVC, 3.5' MIN COVER. SEE TRENCH DETAIL ON SHEET 6
2	INSTALL 6" VALVE, BOX & COVER PER MAG STANDARDS.
3	INSTALL FIRE HYDRANT PER MAG SPECS. INCLUDES HYDRANT, PIPE, VALVE AND TEE.
4	PROVIDE CONNECTION EXST WATER METER. CONTRACTOR TO MATCH EXST SIZE. COORDINATE WITH THE TOWN UTILITY DEPT.
5	CONNECT TO EXST WATER MAIN. POTHOLE TO VERIFY SIZE AND LOCATION. CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR APPROVAL PRIOR TO CONSTRUCTION.
6	6"x4"x6" TEE W/ 4" VALVE. THE EXST LINE IS ASSUMED TO BE 4". ADJUST TEE AND VALVE SIZE IF REQUIRED.
7	INSTALL ARV PER DETAIL E-9-9.3 SHEET 6
8	INSTALL 100PSI TO 50PSI PRV PER DETAIL 1323 SHEET 6. 4" REGULATOR, 2" LOOP W/ 6" TO 4" REDUCERS ON EACH END. 4" CLA-VAL 90-01 PRV, 2" CLA-VAL 50-01 PRV, OR SUITABLE EQUIVALENT APPROVED BY THE TOWN.
9	INSTALL PIPE BEND, ANGLE PER PLAN. THRUST BLOCK PER NOTE 7.

NOTES:	
1	UNDOCUMENTED ABANDONED UTILITIES MAY BE FOUND THROUGHOUT THE PROJECT AREA.
2	CONTRACTOR HAS OPTION TO LOCATE THE WATER LINE SOUTH OF THE EXISTING SR 89A GUARDRAIL BETWEEN STA 0+00 AND 4+50+.
3	NEW WATER MAIN TO BE 3' MIN OFFSET FROM EXISTING WATER MAIN.
4	EXISTING WATER MAIN TO REMAIN ACTIVE AND IN SERVICE THROUGHOUT NEW LINE CONSTRUCTION.
5	NEW PRV TO BE LOCATED DOWNSTREAM FROM THE CONNECTION TO EXISTING MAIN IN SR 89A. PRV TYPE, MANUFACTURER, AND SPECIFICATION PER THE TOWN ENGINEER.
6	CONNECT EXISTING WATER METERS, FIRE HYDRANTS, ETC. AND ANY BRANCH LINES TO THE NEW MAIN LINE.
7	CONTRACTOR TO ADD THRUST BLOCKS PER MAG 380 SEE DETAIL SHEET 6 AT ALL HORIZONTAL BENDS.



