



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
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AGENDA

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

TUESDAY, JANUARY 14, 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 December, 2024

Council will consider and may approve the financial reports for month ending December, 2024.

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 December 10, 2024, Regular Council Meeting Minutes

Council will consider and may approve the December 10th Regular 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 Resolution No. 676; A Resolution of the Town Council of the Town of Jerome, Arizona, Declaring A Housing Emergency for the Town of Jerome, Prioritizing Affordable Housing Within Town Operations to Create Safe, Decent, and Affordable Housing Opportunities for All Community Members, and Urging the State Legislature of the State of Arizona to Address the Impacts of Short-Term Rentals on the Supply of Housing for Arizona Residents

Council will consider and may approve Resolution No. 676.

8. UNFINISHED BUSINESS

Discussion/Possible Action

A. Consider Removing From the Table and a Review of the Jerome Historical Society's Response and Possible Staff Direction Regarding a Potential Property Exchange with the Jerome Historical Society

Council will take the item from the table and consider the response from the Jerome Historical Society regarding a potential property exchange and may provide staff direction.

B. Consider Removing from the Table and Consideration of a Tour Company Business License Application for US Ghost Adventures LLC

Council will take the item from the table and then consider and may approve the Tour Company Business License.

9. NEW BUSINESS

Discussion/Possible Action

A. Consider Proposal and Agreement from Southwestern Environmental Consultants (SEC) for Engineering Drainage Mitigation Plans for Gulch Road

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

B. Consider Approval of the Purchase of a New Flatbed for Public Works from the Previously Received Wildland Fire Truck, in the Amount of, \$5,090.10 From Imperial Trailer Sales and Livestock Supply

Council will consider and may approve the purchase.

C. Discussion and Possible Staff Direction Regarding Playground Material Suitability in the Jerome Park(s)

Council will hold a discussion and may provide staff direction regarding material utilized around the playground equipment.

D. Consideration of the Request from Judy Jaaskelainen, Co-owner of the Jerome Artists Cooperative Gallery, for Two (2) Parking Passes to be Issued to Members / Co-owners

Council will consider and may approve the request as made, deny the request, or approve the request with modifications.

E. Discussion and Staff Direction for Lease Terms for the Newly Acquired 621 Main Street, Upper, Middle and Lower Units

Council will consider staff recommended lease terms for 621 Main Street.

F. Review of Proposals, Discussion and Staff Direction Regarding the Process for Considering the Proposals Submitted in Response to the Town's Request for Proposals for Legal Services

Council may review the proposals, discuss and provide staff direction on the same.

G. Consideration of a Tour Company Business License Application for BFC Tours, DBA, Captain Ron's Magical Mystical Tour

Council may approve the tour company application.

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 December, 2024

Council will consider and may approve the financial reports for month ending December, 2024.

TOWN OF JEROME
 COMBINED CASH INVESTMENT
 DECEMBER 31, 2024

Item A.

COMBINED CASH ACCOUNTS

99-00-1003	LGIP	1,874.31
99-00-1011	NBA CHECKING	91,208.91
99-00-1013	OAZ CTL BUSINESS SAVINGS	5.00
99-00-1019	ONE AZ CREDIT UNION CHECKING	279,867.87
99-00-1020	OAZ GENERAL SAVINGS	804,840.90
		1,177,796.99
	TOTAL COMBINED CASH	1,177,796.99
99-00-1800	CASH CLEARING - UTILITY MGMT	(297.51)
99-00-1810	CASH CLEARING - BUSINESS LICEN	30.00
99-00-1000	CASH ALLOCATED TO OTHER FUNDS	(1,177,529.48)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,615,959.69
20	ALLOCATION TO UTILITY FUND	759,130.79
30	ALLOCATION TO HURF FUND	(739,880.48)
35	ALLOCATION TO PARKING FUND	156,685.41
40	ALLOCATION TO FIRE DEPT PENSION & RETIREMENT	13,301.40
50	ALLOCATION TO OPERATING GRANTS REVENUE	95,380.17
60	ALLOCATION TO CAPITAL GRANTS FUND	849,307.38
70	ALLOCATION TO GENERAL FUND CONTINGENCIES FND	(362,779.32)
80	ALLOCATION TO UTILITIES CONTINGENCIES FUND	75,480.48
90	ALLOCATION TO CAPITAL FUND	(1,285,056.04)
		1,177,529.48
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,177,529.48
	ALLOCATION FROM COMBINED CASH FUND - 99-00-1000	(1,177,529.48)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF JEROME
 BALANCE SHEET
 DECEMBER 31, 2024

Item A.

GENERAL FUND

ASSETS

10-00-1000	CASH - COMBINED FUND	1,615,959.69	
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	177.08	
10-00-1175	ACCOUNTS RECEIVABLE LEASES	121,041.99	
	TOTAL ASSETS		1,844,058.38

LIABILITIES AND EQUITY

LIABILITIES

10-00-2401	FEDERAL WH & FICA	14,589.48	
10-00-2402	ARIZONA WITHHOLDING	1,803.77	
10-00-2403	UNEMPLOYMENT TAXES	61.63	
10-00-2405	AFLAC	16.26	
10-00-2406	HEALTH INSURANCE	8,389.68	
10-00-2408	457G RETIREMENT	6,468.07	
10-00-2409	PSPRS	3,478.97	
10-00-2410	WAGES PAYABLE	44,461.05	
10-00-2412	HDHP SAVINGS	1,928.10	
10-00-2413	WORKMAN'S COMP PR LIABILITY	1,864.34	
10-00-2600	CUSTOMER DEPOSITS	6,848.98	
10-00-2940	COURT LIABILITIES	5,164.40	
10-00-2950	FD PER CALL PAYABLE	31,110.00	
10-00-2975	DEFERRED INFLOW LEASES	121,041.99	
	TOTAL LIABILITIES		247,226.72

FUND EQUITY

10-00-3002	UNRESTRICTED FUND BALANCE	1,637,785.92	
	REVENUE OVER EXPENDITURES - YTD	(40,954.26)	
	BALANCE - CURRENT DATE	(40,954.26)	
	TOTAL FUND EQUITY		1,596,831.66
	TOTAL LIABILITIES AND EQUITY		1,844,058.38

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
10-30-4001	PROPERTY TAXES	4,299.05	24,127.02	47,500.00	23,372.98	50.8
10-30-4005	CITY SALES TAXES	165,571.68	508,880.25	1,450,000.00	941,119.75	35.1
10-30-4010	STATE SALES TAXES	5,137.54	31,194.63	71,000.00	39,805.37	43.9
10-30-4030	VEHICLE LICENSE TAX	2,923.00	18,988.32	40,000.00	21,011.68	47.5
10-30-4055	FRANCHISE FEES	.00	5,035.11	17,250.00	12,214.89	29.2
	TOTAL TAX REVENUE	177,931.27	588,225.33	1,625,750.00	1,037,524.67	36.2
<u>LICENSES, PERMITS&OTHER FEES</u>						
10-31-4040	BUILDING PERMITS	1,602.50	2,882.49	12,500.00	9,617.51	23.1
10-31-4041	PLANNING & ZONING FEES	.00	225.00	3,500.00	3,275.00	6.4
10-31-4045	BUSINESS LICENSES	230.00	1,730.00	5,500.00	3,770.00	31.5
10-31-4071	FEES-SHORT TERM RENTAL LICENSE	.00	150.00	450.00	300.00	33.3
	TOTAL LICENSES, PERMITS&OTHER FEES	1,832.50	4,987.49	21,950.00	16,962.51	22.7
<u>INTERGOVERNMENTAL REVENUE</u>						
10-32-4015	URBAN REVENUE SHARE	26,590.99	159,545.94	330,000.00	170,454.06	48.4
	TOTAL INTERGOVERNMENTAL REVENUE	26,590.99	159,545.94	330,000.00	170,454.06	48.4
<u>LIBRARY REVENUE</u>						
10-33-4020	YAVAPAI COUNTY FOR LIBRARY	.00	.00	18,172.00	18,172.00	.0
10-33-4070	RENTS-LIBRARY	835.56	5,013.36	10,250.00	5,236.64	48.9
10-33-4200	LIBRARY CONTRIBUTIONS	30.00	30.00	2,500.00	2,470.00	1.2
	TOTAL LIBRARY REVENUE	865.56	5,043.36	30,922.00	25,878.64	16.3
<u>POLICE DEPT REVENUE</u>						
10-34-4061	PD PARKING CITATION REVENUE	3,097.00	22,789.00	37,000.00	14,211.00	61.6
10-34-4062	PD REVENUE FROM PARKING FUND	3,333.33	19,999.98	40,000.00	20,000.02	50.0
10-34-4063	POLICE SMART & SAFE AZ FUND	6,773.39	6,773.39	10,000.00	3,226.61	67.7
10-34-4064	POLICE OFFICER SAFETY EQUIP RE	107.19	862.02	2,000.00	1,137.98	43.1
10-34-4065	POLICE SERVICES	75.00	1,780.00	7,000.00	5,220.00	25.4
	TOTAL POLICE DEPT REVENUE	13,385.91	52,204.39	96,000.00	43,795.61	54.4

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>COURT REVENUE</u>						
10-35-4035	FINES AND FORFEITURES	2,385.58	23,556.75	59,000.00	35,443.25	39.9
10-35-4037	COURT SECURITY FUND REVENUE	500.00	4,015.00	10,000.00	5,985.00	40.2
	TOTAL COURT REVENUE	2,885.58	27,571.75	69,000.00	41,428.25	40.0
<u>RENTAL REVENUE</u>						
10-36-4070	RENTS-TOWN PROPERTIES	6,147.44	40,744.64	87,000.00	46,255.36	46.8
10-36-4080	UTILITY REIMBURSEMENTS	526.01	2,316.82	5,750.00	3,433.18	40.3
	TOTAL RENTAL REVENUE	6,673.45	43,061.46	92,750.00	49,688.54	46.4
<u>FIRE DEPT REVENUE</u>						
10-37-4053	FIRE DEPT SERVICES REV	1,037.34	1,377.34	25,500.00	24,122.66	5.4
10-37-4090	WILDLAND FIRE FEES	28,151.91	73,969.91	65,500.00	(8,469.91)	112.9
10-37-4091	WILDLANDS WAGE REIMBURSEMENT	22,169.64	66,167.67	52,000.00	(14,167.67)	127.3
	TOTAL FIRE DEPT REVENUE	51,358.89	141,514.92	143,000.00	1,485.08	99.0
<u>GENERAL FUND REVENUE</u>						
10-38-4000	FUND BALANCE RESERVES	33,916.67	203,500.02	407,000.00	203,499.98	50.0
10-38-4300	INTEREST	895.19	6,538.91	14,000.00	7,461.09	46.7
10-38-4400	SALE OF ASSETS	.00	.00	12,500.00	12,500.00	.0
10-38-4500	MISCELLANEOUS REVENUES	799.51	5,550.76	4,500.00	(1,050.76)	123.4
10-38-4510	INS DIVIDENDS,CLAIMS,REIMBURSM	.00	.00	10,000.00	10,000.00	.0
	TOTAL GENERAL FUND REVENUE	35,611.37	215,589.69	448,000.00	232,410.31	48.1
<u>ADMINISTRATIVE CHARGES</u>						
10-39-4600	ADMINISTRATIVE CHARGES	15,962.75	95,776.50	191,623.00	95,846.50	50.0
	TOTAL ADMINISTRATIVE CHARGES	15,962.75	95,776.50	191,623.00	95,846.50	50.0
	TOTAL FUND REVENUE	333,098.27	1,333,520.83	3,048,995.00	1,715,474.17	43.7

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVT EXPENSES</u>					
10-41-5001 SALARIES AND WAGES	20,512.29	133,272.12	282,000.00	148,727.88	47.3
10-41-5006 LONGEVITY BONUS	.00	621.00	2,000.00	1,379.00	31.1
10-41-5010 FICA MATCH	1,537.45	10,053.29	21,750.00	11,696.71	46.2
10-41-5011 RETIREMENT MATCH	2,244.71	14,663.46	30,000.00	15,336.54	48.9
10-41-5012 HEALTH/LIFE INSURANCE	5,045.34	32,794.71	64,000.00	31,205.29	51.2
10-41-5013 WORKERS COMPENSATION	71.91	654.24	1,500.00	845.76	43.6
10-41-5014 UNEMPLOYMENT INSURANCE	5.16	5.16	300.00	294.84	1.7
10-41-6101 ACCOUNTING AND AUDITING	.00	.00	20,000.00	20,000.00	.0
10-41-6105 ADVERTISING, PRINTING, & PUBLI	.00	170.00	4,250.00	4,080.00	4.0
10-41-6110 CONTRACT SERVICES	716.00	4,858.00	32,000.00	27,142.00	15.2
10-41-6115 CONVENTIONS AND SEMINARS	16.23	2,740.17	2,500.00	(240.17)	109.6
10-41-6116 TRAINING & EDUCATION	975.31	2,316.56	2,500.00	183.44	92.7
10-41-6125 DUES, SUBS & MEMBERSHIPS	605.41	4,401.58	7,500.00	3,098.42	58.7
10-41-6130 ELECTION EXPENSES	.00	1,016.64	2,250.00	1,233.36	45.2
10-41-6145 FUEL	.00	246.66	650.00	403.34	38.0
10-41-6155 INSURANCE	.00	2,397.12	27,500.00	25,102.88	8.7
10-41-6170 LEGAL EXP - GEN GOV	1,260.00	6,547.50	13,000.00	6,452.50	50.4
10-41-6185 MISCELLANEOUS	179.30	5,838.55	4,000.00	(1,838.55)	146.0
10-41-6186 BANK FEES - GEN ADMIN	153.08	1,007.99	2,000.00	992.01	50.4
10-41-6188 BANK FEES / MERCH SVCS	161.88	866.30	4,500.00	3,633.70	19.3
10-41-6190 OFFICE SUPPLIES	1,279.97	3,319.87	8,500.00	5,180.13	39.1
10-41-6191 COPIER & EQUIP LEASE EXPENSE	822.60	2,610.15	6,000.00	3,389.85	43.5
10-41-6192 SOFTWARE SUPPORT EXP - GG	1,813.18	18,175.51	27,500.00	9,324.49	66.1
10-41-6193 COMPUTER HARDWARE & SERVICE	.00	.00	7,000.00	7,000.00	.0
10-41-6195 OPERATING SUPPLIES - GEN GOV	.00	275.29	1,500.00	1,224.71	18.4
10-41-6200 POSTAGE	595.15	1,772.87	4,000.00	2,227.13	44.3
10-41-6220 REP AND MAINT - VEHICLES	.00	.00	1,750.00	1,750.00	.0
10-41-6245 SHUTTLE EXPENSES	304.17	2,765.85	3,500.00	734.15	79.0
10-41-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
10-41-6265 TELEPHONE	205.08	1,220.53	2,750.00	1,529.47	44.4
10-41-6275 TRAVEL	.00	151.28	1,500.00	1,348.72	10.1
10-41-6285 TOURISM 1% BED TAX	.00	466.67	10,000.00	9,533.33	4.7
10-41-6286 COMMUNITY HEALTH	.00	.00	500.00	500.00	.0
10-41-9500 TRANSFERS OUT	24,833.33	148,999.98	298,000.00	149,000.02	50.0
TOTAL GENERAL GOVT EXPENSES	63,337.55	404,229.05	906,700.00	502,470.95	44.6

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAGISTRATE COURT EXPENSES</u>					
10-42-5001 SALARIES AND WAGES	5,146.36	33,754.28	72,000.00	38,245.72	46.9
10-42-5006 LONGEVITY BONUS	.00	.00	250.00	250.00	.0
10-42-5010 FICA AND MEDICARE	383.54	2,516.15	5,500.00	2,983.85	45.8
10-42-5011 RETIREMENT	617.57	4,050.54	3,800.00	(250.54)	106.6
10-42-5012 HEALTH/LIFE INSURANCE	1,443.50	9,382.75	18,750.00	9,367.25	50.0
10-42-5013 WORKER'S COMPENSATION	11.33	96.18	230.00	133.82	41.8
10-42-5014 UNEMPLOYMENT	1.31	1.31	100.00	98.69	1.3
10-42-6037 COURT SECURITY FUND EXPENSES	112.95	377.80	8,000.00	7,622.20	4.7
10-42-6101 ACCOUNTING AND AUDITING	.00	6,000.00	.00	(6,000.00)	.0
10-42-6110 CONTRACT SERVICES	1,575.00	5,788.76	6,000.00	211.24	96.5
10-42-6116 TRAINING & EDUCATION	.00	.00	750.00	750.00	.0
10-42-6125 DUES AND SUBSCRIPTIONS	262.54	544.49	450.00	(94.49)	121.0
10-42-6185 MISCELLANEOUS	.00	.00	200.00	200.00	.0
10-42-6190 OFFICE SUPPLIES	.00	67.54	300.00	232.46	22.5
10-42-6191 COPIER & EQUIP LEASE EXP	.00	1,838.54	3,750.00	1,911.46	49.0
10-42-6195 OPERATING SUPPLIES - COURT	.00	.00	200.00	200.00	.0
10-42-6265 TELEPHONE	75.66	376.82	850.00	473.18	44.3
10-42-6275 TRAVEL	.00	.00	750.00	750.00	.0
TOTAL MAGISTRATE COURT EXPENSES	9,629.76	64,795.16	121,880.00	57,084.84	53.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT EXPENSES</u>						
10-43-5001	SALARIES AND WAGES	33,279.69	222,341.73	460,000.00	237,658.27	48.3
10-43-5006	LONGEVITY BONUS	.00	951.00	2,200.00	1,249.00	43.2
10-43-5010	FICA AND MEDICARE	2,491.83	16,702.13	36,000.00	19,297.87	46.4
10-43-5011	RETIREMENT	4,216.07	27,300.09	62,000.00	34,699.91	44.0
10-43-5012	HEALTH INSURANCE	5,358.75	37,778.25	70,000.00	32,221.75	54.0
10-43-5013	WORKER'S COMPENSATION	1,485.97	13,471.17	30,000.00	16,528.83	44.9
10-43-5014	UNEMPLOYMENT	7.96	10.00	650.00	640.00	1.5
10-43-6105	ADVERTISING, PRINTING, & PUBLI	.00	.00	300.00	300.00	.0
10-43-6110	CONTRACT SERVICES	300.00	300.00	1,000.00	700.00	30.0
10-43-6116	TRAINING & EDUCATION	.00	.00	4,000.00	4,000.00	.0
10-43-6120	DISPATCH FEES	3,835.32	23,011.92	48,000.00	24,988.08	47.9
10-43-6125	DUES AND SUBSCRIPTIONS	.00	1,160.96	1,500.00	339.04	77.4
10-43-6145	FUEL	769.34	4,922.62	11,250.00	6,327.38	43.8
10-43-6172	PROSECUTOR EXP	2,000.00	12,000.00	24,000.00	12,000.00	50.0
10-43-6185	MISCELLANEOUS	.00	.00	500.00	500.00	.0
10-43-6192	SOFTWARE SERVICE & SUPPORT	560.45	6,473.22	9,250.00	2,776.78	70.0
10-43-6193	COMPUTER HARDWARE & SERVICE	.00	.00	5,000.00	5,000.00	.0
10-43-6195	OPERATING SUPPLIES - POLICE	.00	906.55	2,250.00	1,343.45	40.3
10-43-6200	POSTAGE	.00	26.90	200.00	173.10	13.5
10-43-6220	REP AND MAINT - VEHICLES	296.96	4,250.07	8,000.00	3,749.93	53.1
10-43-6225	REP AND MAINT - EQUIPMENT	.00	292.20	4,000.00	3,707.80	7.3
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	738.38	2,350.92	3,000.00	649.08	78.4
10-43-6265	TELEPHONE	636.13	3,314.88	7,250.00	3,935.12	45.7
10-43-6280	UNIFORMS	.00	600.00	3,250.00	2,650.00	18.5
10-43-7025	VEHICLES, CAP OUTLAY, POLICE	34,600.00	34,600.00	42,000.00	7,400.00	82.4
	TOTAL POLICE DEPT EXPENSES	90,576.85	413,480.83	838,100.00	424,619.17	49.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPT EXPENSES</u>					
10-44-5001 SALARIES AND WAGES	25,030.41	149,255.87	350,000.00	200,744.13	42.6
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	1,852.50	12,573.52	27,500.00	14,926.48	45.7
10-44-5006 LONGEVITY BONUS	.00	466.00	1,400.00	934.00	33.3
10-44-5007 PAYMENT IN LIEU OF BENEFITS	562.76	3,657.94	7,400.00	3,742.06	49.4
10-44-5010 FICA AND MEDICARE	1,934.76	15,390.07	29,000.00	13,609.93	53.1
10-44-5011 RETIREMENT	2,519.69	17,219.46	35,000.00	17,780.54	49.2
10-44-5012 HEALTH INSURANCE	3,953.16	25,695.54	75,000.00	49,304.46	34.3
10-44-5013 WORKER'S COMPENSATION	1,186.13	10,891.64	28,000.00	17,108.36	38.9
10-44-5014 UNEMPLOYMENT	7.35	13.21	800.00	786.79	1.7
10-44-6116 TRAINING & EDUCATION	.00	7,195.58	7,000.00	(195.58)	102.8
10-44-6120 DISPATCH FEES	648.67	3,892.02	8,000.00	4,107.98	48.7
10-44-6125 DUES AND SUBSCRIPTIONS	.00	332.21	750.00	417.79	44.3
10-44-6145 FUEL	279.16	2,165.78	9,000.00	6,834.22	24.1
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	96.00	1,387.07	4,250.00	2,862.93	32.6
10-44-6185 MISCELLANEOUS	.00	.00	1,200.00	1,200.00	.0
10-44-6192 SOFTWARE SERVICE & SUPPORT	359.48	2,480.92	1,850.00	(630.92)	134.1
10-44-6193 COMPUTER HARDWARE AND SERVICE	.00	.00	2,000.00	2,000.00	.0
10-44-6195 OPERATING SUPPLIES - FIRE DEPT	.00	.00	1,500.00	1,500.00	.0
10-44-6220 REP AND MAINT - VEHICLES	.00	7,845.14	12,500.00	4,654.86	62.8
10-44-6225 REP AND MAINT - EQUIPMENT	.00	65.88	4,000.00	3,934.12	1.7
10-44-6250 SMALL TOOLS AND EQUIPMENT	.00	3,450.40	10,000.00	6,549.60	34.5
10-44-6265 TELEPHONE	333.57	1,402.09	3,750.00	2,347.91	37.4
10-44-6270 TRAINING CENTER ASSESSMENT	.00	2,692.00	2,750.00	58.00	97.9
10-44-6276 MISCELLANEOUS WILDLAND	1,017.35	5,626.24	.00	(5,626.24)	.0
TOTAL FIRE DEPT EXPENSES	39,780.99	291,846.91	663,150.00	371,303.09	44.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>						
10-45-5001	SALARIES AND WAGES	7,335.29	43,353.65	95,000.00	51,646.35	45.6
10-45-5006	LONGEVITY BONUS	.00	140.00	650.00	510.00	21.5
10-45-5007	LIBRARY BENEFIT STIPEND	549.56	3,572.14	7,225.00	3,652.86	49.4
10-45-5010	FICA AND MEDICARE	602.69	3,597.30	8,000.00	4,402.70	45.0
10-45-5011	RETIREMENT	644.16	3,478.42	8,000.00	4,521.58	43.5
10-45-5012	HEALTH INSURANCE	42.82	278.33	750.00	471.67	37.1
10-45-5013	WORKER'S COMPENSATION	17.59	144.14	400.00	255.86	36.0
10-45-5014	UNEMPLOYMENT	1.72	3.60	250.00	246.40	1.4
10-45-6110	CONTRACT SERVICES	.00	(298.84)	1,750.00	2,048.84	(17.1)
10-45-6185	MISCELLANEOUS	.00	.00	250.00	250.00	.0
10-45-6190	OFFICE SUPPLIES	.00	303.03	300.00	(3.03)	101.0
10-45-6195	OPERATING SUPPLIES - LIBRARY	558.81	1,394.55	4,750.00	3,355.45	29.4
10-45-6205	PRINT AND NON-PRINT MATERIALS	482.00	751.91	2,750.00	1,998.09	27.3
10-45-6225	REP AND MAINT - EQUIPMENT	.00	.00	200.00	200.00	.0
10-45-6250	SMALL TOOLS AND EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
10-45-6265	TELEPHONE	64.23	275.63	1,250.00	974.37	22.1
10-45-6266	E-RATE EXP	42.00	315.00	600.00	285.00	52.5
TOTAL LIBRARY EXPENSES		10,340.87	57,308.86	133,625.00	76,316.14	42.9
<u>PLANNING & ZONING EXP</u>						
10-46-5001	SALARIES AND WAGES	4,691.67	30,662.43	70,000.00	39,337.57	43.8
10-46-5006	LONGEVITY BONUS	.00	.00	400.00	400.00	.0
10-46-5010	FICA AND MEDICARE	354.88	2,319.45	5,500.00	3,180.55	42.2
10-46-5011	RETIREMENT	406.28	2,661.07	7,000.00	4,338.93	38.0
10-46-5012	HEALTH INSURANCE	938.96	6,103.24	10,000.00	3,896.76	61.0
10-46-5013	WORKER'S COMPENSATION	20.77	190.81	600.00	409.19	31.8
10-46-5014	UNEMPLOYMENT	1.12	2.44	125.00	122.56	2.0
10-46-6105	ADVERTISING, PRINTING, & PUBLI	.00	.00	100.00	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	292.50	1,080.00	12,500.00	11,420.00	8.6
10-46-6175	MAP UPGRADES / COPIES	.00	.00	1,000.00	1,000.00	.0
10-46-6185	MISCELLANEOUS	100.00	100.00	20,000.00	19,900.00	.5
10-46-6192	SOFTWARE MAINTENANCE & SUPPORT	324.00	3,598.60	2,000.00	(1,598.60)	179.9
10-46-6195	OPERATING SUPPLIES	.00	.00	100.00	100.00	.0
10-46-6250	SMALL TOOLS AND EQUIPMENT	100.00	100.00	100.00	.00	100.0
10-46-6265	TELEPHONE	93.86	416.18	600.00	183.82	69.4
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		7,324.04	48,234.22	135,525.00	87,290.78	35.6

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS EXPENSES</u>					
10-47-5001 SALARIES AND WAGES	534.12	3,811.98	8,600.00	4,788.02	44.3
10-47-5006 LONGEVITY BONUS	.00	19.09	40.00	20.91	47.7
10-47-5010 FICA AND MEDICARE	39.61	284.46	700.00	415.54	40.6
10-47-5011 RETIREMENT	54.25	399.08	1,100.00	700.92	36.3
10-47-5012 HEALTH INSURANCE	171.82	1,191.88	2,600.00	1,408.12	45.8
10-47-5013 WORKER'S COMPENSATION	16.52	160.58	420.00	259.42	38.2
10-47-5014 UNEMPLOYMENT	.13	.13	10.00	9.87	1.3
10-47-6145 FUEL	90.73	291.23	900.00	608.77	32.4
10-47-6170 LEGAL	.00	.00	250.00	250.00	.0
10-47-6185 MISCELLANEOUS	12.44	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	.00	81.57	500.00	418.43	16.3
10-47-6215 REP AND MAINT - BUILDING	.00	.00	100.00	100.00	.0
10-47-6220 REP AND MAINT - VEHICLES	16.66	966.72	2,000.00	1,033.28	48.3
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	30.02	1,000.00	969.98	3.0
10-47-6280 UNIFORM EXP PARKS	.00	223.55	450.00	226.45	49.7
10-47-6285 UTILITIES	278.97	1,364.61	2,750.00	1,385.39	49.6
10-47-8040 LEASE PAYMENTS	.00	.00	250.00	250.00	.0
TOTAL PARKS EXPENSES	1,215.25	9,523.60	23,870.00	14,346.40	39.9
<u>PROPERTIES EXPENSES</u>					
10-48-5001 SALARIES AND WAGES	3,306.64	23,596.74	55,000.00	31,403.26	42.9
10-48-5006 LONGEVITY BONUS	.00	118.18	240.00	121.82	49.2
10-48-5010 FICA AND MEDICARE	245.29	1,760.94	4,100.00	2,339.06	43.0
10-48-5011 RETIREMENT	335.95	2,470.49	6,400.00	3,929.51	38.6
10-48-5012 HEALTH INSURANCE	1,063.65	7,378.16	16,500.00	9,121.84	44.7
10-48-5013 WORKER'S COMPENSATION	102.28	969.78	2,500.00	1,530.22	38.8
10-48-5014 UNEMPLOYMENT	.81	.81	60.00	59.19	1.4
10-48-6110 CONTRACT SERVICES	50.00	3,554.65	10,000.00	6,445.35	35.6
10-48-6140 ENGINEERING FEES	.00	8,191.50	7,500.00	(691.50)	109.2
10-48-6145 FUEL	146.82	1,297.10	1,500.00	202.90	86.5
10-48-6185 MISCELLANEOUS	31.01	314.07	1,750.00	1,435.93	18.0
10-48-6192 SOFTWARE SERVICE & SUPPORT	21.96	21.96	.00	(21.96)	.0
10-48-6195 OPERATING SUPPLIES - PROPERTIE	615.85	815.73	2,000.00	1,184.27	40.8
10-48-6215 R&M BUILDING - PROPERTIES	573.49	10,025.94	47,000.00	36,974.06	21.3
10-48-6220 REP AND MAINT - VEHICLES	147.47	1,431.95	2,000.00	568.05	71.6
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	94.41	20,000.00	19,905.59	.5
10-48-6250 SMALL TOOLS AND EQUIPMENT	91.65	576.15	1,500.00	923.85	38.4
10-48-6280 UNIFORM EXP PROPERTIES	.00	223.55	375.00	151.45	59.6
10-48-6285 UTILITIES	4,228.55	21,529.76	45,500.00	23,970.24	47.3
10-48-8040 LEASE PAYMENTS	.00	.00	275.00	275.00	.0
TOTAL PROPERTIES EXPENSES	10,961.42	85,056.46	225,200.00	140,143.54	37.8

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	233,166.73	1,374,475.09	3,048,050.00	1,673,574.91	45.1
NET REVENUE OVER EXPENDITURES	99,931.54	(40,954.26)	945.00	41,899.26	(4333.

TOWN OF JEROME
 BALANCE SHEET
 DECEMBER 31, 2024

Item A.

UTILITY FUND

ASSETS

20-00-1000	CASH - COMBINED FUND	759,130.79	
20-00-1015	UTILITIES A/R	63,629.80	
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		<u>2,256,865.43</u>

LIABILITIES AND EQUITY

LIABILITIES

20-00-2500	SALES TAX PAYABLE	1,000.21	
20-00-2600	CUSTOMER DEPOSITS	33,672.47	
20-00-2700	COMPENSATED ABSENCES	6,083.90	
20-00-2975	ACCRUED INTEREST PAYABLE	72,000.00	
	TOTAL LIABILITIES		112,756.58

FUND EQUITY

20-00-3002	UNRESTRICTED FUND BALANCE	1,449,942.11	
20-00-3051	UNRESTRICTED FUND BALANCE	708,837.33	
20-00-3052	UNRESTRICED FUND BALANCE	(177,378.00)	
	REVENUE OVER EXPENDITURES - YTD	<u>162,707.41</u>	
	BALANCE - CURRENT DATE	<u>162,707.41</u>	
	TOTAL FUND EQUITY		<u>2,144,108.85</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,256,865.43</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>						
20-50-4010	FUND BALANCE RESERVES	16,679.17	100,075.02	200,150.00	100,074.98	50.0
20-50-4085	WATER USAGE FEES	14,811.62	92,020.75	194,000.00	101,979.25	47.4
20-50-4100	WATER CONNECTION FEES	.00	.00	5,000.00	5,000.00	.0
20-50-4500	MISCELLANEOUS	250.00	1,113.94	1,750.00	636.06	63.7
20-50-4900	TRANSFERS IN	12,083.33	72,499.98	145,000.00	72,500.02	50.0
	TOTAL WATER REVENUE	43,824.12	265,709.69	545,900.00	280,190.31	48.7
<u>SEWER REVENUE</u>						
20-51-4050	CONNECTION FEES	.00	.00	5,500.00	5,500.00	.0
20-51-4085	SEWER USAGE FEES	15,065.46	93,239.99	199,000.00	105,760.01	46.9
20-51-4900	TRANSFERS IN	7,500.00	45,000.00	90,000.00	45,000.00	50.0
	TOTAL SEWER REVENUE	22,565.46	138,239.99	294,500.00	156,260.01	46.9
<u>SANITATION REVENUE</u>						
20-52-4085	SANITATION USAGE FEES	14,771.96	88,892.71	193,000.00	104,107.29	46.1
20-52-4500	MISCELLANEOUS	.00	.00	2,750.00	2,750.00	.0
20-52-4900	TRANSFERS IN	5,416.67	32,500.02	65,000.00	32,499.98	50.0
	TOTAL SANITATION REVENUE	20,188.63	121,392.73	260,750.00	139,357.27	46.6
	TOTAL FUND REVENUE	86,578.21	525,342.41	1,101,150.00	575,807.59	47.7

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>						
20-50-5001	SALARIES AND WAGES	5,831.68	41,619.65	94,000.00	52,380.35	44.3
20-50-5006	LONGEVITY BONUS	.00	208.45	430.00	221.55	48.5
20-50-5010	FICA AND MEDICARE	432.56	3,105.94	7,300.00	4,194.06	42.6
20-50-5011	RETIREMENT	592.50	4,357.50	12,000.00	7,642.50	36.3
20-50-5012	HEALTH INSURANCE	1,875.87	13,013.21	30,000.00	16,986.79	43.4
20-50-5013	WORKER'S COMPENSATION	201.91	2,008.34	5,500.00	3,491.66	36.5
20-50-5014	UNEMPLOYMENT	1.45	1.45	100.00	98.55	1.5
20-50-6110	CONTRACT SERVICES	1,025.00	5,125.00	17,000.00	11,875.00	30.2
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	.00	5,590.00	4,000.00	(1,590.00)	139.8
20-50-6145	FUEL	135.99	1,076.55	4,000.00	2,923.45	26.9
20-50-6155	INSURANCE	.00	362.85	12,250.00	11,887.15	3.0
20-50-6170	LEGAL EXP - WATER	.00	.00	24,000.00	24,000.00	.0
20-50-6185	MISCELLANEOUS	191.74	1,557.95	800.00	(757.95)	194.7
20-50-6192	SOFTWARE SUPPORT EXP - WATER	343.39	5,270.43	5,750.00	479.57	91.7
20-50-6195	OPERATING SUPPLIES - WATER	2,196.48	2,278.05	5,000.00	2,721.95	45.6
20-50-6215	R&M BUILDING - WATER	.00	.00	250.00	250.00	.0
20-50-6220	REP AND MAINT - VEHICLES	16.66	987.01	3,000.00	2,012.99	32.9
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	497.28	11,392.57	240,000.00	228,607.43	4.8
20-50-6232	SPRINGS SECURITY EXP	93.37	558.40	6,000.00	5,441.60	9.3
20-50-6240	SERVICE TESTS/SYSTEM TESTING	.00	348.00	750.00	402.00	46.4
20-50-6250	SMALL TOOLS AND EQUIPMENT	110.75	110.75	2,000.00	1,889.25	5.5
20-50-6271	DWR FEE	.00	.00	1,000.00	1,000.00	.0
20-50-6280	UNIFORM EXP WATER	.00	223.53	350.00	126.47	63.9
20-50-6285	UTILITIES EXP - WATER	41.11	209.70	500.00	290.30	41.9
20-50-6290	ADMINISTRATIVE CHARGE	4,918.00	29,508.00	59,016.00	29,508.00	50.0
20-50-8040	LEASE PAYMENTS	.00	.00	800.00	800.00	.0
	TOTAL WATER EXPENDITURES	18,505.74	130,147.36	539,546.00	409,398.64	24.1

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER EXPENDITURES</u>					
20-51-5001 SALARIES AND WAGES	3,162.99	22,570.48	51,000.00	28,429.52	44.3
20-51-5006 LONGEVITY BONUS	.00	113.03	240.00	126.97	47.1
20-51-5010 FICA AND MEDICARE	234.61	1,684.34	3,900.00	2,215.66	43.2
20-51-5011 RETIREMENT	321.37	2,363.13	6,100.00	3,736.87	38.7
20-51-5012 HEALTH INSURANCE	1,017.42	7,057.42	15,500.00	8,442.58	45.5
20-51-5013 WORKER'S COMPENSATION	108.55	1,061.77	2,750.00	1,688.23	38.6
20-51-5014 UNEMPLOYMENT	.78	.78	55.00	54.22	1.4
20-51-6110 CONTRACT SERVICES	3,325.00	16,625.00	47,500.00	30,875.00	35.0
20-51-6135 PERMIT FEE EXP - SEWER	.00	1,498.94	2,250.00	751.06	66.6
20-51-6140 ENGINEERING FEES	.00	.00	14,750.00	14,750.00	.0
20-51-6145 FUEL	94.86	561.65	3,000.00	2,438.35	18.7
20-51-6155 INSURANCE	.00	362.85	12,750.00	12,387.15	2.9
20-51-6170 LEGAL EXP - SEWER	.00	.00	1,000.00	1,000.00	.0
20-51-6185 MISCELLANEOUS	191.74	1,653.44	750.00	(903.44)	220.5
20-51-6192 SOFTWARE SUPPORT EXP - SEWER	343.39	5,583.03	6,000.00	416.97	93.1
20-51-6195 OPERATING SUPPLIES - SEWER	.00	7,850.08	12,000.00	4,149.92	65.4
20-51-6215 R&M BUILDING - SEWER	.00	190.64	.00	(190.64)	.0
20-51-6220 REP AND MAINT - VEHICLES	16.67	1,109.44	3,250.00	2,140.56	34.1
20-51-6225 REP AND MAINT - EQUIPMENT	.00	684.59	575.00	(109.59)	119.1
20-51-6230 REP AND MAINT - INFRASTRUCTURE	.00	3,126.71	35,000.00	31,873.29	8.9
20-51-6240 SERVICE TESTS/SYSTEM TESTING	215.00	4,332.72	11,000.00	6,667.28	39.4
20-51-6250 SMALL TOOLS & EQUIPMENT (UNDER	797.49	920.43	1,500.00	579.57	61.4
20-51-6280 UNIFORM EXP SEWER	.00	223.54	450.00	226.46	49.7
20-51-6285 UTILITIES	212.58	986.38	2,750.00	1,763.62	35.9
20-51-6290 ADMINISTRATIVE CHARGE	4,918.00	29,508.00	59,016.00	29,508.00	50.0
20-51-8040 LEASE PAYMENTS	.00	.00	900.00	900.00	.0
TOTAL SEWER EXPENDITURES	14,960.45	110,068.39	293,986.00	183,917.61	37.4

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SANITATION EXPENDITURES</u>					
20-52-5001 SALARIES AND WAGES	5,031.96	35,909.90	82,000.00	46,090.10	43.8
20-52-5006 LONGEVITY BONUS	.00	179.83	380.00	200.17	47.3
20-52-5010 FICA AND MEDICARE	373.23	2,679.82	6,500.00	3,820.18	41.2
20-52-5011 RETIREMENT	511.26	3,759.72	10,000.00	6,240.28	37.6
20-52-5012 HEALTH INSURANCE	1,618.54	11,228.13	25,000.00	13,771.87	44.9
20-52-5013 WORKER'S COMPENSATION	313.79	3,044.80	6,600.00	3,555.20	46.1
20-52-5014 UNEMPLOYMENT	1.24	1.24	90.00	88.76	1.4
20-52-6111 RECYCLING CONTRACT EXP	480.00	840.00	1,750.00	910.00	48.0
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	398.82	2,128.22	7,750.00	5,621.78	27.5
20-52-6155 INSURANCE	.00	362.85	12,750.00	12,387.15	2.9
20-52-6165 LANDFILL TIPPING FEES	1,555.87	10,701.03	19,000.00	8,298.97	56.3
20-52-6185 MISCELLANEOUS	191.74	1,820.59	8,000.00	6,179.41	22.8
20-52-6192 SOFTWARE SUPPORT EXP - TRASH	343.39	3,932.66	4,500.00	567.34	87.4
20-52-6195 OPERATING SUPPLIES - TRASH	.00	273.20	450.00	176.80	60.7
20-52-6220 REP AND MAINT - VEHICLES	45.21	5,010.96	7,750.00	2,739.04	64.7
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	.00	.00	1,500.00	1,500.00	.0
20-52-6280 UNIFORM EXP TRASH	.00	223.58	350.00	126.42	63.9
20-52-6290 ADMINISTRATIVE CHARGE	4,918.00	29,508.00	59,016.00	29,508.00	50.0
20-52-9500 TRANSFERS OUT	.00	10,000.00	10,000.00	.00	100.0
TOTAL SANITATION EXPENDITURES	15,783.05	122,419.25	265,236.00	142,816.75	46.2
TOTAL FUND EXPENDITURES	49,249.24	362,635.00	1,098,768.00	736,133.00	33.0
NET REVENUE OVER EXPENDITURES	37,328.97	162,707.41	2,382.00	(160,325.41)	6830.7

TOWN OF JEROME
 BALANCE SHEET
 DECEMBER 31, 2024

Item A.

