



# TOWN OF JEROME

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

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## AGENDA

### SPECIAL COUNCIL MEETING - CAPITAL BUDGET ITEM WORK SESSION OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA

**MONDAY, DECEMBER 11, 2023, AT 6:15 PM**

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*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.*

- 1. CALL TO ORDER/ROLL CALL**  
Mayor/Chairperson to call meeting to order  
Town Clerk to call and record the roll.
- 2. NEW BUSINESS**  
Discussion/Possible Action

**A. Discussion, Consideration and Possible Staff Direction Regarding the Council  
Prioritization of Capital Improvements for Potential Inclusion in Fiscal Year 2025  
Budget**

Council will engage in a work session type discussion and may prioritize capital projects for budget purposes and provide staff direction regarding the same.

- 3. 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**

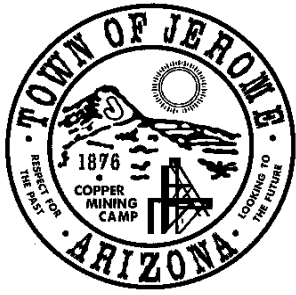
*The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on \_\_\_\_\_ in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk: (1) 970 Gulch Road, side of Gulch Fire Station, exterior posting case; (2) 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. Discussion, Consideration and Possible Staff Direction Regarding the Council  
Prioritization of Capital Improvements for Potential Inclusion in Fiscal Year 2025 Budget**

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Incorporated 1899

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Item A.

## STAFF SUMMARY REPORT

**FROM:** Brett Klein, Town Manager/Clerk

**ITEM:** **Item: Discussion and Consideration / Prioritization of Capital Improvement Projects**

**MEETING DATE:** December 11, 2023

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### **Summary:**

This is the first discussion and work session for the FY 2025 budget preparation season. This entails the high value capital projects which have a significant impact on the Town's Budget. Staff would like Council input and direction, and in particular assignment of capital projects that should be included in the operational budget, vs. those that are more appropriate in the contingency budget. In addition, this can serve as a springboard to the next day's CDBG Public Hearing.

### **Fiscal Impact:**

None at this point.

### **Recommendation:**

Review and Complete the Capital Project / Item prioritization exercises.



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# TOWN OF JEROME, ARIZONA

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Item A.

**December 5, 2023**

**TO:** Jerome Town Council  
Mayor Christina “Alex” Barber

**FROM:** Brett Klein, Town Manager / Clerk

**REFERENCE:** **Capital Projects**

Last year, on Monday, November 21, 2022, a Council goal setting session was held. Council discussed all projects and collectively prioritized the projects with some individual variations.

The following projects were deemed to be the highest priorities. Following each project is a status to-date. In the next section are additions for the Council’s consideration this year.

- GIS / GPS software and equipment (based on the relatively low cost, it was determined to purchase this item during the current fiscal year utilizing budgeted funds) – **PURCHASING THIS YEAR**
- Commercial parking inventory to include calculations (potential university project or contract it out) – **WILL BE COMPLETE THIS YEAR**
- Historic repair of the Town Hall chimney **NO ACTION**
- Renovate Hotel Jerome **NO ACTION** – **SEARCHING FOR GRANTS / LAND SALE**
- Town Hall lighting and parking improvements (staff will obtain quote and complete as much as possible within confines of FY’23 budget, and include remainder in FY’24 budget – **STARTED AND WILL BE COMPLETED THIS YEAR**
- Space and technology – cooperation with NAH to provide some form of basic level healthcare in Jerome – **BEGAN DISCUSSIONS RECENTLY WITH NEW CEO**
- New Town Shuttle (Funds are budgeted and we are on the list utilizing the State contract but they are on back order) – **COMPLETED AND PURCHASED**
- Bathrooms on First Avenue (Elite Concrete mid-January) – **COMPLETED AND AWAITING FINAL PHASES**
- Cleopatra Hill #2 Water Tank Repair (Scheduled with PRPC for April, 2023) - **COMPLETED**
- Verde Central Syphon Line (Pending a meeting with F-M) – **RECEIVED A QUOTE AND WORKING ON THIS YEAR**
- Feasibility Study on a 3<sup>rd</sup> Water Tank (Working on a grant on site analysis / feasibility study) – **APPLIED FOR GRANTS AND SHOULD KNOW MORE SOON**
- Roadway improvements to East and Holley – **NO ACTION**
- Records management and storage – **ADD TO FY 2025 BUDGET**

- WWTP Upgrade – **ONGING – 30% DESIGN COMPLETION**

The following projects were identified as high priorities or mandates, but can either be purchased utilizing operational funds, or will have to be budgeted for:

- P25 Compliant Radios (narrow and wideband compatibility) – **NO ACTION YET**
- Work with Chamber on Town-wide signage – **NO ACTION YET**
- Retain the services of a Financial Advisor - **COMPLETED**
- Drainage improvements to sliding jail area – **WORKING ON IT CURRENTLY**
- Cantilevered sidewalk – **COMPLETED AND MORE WORK TO COME**

Following is a list of newly identified projects by staff for Council consideration and prioritization:

**Municipal Court:**

Conference Room Space - Minor construction upstairs

**Library:**

Windows – they're needed throughout Town Hall but library should be priority (freezing)

**General Government:**

Caselle upgrade, and / or replace it as we are less than pleased and facing a big increase  
File room space perhaps in tandem with court attorney space

**Police:**

New Vehicle

Livescan (in conjunction with and paid for by court)

**Planning / Zoning:**

Hotel Jerome design and phasing

Large format scanner

Zoning Code consultant for complete re-write

**Public Works:**

Valves above Town Hall and School Street

Water Lines continued piggy back with CDBG funds (Dundee; Holly; Deception)

New Dumpsters

Sanitation Truck

Retaining Walls

Asphalt overlaid – first section of County