THESE PLANS SUPERSEDE PLANS DATED 1/15/2025
 SEE GENERAL NOTE 3.1 PRIOR TO CONSTRUCTION

**JEROME WATER IMPROVEMENTS
 DECEPTION ROAD**

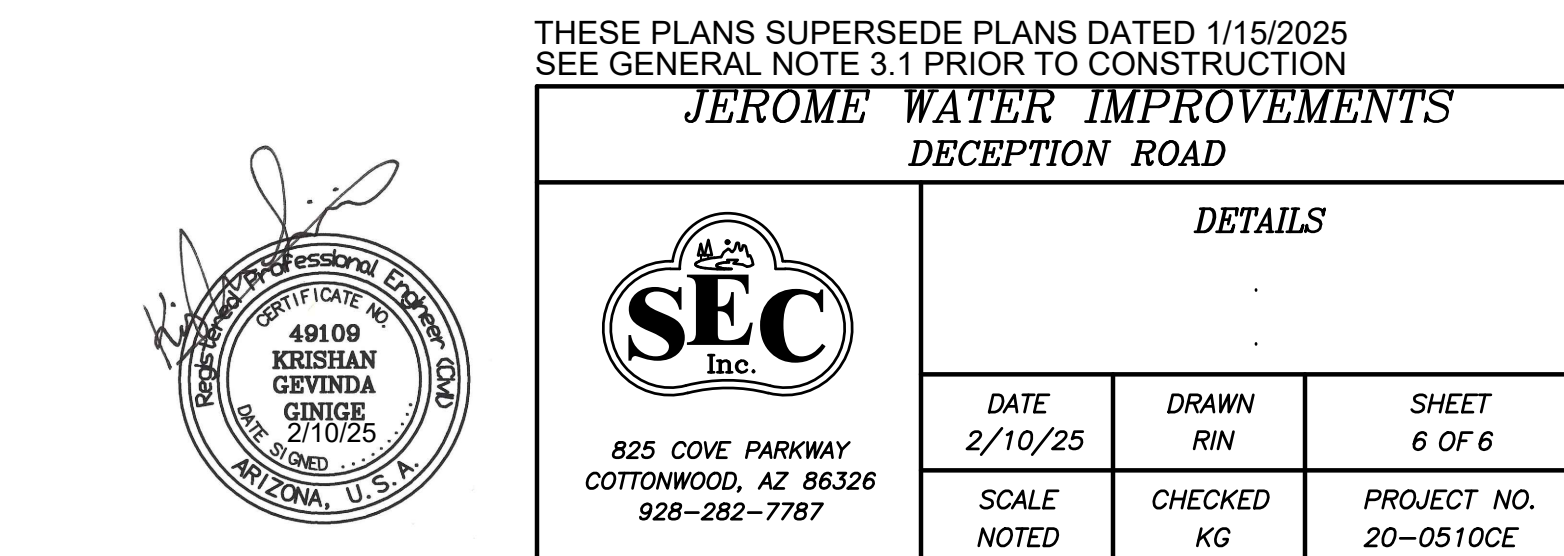
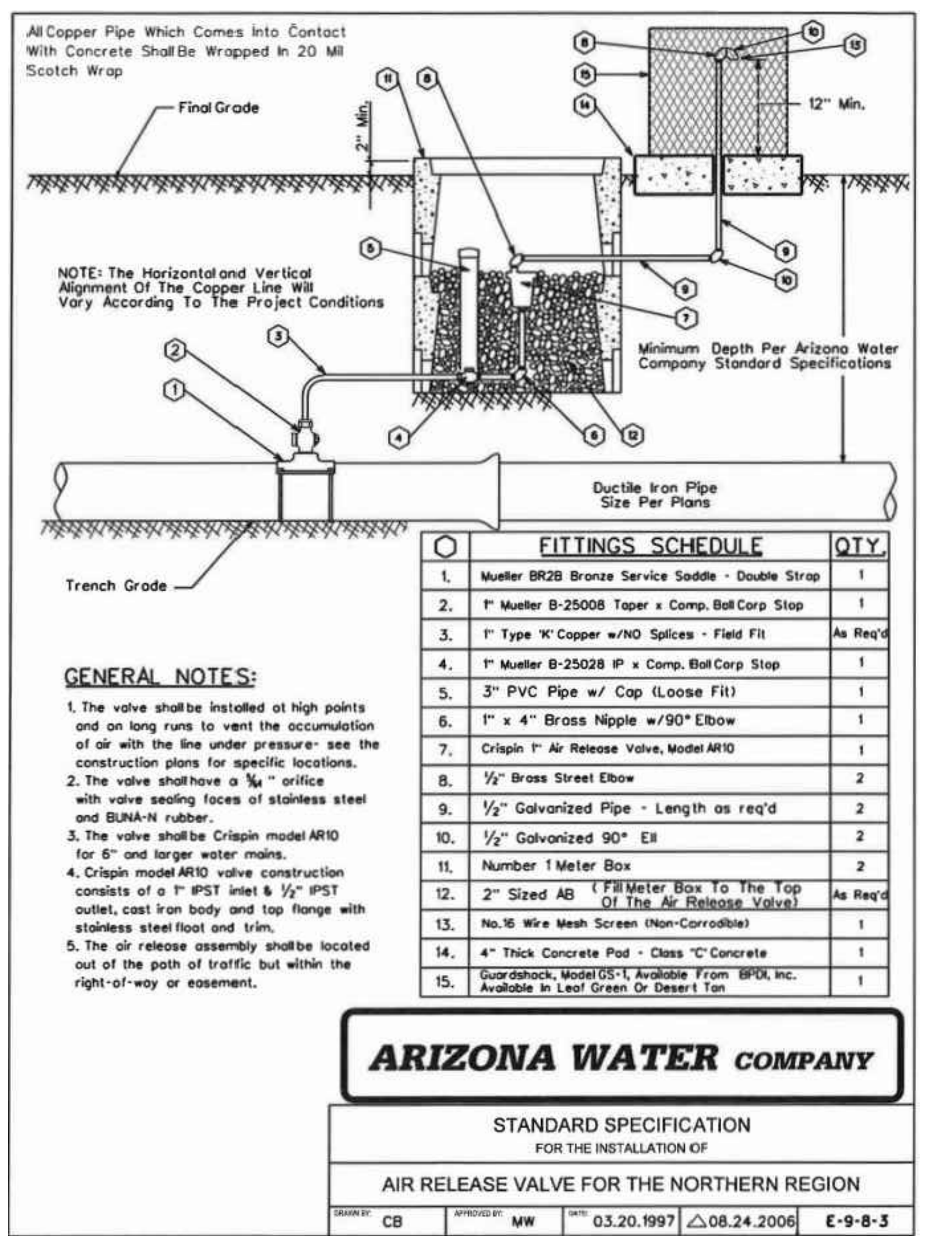