HURF FUND

ASSETS

30-00-1000	CASH - COMBINED FUND	(739,880.48)	
30-00-1022	OAZ HURF SAVINGS		786,593.32	
				<u>46,712.84</u>
	TOTAL ASSETS			<u><u>46,712.84</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

30-00-3002	UNRESTRICTED FUND BALANCE		72,165.46	
	REVENUE OVER EXPENDITURES - YTD	(25,452.62)	
	BALANCE - CURRENT DATE		25,452.62)	
	TOTAL FUND EQUITY			<u>46,712.84</u>
	TOTAL LIABILITIES AND EQUITY			<u><u>46,712.84</u></u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

HURF FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>HURF REVENUE</u>						
30-30-4020	HURF REVENUE	3,951.09	19,365.47	48,000.00	28,634.53	40.3
30-30-4300	INTEREST AND INVESTMENT EARNIN	332.22	1,958.55	2,750.00	791.45	71.2
30-30-4900	TRANSFERS IN	15,833.33	94,999.98	190,000.00	95,000.02	50.0
	TOTAL HURF REVENUE	20,116.64	116,324.00	240,750.00	124,426.00	48.3
	TOTAL FUND REVENUE	20,116.64	116,324.00	240,750.00	124,426.00	48.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

HURF FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HURF EXPENDITURE</u>					
30-30-5001 SALARIES AND WAGES	4,697.81	31,992.70	44,000.00	12,007.30	72.7
30-30-5006 LONGEVITY BONUS	.00	370.42	200.00	(170.42)	185.2
30-30-5010 FICA AND MEDICARE	353.18	2,432.86	3,500.00	1,067.14	69.5
30-30-5011 RETIREMENT	271.31	1,994.96	5,300.00	3,305.04	37.6
30-30-5012 HEALTH INSURANCE	858.78	5,957.72	13,000.00	7,042.28	45.8
30-30-5013 WORKER'S COMPENSATION	118.03	1,051.61	2,100.00	1,048.39	50.1
30-30-5014 UNEMPLOYMENT	1.16	1.16	50.00	48.84	2.3
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	105.01	917.06	1,500.00	582.94	61.1
30-30-6155 INSURANCE	.00	241.90	8,500.00	8,258.10	2.9
30-30-6185 MISCELLANEOUS	191.74	756.56	650.00	(106.56)	116.4
30-30-6192 SOFTWARE SERVICE & SUPPORT	114.46	770.44	1,575.00	804.56	48.9
30-30-6195 OPERATING SUPPLIES - HURF	.00	81.54	500.00	418.46	16.3
30-30-6210 PUBLIC RESTROOM SUPPLIES	.00	4,166.38	1,250.00	(2,916.38)	333.3
30-30-6215 REPAIR & MAINTENANCE - BUILDIN	.00	.00	500.00	500.00	.0
30-30-6220 REP AND MAINT - VEHICLES	16.67	966.70	1,750.00	783.30	55.2
30-30-6225 REP AND MAINT - EQUIPMENT	.00	684.60	1,000.00	315.40	68.5
30-30-6230 REP AND MAINT - INFRASTRUCTURE	64,530.65	76,774.26	124,000.00	47,225.74	61.9
30-30-6250 SMALL TOOLS AND EQUIPMENT	.00	32.94	500.00	467.06	6.6
30-30-6255 STREET LIGHTS	.00	6,133.15	13,500.00	7,366.85	45.4
30-30-6260 STREET SUPPLIES	.00	1,848.62	4,750.00	2,901.38	38.9
30-30-6280 UNIFORM EXP - HURF	.00	223.56	400.00	176.44	55.9
30-30-6290 ADMINISTRATIVE CHARGE	729.58	4,377.48	8,755.00	4,377.52	50.0
30-30-8040 LEASE PAYMENTS	.00	.00	200.00	200.00	.0
TOTAL HURF EXPENDITURE	71,988.38	141,776.62	240,730.00	98,953.38	58.9
TOTAL FUND EXPENDITURES	71,988.38	141,776.62	240,730.00	98,953.38	58.9
NET REVENUE OVER EXPENDITURES	(51,871.74)	(25,452.62)	20.00	25,472.62	(12726

TOWN OF JEROME
 BALANCE SHEET
 DECEMBER 31, 2024

Item A.

PARKING FUND

ASSETS

35-00-1000	CASH - COMBINED FUND		156,685.41	
	TOTAL ASSETS			156,685.41

LIABILITIES AND EQUITY

FUND EQUITY

35-00-3002	UNRESTRICTED FUND BALANCE		147,075.51	
	REVENUE OVER EXPENDITURES - YTD	9,609.90		
	BALANCE - CURRENT DATE		9,609.90	
	TOTAL FUND EQUITY			156,685.41
	TOTAL LIABILITIES AND EQUITY			156,685.41

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARKING FUND REVENUE</u>					
35-35-4042 PARKING KIOSK REVENUE	27,331.80	179,838.80	355,000.00	175,161.20	50.7
TOTAL PARKING FUND REVENUE	27,331.80	179,838.80	355,000.00	175,161.20	50.7
 TOTAL FUND REVENUE	 27,331.80	 179,838.80	 355,000.00	 175,161.20	 50.7

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKING FUND EXPENDITURE</u>					
35-35-5001 SALARIES AND WAGES	2,090.73	17,988.15	41,000.00	23,011.85	43.9
35-35-5006 LONGEVITY BONUS	100.00	100.00	180.00	80.00	55.6
35-35-5010 FICA MATCH	167.60	1,383.78	3,100.00	1,716.22	44.6
35-35-5013 WORKER'S COMPENSATION	36.59	451.16	1,100.00	648.84	41.0
35-35-5014 UNEMPLOYMENT	.75	4.35	175.00	170.65	2.5
35-35-6145 FUEL	52.71	310.60	1,000.00	689.40	31.1
35-35-6185 MISCELLANEOUS	179.30	742.45	1,000.00	257.55	74.3
35-35-6186 BANK CHARGES	18.50	37.00	.00	(37.00)	.0
35-35-6188 CREDIT CARD PROCESSING FEES	2,092.72	13,668.96	27,500.00	13,831.04	49.7
35-35-6192 SOFTWARE SERVICE AND SUPPORT	114.46	10,940.88	27,500.00	16,559.12	39.8
35-35-6195 OPERATING SUPPLIES	147.50	2,060.80	2,500.00	439.20	82.4
35-35-6265 TELEPHONE	733.31	3,665.77	5,500.00	1,834.23	66.7
35-35-6290 ADMINISTRATIVE CHARGE	479.17	2,875.02	5,750.00	2,874.98	50.0
35-35-8041 ALLOWANCE FOR ADDITIONAL CAPIT	.00	.00	4,000.00	4,000.00	.0
35-35-9500 TRANSFERS OUT	19,333.33	115,999.98	232,000.00	116,000.02	50.0
TOTAL PARKING FUND EXPENDITURE	25,546.67	170,228.90	352,305.00	182,076.10	48.3
TOTAL FUND EXPENDITURES	25,546.67	170,228.90	352,305.00	182,076.10	48.3
NET REVENUE OVER EXPENDITURES	1,785.13	9,609.90	2,695.00	(6,914.90)	356.6

TOWN OF JEROME
 BALANCE SHEET
 DECEMBER 31, 2024

Item A.

FIRE DEPT PENSION & RETIREMENT

<u>ASSETS</u>			
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
			<u>221,349.89</u>
	TOTAL ASSETS		<u>221,349.89</u>
 <u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
40-00-2001	ACCOUNTS PAYABLE	(4,236.09)
			<u>4,236.09</u>
	TOTAL LIABILITIES	(4,236.09)
 <u>FUND EQUITY</u>			
40-00-3002	UNRESTRICTED FUND BALANCE		227,585.98
	REVENUE OVER EXPENDITURES - YTD	(2,000.00)
			<u>2,000.00</u>
	BALANCE - CURRENT DATE	(2,000.00)
			<u>2,000.00</u>
	TOTAL FUND EQUITY		<u>225,585.98</u>
	TOTAL LIABILITIES AND EQUITY		<u>221,349.89</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

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
	TOTAL FIRE DEPT P&R REVENUE	.00	.00	27,750.00	27,750.00	.0
	TOTAL FUND REVENUE	.00	.00	27,750.00	27,750.00	.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

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
 DECEMBER 31, 2024

Item A.

OPERATING GRANTS REVENUE

<u>ASSETS</u>			
50-00-1000	CASH - COMBINED FUND	95,380.17	
50-00-1800	INVENTORY	13,193.06	
		<u> </u>	
	TOTAL ASSETS		<u>108,573.23</u>
 <u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
50-00-2755	DEFERRED REVENUE - OPR GRANTS	73,062.12	
		<u> </u>	
	TOTAL LIABILITIES		73,062.12
 <u>FUND EQUITY</u>			
50-00-3002	UNRESTRICTED FUND BALANCE	36,592.44	
	REVENUE OVER EXPENDITURES - YTD	(1,081.33)	
		<u> </u>	
	BALANCE - CURRENT DATE	(1,081.33)	
		<u> </u>	
	TOTAL FUND EQUITY		<u>35,511.11</u>
	TOTAL LIABILITIES AND EQUITY		<u>108,573.23</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

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	15,000.00	.00	(15,000.00)	.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	.00	43,000.00	43,000.00	.0
50-40-4101 USDA SEARCH GRANT WWTP	.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	.00	350,000.00	350,000.00	.0
50-40-4200 MISC. JUDICIAL GRANTS	.00	.00	25,000.00	25,000.00	.0
TOTAL OPERATING GRANTS REVENUE	.00	15,000.00	515,000.00	500,000.00	2.9
TOTAL FUND REVENUE	.00	15,000.00	515,000.00	500,000.00	2.9

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

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 USDA SEARCH GRANT (WWTP ENGINE	.00	.00	32,000.00	32,000.00	.0
50-40-6102 YAVAPAI COUNTY STORM DRAINAGE/	.00	.00	30,000.00	30,000.00	.0
50-40-6105 COMMUNITY INVESTMENT 2024	.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	15,000.00	15,000.00	.00	(15,000.00)	.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	240.06	1,081.33	43,000.00	41,918.67	2.5
TOTAL OPERATING GRANTS EXPENDITURE	15,240.06	16,081.33	525,000.00	508,918.67	3.1
TOTAL FUND EXPENDITURES	15,240.06	16,081.33	525,000.00	508,918.67	3.1
NET REVENUE OVER EXPENDITURES	(15,240.06)	(1,081.33)	(10,000.00)	(8,918.67)	(10.8)

TOWN OF JEROME
 BALANCE SHEET
 DECEMBER 31, 2024

Item A.

CAPITAL GRANTS FUND

<u>ASSETS</u>			
60-00-1000	CASH - COMBINED FUND	849,307.38	
	TOTAL ASSETS		<u>849,307.38</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
60-00-2755	DEFERRED REVENUE - CAP GRANTS	717,751.43	
	TOTAL LIABILITIES		717,751.43
<u>FUND EQUITY</u>			
60-00-3001	RESTRICTED FUND BALANCE	291,647.29	
60-00-3002	UNRESTRICTED FUND BALANCE	(153,891.34)	
	REVENUE OVER EXPENDITURES - YTD	(6,200.00)	
	BALANCE - CURRENT DATE	(6,200.00)	
	TOTAL FUND EQUITY		<u>131,555.95</u>
	TOTAL LIABILITIES AND EQUITY		<u>849,307.38</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

CAPITAL GRANTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CAPITAL GRANTS REVENUE</u>					
60-70-4105 CDBG DECEPTIOWATERLINE REVENUE	.00	.00	400,000.00	400,000.00	.0
60-70-4107 YAVAPAI APACHE GAMING DONATION	.00	.00	16,000.00	16,000.00	.0
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	.00	3,941,000.00	3,941,000.00	.0
TOTAL FUND REVENUE	.00	.00	3,941,000.00	3,941,000.00	.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

CAPITAL GRANTS FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>CAPITAL GRANTS EXPENDITURE</u>					
60-70-6105 CDBG DECEPTIWATERLINE EXPENSES	.00	.00	400,000.00	400,000.00	.0
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 RAISE GRANT EXP	.00	.00	2,500,000.00	2,500,000.00	.0
TOTAL CAPITAL GRANTS EXPENDITURE	<u>.00</u>	<u>6,200.00</u>	<u>3,941,000.00</u>	<u>3,934,800.00</u>	<u>.2</u>
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>6,200.00</u>	<u>3,941,000.00</u>	<u>3,934,800.00</u>	<u>.2</u>
NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>(6,200.00)</u>	<u>.00</u>	<u>6,200.00</u>	<u>.0</u>

TOWN OF JEROME
 BALANCE SHEET
 DECEMBER 31, 2024

Item A.

GENERAL FUND CONTINGENCIES FND

ASSETS

70-00-1000	CASH - COMBINED FUND	(362,779.32)
	TOTAL ASSETS		(362,779.32)

LIABILITIES AND EQUITY

FUND EQUITY

70-00-3002	UNRESTRICTED FUND BALANCE	(323,855.22)
	REVENUE OVER EXPENDITURES - YTD	(38,924.10)
	BALANCE - CURRENT DATE	(38,924.10)
	TOTAL FUND EQUITY		(362,779.32)
	TOTAL LIABILITIES AND EQUITY		(362,779.32)

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

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 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

GENERAL FUND CONTINGENCIES FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL FUND CONTINGENCIES EXP</u>					
70-25-6276 WILDLANDS EXP - CONTINGENCY	.00	48,592.89	75,000.00	26,407.11	64.8
70-25-6295 EXPENSE - GF CONTINGENCIES	.00	331.21	2,350,000.00	2,349,668.79	.0
TOTAL GENERAL FUND CONTINGENCIES EXP	.00	48,924.10	2,425,000.00	2,376,075.90	2.0
TOTAL FUND EXPENDITURES	.00	48,924.10	2,425,000.00	2,376,075.90	2.0
NET REVENUE OVER EXPENDITURES	.00	(38,924.10)	.00	38,924.10	.0

TOWN OF JEROME
BALANCE SHEET
DECEMBER 31, 2024

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 6 MONTHS ENDING DECEMBER 31, 2024

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 6 MONTHS ENDING DECEMBER 31, 2024

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
 DECEMBER 31, 2024

Item A.

CAPITAL FUND

ASSETS

90-00-1000	CASH - COMBINED FUND	(1,285,056.04)	
90-00-1021	OAZ CAPITAL IMPROVEMENTS		71,568.53	
90-00-1023	ONEAZ WWTP CHECKING		67,254.91	
				<hr/>
	TOTAL ASSETS		(1,146,232.60)
				<hr/> <hr/>

LIABILITIES AND EQUITY

FUND EQUITY

90-00-3002	UNRESTRICTED FUND BALANCE	(518,571.80)	
	REVENUE OVER EXPENDITURES - YTD	(627,660.80)	
				<hr/>
	BALANCE - CURRENT DATE	(627,660.80)	
				<hr/>
	TOTAL FUND EQUITY		(1,146,232.60)
				<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		(1,146,232.60)
				<hr/> <hr/>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

CAPITAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CAPITAL FUND REVENUES</u>					
90-57-4300 BANK INTEREST - CAPITAL FUND	78.08	243.01	225.00	(18.01)	108.0
90-57-4303 INTEREST - WWTP	6.04	54.30	575.00	520.70	9.4
90-57-4515 INTERIM WWTP LOAN	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL CAPITAL FUND REVENUES	84.12	297.31	2,000,800.00	2,000,502.69	.0
TOTAL FUND REVENUE	84.12	297.31	2,000,800.00	2,000,502.69	.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2024

Item A.

CAPITAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL FUND EXPENDITURES</u>					
90-57-7026 HOUSING PURCHASE EXPENSE	543,387.91	543,387.91	.00	(543,387.91)	.0
90-57-7027 WASTEWATER TREATMENT DESIGN EX	2,490.00	84,570.20	.00	(84,570.20)	.0
90-57-7030 INTERIM WWTP LOAN EXP	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL CAPITAL FUND EXPENDITURES	545,877.91	627,958.11	2,000,000.00	1,372,041.89	31.4
TOTAL FUND EXPENDITURES	545,877.91	627,958.11	2,000,000.00	1,372,041.89	31.4
NET REVENUE OVER EXPENDITURES	(545,793.79)	(627,660.80)	800.00	628,460.80	(78457

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	121824MS17	Fuel Charges Nov '24 - FD	1	12/18/2024	279.16	.00	279.16	101686	12/18/2024
		121824MS17	Fuel Charges Nov '24 - Par	2	12/18/2024	52.71	.00	52.71	101686	12/18/2024
		121824MS17	Fuel Charges Nov '24 - Sh	3	12/18/2024	96.00	.00	96.00	101686	12/18/2024
		121824MS17	Fuel Charges Nov '24 - Pro	4	12/18/2024	65.01	.00	65.01	101686	12/18/2024
Total 1000:						492.88	.00	492.88		
1031	ALL-MED EQUIPMENT &	122424KM2	Inv 807400 Monthly Tank R	1	12/24/2024	96.00	.00	96.00	101707	12/24/2024
Total 1031:						96.00	.00	96.00		
1050	APS	120424MS19	Acct 8468241000 - Middle	1	12/04/2024	43.04	.00	43.04	101649	12/04/2024
		120424MS19	Acct 0024240000 - Lower	2	12/04/2024	49.26	.00	49.26	101649	12/04/2024
		120424MS19	Acct 0421621000 - Fire De	3	12/04/2024	425.06	.00	425.06	101649	12/04/2024
		120424MS19	Acct 3216010000 - Hotel J	4	12/04/2024	42.54	.00	42.54	101649	12/04/2024
		120424MS19	Acct 4246290000 WWTP	5	12/04/2024	212.58	.00	212.58	101649	12/04/2024
		120424MS19	Acct 2383901000 - Upper	6	12/04/2024	54.60	.00	54.60	101649	12/04/2024
		120424MS19	Acct 2353720000 - Gulch F	7	12/04/2024	83.14	.00	83.14	101649	12/04/2024
		120424MS19	Acct 5613490000 - Upper	8	12/04/2024	66.64	.00	66.64	101649	12/04/2024
		120424MS19	Acct 8061950000 - Sunshi	9	12/04/2024	41.11	.00	41.11	101649	12/04/2024
		120424MS19	Acct 6506951000 - PD	10	12/04/2024	160.07	.00	160.07	101649	12/04/2024
		120424MS19	Acct 6109570000 - Perkins	11	12/04/2024	331.52	.00	331.52	101649	12/04/2024
		120424MS19	Acct 3601574879 - Parks	12	12/04/2024	65.43	.00	65.43	101649	12/04/2024
		120424MS19	Acct 1976520000 - Art Co-	13	12/04/2024	189.84	.00	189.84	101649	12/04/2024
		120424MS19	Acct 2839800000 - Ghost	14	12/04/2024	104.50	.00	104.50	101649	12/04/2024
		120424MS19	Acct 7575770000 - Town H	15	12/04/2024	944.21	.00	944.21	101649	12/04/2024
		120424MS19	Acct 7575770000 - Town H	16	12/04/2024	312.50	.00	312.50	101649	12/04/2024
		121124MS1	Acct 9438060000 - Roof	1	12/11/2024	15.78	.00	15.78	101668	12/11/2024
		121124MS1	Acct 4533627223 - Restroo	2	12/11/2024	171.42	.00	171.42	101668	12/11/2024
Total 1050:						2,688.24	.00	2,688.24		
1056	ARIZONA BUG COMPANY	121824MS6	Inv 218444 - Monthly Pest	1	12/18/2024	50.00	.00	50.00	101687	12/18/2024
Total 1056:						50.00	.00	50.00		
1088	AT&T	120424MS12	Acct 287307080989 - Parki	1	12/04/2024	246.23	.00	246.23	101650	12/04/2024
		120424MS12	Acct 287307080989 Phone	2	12/04/2024	246.23	.00	246.23	101650	12/04/2024
Total 1088:						492.46	.00	492.46		
1158	CANDACE GALLAGHER	120424MS16	Codification & Web Service	1	12/04/2024	525.00	.00	525.00	101651	12/04/2024
		120424MS16	Zoning Code Update 11-20	2	12/04/2024	100.00	.00	100.00	101651	12/04/2024
Total 1158:						625.00	.00	625.00		
1170	CASELLE	121124MS3	INV 137651 - Monthly Sup	1	12/11/2024	1,030.18	.00	1,030.18	101669	12/11/2024
		121124MS3	INV 137651 - Monthly Sup	2	12/11/2024	343.39	.00	343.39	101669	12/11/2024
		121124MS3	INV 137651 - Monthly Sup	3	12/11/2024	343.39	.00	343.39	101669	12/11/2024
		121124MS3	INV 137651 - Monthly Sup	4	12/11/2024	343.39	.00	343.39	101669	12/11/2024
		121124MS3	INV 137651 - Monthly Sup	5	12/11/2024	114.46	.00	114.46	101669	12/11/2024
		121124MS3	INV 137651 - Monthly Sup	6	12/11/2024	114.46	.00	114.46	101669	12/11/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1170:						2,289.27	.00	2,289.27		
1178	CENTURY LINK	120424MS9	ACCT 333832741 Phone S	1	12/04/2024	160.56	.00	160.56	101652	12/04/2024
		120424MS9	ACCT 333832741 Phone S	2	12/04/2024	75.66	.00	75.66	101652	12/04/2024
		120424MS9	ACCT 333832741 Phone S	3	12/04/2024	160.56	.00	160.56	101652	12/04/2024
		120424MS9	ACCT 333832741 Phone S	4	12/04/2024	256.90	.00	256.90	101652	12/04/2024
		120424MS9	ACCT 333832741 Phone S	5	12/04/2024	64.23	.00	64.23	101652	12/04/2024
		122424KM7	Inv. 716415649 Acct. 8870	1	12/24/2024	3.74	.00	3.74	101708	12/24/2024
Total 1178:						721.65	.00	721.65		
1195	CITY OF COTTONWOOD	121824MS2	Inv 0008085 - FD Dispatchi	1	12/18/2024	648.67	.00	648.67	101688	12/18/2024
		121824MS2	Inv 0008079 - PD Dispatchi	2	12/18/2024	3,835.32	.00	3,835.32	101688	12/18/2024
Total 1195:						4,483.99	.00	4,483.99		
1213	CONTRACT WASTEWATE	121124MS2	Inv 1016086 - Operator Sv	1	12/11/2024	1,025.00	.00	1,025.00	101670	12/11/2024
		121124MS2	Inv 1016086 - Operation &	2	12/11/2024	3,325.00	.00	3,325.00	101670	12/11/2024
		121124MS2	Inv 1016086 - Sample Tran	3	12/11/2024	65.00	.00	65.00	101670	12/11/2024
Total 1213:						4,415.00	.00	4,415.00		
1239	DANA KEPNER CO	121824MS15	INV 9043870 - 4" Galv Ben	1	12/18/2024	158.91	.00	158.91	101689	12/18/2024
Total 1239:						158.91	.00	158.91		
1264	DIESEL DIRECT WEST	121124MS4	INV 86228752 - Diesel Fue	1	12/11/2024	132.97	.00	132.97	101671	12/11/2024
		121124MS4	INV 86228752 - Diesel Fue	2	12/11/2024	16.62	.00	16.62	101671	12/11/2024
		121124MS4	INV 86228752 - Diesel Fue	3	12/11/2024	16.62	.00	16.62	101671	12/11/2024
		121824MS3	INV 86259356 - Diesel Fue	1	12/18/2024	122.58	.00	122.58	101690	12/18/2024
		121824MS3	INV 86259356 - Diesel Fue	2	12/18/2024	15.32	.00	15.32	101690	12/18/2024
		121824MS3	INV 86259356 - Diesel Fue	3	12/18/2024	15.32	.00	15.32	101690	12/18/2024
Total 1264:						319.43	.00	319.43		
1265	DIGITAL-ALLY INC	121824MS8	Inv 1126564 - Strong Magn	1	12/18/2024	275.24	.00	275.24	101691	12/18/2024
Total 1265:						275.24	.00	275.24		
1322	FOUR-D LLC	120424MS17	Inv 00000921 - Review/Set	1	12/04/2024	70.00	.00	70.00	101654	12/04/2024
		120424MS17	Inv 00000921 - Monthly Se	2	12/04/2024	280.00	.00	280.00	101654	12/04/2024
Total 1322:						350.00	.00	350.00		
1355	HACH COMPANY	120424MS3	Inv 14263338 - Regulator	1	12/04/2024	781.05	.00	781.05	101656	12/04/2024
Total 1355:						781.05	.00	781.05		
1369	HILL BROTHERS CHEMIC	121824MS12	Inv13116179 - Sodium Hyp	1	12/18/2024	2,196.48	.00	2,196.48	101693	12/18/2024
Total 1369:						2,196.48	.00	2,196.48		
1419	JC CULLEN INC	120424MS10	Inv 157042 - 911 Port Servi	1	12/04/2024	35.49	.00	35.49	101658	12/04/2024
		120424MS10	Inv 157042 - 911 Port Servi	2	12/04/2024	35.48	.00	35.48	101658	12/04/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1419:						70.97	.00	70.97		
1458	JW AUTO SALES	121624KM1	INV. Jerome AZ 11-21-24 2	1	12/16/2024	34,600.00	.00	34,600.00	101685	12/16/2024
Total 1458:						34,600.00	.00	34,600.00		
1473	KERRY LEE	120424MS6	Home Depot Reimburseme	1	12/04/2024	70.97	.00	70.97	101659	12/04/2024
Total 1473:						70.97	.00	70.97		
1503	LEGEND	120424MS4	Inv 2419036 - Testing Servi	1	12/04/2024	75.00	.00	75.00	101660	12/04/2024
		121124MS5	Inv 2419170 - Testing Servi	1	12/11/2024	75.00	.00	75.00	101672	12/11/2024
Total 1503:						150.00	.00	150.00		
1507	LIFE & PROPERTY SAFE	121124MS6	INV 13069 - Emergeny Lig	1	12/11/2024	57.69	.00	57.69	101673	12/11/2024
		121124MS6	INV 13069 - Emergency Li	2	12/11/2024	105.00	.00	105.00	101673	12/11/2024
		121824MS18	INV 13307 - Monthly Alarm	1	12/18/2024	59.40	.00	59.40	101695	12/18/2024
		121824MS18	INV 13307 - Monthly Alarm	2	12/18/2024	59.40	.00	59.40	101695	12/18/2024
Total 1507:						281.49	.00	281.49		
1603	ODP BUSINESS SOLUTIO	120424MS18	Inv 397133739001 - Busin	1	12/04/2024	184.60	.00	184.60	101661	12/04/2024
		120424MS18	Inv 397134234001 - X-acto	2	12/04/2024	114.56	.00	114.56	101661	12/04/2024
		120424MS18	Inv 397134231001 - Envel	3	12/04/2024	7.27	.00	7.27	101661	12/04/2024
		120424MS18	Inv 397134235001 - #10 E	4	12/04/2024	16.28	.00	16.28	101661	12/04/2024
		121824MS16	Inv 400431811001 - Batteri	1	12/18/2024	52.11	.00	52.11	101697	12/18/2024
		122424KM5	Inv. 401230175001 Receipt	1	12/24/2024	17.80	.00	17.80	101709	12/24/2024
		122424KM5	Inv. 400059345001 Deskpa	2	12/24/2024	39.54	.00	39.54	101709	12/24/2024
		122424KM5	Inv. 400049739001 Calend	3	12/24/2024	161.33	.00	161.33	101709	12/24/2024
Total 1603:						593.49	.00	593.49		
1637	POSTMASTER	121124MS8	Payment for Jan/Feb '25 N	1	12/11/2024	84.15	.00	84.15	101675	12/11/2024
Total 1637:						84.15	.00	84.15		
1643	PRESCOTT LAW GROUP,	120424MS11	INV 9082 - Prosecutor Ser	1	12/04/2024	2,000.00	.00	2,000.00	101662	12/04/2024
Total 1643:						2,000.00	.00	2,000.00		
1647	FlexPrint, LLC	120424MS8	INV5029311-INT - Metered	1	12/04/2024	465.09	.00	465.09	101653	12/04/2024
		120424MS8	INV5029310-INT - Monthly	2	12/04/2024	357.51	.00	357.51	101653	12/04/2024
Total 1647:						822.60	.00	822.60		
1677	REESE'S TIRE & AUTOTI	121824MS4	Inv 106918 - Rotors Turned	1	12/18/2024	16.66	.00	16.66	101698	12/18/2024
		121824MS4	Inv 106918 - Rotors Turned	2	12/18/2024	16.67	.00	16.67	101698	12/18/2024
		121824MS4	Inv 106918 - Rotors Turned	3	12/18/2024	16.66	.00	16.66	101698	12/18/2024
		121824MS4	Inv 106918 - Rotors Turned	4	12/18/2024	16.67	.00	16.67	101698	12/18/2024
		121824MS4	Inv 106918 - Rotors Turned	5	12/18/2024	16.67	.00	16.67	101698	12/18/2024
		121824MS4	Inv 106918 - Rotors Turned	6	12/18/2024	16.67	.00	16.67	101698	12/18/2024
Total 1677:						100.00	.00	100.00		
1728	SEDONA RECYCLES, INC	121824MS21	INV JRME 923 - Recycling	1	12/18/2024	240.00	.00	240.00	101699	12/18/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		121824MS21	INV JRME 523 - Recycling	2	12/18/2024	240.00	.00	240.00	101699	12/18/2024
Total 1728:						480.00	.00	480.00		
1735	SHAW LAW FIRM, PLLC	122424KM4	Inv. 26988 State v. A- CM2	1	12/24/2024	142.50	.00	142.50	101710	12/24/2024
		122424KM4	Inv. 26989 State v. S- CM2	2	12/24/2024	232.50	.00	232.50	101710	12/24/2024
		122424KM4	Inv. 26990 State v. E- TR20	3	12/24/2024	600.00	.00	600.00	101710	12/24/2024
		122424KM4	Inv. 26991 State v. G- TR2	4	12/24/2024	600.00	.00	600.00	101710	12/24/2024
Total 1735:						1,575.00	.00	1,575.00		
1740	SIMS MACKIN, LTD	121824MS7	INV 41508 - Legal Services	1	12/18/2024	1,260.00	.00	1,260.00	101700	12/18/2024
		121824MS7	INV 41508 - Legal Services	2	12/18/2024	292.50	.00	292.50	101700	12/18/2024
		121824MS7	INV 41508 - Legal Services	3	12/18/2024	2,340.00	.00	2,340.00	1024	12/18/2024
Total 1740:						3,892.50	.00	3,892.50		
1752	SPECIALTY PAVING & GR	121824MS5	Inv 4762 - Paving Hull Ave	1	12/18/2024	33,410.75	.00	33,410.75	101701	12/18/2024
		121824MS5	Inv 4762 - Paving Hull Ave	2	12/18/2024	29,877.21	.00	29,877.21	101701	12/18/2024
Total 1752:						63,287.96	.00	63,287.96		
1767	STEVE KNOWLTON	121824MS13	Used, Fireproof File Cabin	1	12/18/2024	100.00	.00	100.00	101702	12/18/2024
Total 1767:						100.00	.00	100.00		
1801	THOMSON REUTERS - W	122424KM3	Inv 851240494 AZ Rules of	1	12/24/2024	262.54	.00	262.54	101711	12/24/2024
Total 1801:						262.54	.00	262.54		
1812	TOWN OF JEROME - UTIL	120424MS15	7060.01 Public Works Yard	1	12/04/2024	210.83	.00	210.83	101665	12/04/2024
		120424MS15	7002.01 Town Hall Utilities	2	12/04/2024	224.90	.00	224.90	101665	12/04/2024
		120424MS15	7054.01 Jerome PD Utilitie	3	12/04/2024	177.32	.00	177.32	101665	12/04/2024
		120424MS15	7015.01 Jerome FD Utilitie	4	12/04/2024	210.83	.00	210.83	101665	12/04/2024
Total 1812:						823.88	.00	823.88		
1813	TOWN OF JEROME PR	120424MS5	Final Payroll Transfer 2024	1	12/04/2024	90,000.00	.00	90,000.00	101666	12/04/2024
		121824MS20	Payroll Transfer for Jan '25	1	12/18/2024	90,000.00	.00	90,000.00	101704	12/18/2024
Total 1813:						180,000.00	.00	180,000.00		
1827	UNISOURCE ENERGY SE	121824MS1	6937260000 303 Main St -	1	12/18/2024	35.17	.00	35.17	101706	12/18/2024
		121824MS1	0559820000 101 N Main St	2	12/18/2024	189.78	.00	189.78	101706	12/18/2024
		121824MS1	4353340000 201 Perkinsvil	3	12/18/2024	247.99	.00	247.99	101706	12/18/2024
		122424KM1	Acct 7505930000 Civic Ce	1	12/24/2024	584.52	.00	584.52	101712	12/24/2024
		122424KM1	Acct 2353340000 Co-op Ut	2	12/24/2024	191.63	.00	191.63	101712	12/24/2024
Total 1827:						1,249.09	.00	1,249.09		
1835	USA BLUE BOOK	121124MS9	Inv 959133 - PO 127293 B	1	12/11/2024	615.85	.00	615.85	101676	12/11/2024
Total 1835:						615.85	.00	615.85		
1851	VERDE VALLEY HARDWA	121124MS10	Inv 74096 - Pipe Insulation	1	12/11/2024	142.78	.00	142.78	101677	12/11/2024
		121124MS10	Inv 74183 - Filters 1/2" & 1"	2	12/11/2024	33.75	.00	33.75	101677	12/11/2024
		121124MS10	Inv 74260 - Flex couplers, I	3	12/11/2024	109.62	.00	109.62	101677	12/11/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		121124MS10	Inv 74650 - Wall repair sup	4	12/11/2024	46.09	.00	46.09	101677	12/11/2024
		121124MS10	Inv 74458 - Lock & Bolt, Pa	5	12/11/2024	45.02	.00	45.02	101677	12/11/2024
		121124MS10	Inv 74527 - Flap disc, 6" &	6	12/11/2024	110.75	.00	110.75	101677	12/11/2024
Total 1851:						488.01	.00	488.01		
1859	VERIZON WIRELESS	120424MS2	Acct 870476021-00001 GG	1	12/04/2024	40.78	.00	40.78	101667	12/04/2024
		120424MS2	Acct 870476021-00001 PD	2	12/04/2024	80.02	.00	80.02	101667	12/04/2024
		120424MS2	Acct 870476021-00001 FD	3	12/04/2024	173.01	.00	173.01	101667	12/04/2024
		120424MS2	Acct 870476021-00001 PZ	4	12/04/2024	40.88	.00	40.88	101667	12/04/2024
		120424MS2	Acct 870476021-00003 PD	5	12/04/2024	240.06	.00	240.06	101667	12/04/2024
		120424MS2	Acct 870476021-00003 Kio	6	12/04/2024	327.04	.00	327.04	101667	12/04/2024
		121124MS11	Acct 870476021-00002 Kio	1	12/11/2024	160.04	.00	160.04	101678	12/11/2024
		121124MS11	Acct 870476021-00002 PD	2	12/11/2024	52.98	.00	52.98	101678	12/11/2024
		121124MS11	Acct 870476021-00002 PZ	3	12/11/2024	52.98	.00	52.98	101678	12/11/2024
Total 1859:						1,167.79	.00	1,167.79		
1878	WASTE MANAGEMENT O	121124MS12	Inv 0000121-4655-1 - Tras	1	12/11/2024	1,460.80	.00	1,460.80	101679	12/11/2024
		122424KM6	Inv. 2423759-1586-3 Dump	1	12/24/2024	95.07	.00	95.07	101713	12/24/2024
Total 1878:						1,555.87	.00	1,555.87		
1914	YAVAPAI CO. EDUCATION	121124MS14	Inv 24-2567 - Library E-rat	1	12/11/2024	42.00	.00	42.00	101681	12/11/2024
		121124MS14	Inv 24-2566 Municipal Inter	2	12/11/2024	324.00	.00	324.00	101681	12/11/2024
		121124MS14	Inv 24-2566 Municipal Inter	3	12/11/2024	503.00	.00	503.00	101681	12/11/2024
		121124MS14	Inv 24-2566 Municipal Inter	4	12/11/2024	324.00	.00	324.00	101681	12/11/2024
		121124MS14	Inv 24-2566 Municipal Inter	5	12/11/2024	503.00	.00	503.00	101681	12/11/2024
Total 1914:						1,696.00	.00	1,696.00		
1920	YAVAPAI COUNTY EMER	121124MS15	Inv 92121-6 - IGA 2024-20	1	12/11/2024	191.00	.00	191.00	101683	12/11/2024
Total 1920:						191.00	.00	191.00		
1956	MARTIN MARIETTA	121824MS10	Inv 44560244 Mag ABC	1	12/18/2024	99.11	.00	99.11	101696	12/18/2024
		121824MS10	Inv 44575810 - Mag ABC	2	12/18/2024	192.68	.00	192.68	101696	12/18/2024
Total 1956:						291.79	.00	291.79		
1972	Friends of the Verde River	120424MS1	Inv FVR 72105 - Annual M	1	12/04/2024	500.00	.00	500.00	101655	12/04/2024
Total 1972:						500.00	.00	500.00		
1974	MOYER'S HEATING & CO	121124MS7	INV 0000128019 - Water L	1	12/11/2024	212.16	.00	212.16	101674	12/11/2024
Total 1974:						212.16	.00	212.16		
2006	Wired Up Systems LLC	121124MS13	Inv 114501 - CP Basic Sec	1	12/11/2024	112.95	.00	112.95	101680	12/11/2024
Total 2006:						112.95	.00	112.95		
2016	T2 SYSTEMS, INC.	120424MS14	INV UPS00054632 - Auto	1	12/04/2024	147.50	.00	147.50	101664	12/04/2024
Total 2016:						147.50	.00	147.50		
2034	Yavapai County	121124MS16	ATY102824E - Contribution	1	12/11/2024	15,000.00	.00	15,000.00	101682	12/11/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 2034:						15,000.00	.00	15,000.00		
2052	TERRI CARD	121824MS11	Reimbursement for assort	1	12/18/2024	26.74	.00	26.74	101703	12/18/2024
Total 2052:						26.74	.00	26.74		
2053	ISSAM SHARIF	121824MS19	Reimbursement for Hotel C	1	12/18/2024	643.95	.00	643.95	101694	12/18/2024
		121824MS19	Reimbursement for Food C	2	12/18/2024	66.36	.00	66.36	101694	12/18/2024
Total 2053:						710.31	.00	710.31		
2054	TRENCH-ADE, LLC	121824MS14	Inv TA585935 - Trench Plat	1	12/18/2024	950.90	.00	950.90	101705	12/18/2024
Total 2054:						950.90	.00	950.90		
2058	KB Valuation Services LLC	120424MS13	INV 2024-KB0169 - Scope	1	12/04/2024	150.00	.00	150.00	1023	12/04/2024
Total 2058:						150.00	.00	150.00		
2063	STERICYCLE, INC	120424MS7	Inv 1000963383 - Onsite S	1	12/04/2024	179.30	.00	179.30	101663	12/04/2024
		120424MS7	Inv 1000963383 - Onsite S	2	12/04/2024	179.30	.00	179.30	101663	12/04/2024
		120424MS7	Inv 1000963383 - Onsite S	3	12/04/2024	179.30	.00	179.30	101663	12/04/2024
		120424MS7	Inv 1000963383 - Onsite S	4	12/04/2024	179.30	.00	179.30	101663	12/04/2024
		120424MS7	Inv 1000963383 - Onsite S	5	12/04/2024	179.30	.00	179.30	101663	12/04/2024
		120424MS7	Inv 1000963383 - Onsite S	6	12/04/2024	179.30	.00	179.30	101663	12/04/2024
Total 2063:						1,075.80	.00	1,075.80		
2064	HEIDI KALDOR	120424MS20	LMP Refund - Acct 1343.03	1	12/04/2024	6.48	.00	6.48	101657	12/04/2024
Total 2064:						6.48	.00	6.48		
2065	Yavapai Title Agency, Inc	121124MS17	Escrow: 06017258-625 MA	1	12/11/2024	543,387.91	.00	543,387.91	101684	12/11/2024
Total 2065:						543,387.91	.00	543,387.91		
2066	FLAGSTAFF BUSINESS S	121824MS9	Inv 12102401 - Polygraph	1	12/18/2024	300.00	.00	300.00	101692	12/18/2024
Total 2066:						300.00	.00	300.00		
Grand Totals:						879,467.30	.00	879,467.30		

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.

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Continued work on our Zoning Code Update. It is still very early but hope to have something for the Council and begin Council and public involvement by the end of 2025.
- Reviewed the responses to our RFP for Legal Services and met with those requesting a meeting.
- Processed a property / casualty claim at 329 Main Street.
- Met with JHS representatives to discuss the potential property exchange.
- Worked on the recruitment of a deputy chief.
- Completed the closing on 621 Main Street.
- Participated in bi-weekly WWTP design status update meetings (Minutes Included)
- Met with Condemnation Counsel to discuss our next steps and issued letter to Verde Ex as required by ARS.
- Participated in a kick-off meeting for the upcoming Growing Water Smart conference and started the comprehensive pre-conference work.
- Worked with various individuals on their special event requests.
- Attended the WIFA WSD Committee Meeting regarding our \$1.4 million water system grant, and the full Board meeting in which we were awarded the grant.
- Facilitated public records requests.
- Continued working on the CDBG Grant with NACOG and submitted remaining grant documentation.
- Conducted an inventory and action items – coordinated clean-up of 621 Main Street.
- Worked on solicitation of renters for vacancy at 500 Main Street (Hotel Jerome) formerly Jerome Ghost Pepper.
- Worked on the remaining items necessary for the WWTP upgrade, including easement negotiations.
- Worked on a risk and resilience assessment consultant – USDA Letter of Conditions Requirement, and worked on numerous other LOC requirements so once the Verde Ex easement issue is resolved we are ready to roll.

**** CONGRATULATIONS TO ****

Kerry Lee (Police) on completing 11 years of service effective January 6, 2025.

Angela Napper (Municipal Judge) on completing 3 years of service effective January 6, 2025

William Lionberger (Library) on completing 14 years of service effective January 26, 2025

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	508,880
December		116,459	
January		106,378	
February		89,204	
March		105,419	
April		150,319	
May		130,160	
June		109,691	
Total YTD	545,154	1,317,058	508,880

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		38,505			18,188			43,845	
January		38,694			15,472			43,489	
February		29,730			13,973			28,100	
March		41,146			16,248			36,289	
April		50,719			26,020			52,465	
May		47,169			21,601			50,136	
June		45,893			20,289			34,359	
Total YTD	197,631	490,806	(1,319)	92,894	222,962	1,723	195,241	498,973	(15,049)

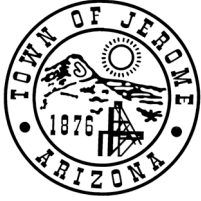
Added 1% Bed Tax

	<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		
January		
February		
March		
April		
May		
June		

WATER FLOWS REPORT

Item A.

Reading Date	WALNUT GPM	VERDE GPM
6-Nov	101	214
13-Nov	101	206
20-Nov	101	225
27-Nov	89	215
4-Dec	95	214
11-Dec	108	220
18-Dec	101	222
26-Dec	101	223
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



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Incorporated 1899

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

January 2025 Staff Report for December 2024 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.
- ⚙ 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 2024 per the Secretary of State's Retention Schedule, including filing documents in the long-term file room for safety.
- ⚙ Performed Notarizations for private citizens by appointment.
- ⚙ Attended AMCA's Fall Best Practices webinars and submitted essays to earn educational credits that will count toward IIMC's educational requirements.
- ⚙ Renewed the Town of Jerome's TPT License for 2025.
- ⚙ Created and submitted employee W-2 reports per State and Federal requirements.
- ⚙ Permits and Licensing activities for December:
 - Business Licenses**
 - 10 Businesses were sent renewal notices.
 - 6 Businesses sent in their renewal application.
 - 5 Businesses applied for a NEW business license.
 - 2 Business License renewals were issued.
 - 19 Business Licenses are pending approval, including 2 tour businesses.
 - Spreadsheet of Tour & Mobile Food Vendor License updates attached.
 - STR Licenses**
 - 0 new STR/Vacation Rental Licenses were issued and no applications are pending.
 - 18 Total STR Licenses issued currently.
 - The total Jerome STR housing units (whole house or separately available units within the same property) is now 25.

- Note: 1 currently licensed location is up for sale (Paradise Lane).
- The owner of 715 Clark Street currently has the lower unit available for a long-term rental and, if a renter can be found, will be converted to a long-term rental.

Note: this is the first time that the total number of STR units has reduced in number since the beginning of the STR permitting ordinance was put into place.

Special Event Permits

- No New Special Event permits were approved in December. The permit issuance for the Annual Cocodona Race is still pending until we receive COI documents.



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TOWN OF JEROME, ARIZONA

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

Item A.

January 2025 Staff Report for December Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Took and transcribed minutes from Regular Council meetings for December 10th.
- ❖ Took and transcribed minutes from Planning and Zoning meeting of December 17th.
- ❖ Assisted Utilities clerk with monthly receiving and posting payments.
- ❖ Updated late-fee billing analysis since starting to use Caselle.
- ❖ Processed weekly payables as needed to assist Finance Director.
- ❖ Processed bank reconciliations in Caselle.
- ❖ Monthly reconciliation of Petty Cash and Cash Drawer.
- ❖ Completed monthly utility bill run (due to Utility Clerk absence).
- ❖ Assisted Town Manager with various projects and forms as requested.
- ❖ Performed monthly elevator maintenance testing for December.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.
- ❖ Additional updating of Water Line inventory on 120Water website.
- ❖ Continued drafting of new Town Shuttle Policy.
- ❖ Made contact with Caselle/Xpress Bill Pay rep regarding an online and automatic utility payment option.
- ❖ Attended Newly Elected Official Training alongside Councilmember Sharif.
- ❖ Completed and passed EMT School.
- ❖ Completed and passed the NREMT exam and obtained AZ State EMT Certification.

Report Criteria:

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

Customer Number	Balance	12/31/2024	11/30/2024	10/31/2024	09/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1000.01	164.12	79.96	83.19	.97	.00	10/23/24	89.53-		
1001.03	676.06-	676.06-	.00	.00	.00	11/06/24	1,183.24-		
1003.02	114.00	114.00	.00	.00	.00	12/23/24	114.00-		
1006.02	24.07-	96.82-	35.86	35.86	1.03	06/04/24	700.00-		
1007.02	143.48	143.48	.00	.00	.00	12/02/24	143.48-		
1008.02	84.53	84.53	.00	.00	.00	12/16/24	84.53-		
1009.05	46.41	46.41	.00	.00	.00	12/02/24	92.82-		
1010.01	84.53	84.53	.00	.00	.00	12/16/24	84.53-		
1011.01	46.20-	46.20-	.00	.00	.00	08/21/24	500.00-		
1013.01	169.06	84.53	84.53	.00	.00	11/04/24	169.06-		
1014.03	162.90	48.90	114.00	.00	.00	11/07/24	456.00-		
1015.01	84.53	84.53	.00	.00	.00	12/26/24	84.53-		
1016.01	46.41	46.41	.00	.00	.00	12/16/24	46.41-		
1018.03	143.48	143.48	.00	.00	.00	12/16/24	143.48-		
1021.01	44.77-	44.77-	.00	.00	.00		.00		
1022.01	810.75	84.53	84.53	84.53	557.16	10/21/24	154.74-		
1024.01	16.21-	16.21-	.00	.00	.00	12/09/24	114.00-		
1025.01	84.53	84.53	.00	.00	.00	12/17/24	84.53-		
1026.01	84.53	84.53	.00	.00	.00	12/16/24	84.06-		
1027.01	84.53	84.53	.00	.00	.00	12/02/24	263.59-		
1028.04	84.53	84.53	.00	.00	.00	12/10/24	84.53-		
1029.01	583.92	153.48	143.48	143.48	143.48	09/23/24	440.44-		
1031.03	.02	.00	.00	.00	.02		.00	Final	06/01/12
1031.11	228.00	113.87	114.00	.13	.00	11/06/24	228.00-		
1032.01	84.53	84.53	.00	.00	.00	12/05/24	169.06-		
1036.09	114.00	114.00	.00	.00	.00	12/12/24	228.00-		
1038.02	81.71	81.71	.00	.00	.00	12/11/24	85.00-		
1040.01	17.34	17.34	.00	.00	.00	12/16/24	17.34-		
1042.01	269.19	269.19	.00	.00	.00	12/23/24	269.19-		
1044.02	152.17	152.17	.00	.00	.00	12/16/24	167.17-		
1051.02	1,435.56-	1,655.87-	54.78	54.78	110.75	07/08/24	2,672.64-		
1055.05	252.87	.00	.00	.00	252.87		.00	Final	12/12/19
1055.06	84.53	84.53	.00	.00	.00	12/23/24	84.53-		
1056.02	84.53	84.53	.00	.00	.00	12/10/24	84.53-		
1057.01	84.53	84.53	.00	.00	.00	12/16/24	84.53-		
1058.05	84.53	84.53	.00	.00	.00	12/18/24	84.53-		
1060.02	84.53	84.53	.00	.00	.00	12/09/24	84.53-		
1061.01	114.00	114.00	.00	.00	.00	12/17/24	114.00-		
1062.03	46.41	46.41	.00	.00	.00	12/11/24	46.41-		
1063.02	84.53	84.53	.00	.00	.00	12/02/24	169.06-		
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	304.34	152.17	152.17	.00	.00	11/06/24	466.51-		
1065.01	78.78-	78.78-	.00	.00	.00		.00		
1069.02	114.00	114.00	.00	.00	.00	12/17/24	114.00-		
1071.04	98.00-	98.00-	.00	.00	.00	12/19/24	440.00-		
1073.01	114.00	109.57	4.43	.00	.00	11/26/24	114.00-		
1074.01	84.53	84.53	.00	.00	.00	12/11/24	84.53-		
1075.01	84.87	46.41	38.46	.00	.00	11/18/24	50.00-		
1076.01	73.47	.00	.00	.00	73.47		.00	Final	04/26/22
1076.02	92.82-	92.82-	.00	.00	.00		.00	Final	10/31/22

Customer Number	Balance	12/31/2024	11/30/2024	10/31/2024	09/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1076.04	149.23	.00	.00	.00	149.23	09/28/23	149.23-	Final	12/01/23
1076.05	317.70	158.85	158.85	.00	.00	12/30/24	158.85-		
1077.01	64.05	64.05	.00	.00	.00	12/11/24	64.05-		
1078.02	128.10	64.05	64.05	.00	.00	11/14/24	63.05-		
1079.02	305.22	305.22	.00	.00	.00	12/23/24	305.22-		
1080.01	128.10	64.05	64.05	.00	.00	12/12/24	64.05-		
1081.01	65.43	65.43	.00	.00	.00	12/12/24	65.45-		
1082.01	1.37-	1.37-	.00	.00	.00	12/23/24	100.00-		
1083.05	146.87	57.43	57.43	32.01	.00	12/19/24	50.00-		
1084.01	46.81	46.81	.00	.00	.00	12/11/24	40.00-		
1085.02	42.56-	42.56-	.00	.00	.00		.00	Final	10/02/13
1085.04	152.29	57.43	47.43	47.43	.00	10/29/24	152.29-		
1086.02	65.44	65.44	.00	.00	.00	12/26/24	65.44-		
1087.01	47.43	47.43	.00	.00	.00	12/16/24	47.43-		
1088.05	152.29	57.43	47.43	47.43	.00	11/04/24	47.43-		
1090.04	220.00	103.35	114.00	2.65	.00	11/25/24	360.00-		
1091.02	90.87	89.80	1.07	.00	.00	11/12/24	181.74-		
1093.02	65.44	65.44	.00	.00	.00	12/18/24	65.44-		
1094.01	47.43	47.43	.00	.00	.00	12/19/24	47.43-		
1096.02	65.44	65.44	.00	.00	.00	12/17/24	65.44-		
1097.03	65.44	65.44	.00	.00	.00	12/12/24	65.44-		
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	352.67	93.44	83.44	93.44	82.35	12/10/24	84.53-		
1099.02	84.53	84.00	.53	.00	.00	12/10/24	84.53-		
1100.02	65.44	65.44	.00	.00	.00	12/23/24	65.44-		
1104.08	19.45	.00	.00	.00	19.45		.00	Final	07/01/22
1109.01	153.73-	153.73-	.00	.00	.00	12/10/24	300.00-		
1125.03	111.55-	111.55-	.00	.00	.00	12/23/24	100.00-		
1131.01	64.05	64.05	.00	.00	.00	12/17/24	64.05-		
1132.01	84.53	84.53	.00	.00	.00	12/23/24	84.53-		
1133.01	84.53	84.53	.00	.00	.00	12/31/24	84.53-		
1135.02	417.41	.00	.00	.00	417.41		.00	Final	01/01/14
1135.03	281.00	75.44	65.44	75.44	64.68	12/26/24	100.00-		
1139.01	348.12	94.53	84.53	84.53	84.53	09/23/24	263.59-		
1150.04	320.12	.00	.00	.00	320.12		.00	Final	08/31/20
1150.06	47.43	47.43	.00	.00	.00	12/05/24	47.43-		
1151.02	94.86	47.43	47.43	.00	.00	11/19/24	94.86-		
1160.02	84.53-	84.53-	.00	.00	.00	06/13/24	591.71-		
1162.03	114.00	114.00	.00	.00	.00	12/11/24	114.00-		
1163.01	163.76	.00	.00	.00	163.76		.00	Final	07/01/15
1165.04	84.53	84.53	.00	.00	.00	12/10/24	84.53-		
1166.02	90.87	90.87	.00	.00	.00	12/17/24	90.87-		
1167.01	2.00	2.00	.00	.00	.00	12/18/24	82.44-		
1167.16	82.44-	82.44-	.00	.00	.00	08/19/24	82.44-	Final	07/01/22
1168.01	84.53	84.53	.00	.00	.00	12/11/24	84.53-		
1169.02	114.00	114.00	.00	.00	.00	12/30/24	114.00-		
1170.01	64.05-	64.05-	.00	.00	.00	11/18/24	256.20-		
1173.06	80.79-	80.79-	.00	.00	.00	12/09/24	77.74-		
1174.02	84.53	84.53	.00	.00	.00	12/16/24	84.53-		
1177.01	536.65	.00	.00	.00	536.65		.00	Final	10/31/16
1178.01	84.53	84.53	.00	.00	.00	12/09/24	84.53-		
1312.04	522.70	.00	.00	.00	522.70		.00	Final	08/21/12
1312.10	114.00	114.00	.00	.00	.00	12/19/24	342.00-		
1313.04	557.60	.00	.00	.00	557.60		.00	Final	03/01/12
1313.10	3.81	.00	.00	3.81	.00	10/14/24	57.00-	Final	10/01/24
1313.11	84.53	84.53	.00	.00	.00	12/18/24	184.06-		

Customer Number	Balance	12/31/2024	11/30/2024	10/31/2024	09/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1314.05	65.44	65.44	.00	.00	.00	12/17/24	65.44-		
1332.01	104.58	10.00	10.00	30.99	53.59	10/08/24	100.00-		
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	48.52	48.52	.00	.00	.00	12/11/24	48.52-		
1343.04	129.00	129.00	.00	.00	.00		.00		
2000.01	150.69	150.69	.00	.00	.00	12/23/24	150.69-		
2001.01	467.24	.00	.00	.00	467.24		.00	Final	10/01/18
2001.02	665.18	143.48	153.48	153.48	214.74	12/04/24	200.00-		
2002.03	92.82	46.41	46.41	.00	.00	11/18/24	46.41-		
2003.02	84.53	84.53	.00	.00	.00	12/05/24	84.53-		
2004.01	114.00	114.00	.00	.00	.00	12/04/24	352.00-		
2006.03	114.00	114.00	.00	.00	.00	12/09/24	114.00-		
2007.02	169.06	169.06	.00	.00	.00	12/09/24	169.06-		
2008.01	114.00	114.00	.00	.00	.00	12/18/24	114.00-		
2009.01	114.00	114.00	.00	.00	.00	12/04/24	114.00-		
2010.03	113.99	113.99	.00	.00	.00	12/02/24	114.00-		
2011.05	84.53	84.53	.00	.00	.00	12/26/24	84.53-		
2013.01	114.00	114.00	.00	.00	.00	12/16/24	114.00-		
2014.01	114.00	114.00	.00	.00	.00	12/09/24	114.00-		
2015.02	270.25-	462.36-	35.86	35.86	120.39	03/21/24	1,400.00-		
2016.05	206.10	.00	.00	.00	206.10		.00	Final	02/02/20
2016.06	228.00	114.00	114.00	.00	.00	11/21/24	114.00-		
2017.01	84.53	84.53	.00	.00	.00	12/23/24	84.53-		
2018.01	84.53	84.53	.00	.00	.00	12/17/24	84.53-		
2019.02	143.48	143.48	.00	.00	.00	12/16/24	143.48-		
2020.01	143.48	143.48	.00	.00	.00	12/16/24	143.48-		
2021.06	471.26	.00	.00	.00	471.26		.00	Final	08/30/20
2021.07	60.66	60.66	.00	.00	.00	11/12/24	122.89-		
2022.01	143.48	143.48	.00	.00	.00	12/05/24	143.48-		
2023.03	114.00	114.00	.00	.00	.00	12/04/24	114.00-		
2024.01	114.00	114.00	.00	.00	.00	12/04/24	114.00-		
2025.02	84.53	84.53	.00	.00	.00	12/19/24	84.53-		
2026.02	352.00	124.00	114.00	114.00	.00	10/31/24	352.00-		
2028.01	113.89	113.89	.00	.00	.00	12/10/24	114.03-		
2029.01	114.00	114.00	.00	.00	.00	12/19/24	114.00-		
2030.01	84.53	84.53	.00	.00	.00	12/23/24	84.53-		
2031.01	150.69	150.69	.00	.00	.00	12/10/24	150.69-		
2032.03	84.53	84.53	.00	.00	.00	12/30/24	263.60-		
2034.01	84.53	84.53	.00	.00	.00	12/09/24	84.53-		
2037.03	114.00	114.00	.00	.00	.00	12/09/24	114.00-		
2038.01	84.53	84.53	.00	.00	.00	12/19/24	84.53-		
2042.01	55.29-	55.29-	.00	.00	.00		.00	Final	04/22/21
2042.02	114.00	113.91	.09	.00	.00	12/23/24	228.00-		
2043.03	114.00	114.00	.00	.00	.00	12/11/24	114.00-		
2044.01	84.53	84.53	.00	.00	.00	12/17/24	84.53-		
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	134.38	67.19	67.19	.00	.00	11/26/24	211.57-		
2047.02	143.48	143.48	.00	.00	.00	12/09/24	143.48-		
2054.01	285.19	152.17	133.02	.00	.00	12/04/24	500.00-		
2055.01	152.43	84.53	67.90	.00	.00	12/17/24	77.74-		
2058.02	1.55	1.55	.00	.00	.00	12/19/24	46.41-		
2059.01	228.00	114.00	114.00	.00	.00	11/21/24	134.00-		
2061.02	150.69	150.69	.00	.00	.00	12/09/24	150.69-		
2062.01	65.44	65.44	.00	.00	.00	12/16/24	65.44-		
2063.01	65.44	65.44	.00	.00	.00	12/19/24	65.44-		
2065.04	152.29	57.43	47.43	47.43	.00	10/17/24	94.86-		

Customer Number	Balance	12/31/2024	11/30/2024	10/31/2024	09/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
2067.02	272.81-	272.81-	.00	.00	.00		.00		
2068.01	65.44	65.44	.00	.00	.00	12/30/24	65.44-		
2069.02	47.43	36.92	10.51	.00	.00	11/18/24	94.86-		
2070.01	116.28-	116.28-	.00	.00	.00	12/23/24	65.43-		
2071.01	47.43	45.71	1.72	.00	.00	09/10/24	189.72-		
2073.02	438.57	118.73	108.73	118.73	92.38	11/21/24	200.00-		
2077.01	78.31	65.44	12.87	.00	.00	12/10/24	50.00-		
2078.01	90.87	90.87	.00	.00	.00	12/23/24	90.87-		
2079.03	47.43	47.43	.00	.00	.00	12/04/24	152.29-		
2080.01	46.41	46.41	.00	.00	.00	12/18/24	92.82-		
2081.01	192.56-	192.56-	.00	.00	.00	12/19/24	300.00-		
2083.01	281.86-	281.86-	.00	.00	.00	10/23/24	500.00-		
2084.01	114.00	114.00	.00	.00	.00	12/23/24	114.00-		
2085.02	372.34	372.34	.00	.00	.00	12/11/24	372.34-		
2086.01	84.53	84.53	.00	.00	.00	12/16/24	84.53-		
2089.03	152.23-	152.23-	.00	.00	.00	11/07/24	304.37-		
2093.02	397.02	.00	198.51	198.51	.00	10/30/24	605.53-	Final	12/01/24
2093.03	258.39	258.39	.00	.00	.00		.00		
2100.01	112.31-	112.31-	.00	.00	.00	12/09/24	60.40-		
2102.09	311.78	.00	.00	.00	311.78		.00	Final	07/29/15
2102.13	114.00	114.00	.00	.00	.00	12/17/24	114.00-		
2103.01	228.00	114.00	114.00	.00	.00	12/11/24	114.00-		
2104.08	84.53	84.51	.02	.00	.00	12/01/24	84.53-		
2105.03	.38-	.38-	.00	.00	.00		.00	Final	02/05/21
2105.04	152.17	148.11	4.06	.00	.00	12/09/24	152.17-		
2106.01	88.64	88.64	.00	.00	.00	12/10/24	105.11-		
2107.01	61.17	61.17	.00	.00	.00	12/18/24	61.17-		
2109.03	84.53	84.53	.00	.00	.00	12/16/24	84.53-		
2110.01	1,448.25-	1,448.25-	.00	.00	.00	08/07/23	3,000.00-		
2113.01	114.00	114.00	.00	.00	.00	12/09/24	114.00-		
2115.01	114.00	114.00	.00	.00	.00	12/17/24	114.00-		
2119.05	114.00	114.00	.00	.00	.00	12/11/24	114.00-		
2120.01	352.00	124.00	114.00	114.00	.00	11/04/24	228.00-		
2121.01	130.43-	130.43-	.00	.00	.00	12/09/24	65.44-		
2122.05	198.51	198.51	.00	.00	.00	12/12/24	198.51-		
2123.01	69.27-	69.27-	.00	.00	.00	12/17/24	105.11-		
2124.01	114.00	114.00	.00	.00	.00	12/16/24	114.00-		
2125.02	65.44	65.44	.00	.00	.00	12/05/24	65.44-		
2126.06	84.53	84.53	.00	.00	.00	12/30/24	169.06-		
2127.06	169.06	70.85	84.53	13.68	.00	11/18/24	263.59-		
2128.02	740.22	124.00	124.00	124.00	368.22	10/31/24	114.00-		
2130.06	198.51	198.51	.00	.00	.00	12/04/24	198.51-		
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	65.44	65.44	.00	.00	.00	12/12/24	65.44-		
2132.02	114.00	114.00	.00	.00	.00	12/19/24	114.00-		
3000.03	345.16	169.06	176.10	.00	.00	11/26/24	176.10-		
3001.02	437.87	.00	.00	.00	437.87		.00	Final	05/31/21
3001.04	405.55	.00	.00	.00	405.55		.00	Final	10/31/22
3003.01	84.53	84.53	.00	.00	.00	12/16/24	84.53-		
3004.01	290.68	.00	.00	.00	290.68		.00	Final	11/05/13
3004.07	48.52	48.52	.00	.00	.00	12/11/24	48.52-		
3005.02	114.00	114.00	.00	.00	.00	12/12/24	228.00-		
3007.01	64.05	64.05	.00	.00	.00	12/30/24	64.05-		
3009.01	143.48	143.48	.00	.00	.00	12/16/24	143.48-		
3010.01	114.00	114.00	.00	.00	.00	12/09/24	228.00-		
3011.01	114.00	114.00	.00	.00	.00	12/30/24	114.00-		

Customer Number	Balance	12/31/2024	11/30/2024	10/31/2024	09/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
3012.03	86.22	71.68	14.54	.00	.00	10/15/24	266.49-		
3013.01	114.00	114.00	.00	.00	.00	12/05/24	114.00-		
3014.01	84.53	84.53	.00	.00	.00	12/17/24	84.53-		
3015.01	167.54	167.54	.00	.00	.00	12/05/24	167.54-		
3016.01	113.84	113.84	.00	.00	.00	12/05/24	114.00-		
3017.01	460.82	.00	.00	.00	460.82		.00	Final	03/20/13
3017.03	203.59	94.53	94.53	14.53	.00	12/10/24	100.00-		
3018.01	114.00	114.00	.00	.00	.00	12/16/24	114.00-		
3019.01	92.13	92.13	.00	.00	.00	12/09/24	92.13-		
3021.01	47.43	47.43	.00	.00	.00	12/17/24	47.43-		
3022.03	65.44	65.44	.00	.00	.00	12/16/24	66.24-		
3023.01	294.89	.00	.00	.00	294.89		.00	Final	05/01/11
3023.05	61.17	61.17	.00	.00	.00	12/05/24	61.17-		
3024.02	92.82	46.41	46.41	.00	.00	11/19/24	46.41-		
3025.02	114.00	114.00	.00	.00	.00	12/09/24	114.00-		
3026.01	84.53	84.53	.00	.00	.00	12/10/24	84.53-		
3029.01	114.00	323.60-	78.14	78.14	281.32	10/15/24	342.00-		
3030.08	84.53	84.53	.00	.00	.00	12/16/24	169.06-		
3032.12	152.17	152.17	.00	.00	.00	12/16/24	152.17-		
3035.01	291.00	124.00	114.00	53.00	.00	11/19/24	115.00-		
3038.01	114.00	114.00	.00	.00	.00	12/17/24	114.00-		
3039.02	266.20-	266.20-	.00	.00	.00		.00	Final	04/01/17
3039.04	200.86	200.86	.00	.00	.00	12/12/24	200.86-		
3040.01	111.78	111.78	.00	.00	.00	12/23/24	223.56-		
4000.01	152.17	152.17	.00	.00	.00	12/16/24	152.17-		
4001.01	528.96	.00	.00	.00	528.96		.00	Final	02/22/18
5000.04	342.00-	342.00-	.00	.00	.00	10/23/24	912.00-		
5001.01	384.39	.00	210.83	173.56	.00	10/15/24	210.83-	Final	11/07/24
5005.01	44.72	44.72	.00	.00	.00	12/11/24	44.72-		
5006.01	210.83	210.83	.00	.00	.00	12/23/24	210.83-		
5007.01	282.73	282.73	.00	.00	.00	12/16/24	433.81-		
5008.03	210.83	210.83	.00	.00	.00	12/11/24	210.83-		
5009.02	238.83	238.83	.00	.00	.00	12/09/24	238.83-		
5010.01	235.53	235.53	.00	.00	.00	12/16/24	235.53-		
5012.01	210.83	210.83	.00	.00	.00	12/16/24	210.83-		
5013.01	464.77	464.77	.00	.00	.00	12/16/24	464.77-		
5014.01	210.83	210.83	.00	.00	.00	12/16/24	210.83-		
5016.01	395.74	395.74	.00	.00	.00	12/16/24	395.74-		
5016.02	84.53	84.53	.00	.00	.00	12/19/24	87.96-		
5016.03	84.53	84.53	.00	.00	.00	12/16/24	84.53-		
5017.04	210.83	210.83	.00	.00	.00	12/18/24	210.83-		
5018.03	765.93	765.93	.00	.00	.00	12/16/24	785.73-		
5019.03	218.19	218.19	.00	.00	.00	12/17/24	218.19-		
5020.01	44.72	44.72	.00	.00	.00	12/30/24	44.72-		
5021.01	114.00	114.00	.00	.00	.00	12/17/24	114.00-		
5022.01	44.72	44.72	.00	.00	.00	12/10/24	44.72-		
5023.02	210.83	210.83	.00	.00	.00	12/09/24	210.83-		
5025.01	114.00	114.00	.00	.00	.00	12/16/24	114.00-		
5027.01	44.50	44.50	.00	.00	.00	12/23/24	44.50-		
5029.01	341.79	341.79	.00	.00	.00	12/16/24	411.06-		
5031.06	421.66	182.98	210.83	27.85	.00	11/18/24	642.49-		
5039.01	210.83	210.83	.00	.00	.00	12/19/24	210.83-		
5041.03	255.55	255.55	.00	.00	.00	12/05/24	255.55-		
5043.01	1,272.15	1,272.15	.00	.00	.00	12/11/24	1,291.95-		
5046.03	166.11	166.11	.00	.00	.00	12/16/24	166.11-		
5046.04	44.72	44.72	.00	.00	.00	12/16/24	44.72-		
5047.01	1,173.14	1,173.14	.00	.00	.00	12/17/24	1,173.14-		
5049.04	210.83	210.83	.00	.00	.00	12/16/24	210.83-		

Customer Number	Balance	12/31/2024	11/30/2024	10/31/2024	09/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
5052.06	44.72	44.72	.00	.00	.00	12/23/24	44.72-		
5055.01	594.58-	594.58-	.00	.00	.00	11/18/24	5,000.00-		
5057.01	657.55	657.55	.00	.00	.00	12/11/24	538.79-		
5058.02	230.45	230.45	.00	.00	.00	12/23/24	279.94-		
5059.04	210.83	210.83	.00	.00	.00	12/17/24	210.83-		
5061.01	166.11	166.11	.00	.00	.00	12/09/24	166.11-		
5062.01	172.14	172.14	.00	.00	.00	12/05/24	172.14-		
5064.02	228.17	228.17	.00	.00	.00	12/17/24	228.17-		
5066.03	44.72	44.72	.00	.00	.00	12/16/24	44.72-		
5067.04	225.83	225.83	.00	.00	.00		.00		
5074.06	2,736.08-	2,736.08-	.00	.00	.00	12/09/24	450.00-		
5076.01	712.63	712.63	.00	.00	.00	12/17/24	712.63-		
5077.03	210.83	210.83	.00	.00	.00	12/05/24	210.83-		
5078.02	234.23	.00	.00	.00	234.23		.00	Final	07/01/15
5080.01	642.49	220.83	210.83	210.83	.00	10/15/24	642.49-		
5083.09	317.20	210.83	106.37	.00	.00		.00		
5089.01	353.95	194.44	129.48	30.03	.00	02/07/24	2,551.00-		
5092.01	210.66	210.66	.00	.00	.00	12/23/24	211.00-		
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	12/23/24	107.82-		
5094.02	222.55	222.55	.00	.00	.00	12/11/24	222.55-		
5095.02	607.30	484.32	122.98	.00	.00	12/11/24	19.99-		
5096.03	210.83	105.68	105.15	.00	.00	12/23/24	210.83-		
5097.01	431.66	210.83	220.83	.00	.00	12/10/24	421.66-		
5098.05	210.83	210.83	.00	.00	.00	12/16/24	210.80-	Final	12/31/24
5100.04	75.10-	75.10-	.00	.00	.00		.00	Final	07/01/12
5100.06	114.00	114.00	.00	.00	.00	12/17/24	114.00-		
6000.02	341.53	341.53	.00	.00	.00	12/16/24	341.53-		
6001.01	253.59	253.59	.00	.00	.00	12/11/24	253.59-		
6003.01	466.51	162.17	152.17	152.17	.00	10/23/24	466.51-		
6004.02	84.53	84.53	.00	.00	.00	12/09/24	84.53-		
6005.03	114.00	114.00	.00	.00	.00	12/17/24	114.00-		
6006.01	169.06	169.06	.00	.00	.00	12/16/24	253.59-		
6007.02	255.55	255.55	.00	.00	.00	12/17/24	255.55-		
6008.01	553.66	553.66	.00	.00	.00	12/23/24	553.66-		
6009.03	236.87	236.87	.00	.00	.00	12/09/24	236.87-		
6010.03	46.41	46.41	.00	.00	.00	12/11/24	46.41-		
6011.02	227.99	227.99	.00	.00	.00	12/16/24	227.99-		
6012.01	84.53	84.53	.00	.00	.00	12/17/24	84.53-		
6013.02	114.00	114.00	.00	.00	.00	12/09/24	114.00-		
6014.01	216.32	143.48	72.84	.00	.00	12/31/24	120.00-		
6015.01	83.44	83.44	.00	.00	.00	12/16/24	83.44-		
6016.08	84.53	84.53	.00	.00	.00	12/11/24	84.53-		
6017.02	169.06	169.06	.00	.00	.00	12/12/24	169.06-		
6018.01	270.22	270.22	.00	.00	.00	12/09/24	270.22-		
6019.02	269.19	269.19	.00	.00	.00	12/23/24	269.19-		
6020.05	114.00	114.00	.00	.00	.00	12/17/24	114.00-		
6021.03	46.41	46.41	.00	.00	.00	12/09/24	46.41-		
6022.02	48.90	48.90	.00	.00	.00	12/30/24	114.00-		
6023.01	16.28-	16.28-	.00	.00	.00	12/23/24	110.50-	Final	12/15/24
6023.02	228.00	114.00	114.00	.00	.00	11/26/24	228.00-		
6023.03	26.30	26.30	.00	.00	.00		.00		
6025.03	87.51	.00	.00	.00	87.51	01/09/24	125.02-	Final	01/01/24
6025.04	152.29	57.43	47.43	47.43	.00	11/04/24	47.43-		
6026.02	3,793.99	.00	.00	.00	3,793.99		.00	Final	12/02/10
6026.04	3,607.29	1,769.01	1,838.28	.00	.00	11/25/24	3,706.78-		
6027.02	144.89	.00	.00	.00	144.89		.00	Final	12/01/17

Customer Number	Balance	12/31/2024	11/30/2024	10/31/2024	09/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
6027.04	65.44	65.44	.00	.00	.00	12/26/24	206.32-		
6028.08	84.53	84.53	.00	.00	.00	12/05/24	169.06-		
6029.01	154.47-	154.47-	.00	.00	.00	12/17/24	80.00-		
6031.02	84.53	84.53	.00	.00	.00	12/12/24	169.06-		
6032.01	236.87	236.87	.00	.00	.00	12/16/24	236.87-		
6033.03	210.83	210.83	.00	.00	.00	12/09/24	210.83-		
6033.04	255.55	255.55	.00	.00	.00	12/09/24	255.55-		
6040.03	697.60	.00	.00	.00	697.60		.00	Final	10/01/11
6040.04	84.53	84.53	.00	.00	.00	12/30/24	263.59-		
6041.02	114.00	114.00	.00	.00	.00	12/17/24	114.00-		
7001.06	253.08	143.48	109.60	.00	.00	12/05/24	132.52-		
7002.01	224.90	224.90	.00	.00	.00	12/09/24	224.90-		
7004.01	97.35	10.00	2.82	84.53	.00	10/30/24	84.53-		
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	59.72	59.72	.00	.00	.00		.00		
7006.01	62.51-	62.51-	.00	.00	.00	04/17/23	62.51-	Final	09/08/11
7006.11	27.72-	45.72-	18.00	.00	.00	07/09/24	500.00-		
7009.01	142.29	47.43	47.43	47.43	.00	10/03/24	189.72-		
7010.01	523.87	523.87	.00	.00	.00	12/16/24	523.87-		
7015.01	210.83	210.83	.00	.00	.00	12/09/24	210.83-		
7017.02	25.88-	25.88-	.00	.00	.00	10/07/24	105.00-		
7022.01	44.72	44.72	.00	.00	.00	12/05/24	44.72-		
7024.02	198.83	.00	.00	.00	198.83		.00	Final	12/31/22
7025.01	84.53	84.53	.00	.00	.00	12/26/24	84.53-		
7026.04	228.00	114.00	114.00	.00	.00	11/25/24	114.00-		
7029.01	26.30	.00	.00	.00	26.30	02/02/23	92.82-	Final	02/17/23
7029.02	228.00	114.00	114.00	.00	.00	11/26/24	114.00-		
7040.03	440.77	.00	.00	.00	440.77		.00	Final	02/02/17
7040.05	44.72	44.72	.00	.00	.00	12/26/24	89.44-		
7041.01	44.72	44.72	.00	.00	.00	10/17/24	134.16-		
7044.02	44.72	44.72	.00	.00	.00	12/26/24	44.72-		
7046.02	152.17	152.17	.00	.00	.00	12/04/24	304.34-		
7047.01	44.72	44.72	.00	.00	.00	12/23/24	44.72-		
7052.02	84.53	72.22	12.31	.00	.00	12/16/24	84.53-		
7053.02	320.01	.00	.00	.00	320.01		.00	Final	12/01/18
7053.07	114.00	114.00	.00	.00	.00	12/11/24	114.00-		
7054.01	177.32	177.32	.00	.00	.00	12/09/24	177.32-		
7057.02	26.04	26.04	.00	.00	.00	12/10/24	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	7.59-	7.59-	.00	.00	.00	12/17/24	47.41-		
7060.01	210.83	210.83	.00	.00	.00	12/09/24	210.83-		
8001.01	2,245.41	2,245.41	.00	.00	.00	12/11/24	2,088.98-		
8004.03	1,413.34	1,413.34	.00	.00	.00	12/16/24	1,404.50-		
8008.01	56.95	56.95	.00	.00	.00	10/08/24	170.85-		
8010.01	52.98-	52.98-	.00	.00	.00	12/16/24	60.78-		
8012.03	52.97	30.56	22.41	.00	.00	12/16/24	52.97-		
8014.03	581.68	290.84	290.84	.00	.00	11/18/24	882.52-		
8015.03	277.20	277.20	.00	.00	.00	10/10/24	831.60-		
8022.03	2,844.00	2,844.00	.00	.00	.00	12/09/24	2,844.00-		
8023.03	267.52	267.52	.00	.00	.00	12/04/24	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	114.00	114.00	.00	.00	.00	12/04/24	114.00-		

Grand Totals:	<u>62,673.61</u>	<u>27,967.68</u>	<u>8,218.59</u>	<u>2,576.67</u>	<u>23,910.67</u>
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JEROME MUNICIPAL COURT

Hon. Angela M. Bradshaw Napper, Magistrate

P. O. Box 335 / 600 Clark Street

Jerome, AZ 86331

Phone (928) 649-3250

Item A.