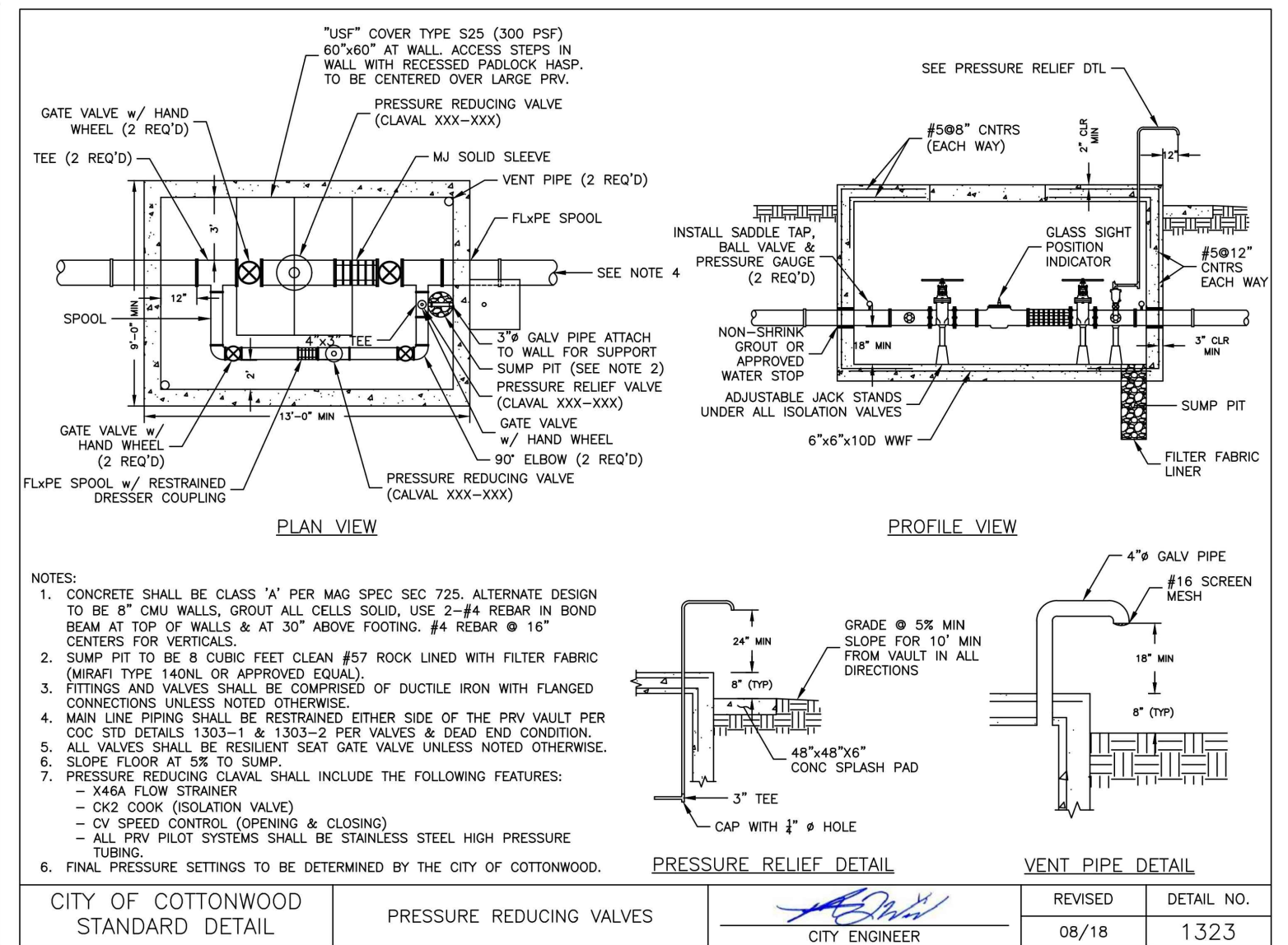
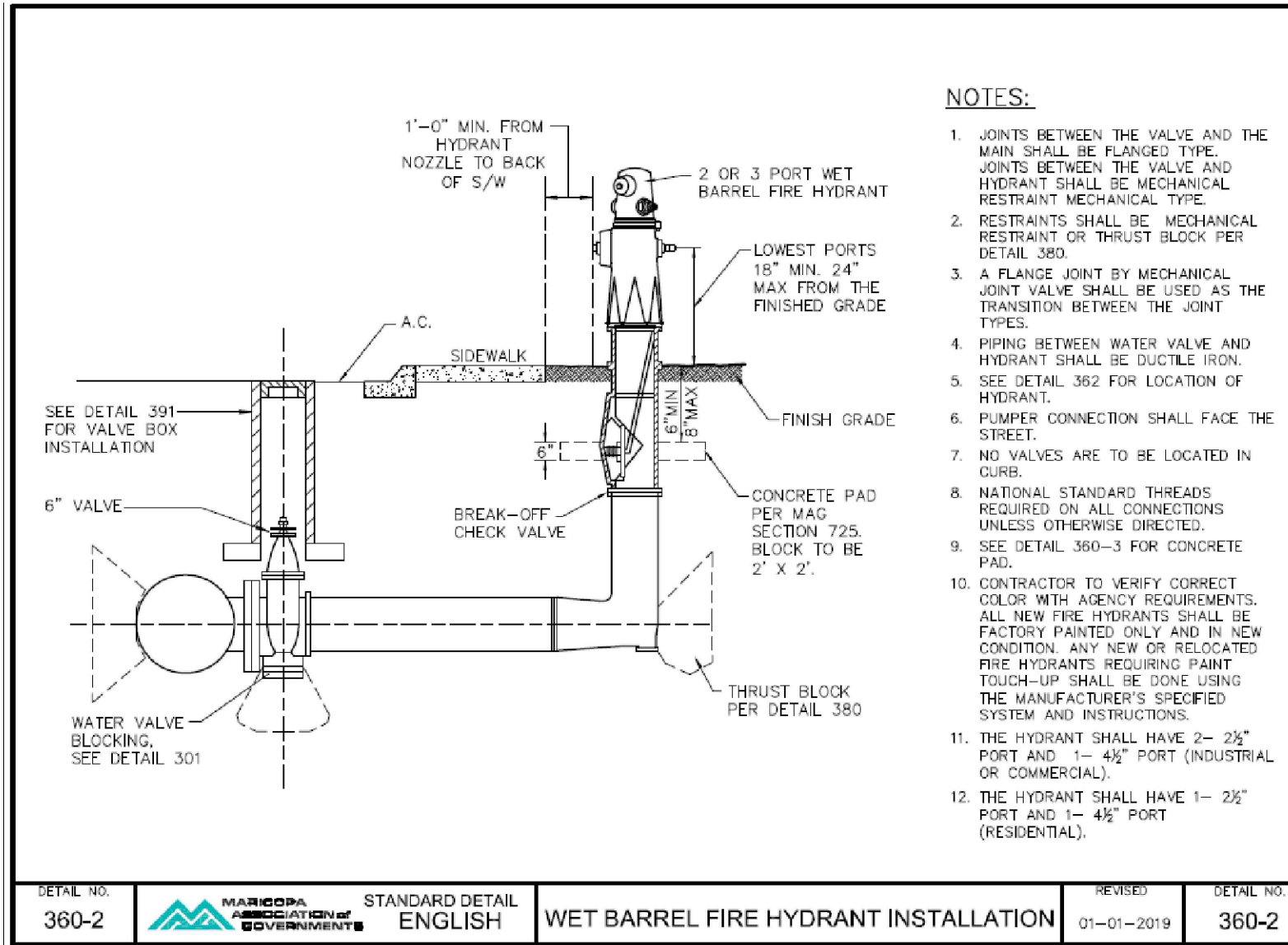
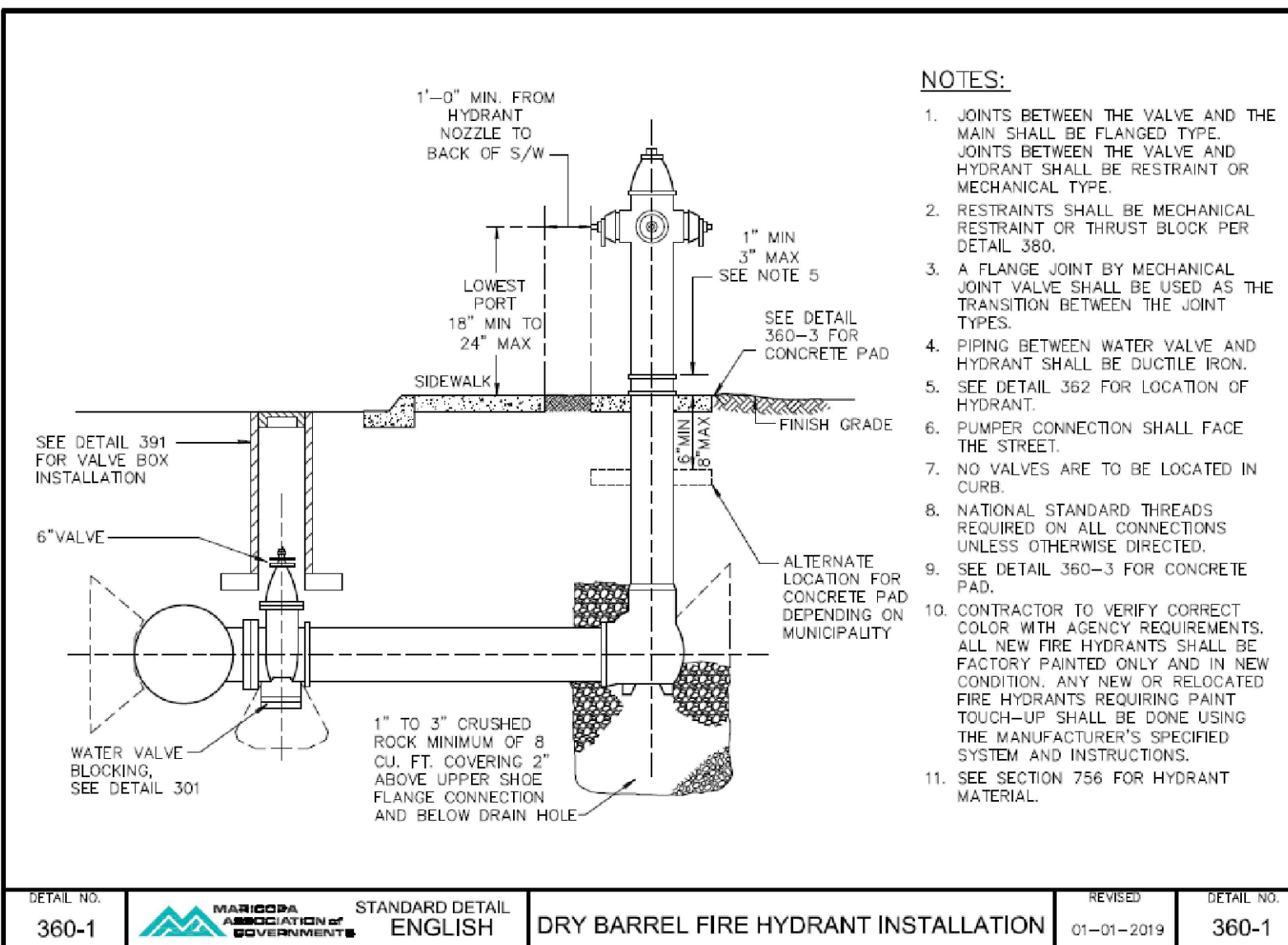
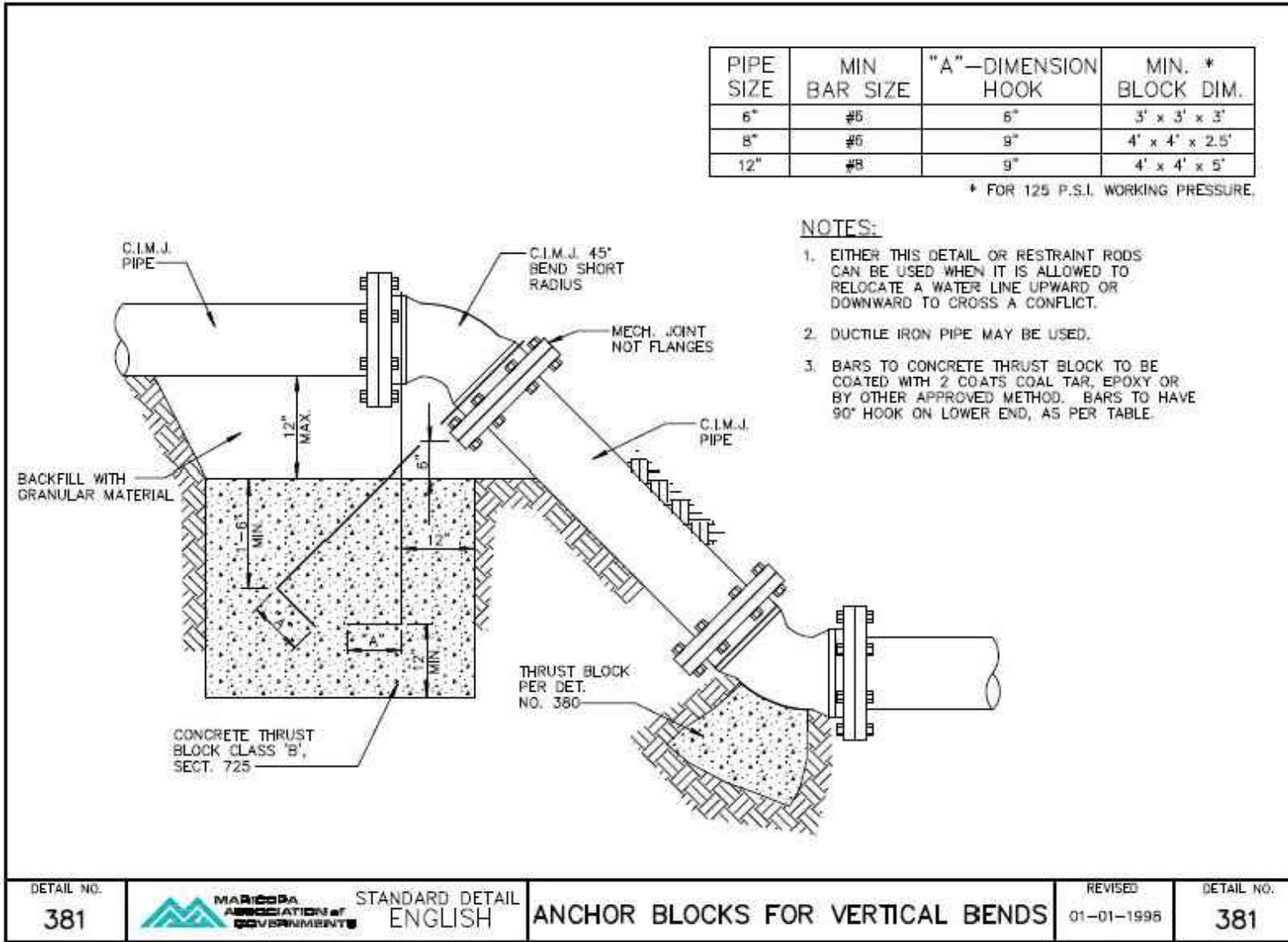
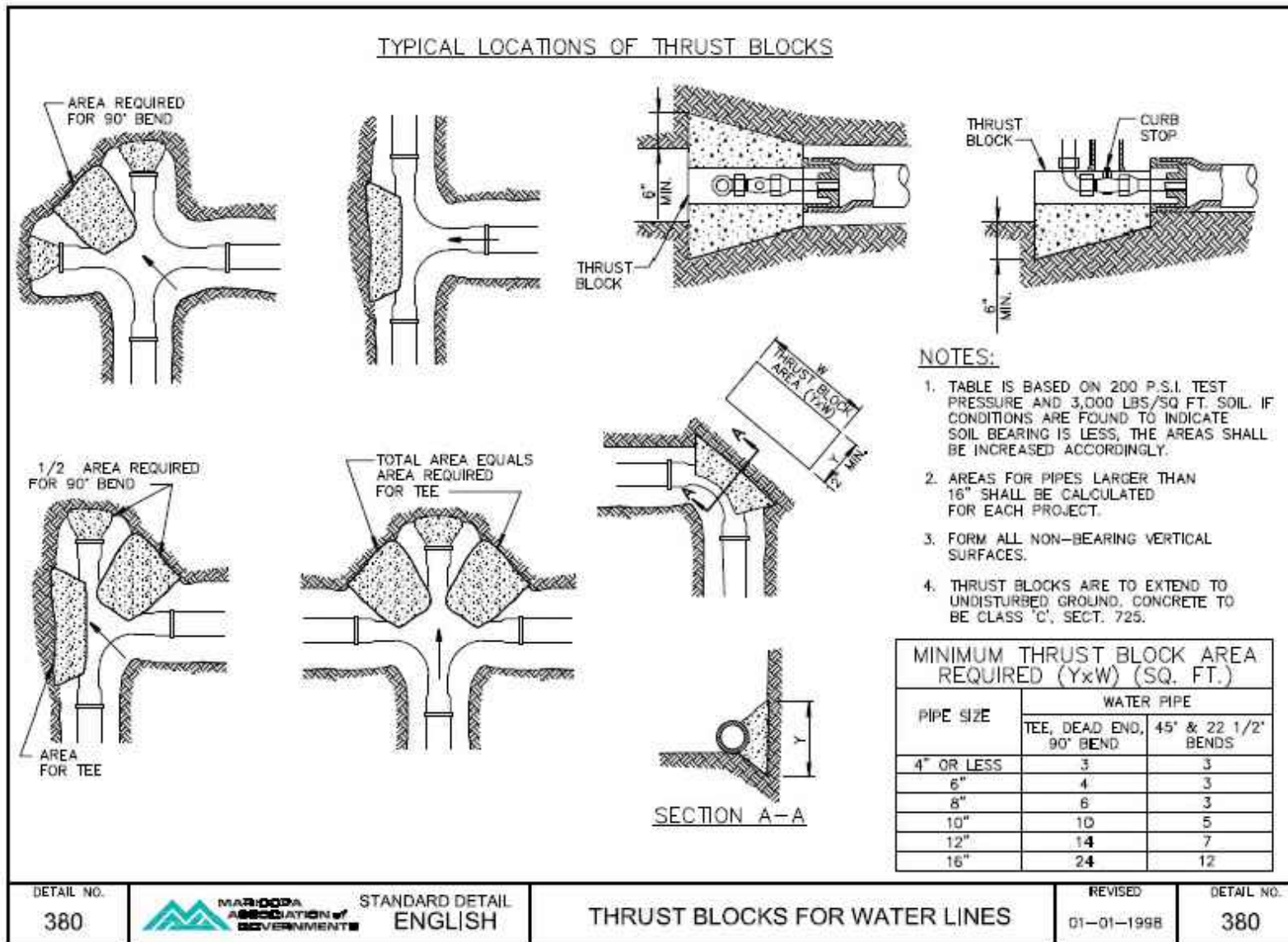
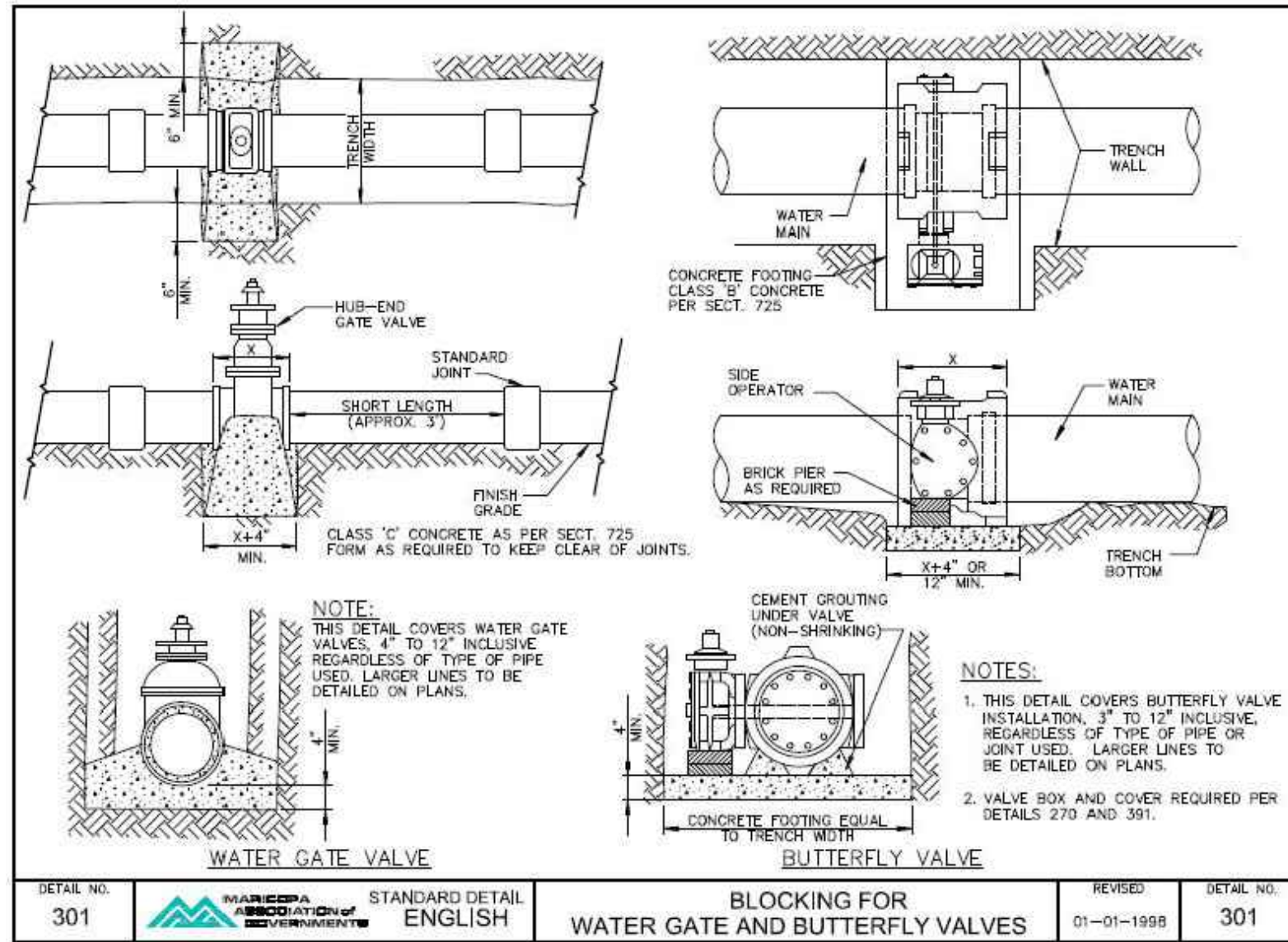


825 COVE PARKWAY
 COTTONWOOD, AZ 86326
 928-282-7787

P&P(6+00)

DATE	DRAWN	SHEET
2/10/25	RIN	5 OF 6
SCALE	CHECKED	PROJECT NO.
NOTED	KG	20-0510CE





DETAILS		
DATE	DRAWN	SHEET
2/10/25	RIN	6 OF 6
SCALE	CHECKED	PROJECT NO.
NOTED	KG	20-0510CE

File Attachments for Item:

J. Consideration, Discussion and Possible Staff Direction Regarding Changes to the Town's Fee Schedule

There will be a discussion and Council may provide staff direction regarding proposed changes to the Town's Fee Schedule.



TOWN OF JEROME
OFFICIAL FEE SCHEDULE
CURRENT AS OF FEBRUARY 1, 2024

Item J.

Fee For:	Amount:
Providing Fire, Rescue and EMS Services for Non-Residents	
Base Rate Fire Apparatus (per vehicle)	\$250 Initial, \$125 each succeeding hour
Rescue Vehicle	\$250 Initial, \$125 each succeeding hour
Brush Truck	\$175 Initial, \$100 each succeeding hour
Trail Rescue Vehicle	\$100 Initial, \$75 each succeeding hour
Command Officer	\$75 Initial, \$35 each succeeding hour
Personnel (per responder)	\$40 Initial, \$25 each succeeding hour
HazMat Surcharge	\$1,500 plus supplies
Extrication	\$750 per person
Wash Down	\$100
Technical Rope Rescue	\$1,500 per person
Fire Extinguishment	\$1,500 per building
Vehicle Extinguishment	\$500 per vehicle
Outside Town Limits Fire Protection Service Agreement	Formula = Assessed LPV / 100; *current levy rate* 1.1
Police Services Fee:	
Vehicle Impound Hearing Administrative Fee	\$50
Parking Bureau Citations - Late Fee	\$25
Administrative Charge for Oversize Vehicles	\$175 per hour
Police Report	\$10
Police Video	\$25
<i>Schedule Escort Traffic Control Fee</i>	<i>\$55 minimum</i>
Magistrate Court Fees:	
Deferred Prosecution Fee	\$120
Court Security Fee	\$20
Default Judgement Fee	\$70 per charge
Warrant Issuance Fee	\$100
Parking Related Fees:	
Fee to Allow Parking Beyond Permitted Hours on Street or in Municipal Lot	\$10/monthly
Fee for Additional Residential Parking Permits	NO FEE
Temporary Residential Parking Permits	NO FEE
Physically Impaired Parking Only Sign	\$120
Pay-To-Park (Kiosk Parking)	\$5 per day
	<i>\$7</i>
Animal Related Fee:	
Impounding Fee	\$15 per animal + \$2.50/day
Dog License Fee	\$5/year
Animal-Drawn Conveyance Fee	\$200/year
Encroachment Permits:	
Initial Review - Up to Ten Hours of Staff Time	\$410
Additional Review (each staff hour over ten, or for second review)	\$35/hour
Annual Fee for Enjoyment of Public Property	"calculated using standard methodology based on appraised value of property"
Right of Way Work Permit Fee	Not Yet Set
Liquor License Applications:	
Liquor License	\$100
Special Event Liquor License	\$75
Film Permits:	
Application Fee (all categories)	\$100.00
Promotional Production	No Fee at This Time
Documentary Production	\$250/day
Editorial Production	\$500/day
Commercial Production	\$1,000/day
Feature Production	\$7,500/day
Other Production	Set by Council on case-by-case Basis

Business License Fee:	
Gross Income >\$10,001/year	\$50/year
Gross Income \$2,501 - \$10,000/year	\$20/year
Gross Income \$0 - \$2,500/year	EXEMPT FROM LICENSING
Retail Liquor	\$50/Year
Sexually Oriented Businesses Fees:	
License Application Fee (non-refundable)	\$500
Annual License Fee (non-refundable)	\$500
Business Employee License Application Fee (non-refundable)	\$100
Mobile Food Vendors:	
Daily Trash Rate	\$25
Special Event Permits:	
Non-profit 501©3 with no Entry Fee	\$25 per day
Town-Sponsored or Co-sponsored / Endorsed Events	No Fee
All Others	\$100
Planning and Zoning:	
Petition to Amend Zoning Boundaries	\$1,000
Petition to Amend Zoning Regulations	\$300
Conditional Use Permit Fee	\$500
Preliminary Site Plan Application Fee	\$300
Ads for New Construction	Cost/not to exceed \$351
Neighborhood Meeting	\$50 plus cost of mailing and staff time
Short-Term Rental (Vacational Rental - Transient Lodging) License Permit Fee	\$150
Design Review Board:	
Paint Colors/ Roofing of Same Material	\$25
New Construction of Accessory Features (304 F.I)	\$50
New Construction of Residential Buildings	\$250
New Construction of Commercial Buildings	\$500
Demolition of Accessory Features (304 F.I)	\$50
Demolition of Residential Buildings (in addition to other fees)	\$200
Demolition of Commercial Buildings (in addition to other fees)	\$200
Large Alterations:	
Under \$500 in Value	\$50
\$501-\$10,000 in Value	\$100
> \$10,001 in Value	1% of value
Ads for New Construction	Cost/not to exceed \$351
Sign Permit	\$50
Board of Adjustment:	
Appeals	\$300 (refundable if upheld)
Variances (fee per each provision for which variance is sought)	\$300
Ads for Appeals and Variances	No Fee
Other Planning/Zoning/Design Review Related Fees:	
Administrative Review of Temporary Signs	\$25
Extensions of Approval:	
First Extension	\$25
Subsequent Extensions	\$200
Work Without Approval	Double Application Fee
Appeals to Council	\$50
Subdivisions:	
Preliminary Plat (in town)	\$45 plus \$2/lot or acre, whichever is greater
Preliminary Plat (outside town)	\$50 plus \$2/lot or acre, whichever is greater
Final Plat	\$1/lot (min \$10)
Final Plat Recording Fee	\$10/Sheet
Deed Restrictions Recording Fee	\$2/Sheet
Plat Abandonment	\$50
Amended Plat	\$50 or \$10/sheet, whichever is greater