TO: Jerome Town Council

FROM: Angela M. Bradshaw Napper, Magistrate

SUBJECT: Monthly Staff Report

DATE: January 2, 2024

2024 ended quietly for the Court – only a few hearings and a steady workflow.

In addition to the ongoing projects from months past, we enter the new year tasked with completion of our Minimum Accounting Standards report before the end of the month, as well as updating information provided to defendants during court proceedings.

We have a full calendar of hearing for the January pretrial conferences and have the quarterly Security and Emergency Preparedness Committee (SEPC) meeting scheduled for the end of the month.

Typically, I am not one for resolutions; however, resolving or rededicating oneself, be it personal or professional, to certain values and commitments can be a thoughtful and beneficial endeavor. Therefore, I am resolved to lead the Court with compassion, hope, accountability, patience, and as always, gratitude.

Best New Years wishes to all.

MONTHLY REVENUE REMITTANCE

Nov 2024

TOTAL DISBURS Item A.

SUBTOTALS:	42.00	3,367.33	2,963.61	19.51	6,392.45
JCEF	42.00		2,885.58	Gen Fund	
FTG	0.00		78.03	Splits	

FUND	CODE	GL ACCT	OTH AGY	STATE	TOWN	COUNTY
Jud Collect Enhan Fnd (Local TPF 12-116 - \$7 Court)	ZJCL	4-13-03	42.00			
Jud Collect Enhan Fnd (LOCAL T22) (Other Fees)	ZJCLF	4-13-02				
Jud Collect Enhan Fnd (LOCAL T22) (Filing and Answer Fees)	ZJCLF	4-13-01				
Fill the Gap Revenue (MFTG)	FTGREV	4-98-03				(S2 WRITE-IN)
ADPS Forensic Fund	ZADPS	2-14-08		105.50		105.50 ZADPS & ZDNAS
Arson Detection Reward Fund - Title 22 Fees	ZADRF	2-13-05				0.00 ZADRF
Arson Detection Reward Fund	ZADRF	2-11-05				
Address Confidentiality Program Assmt 12-116.05	ZCAA1	2-15-33				0.00 ZCAA1, ZDVSF & ZTECH
Citz Clean Elect Fund (10% Base) - 16-949D, 954C (NOT Photo)	ZCEF	2-14-03		175.90		
Crim Jstc Enhnc Fnd Penalty (47% Base) - 12-116.01A, 41-2401	ZCJEF	2-14-01		738.94		
Child Passenger Restraint Fund 28-907C	ZCPRF	2-11-11				
Drug & Gang Enforcement Acct - 13-34xx, 13-811C	ZDECJ	2-11-25				
DNA 3% of Base Fine - 12-116.01C	ZDNAS	2-14-05				
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	ZDVSF	2-15-34				(S2 WRITE-IN)
FARE Fee Special Collections (19%) AO 2003-126	ZFAR1	2-13-23				141.66 ZFAR 1 & 3
FARE Delinquency Fee (\$35.00 Fee) AO 2003-126	ZFAR2	2-13-22				0.00 ZFAR 2 & 4
FARE Enhanced Spec Collection Fee	ZFAR3	2-13-25		141.66		
FARE Enhanced Delinquency Fee	ZFAR4	2-13-24				
FTG Penalty Assmt (7% of Base) - 12-116.01B, 41-2421J	ZFTGS	2-14-04		123.12		
Highway Users Rev Fnd (HURF) (REG 80% Out/ST Plates) 28-2533C	ZHRF3	2-11-36				
Jud Collect Enhan Fnd (ST TP - \$11) 12-113, 12-116	ZJCS	2-13-52		66.00		78.00 ZJCS 52 & ZJCS 53
Jud Collect Enhan Fnd (ST TP - \$2 PubDef Trng) 12-116	ZJCS	2-13-53		12.00		
Jud Collect Enhan Fnd (CVLTP) Title 22-281C1 (18.39% of Fee)	ZJCSF	2-13-51				
Medical Srvc Enhan Fnd (13% Base) 12-116.02F, 36-2219.01	ZMSEF	2-14-02		228.67		
2011 Additional Assemt (\$8) 12-116.04C	ZOS1	2-15-31		156.13		253.67 ZOS 1-99
Prison Construction & Operations Fnd 5-395.01A4, 41-1651	ZPCOF	2-15-13		301.48		
Peace Officer Training Equip Fnd (2019-\$4) 12-116.10, 41-1731	ZPOTE	2-15-42		76.31		
Probation Surcharge (\$5) 12-114.01	ZPRSU/6/9	2-14-06		390.26		
Public Safety Equipment Fnd 5-395-397, 28-1381-88, 41-1723	ZPSEF	2-15-14		620.00		620.00 ZGFDU & ZPSEF
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		65.95		175.62 ZVCAF & ZVRF
Victims Rights Enforcement Fund (\$2) 12-116.09, 41-1722	ZVREA	2-15-37		39.01		
Victim Rights Penalty (2019 - \$9) 12-116.08 (62.4%)	ZVRF	2-15-44		109.67		
Forfeited Overpayments		4-91-04				
Installment Payment Fee		4-39-08				
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01				0.00 ZATT & ZPUBZ
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22				
Court Enhancement Fee	ZCE	4-30-04				1,783.40 ZCAA2 & ZFINES
Defensive Driving School Fee 28-3396	ZDDS	4-31-01			330.00	
Default Fees - LOCAL	ZDEFF	4-32-01			140.00	140.00 ZDEFF & ZWARF
Deferred Prosecution Fees	ZDFEE	4-31-02			120.00	
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10			424.95	
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30			45.18	1,783.40 ALL ZFINES
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10			100.43	
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20			20.20	
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95				
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04				
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07			1,192.64	
TITLE 22 OTHER FEES (LOCAL JCEF)	ZJCLF	4-13-02				
COURT SECURITY FEE	ZMCSF	4-30-25			500.00	
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01				500.00 ZJCL & ZMISC
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			78.03	
2011 Additional Assmt - State Citing Agencies	ZOS5	2-15-32				
Non-Refundable Overpayments	ZOVF	4-91-02				
Public Defender Fees	ZPUBZ	4-39-71				(S3 WRITE-IN)
License Plate Violation (Susp/Dispaly) 28-4139	ZSLPX/ZHRFC	4-23-02			12.18	
Warrant Fee	ZWARF	4-32-03				
Jail (incarceration) Fees	ZJF	4-33-21				
2011 Additional Assmt - Justice Courts Share	ZOS2	2-21-53				19.51
CITIZENS CLEAN ELCTIONS FUND 1%	ZCEF2	2-14-09		16.73		197.63 ZCEF & ZCF7

PASS-THROUGH MONIES:		Received
OVERPAYMENT REPORT		
Carried Forward from Previous Month		\$0.00
RECEIVED in current month	ZOVR 2-72-01	\$0.00
DISBURSED (Hold Rcpt Refund) in current month		\$0.00
Allocation Adjustments		\$0.00
Balance at End of Current Month		\$0.00
UNAPPLIED PAYMENTS REPORT		
Carried Forward from Previous Month		\$0.00
Received, not applied this month	UAP 2-79-11	\$0.00
Allocated During Current month		\$0.00
Balance at End of Current Month		\$0.00
DEFERRED AGENCY ALLOCATIONS REPORT		
Carried Forward from Previous Month		\$0.00
Agency Not Assigned in Current Month	DAA 2-99-02	\$0.00
Allocated During Current month		\$0.00
Balance at End of Current Month		\$0.00
BOND REPORT		
Carried Forward from previous month		\$3,000.00
RECEIVED in current month	ZBND 2-71-01	\$0.00
CONVERTED (Exonerated) to Fines/Fees		\$0.00
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	\$150.00
DISBURSED in current month		\$150.00
Balance at End of Current Month		\$0.00

TOTAL REVENUE FOR DISBURSEMENT		\$6,333.72
JCEF account	\$42.00	
FTG account	\$0.00	
State Revenue	\$3,367.33	
City/Town	\$2,963.61	
Yavapai County	\$19.51	
Other Agencies		
TOTAL DISBURSEMENTS		\$6,392.45
PASS-THROUGH MONIES:		\$150.00
Overpayment Refunds	\$0.00	
Unapplied Payments	\$0.00	
Bonds (ZBND)	\$0.00	
Restitution (ZREST)	\$150.00	
Agency Not Assigned - not yet allocated	\$0.00	

SABA TOTAL (Total Revenue) \$6,542.45

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: **November-24**

Signature

Micheala Brewer

Verified by:

Angela M. Nappa

Second Verification:

Town Staff

JEROME MUNICIPAL COURT

CITY/TOWN DISBURSEMENT

45597

TOWN OF JEROME	CODE	GL	AMOUNT
Forfeited Overpayments		4-91-04	0.00
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	330.00
Default Fees - LOCAL	ZDEFF	4-32-01	140.00
Deferred Prosecution Fees	ZDFEE	4-31-02	120.00
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10	424.95
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30	45.18
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10	100.43
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20	20.20
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95	0.00
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04	0.00
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07	1,192.64
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	500.00
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	0.00
License Plate Violation (Susp/Dispaly) 28-4139	ZSLPX/ZHRFC	4-23-02	12.18
Warrant Fee	ZWARF	4-32-03	0.00
OTHER CLERK FEES	ZLCL	4-39-09	0.00
SUBTOTAL - City/Town, General Fund			\$2,885.58
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	78.03
2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03	
SUBTOTAL - City/Town, Split Accounts			\$78.03
City/Town TOTAL:			\$2,963.61

Ch #2359

November 2024 \$\$\$ RECONCILIATION

FOOTHILLS Bank - Jerome Municipal Court acct XXX-3419
 ending balance on 10/31/2024: \$ 80,566.46
 Deposits to account, per bank stmt: \$ 6,910.45 (SABA deposits in AJACS) (money in transit) 368.00
 \$ 6,542.45 \$

Checks cleared & charge-back debits: date cleared:

#2348	11/1/2024	\$ 500.00	bond release - CM2024000003
#2352	11/8/2024	\$ 14.00	Jerome JCEF
#2353	11/15/2024	\$ 5,170.06	Town of Jerome
#2350	11/22/2024	\$ 4,776.54	State of Arizona
#2349	11/21/2024	\$ 39.21	Yavapai County
TOTAL:		\$ 10,499.81	

Ending Balance from 11/29/24 stmt: \$ 76,911.10

Other Court Accounts: (closing balances as of current month's end)
 JCEF \$ 16,747.25
 Fill the Gap \$ 10,524.95

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

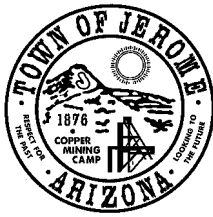
2024

2025

JULY	\$	125.26	JAN		
AUG	\$	91.39	FEB		
SEPT	\$	123.13	MAR		
OCT	\$	156.94	APR		
NOV	\$	78.03	MAY		
DEC			JUNE		
			YTD (fiscal)	\$	574.75

2023-2024	ZOS3 4-23-03		ZMCSF 4-30-25	June - May
	Gross	off. safety equip.	ct. security fee	NET to Town
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	ZOS3 4-23-03		ZMCSF 4-30-25	June - May
	Gross	off. safety equip.	ct. security fee	NET to Town
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				
2025				
January				
February				
March				
April				
May				
June				
TOTAL	\$ 21,856.35	\$ 574.75	\$ 3,095.00	\$ 18,186.60



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

December 2024 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

- Pave the last two parking areas.
- Layout and paint stripes for parking and “No Parking” areas.
- Use hot mix to patch potholes throughout town.
- Shore up the edges of asphalt with dirt. And “finish” grading on the edges of asphalt. Still more to do.
- Exploratory digging “Pothole” for new water meters for Verde Ex properties.
- Trench for water lines for new meters for Verde Ex.
- Locate utilities on Verde Ave. for mapping.
- Oil filters, fuel and air filters changed on water and dump trucks.
- Fixed the “limp mode” issue on the garbage truck that was making it hard to operate.
- Prepping the “Military Hummer” for shipping out. Vacuum, change and buy tires.
- Sewer locates on sewer trunk line for mapping.
- Multiple sewer issues, snaking, line repair.

Jerome Library Staff Report ,November – December 2024

Completed Fy23/24 State Data Report

This is an annual report due every December that is a required submission from the Arizona State Library.

Reviewed the new operating manual for library circulation.

Attended Library Webinar ,Social and Emotional Connections for Seniors offered by the AZ State Library.

Reviewed Digital Equity projects that improve digital access and knowledge for County residents.

Completed transfer and sorting of Yavapai College Books and DVD,s

This has been a two year project involving several hundred items that were donated to the Jerome library from the Yavapai College libraries

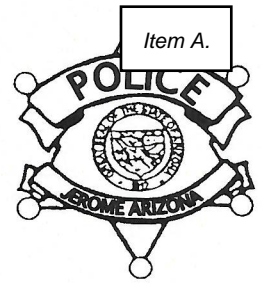
The Jerome library also received Office furniture, computer chairs and reading chairs from the College libraries.

Respectfully Submitted
Kathleen Jarvis
Jerome Librarian



JEROME POLICE DEPARTMENT

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



December 2, 2024

TO: Honorable Mayor and Jerome Town Council

FROM: Russell J. San Felice, Chief of Police

Attached please find the police activity reports for December 2024.

During the month of December, the police department responded to 125 calls for service. We did investigate one death. This case involved a 44-year-old man, who was working for a food delivery service. He collapsed and suffered a cardiac arrest. Members of the Jerome Police and Jerome Fire responded and performed CPR including use of an AED. Paramedics from Verde Valley Ambulance arrived and provided additional lifesaving care. All efforts to revive failed, and the man was pronounced deceased. No foul play is suspected at this time and case closure is pending an autopsy. There are no other significant events to report. The Police Department did hire a new part-time officer. David Freeman retired as a Camp Verde Marshal and was hired to assist us in covering part-time shifts. David has a very friendly disposition and enjoys community engagement. He will be a great fit with our police department.

Jerome Police Officers and Parking Officers conducted several enforcement actions over the month of December. There were 255 parking citations written and 1 parking violation warning. There were 24 citations and 4 warnings for various moving traffic violations. It should be noted, several officer and parking officers had scheduled vacation in December. January-December 2024 parking citation totals 3244. Parking warnings 201.

For the December 2024 status report, here are the kiosk totals:

December 2024: \$27,372.45

December 2023: \$27,205.45

Current Fiscal year total (July 1, 2024-June 30, 2025): \$181,808.15

Respectfully,

Russell J. San Felice
Chief of Police

JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331
(928) 634-8992

Date : 01/02/2025
Page : Item A.
Agency : JPD

Calls For Service Totals By Call Type

12/01/2024 to 12/31/2024

Call Type	Totals
10-34	4
247	1
415A	2
459	1
459A	1
487	2
500	2
647B	2
692	2
901H	1
903	34
908F	3
918	1
961	1
AA	1
ACPD	4
ADPS	3
AF	3
AYCSO	1
CA	3
CO	1
DIS	1
FP	1
HR	2
OA	2
OT	3
PARK	2
PARKV	1
PE	18
REC	2
SC	8
SLC	2
SS	2
T/S	1
TCD	1
TF	2
TO	3
TRN	1
Grand Total for all calls	125

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	1/0/1900	0	1/0/1900	1/0/1900	0	1/0/1900	Gray	1/0/1900	Food Vendor-needs health and fire certifications
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	24	# Frosty Cauldron-NEW	#	Food Truck	Sep	8/29/2024	2024	29-Aug	9/3/2024	X	9/24/2024	Beige	25-Sep	Provided temp Health Cert & Food handlers
0	1	# Green River Food	#	Food Truck	Nov	1/0/1900	0	0-Jan	1/0/1900	0	1/0/1900	0	0-Jan	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 Wine Tours of Sedona	na	TOUR	May	5/13/2024	na	5/13/2024	5/13/2024	X	9/9/2024	Beige	9/25/2024	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	TBD	TBD	TBD	0
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	1/0/1900	Green	0-Jan	States the approved routes have not changed
0	0	# US Ghost Adventures (new-not approved)	0	TOUR	TBD	1/0/1900	0	1/0/1900	1/0/1900	X	TBD	TBD	TBD	consideration tabled
0	N25	# Capt. Ron's Magical Mystery Tour	#	TOUR	TBD	12/30/2024	2025	na	45656	X	0	0	0	Must be approved by council

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



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

Item A.

2024 Year End Chief's Report in Accordance with Town Code 4-2-4 H and G

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Calls By Type													
EMS	7	8	11	13	14	9	12	15	9	11	4	8	121
Residential Fire	0	1	0	0	0	2	1	0	2	0	0	1	7
Commercial Fire	0	1	0	0	1	1	1	2	0	2	1	1	10
Wildland	0	0	0	2	1	1	4	6	1	0	1	0	16
Still Assignment	3	4	4	2	0	3	0	2	3	4	1	2	27
Station Staffing	2	3	8	2	3	5	5	2	6	1	1	3	41
Citizen Assist	9	7	11	5	7	2	6	3	6	7	5	10	78
Agency Assist	6	10	3	3	6	7	4	11	4	4	6	8	72
Special Duty	4	4	5	2	1	5	5	2	10	10	5	5	58
Snake Removal	0	0	0	2	3	3	3	7	7	5	0	0	30
Tech Rescue	0	1	0	0	0	2	1	0	2	0	0	0	6
Rescue MVA	2	2	2	2	0	2	2	2	1	1	0	1	17
Haz-Mat	0	0	0	0	2	2	0	0	4	3	0	1	12
Dispatch Error	0	0	0	0	0	0	0	1	0	0	0	1	2
Total Calls	33	41	43	33	38	44	44	53	55	48	24	41	497
Officer's meeting	1	1	1	1	1	1	1	1	1	1	1	1	12
Work session	1	1	1	1	1	1	1	1	1	1	1	1	12
Rope Drill	1	1	1	1	1	1	1	1	1	1	1	0	11
Drill's	4	4	4	4	5	4	3	5	4	4	3	3	47
Fire Chief on Scene	21	30	25	22	22	30	33	46	49	47	24	28	377
Chiefs JFD & local meetings	6	7	5	7	5	7	6	8	7	5	6	5	74
HOURS													
Volunteer Calls & Meetings	375.25	328	652.75	417.25	342.75	404.75	420.25	338	535.5	543.25	181.75	332	4871.5
Chief's and Staff's Hours													10,600
Total Hours													15,471.5
Volunteer Hours													
Resident Calls	20	30	25	18	21	30	26	29	36	33	17	24	310
Non-resident Calls	13	11	19	14	17	14	18	24	19	14	7	17	187



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

Item A.



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

Item A.

This year has been another busy year for the Fire Department. We have had many special events, Departmental meetings and trainings. We have had members retire or get hired as full-time firefighters. Our call volume fluctuates year to year, but people's welfare is our main concern. We are always busy with projects in town and our wildland fire crew was very busy this year.

Our members are always busy expanding their education and attending training outside our Fire Department's normal training.

With the retirement of Allen Muma this leaves a big hole in the department. Not only was he the Police chief, but he was also the Assistant Fire Chief. We would like to wish Allan a happy retirement and express our gratitude for all he has done for our department and the Town of Jerome.

Spring Semester 2024		Fall Semester 2024
Education is in addition to in-house training		
Class	Personnel	Personnel
YCC EMT Training	Jackson, Krmpotich	Michelle Sharif
EMT Refresher		Blair, Doss, Lee, San Felice
Wildland Fire Training	Jackson	Krmpotich, Garnes
Wildland Refresher	Hernandez, Whiting, Jackson, McGregor, Krmpotich Brandon SanFelice	
Fire Investigator 1		Whiting
Rope Rescue Ops	Krmpotich, Blair, Muma, Whiting, Hernandez, Lee, Supple, McGregor	
Rope Rescue Tech	Krmpotich, Blair, Muma, Whiting, Hernandez, Lee, Supple, McGregor	
Swiftwater Training Tech		Hernandez, Krmpotich, McGregor, B. SanFelice
YCC Fire Academy		Jackson
Drone Pilot	Supple	
Arizona Fire Chief Conference	Whiting	

Additional Training

Jerome Fire hosted Ropes Operations and Tech courses in March. Allen Muma was our lead instructor with help from Kerry Lee, Jason Supple, John Krmpotich and Zach McGregor. This class is offered as free training to all Jerome Fire Department personnel, with a fee of \$300 being charged to other participating agencies, this includes both Tech and Ops certifications. Jerome Fire Department now has 18 certified rope personnel. The Fire Department also hosts a rope drill every 4th Saturday of the month open to all agencies and interested people.

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

We also provide a wide variety of scenario-based training, as well as classroom training every Thursday at 5 PM available to all our personnel.

We are fortunate to have many members that are passionate about training. Several of our members have prior fire service from other locations throughout the country, bringing in their experience and knowledge to our department.

Full Time Fire Personnel

We now have a department of five paid personnel including the Chief. A normal week is 40 hrs. per week with 2 days off, which is 2080 hours a year, the paid staff receive 13 paid holidays as well as PTO that is used for vacations or sick leave. The Fire Department is available 24/7 with a total of 9605 hours needed a year per person to meet minimum staffing.

Rusty Blair was hired full time in around 2000 after being a volunteer for many years. As the Fire Chief he has been the driving force to make the fire department what it is today. Rusty has a love for this community that can't be matched. He dedicates many off duty hours to making sure the town is safe from hazards as well as receiving many phone calls from residents that don't want to call 911 for their emergency.

Ricardo (Rick) Henandez was hired with the fire department in February 2020. He started out as a duty officer and has been promoted to Administrative Captain. Ricky volunteered with the department on and off for many years before getting a full-time position. He is an essential part of the department in keeping the administrative book work up to date and assisting with essential training.

Rick Hernandez has been doing NFIRS (National Fire Incident Reporting System) to keep the Fire Department eligible for government grants. Rick is also meeting with NAEMS grant providers, to provide extra funding and reimbursement for medical training and equipment. He is also working with our medical direction using our new state-provided EPCR software to bring our department up to date with new care requirements and documentation. Rick is our tech admin, handling the other new software's we've implemented this year, including 3am's Incident command software and our new dispatch software, ISpyfire

Carl Whiting was hired with the fire department in September of 2020 as a duty officer and has since been promoted to battalion chief this year. He has been in the fire department service for 18 years and is very knowledgeable in emergency situations. Carl has been vital to our departmental training, passing on his experience and knowledge.

Carl has also been key to the revitalization of our wildland fire program, training new wildland crew members, protecting our town and leading E-126 on wildland assignments.

Carl attends Yavapai Firewise community (PAWUIC) meetings to keep the Fire Department eligible for fuel abatement money and to keep our Firewise status. He is also attending the Verde Valley Fire Chief's Safety committee, Verde Valley Emergency Service Operations Committee, Verde Valley Prehospital Care meetings, Verde Valley training Committee, Verde Valley Life and Safety public Education group, Arizona State wildland qualifications committee, and the Arizona State wildland resource group committee.

Eric Jackson was hired in November 2023. He is our lead fuels crew member. In the last year Eric obtained his certification as an Emergency Medical Technician and obtained his Firefighter 1&2 certification from Yavapai College. Eric has several years of wildland fire experience including having been in Australia during the black summer wildland fires in 2020.

Matt Garnes is our most recent hire (September of 2024) as a fuels crew member. Matt is a graduate from Camp Verde High School. While there he was able to obtain his EMT, Firefighter 1&2 and Wildland fire certifications through the VACT program. Matt is anxious to learn as well as a hard worker. We look forward to Matt's growth and progress with our department and in the fire service.

Prevention Program

The prevention program has come a long way since Chief Blair started (we were using the 1991 IFC in 2008), with the adoption of new fire codes and ordinances. Jerome Town Council and Jerome Fire Department adopted the 2018 version of the fire code in 2022. The adoption of more current standards and laws will help Jerome keep up with the State of Arizona's minimum standards. These minimum standards keep the Town of Jerome from falling behind on more recent fire codes for any new construction projects and existing buildings requirements.

The Jerome Fire Department was once again recognized as a Firewise Community! Jerome joins many communities throughout the United States that have earned the Firewise USA Designation. Each year we hold a Community Awareness Day so that we may continue with education and our outreach efforts. This year it was hosted in September along with our community picnic. Due to a successful turnout and comments from attendees we will keep this trend going forward.

Carl Whiting has been involved with the Verde Valley Life and Fire Safety (LAFS) group for four years now. This group is made up of firefighters from all five agencies in the Verde Valley area. The group visits just about every elementary school in the Verde Valley region. They put on a show for the schools twice a year, reaching approximately 2500 children every spring and again in the fall. These shows are made to be educational teaching a variety of subjects from smoke detectors to leaving no trace while outdoors.

The fire department proudly supports the LAFS group.

The Fire Department has burned the slash pile 4 times within the last year. In addition to the fires at the burn pile, the Fire Department has also issued 4 burn permits and burned in place 0 times this year. There was a total of 973 loads of brush going to the burn pile. Because of the drought conditions last summer and the dry winter, the Fire Department had to close the burn pile down for most of December, as it became too full to receive any more fuel.

The Fire Department has done a lot of fuel abatement this year by removing brush from the Gulch area, Giroux Street, Douglas Road, Clark Street, Dundee, County Road, Highway 89A and other residential properties. We have made these great strides with help from the Firewise crew. The Adult Probation Department also worked for a total of 266 hours with 28 personnel for the year.

Burn Pile Log for December 2024

Date	Address	Adult Prob.	# Crew Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	# crew	# Hrs.	JC Total Hrs.
12/6/2024	Douglas Rd.				0	1	1	1	1
12/9/2024	245 Dundee				0	1	2	2	4
12/9/2024	215 Second St.				0	1	1	2	2
12/1/2024	300 Level Parking		2	2	4	0			0
12/1/2024	North St		2	4	8	4			0
12/2/2024	Main/Douglas/School		2	4	8	10			0
12/2/2024	Douglas/UVX		2	4	8	8			0
12/3/2024	School St		2	3	6	4			0
12/3/2024	Sunshine Hill		2	2	4	4			0
12/4/2024	300 Level Parking		2	3	6	1			0
12/4/2024	300 Level Parking		1	3	3	1			0
12/5/2024	300 Level Parking and Main		2	4	8	3			0
12/5/2024	Giroux St.		1	2	2	0			0
12/8/2024	School / Main		2	7	14	15			0
12/8/2024	Conglomerate Rd.		2	1	2	0			0
12/9/2024	Main/School/Hull/North		2	4	8	14			0
12/9/2024	Douglas/Main		2	3	6	0			0
12/10/2024	89A/300 Level/Douglas		2	4	8	5			0
12/10/2024	School St.		1	4	4	5			0
12/11/2024	Clark St.		2	4	8	1			0
12/11/2024	East Ave.		1	4	4	1			0
12/12/2024	Jerome/UVX/East		2	4	8	4			0
12/12/2024	East Ave.		1	4	4	3			0
12/15/2024	East/Douglas		2	4	8	10			0
12/18/2024	Helipad - Perkinsville Rd.		1	4	4	0			0
12/18/2024	Douglas / East/ Hampshire/Hull		2	7	14	15			0
12/19/2024	East/School/89A		1	4	4	6			0
12/29/2024	89A		1	4	4	6			0
12/30/2024	School/East/Verde		2	6	12	12			0
12/31/24	School/East/Verde		2	7	14	10			0
Totals		0	46	106	183	145	4	5	7
	Jerome Citizen Hours-	Adult Prob.	Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	# Crew	# Hrs.	JC Total Hrs.

Grants

We have received a grant for \$120,000, This grant is for Incident Management software as well as laptops. We are currently working with 3AM Innovations. 3Am innovations is also working with Copper Canyon Fire and Medical as well as Verde Valley Fire. Once we all have programming and training, we will be able to cooperatively communicate and update each other while on scene.

We received a grant from Northern Arizona Emergency Medical Services. NAEMS receives funding from the Arizona Department of Health Services that provides grants for education, equipment, and supplies. This year we received \$3,020.00. We will be resubmitting another grant this year. NAEMS operates with a board of directors and a steering committee.

The Fire Department continues looking for and writing grants to increase our ability to better serve the town of Jerome and its visitors. These grants help the fire department equip and protect our Firefighters when they respond to the numerous calls that we get throughout the year. These grants could not have been possible without the town's participation in matching funds, along with the auxiliary's help as well. This is truly a team effort, and we are grateful.

Firefighter Wellness

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

Inter-Agency Agreements

We currently have IGAs with Arizona Department of Forestry and Fire Management, Yavapai County, The Verde Valley Training Center, Verde Valley Medical Center, Cottonwood Fire, Verde Valley Fire District, Copper Canyon Fire District, Sedona Fire District, Verde Valley Ambulance and The Prescott National Forest.

Budget

For the fiscal year 23-24, the Town Manager's budget, with Council approval, allotted the Fire Department \$663,150.00. We are halfway through our current budget year for FY 23-24, and we have only spent \$237,160 so far. This budget includes the volunteer per call, wildland personnel wages and Fuels crew wages and all other line items.

The FD budget is broken down into different line items with each one having a running list of all expenditures. Copies of each purchase receives a purchase order. Every purchase order is retained in the department files and a copy goes to Town Hall.

This running expenditure list allows the staff to see how much of the budget has been spent, as well as the remaining budgeted totals.

The Fire Department will begin the budget process for fiscal year 25-26 in January and should have the first draft for the Town Manager by the First of February.

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

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

We have teamed up with Recovery USA to help with our Motor Vehicle Accident incident expenses. These fees are paid by the vehicle drivers' insurance company. In 2024 we have recouped \$1907.89 from insurance companies 4 claims, with 1 claim pending in the amount of \$3,498.00. The only time we submit for billing on an MVA is when we feel we have a chance to recover some monies, and the insured is not a citizen of the Town of Jerome.

The Fire department has created an out-of-district emergency services agreement for those that live in the area but are not in town limits. We have had two properties subscribed with us. This will benefit both the property owners as well as the town. By entering into the agreement when there is an emergency, we will not bill them, saving the property owners and the town money.

The Fire Department Auxiliary has done very well this year, through donations, retail sales and our annual Halloween Dance. Helping the Fire Department purchase items not budgeted for such as station supplies, uniforms for the personnel, disaster supplies and numerous other projects.

The fire department is very grateful when we receive any donation, without these donations from the community it would be difficult for us to purchase the necessary equipment needed.

Jerome Fire Department Wildland Assignments

Jerome Fire Department completed our new wildland truck at the end of last year. It has now been out on several assignments. The truck has been a welcome addition to the fire department and has proven its capabilities on these assignments. The Jerome fire department's wildland fire crew is quickly becoming a recognized and respected crew when on these assignments from Incident management teams as well as other fire departments.

With the fiscal year fire season only half over the Wildland crew has been able to meet the budget request. With the springtime fires we will be able to exceed the budgeted expectations.

Departmental Business affairs

The Fire Department has maintained an ISO rating of 4. Our last scheduled reinspection was February 2022. This involved flowing hydrants, fire hose testing, response times, pump testing, rate on our communication center, water system, training records, and organizing all our data. The meeting on the 17th of February 2022 went very well, the representative from ISO was very impressed with the thoroughness of our report.

The months of September through December are very busy for the Fire Department. Labor Day weekend, the Fire Department town picnic, the Halloween dance, the art and music festive, Thanksgiving, Light up the mountain, Kids Christmas and the Cottonwood Christmas parade plus other community events and activities and meetings.

As a Fire Department we work closely with the public works department. We assist with many different projects that may include the repair of water and sewer leaks, cleaning out storm drains. We worked closely with the Police Department and public works on the new public bathrooms project.

Rick and Chief Blair also work closely with the Building Department and Zoning Administrator doing 87 business license inspections and covering for the building inspector. We also did 6 building inspections when

the building inspector was unavailable this year. This past year we assisted the town crew with the flushing of numerous sewer manholes.

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

We also schedule annual maintenance on all vehicles, extrication equipment, air packs, SCBA compressors, turnout inspections, Ladders and Biannually rotate all the batteries in all the small equipment. Flashlights, medical equipment, radios and too many things to list

This year the Fire Department self-dispatched to over 350 calls. If it is not a 911 call and someone calls the Fire Department or Chief Blair direct and if we do not need additional resources, The Fire Department just takes care of it. Only running one call through Cottonwood alarm cost the Town of Jerome about \$60.00 a call for dispatch. By being self-dispatched, it has saved the town \$21,000.00 this year.

Community Outreach

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

Call Volume

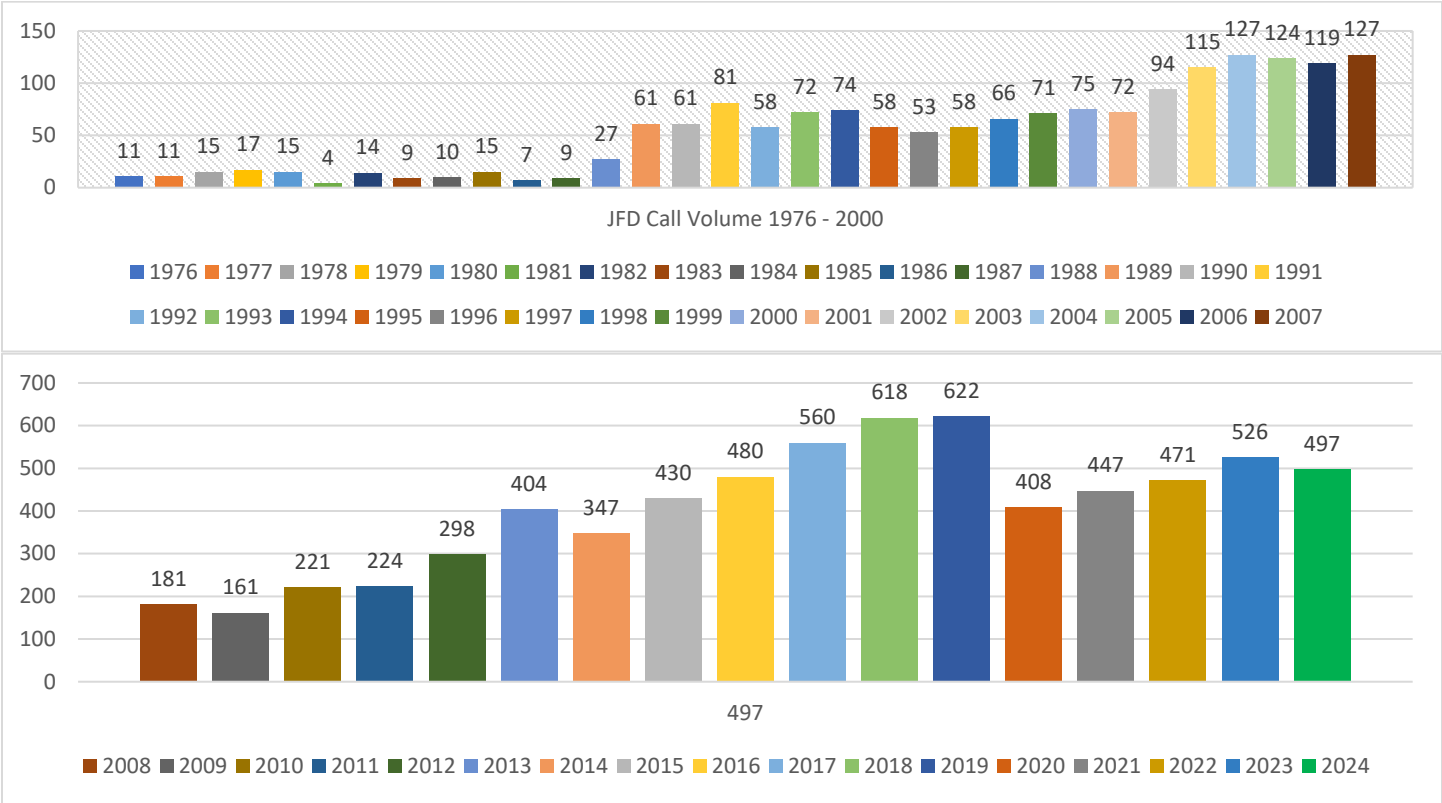
Upon researching the number of calls our department has had over the years and the great increase in volume, we found that the increase was quite significant. The yearly numbers show that our department, though combination, is as busy as the paid departments in our area. The number of personnel on our roster and the number of personnel responding have not increased, but our call volume has. Below is a list of calls per year from 1976 through 2024. Based on the numbers below, it was noted that Jerome Fire Department did not take on emergency medical services until the late 80s.