Building Department Fees	See attached Schedule A-1
Copy Fees:	
Zoning Ordinance	\$25 (hard copy, \$10 (CD)
Comprehensive Plan	\$25 (hard copy, \$10 (CD)
Town Code	\$25 (hard copy, \$10 (CD)
Copies - B/W	\$.25/page
Copies - Color	\$1/page
Copies - Audio Tapes/CDs	\$5
Fax Fees:	
Within US (Send or Receive)	\$4 First Page, \$.50/page thereafter
Outside US (Send or Receive)	\$6 First Page, \$1/page thereafter
Water Rates and Fees:	
Monthly Service Rates	See attached Schedule A-2
Hook Up Fees/Charges (Equipment & Labor to be charged also)	
Residential	\$5,000 per connection
Small Business	\$5,800 per connection
Medium Business	\$6,200 per connection
Large Business	\$7,000 per connection
Small Industry	\$6,200 per connection
Medium Industry	\$7,000 per connection
Large Industry	\$11,000 per connection
Vineyards	\$7,000 per parcel
New Account:	
Setup Fee	\$15
Service Inspection/Bldg. Inspection/Turn-on	\$50
Customer Maintenance/Support:	
Turn On/Turn Off (at customer's request)	\$25
Disconnect/Reconnect (for lack of payment)	\$25
Delinquency Charges:	
Returned Check	\$25 plus actual charges by bank
Delinquent Payment - Per 30 Days	\$10
Construction or Outside of Town Water Trucks, Etc:	
0-5,000 Gallons	\$25 per 1,000 Gallons
5,001 - 10,000 Gallons	\$30 per 1,000 Gallons
10,001 - 50,000 Gallons	\$35 per 1,000 Gallons
50,001 Gallons and over	\$40 per 1,000 Gallons
Sewer Rates and Fees:	
Monthly Service Rates	See attached Schedule A-2
Hookup Fees/Charges (Equipment & Labor to be charged also)	
Residence	\$5,500 per connection
Bar or Restaurant	\$550 per seat
Hotel/Motel/B&B	\$5,500 per connection
Manufacturing - Per Connection	\$550 per fixture
Public Restroom	\$150 per 100 sq. ft.
Office - Per 100 sq. ft.	\$5,500 per connection
Retail Shop	
Sanitation Rates and Fees:	
Residential/Commercial/Industrial Pickup Rates	See attached Schedule A-3
Non-scheduled Small Business or Residential Pickup	\$54
Yard Waste (with regular pickup)	\$2.50/bag
Type A Dumpster (short term rental)	\$150 per month (no proration)
Type A Dumpster Pickup/Emptying	\$114
Dumpster Surcharge for prohibited materials	\$240 per dumpster per pickup
Type B Dumpster (sanitation accounts)	Billed at sanitation rates
Miscellaneous Other Fees:	
Privilege Fee (for taxi stands, vendors, bus stops, etc. on public streets)	Not Yet Set
Bicycle License	\$1
Publicity Pamphlet Ballot Questions (arguments for or against)	\$250
District Sign, per slat (price)	\$10
Notary Public Fee	\$2
Civil Union Filing Fee	\$73



SCHEDULE A-1 BUILDING PERMIT FEES

VALUATION AND FEE SCHEDULE

Total Valuation:	Fee:
\$1.00 to \$500.00	\$50.00
\$501.00 to \$2,000.00	\$50.00 for the first \$500 plus \$2.75 for each additional \$100.00 or fraction thereof, up to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$91.25 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00 or fraction thereof, up to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$378.75 for the first \$25,000 plus \$9.00 for each additional \$1,000.00 or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$603.75 for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof, up to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$916.25 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, up to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$2,916.25 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00 or fraction thereof, up to and including \$1,000,000.00
\$1,000,000 and up	\$5,041.25 for the first \$1,000,000 plus \$2.75 for each additional \$1,000.00 or fraction thereof

INSPECTIONS AND OTHER FEES

Description:	Fee:
Inspections outside of normal business hours (minimum charge two hours)	\$50.00 per hour*
Reinspection fees assessed under provisions of Section 108.8	\$50.00 per hour*
Inspections for which no fee is specifically indicated (minimum charge one-half hour)	\$50.00 per hour*
Additional plan review required by changes, additions or revisions to plans (minimum charge one-half hour)	\$50.00 per hour*
Use of outside consultants for plan checking and inspection, or both	\$50.00 per hour*
*or the total hourly cost to the town, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
** Actual costs include administrative and overhead costs.	Actual Costs**

SPECIFIC FEES

Description:	Fee:
Re-Roof	\$50.00
New Electrical Service	\$50.00
Combination permits for electrical, plumbing or mechanical - valuations up to \$3,000.00	\$50.00 for each trade
Combination permits for electrical, plumbing or mechanical - valuations over \$3,000.00	Use Valuation and Fee Schedule
Retaining walls over 4 Feet High	Use Valuation and Fee Schedule; valued at \$10.00 per each sq. ft. above 4 ft. high
Minimum permit fee	\$50.00
All other permit fees to be determined by the Valuation and Fee Schedule	



TOWN OF JEROME FEE SCHEDULE
SCHEDULE A-2

Item J.

Fees for:	Amount:
<i>Monthly Water Rates:</i>	
In Town Residential:	
Single Resident	\$29.58
Double Resident	\$38.75
Multi Resident	\$47.88
Artist Studio	\$29.58
Out of Town Residential:	
Single Resident	\$33.81
Double Resident	\$47.71
Multi Resident	\$60.14
Artist Studio	\$33.81
Non-Residential:	
Montly minimum charge (includes up to 12,000 gallons)	\$73.74
Rate per 1,000 gals above 12,000	\$4.13
<i>Montly Sewer Rates:</i>	
In Town Residential:	
Single Resident	\$42.29
Double Resident	\$55.36
Multi Resident	\$68.45
Artist Studio	\$42.29
Out of Town Residential:	
Single Resident	\$48.33
Double Resident	\$68.19
Multi Resident	\$85.97
Artist Studio	\$48.33
Non-Residential:	
Monthly minimum charge (includes up to 12,000 gallons)	\$103.86
Rate per 1,000 gals above 12,000	\$6.50



SCHEDULE A-3
MONTHLY SANITATION SERVICE RATES

1. Residential Rates

	<u>In Town</u>
a. Single Resident	17.34
b. Double Resident	26.04
c. Triple Resident	34.75
d. Multi Resident	43.44

	<u>Out of Town</u>
a. Single Resident	29.66
b. Double Resident	42.35
c. Triple Resident	55.03
d. Multi Resident	67.72

2. Commercial Rates**a. Business (includes specialty tasting +/- food)**

	<u>In Town</u>
1. Small Business (0-5 employees)	44.72
2. Medium Business (6-10 employees)	51.76
3. Large Business (11 or more employees)	58.79
4. Mall*	
Base Rate	44.72
Plus charge per participant/business	8.40

* a mall, for the purposes of sanitation charges, is defined as two or more businesses located under one roof, and sharing a common exterior entrance/exit.

	<u>Out of Town</u>
Small Park and/or Museum (0-5 employees)	67.48
Medium Park and/or Museum (6-10 employees)	81.54
Large Park and/or Museum (11 or more employees)	95.60

b. Bar (includes specialty bar)

Base Rate	117.82
Plus charge per every 6 units* of occupancy	3.52

*number of units divided by 6, then rounded to the nearest whole number

c. Restaurant without bar

1. 0-19 seats	
Base Rate	81.12
Plus charge per every 2 seats*	3.52
2. 20-39 seats	
Base Rate	112.32
Plus charge per every 2 seats*	3.52
3. 40-59 seats	
Base Rate	146.88
Plus charge per every 2 seats*	3.52

SCHEDULE A-3
MONTHLY SANITATION SERVICE RATES

4. 60-79 seats	
Base rate	181.44
Plus charge per every 2 seats*	3.52
5. 80-99 seats	
Base Rate	216
Plus charge per every 2 seats*	3.52
6. 100 or more seats	
Base Rate	250.56
Plus charge per every 2 seats*	3.52

*number of seats divided by 2, then rounded to the nearest whole number

d. Restaurant & Bar (including specialty bar/restaurant)

1. 0-19 seats	
Base Rate	108.01
Plus charge per every 2 seats*	3.52
2. 20-39 seats	
Base Rate	149.38
Plus charge per every 2 seats*	3.52
3. 40-59 seats	
Base Rate	195.3
Plus charge per every 2 seats*	3.52
4. 60-79 seats	
Base rate	241.3
Plus charge per every 2 seats*	3.52
5. 80-99 seats	
Base Rate	287.27
Plus charge per every 2 seats*	3.52
6. 100 or more seats	
Base Rate	333.23
Plus charge per every 2 seats*	3.52

*number of seats divided by 2, then rounded to the nearest whole number



SCHEDULE A-3
MONTHLY SANITATION SERVICE RATES

e. Lodging

1. Hotels/Rooms/B&B (per unit)	
Base Rate	12.56
Plus surcharge per (# of rooms x 60%, rounded to then nearest whole number)	3.52
2. B&B 4 rooms	
Base Rate	37.69
Plus surcharge per (# of rooms x 60%, rounded to then nearest whole number)	3.52
3. Hotel 6 or 7 rooms	
Base Rate	50.26
Plus surcharge per (# of rooms x 60%, rounded to then nearest whole number)	3.52
4. Hotel 12 rooms	
Base Rate	150.77
Plus surcharge per (# of rooms x 60%, rounded to then nearest whole number)	3.52
5. Hotel 32 rooms	
Base Rate	402.05
Plus surcharge per (# of rooms x 60%, rounded to then nearest whole number)	3.52

File Attachments for Item:

K. Consideration of an Affiliate Library Agreement Between Yavapai County Free Library District and the Town of Jerome Public Library for the Term of July 1, 2025, through June 30, 2026

Council will consider and may approve the agreement.

**AFFILIATE LIBRARY AGREEMENT BETWEEN THE YAVAPAI COUNTY
FREE LIBRARY DISTRICT AND Town of Jerome**

This Affiliate Library Agreement (hereinafter referred to as this "Agreement") is made by and between the Yavapai County Free Library District, a special taxing subdivision of the State of Arizona (hereinafter referred to as "DISTRICT"), and Town of Jerome, a(n) Arizona corporation / non-profit corporation / a political subdivision of the State of Arizona (hereinafter referred to as "AFFILIATE"). DISTRICT and AFFILIATE may each be referred to individually as a "Party" and collectively as the "Parties."