December 2024 Calls

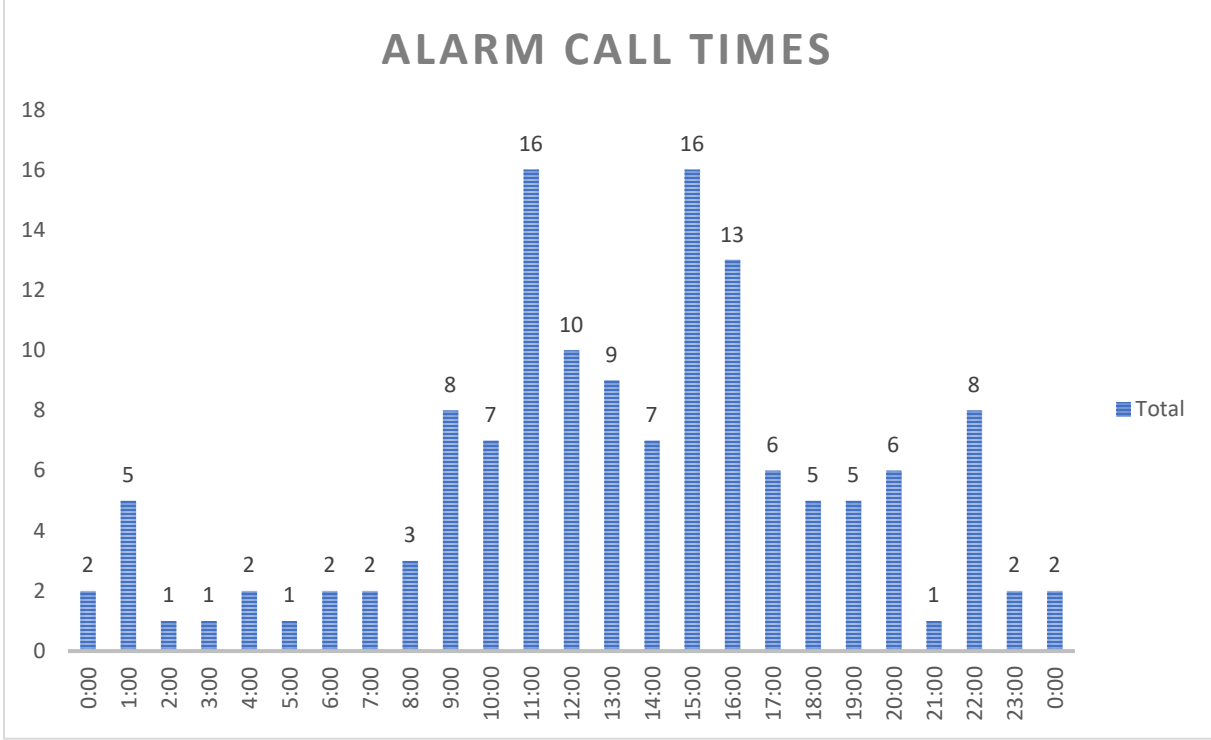
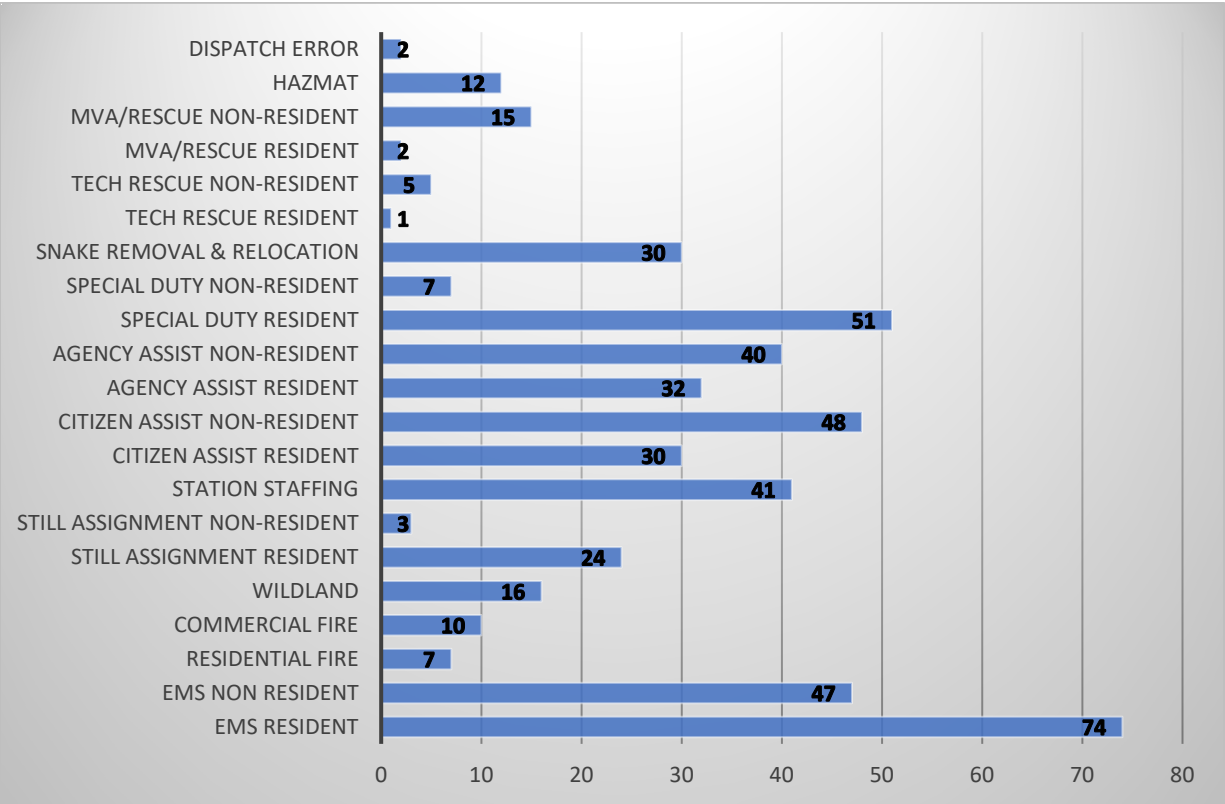
Incident	Date	Time	Day	Select Type	Additional Info	#
J-327	12/1/24	8:00	Sun	Special Duty Resident	Clean up luminaries	4
J-328	12/1/24	9:00	Sun	Hazmat	Clean up Oil Spill	4
J-329	12/4/24	10:45	Wed	Agency Assist Non-Resident	Assist with Oversized	2

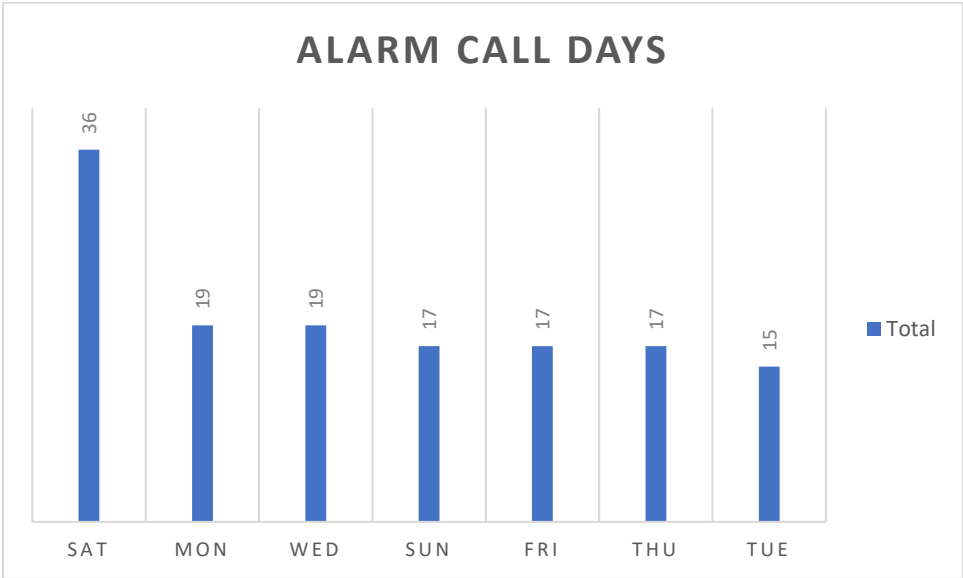
24-131	12/4/24	10:52	Wed	MVA/Rescue Non-Resident	Motorcycle Down - Canceled on Scene	8
J-330	12/4/24	11:40	Wed	Citizen Assist Non-Resident	Vehicle Lockout	2
24-132	12/4/24	19:41	Wed	EMS Non-Resident	58 YOF - Fall - ETOH	6
J-331	12/5/24	7:00	Thu	Agency Assist Non-Resident	Assist JPD W/ Escort	1
J-332	12/6/24	14:00	Fri	Agency Assist Non-Resident	Assist JPD W/ Escort	1
J-333	12/7/24	9:00	Sat	Special Duty Non-Resident	Cottonwood Xmas Parade	9
24-133	12/7/24	15:36	Sat	EMS Resident	69 YOM - ETOH	8
J-334	12/7/24	22:00	Sat	Station Staffing	Station Staffing	2
24-134	12/9/24	11:04	Mon	EMS Non-Resident	56 YOF - Fall, Ground Level	7
J-335	12/9/24	12:00	Mon	Citizen Assist Resident	Vehicle Lockout	2
J-336	12/9/24	16:30	Mon	Citizen Assist Non-Resident	Vehicle Lockout	3
J-337	12/10/24	13:30	Tue	Special Duty Resident	Vehicle Escort	1
J-338	12/11/24	13:11	Wed	Dispatch Error	Dispatch Error	4
J-339	12/11/24	14:25	Wed	Citizen Assist Resident	Disabled Vehicle	3
J-340	12/11/24	16:30	Wed	Still Assignment Resident	Report of smell of natural Gas	2
J-341	12/11/24	17:00	Wed	Agency Assist Resident	Assist JPD W/ MVA	1
J-342	12/11/24	17:30	Wed	Agency Assist Non-Resident	Assist JPD w/ an oversized	1
24-135	12/12/24	15:07	Thu	EMS Resident	58 YOF - Chest Pains	8
J-343	12/14/24	8:00	Sat	Special Duty Resident	Kids Xmas Party	9
J-344	12/16/24	17:00	Mon	Station Staffing	Station Staffing	2
J-345	12/17/24	19:00	Tue	Agency Assist Resident	JPW W/ Sewer Leak	2
24-136	12/18/24	5:32	Wed	Commercial Fire	CO Alarm	5
J-346	12/18/24	16:30	Wed	Citizen Assist Non-Resident	Disabled Vehicle	2
J-347	12/18/24	17:00	Wed	Citizen Assist Non-Resident	Tire Change	3
J-348	12/19/24	9:45	Thu	Citizen Assist Resident	Stuck Vehicle	2
J-349	12/18/24	12:00	Wed	Special Duty Resident	Employee Luncheon	9
J-350	12/20/24	15:15	Fri	Citizen Assist Non-Resident	Disabled Vehicle - Flat tire	2
24-137	12/24/24	15:50	Tue	EMS Non-Resident	Echo - 44 YOM	10
24-138	12/25/24	21:37	Wed	Residential Fire	Single Residence W/ Smoke	7
J-351	12/25/24	23:30	Wed	EMS Resident	44 YOM - Vitals Check	6
24-139	12/26/24	8:51	Thu	EMS Resident	47 YOF - Psych	7
24-140	12/26/24	11:20	Thu	EMS Non-Resident	7 YOM - Fall	6
J-352	12/26/24	12:00	Thu	Citizen Assist Resident	Clean Up after Fire	2
J-353	12/26/24	14:30	Thu	Agency Assist Resident	Assist JPD with welfare check	4
J-354	12/27/24	12:06	Fri	Agency Assist Non-Resident	Assist JPD with Oversized	1
J-355	12/29/24	16:30	Sun	Still Assignment Resident	Report of Fire - Nothing found	1
J-356	12/29/24	17:00	Sun	Station Staffing	Station Staffing	1
J-357	12/31/25	13:00	Tue	Citizen Assist Non-Resident	Oversized Vehicle	2

Call Volume from 1976 to 2024



Call Types





In addition to the calls we run, we record all activities and fill out an activity report, a 2-to-10-page written report depending upon the nature of the call, they get logged in on 3 separate spreadsheets and a report sent to DHS and the federal reporting agency. We also fill out an activity sheet for each training, work session, rope drill and meeting, which will also get logged in on three different spreadsheets.

Volunteer Personnel

The official name for our department is the Jerome Volunteer Fire Department, although we are a combination department, consisting of volunteers and paid staff. The volunteer personnel are paid-per-call. Paid-per-call members of the Fire Department receive \$15.00 when they respond to a call, regardless of the amount of time required to complete the assignment. Our Recruit members are paid \$7.50 per training and call attendance.

Members of the Jerome Volunteer Fire Department responded to 497 calls for service this year, 98 of which were outside of normal working hours. In addition to the calls, 82 meetings, training sessions and work sessions were attended after work hrs. For a total of 180 incidents or events after normal working hours.

In 2024 the total amount paid to the Volunteer Firefighters was \$26,490. The budget was \$35,000. This amount represents payment for participation in 579 different events including Calls, trainings, drills, and meetings and includes \$12,652 for pure volunteers and \$13,837.50 for town employees volunteering in their time off hours.

The Town is very fortunate to receive the generous services of these volunteers. It would be a financial burden for the town to match the salaries paid for comparable work in the surrounding towns of the Verde Valley.

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

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

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

The town budgets approximately \$350,000.00 for wages for Fire Department personnel. We would like to express our gratitude to those who make it possible to respond 24 hours a day, 7 days a week.

We assist other agencies with many automatic aid calls. Our personnel, though volunteers, have the same certifications and qualifications as any other paid personnel in the fire service. Many of our volunteers have been hired by other agencies throughout the state and country.

Rank	Name	Total Meetings Members Officers 579	Total Calls and Meetings 567	Total JFD Calls 357	Total Alarm Calls 140	Since
Fire Chief – FF1&2, EMT, TRT, WLFF2, Swift water OPS	Rusty Blair	429		354	118	01/98
EMS Captain - EMT – TRT	Burt Doss	46		41	28	07/96
Battalion Chief – FF1&2, EMT, TRT TECH, HZMT, ENGB. TFLD, ICT4, Instructor1&2, Wildland Fire Instructor, Swift Water Tech, Live Fire Instructor, Fire Investigator	Carl Whiting	267		204	70	8/20
Captain – FF1&2, TRT TECH, WLFF2	Jay Kinsella	112		77	51	08/12
Captain -FF1&2, EMT, TRT TECH, WLFF2, Swift water Tech	Rick Hernandez	319		251	106	1/10 Full time 2/2020
Captain -FF1&2, TRT Tech	Jacob Giles	77		41	28	4/20
Captain -TRT TECH, WWLF2, EMT, Swift water Tech	Kerry Lee	170		112	83	02/13
FF1&2, EMT	Sean Bauer		11	10	7	10/16
WLFF1, FF1&2, EMT TRT Tech	Eric Jackson		244	204	66	11/23
EMT, FF 1&2 WLFF2	Matt Garnes		79	63	10	9/24
FF1&2 WLFF2	Brandon San Felice		118	76	61	1/23
FF1&2, TRT TECH	Lee Ondovchak		91	50	19	1/18

EMT	Sierra Hutchinson		37	31	2	11/22
TRT Tech, EMT, Swift water OPS	Marty Stan		41	18	4	5/15
TRT Tech, EMT, Swift water OPS	Lana Stan		29	7	2	7/17
First responder CPR	Chad Hembrough		22	7	2	8/20
TRT OPS, EMT	Rusty San Felice		104	58	38	7/19
TRT TECH, WLFF2,	Zech MacGregor		120	70	34	6/23
TRT TECH, WLFF2,	Scott Staab		21	17	15	5/22
EMT	Michele Sharif		39	15	3	5/24
First Responder Swiftwater Tech	Becca Miller		23	12	8	2/24
EMT, TRT TECH, WLFF2, Swift water OPS	John Krmptich		214	157	88	5/22
TRT TECH, Swift water Tech	Jason Supple		51	17	12	7/17

Recruits

First responder CPR	Will Blodgett		27	15	9	11/22
	John Moser		14	12	4	1/23
	Chuck Romburger		35	8	3	4/23
	Mimi Romburger		24	5	0	11/23

Thanks for your continuing support.
Jerome Fire Department

File Attachments for Item:

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



Founded 1876
Incorporated 1899

Town of Jerome, Zoning Administrators Report

Town Council: Tuesday, January 14, 2025
Prepared by: William Blodgett, Zoning Administrator

Planning & Zoning Commission- The regular meeting of the Planning & Zoning Commission met of December 17 2024 to approve minutes and end of year housekeeping items.

Design Review Board- The Regular meeting of the town of Jerome's Design Review Board for November was cancelled due to scheduling conflicts around the Holidays. The agenda items will be on January's Design Review Board Meeting.

Code Enforcement-

Minor Code Enforcement issues in December, but nothing significant to report as of writing this report.

Administrative Approvals-

Administrative approval issued for maintenance and repairs to Tom Blosser (369 Main) to do restoration and repair-work on areas of brick and mortar on the exterior of the building.

Other Business-

With completion of the Commercial District parking inventory work has shifted to data entry and analysis, and well as investigating the chain of decision making behind parking requirements in the Commercial District. Multiple new proposed projects are awaiting complete applications, but based on this I see a busy start to 2025.

File Attachments for Item:

A. Consider Approval of the December 10, 2024, Regular Council Meeting Minutes

Council will consider and may approve the December 10th Regular Council Meeting Minutes.



TOWN OF JEROME

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MINUTES REGULAR COUNCIL MEETING OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA TUESDAY, DECEMBER 10, 2024, AT 7:00 PM

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

7:00PM (0:14) 1. CALL TO ORDER/ROLL CALL

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

Present were Vice Mayor Jane Moore and council members Dr. Jack Dillenberg, Sonia Sheffield and Issam "Izzy" Sharif. Mayor Alex Barber phoned into the meeting. Staff present included Town Manager Brett Klein, Zoning Administrator Will Blodgett and Accounting Clerk Michele Sharif.

7:00PM (0:45) 2. FINANCIAL REPORTS

Discussion/Possible Action

A. Financial Report and Detail Invoice Register Report for November, 2024

Council will consider and may approve the financial reports for month ending November 2024.

Vice Mayor Moore introduced the Financial Reports. She then moved item number 8 on the agenda to follow the financial reports. She asked if everyone had a chance to review them.

Dr. Dillenberg moved to approve the financial reports.

Mr. Sharif seconded the motion.

Ms. Moore called the question, and the financial reports were approved.

Motion to approve financial reports for November 2024.

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

After the vote the next item addressed begins with item 8A.

7:12PM (12:04) 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.

Ms. Moore introduced the item for consideration then deferred to Mr. Klein for further elaboration.

Mr. Klein said the only thing he was going to update, aside from his written report, was the inspection at 621 Main St. completed today (12/10) and that upon approval by the Council, closing of the purchase will take place in two days, Thursday December 12th.

Dr. Dillenberg asked if they needed to take any action.

Ms. Moore confirmed yes they do, then asked if there were any questions or comments on the other reports.

Mayor Barber said she had a question on the Police report, regarding how many parking citations versus the number of service calls by call type. She said she could bring it up at a later date but thought something might not have been added correctly.

Chief San Felice said he could clarify, asking if she was referring to the number of parking enforcement actions versus how many citations were written.

Ms. Barber confirmed yes, that is what she was asking.

Chief San Felice then explained that they are batched together, clarifying that when the Parking Enforcement Officer

takes an action, they put 1 call for service in that includes parking enforcement for the day. He continued, they may written 20-25 citations or more that day, but it only goes in as one call for service for that day.
 Ms. Barber then noted the report said 358 parking citations were issued and doesn't recall it ever being that high.
 Mr. San Felice said he didn't have numbers with him, but he would go back and check the stats to clarify. He said it may have been a typo or a mistake because that sounds a little high for one month. He said it might be the yearly total, but he will double check and confirm if it's correct.
 Ms. Moore asked Ms. Barber if she wanted to say anything about meetings attended.
 Ms. Barber said she had attended a couple of meeting and would recap next month when she would be in-person.
 Ms. Moore shared she and the Town Manager had attended a meeting with the councils from the Verde Valley and Yavapai College. She said there had been a mailer sent out and that is a lot of what the meeting was about. She said it was informative, and that maybe some things will come about from the meeting, but we'll see.
 Dr. Dillenberg motioned to approve the staff and council reports.
 Mr. Sharif seconded the motion.
 Ms. Moore called the question, and staff and council reports were approved.

Motion to approve Staff and Council reports for November 2024

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

7:16PM (16:33) 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

Ms. Moore introduced the item asking if everyone had a chance to review. She said no action was required and asked if Mr. Blodgett had anything to add.
 Mr. Blodgett said this month has been extraordinarily busy and there will be projects coming up for review next month. He said he has wrapped up some of the data collection for the parking survey. He said he and Ms. Sharif are starting to work with the data and how to utilize and analyze it.
 Ms. Moore asked if this was for the parking.
 Mr. Blodgett confirmed yes this is the parking inventory, we have real space, counts and real space locations. So now it's mountains of data to process and crunch numbers. He remarked that some of the data from a year ago has changed and he will have to refresh, but otherwise we are moving into the next step of that process.

7:18 PM (18:00) 5. APPROVAL OF MINUTES

Discussion/Possible Action

A. Consider Approval of the November 12, 2024, Regular and Special Council Meeting Minutes and November 25, 2024, Special Council Meeting Minutes

Council will consider and may approve the November 12th Regular and Special Council Meeting minutes, and November 25th Special Council Meeting Minutes.
 Ms. Moore introduced the minutes for approval. She asked if everyone had a chance to review them.
 Dr. Dillenberg motioned to approve the minutes.
 Ms. Sheffield seconded the motion.
 Ms. Moore acknowledged the motion to approve the meeting minutes for November 12th regular and special council meeting and the November 25th special council meeting. She called the question, and all 3 sets of meeting minutes were approved.

Motion to approve meeting minutes from November 12, Regular and Special Council meeting, and November 25 Special Council meeting.

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

7:18PM (18:44) 6. PETITIONS FROM THE PUBLIC

A. Petition from Lee Christensen will be Entered into Record

Ms. Moore introduced a 2 page letter from Mr. Lee Christensen to be entered into the record. She remarked that it was a handwritten letter and a little difficult to read. She recounted from reading the letter that Mr. Christensen was wondering if we have a Dark Sky ordinance or suggesting that we have one. Ms. Moore said that we do. She said he wrote about the lighting at the Grand Hotel being too bright and wished they could turn the lights down at 1AM. She shared that he also had concerns about the paving of the parking lot at Town Hall affecting drainage, and about the chain link fence affecting the possible access from School street. She asked if we could contact Mr. Christensen and let him know we do have a Dark Sky ordinance. She said she didn't think the access from School St. would be an issue once they got the wall fixed. Mr. Blodgett said he would reach out to Mr. Christensen to speak with him about his concerns, to determine any validity to those concerns that would require action, and that he will report back to council at the next meeting. Ms. Moore thanked Mr. Blodgett and moved on to the next item in the agenda.

7:20PM (20:33) 7. UNFINISHED BUSINESS

Discussion/Possible Action

7:20PM (20:00) A. Review of the Jerome Historical Society's Response and Possible Staff Direction Regarding a Potential Property Exchange with the Jerome Historical Society

Council will consider the response from the Jerome Historical Society regarding a potential property exchange and may provide staff direction.

Ms. Moore introduced Item A.

Ms. Barber said she would like to review what is documented as far as parking spaces. She said she would like to table this for further information, and that she'd like to do a comparison of what they're asking for versus what is documented.

Ms. Moore asked if she would like to make a motion to table this until the next meeting.

Ms. Barber answered absolutely and made the motion to table until the next meeting.

Ms. Moore clarified with Mr. Klein if that direction was sufficient.

Mr. Klein confirmed he understood the direction and advised to still make the motion to table the item.

Ms. Moore confirmed Ms. Barber's motion to table and seconded the motion. She remarked that we may need legal advice as well. She then called the question, and the item is tabled until the next meeting.

Motion to table until the next Council meeting.

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

7:22PM (22:17) B. Consider Taking from the Table and Consideration of a Tour Company Business License Application for US Ghost Adventures LLC

Council will take the item from the table and then consider and may approve the Tour Company Business License.

Ms. Moore introduced Item B to consider taking from the table the consideration of a tour company business license. She said this was on the agenda last month and no one was present, and she said she still doesn't see a representative present at this meeting either. She said she has questions and without someone here she doesn't see how a decision could be made. She made a motion to table this until the next council meeting.

Ms. Sheffield seconded the motion.

Ms. Moore called the question and the motion to table was approved unanimously.

Motion to table until next Council meeting.

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

The meeting then moved to item 9, To and From the Council.

7:01PM 8. NEW BUSINESS

Discussion/Possible Action

7:01PM (1:27) A. Consideration of Russell San Felice's Appointment to the Position of Chief of Police for the Town of Jerome

Council will consider and may approve the appointment of Russell San Felice as the new Jerome Chief of Police.

Ms. Moore introduced item 8A the consideration of the appointment of Russell San Felice as the new Chief of Police for the Town of Jerome.

Dr. Dillenberg moved to accept.

Mr. Sharif Seconded.

Ms. Moore asked if there was any further discussion. There was none. She called the question, and Russell San Felice is appointed the new Chief of Police for the Town of Jerome.

Motion to approve appointment of Russell San Felice as Chief of Police.

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

After the vote, before moving on to item 8B Ms. Moore shared that there was a card to be presented to Mr. Muma for his retirement.

Mr. Muma approached the dais to accept his card and Ms. Moore said, "we want to thank you for all your years of service."

7:03PM (3:07) B. The Newly Appointed Police Chief will Receive and Take the Loyalty Oath and be Sworn in as the Jerome Chief of Police

Russell San Felice may be sworn in as Chief of Police and take the loyalty oath.

Ms. Moore introduced the item.

Mr. San Felice approached the dais. Mr. Klein issued his oath and said after the oath they will complete the tradition of pinning the new Police Chief.

Mr. Muma asked Mr. San Felice to raise his right hand and repeat the loyalty oath.

Mr. San Felice recited the loyalty oath. After the oath he made a statement that he has very big shoes to fill and will continue to operate with the honor and professionalism that the department has had.

Council members welcomed him aboard.

Mr. Muma and Mrs. San Felice approached the front of the room for pinning. Mr. Muma placed the collar pins and Mrs. San Felice placed the police chief badge on his chest.

7:07PM (7:35) C. Consideration of a Data Access Exchange Agreement with ADOT for Traffic Crash Data and Records and Authorizing Town Manager Brett Klein and Acting Police Chief Russell San Felice to Execute the Agreement on Behalf of the Town

Council will consider and may approve the agreement and authority to execute the agreement.

Ms. Moore moved to item 8C and asked if Mr. Klein would like to explain this a little better.

Mr. Klein shared its typical, adding that in order to receive the traffic data that we need, we need to have this agreement.

Ms. Moore asked if there were questions, there were none. She made the motion to approve.

Ms. Sheffield seconded the motion.

Ms. Moore called the question, and the item was approved unanimously.

Motion to approve Data Access Exchange Agreement.

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

7:08PM (8:51) D. Consideration of a Sole Source Provider Purchase of a 2023 Ford Police Interceptor from JW Auto Sales in the Amount of \$34,000.00

Council will consider and may approve the purchase through JW Auto Sales.

Ms. Moore introduced item D for consideration. She said she believed this was already in the budget and asked Mr. Klein if that is correct.

Mr. Klein answered that she is correct, adding that we have the funds to purchase and outfit the vehicle as necessary.

Ms. Moore asked if there were any questions or discussion.

Dr. Dillenberg moved to approve.

Mayor Barber seconded the motion.

Ms. Moore called the question, and the motion was approved.

Motion to approve the purchase of a 2023 Ford Police Interceptor.

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

7:09PM (9:54) E. Consider Approval Authorizing the Town Manager to Execute all Documents Necessary for the Purchase of 621 Main Street for Future Town Employee and Town Workforce Housing

Council will consider and may approve the Town Manager to execute all necessary documents for the purchase and acquisition of 621 Main Street.

Ms. Moore introduced the item to consider approval authorizing the Town Manager to execute documents necessary for the purchase of 621 Main Street. She asked if Mr. Klein would like to add anything regarding this.

Mr. Klein said following the executive session last month staff was directed to pursue the purchase of 621 Main St. which contains 3 separate units, making it a viable option for the town. It has the possibility of placing 3 different individuals. He said they are all in great shape inside and that an inspection had been completed. He said there was some work that will need to be done, adding that it was built into the purchase price.

Dr. Dillenberg moved to approve.

Mr. Sharif seconded the motion.

Ms. Moore asked if there was any discussion or questions, including the audience. With no further discussion she called the question and the motion to authorize the Town Manager to purchase 621 Main St was approved.

Motion to approve authorizing the Town Manager to execute all documents necessary for the purchase of 621 Main St.

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

7:23PM (23:22) 9. TO AND FROM THE COUNCIL

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

Ms. Moore asked if anyone had anything to bring up.

Dr. Dillenberg said he'd like the Council to consider moving the meeting up half an hour, from 7:00 to 6:30. He said it's still late enough, but not too late, and gets things underway a little quicker.

Ms. Moore asked if Ms. Sheffield had anything to add, she answered no.

Ms. Moore asked if Mr. Sharif had anything to add he said he had nothing.

Ms. Moore recalled discussion about a resolution regarding vacation rentals, adding that we may want to have a special meeting about it.

Ms. Barber said there was a study done, but she wasn't sure if Sedona passed it at their last meeting or not. She said it's a housing emergency resolution.

Ms. Moore asked if it was something that was time sensitive.

Ms. Barber said she thought it was something they could handle at their next meeting. She said Sedona did a homeless needs assessment and from that assessment they made a housing shortage resolution that goes to the legislature and the Governor to give a little relief on vacation rentals. She asked if Mr. Klein could reach out to the Sedona City Manager and see what their decision was and if it's something that needs to be done quickly then we have a special meeting.

Mr. Klein confirmed he had spoken with their City manager today (12/10), however, was unaware of a specific timeline.

He said he will examine it and if there is a special timeline and necessity for a special meeting, he will make those arrangements.

Ms. Moore said she had noticed all the complaints about the streetlights being too bright. She said she would like to see something go out explaining to people what, if there are any, options we might have to deal with this.

Mr. Klein shared there is an upcoming meeting with APS and their consultant, on Dec. 23rd. He said they'd heard our complaints and that it was the least bright of the options that would be able to fit our fixtures. He said he has informed APS that we have talented people in Town that might be able to retrofit something, while not harming the integrity of the fixtures. He said once we have all the information, we can get something out to everyone.

Ms. Moore said the other thing brought up to her was the questionnaire about the lead pipes in your house. She said people were commenting "maybe an explanation of why things like that were sent out."

Mr. Klein confirmed that we did an email blast ahead of time, and that anyone who subscribes should have received that information when Candace did it. He confirmed the letter was a requirement, adding that there was a standard letter and then we put together the second letter to clarify.

Mr. Blodgett shared that even based on old mapping that even earlier piping was generally copper. He said he feels pretty confident in the water system.

Ms. Sharif clarified the first two pages of the letter were all EPA language, and she couldn't change it. She said she did try to make the State contact aware that sending out that letter was going to incite panic in a small community, where it was not necessary. However she was told it was required and that she could send a secondary letter to provide other information and assist in collecting the inventory.

Ms. Moore said she was telling anyone who asked that it was a standard.

Ms. Sharif confirmed that it was a required for the entire state; all Public and Non-Transient Water Services.

Dr. Dillenberg made a motion to adjourn the meeting.

Mr. Sharif interjected before adjourning. He asked if the differences in brightness of the bulbs were noted anywhere. Recounting walking down Main St., he said one light will be an LED bulb that is extremely bright, but the next one is not nearly as bright, yet the bulb appears to be the same LED. He said he'd thought about using his camera to zoom in and see if the bulbs are different, or if maybe there is a setting to be flipped or changed, hoping it would help to build the argument and have APS explain why the LEDs they have installed are so different in brightness.

Ms. Barber advised him to go around town and take pictures and send them to Brett. She said they aren't going to meet them (APS) in the dark, so having photos to show what they're talking about would be helpful.

Mr. Sharif said he would do it this evening after the meeting, and thanked Mayor Barber for her suggestion.

Ms. Barber said she wanted to make one last statement. She said Brett had reached out about the meeting, and APS has assured us they are installing 50 watt LED bulbs, that are a reduction in output. She said they've said anytime the old lights fail, this is what they are installing. She suggested taking pictures, adding if they find that the manufacturer is making them different than before, perhaps maybe we can very nicely urge them to tone it down a little bit again. She said we'll do the best we can to help, adding maybe getting Steve Knowlton or whoever to retrofit a shield would be wonderful too, but we are working on it.

Council members thanked Mayor Barber for her input.

7:33PM (33:00) 10. ADJOURNMENT

Ms. Moore moved onto adjournment.

Dr. Dillenberg motioned to adjourn the meeting.

Mr. Sharif seconded the motion.

Ms. Moore called the question, and the meeting was adjourned at 7:33 p.m.

Motion to adjourn at 7:33p.m.

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

APPROVE:

ATTEST:

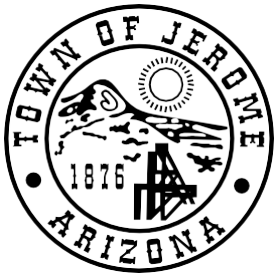
Alex Barber, Mayor

Brett Klein, Town Manager

File Attachments for Item:

A. Consideration of Resolution No. 676; A Resolution of the Town Council of the Town of Jerome, Arizona, Declaring A Housing Emergency for the Town of Jerome, Prioritizing Affordable Housing Within Town Operations to Create Safe, Decent, and Affordable Housing Opportunities for All Community Members, and Urging the State Legislature of the State of Arizona to Address the Impacts of Short-Term Rentals on the Supply of Housing for Arizona Residents

Council will consider and may approve Resolution No. 676.



TOWN OF JEROME

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

RESOLUTION NO. 676

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, DECLARING A HOUSING EMERGENCY FOR THE TOWN OF JEROME, PRIORITIZING AFFORDABLE HOUSING WITHIN TOWN OPERATIONS TO CREATE SAFE, DECENT, AND AFFORDABLE HOUSING OPPORTUNITIES FOR ALL COMMUNITY MEMBERS, AND URGING THE STATE LEGISLATURE OF THE STATE OF ARIZONA TO ADDRESS THE IMPACTS OF SHORT-TERM RENTALS ON THE SUPPLY OF HOUSING FOR ARIZONA RESIDENTS.

WHEREAS, zoning power is a fundamental authority used by modern cities to structure their development and is considered a legitimate exercise of police power;

WHEREAS, the power to zone is the power to divide up the locality's geographic area into different categories of land use that are inconsistent with each other;

WHEREAS, residential areas are commonly separated from commercial and industrial areas, and residential districts are usually further separated into single-family and multi-family districts;

WHEREAS, courts have long upheld the distinction between residential and commercial uses because the police power allows for the creation of zones where family values, youth values, and the blessings of quiet seclusion and clean air make the area a sanctuary for people;

WHEREAS, the Town of Jerome ("Town" or "Jerome") has a legitimate governmental interest in preserving the residential character of neighborhoods that enhance the quality of life for its residents and visitors by minimizing the adverse impacts of short-term rentals ("STRs") through regulation;

WHEREAS, local regulations are necessary to ensure that such short-term rental ("STR") activities do not become a nuisance, threaten the public health, safety, or welfare of neighboring properties, or threaten the residential character of neighborhoods;

WHEREAS, reasonable regulations to limit the number and location of STRs will provide a balance between STRs and available housing stock, further regulate nuisances associated with STRs and help preserve the residential neighborhoods character and integrity;

WHEREAS, local governments apply design standards tailored for residential neighborhoods for their roads, driveways, emergency services planning, public shelters, emergency evacuation plans, solid waste collection, utilities, and buffers, and also tailored in assessing their infrastructure impacts and their corresponding fair and proportionate impact/connection fees;

WHEREAS, permanent single-family home residents inherently understand and know their physical surroundings, to include any safety gaps and potential risks to their families, because they have daily familiarity;

WHEREAS, short-term vacation rental occupants, due to the transient nature of their occupancy, are unfamiliar with local emergency evacuation plans, the location of fire extinguishers, and other similar safety measures that would readily be provided to guests in traditional lodging establishments;

WHEREAS, short-term vacation rental owners may live elsewhere and not experience the quality of life problems and negative impacts associated with larger, unregulated short-term vacation rental units on residential neighborhoods;

WHEREAS, permanent residents within residential neighborhoods often establish long-term friendships, social norms and a sense of community which leads to mutual respect among property owners on an ongoing basis;

WHEREAS, a single-family dwelling home is typically the largest investment a family will make in their lifetime, with the home held sacred in popular culture as the heart and the center of the family unit;

WHEREAS, permanent residents within established residential neighborhoods deserve the right to tranquility and peaceful enjoyment of their home without over intrusion by an excessive number of transient occupants in the neighborhood;

WHEREAS, the U.S. Census Bureau data indicates in 2023 the average household size in Jerome is 1.57 persons and average family size is 2.31 persons;

WHEREAS, the operation of some short-term vacation rentals in established neighborhoods in Jerome creates a huge disparity in short-term vacation rental impacts, some with occupancy for 7+, or up to three (3) or more times the average occupancy of an existing single-family residence, making the higher occupancy of the rental homes incompatible with established neighborhoods;

WHEREAS, current vacation rental industry practice is to set maximum limits upon the number of transient occupants within a short-term vacation rental unit, but lacking provisions for verification and enforcement when overcrowding occurs;

WHEREAS, current vacation rental industry practice is to charge a flat rental fee for the term of the lease, regardless of the transient occupant count, which incentivizes the common practice for lessees of oversized structures used as short-term vacation rentals to increase the transient occupant count so as to spread out the cost burden for the rental term among as many payers as possible;

WHEREAS, allowing single-family residential property to be rented on a short-term basis for periods of 30 days or less is not in the public welfare because the removal of home units from the Town's housing stock affects affordable housing options available in the Town and conflicts with the Town's zoning and General Plan;

WHEREAS, with the proliferation of STR use due to the growth of internet platforms that consolidate and facilitate the short-term rental of property, the Town of Jerome has seen increased violations of its prohibition against illegal hotel and motel uses;

WHEREAS, the Town has received complaints related to the operation of STRs in residential neighborhoods, including excessive occupants, noise, reduction of street parking and increased trash;

WHEREAS, STR visitors usually rent the accommodation only for a couple of days, thus neighbors see new people coming and going every few days, especially where the density of short-term vacation rentals in the area is high. As such, living next door to a short-term vacation rental can range from mildly concerning to completely life-altering;

WHEREAS, residents worry the penetration of short-term vacation rentals in their neighborhood will change the character and transform the quality of life of the area creating an incredibly difficult task for local governments of finding ways to regulate short-term vacation rentals in such a way that they protect neighborhoods while balancing homeowners' property rights;

WHEREAS, traditional lodging establishments (hotels, motels, and bed & breakfasts) are generally restricted to commercial and other non-residentially zoned areas where intensity of uses is separated from less busy and quieter residential uses;

WHEREAS, traditional lodging establishments have stricter development standards, undergo annual inspections, and have more stringent operational and business requirements;

WHEREAS, short-term vacation rentals are not treated as similar businesses posing a threat to the hotel industry, which claims that the business models of short-term vacation rental platforms offer unfair economic advantages because short-term vacation rentals do not have to pay for staff and are not regulated like hotels which increases costs substantially;

WHEREAS, STRs eliminate critically important housing units from Jeromes's available housing stock;

WHEREAS, STRs have a direct effect on the decline of workforce housing and the preservation of residential neighborhoods in Jerome;

WHEREAS, since short-term vacation rentals are mainly located in residential areas, by renting a short-term vacation accommodation, tourists are using up space that otherwise might be used for living, resulting in a decrease of long-term housing availability which contributes to increasing housing and rental prices;

WHEREAS, a shortage of affordable housing exists in in the Town; i.e., housing that is of good quality, aesthetically compatible with the surrounding neighborhood, and is affordable to a diverse population;

WHEREAS, in year 2024, 12% of available rooms are STRs with 20% of those STRs being owned by people who do not live in Arizona, and 52% of those STRs being owned by people who do not live within the Town of Jerome;

WHEREAS, an Urban Institute Study found that cities and counties across the country face significant rental housing affordability challenges as more households with low and moderate incomes compete for a shrinking number of affordable units;

WHEREAS, a 2019 *Harvard Business Review* study found the growth of STRs contributes to about one-fifth of the average annual increase in U.S. rent and one-seventh of the average annual increase in housing prices;

WHEREAS, in 2021 **Elliott D. Pollack & Company** found in its study titled, "**The Negative Consequences of Short-Term Rentals – Arizona's Recipe for Disaster**," that "The STR platforms also significantly overstate their economic impact on local economies by failing to recognize that the vast majority of visitors would continue to travel to their destinations even if Airbnb did not exist."