RECITALS

WHEREAS, DISTRICT is a special taxing subdivision of the State of Arizona established in 1987 for the purpose of providing library services to participating town and city libraries and unincorporated areas of Yavapai County, pursuant to A.R.S. §§ 48-3901 *et seq.*; and,

WHEREAS, DISTRICT is authorized to exercise the powers granted generally to municipal corporations by the constitution and laws of the State of Arizona, pursuant to A.R.S. § 48-3902; and,

WHEREAS, DISTRICT is a county free library district established and maintained pursuant to A.R.S. § 11-901; and,

WHEREAS, AFFILIATE has requested affiliate status with the DISTRICT and pursuant to the powers granted to DISTRICT in accordance with A.R.S. §48-3902, and/or AFFILIATE previously applied for and received affiliate status with the DISTRICT pursuant to A.R.S. §11-903, and is therefore eligible to receive support from DISTRICT; and DISTRICT desires to provide library support services and enter into Agreement with AFFILIATE to provide those library support services as set forth herein, as those service are of value to the residents of Yavapai County; and

WHEREAS, DISTRICT acknowledges that the services to be performed by the AFFILIATE have a value to the residents of Yavapai County and that if AFFILIATE did not perform library services for its community, then DISTRICT may have to bear the costs of providing library services to residents benefitting from the AFFILIATE.

WHEREAS, the Parties have determined that it is in their mutual interest to enter into an agreement whereby DISTRICT shall provide support and other library services (collectively referred to as “library support services”) to AFFILIATE, subject to the terms and conditions set forth herein.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual promises and conditions set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to become legally bound, agree as follows:

1. **Term of Agreement.** The initial term of this Agreement shall commence on July 1, 2025, and shall continue through June 30, 2026.

2. **Termination.**

2.1. **Termination for Convenience/Without Cause.** Either Party may terminate or cancel this Agreement at any time for any reason, with or without just cause, with ninety (90) days written notice to the other Party specifying the termination date.

2.2. **Termination for Breach.** In the event of a breach of any term or condition of this Agreement by any Party, the Party claiming a breach shall provide written notice to the Party for which a breach is alleged, with said notice setting forth the factual basis for the determination that a breach has occurred. If the alleged breach is not remedied within fifteen (15) days of receipt of the notice by the Party for which a breach is alleged, this Agreement may terminate, at the option of the Party alleging a breach.

2.3. **Residual Obligations.** Unless otherwise expressly agreed by the Parties, all obligations of the Parties, including payment of charges and fees, for the fiscal year during which termination is effective shall remain in full force and effect and binding on the respective Parties. AFFILIATE agrees to forfeit any right, title, or interest in tangible or intangible monies, materials, equipment, or property contributed or allocated to the DISTRICT if AFFILIATE terminates this Agreement or is no longer a participant in the Yavapai Library Network (YLN).

2.4. **Cancellation for Conflict of Interest.** This Agreement is subject to cancellation pursuant to A.R.S. §38-511, the pertinent provisions of which are incorporated herein by reference.

3. **Duties and Obligations for Library Support Services.**

3.1. AFFILIATE shall provide equal access to use all of AFFILIATE's facilities and services, including core services such as borrowing privileges and computer use, if available, free of charge, to all the residents of Yavapai County.

3.2. DISTRICT and AFFILIATE shall cooperate in planning and implementing resource sharing activities acceptable to DISTRICT and AFFILIATE. Shared resources shall be free to Yavapai County residents, except if there are inter-library loans or materials sent to/from a library that is not a participant in the YLN. If the borrowing/lending library is not a participant of the YLN, then postage recovery costs for library materials may be passed on to the user, up to a maximum total cost of \$6.00 per item or transaction.

3.3. AFFILIATE may be eligible for a distribution of funds from DISTRICT according to the formula as set forth in "AFFILIATE CONTRIBUTION FORMULA" attached hereto as Exhibit C.

3.4. The Parties recognize and acknowledge that DISTRICT is a governmental entity, and that, if applicable, AFFILIATE is a governmental entity. The Parties recognize that the

availability or unavailability of public funding, or changes in the allocation of said public funding, may cause one or both Parties to this Agreement to encounter difficulty fulfilling the anticipated duties and obligations of the Parties set forth under this Agreement. In the event public funds are not appropriated for the performance of either Party's obligations under this Agreement, then the Party who is subject to the reduced or non-appropriated funding shall notify the other Party in writing of any such non-allocation of funds or reduction in funding allocation at the earliest possible date. In such an instance, the Parties agree to discuss in good faith the possibility of temporary reduction in scope of this Agreement. If no mutually agreeable resolution of the matter of temporary reduction in scope can be reached by the Parties, the Parties shall terminate this Agreement pursuant to Section 2.1 herein (either Party may initiate said Termination), with residual obligations handled pursuant to Section 2.3 herein. If the Parties are able to reach mutually agreeable resolution of the matter of temporary reduction in scope, then the specific terms of the reduction in scope, other relevant and related terms, and the time period of reduction in scope must be set forth as an Addendum to this Agreement, in writing and signed by both Parties, in order to be valid.

- 3.5. AFFILIATE agrees and acknowledges that DISTRICT, in its sole discretion, may or may not allocate funds for a contribution, and although there may be distribution or disbursement / contribution of funds from DISTRICT TO AFFILIATE that may occur during the term of this agreement, there is no obligation for DISTRICT to distribute or disburse / contribute any funds to AFFILIATE at any time.
- 3.6. AFFILIATE shall complete the Yavapai County Free Library District Affiliate Contribution Request Form which is attached as Exhibit B before **May 16th, 2025**. AFFILIATE will only be eligible to receive funds if the YCFLD Affiliate Request form is completed and received by **May 16th, 2025**. AFFILIATE may be asked to present their proposal to the Board of Directors of the Library District at a public meeting. DISTRICT reserves the right to request and require additional information or explanation and/or clarification of information contained in the Affiliate Contribution Request Form and the AFFILIATE'S responses thereto, and AFFILIATE agrees to cooperate and provide such information, explanation, and/or clarification as requested by DISTRICT.
- 3.7. AFFILIATE agrees and acknowledges that the combined contribution for funds for the Fiscal Year (FY) covered by this agreement, before the Contribution Formula is applied, is **\$1,320,000**, as evidenced on Exhibit C.
- 3.8. Exhibit C also lists the eligible contribution amounts for each affiliate should the Affiliate Contribution Request Form (Exhibit B) be properly submitted and accepted.
- 3.9. AFFILIATE may receive an annual contribution so long as AFFILIATE is a participant of the YLN.
- 3.10. If AFFILIATE receives funds from DISTRICT, then AFFILIATE shall solely use funds received from DISTRICT to directly support library operations, and AFFILIATE shall

provide a certification on or before **July 31, 2026** that AFFILIATE has solely used funds from DISTRICT to directly support the library. The Certification Form is Exhibit A of this agreement.

- 3.11. AFFILIATE agrees and acknowledges that all unused funds AFFILIATE receives from DISTRICT in a fiscal year shall be forfeited to DISTRICT.
- 3.12. AFFILIATE agrees and acknowledges that contributions and funds that are declared for a specific purpose shall be used for their declared purpose. Any declared purpose(s) will be stated in an award letter sent by the DISTRICT after this agreement has been approved.
- 3.13. AFFILIATE agrees and acknowledges that contributions and funds that are not used for their declared purpose are forfeited and shall be the property of DISTRICT. AFFILIATE shall be responsible to return, refund, and/or reimburse to DISTRICT any and all funds that are not used for their declared purpose.
- 3.14. All library materials purchased with DISTRICT funds for AFFILIATE are the property of the AFFILIATE.
- 3.15. AFFILIATE will provide recognition for the DISTRICT in all publicity collateral, including but limited to, websites, brochures, posters, etc. and such recognition will be "This service is funded and made available by the Yavapai County Free Library District" for services and materials provided by DISTRICT or utilizing DISTRICT funding except for books, DVDs, video games or other such physical materials made available for circulation.
- 3.16. AFFILIATE may wish to utilize technology support services from DISTRICT in accordance with the detailed description of "TECHNOLOGY SUPPORT SERVICES" attached hereto as Exhibit D. AFFILIATE shall check the appropriate box immediately below this paragraph to indicate whether AFFILIATE elects to utilize these services:

3.16.1. ☒ AFFILIATE WILL utilize technology support services as outlined in Exhibit D.

3.16.2. ☐ AFFILIATE will NOT utilize technology support services as stated in Exhibit D.

4. **Insurance.** The Parties shall maintain appropriate insurance. Certificates of Insurance shall be provided to a Party upon request.
5. **Mutual Indemnification.** To the maximum extent permitted by law, each Party (as "Indemnitor") agrees to indemnify, defend and hold harmless the other Party, its officers, officials, agents, employees, or volunteers (as "Indemnitee") from and against any and all claims, losses, liability, costs or expenses to which any Indemnitee may become subject under any theory of liability whatsoever, including reasonable attorney's fees, court costs and the costs of appellate proceedings arising out of actions taken in performance of this Agreement (hereinafter collectively referred to as "Claims") to the extent that such Claims are caused by the acts, omissions, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. This indemnity includes any claim

or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such Indemnitor to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree.

6. **Notices.** All notices required or permitted to be given under the terms of this Agreement shall be in writing, and shall be effective upon hand delivery, deposit with a reputable overnight courier such as FedEx for overnight delivery or three (3) business days after deposit with the U.S. Mail via certified or registered mail, postage prepaid, return receipt requested as follows:

DISTRICT:

Yavapai County Free Library District
Attn: Corey Christians, Director
1971 Commerce Center Circle, Suite D
Prescott, AZ 86301

AFFILIATE:

Jerome Public Library
Drawer I
Jerome AZ 86331

The Parties shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other Party.

7. **Relationship of Parties.** Nothing contained in this Agreement shall be deemed or construed as creating a joint venture, partnership, agency, employment or fiduciary relationship between the Parties. The Parties' employees shall not be considered employees of the other Party, and neither Party's personnel will, by virtue of this Agreement, be entitled or eligible, by reason of this Agreement, to participate in any benefits or privileges given or extended by the other Party to its employees. Neither Party shall be liable for any debts, accounts, obligations or other liabilities whatsoever of the other, including (without limitation) the other Party's obligation to withhold Social Security and income taxes for itself or any of its employees.
8. **Third Parties.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against DISTRICT or AFFILIATE. This Agreement is not intended to benefit any third party.
9. **Assignment.** AFFILIATE is prohibited from assigning, transferring, conveying, or otherwise disposing of its obligations under this Agreement, in whole or in part, or its power to execute such agreement to any other person, company, or corporation without the prior written consent of DISTRICT, which may be withheld at the sole discretion of DISTRICT. Any purported assignment of rights or delegation of performance in violation of this section is void.
10. **Compliance with Law.** The Parties shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities in performing this Agreement, including environmental laws.
11. **Fingerprint and E-Verify.** If required, and only to the extent required, the Parties shall comply with the fingerprinting provisions in A.R.S. § 15-512(H) and the E-verify provisions in A.R.S. § 41-4401.
12. **Non-discrimination.** The Parties shall comply with Arizona State Executive Order 2009-09, and 2023-01, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or

political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing the contract or subcontract.

- 13. Americans With Disabilities Act.** The Parties shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. §§ 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.
- 14. Legal Arizona Workers Act Compliance.** The Parties hereby warrant that they will at all times during the term of this Agreement comply with all federal immigration laws applicable to their employment of their employees and with the requirements of A.R.S. §§ 23-214 and 41-4401 (together the "State and Federal Immigration Laws"). A breach of the foregoing warranty shall be deemed a material breach, and the Parties shall have the right to terminate this Agreement for such a breach, in addition to any other applicable remedies. The Parties retain the legal right to inspect the papers of each contractor or subcontractor employee who performs work pursuant to this Agreement to verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.
- 15. Workers' Compensation.** For purposes of workers' compensation, an employee working under the jurisdiction or control of, or who works within the jurisdictional boundaries of another Party pursuant to this Agreement, will be provided workers' compensation coverage solely by their primary employer. The Parties herein shall comply with the provisions of A.R.S. § 23-1022(E) by posting the public notice required.
- 16. Written Certification Pursuant to A.R.S. § 35-393.01.** If either Party engages in for-profit activity and has 10 or more employees, and if this Agreement has a value of \$100,000 or more, each Party certifies to the other that it is not currently engaged in, and agrees for the duration of this Agreement to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.
- 17. Written Certification Pursuant to A.R.S. §35-394.** The Parties certify to each other that they do not currently, and agree for the duration of the agreement will not, use: 1) the forced labor of ethnic Uyghurs in the People's Republic of China; 2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and 3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If either Party becomes aware during the term of the agreement that the other Party is not in compliance with the written certification, that Party shall notify the non-compliant Party within five business days after becoming aware of the noncompliance. If the non-compliant Party does not provide the notifying Party with a written certification that the non-compliant Party has remedied the noncompliance within 180 days after said notification of noncompliance, this Agreement terminates,

except that if the Agreement termination date occurs before the end of the remedy period, the Agreement terminates on the Agreement termination date.

18. **Alternative Dispute Resolution.** In the event of any dispute under this Agreement, the Parties will immediately attempt to resolve the dispute prior to taking formal action. Pursuant to A.R.S. § 12-1518, disputes under this Agreement shall be resolved through the use of arbitration when the case or lawsuit is subject to mandatory arbitration pursuant to rules adopted under A.R.S. § 12-133.
19. **Waiver of Jury Trial/Waiver of Attorneys' Fees.** The Parties hereby waive their respective rights to trial by jury in any action or proceeding arising out of this Agreement. The Parties hereto expressly covenant and agree that in the event of litigation arising from this Agreement, neither Party shall be entitled to an award of attorneys' fees, either pursuant to this Agreement, pursuant to A.R.S. § 12-341.01(A) and (B), or pursuant to any other state or federal statute, court rule, or common law.
20. **Governing Law.** This Agreement shall in all respects be interpreted and construed in accordance with and governed by the laws of the State of Arizona. The Parties agree to bring any legal proceedings arising under this Agreement in a state or federal court of competent jurisdiction within Yavapai County, Arizona. Any changes in governing laws, rules, and regulations that do not materially affect this Agreement will apply during the term of this Agreement and will not require an amendment.
21. **Material Change in Law or Regulation.** In the event of adoption of legislation, regulations, or instructions or the initiation of an enforcement action by a governmental agency, any of which materially affects the legality of this Agreement or the relationship among the Parties hereto, either Party may propose amendments to this Agreement to bring this Agreement into conformity with such laws. If the Parties are unable to reach agreement on the renegotiation of this Agreement within thirty (30) days of the initiation of negotiations, then either Party may terminate this Agreement upon written notice to the other Party.
22. **Implied Contract Terms.** Each provision of law and any terms required by law to be in this Agreement are a part of this Agreement as if fully stated herein.
23. **Severability/Unenforceable Provisions.** In the event that any of the provisions of this Agreement are held to be unenforceable or invalid, the validity and enforceability of the remaining provisions shall not be affected and effect shall be given to the intent manifested by the provisions held enforceable and valid. If any of the provisions of this Agreement are inapplicable to a person or circumstance, the same provisions shall remain applicable to all other persons and circumstances.
24. **Waiver.** A Party's failure or neglect to enforce any term, covenant, condition, right, or duty in this Agreement does not constitute a waiver of any term, covenant condition, right, or duty, nor is it deemed to be a waiver of that Party's rights or remedies under this Agreement. A waiver or extension is only effective if it is in writing and signed by the Party granting it. No single or partial exercise of any right or remedy will preclude any other or further exercise of any right or remedy. One or more waivers by a Party of any term, covenant, condition, right, or duty in this Agreement shall not be construed as a waiver of a subsequent default or breach of the same covenant, term, condition, right, or duty.
25. **Headings and Construction of Agreement.** In construing this Agreement, all headings and titles are for the convenience of the Parties and for organizational purposes only and shall not be considered in

interpreting the meaning of any provision in this Agreement or considered a part of this Agreement. Whenever required by the context, each number shall include the plural, each gender shall include all genders, and unless the context otherwise requires, the word "person" shall include corporation, firm or association. This Agreement shall not be construed as if prepared by one of the Parties, but rather according to its fair meaning as a whole, as if both Parties had prepared it.

26. Parol Evidence. This Agreement is intended by the Parties as a final and complete expression of their agreement. No course of prior dealings between the Parties and no usage of the trade shall supplement or explain any terms used in this Agreement.

27. Incorporated Documents and Order of Precedence. All Exhibits identified herein, are incorporated in this Agreement by reference. In the event of conflicts or discrepancies among this Agreement and any amendments or exhibits thereto, or with the terms of the Yavapai Library Network Membership Agreement, interpretations will be based on the following priorities in the following order:

27.1. Amendments and/or modifications to this Agreement;

27.2. This Agreement; and

27.3. All Exhibits identified herein and incorporated by reference; and

27.4. The Yavapai Library Network (YLN) Membership Agreement.

28. Entire Agreement. This Agreement contains the entire, integrated agreement of the Parties and there are no oral agreements, understandings, or representations relied upon by the Parties. This Agreement supersedes and merges all prior negotiations, representations, or agreements, whether written or oral. Any modifications or amendments to this Agreement must be in writing and signed by all Parties.

29. Execution in Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signature(s) thereon, provided such signature page is attached to any other counterpart identical thereto. Each of the Parties may sign any number of copies of this Agreement. Each signed copy shall be deemed to be an original, but all of them together shall represent one and the same agreement.

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30. Legal Agreement. This Agreement is an important, binding legal document, and each Party warrants it has had an opportunity to consult with an attorney about the terms set forth herein. By signing this Agreement, each person signing this Agreement represents and warrants that he or she is duly authorized and has the legal capacity to execute this Agreement and understands the meaning of all terms contained herein and agrees to their application and enforceability.

APPROVALS

Each person signing this Agreement represents and warrants that he or she is duly authorized and has the legal capacity to execute this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this "Affiliate Library Agreement between the Yavapai County Free Library District and Town of Jerome" to be executed by their duly authorized officials in their official capacities with legal authority to do so, and have affixed their signatures to this Agreement on the date(s) written below.

DISTRICT: Yavapai County Free Library District

Mary Mallory, Chair of the Yavapai County
Free Library District Board of Directors

Date: _____

ATTEST:

Jayme Rush, Clerk of the Yavapai County
Free Library District Board of Directors

Date: _____

AFFILIATE: Jerome Public Library

Signature

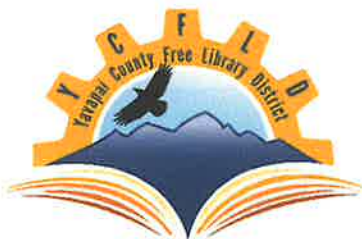
Date: _____

Printed Name and Title

Affiliate
V

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EXHIBIT A: ANNUAL REPORT AND CERTIFICATION OF EXPENDITURES



Yavapai County Free Library District

FISCAL YEAR 2025-26 CONTRIBUTIONS

ANNUAL REPORT AND CERTIFICATION OF EXPENDITURES

DUE: JULY 31, 2026

1. Provide a narrative report explaining how these funds were used.
2. Attach a general ledger accounting showing where the funds were applied and expended.
3. Return the completed report to YCFLD by the above due date.

The following narrative and general ledger reports, required in the Agreement for Library Support Services Section 3.9, are submitted to support that the funds were expended accordingly.

I hereby certify that the Fiscal Year 2024-25 Contribution funds have been completely expended or the unused portion is being returned. The attached reports are a true and accurate statement of all related expenditures.