WHEREAS, lower-income households feel the squeeze most severely and face the fewest options for affordable housing;

WHEREAS, growing affordability challenges also contribute to housing instability and homelessness;

WHEREAS, access to housing is not the same as access to homeownership, and inordinate reductions in the supply of housing available for standard rentals has a destabilizing effect on housing affordability;

WHEREAS, a 2019 **Economic Policy Institute** cost-benefit analysis concluded the local economic costs of STRs likely outweigh the benefits. While the introduction and expansion of STRs carries large potential economic benefits and costs, the costs to renters and local jurisdictions likely exceed the benefits to travelers and property owners;

WHEREAS, the **Economic Policy Institute** study also made the following findings:

- Rising housing costs are a key problem for American families, and evidence suggests that the presence of STRs raises local housing costs as properties shift from serving local residents to serving Airbnb travelers, which hurts local residents by raising housing costs. This cost is real.
- Because housing demand is relatively inelastic (people’s demand for somewhere to live does not decline when prices increase), even small changes in housing supply (like those caused by converting long-term rental properties to STRs) can cause significant price increases. Inelastic demand means individual households cannot go without housing even when it becomes more expensive, forcing them to bear the burden of higher costs.
- The rising cost of housing is a key problem for American families. Housing costs have risen significantly faster than overall prices (and the price of short-term travel accommodations) since 2000, and housing accounts for a significant share (more than 15 percent) of overall household consumption expenditures.
- The potential benefit of increased tourism supporting municipal economies is much smaller than commonly advertised. There is little evidence that cities with an increasing supply of short-term Airbnb rental accommodations are seeing a large increase in travelers. Instead, accommodations supplied via STRs are nearly pure substitution for other forms of accommodation. Two surveys indicate that only 2 to 4 percent of those using Airbnb say that they would not have taken the trip were Airbnb rentals unavailable.
- Studies claiming that STRs are supporting a lot of economic activity often vastly overstate the effect because they fail to account for the fact that much of this spending would have been done anyway by travelers staying in hotels or other alternative accommodations absent the Airbnb option.
- Property owners do benefit from Airbnb’s capacity to lower the transaction costs of operating short-term rentals, but the beneficiaries are disproportionately white and high-wealth households. Wealth from property ownership is skewed, with higher-wealth and white households holding a disproportionate share of housing wealth overall—and an even more disproportionate share of housing wealth from nonprimary residences because they are much more likely to own nonprimary residential property (such as multi-unit Airbnb rentals).
- The shift from traditional hotels to Airbnb lodging leads to less-reliable tax payments to cities. Several large American cities with a large STR presence rely heavily on lodging taxes. STR platforms have largely blocked the ability of cities to transparently collect lodging taxes on STRs that are equivalent to lodging taxes on hotel rooms. One study found that the voluntary agreements STR platforms have struck with state and local governments “[undermine] tax fairness, transparency, and the rule of law.”

- Town residents suffer when STRs circumvent zoning laws that ban lodging businesses from residential neighborhoods. The status quo of zoning regulations in cities reflects a broad presumption that short-term travelers are likely to impose greater externalities on long-term residents than do other long-term residents. Externalities are economic costs that are borne by people not directly engaged in a transaction. In the case of neighbors on a street with short-term renters, externalities include noise and stress on neighborhood infrastructure like trash pickup. These externalities are why hotels are clustered away from residential areas. Many STR units are in violation of local zoning regulations, and there is the strong possibility that these units are indeed imposing large costs on neighbors.

WHEREAS, Arizona is the only state in the country that preempts local government from regulating short-term rentals;

WHEREAS, reasonable regulations on STRs as to numbers and locations can strike a balance between a property owners’ rights to fair use of their properties and the rights of surrounding property owners to set and maintain community standards;

WHEREAS, returning local control over short-term rentals is one of the only issues that has gathered bipartisan support in the Arizona legislature;

WHEREAS, every community is different when it comes to what works and what doesn’t. What may work in one community could potentially be a complete disaster in another community, necessitating a return of local control over the regulation of STRs;

WHEREAS, regulating STRs means looking at the different variables and planning objectives of each community and taking them into consideration, such as housing costs, the general appetite for visitors, availability of traditional lodging, the value of tourism, the percent of existing STRs, and more;

WHEREAS, even within Jerome, there are differing built neighborhoods, some generally with narrower streets and limited off-street and on-street parking, which are more impacted by commerce and tourists than other neighborhoods of the Town, circumstances that require careful consideration if the neighborhood’s residential character is to be protected; and

WHEREAS, the entire Town of Jerome is a National Historic Landmark and archaeological district, which presents additional unique hurdles and limitations on its already reduced housing stock; and

WHEREAS, absent appropriate controls on the number and manner and places of operation of STRs, neighborhoods stand to be harmed by undue commercialization and disruption to the primary and overarching purpose of a neighborhood being first and foremost a residential community, where people actually live, not a place of transient occupancy;

WHEREAS, with state preemption, these critical elements are being overlooked; and

WHEREAS, reasonable regulations on the number and location of short-term rentals will balance the Town's desire to promote economic development and tourism with the Town’s legitimate need to mitigate the adverse impacts often associated with short-term rentals, including the decline in workforce housing, a general decrease of long-term housing availability which contributes to increasing housing and rental prices, excessive noise, overcrowding, reduction of street parking, and the accumulation of refuse.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF JEROME, ARIZONA AS FOLLOWS:

SECTION 1. The Town of Jerome declares that a housing emergency exists within our Town and region and recognizes the need to make housing a leading priority for the organization of the community.

SECTION 2. The Town of Jerome recognizes that the housing emergency is exacerbated by the proliferation of short-term rentals and requests the State Legislature return local control to cities and towns to implement reasonable zoning restrictions on STRs, including limitation on the number and location of short-term rentals.

SECTION 3. The Town of Jerome calls on the legislature and Governor of the State of Arizona to allow local governments to adopt reasonable regulations on the number and location of STRs as to strike a balance between property owners’ rights to fair use of their properties and the rights of surrounding property owners to set and maintain community standards.

Passed and approved this 14th day of January, 2025.

Approved:

Mayor

Attest:

Approved as to Form:



Brett Klein, Town Manager / Clerk

William Sims, Town Attorney

File Attachments for Item:

A. Consider Removing From the Table and a Review of the Jerome Historical Society's Response and Possible Staff Direction Regarding a Potential Property Exchange with the Jerome Historical Society

Council will take the item from the table and consider the response from the Jerome Historical Society regarding a potential property exchange and may provide staff direction.

Yavapai County Print Parcel



Parcel ID	401-06-086A	Check Digit	3
Owner	Jerome Historical Society		
Owner's Mailing Address	PO Box 156 Jerome, AZ 86331-0156		
Secondary Owner			
Recorded Date	9/7/2001 12:00:00 AM		
Last Transfer Doc Docket	3861	Last Transfer Doc Page	505
Physical Address	N/A	Incorporated Area	Town of Jerome

Assessor Acres	0.07	Subdivision	Jerome	Subdivision Type	M
School District	Clarkdale-Jerome Elem SD #3			Fire District	N/A
Improvements (0)	No Improvements found.			Local Zoning	Town Of Jerome C-1

Assessment

Starting with the 2015 tax year, the Limited Property Value is the only value considered for taxation purposes, the Full Cash Value is no longer used for taxation.

Tax Year	2025	2024
Assessed Value(ALV)	\$7,980	\$7,600
Limited Value(LPV)	\$53,200	\$50,667
Full Cash(FCV)	\$64,535	\$51,621
Legal Class	Vacant or Other	Vacant Or Other
Assessment Ratio	15%	15%
Usage Code	9110 ?	9110 ?

Taxes

Tax Area Code	380	2023 Taxes Billed	\$
----------------------	-----	--------------------------	----

Recorded Documents & Sales (3)

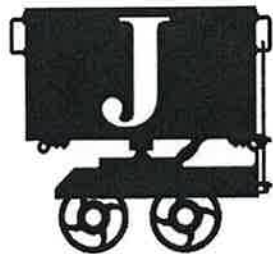
Date	Book/Page	Type	Cost
9/7/2001	3861-505	Warranty Deed	\$21,750
9/7/2001	3861-505	Warranty Deed	\$0
12/16/1999	3213368	Joint Tenants	\$11,000

Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. Users should independently research, investigate and verify all information.

By using this website, the user knowingly assumes all risk of inaccuracy and waives any and all claims for damages against Yavapai County and its officers and employees that may arise from the use of this data and agrees to indemnify and hold harmless Yavapai County and its officers and employees to the fullest extent permitted by law. By using this website, the user also agrees that data and use of this website may not be used for commercial purposes.

Yavapai County Print Parcel

	Parcel ID	Check Digit	
	401-06-126	7	
	Owner	Town of Jerome	
	Owner's Mailing Address	PO Box 335 Jerome, AZ 86331-0335	
	Secondary Owner		
	Recorded Date	N/A	
	Last Transfer Doc Docket	Last Transfer Doc Page	
	N/A	N/A	
	Physical Address	Incorporated Area	
	N/A	Town of Jerome	
Assessor Acres	Subdivision	Subdivision Type	
0.07	Jerome	M	
School District	Fire District		
Clarkdale-Jerome Elem SD #3	N/A		
Improvements (0)	Local Zoning		
No Improvements found.	Town Of Jerome C-1		
Assessment			
Starting with the 2015 tax year, the Limited Property Value is the only value considered for taxation purposes, the Full Cash Value is no longer used for taxation.			
Tax Year	2025	2024	
Assessed Value(ALV)	\$2,128	\$2,026	
Limited Value(LPV)	\$14,184	\$13,508	
Full Cash(FCV)	\$64,535	\$51,621	
Legal Class	Vacant or Other	Vacant Or Other	
Assessment Ratio	15%	15%	
Usage Code	9700 ?	9700 ?	
Taxes			
Tax Area Code	2023 Taxes Billed		
380	\$		
Recorded Documents & Sales (0)			
No Recorded Documents were found.			
<p>Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. Users should independently research, investigate and verify all information.</p> <p>By using this website, the user knowingly assumes all risk of inaccuracy and waives any and all claims for damages against Yavapai County and its officers and employees that may arise from the use of this data and agrees to indemnify and hold harmless Yavapai County and its officers and employees to the fullest extent permitted by law. By using this website, the user also agrees that data and use of this website may not be used for commercial purposes.</p>			



Jerome Historical Society

November 22, 2024

*rec'd
Barr
11/25/2024*

Town of Jerome

600 Clark St.

Jerome, AZ 86331

To the Jerome Town Council and Town Manager,

The Jerome Historical Society board members met and discussed the parcel swap the Town of Jerome is proposing.

The JHS Board is willing to entertain the idea of the land swap. These are their requirements to proceed with the swap:

1. The Town of Jerome to guarantee in writing, in perpetuity, that the Jerome Historical Society retain the right to 5 parking spaces somewhere in the C-1 Zone, 3 of which are already designated parking for the New State Motor Company Building. The 5 C-1 Zone parking spots will be separate from any parking gained by the Society accepting parcel #401-06-126.
2. By completing this transfer, the Town of Jerome recognizes in writing, in perpetuity that the Jerome Historical Society has "inherited" the shell and the scrapped concrete on the lot as a result of this favor to the Town of Jerome. If the Jerome Historical Society wishes to remove these liabilities from the lot then the Town of Jerome will cooperate with these efforts.
3. This transaction to be handled by a title company of the Jerome Historical Society's choice, with all title searches, escrow, recording fees and any other costs incurred will be at the Town of Jerome's expense.

Thank you,

Mary Beth Barr

President

Jerome Historical Society

File Attachments for Item:

B. Consider Removing from the Table and Consideration of a Tour Company Business License Application for US Ghost Adventures LLC

Council will take the item from the table and then consider and may approve the Tour Company Business License.



Town of Jerome
Post Office Box 335, Jerome, AZ 86331
(928) 634-7943 * www.jerome.az.com

License # _____

TOUR COMPANY BUSINESS LICENSE APPLICATION

Name of Business US Ghost Adventures LLC

AZ TPT License # N/A **Current TPT License must also be submitted** on file

Physical Address of Business All tours will meet at 160 Main St, Jerome, AZ. This is a walking tour through public areas.

Mailing Address PO Box 5757, Williamsburg, VA 23188

Business Phone 844-757-5657 Cell _____ Email contact@wejunket.com

Type of Tours: Driving Walking Both

Anyone Operating a Tour Vehicle MUST have a Current Arizona Driver's License

Estimated gross annual revenue \$2,500 - \$10,000 (license fee: \$20) Over \$10,000 (license fee: \$50)

Business Owner(s) Lance Zaal

Signature Date 10/7/2024

By my signature above, I certify, under penalty of law, that the information provided herein is true and correct to the best of my knowledge. This Licensee acknowledges that to operate the above business in accordance with Section 8-5-1 of the Jerome Town Code, it is subject to Licensee's compliance with all laws, ordinances, regulations, and requirements regarding Licensee's activities, including, but not limited to, zoning regulations, building code requirements, and fire code requirements. Issuance of this license shall not be construed as evidence of Licensee's compliance with such regulations and requirements, and it is the responsibility of the Licensee to assure such compliance prior to commencing business operations.

Checklist of requirements:

The proposed routes of all tours, including a legible map of the Town clearly showing all routes, stopping points, pick-up and drop-off points, and the business's parking area.

Comments _____

Acceptable evidence of liability insurance naming the Town of Jerome as an additional insured. The minimum limit of liability for each applicable coverage shall be \$1,000,000.00.

Comments _____

A copy of the State of Arizona license of any driver who will be operating a tour vehicle.

Comments _____

All documentation must be provided no later than two (2) full weeks before the next Council Meeting.

Next Council Meeting _____ Deadline _____

Secondary (Back-up) Council Meeting _____ Deadline _____

Continuance (if applicable) _____ Deadline _____

COUNCIL DECISION

Approved Denied Date of Council Approval _____

If denied, provide comments:

For Town Staff Only

Date application submitted _____ Accepted by _____ Access Excel Scanned

Payment: \$20 \$50 Cash Credit Card Check # _____ Payment Date _____

Utilities/Classification _____ Status: Current 30 days Past Due 30+ Days

Approved Denied _____ Date _____
Zoning Administrator

Approved Denied _____ Date _____
Fire Chief

Approved Denied _____ Date _____
Building Official

Approved Denied _____ Date _____
Town Manager

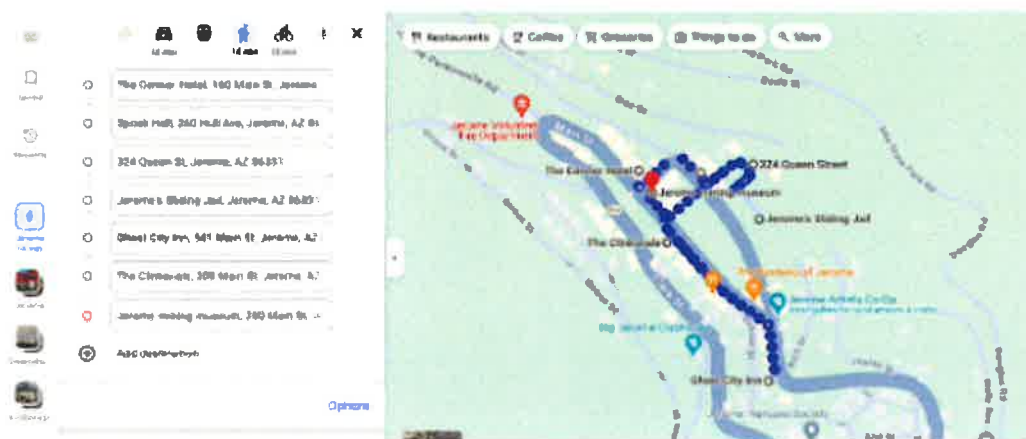
If denied, reason for denial:

Date Issued _____ Expiration Date _____

**Attach hard copies of all required documents and file in Business License folders.*

Jerome Ghosts

Standard Tour



Map Link: <https://maps.app.goo.gl/m7sSGzkeFTGfgkm6>

Distance: 0.6 mile, 7 stops (1 bonus story), 60 minutes

Meeting Location: The Connor Hotel, 160 Main St, Jerome, AZ 86331

1. **The Connor Hotel** | 160 Main St **(Photo Op)**
2. **Spook Hall** | 260 Hull Ave
3. **Cuban Queen Bordello** | 324 Queen St
4. **Jerome's Sliding Jail**
5. **Ghost City Inn** | 541 Main St **(Photo Op)**
6. **The Clinkscale** | 309 Main St
7. **Jerome Mining Museum** | 200 Main St

Bonus Story: Old Miners Cemetery

File Attachments for Item:

A. Consider Proposal and Agreement from Southwestern Environmental Consultants (SEC) for Engineering Drainage Mitigation Plans for Gulch Road

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 A.

November 14, 2024

Brett Klein
Town Manager / Clerk
Town of Jerome
600 Clark Street
P.O. Box 335
Jerome, AZ 86331

RE Town of Jerome, Gulch Road Drainage Mitigation

Dear Brett,

SEC is pleased to provide a proposal from design mitigation at Gulch road. Based on the preliminary review, the intersection of SR 89A and Gulch Road gets periodically flooded. The existing drainage across the Gulch Road seems to be inadequate to provide sufficient conveyance. SEC propose to provide the following services,

- Gather topography in at the intersection of SR 89A and Gulch Road
- Review the drainage patterns
- Establish flows
- Review conveyance/mitigation option
- Develop preliminary plans
- Develop final plans & Specifications.
- Assist the Town with design approvals

The proposal excludes geotechnical, structural or Traffic engineering. Construction staking, post design services or certification are not part of this proposal. Based on our understanding, we propose providing the above services for an estimated cost of \$24,000.00. 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



WORK ORDER

Date Opened 11/14/2024 Date Required ASAP

Project Name TOJ/ Gulch Drainage Project No. _____

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 Letter Phone Other

PROJECT LOCATION Yavapai County Town of Jerome

PROJECT DESCRIPTION TOJ Engineering and Surveying – Gulch Road Drainage Improvements

- 1) Per attached SEC Proposal Letter, dated 11/14/2024, 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 **\$ 24,000.00** 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 4/14/2025.

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 1¾ 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

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:

<u>Functions</u>	<u>Hourly Rate (\$)</u>
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 A.

(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.

ENGINEER'S OPINION OF PROBABLE COST

NOTE: This Opinion represents the Consultant's best judgment as a design professional and is supplied only for the guidance of the Client. Consultant has no control over the cost of labor and material, competitive bidding, or market conditions. The Opinion is based on Consultant's recent experience and adjusted to accommodate factors known to the Consultant at the time the Opinion was prepared. The Consultant does not guarantee the accuracy of the Opinion as compared to actual bids or cost to the Client. Some factors which will impact actual costs include the date of construction, the time of year, labor forces, materials used and associated costs.

If the Client desires a higher level of confidence in predicting anticipated construction cost than that provided in the Opinion, the Client should retain the services of a professional cost estimator for this purpose.

Project- Town of Jerome- Gulch Drainage Improvements

Date-10-1-2024

ITEM	GROUP	DESCRIPTION	QTY	UNITS	Unit Cost	Total
		MOBILIZATION	1	LS	5,000.00	5,000.00
		POT HOLING	1	LS	5,000.00	2,500.00
	DRAINAGE	24" CMP 20' JOINTS	5	EA	\$ 875.00	4,375.00
	DRAINAGE	HEADWALL	1	EA	\$ 10,000.00	10,000.00
	DRAINAGE	RENO MATT	135	SF	\$ 80.00	10,800.00
		CONSTRUCTION SUB TOTAL				\$ 32,675.00
		ADD CONTINGENCY	20%			\$ 6,535.00
		UNKNOWN UTILITY RELOCATION	1	LS		\$ -
		CONSTRUCTION SUB TOTAL W/CONTINGENCIES				\$ 39,210.00
	SUPPORTING SERVICES: CONTRACTOR					
		TRAFFIC CONTROL	3%			\$ 980.25
		SWPPP	2%			\$ 653.50
		TESTING	4%			\$ 1,307.00
	SUPPORTING SERVICES: TOWN / ENGINEER					
		SURVEYING	10%			\$ 3,267.50
		PROJECT MANAGEMENT	10%			\$ 3,267.50
		QA/QC	3%			\$ 980.25
		AS-BUILT CERTIFICATION	5%			\$ 1,633.75
		REGULATORY ADMIN	1%			\$ 326.75
	SUPPORTING SERVICES: POST DESIGN					
		Supporting Services Sub Total				\$ 12,416.50
		TAX				\$ 2,293.79
		Total				53,920.29

File Attachments for Item:

B. Consider Approval of the Purchase of a New Flatbed for Public Works from the Previously Received Wildland Fire Truck, in the Amount of, \$5,090.10 From Imperial Trailer Sales and Livestock Supply

Council will consider and may approve the purchase.

TOWN OF JEROME

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Jerome Fire Department

Date: 12/24/2024

Meeting Date: 1/14/2025

TITLE: Flatbed for public works

RECOMMENDED ACTION: Purchase new flatbed

ACTION SUMMARY:

Purchase a new flatbed for public works with Wildland contingency monies.

DISCUSSION:

The fire department and public works made a deal over a year ago on getting a new wildland truck and public works would get the old truck. We have had the old cab and chassis sitting in the town yard for over a year now. The fire department would like to purchase a flatbed for public works so they can use the truck. In cooperation public works and the fire department would install the new flatbed and make any adjustments or modification needed.

Background/History:

The fire department and public works made a deal over a year ago on getting a new wildland truck and public works would get the old truck

Key Considerations:

The Fire Department will pick up the Flatbed and install it on the truck. Saving the cost of \$1000.00 for the installation.

Community Benefits and Considerations:

A better truck for public works

Community Involvement:

none

Financial Implications:

The cost of the flatbed is approximately \$5000.00

Options and Alternatives:

Attachments/Exhibits:

Quotes are attached

Attachment 1- Big Tex quote of \$5138.34

Attachment 2- Imperial Trailer and Livestock Sales quote of \$5090.10

Attachment 3-Hubbard trailers quote of \$5412.09

We would like to purchase attachment 2 from Imperial Trailer Sales & livestock supply (\$5090.10). They have the lowest quote. In our research we have found that they are all similar in production and quality.

Interim Town Manager (*Acknowledgment that all reviews have been completed and required approvals initialed below.*)

INITIALS	RESPONSIBILITY	DATE	INITIALS	RESPONSIBILITY	DATE
_____	LEGAL	_____	_____	FINANCE/BUDGET	_____
_____		_____	_____		_____
_____		_____	_____		_____
_____		_____	_____		_____

DATE OF COUNCIL APPROVAL: _____



Big Tex Trailer World, Inc. # 1

Item B.

1795 S. 19th Ave.
Phoenix, AZ 85009
Phone: 602-252-0900
Fax: 602-258-5605

Quote: _____ Order: _____ By: **ROBERT TORRES** TS Inv#: _____
(Quotes good for 30 days)

Purchase Order #: _____ Acct#: _____ Date: **Tuesday, December 3, 2024**

Business: **JEROME FIRE DEPARTMENT** Phone: **928-310-1769**

Individual: _____
(First) (Middle) (Last)

Address: (PO Box) _____ City: _____ ST: _____
Address: (Physical) _____ City: _____ ST: _____

Serial#: _____ GVWR: _____ Capacity: _____ Empty Wgt.: _____

Color: **BLACK** Year: **2024** MAKE **CM** Body Style: **RD**

CONTACT **CARL WHITING**
Zip: _____ County: _____
email: C.WHITING@JEROMEFD.ORG
Zip: _____ County: _____

Model/Part #	Description	Qty	Price	Amount
				\$0.00
RD-03976034SD	RD BED	1	\$4,690.00	\$4,690.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Photo ID #		ID TYPE		Sub Total	\$4,690.00
Trade In Information	Year:		VIN#:	Less Trade	\$0.00
	Make:		Model:	Sub Total	\$4,690.00
Payment Type	Cash		Credit Card Type	Vehicle Tax	8.60% \$403.34
	Check#		Credit Card -last 4 digits	Federal Excise Tax	

Parts Only: yes _____
Exempt: Tax Exemption yes _____ (Out of State, Municipal, Government, etc)
Dealer: Tax Exemption yes _____

Lien Holder **1st Lien Date:**

Name: _____
Address: _____
City: _____ **ST:** _____ **Zip:** _____

Attention: By law this vehicle may require brakes and/or other safety devices.
We assume no responsibility if purchased without.

Received By: _____

TRAILERGARD	
Enviromental Fee	
Title Fee	
Doc Prep	
Reg. Fee	
Service	
TRUCK BED PREP	\$45.00
DOWN PAYMENT	
Balance Due	\$5,138.34
Total Invoice Amt.	\$5,138.34



Imperial Trailer Sales & Livestock Supply

213 S. Alma School Rd
Mesa, AZ 85210

2

Estimate #

Item B.

Date	Estimate #
12/17/2024	FLATBED

Name / Address
JEROME FIRE (928)310-1769 (?) Whiting@jeromefire.us

Terms	Rep
	JL

Description	Qty	Rate	Total
3% FOR CREDIT CARD IF USED ****CASH OR CHECK, FEE DOES NOT APPLY****	0	157.43	0.00
35% DEPOSIT TO HOLD OR ORDER NON-REFUNDABLE ROUNDED UP TO NEXT \$100.00	0	-1,800.00	0.00

Thank you for your business.

Subtotal \$4,700.00

Sales Tax (8.3%) \$390.10

Total \$5,090.10

#3
Item B.

Carl Whiting

From: trailers=hubbardtrailers.com@hosting.equinemediaworld.com on behalf of trailers@hubbardtrailers.com
Sent: Wednesday, December 18, 2024 1:09 PM
To: Carl Whiting
Subject: truck bed

CM RD 60"CA truck bed \$ 4,995.00
Tax \$ 417.09
Total \$ 5,412.09

If you want us to install \$ 900.00

Let me know if you have any questions

Thanks
Daniel

Flatbed Build

Built in house estimated cost.

2x3x1/4 channel-65 ft-\$1000

2x3x.180 tube- 16ft-\$500

2x4 channel-10 foot-\$300

2x1/4 strap-24 ft-\$100

3x4x1/4 flat-16ft-\$200

4x8 diamond plate- 5 sheets-\$1000.00

New lights-8-\$100

Wire-60ft-\$100

Misc. \$500

Labor-20hrs Matry and Carl

\$8000.00

Just an estimate with no drawing or build sheet on the actual truck bed.

Wildland Fiscal Year 2024-2025

Assignment	Assignment Date	Invoiced Date	E-126 Total (minus expenses)	Total Invoiced	Wage Reimbursement	Expenses	Admin
Hillside	7/11/24-7/11/24	7/25/2024	\$ 1,176.84	\$ 2,201.79	1014.84		10.95
Freeman	7/12/24-7/15/24	7/25/2024	\$ 5,845.73	\$ 13,252.24	7730.95	426.27	70.28
Black	7/16/24-7/20/24	7/25/2024	\$ 6,735.76	\$ 14,218.13	7309.13	173.24	71.09
Osc Preposition	8/24/24-8/24/24	9/12/2024	See line fire				
SOJ Preposition	8/25/24-8/25/24	9/12/2024	See line fire				
BDF preposition	8/25/24-9/01/24	9/12/2024	See line fire				
Record Fire	9/2/24-9/05/24	9/12/2024	See line fire				
Line Fire	09/05/24-09/09/24	9/12/2024	\$ 22,165.64	\$ 60,525.32	28888.72	6698.18	301.12
LPF Support	11/02/24-11/18/24	11/11/2024	\$ 19,600.35	\$ 50,354.75	22,169.64	1420.65	250.52
Totals			\$ 55,524.32	\$ 140,552.23	\$ 67,113.28	\$ 8,718.34	\$ 703.96
Total for year			\$122,637.60	Wages and truck			

Budget for truck \$65,000
 Budget for wages \$52,000
 Truck \$ 55,524.32
 Wages \$67,113.28
 To meet budget for truck \$ 9,475.68
 To meet budget for wages \$ (15,113.28)
 Admin total \$703.96

File Attachments for Item:

D. Consideration of the Request from Judy Jaaskelainen, Co-owner of the Jerome Artists Cooperative Gallery, for Two (2) Parking Passes to be Issued to Members / Co-owners

Council will consider and may approve the request as made, deny the request, or approve the request with modifications.

November 20, 2024

Jerome Town Council
and Chamber of Commerce

I am Judy Jaaskelainen, a 20 year member/co-owner of Jerome Artists Cooperative Gallery.

There are about 25 artists/co-owners/members in our gallery now. We are open 10 – 6 daily. We generally have 3 shifts each day that our members work. We are not paid to work our shifts.

10 A.M. to 2 P.M.

12 noon to 4 P.M.

2 P.M. To 6 P.M.

Those who work the 10 -2 shifts usually have no problem locating free parking. Those of us who work the 12-4 or 2-6 shifts often have to pay for parking.

1. We don't always get to work the same shifts each week so parking is an intermittent problem for all members.
2. Every artist does not sell something every day so paying for parking puts us in the "red" for that day. (Paying to work for free.)
3. I suggest the town, in all fairness, issue 2 parking passes to our co-op that can be picked up at our gallery by the artist coming in to work their shift and returned to the gallery at the end of their shift.
4. Alternatively, the town could issue parking passes to all members/co-owners so we do not have to pay to work at our business.

Thank you for your consideration.

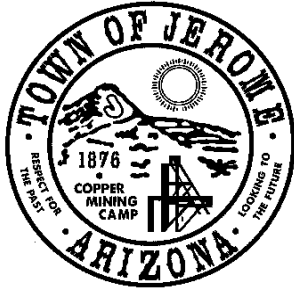
Judy Jaaskelainen



File Attachments for Item:

E. Discussion and Staff Direction for Lease Terms for the Newly Acquired 621 Main Street, Upper, Middle and Lower Units

Council will consider staff recommended lease terms for 621 Main Street.



TOWN OF JEROME

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

Founded 1876
Incorporated 1899

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Discussion and Staff Direction for Lease Terms for the Newly Acquired 621 Main Street**

MEETING DATE: January 14, 2025

Summary:

The Town of Jerome recently acquired 621 Main Steet, which consists of three separate rental units. The Town acquired the 3-plex to assist Town employees with the difficult task of finding affordable housing within the Town. As a result of the purchase, the Town inherited two renters. One is a Jerome Police Officer who would like to occupy the newly available upper unit, and the other is a non-employee, carry-over tenant occupying the middle unit. The bottom unit has been designated for new Chief of Police San Felice.

Based on the size and condition of the units, staff recommend the upper unit be rented out for \$1,000 / month with the same opportunities as found in the employee lease for 655 Holley. That includes the opportunity to lower the rent on a monthly basis based on time and materials spent updating and minor repairs to the home. The employee is amenable to those terms. Staff recommend the smaller, bottom unit be rented out for \$600 / month with the Town’s standard lease.

The middle unit is currently being leased until May 31, 2025, but there is a term in the lessee’s rental agreement that if the building is sold the new owner could provide a 30-day notice to move out. Staff would like to work with the renter and allow her to keep her current terms through May 31, 2025, at which time it will be prepared for a Town employee.

There is a garage and shed. The shed will be used by the Town for a to-be-determined use ancillary to the main building and Town needs. The renter of the upper unit would like to have the rights to the garage in exchange for light property maintenance, such as mowing the lawn, shoveling snow, spreading salt when necessary, alerting the Town to other issues, etc. Staff believe this is a positive for both parties.

Fiscal Impact:

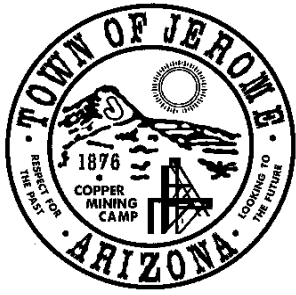
Recommendation:

Provide staff input to prepare lease terms for the next meeting.

File Attachments for Item:

F. Review of Proposals, Discussion and Staff Direction Regarding the Process for Considering the Proposals Submitted in Response to the Town's Request for Proposals for Legal Services

Council may review the proposals, discuss and provide staff direction on the same.



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TOWN OF JEROME

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

Item F.

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Review of Proposals, Discussion and Staff Direction Regarding the Process for Considering the Proposals Submitted in Response to the Town’s RFP for Legal Services**

MEETING DATE: January 14, 2025

Summary:

The Town of Jerome issued a Request for Proposals / Qualifications for the provision of legal services on November 18, 2024, with a deadline to submit by December 30, 2024. We received four submissions from qualified firms, see attached. Staff recommend discussing the submissions at the January 14th regular Council Meeting and identifying two that would attend an in-person interview at the February regular or special Council Meeting.

Fiscal Impact:

To be determined.

Recommendation:

Identify 2-3 firms to be invited for an in-person interview to find the best fit for the Town and the firm.



Materials Prepared for:

Town of Jerome



Scott A. Holcomb
Member/Partner

Dickinson Wright PLLC
1850 North Central Avenue
Suite 1400
Phoenix, AZ 85004

Tel: 602.285.5028
Email: SHolcomb@dickinsonwright.com

DICKINSONWRIGHT.COM

ARIZONA CALIFORNIA COLORADO FLORIDA ILLINOIS KENTUCKY MICHIGAN NEVADA OHIO TENNESSEE TEXAS WASHINGTON DC WINDSOR TORONTO

December 30, 2024

VIA EMAIL: b.klein@jerome.az.gov

Brett Klein, Town Manager/Clerk
Town of Jerome, Arizona

Re: Dickinson Wright's Response to RFP/Q No. 2024-002, Town Attorney - Legal Services

Dear Mr. Klein and Members of the Selection Committee:

We are pleased to submit this response to the Town of Jerome's RFP/Q. You will find that our firm is well-positioned and committed to meet and exceed the Town of Jerome's needs. As the following information shows, Dickinson Wright has unmatched experience and expertise in serving public and municipal organizations, both in Arizona and across the country. Please see our full proposal, organized per your request.

Founded in Detroit in 1878, Dickinson Wright is a full-service business law firm with over 500 legal professionals across 40 practice groups. We serve clients from 22 offices in the U.S. and Canada. We have developed a reputation as a leader and innovator in client service, as proven by the longstanding relationships with our clients. Our Phoenix office is home to over 50 attorneys and 50 professional staff. This office has been serving Arizona since 1968 and has been a mainstay in the communities of Phoenix and its surrounding counties.

Dickinson Wright has represented municipalities and government bodies in a variety of matters and contexts for decades, from general city governing matters to defense of a wide variety of litigation matters. We have proven over time that our professional services in this area are of the highest caliber and set us apart from our competition.

Thank you for your consideration. If you have any questions, or require additional information, please do not hesitate to contact me.

Very Truly Yours,



Scott A. Holcomb, Member/Partner

DICKINSON WRIGHT PLLC

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APPENDIX

Dickinson Wright Attorney Biographies Tab A

Confirmation of Insurance Tab B

Thank you for the opportunity to represent the Town of Jerome. Below, we discuss why we are an ideal law firm to help the Town of Jerome address its legal needs.

ABOUT DICKINSON WRIGHT

Founded in 1878, Dickinson Wright is a full-service law firm, with over 500 lawyers serving clients out of 22 offices throughout the United States and Canada, and offers more than 40 practice areas and industries. We take great pride in our history of diversity and inclusion, our emphasis on client service, and a longstanding tradition of success. From our founding in Detroit to our expansion across North America, the firm has evolved and prospered by remaining focused on the core value our client needs, while staying on the leading edge of legislative and technological developments.

Dickinson Wright lawyers are esteemed by both clients and peers for their knowledge and expertise through significant appointments to bar associations and the judiciary. We are proud of the recognition that both the firm and our lawyers receive from leading industry publications, including:

- **U.S. News & World Report/Best Law Firms:** The firm received 26 national rankings and 178 state/metropolitan rankings in the 2024 "Best Law Firms" report by Best Lawyers. The firm received 110 First Tier rankings.
- **Chambers USA:** Dickinson Wright is consistently recognized for its practices in Arizona, Florida, Michigan, Nevada, Ohio, and Texas. 54 of our lawyers were individually recognized for their practices.
- **Best Lawyers:** The firm has 218 lawyers listed in Best Lawyers in America and Best Lawyers in Canada for 2025. 14 of our lawyers have been named "Lawyer of the Year" for 2025, and 45 lawyers have been named "Ones to Watch" for 2025.
- **Super Lawyers:** More than 100 Dickinson Wright lawyers have been included in Super Lawyers and Rising Stars across the country, including Florida Super Lawyers, Illinois Super Lawyers, Kentucky Super Lawyers, Michigan Super Lawyers, Mid-South Super Lawyers, Mountain State Super Lawyers, Northern California Super Lawyers, Ohio Super Lawyers, Southwest Super Lawyers, Texas Super Lawyers, and Washington, D.C. Super Lawyers.