Name of Library

Signature

Title

Date

EXHIBIT B: AFFILIATE CONTRIBUTION REQUEST FORM

ORGANIZATION INFORMATION

[illegible]

*If the AFFILIATE's Library has no Board of Directors or Trustees, or if that Board of Directors or Trustees are not duly authorized to make decisions for and/or make management directives for the AFFILIATE's Library, then please list the name(s) and contact information for the duly authorized officers of AFFILIATE's organization who are responsible for management and decision-making relating to AFFILIATE's Library.

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CONTRIBUTION ALLOCATION INFORMATION

Amount Allocated by Library District:	

OVERVIEW OF BUDGET INFORMATION

Date when upcoming budget cycle preparation begins:	11/1
Date when upcoming budget cycle preparation ends:	5/31
Date of final upcoming budget adoption:	Mid-June
Total annual organization budget for upcoming fiscal year:	3,048,000
Total annual organization budget for current fiscal year:	3,045,000
Total annual organization budget for previous fiscal year:	2,976,500

ORGANIZATION'S STAFF COMPOSITION

Full-time FTE	Part-time FTE	Number of Part-Time Staff	Volunteers	Degreed Librarians
1	.5	3	3	N/A

CERTIFICATION

The undersigned Board Chair, Library Director, or duly authorized official, does hereby certify that the information set forth in this contribution request is true and correct.

Print Name:	Kathleen Jarvis
Title:	Library Director
Signature:	Kathleen Jarvis
Date:	5-4-25

Please provide the information for your organization on separate paper(s).

- Affiliate Library Agreement between the Yavapai County Free Library District and
Version 20250511

EXHIBIT C: AFFILIATE CONTRIBUTION FORMULA

An AFFILIATE of DISTRICT is eligible to receive an annual contribution, if allocated, so long as AFFILIATE is an AFFILIATE of the YLN. The basis for determining an AFFILIATE's portion of the total allocated funds shall be based on the following factors:

1. Ten percent (10%) of the total funds available will be a base amount and apportioned to each AFFILIATE based on the ratio of the total number of Affiliate Libraries.
2. Five percent (5%) of the total funds available will be based on the population of the incorporated municipality, and service area for AFFILIATE's branches in unincorporated areas, that governs the AFFILIATE divided by the combined population of the incorporated Municipalities. Official census data shall be used to determine the population for each incorporated area.
3. Fifty percent (50%) is based on total net assessed value (NAV) of the property of the incorporated municipality that is responsible for AFFILIATE divided by the total NAV of the incorporated municipalities. If an AFFILIATE has a library in unincorporated area, then DISTRICT, at DISTRICT's sole discretion, shall use the NAV that DISTRICT determines most closely matches the AFFILIATE's service area. NAV data shall be provided from publicly available data released from the assessor's office for the last full calendar year.
4. Twenty percent (20%) is based on total amount of the circulation, including first-time checkouts and renewals of physical and electronic items, and the number of items lent to AFFILIATE divided by the total number of the same for all Affiliate Libraries.
5. Ten percent (10%) of contribution is based on total number of active users of the AFFILIATE divided by the total number of the same for all Affiliate Libraries.
6. Five percent (5%) of contribution is based on total number of items held by the AFFILIATE divided by the total number of the same for all Affiliate Libraries.

Affiliate allocation amounts

Library District Affiliate	FY25-26 Contribution	
Contribution Amounts	\$1.32m Base Amount	
Library Name	Contribution	Percent
Camp Verde Community Library	\$ 70,235.94	5.32%
Chino Valley Public Library	\$ 85,280.79	6.46%
Clarkdale Public Library***	\$ 33,852.61	2.56%
Cottonwood Public Library	\$ 120,151.52	9.10%
Dewey-Humboldt Public Library***	\$ 31,275.03	2.37%
Jerome Public Library	\$ 19,955.61	1.51%
Prescott Public Library	\$ 463,954.61	35.15%
Prescott Valley Public Library	\$ 291,461.65	22.08%
Sedona Public Library**	\$ 203,832.23	15.44%
Total	\$ 1,320,000.00	100.00%

EXHIBIT D: TECHNOLOGY SUPPORT SERVICES

The following services are provided in response to the need for the provision of technology support services to AFFILIATE. The provided services are limited to issues and maintenance for computing and networking equipment owned and operated by AFFILIATE with DISTRICT acting as support for AFFILIATE's equipment and procurement of such equipment in accordance with AFFILIATE's needs.

1. Technology Support Services. The following services are provided by DISTRICT in response to the basic maintenance and support needs of AFFILIATE:

a. Maintenance and Monitoring. DISTRICT shall be responsible for monitoring and managing AFFILIATE's servers as follows:

- i. Backup – includes maintaining and monitoring backups based upon the procedures and schedule already in place by DISTRICT.
- ii. Hardware errors – specifically servers procured with the assistance of DISTRICT shall include monitoring and remote support.
- iii. Event log filtering – includes monitoring vendor application issues that might arise and working with the vendor to the best of DISTRICT's ability.
- iv. Antivirus – includes routine monitoring of AFFILIATE's servers for possible infections.
- v. Routine maintenance of the servers shall include file system space monitoring, file system defragmentation and the application of critical updates.
- vi. DISTRICT shall be responsible for monitoring and managing AFFILIATE's workstations.
- vii. Antivirus – includes routine monitoring of AFFILIATE's workstations for possible infections.
- viii. Software updates – Includes providing updates for software installed by DISTRICT. Only software deemed necessary by DISTRICT can be installed on the workstations.

b. Ordering and setup of new equipment as follows:

- i. AFFILIATE shall obtain written verification from DISTRICT that any hardware or software purchased by AFFILIATE is compatible with DISTRICT hardware and software prior to acquisition.

- ii. Operating System installation as needed – this includes installing any and all licensed software DISTRICT deems necessary for the provision of services to library users and staff.
- iii. Securing the device with antivirus software.
- iv. Working with software vendors on implementation of new products.

- 1. DISTRICT shall not be held responsible for defects in any vendor's software.
- 2. If desired by AFFILIATE, DISTRICT shall provide a project plan with expected milestones based upon the availability of DISTRICT resources.
- 3. DISTRICT shall not be held responsible for delays created by AFFILIATE's hardware and software vendors.

v. Work with AFFILIATE staff on migrating to any new equipment.

vi. Provide status reports as requested.

c. Provide Disaster/Recovery services as needed on servers as follows:

- i. Restoring files that were deleted.
- ii. Restoring the server to the last full backup.
- iii. Reloading software and recovering all data available.
- iv. DISTRICT is not responsible for data lost due to the failures of AFFILIATE's backup media.

d. AFFILIATE shall be responsible for all costs, including, but not limited to, the following:

- i. All hardware costs.
- ii. All antivirus software costs.
- iii. Purchasing any and all software licenses.
- iv. All warranty costs that exceed a manufacturers' warranty.

e. Domain Name Service as follows:

- i. DISTRICT shall allow AFFILIATE to use a subdomain name of yavapailibrary.org.

- ii. AFFILIATE may use its own domain name hosted on the DNS server of AFFILIATE's choice.

f. Web Site Hosting and Support as follows:

- i. If desired by AFFILIATE, DISTRICT shall maintain the web site and act as a hosting site for AFFILIATE, including basic design services based on web pages already in production that were developed by DISTRICT.
- ii. Future changes to the website shall happen at the discretion of DISTRICT.
- iii. Changes to the website shall be coordinated with DISTRICT and AFFILIATE designee.
- iv. AFFILIATE designee has all necessary authority to request changes to the website.
- v. AFFILIATE website shall not exceed 2 GB of disk storage.
- vi. DISTRICT shall resolve any support issues related to AFFILIATE's website.

g. Network maintenance and monitoring as follows:

- i. DISTRICT shall maintain and monitor any and all network equipment that is installed by DISTRICT, including firewalls, routers, modems, or switches that are used to connect AFFILIATE to the Internet and DISTRICT network.
- ii. DISTRICT shall maintain and monitor any and all filtering and authentication equipment attached to AFFILIATE's network that is installed by DISTRICT.

2. Requests for Services NOT Covered Under This Agreement. This Agreement does not cover the following requests:

- a. Assistance with application usage when unsupported or nonstandard hardware or software is involved—Use of unsupported or nonstandard hardware or software often results in unexpected behavior of otherwise reliable systems.

- b. Hardware procurement – DISTRICT is not responsible for procuring workstations, peripherals, and other technology-related hardware. If possible, DISTRICT may assist AFFILIATE with procurement depending on the procurement policies of Yavapai County. The cost of all hardware is the responsibility of AFFILIATE.
- 3. Service Request Process. AFFILIATE shall create a help desk ticket through help@yln.info or AFFILIATE may call DISTRICT help desk to communicate its needs with DISTRICT. AFFILIATE shall include a description of the request and specify its impact on business. DISTRICT shall assess the situation and respond within two (2) hours during normal business hours of 8:00 AM to 5:00 PM Monday through Friday, excluding Yavapai County holidays. DISTRICT shall do its best to respond to each situation in a timely fashion; however, it is not possible to guarantee a resolution to any individual problem in a given time period.
- 4. Cost of Services as follows:
 - a. The level of service shall be decided on an annual basis. AFFILIATE must decide what tier of service it would like DISTRICT to provide. If AFFILIATE does not adjust the tier of service in writing prior to March 1, then the tier from the previous year shall be used.
 - b. DISTRICT offers four tiers of service and support hours as follows:
 - i. Tier One (12 hrs.) (remote support only): \$600.
 - ii. Tier Two (25 hrs.): \$1,250.
 - iii. Tier Three (50 hrs.): \$2,500.
 - iv. Tier Four (100 hrs.): \$5,000.
 - c. Unused hours shall roll over to the next year.
 - d. Travel time shall count as support hours.
 - e. If desired, AFFILIATE may choose to upgrade to the next tier within a fiscal year after all support hours have been used under the current tier.
 - f. Additional hours may be purchased for \$75 per hour.

5. Billing of Services

- a. Billing for services shall be invoiced on July 30. Quarterly statements may be sent with remaining balances.
- b. There shall be no funding available for services not provided herein.

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