REQUESTED INFORMATION – GENERAL PROPOSAL

1. Describe your understanding of the Town of Jerome and surrounding area such as its unique water system, Historic Landmark status, condition of infrastructure, challenges, etc.

The Town of Jerome is a fascinating and historic town nestled in the Black Hills of Yavapai County. Known as the "Wickedest Town in the West" during its mining boom, the Town of Jerome has evolved into a well-preserved historic landmark and a unique tourist destination.

The Town of Jerome is recognized as a National Historic Landmark District, celebrated for its well-preserved buildings, including Victorian-era structures, saloons, and mining facilities. The Jerome Historical Society has been instrumental in maintaining and restoring its historical integrity.

The Town's water system is particularly unique because of the town's steep terrain and elevation, situated at around 5,200 feet on Cleopatra Hill. Water is sourced from nearby springs and reservoirs, but the challenging topography has required an intricate network of pipes, pumps, and storage tanks. This system, while functional, poses ongoing maintenance challenges due to the age of the infrastructure and the difficulty of accessing certain areas.

The Town's infrastructure reflects its mining-era origins, and much of it is aging. The steep, unstable terrain has led to landslides and shifting ground, which has damaged roads, buildings, and utilities over time. Preservation efforts are continuous, as the town must balance maintaining its historic character with modern needs. For example, many of the streets are narrow and winding, which complicates traffic and parking during the busy tourist season. The Town of Jerome faces several modern challenges:

- **Geological Instability:** Built on a steep slope, the Town of Jerome is prone to landslides and soil erosion, which threaten the stability of buildings and infrastructure.
- **Aging Infrastructure:** Water pipes, sewage systems, and roads require frequent maintenance and upgrades.
- **Tourism Pressure:** As a major tourist destination, the Town must manage high foot traffic, parking shortages, and increased demand for services while preserving its historical charm.
- **Water Supply:** Limited water resources and the need for conservation are ongoing concerns, particularly in the arid Arizona climate.

The Town of Jerome overlooks the Verde Valley, offering stunning views of Sedona's red rocks and the surrounding desert. The nearby towns of Cottonwood and Clarkdale also provide complementary attractions, including wineries, art galleries, and historic sites. The region's biodiversity is notable, with high desert flora and fauna contributing to its natural beauty.

The Town of Jerome is a remarkable blend of history, geology, and culture. While it faces significant challenges due to its aging infrastructure and precarious location, its status as an historic landmark ensures that ongoing efforts are made to preserve its legacy. The Town of Jerome's resilience and charm make it a beloved destination for history enthusiasts and adventurers alike.

2. Letter of Transmittal: Signed by an authorized representative of the firm or individual committing to provide the legal services described above, including a brief introduction of the firm, number of employees, and work history in municipal law.

Please see our Letter of Transmittal/Cover Letter included with our proposal.

3. Firm Qualifications: Provide list of all current and past municipal clients the firm has represented and designated individuals to provide the services specific to this RFP. Provide the name of the attorney who will attend public meetings and their qualifications and work experience in municipal law.

We are very pleased to present to you a team approach with Scott Holcomb and Vail Cloar serving as the day-to-day point-of-contacts and the attorneys who will attend the Town's public meetings, with continuing and consistent support from Bradley Burns, Mitesh Patel, Sam Coffman, and others on issue appropriate and as needed basis.

Dickinson Wright Team for the Town of Jerome	
<u>Scott A. Holcomb</u>	Member/Partner
Contact Information	Phone: 602.285.5028 Email: sholcomb@dickinsonwright.com
Current and Past Municipal Clients	Scott currently serves as Town Attorney for the Town of Queen Creek, and represents and has represented multiple other government entities, including the Town of Gilbert, City of Flagstaff, City of San Luis, City of Mesa, Maricopa Association of Governments, Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line), and Pima Community College District.
Years of Municipal / Public Sector Experience	30
Knowledge of Arizona Municipal Law	Scott’s practice focuses on representation of public entities, construction and real estate documentation and claims, as well as commercial litigation, with emphasis on government contracts, real estate, and construction-related disputes; however, his practice spans nearly all aspects of government and commercial litigation. He has been involved in cases relating to public bid protests, public records requests, elections, annexations, property rights, contractor and real estate licensing, escrow agent and broker liability and claims, computer systems and software, insurance defense and coverage issues, bond claims, easements, enforcement of CC&Rs, business partnerships, businesses aspects of domestic relations cases, constitutional rights, and title insurance, administrative proceedings (including ACC, DRE, Registrar of Contractors) to name a few areas. Scott has also drafted bid packages, contracts, and contract templates for public and private construction, as well as for developers, contractors, municipalities, and other government entities. He has served as a hearing officer in various procurement protests and public hearings. Scott serves as lecturer and regularly provides training on Open Meetings Law and government procedures, procurement, contract drafting, and construction related issues. Scott has also continues to serve as an elected Board member on the Madison Elementary School Board for over 20 years, is an active member of the Arizona City Attorneys Association and the executive board of the Arizona Public Attorneys Section of the State Bar.
<u>Mitesh Patel</u>	Of Counsel
Contact Information	Phone: 602-285-5000 Email: MPatel@dickinsonwright.com
Current and Past Municipal Clients	Town of Fountain Hills, Town of Queen Creek, and the Maricopa Association of Governments

Years of Municipal/ Public Sector Experience	10
	Mitesh has specific experience representing municipal public bodies, including the Town of Fountain Hills, Town of Queen Creek, and the Maricopa Association of Governments. In addition, he has a master’s degree in real estate development and has experience with all aspects of purchase and sale transactions, lease transactions, coordinating the due diligence, etc.
Bradley A. Burns	Member/Partner
Contact Information	Phone: 602.889.5357 Email: bburns@dickinsonwright.com
Current and Past Municipal Clients	Bradley assisted in the successful defense of an open meeting law challenge to certain acts of a special taxing district. He also regularly litigates notice of claim issues on behalf of municipalities, and has been counsel for municipalities in contested election matters.
Years of Municipal/ Public Sector Experience	11
Knowledge of Arizona Municipal Law	Bradley focuses his practice on Commercial and Business Litigation, with a specific focus on complex and hard-to-settle matters. He has represented municipal corporations, product manufacturers and special-purpose governmental units in litigation claims, business and municipal matters, negotiation of contracts and general corporate and employment matters. Bradley has assisted with all manner of litigation, including assisting in the successful defense of a special taxing district in connection with multiple litigation matters, litigating election challenges, notice of claim litigation, as well as advising multiple Arizona municipal corporations regarding the conduct of their business and municipal affairs. Recently, he represented an Arizona governmental entity in a major Colorado River water litigation, focused on administrative challenges to a decision made by a Bureau of Department of the Interior.
Vail C. Cloar	Member/Partner
Contact Information	Phone: 602.285.5092 Email: vcloar@dickinsonwright.com
Current and Past Municipal Clients	Cities of Scottsdale, Phoenix, Tempe, Flagstaff, and the Towns of Queen Creek, Cave Creek, and Gilbert
Years of Municipal/ Public Sector Experience	10
Knowledge of Arizona Municipal Law	Vail focuses his practice on a wide array of litigation matters including constitutional litigation, eminent domain matters, professional malpractice litigation, and appeals before both state and federal courts. He has represented all manner of both private and governmental clients in eminent domain matters across the state.

	<p>Vail has litigated appeals before the Arizona Court of Appeals, the Arizona Supreme Court, and the Ninth Circuit Court of Appeals. He is also an adjunct faculty member at the Sandra Day O'Connor College of Law at Arizona State University where he teaches two classes, Private Property Rights and Business and Real Estate Valuation. Vail successfully defended large municipality in two separate multi-million dollar damage claims arising from alleged breaches of development agreements; and, defended municipality from suit alleging tortious interference with prospective economic advantage, defamation, unfair competition, and misappropriation of trade secrets. Vail also regularly assists Scott Holcomb in acting as the Town attorney for Queen Creek.</p>
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<u>D. Samuel Coffman</u>	Member/Partner
Contact Information	Phone: 602.285.5029 Email: scoffman@dickinsonwright.com
Current and Past Municipal Clients	Sam works frequently with municipalities, including the City of Tempe. He also serves as General Counsel to the Maricopa Association of Government and the Peoria Public Safety Personnel Retirement System Board. Sam is well-versed with Arizona's Open Meetings and Public Records laws, and is particularly experienced in dealing with sensitive employment matters.
Years of Municipal/ Public Sector Experience	30
Knowledge of Arizona Municipal Law	As leader of the Labor and Employment Practice Group in Dickinson Wright's Phoenix office, Sam has experience counseling employers in all areas of employment law, including management and labor practices, hiring, discipline, terminations, terms of employment, and the review and drafting of employment policies, manuals and employee contracts. His strong employment-related litigation background includes representing clients in Title VII claims, breach of contract of employment, wrongful discharge, fraud, defamation and other employment-related torts, and restrictive covenants. Sam also focuses his practice on municipal law, commercial litigation, and tribal law. He has defended lawsuits brought against municipalities in development, employment, and commercial litigation matters. Sam has litigated development agreements, defended title claims, defended and prosecuted landlord tenant cases and has represented Indian tribes, tribal enterprises, and gaming operations.

4. Outline experience with Arizona municipal law relating to general law communities including but not limited to land use, real estate transactions, code enforcement, intergovernmental agreements, open meeting law, election law, contracts, procurement, conflict of interest, and other relevant areas of the law.

ARIZONA MUNICIPAL LAW – GENERAL LAW

Dickinson Wright represents public sector clients in a variety of matters and contexts, addressing the full panoply of municipal legal matters. From general city governing, open meetings, public finance issues, large economic development projects, water law, regulatory matters, to the defense and pursuit of litigation matters, we assist public entities across all practice areas. As set forth above in Section 2, our attorneys in Arizona are regularly, daily and deeply, involved in representing municipalities and other government entities at all levels.

As a full-service law firm, we draw upon the right experience for any given matter, ensuring our clients' needs are resolved as quickly and efficiently as possible.

When a client engages us to provide legal services, the client not only engages the collective experience of all of our attorneys, but the highly specialized concentrations we have developed throughout the firm's other practice areas such as real estate, tax, bankruptcy, finance, intellectual property, labor and employment, and environmental. Whether on large-scale projects, or day-to-day operations, we help our clients avoid costly mistakes and navigate even the most challenging circumstances.

LAND USE

Taking a real estate development concept from blueprint to reality can be complicated, involving several stakeholders and various private and public interests with millions of dollars often on the line. Additionally, cities, towns, and jurisdictions are in constant competition to attract more businesses to their communities and promote job growth. That's why Dickinson Wright land use and economic development lawyers work closely with you to understand your overall business goals and provide you practical, actionable advice.

Our land use and economic development team is a tightly knit collaboration of transactional, zoning, environmental, taxation, finance, construction, land use litigation, and regulatory lawyers, allowing us to provide comprehensive representation on the full range of land use and economic development matters.

From the beginning stages of conceptualization and strategizing to incentive procurement to land use and construction to closing and post-closing restructuring, our land use and economic development team provides comprehensive legal services while vigorously advocating to achieve our clients' objectives. Our services include:

Land Use Development

- Advising on land acquisitions, financing, renovation, and leasing
- Obtaining zoning, rezoning, site plan, special land use, and sign approvals
- Ensuring compliance with environmental, wetlands, and water rights regulations
- Negotiating access, utility, conservation, and reciprocal easements
- Preparing site development, farmland development, and operating agreements
- Providing guidance on green building, wind rights, oil and gas, and mineral rights

Economic Development

- Implementing economic development strategies
- Drafting state and federal incentive legislation
- Facilitating alliances between businesses and local governments
- Procuring local, state, and federal incentive packages
- Advising on participation in grant programs
- Securing tax credit and tax-exempt bond financing
- Serving as bond counsel
- Structuring public-private partnerships
- Negotiating construction contracts

REAL ESTATE TRANSACTIONS

The process of documenting, negotiating and closing real estate transactions in an efficient manner requires a legal partner with industry expertise and experience. Dickinson Wright regularly handles real estate sales and purchase transactions for clients nationwide, for a variety of property types, including education, student housing, vacant land, office, parking facilities, multi-use facilities, retail and specialty-use properties (including arenas and sports properties).

Many of our team members have industry-related certifications, giving Dickinson Wright proven expertise in the real estate industry. Our team can also provide expert assistance in related practice areas, including: tax structuring of ownership entities, Section 1031 exchanges, permitting, zoning, land use litigation, resolution of the issues, easements, covenants, conditions, restrictions, property tax matters, liquor licensing, planned use developments, condominiums, financing, leasing, environmental due diligence, architectural and construction contracting, green building, green leasing and establishing working relationships with governmental agencies.

Our team understands that every development project requires careful planning informed by a solid understanding of the client's goals and objectives, combined with a deep familiarity with local zoning ordinances, land use restrictions, building codes, natural features regulations, water use rights, and related rules and regulations. Obtaining approvals, permits, and licenses for development and eventual operation of the property takes experience and creativity, and – with millions of dollars often on the line – the discipline to adhere to project schedules and deadlines.

Our lawyers routinely prepare and negotiate leases, subleases and assignments, use provisions, options, restrictive covenants, renewals, terminations, and a wide range of other provisions, along with brokerage agreements, management agreements, construction contracts, architect and work letter contracts, development agreements, property management arrangements, and related documentation. Our team understands that every development project requires careful planning informed by a solid understanding of the client's goals and objectives, combined with a deep familiarity with local zoning ordinances, land use restrictions, building codes, natural features regulations, water use rights, and related rules and regulations. Obtaining approvals, permits, and licenses for development and eventual operation of the property takes experience and creativity, and – with millions of dollars often on the line – the discipline to adhere to project schedules and deadlines.

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CODE ENFORCEMENT

We regularly represent clients in enforcement matters before federal and state environmental regulators, challenging allegations of non-compliance and assisting clients in mitigating potential penalties while responsibly addressing agency concerns. Currently, if an issue arises, Dickinson Wright researches / analyzes the facts presented, as well as the Town Code and state law, to provide the Town with a suggested course of action. These projects are undertaken based on a response to request for services received from the Town. Recent and ongoing representation has included drafting new code (including major comprehensive code revisions to support creation of the Queen Creek police department) and updating codes to address novel situations as they arise and new legislation.

INTERGOVERNMENTAL AGREEMENTS

We have served as general counsel for the Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line) for the last 19 years, and Town Attorney for the Town of Queen Creek since its incorporation and helped create the Maricopa Integrated Health System. We negotiate and document numerous intergovernmental agreements (IGAs) on a regular basis, handling consolidated transaction privilege tax cases, and documentation of tax-deferred property exchanges, including the preparation of multi-million dollar "Starker trust" agreements, joint development agreements for infrastructure and service, and IGAs of all scope and nature.

We have also negotiated and drafted the intergovernmental and development agreements that brought the first Nordstrom store to Arizona, and the intergovernmental agreements that resulted in the preservation and establishment of the Spur Cross Ranch Conservation Area. Recent IGAs include IGAs with Pinal County, The City of Flagstaff, Northern Arizona University, City of Mesa, Town of Gilbert, the Arizona Departments of Revenue and Transportation, to name a few.

Dickinson Wright also serves as general counsel to the Maricopa Association of Governments (MAG). We attend meetings of the Executive Committee and Regional Council and provide the full range of general counsel services including, without limitation: litigation; contract drafting and review; employment policies and practices; and open meetings and public records issues.

OPEN MEETING LAW

Through his decades of service on the Queen Creek School Board, Scott Holcomb has been involved in many legal issues that impact public school districts in Arizona. In addition, Scott has been engaged as outside counsel for the Arizona School Trust, has served as a Hearing Officer for several school districts and is on the Arizona State Board of Education Hearing Officer list, has presented at law conferences on public school procurement issues, instructs on public (and private) construction contracting and presents on Arizona Open Meeting Law for various governments, and as a Town Attorney and General Counsel for the Northern Arizona Intergovernmental Public Transportation Authority, deals with governance issues on a daily basis.

We ensure that our clients are made aware in advance of and upon any change in laws that affect them and we often include training on significant changes in our no charge in-services of our clients. In addition, we have been extensively involved over the years in efforts to change laws to meet the needs of our clients, garner favorable interpretations of them in courts or before relevant agencies and we have represented consortia of clients and client organizations for the same purposes. We also ensure that our client's policies, procedures and contracts reflect current law and we draft contracts that always permit change based upon change in the law. We have exceptionally good relationships with all levels of government on both sides of any issue and a well-founded reputation for expertise on all legislative matters. Alumni of our firm sit on the bench, serve in government and government agencies at every level.

ELECTION LAW

Through our representation of various Arizona municipalities, we are intimately involved in and advise on all aspects of elections, including necessary notifications, resolutions, petitions, candidate qualifications and compliance, ballots, creating pamphlet materials, signature requirements, and objections. We also advise on compliance. We have been involved in representing Arizona municipalities in election litigation, including attacks upon petition signatures, annexations, and ballot questions.

In addition to representation of governments, we offer a full spectrum of services to corporations and business organizations, trade associations, tax-exempt organizations, political candidates, campaigns, public officials, political parties, committees, and other contributors. We frequently counsel clients regarding compliance to federal, state, and local laws, ensuring they remain aware of any new and proposed legislation. We also assist clients with internal and external investigations, provide representation during an enforcement action or audit, draft and implement internal policies and employment contracts, and litigate disputes when necessary.

Our team advises clients on all aspects of political law, including:

- Federal and State Campaign Finance Law
- Lobbying Disclosure
- Foreign Agent Registration Act
- Federal and State Government Ethics
- Redistricting Strategy and Litigation
- State and Federal Laws
- State Ballot Initiatives
- Nonprofit Organization Formation and Compliance
- Federal and State "Pay-to-Play" Rules

CONTRACTS, PROCUREMENT, AND CONFLICTS OF INTEREST

Dickinson Wright attorneys handle all aspects of contract drafting and negotiation. We have extensive experience with standard contract documents, as well as the drafting of joint venture agreements, teaming agreements, subcontractor and material supplier agreements, and insurance provisions. Our work also includes the preparation of documents necessary to support the successful financing, negotiation, and closeout of all types and sizes of projects.

Our litigators are results-oriented problem solvers, and are adept at providing creative solutions to tough problems – large and small. Our team has also advocated disputes before judges, juries and industry arbitration panels.

Dickinson Wright attorneys also represent states, municipalities, and other governmental agencies in all aspects of the procurement of labor, materials, and services. Our representation involves not only the drafting of solicitations and contracts (both standard and manuscript), but also providing advice on the solicitation process and how to respond when unique situations arise. We also assist in the preparation of procurement rules and guidelines.

Our attorneys regularly represent the procuring agencies or governments, as well as bidders and proposers, involved in protests arising from public procurements. Because we have represented both the government procuring agencies and parties seeking to protest procurement decisions, our attorneys can provide a comprehensive analysis of any protest issue. We have been involved in the administrative resolution of protests, filing and defending protests in lower courts, and through the appeals process.

In addition, our municipal practice group has experience in a variety of other city issues. They include:

- Representing clients in all aspects of the construction industry in contract negotiation, arbitration, litigation, and administrative proceedings, on both private and public projects.
- Serving as bond counsel to local units of government, including counties, cities, townships, villages, school districts, drainage districts, public power agencies, airports, water and sewer utilities, public school academies, community colleges, tax increment authorities and land bank authorities.
- Assisting counties, cities, villages and townships in general municipal law issues, including: zoning, land use, planning and real estate; water and sewer contracts; municipal utilities; environmental; condemnation; economic development; tax increment financing; special assessments; impact fee agreements; development agreements, ordinance and charter drafting; tax appeals; and general litigation.

- Provide full breadth of real estate counsel to municipalities, including purchase and sale agreements, leases, subleases, ground leases, GPLET leases, etc.
- Regularly attend city/town council meetings and advise municipal clients regarding elections, open meetings, public records and conflicts of interest.
- Advised regarding the validity of referendum petitions and represented clients in litigation challenging their actions in reviewing and filing, or refusing to file referendum petitions.
- Review notices and agendas for compliance with the Open Meeting Law, and regularly provide advice regarding the law during council meetings.
- Review complex public records requests and assist our clients in responding to them.

5. Provide resumes of persons designated by the firm to be the Town Attorney or substitute Town Attorney. Resumes will not count towards the 20-page limit of the proposal.

To ensure the implementation of our firm's philosophy of "total quality management" in the providing of quality legal services to our public school clients on a timely basis and at a reasonable cost, the firm always assigns to each client a primary contact attorney for all matters.

We propose Scott Holcomb as the first point-of-contact for the Town of Jerome - Town Attorney. Please find the full biographies for all proposed attorneys who will provide strong support and excellent experience in the Appendix at the end of this document.

6. Describe the firm's view of the role of the Town Attorney.

Serving as a Town Attorney is more of relationship than a "role." A Town Attorney serves not only as legal advisor or "hired gun"; they also serve as counselor, confidant, mediator, planner, bearer of both good and bad news, devil's advocate, liaison, innovator and regulator. A Town Attorney serves more than a client; they serve the Town, council, staff, residents, community, strategic plan, and most importantly the community's future.

As the Town of Jerome continues to mature, experience growth, and provide more complex level of services to the residents, it is necessary to maintain an effective legal services contract to support the Town Council's strategic priorities. The services to be provided, in collaboration with the Town Manager are advising the Mayor, Vice-Mayor, Town Council and various departments of the Town, legal research, preparation of pleadings, legal memoranda, briefs and appearances in court representing the Town, attend regular and/or special meetings of the Town Council and staff management meetings, including being available to review and advise on issues for those meetings, working and consulting with the Town Manager to prepare materials for Executive Sessions, recommend policies and procedures, assist the Town in drafting, negotiating and reviewing routine contracts, additions and revisions to Town Code, providing timely advice and generally performing the services provided by a Town Attorney, and represent the Town in litigation or refer legal counsel for matters not covered by the Town's membership in the Arizona Municipal Risk Retention Pool. We will be responsive and efficient in providing legal services, particularly in the areas of municipal law, open meeting law, contracts, land use, real estate transactions, code enforcement, conflict of interest law, and intergovernmental agreements.

7. Describe how the Town Attorney would structure the working relationship between the Town Council, Town staff, the Risk Management Pool, and any other specialized attorney/law firm retained by the Town through and with the Town Manager.

We anticipate developing a close working relationship with the Town Council, Town staff, the Risk Management Pool, and any other specialized attorney/law firm retained by the Town providing legal counsel in an efficient and effective manner. Our team has an unwavering focus on providing unmatched client service and the highest quality legal advice. We are proactive and accessible. We offer clear, concise and pro-active solutions. And always, we are mindful that we must deliver the absolute best value on every project, whether it's large or small.

8. Describe how the Town Attorney will keep the Town Council and the Town Manager informed about the status of litigation, significant case law, and other legal matters.

Dickinson Wright will provide the Town of Jerome with timely advice of all significant developments either orally or in writing. We will provide copies of all significant pleadings and other documents, including research memoranda, to the Town Manager and/or Town Council, as appropriate. With our in person attendance at regular Council meetings, we can provide timely updates on relevant issues, the status of litigation, significant case law, and other legal matters. In addition, we will provide training sessions on developing areas and refresher training on municipal law issues.

9. Describe the response time we can expect from the Town Attorney to inquiries made by the Town Council, the Town Manager, and Town staff.

The assigned team members, Scott Holcomb and Vail Clour in particular, will be available to attend meetings or participate in conference calls on short notice and can be reached promptly by phone or email. We have developed an integrated, multilevel team with various areas of expertise. We will bring in other attorneys in the firm (both locally and nationally) when necessary. We pride ourselves on being a "one stop shop" for our municipal and government clients.

This is consistent with Dickinson Wright's overall approach to client communication: we are highly responsive and clear. Our policy is to return all telephone calls, voicemails, or emails within the same day (or immediately the following day for messages received very late in the day) either by the primary contact or another member of the team servicing your needs. Both attorneys and staff are expected to take an active role in complying with this policy. In the event that Scott is not available, one of the other team members will be available and sufficiently familiar with the Town of Jerome's needs to fill in on a temporary basis.

10. Describe how legal costs will be tracked and managed.

Dickinson Wright understands the importance of providing our services in a cost effective and efficient manner. At the outset of each matter, we make certain we understand the Town's legal and business objectives in order to effectively meet your needs.

With each client, our objective is to match our attorneys' knowledge and strengths with the legal matter involved, and at the most economical rates possible.

Accordingly, when a client engages us to provide legal services, the client is engaging not only the collective experience of all of our attorneys, but also the highly specialized concentrations we have developed in multiple practice areas.

We are happy to provide the Town with monthly billing statements that will reflect our time by project basis. This will allow both the Town and firm to track our time and monitor our efficiency.

These statements will provide details on which lawyers worked on your projects, tasks undertaken, and time expended. The team will also provide you with a monthly status update on current projects for your tracking and reference. If requested, we will provide you with a monthly status update on current projects for your tracking and reference. Also, if requested, we can organize billings by project or department to provide for ease of tracking.

11. Describe the firm's practices regarding professional development training and keeping current with the laws and legal matters affecting municipal government.

All of our attorneys adhere to the strictest educational requirements for their specified area of practice. We ensure that the fulfillment of their ongoing continuing education and training exceeds professional standards. We occasionally provide both in-person and digital training sessions within our firm and for our clients. Our senior attorneys both lead and attend advanced briefings that review law-making bodies' latest legislation and pronouncements. Scott Holcomb is active in the Arizona League of Cities and Town's legal work groups and attends the Leagues legal training. In addition, we get significant exposure to changes in the law through our representation of multiple government entities.

12. Identify any reports your firm would provide to the Town Council and Town Administrator to update them on pending legal matters, legislation, or disputes.

We will provide summaries of newly proposed state law and significant developments in case law. The firm is also an active participant at the League of Arizona Towns and Cities meetings. This connection enables us to quickly inform the Town of Jerome on trends and developments.

13. For the person to be designated as Town Attorney and any substitute Town Attorney(s), list all public clients that person presently represents as Town Attorney or general counsel, along with meeting dates and times for each governing body.

Scott Holcomb –

- Town of Queen Creek, Arizona: Generally 5:30 p.m. on the 1st and 3rd Wednesdays of each month
- The Northern Arizona Intergovernmental Public Transportation Association (Mountain Line): Generally 10:00 a.m. on the 3rd Wednesday of each month
- Elected member of the Madison Elementary District School Board: Generally 1st and 3rd Tuesdays of each month starting at 6:00 p.m., with some variation based upon school calendar.

Vail Cloar --

- Serves as backup and assistant Town Attorney for Scott Holcomb for the Town of Queen Creek.

14. Cost of Services: It is anticipated that the Town will expect the selected firm to provide a system wherein “general” services are either provided under a fixed monthly retainer and any additional “special” services are billed at a pre-negotiated hourly rate, or on an hourly rate as services are rendered.

a. General Services:

The “general” legal services provided as part of the monthly retainer will include the following:

- Attend regular Town Council meetings, special Town Council meetings, Planning Commission and other Board meetings, and all applicable staff meetings
- Assist Town in drafting, negotiating and reviewing routine contracts and agreements
- Provide legal advice and consultation to the Town Council, Town Manager and department heads
- Assist with ordinary public records requests
- Conduct legal research
- Prepare / review Town code revisions
- Handle code and ordinance issues
- Recommend policies and procedures
- Attend /conduct required trainings for staff and council
- Attend normal Town administrative proceedings
- Advise on open meeting matters; and generally
- Perform any general and ordinary services provided by a Town Attorney

b. Special Services:

The special legal services that would not be included in a monthly retainer include the following:

- Litigation (including preparation of pleadings, legal memoranda, briefs, and appearances in court representing the Town)
- Eminent domain and condemnation issues, real estate, utilities, and public works projects (other than standard agreements)
- Development agreements
- Special projects as directed by the Town Manager
- Large public records requests, and/or other special projects will be billed at the hourly rates noted below

These services will be performed in consultation with the Town Manager, Town Staff, and Town Council and approved in writing by the Town Manager, Town Staff, and Town Council prior to commencing work.

c. Define type and unit rates for reimbursement of expenses. For example, the rate for mileage, reproduction of documents, etc.

Out-of-pocket disbursements incurred on the Town’s behalf will be billed at cost. These additional billings may include charges for recording and filing fees, photocopying, FedEx and other delivery services, expert fees, investigative expenses, appraisers, appraisal reports, extraordinary travel expenses, as well as any other costs incurred in connection with the case. We do not charge for long-distance telephone charges.

Postage will be billed monthly as it is incurred. Facsimile transmissions will be billed at the rate of fifty cents (\$.50) per page. Under certain circumstances, the Town may be required to pay certain of these expenses directly to the entity/person supplying the service and may also be required to make the Town’s own arrangements for payment of certain of these costs and expenses.

Please note that we will not charge for ordinary travel expenses (i.e., to and from the Town and local meetings).

d. Monthly retainer/billable hours:

Dickinson Wright would consider a monthly set fee per month to provide all “general” legal services, as noted previously in this proposal response, 14a. It is difficult to establish a realistic monthly retainer that is fair to both sides until the level of service is established. If selected we would be willing to negotiate an initial monthly fee based upon the anticipated time involved in representing the Town. Our response reflects a \$9,000 initial fixed fee based upon 20 hours per month at \$450 an hour reflecting the median for our proposed fees for members (\$400-\$500). Please note that the monthly fee is a maximum not to exceed monthly value. The retainer includes: attending regular Town Council meetings, special Town Council meetings, Planning Commission and other Board meetings, and all applicable staff meetings; assist Town in drafting, negotiating and reviewing routine contracts and agreements; provide legal advice and consultation to the Town Council, Town Manager and department heads; assist with ordinary public records requests; conduct legal research; prepare / review Town code revisions and code and ordinance issues; recommend policies and procedures; attend/conduct required trainings for staff and council; attend normal Town administrative proceedings; advise on open meeting matters; and generally perform any general and ordinary services provided by a Town Attorney.

Additional hourly rates for special legal services, outside the scope of the retainer, have been identified below. The specific services outside the retainer can only be incurred with prior written authorization and include:

- Litigation
- Eminent domain/condemnation
- Extraordinary real estate matters
- Large public records requests
- Public works (beyond standard procurement, contract drafting and review, and advice)
- Special projects (as designated by the Town Manager)

The proposed hourly rates for the above special legal services are as follows:

TITLE	RATE
Members	\$400 - \$500
Associates	\$325
Of Counsel	\$375
Paralegals/Specialists/Law Clerks:	\$200

e. Billing method: Describe your firm's billing practices as to the method of payment, payment terms and procedures for billing retention, hours, expenses and other accounting requirements.

Dickinson Wright understands the importance of providing our services in a cost effective and efficient manner. At the outset of each matter, we make certain we understand both our client's legal needs and business objectives in order to effectively meet their needs. Given the size and diversity of our team, we can appropriately tailor our staff to meet each client's particular needs. We are cognizant of the need to control legal-related expenses.

Our billing philosophy is: Efficiency and fairness. We evidence this up front by exceptional rates, what we do not charge for and our no-cost in-servicing program. Dickinson Wright would also consider alternatives such as fixed fees for particular projects and/or a monthly retainer based upon the amount and sophistication of the work required. In addition, we do not charge for contacts to coordinate other attorney involvement. Finally, we are willing to renegotiate terms in the midst of a contract if the client needs assistance or would prefer to move to our "not to exceed" arrangement.

We will invoice in any form requested and will change that format at any time if requested by you. We can also accommodate any form of electronic billing.

We promise to never bill the Town of Jerome for any other products or services without the Town of Jerome's approval and to never bill for the following:

- We will not bill for attendance at or for travel to and from the meetings during the calendar year.
- We will not bill for routine correspondence or telephone calls which are not completed (i.e., no minimum billing increments or hidden fixed charges).
- We will not charge for receiving faxes, or for non-extraordinary copying (e.g., less than 50 pages at a time of non-custom copying). For any costs charged, same will be limited to those agreed upon and which we incur through a third-party vendor – we do not add a premium to or mark up such costs.
- We will not charge for computer legal research you have not approved in advance.
- We will not charge for travel, lodgings or meals unless approved by you in advance.

Our rates are charged in 1/10 hour increments. We would bill for significant copying work, printing of color documents, costs of any experts engaged during a project, overnight delivery (except when used for our convenience) and other extraordinary expenses. All costs and other disbursements for outside services not specified herein shall be billed at actual cost.

All copying charges shall be billed at no more than twenty cents (\$.20) per page, which may include an allocation of the Firm's overhead and thus exceed actual cost. To the extent practical, large photocopying tasks will be sent out to an outside copy service in an effort to further reduce photocopying costs. Online database retrieval charges (i.e., Lexis, Westlaw, CompuServe, Dialogue, etc.) shall be billed at actual cost or the firm's best approximation thereof in the absence of per copy or permanent charges based upon actual time of use.

TERMS AND CONDITIONS

Dickinson Wright agrees to the terms, conditions, and provisions of this proposal. This includes complying with the Town of Jerome’s Equal Opportunity policy.

PROFESSIONAL LICENSING AND STANDARD PERFORMANCE

Dickinson Wright can confirm that the attorneys that we have proposed for this engagement for the Town of Jerome are in good standing in the State Bar of Arizona.

INSURANCE REQUIREMENTS

Please see Appendix B for Dickinson Wright’s Certificate of Insurance, noting that we meet the Town of Jerome’s insurance requirements.

CONFIDENTIALITY AND DATA SECURITY

Dickinson Wright agrees with the Town of Jerome’s confidentiality and data security policy. Dickinson Wright became one of the first law firms in the world to achieve ISO/IEC 27701:2019 certification, which demonstrates a commitment to innovation and efficiency as we continually improve information security management systems and processes, while streamlining efforts to provide additional security for clients when handling highly sensitive matters concerning their business.



REFERENCES

Dickinson Wright is proud of its impressive roster of clients. Please feel free to contact any of these references below:

Client Name	Contact Name/Title	Contact Information
Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA or Mountain Line)	Ms. Heather Dalmolin, CEO & General Manager	773 N Kaspar Dr. Flagstaff, AZ 86004 Phone: 928.799.6624 Email: hdalmolin@naipta.az.gov
Maricopa Association of Governments (MAG)	Mr. Ed Zuercher, Executive Director	302 N 1st Ave., Suite 300 Phoenix, AZ 85003 Phone: 602.254.6300 Email: ezuercher@azmag.gov
Town of Queen Creek	Mr. Bruce Gardner, Town Manager	22350 S. Ellsworth Road Queen Creek, AZ 85142 Phone: 480.358.3905 Email: bruce.gardner@queencreekaz.gov

City of Scottsdale	Ms. Sherry Scott, City Attorney	3939 N Drinkwater Blvd. Scottsdale, AZ 85251 Phone: 480.312.2405 Email: sscott@scottsdaleaz.gov
Valleywise Health (Maricopa Integrated Health System)	Ms. Ijana Harris, General Counsel	2601 E Roosevelt St. Phoenix, AZ 85008 Phone: 602.344.5011 Email: ijana.harris@valleywisehealth.org
Pima Community College District	Mr. Jeff Silvyn, General Counsel and Vice Chancellor for Legal Affairs	4905 East Broadway Blvd. Tucson, AZ 85709 Phone: 520.206.4500 Email: jsilvyn@pima.edu

CLIENTS / POTENTIAL CONFLICTS OF INTEREST

Dickinson Wright honors the ethical rules that govern the practice of law. We approach each conflict that arises on an individual basis to assess if the conflict is one that can be waived. To the best of our knowledge, no matters exist which could be in conflict with our potential representation of the Town of Jerome. If a conflict is identified during the course of our representation and the prior file has not been closed, the inquiring party will discuss the issue with the billing attorney(s) on any file(s) identified to get all pertinent information. If a conflict is found, a Member of the Conflicts, Ethics and Professional Liability Subcommittee of the Firm's Professional Responsibility Committee will be consulted for assistance in determining whether the conflict is "waivable." Should the conflict be deemed ethically waivable, we will then contact the Town of Jerome to request written permission for a waiver from the Town.

The following list represents all public clients, wherein Dickinson Wright represents as Town Attorney or General Counsel, and that Scott Holcomb serves on the governing body, along with the meeting dates and times for each governing body:

Scott Holcomb –

- Town of Queen Creek, Arizona: Generally 5:30 p.m. on the 1st and 3rd Wednesdays of each month
- The Northern Arizona Intergovernmental Public Transportation Association (Mountain Line): Generally 10:00 a.m. on the 3rd Wednesday of each month
- Elected member of the Madison Elementary District School Board: Generally 2nd and 4th Tuesdays of each month

To the best of our knowledge, no private clients exist which could be in conflict with our potential representation of the Town of Jerome.

None of the attorneys who will be involved in this RFP has been adverse to public entities, either in litigation or administrative matters, and all are in good standing with the State Bar of Arizona.

Thank you for the opportunity to submit this response and the prospect of becoming a valued partner with the Town of Jerome.

Dickinson Wright and the attorneys proposed for this engagement have the capacity to meet the deadlines of this engagement. We are available to begin work immediately.

PROPOSAL PRICE BREAKDOWN SHEET

Town of Jerome RFP

MUNICIPAL LEGAL SERVICES

The undersigned authorized representative agrees to provide the services as requested based on the following schedule of fees:

- A. Retainer (Est. 20 hours per month) \$ 9,000 _____ per month
- B. Hourly billing rate (in excess of 20/month) \$ 325 -- 500 _____ per rate chart in proposal
- C. Straight Hourly Rate for Services Option \$ 325 -- 500 _____ per rate chart in proposal

Firm Name Dickinson Wright PLLC

Address 1850 North Central Avenue, Suite 1400

Phoenix, AZ 85004


Business Telephone 602-285-5000

Business Fax 844-670-6009

E-mail Address SHolcolm@dickinsonwright.com

Type of Organization

- _____ A Professional Corporation, organized and existing under Arizona Law
- X A Partnership (Please list all partners) Scott Holcomb, Vail Cloar, Mitesh Patel,
- Bradley Burns, Sam Coffman
- _____ A Limited Liability Company (LLC) (Please list principals)



 Signature of authorized representative

December 30, 2024

 Date

Scott A. Holcomb

 Printed of typed name

December 30, 2024

 Date



Scott A. Holcomb

Member | PHOENIX | LAS VEGAS

Email: SHolcomb@dickinsonwright.com Phone: 602-285-5028 Fax: 844-670-6009

Scott A. Holcomb's practice focuses on representation of public entities, construction and real estate documentation and claims, as well as commercial litigation, with emphasis on government contracts, real estate, and construction-related disputes; however, his practice spans nearly all aspects of commercial litigation. Mr. Holcomb has been involved in cases relating to public bid protests, public records requests, elections, annexations, property rights, contractor and real estate licensing, escrow agent and broker liability and claims, computer systems and software, insurance defense and coverage issues, bond claims, easements, enforcement of CC&Rs, business partnerships, businesses aspects of domestic relations cases, constitutional rights, and title insurance, to name a few areas. He has also drafted bid packages, contracts, and contract templates for public and private construction, as well as for developers, contractors, municipalities, and other government entities. As Town Attorney for Queen Creek, Mr. Holcomb has also overseen various litigation and administrative actions involving utilities, condemnation, zoning, water rights, and public records.

Mr. Holcomb has appeared as an advocate before the Arizona Superior Court, the Arizona Court of Appeals, the United States District Court for the Districts of Arizona and Nevada, the California Superior Court, the Nevada Superior Court, the Arizona Corporation Commission, the Arizona State Procurement Office, the Arizona State Liquor Licensing Board, the Arizona Department of Real Estate, the Arizona Registrar of Contractors, the Nevada Board of Contractors, the Arizona Department of Transportation Board, and various school districts and other regulatory bodies.

Mr. Holcomb has served for over 16 years on the Madison Elementary School Board and also provides training on Open Meetings Law and government procedures, procurement, and contract drafting. He has served as a hearing officer in various procurement protests.

Prominent Assignments

- Serves as Town Attorney for the Town of Queen Creek on a variety of matters, including land use, elections, economic development, procurement, contract drafting, intergovernmental agreements, open meetings and public records.
- Represents Pima Community College, and serves as general counsel for the Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line).
- Involved in preparing programming, procurement, design and construction contracts for a multitude of private and government projects, including the Cub's Spring Training facilities in Mesa, a historic resort property in Phoenix, a suite and villa resort in Tempe, a 1.2 million square foot mixed-use project and parking structure in Scottsdale, and the new public Library, Fire Stations, and Law Enforcement/City Council Chambers center in Queen Creek.
- Serves as construction attorney for the Maricopa Integrated Health System (Valleywise) in implementing the \$900 million dollar Proposition 480 expansion and renovation program, which involves developing the programming agreement with the program manager; creating standardized solicitation and contract documents for all design and construction of multiple new community health clinics throughout Maricopa County and a new hospital and related support and parking structures on the existing main campus; and advising MIHS on the ongoing construction and design related issues which arise, all of which will be ongoing over a period of seven years.
- Successfully defended, up through a petition for review the Arizona Supreme Court, Queen Creek's annexation of the Encanterra subdivision in Pinal County, Arizona, and successfully defended the Town of Queen Creek as a co-defendant with the Arizona Corporation Commission in a public records request lawsuit, again up through a petition for review in the Arizona Supreme Court.
- Acting as construction counsel for a 1 billion dollar casino resort project in Las Vegas, the first new casino and resort built in downtown Las Vegas in over 40 years.

Areas Of Practice

- Commercial & Business Litigation
- Construction
- Environmental Litigation
- Education Law
- Alternative Dispute Resolution for Construction Industry
- Commercial Construction
- Construction Contract Drafting and Negotiation
- Construction Lending
- Insurance and Bonding
- Mechanic's Liens
- Public Construction and Procurement
- Residential Construction

Education & Credentials

Education

University of Iowa College of Law

J.D., 1984

- High Honors
- Moot Court Program, Board Member and Student Judge
- Board Member, student-run Client Counseling Program

Iowa State University

B.S., Speech, 1981

Bar Admission

Arizona

Nevada

Acknowledgements

- *The Legal 500 United States*
 - Real Estate Litigation, 2022
 - Real Estate Construction & Construction Litigation, 2024
- *Best Lawyers in America®*
 - “Lawyer of the Year”, Litigation - Construction, 2023
 - Litigation - Construction, 2001-2025
 - Litigation - Municipal, 2024-2025
 - Construction Law, 2024-2025

Professional Involvement

- Executive Council Member, State Bar of Arizona Public Lawyers Executive Council
- Fellow, Construction Lawyers Society of America
- Elected Member and President, Madison Elementary School District No. 38 Governing Board
- Director, Maricopa County, Arizona School Boards Association
- Past Member, State Bar of Arizona Construction Law Section Board and Electronic Bulletin Board Committee
- Member, Real Estate and Construction Sections of the Arizona State Bar and American Bar Association

Community Involvement

- Serving 16 years as an elected member of the Madison Elementary School District Governing Board, including terms as President and Clerk.
- Formed and serves as chairman of a nonprofit educational organization called CACTUS – Careers in Architecture, Construction and Trades Uplifting Students.
- Actively involved for over 28 years in the Camelback and Valley of the Sun Camelback Kiwanis, serving multiple terms as president.
- Has received numerous awards and recognition for his work in public education and with kids from Campfire of Arizona, Kiwanis, the Arizona School Boards Association and several public school districts.
- Acting as Camp Director for over 20 years for weekend kids' camps at Camp Wamatochick in the mountains of Arizona.
- Serves as Santa Claus for multiple churches, schools, clubs, park programs, homeless shelters, and retirement homes – over 1,000 people each year

Publications/Presentations

- Co-Author, "[Statutory Limitations on Public Records Requests: Lessons from Audit-USA v. Maricopa County.](#)" Dickinson Wright Client Alert, October 2023
- Presenter, 'Zen and the Art of Contract Drafting,' Association of Corporate Council AZ Chapter Meeting, September 2023
- Co-Author, "ACC's Permissive Power Allows ACC to Appoint an Interim Manager to Remedy Threats to Public Health and Safety", Dickinson Wright Client Alert, August 2020
- Presenter, "Procurement Simplified and Examined: Understanding Terms, Time and Thought Behind the Process," 2019 Risk Management Summit, Mesa, Arizona, February 8, 2019
- Keynote Speaker, "Terms, Time and Thought: The Three T's in Procurement and Protest," 2018 AASBO Vendor/Buyer Conference, Phoenix, Arizona, January 30, 2018
- Presenter, "Solicitations (Invitations for Bids, Requests for Proposals, Requests for Qualification)," Construction Contract Workshop, Tempe, Arizona, January 24, 2018
- Presenter, "All About Construction: Solicitation, Contracts and Assurances," Serving the Public Lawyer Seminar, February 2017



Vail C. Cloar

Member | PHOENIX

Email: vcloar@dickinsonwright.com Phone: 602-285-5092 Fax: 844-670-6009

Vail C. Cloar focuses his practice on a wide array of litigation matters including constitutional litigation, eminent domain matters, professional malpractice litigation, and appeals before both state and federal courts. Mr. Cloar has represented all manner of both private and governmental clients in eminent domain matters across the state. He has litigated appeals before the Arizona Court of Appeals, the Arizona Supreme Court, and the Ninth Circuit Court of Appeals. Mr. Cloar is also an adjunct faculty member at the Sandra Day O'Connor College of Law at Arizona State University where he teaches two classes, Private Property Rights and Business and Real Estate Valuation.

Prior to joining the Firm, Mr. Cloar served as a Judicial Law Clerk to the Honorable Robert M. Brutinel of the Arizona Supreme Court.

Prominent Assignments

Assisted with the successful defense of a special taxing district in appellate litigation from a taxpayer challenge to a multi-billion dollar municipal contract, including motion practice and briefing before the Arizona Supreme Court.

Assisted in the representation of a special taxing district in condemning a waterline easement and contractual water rights and with the defense of that district against a seven-figure severance damage claim.

Assisted in the defense of a national drive-away trucking company against a class claim alleging violations of state and federal minimum wage statutes spanning ten years and four states.

Assisted in successful appellate litigation affirming a trial court judgment dismissing a multi-million dollar damage claim against an Arizona municipality for breach of a development agreement.

Assisted in the representation of land owners in opposition to the creation of a special tax-levying improvement district, including representation before the Arizona Senate Subcommittee on Finance.

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Areas Of Practice

- Commercial & Business Litigation
- Constitutional Law
- Insurance Litigation
- Appeals & Advocacy
- Professional Liability Defense

Education & Credentials

Education

Arizona State University, Sandra Day O'Connor College of Law

J.D., 2014

- *magna cum laude*
- Order of the Coif
- 2014 John S. Armstrong Award
- Pedrick Scholar
- Arizona State Law Journal, Managing Editor
- CALI Excellence for the Future Awards:
 - Contracts
 - Torts
 - Legal Advocacy
 - Professional Responsibility
 - Private Property Rights
 - Family Law
- Pro Bono Distinction

Arizona State University

B.A., European History, 2011

- *summa cum laude*
- Dean's List

Acknowledgements

- *Southwest Super Lawyers Rising Stars, Eminent Domain, 2024*
- *Best Lawyers in America®*
 - "Ones to Watch," Commercial Litigation, 2021-2023
 - "Ones to Watch," Appellate Practice, Commercial Litigation, 2024
- *Arizona Bar Exam*
 - Highest Score, 2014

Experience

- Law Clerk to the Honorable Robert M. Brutinel, Arizona Supreme Court

Publications/Presentations

- *Speaker, "Table of Experts: Cybersecurity and digital privacy,"* Phoenix Business Journal, October 2022
- *How to Lose Your Notice of Claim Defense, Serving the Public Lawyer Seminar,* February 2017
- *Safely Subsidized: Derivative and Repo Financing Under the U.S. Bankruptcy Code,* 45 Ariz. St. L.J. 1663 (2013).
- Co-author, *Surviving Cross Exam: Tips for Expert Witnesses,* Journal of Accountancy (Oct. 2014)



Bradley A. Burns

Member and Deputy CEO – Associate Management | PHOENIX

Email: bburns@dickinsonwright.com Phone: 602-889-5357 Fax: 844-670-6009

Member and Deputy CEO – Associate Management in Dickinson Wright's Phoenix office, Bradley A. Burns focuses his practice on Commercial and Business Litigation. Mr. Burns has represented municipal corporations, product manufacturers and special-purpose governmental units in litigation claims, business and municipal matters, negotiation of contracts and general corporate and employment matters. He is admitted to practice before the Arizona Supreme Court, United States District Court for the District of Arizona, United States Circuit Court of Appeals for the Ninth Circuit and the United States Circuit Court of Appeals for the Second Circuit

Prominent Assignments

Assisted in the representation of a municipal corporation in connection with the negotiation and documentation of a stadium lease and management agreement.

Assisted in the successful defense of a special taxing district in connection with multiple litigation matters, including disputes regarding the extent of constitutional powers and defense of damages claims for over \$3 billion.

Led the representation of a consumer product manufacturer in general corporate and employment matters.

Assisted in the successful defense of an open meeting law challenge to certain acts of a special taxing district. The client obtained a favorable decision on the merits.

Assisted in advising multiple Arizona municipal corporations regarding the conduct of their business and municipal affairs.

Representative Cases

Coombs v. Maricopa County Special Health Care District, 241 Ariz. 320, 387 P.3d 743 (App. 2016)

WWW.DICKINSON-WRIGHT.COM

ARIZONA CALIFORNIA COLORADO FLORIDA ILLINOIS KENTUCKY MICHIGAN
NEVADA OHIO TENNESSEE TEXAS WASHINGTON DC WINDSOR TORONTO

Learning Annex Holdings, LLC v. Cashflow Technologies, Inc., 652 Fed. Appx. 67, 68 (2d Cir. 2016)

Arizona Pub. Integrity Alliance, Inc. v. Maricopa County Special Health Care District, 1 CA-CV 14-0604, 2015 WL 5882823, (App. Oct. 8, 2015), *review denied* (May 19, 2016)

Romero v. Steinke, 1 CA-CV 15-0862, 2017 WL 2189500 (Ariz. App. May 18, 2017)

Yellow Jacket Drilling Services, LLC v. City of Sedona, 1 CA-CV 15-0487, 2017 WL 1740287, at *1 (Ariz. App. May 4, 2017)

Areas Of Practice

- Commercial & Business Litigation
- Commercial Construction
- Residential Construction
- Insurance Litigation

Education & Credentials

Education

Arizona State University, Sandra Day O'Connor College of Law

J.D., 2013

- Pedrick Scholar
- Order of the Barristers
- *Arizona State Law Journal*, Associate Editor
- Executive Moot Court Board, Chair for Recruiting
- CALI Awards for Excellence in Academics
 - Legal Method and Writing (2010)
 - Torts (2010)
 - Constitutional Law (2011)
 - Election Law (2013)
- Jenckes Closing Argument Competition, Champion, 2010
- Spritzer Appellate Advocacy Competition, Champion, 2013
- Oplinger Closing Argument Competition, 2nd Place, 2011 and 2013

University of Arizona

B.A., Political Science, 2009

- Dean's List
- Student Body Senator

Bar Admission

Arizona

Acknowledgements

- *Benchmark Litigation*
 - "40 and Under Hot List," 2023
- *Best Lawyers in America®*
 - "Ones to Watch," Commercial Litigation, 2022-2024
- *Southwest Super Lawyers®*
 - "Rising Star," Business Litigation, 2018-2024

Professional Involvement

- State Bar of Arizona
- Maricopa County Bar Association
- Federal Bar Association
- American Bar Association

Bar and court admissions

- State Bar of Arizona, 2013
- Arizona Supreme Court, 2013
- United States District Court, District of Arizona, 2013
- United States Circuit Court of Appeals, Ninth Circuit, 2014
- United States Circuit Court of Appeals, Second Circuit, 2015

Publications/Presentations

- Presenter, "Best Practices for Written Documentation," Legal Issues in Design and Construction Conference hosted by Arizona State University and the Alliance for Construction Excellence, April 2017
- Presenter, "How to Lose Your Notice of Claim Defense," Serving the Public Lawyer Seminar, February 2017
- Co-author, "Presenting the Income Approach to Value -- Direct Capitalization Methodology," Arizona Condemnation Summit XV (October 10, 2014)



Mitesh V. Patel

Member PHOENIX

Email: mpatel@dickinsonwright.com Phone: 602-285-5089 Fax: 844-670-6009

Mitesh Patel's practice focuses on representation of public entities, real estate transactions and commercial litigation with emphasis on real estate related disputes. He has experience with real estate transactions (including acquisition, disposition, lease, easements, etc.), development agreements, water and well issues, land use and easement issues, impact fee agreements, government property lease excise taxes (GPLETs), public records, open meeting laws, and procurement.

Mitesh has specific experience representing municipal public bodies, including the Town of Fountain Hills, Town of Queen Creek, and the Maricopa Association of Governments. In addition, he has a master's degree in real estate development and has experience with all aspects of purchase and sale transactions, lease transactions, coordinating the due diligence, etc.

Prominent Assignments

Real Estate

- Represent private companies in the acquisition and disposition of real property in a variety of sectors of the market, including vacant land, automobile dealerships/land, car washes, storage facilities, and medical office buildings.
- Draft and review purchase and sale agreements (including related documents such as deeds, assignments, bills of sale, non-compete agreements, access agreements, temporary easements), lead and conduct title and due diligence review, coordinate due diligence (including surveys and environmental analysis), and coordinate transaction closing procedures.
- Draft and review lease agreements for facilities in a variety of market segments, including retail, restaurants, office, industrial, and medical office.
- Conduct zoning review and use analysis.
- Review development agreements and draft impact fee agreements.

- Analysis of government property lease excise tax agreements and create pro formas.
- Draft and review declarations of code, covenants and restrictions.
- Draft and review well-water sharing agreements.

Municipal

- Represent several public bodies as town or general counsel.
- Draft and review purchase and sale agreements for real property, right-of-way purchase agreements, licenses to use property, easements, dedication agreements, and access agreements.
- Coordinate due diligence and closing procedures.
- Draft, review, and enforce development agreements between municipalities and private developers.
- Draft and review water use and water recharge agreements.
- Draft and review all procurement agreements, ordinances, and resolutions.
- Draft and review new laws.
- Advise municipal councils, boards, and commissions.

Commercial Litigation:

- Research and draft pleadings in a variety of cases in state and district court, including issues involving breach of contract, easement violations, government property lease excise taxes, leases, and tribal sovereign immunity.
- Take the deposition of witnesses in a trademark infringement case.

Areas Of Practice

- Real Estate
- Commercial & Business Litigation
- Public Finance
- India

Education & Credentials

Education

University of Arizona

B.S., Electrical Engineering, 1999

- *cum laude*
- Dean's List

Arizona State University, W.P. Carey School of Business

2011

- Master of Real Estate Development

Arizona State University, Sandra Day O'Connor College of Law

J.D., 2014

- *summa cum laude*
- Willard H. Pedrick Scholar (Dean's List); 10 Cali Awards (Highest Grade in Class)
- Strauss Award from Center for Law, Science and Technology
- *Arizona State Law Journal*, Associate Editor, Technology Editor
- Perkins Coie Patent Litigation Fellowship
- College of Law Scholarship, American Corporate Counsel Association Scholarship

Bar Admission

Arizona

Professional Involvement

- Member, Arizona State Bar
- Member, Scottsdale, Arizona and National Board of Realtors

Experience

- 5-years experience as a digital design engineer at Motorola
- 6-years experience as a project manager for a residential general contractor
- 9-years experience as a licensed real estate sales person / 6-years experience as a licensed real estate broker

Publications/Presentations

Instructor, Arizona State University Sandra Day O'Connor College of Law: Private Property Rights; and Real Estate and Business Valuation

Contributing Author, Arbitrators' Award of Pre-Award, Post-Award, and Post-Confirmation Interest CLE

Contributing Author, Quantum Meruit and Unjust Enrichment Construction Industry Claims CLE

Author and Presenter, The Appraisal of Real Estate CLE



D. Samuel Coffman

Member | PHOENIX

Email: scoffman@dickinsonwright.com Phone: 602-285-5029 Fax: 844-670-6009

As leader of the Labor and Employment Practice Group in Dickinson Wright's Phoenix office, Sam Coffman has over 30 years of experience counseling employers in all areas of employment law, including management and labor practices, hiring, discipline, terminations, terms of employment, and the review and drafting of employment policies, manuals and employee contracts. His strong employment-related litigation background includes representing clients in Title VII claims, breach of contract of employment, wrongful discharge, fraud, defamation and other employment-related torts, and restrictive covenants.

Mr. Coffman also focuses his practice on municipal law, commercial litigation, and tribal law. He serves as General Counsel for the Maricopa Association of Governments and has defended lawsuits brought against municipalities in development, employment and commercial litigation matters. He has litigated development agreements, defended title claims, defended and prosecuted landlord tenant cases and has represented Indian tribes, tribal enterprises, and gaming operations.

Mr. Coffman is admitted to practice before the state and federal courts in Arizona and the Ninth Circuit Court of Appeals.

Prominent Assignments

- Successfully defended and obtained jury verdict in favor of banking institution against executive alleging claims of breach of contract and breach of fiduciary duty.
- Successfully defended and obtained jury verdict in favor of construction company alleged to have engaged in gender discrimination.
- Obtained jury verdict in favor of real property purchaser alleging fraudulent practices against realtor.
- Obtained dismissal in the Arizona Superior Court, Court of Appeals and Supreme Court in favor of a construction company alleged to have defrauded prior partner.
- Successfully represented tribal agents sued by tribal developer in the Arizona Superior Court and on Appeal.
- Successfully defended tribal gaming enterprise in tribal court in lawsuit brought by former casino executives.

Areas Of Practice

- Commercial & Business Litigation
- Labor & Employment
- Government Contracts
- Public Finance
- Native American Law
- Native American Economic Development

Education & Credentials

Education

University of Arizona College of Law

J.D., 1987

- with distinction
- Editor, *Arizona Law Review* (1986-87)

Grand Canyon University

B.A., History , 1980

- with honors

Bar Admission

Arizona

Acknowledgements

- *The Legal 500 United States*
 - "Recommended Lawyer," 2020
- *Martindale-Hubbell® AV Preeminent® Peer Review Rating*
- *Best Lawyers in America®*
 - Arbitration, 2024
 - Labor and Employment Law & Commercial Litigation, 2013-2024
 - Management, Litigation 2023-2024
- *Grand Canyon University Hall of Fame*
 - Inducted, 2014
- *Arizona's Finest Lawyers*
 - Volunteer of the Year Award, 2017

Professional Involvement

- Maricopa County Bar Association, Member
- State Bar of Arizona, Member
 - Employment Section
- American Bar Association, Member
 - Employment Section

Publications/Presentations

- Co-Author, "[U.S. Supreme Court Splits the Baby as It Stays the Private Employer Vaccine or Test Mandate but Keeps the Healthcare Vaccine Mandate in Place.](#)" Dickinson Wright Industry Alert, January 2022
- Co-Author, "[Private Employer Vaccine Mandate Moves Forward as Sixth Circuit Dissolves Fifth Circuit's OSHA ETS Stay.](#)" Dickinson Wright Industry Alert, December 2021
- Presenter, "Proper Documentation: Doing It the Write Way," Serving the Public Lawyer Seminar, February 2017



December 26, 2024

Dickinson Wright PLLC
500 Woodward Avenue
Suite 4000
Detroit, MI 48226-3425

To Whom It May Concern:

CONFIRMATION OF INSURANCE

We hereby confirm that Dickinson Wright PLLC has Professional Liability Coverage under Policy LPL-1925-2025 with limits of liability not less than \$1,000,000 per claim and \$3,000,000 in the aggregate with the right, under stated conditions, to purchase extended reporting rights upon termination of such Policy by ALAS.

The Policy effective date is from January 1, 2025 to January 1, 2026.

Such Policy is subject to the terms, conditions, limitations and exclusions stated therein.

**ATTORNEYS' LIABILITY ASSURANCE SOCIETY LTD.,
A RISK RETENTION GROUP**

By: 

Nancy J. Montroy
Vice President – Director of Underwriting

Date: 12/26/2024

10 South Riverside Plaza
Suite 1100
Chicago, IL 60606
312.697.6900 tel
312.697.6901 fax

alas.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/2 Item F.

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 The James B. Oswald Company 39572 Woodward Ave Suite 201 Bloomfield Hills MI 48304		CONTACT NAME: Cindy Prusinowski PHONE (A/C, No, Ext): (248) 433-1466 E-MAIL ADDRESS: cprusinowski@oswaldcompanies.com		FAX (A/C, No): (248) 433-7611	
INSURED Dickinson Wright PLLC 2600 W Big Beaver Rd #300 Troy MI 48084		INSURER(S) AFFORDING COVERAGE			NAIC #
		INSURER A: National Fire Insurance Co of Hartford			20478
		INSURER B: Continental Insurance Company			35289
		INSURER C:			
		INSURER D:			
		INSURER E:			
		INSURER F:			

COVERAGES CERTIFICATE NUMBER: 23-24 Liability 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			6043568536	11/01/2023	11/01/2024	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/>		DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 1,000,000	
	<input type="checkbox"/>		MED EXP (Any one person)				\$ 15,000	
	<input type="checkbox"/>		PERSONAL & ADV INJURY				\$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6043568553	11/01/2023	11/01/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/>		BODILY INJURY (Per person)				\$	
	<input type="checkbox"/>		BODILY INJURY (Per accident)				\$	
	<input type="checkbox"/>		PROPERTY DAMAGE (Per accident)				\$	
							\$	
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB			6043568567	11/01/2023	11/01/2024	EACH OCCURRENCE	\$ 20,000,000
	<input type="checkbox"/>		CLAIMS-MADE				AGGREGATE	\$ 20,000,000
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RETENTION \$ 10,000				\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	6043568570	11/01/2023	11/01/2024	<input checked="" type="checkbox"/> PER STATUTE	
	<input type="checkbox"/>		Y/N				E.L. EACH ACCIDENT	\$ 500,000
	<input type="checkbox"/>						E.L. DISEASE - EA EMPLOYEE	\$ 500,000
	<input type="checkbox"/>						E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Dickinson Wright PLLC 2600 W Big Beaver Rd #300 Troy MI 48084	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

1115 E. Cottonwood Lane, Suite 150
Casa Grande, Arizona 85122
520.426.3824 • fitzgibbonslaw.com

Denis M. Fitzgibbons
DIRECT (520) 426-3826
denis@fitzgibbonslaw.com

December 30, 2024

VIA EMAIL ONLY

b.klein@jerome.az.gov

Brett Klein
Town Manager/Clerk, Town of Jerome
P.O. Box 335
Jerome, AZ 86331

Dear Mr. Klein:

Fitzgibbons Law Offices would like to express our profound interest in the opportunity to provide legal services for the Town of Jerome. Please accept this letter and the enclosed documents responsive to Request for Proposals No. 2024-002 for your consideration.

For over 20 years, our firm has provided high-quality civil legal services to cities and towns of various sizes. We currently serve as the City Attorneys for the City of Coolidge, the City of Maricopa, the City of Douglas, the Town of Duncan, the Town of Carefree and the Town of Winkelman. In the late 1990s, we represented the City of Casa Grande. For the past 20 years, we proudly represented the City of Coolidge. In 2003, we helped incorporate the City of Maricopa and represented that city since then. In 2021, we were retained by the City of Douglas when they decided to use outside counsel for their City Attorney services. In 2022, we were retained by the Town of Duncan when they were going through changes in their administration. In 2024, we were retained by the Town of Carefree and the Town of Winkelman. In our capacity for Maricopa, Coolidge, Douglas, Duncan, Carefree and Winkelman, we provide a variety of legal services with a high level of attention to detail and proficiency. These services include providing general legal advice, attending public hearings, and the preparation of documents, such as resolutions, contracts, development agreements, and ordinances, to name a few. Our vast experience in municipal representation allows us to efficiently turn around agreements and other documents or requests provided by the town council or town staff.

In addition to providing legal advice on a variety of topics that would impact cities and towns, such as Arizona Open Meetings Laws or Arizona Public Records Law, Fitzgibbons Law Office is also able to attend Town Council or other public meetings, as needed, to ensure legal compliance and answer questions. These much-needed services are provided with the understanding that cities and towns have budgetary constraints. We have years of experience providing legal services to other cities and towns, and can, therefore, offer our quality services to your Town in an efficient manner.

At this time, Fitzgibbons Law Offices does not anticipate any conflict between the Town of Jerome or any other current client, including other municipal clients. In the event a conflict arises between the Town and a private client, Fitzgibbons Law Offices would continue to represent the Town during such conflict. Within the past five (5) years Fitzgibbons Law Offices has represented AZCOPS,

Mr. Brett Klein, Town Manager/Clerk
December 30, 2024
Page 2

which is an employee organization representing police officers, primarily in Pinal County, concerning employment related matters.

At this time, Fitzgibbons Law Offices is designating Denis Fitzgibbons, Tina Vannucci and Nick Cook as the primary and substitute attorneys for the Town of Jerome. These attorneys do not have a conflicting schedule for the Town Council meetings.

Fitzgibbons Law Offices tailors its representation to the client that we represent. Our experience working with both small and larger cities and towns allows us to provide a quality work product delivered on time at an affordable rate. The decades that we spent representing municipal clients provides us with a wide range of legal knowledge and experience that we offer to the Town of Jerome. If you have any questions or require further documentation of experience and capabilities, please call our office at (520) 426-3824.

Thank you for your time and consideration.

Respectfully,

FITZGIBBONS LAW OFFICES, P.L.C.



Denis M. Fitzgibbons

DMF:tlv

Statement of Qualifications

1115 E. Cottonwood Lane, Suite 150
Casa Grande, Arizona 85122
520.426.3824 • fitzgibbonslaw.com

Denis M. Fitzgibbons
DIRECT (520) 426-3826
denis@fitzgibbonslaw.com

Statement of Qualifications

I. Firm Overview

Fitzgibbons Law Offices consists of ten (10) well trained, highly skilled attorneys with a strong ethical foundation, along with a twelve (12) talented support staff that provides a wide range of sophisticated legal services to a diverse array of clients, delivered on a timely basis for a reasonable fee.

The local government attorneys at the Fitzgibbons Law Offices offer comprehensive municipal law services to cities, towns, special taxing districts, quasigovernmental entities and other local governments.

Fitzgibbons Law Offices, P.L.C.
1115 E. Cottonwood Lane, Suite 150
PO Box 11208
Casa Grande, AZ 85130-0148
Office: (520) 426-3824

David A. Fitzgibbons
Email: david@fitzgibbonslaw.com
Denis M. Fitzgibbons
Email: denis@fitzgibbonslaw.com
Tina L. Vannucci
Email: tina@fitzgibbonslaw.com

II. Personnel Qualifications

- [Denis M. Fitzgibbons](#): Denis has over 30 years of legal experience and now spends a majority of his time devoted to providing legal advice and services to municipalities in his capacity as the City Attorney for both the City of Maricopa, the City of Coolidge, and the City of Douglas.
- [David A. Fitzgibbons](#): With over 30 years of legal experience, David has extensive experience representing special taxing districts and municipalities in real estate, litigation and government relations.
- [Ann F. Schrooten](#): As an attorney for more than 30 years, Ann concentrates her legal services for municipalities in a variety of areas, including preparing and reviewing agendas, resolutions, agreements, working through the procurement process and drafting various City policies.
- [Tina L. Vannucci](#): With Tina's over 15 years' experience, she assists municipalities in a variety of matters including contracts, land use, zoning, and working through employment matters

including matters involving the Family and Medical Leave Act, Americans with Disabilities Act, and compliance with requisite policies and procedures. Tina serves as the lead attorney for the Town of Duncan.

- [Nick S. Cook](#): In addition to reviewing contracts and advising planning and zoning commissions, Nick also provides in depth research and analysis for complex issues that municipalities and districts may encounter including public records, annexations, employment, procurement and telecommunications.

For further information regarding each attorneys' qualifications, please see the attached resumes.

III. Legal Competence

Fitzgibbons Law Offices has over twenty (20) years of municipal law experience. Our municipal attorneys are experienced in drafting ordinances, resolutions, agendas, in reviewing, negotiating, and drafting various governmental contracts, including, for example, development agreements, memorandums of understanding, intergovernmental agreements, contracts for services, real estate agreements and agreements for construction related services. Additionally, several of our attorneys have experience in advising public bodies, including city council, planning and zoning commissions, boards of adjustment, merit boards, and committees.

We are experienced in handling employment law matters for city governments, including matters involving labor-management relations. We assisted cities and towns in working through difficult employment matters involving the Family and Medical Leave Act, Americans with Disabilities Act, and compliance with requisite policies and procedures toward creating and maintaining a professional workplace.

We advise local governments in land use matters, taking into account relevant zoning laws, subdivision regulations and other policies and procedures in order to allow land to develop in a way that serves the public interest. We assist municipalities, and planning and zoning commissions with drafting and reviewing amendments to zoning codes and land use restrictions, and our attorneys provide consultation services in challenges to a zoning code requests for an exemption or variance. Our attorneys have a thorough understanding of the applicable laws and regulations and have assisted clients with all aspects of the annexation process.

The municipal attorneys at Fitzgibbons Law Offices strive to maintain their legal competence by attending continuing legal education conference throughout the year, and participating in the Arizona City Attorneys Association annual conference where issues concerning other municipalities are discussed in depth.

For a better account of Fitzgibbons Law Offices' legal competence, please feel free to contact the references identified below.

1115 E. Cottonwood Lane, Suite 150
Casa Grande, Arizona 85122
520.426.3824 • fitzgibbonslaw.com

Denis M. Fitzgibbons
DIRECT (520) 426-3826
denis@fitzgibbonslaw.com

William Sims, Sims Mackin, Ltd.
Phoenix, Arizona
(602) 772-5501
wjsims@sismurray.com

Gilbert Lopez City Manager
City of Coolidge, Arizona
(520) 723-6006
glopez@coolidgeaz.gov

Ana Urquijo, City Manager
City of Douglas, Arizona
520-727-1268
ana.urquijo@douglasaz.gov

IV. Capacity and Capability

The attorneys at Fitzgibbons Law Offices are well-equipped to properly manage and respond to legal inquiries in short order and they spend the vast majority of their legal practice providing legal assistance for municipalities and special taxing districts. Our attorneys are available by phone, email, video conference, or in person during business hours. However, we understand that issues don't always arise Monday thru Friday, and for that reason our attorneys are typically available upon short notice and outside of general office hours.

Providing legal services to a municipality takes more than just a single attorney, and for that reason, Fitzgibbons Law Offices has several municipal attorneys that have the necessary legal experience to respond to legal questions, prepare contracts, and provide legal advice. In the event of immediate and pressing issues, one of our experienced attorneys can be on a phone call or video conference upon short notice.

Fitzgibbons Law Offices proposes Denis M. Fitzgibbons, David A. Fitzgibbons III, Tina L. Vannucci and Nicholas S. Cook to attend any meetings requested by the Town. In addition to Denis, David, Tina and Nick, Ann F. Schrooten and Kevin Fitzgibbons may also provide legal services to the Town.

V. Approach

As a city or town attorney, Fitzgibbons Law Offices views its role as guiding the city or town through the various legal issues that arise after receiving direction through the city or town Council, in the form of Resolution, Ordinance, or otherwise. We believe that it is important to keep the Town Council apprised of the various outstanding issues that the city or town faces or may face in the future. To that end, updates regarding the status of litigation, claims, liability, changes in law, etc. are provided as necessary or as requested via email or executive session.

Fitzgibbons Law Offices approach to communication will depend on the complexity of the legal questions presented. Below are some of the areas of expertise that our office has:

- open meeting and public records law
- elections
- procurement
- public safety
- employment law
- zoning and land use
- eminent domain and easements
- code enforcement
- permitting
- premises liability
- telecommunications
- gift clause
- religious land use and other constitutional issues
- drafted ordinances, policies and resolutions
- public notice
- ethics codes

Our attorneys are typically immediately available for telephone calls, but will also respond to any missed calls within 24 hours. We will also respond to emails within 24 hours, depending on the complexity of the legal questions. However, for legal questions that require in-depth research, our attorneys will prepare legal memorandums that can be provided to the City and retained by the City for future reference. With several attorneys able to provide quality legal services, we can turn around legal opinions and memorandum within a short time frame. Additionally, with our firm's over 20 years of experience representing municipalities and taxing districts, it is likely that we previously addressed or researched the issues that are presented to us.

VI. Scope of Work and Schedule

We read and fully understand the Scope of Services requested by the Town of Jerome as set forth in the published RFQ. Please be advised, as specified throughout this response, that Fitzgibbons Law Offices is well equipped to provide these services as necessary and in an efficient manner.

We understand that municipalities operate under time restrictions for a variety of reasons, i.e., council agendas, public hearings, elections, etc. However, our attorneys will provide services to the City on an as-needed basis. In addition, our attorneys can attend meetings on an as-needed basis, including in person, telephonically or virtually. For example, when the City needs legal services, such as contracts or council agendas reviewed, our attorneys will prioritize projects based on direction from City staff. We have experience prioritizing projects and dedicating substantial time to completing City projects in a timely manner.

VII. Fees, Costs and Sample Engagement Agreement

We have found that billing cities and towns for services provided, rather than requiring the use of a retainer has been successful for our clients. To that end, Fitzgibbons Law Offices bills on an hourly basis, with disbursements made on a dollar-for-dollar basis. Invoices are sent to clients on a monthly basis and include the nature of the work performed, the fees, and the costs advanced, in any. We understand that this may not be desired by each client. Should the Town request a fixed retainer agreement, we can negotiate such an arrangement.

Please see the attached sample Engagement Agreement for a full fee cost breakdown.

Municipal Resume

1115 E. Cottonwood Lane, Suite 150
Casa Grande, Arizona 85122
520.426.3824 • fitzgibbonslaw.com

Denis M. Fitzgibbons
DIRECT (520) 426-3826
denis@fitzgibbonslaw.com

FIRM MUNICIPAL HISTORY

Fitzgibbons Law Offices consists of well trained, highly skilled attorneys with a strong ethical foundation, along with a talented support staff that provides a wide range of sophisticated legal services to a diverse array of clients, delivered on a timely basis for a reasonable fee.

In terms of our municipal practice, Fitzgibbons Law Offices offer comprehensive legal services to cities, towns, special taxing districts, quasigovernmental entities and other related organizations. Our municipal attorneys are experienced in drafting ordinances, resolutions, agendas, in reviewing, negotiating, and drafting various governmental contracts, including, for example, development agreements, memorandums of understanding, intergovernmental agreements, contracts for services, real estate agreements and agreements for construction related services. We also provide services related to responding to public records requests and the governmental procurement process including drafting or reviewing solicitation documents and assisting with any bid challenges. We also advise our municipal clients concerning employment and litigation matters. In addition, our attorneys are available to attend public meetings held by various municipalities, including those held by City/Town Council, a governing board or other committees or commissions to provide legal advice and ensure compliance with Arizona Open Meeting Laws. Periodically, we offer training to our municipal clients on open meeting law compliance, or other relevant issues.

These services are also coupled with experienced litigation attorneys and staff and the ability to provide a prosecutor for misdemeanors, petty offenses, civil traffic and municipal ordinance violations.

REPRESENTATIVE CLIENTS

- **City of Maricopa:** Fitzgibbons Law Offices assisted in the incorporation of the City and has served as the City Attorney since its incorporation in 2003. Our services include providing all civil and criminal legal services for this City with a population that grew from just over 4,000 at incorporation to roughly 66,000.
 - **City of Coolidge:** Fitzgibbons Law Offices has served Coolidge as its City Attorney since 2001. Our services include providing both civil and criminal legal services for this City with a current population of about 14,000.
-

- **City of Douglas:** Fitzgibbons Law Offices was retained as the City Attorney for the City of Douglas since 2021. Our services include providing all civil legal services for this City with current population of about 16,500

- **Town of Duncan:** Fitzgibbons Law Offices was retained as the Town Attorney for the Town of Duncan since 2022. Our services include providing all civil legal services for this Town with current population of about 800.

- **Town of Carefree:** Fitzgibbons Law Offices was retained as the Town Attorney for the Town of Carefree since 2024. Our services include providing all civil legal services for this Town with a current population of about 3,600.

- **Town of Winkelman:** Fitzgibbons Law Offices was retained as the Town Attorney for the Town of Winkelman since 2024. Our services include providing all civil legal services for this Town with a current population of about 300.

- **Arizona City Sanitary District:** The Arizona City Sanitary District is a special taxing district in Pinal County. Fitzgibbons Law Offices has served as the District Attorney since 2010. Our services include providing a variety of legal services in areas such as contracts, employment, open meeting law and litigation.

- **Sun Corridor Metropolitan Planning Organization:** Sun Corridor provides planning services to the communities of Casa Grande, Coolidge, Eloy, and rural portions of Pinal County. Fitzgibbons Law Offices has served as the Sun Corridor's General Counsel since 2014 and provides a variety of legal services in areas such as corporations, contracts and employment.

- **Stanfield Flood Control District:** Fitzgibbons Law Offices serves as the general counsel in conducting board elections, advising the board, and drafting intergovernmental agreements.

MUNICIPAL ATTORNEYS

- [Denis M. Fitzgibbons](#): Denis has nearly 30 years of legal experience and now spends a majority of his time devoted to providing legal advice and services to municipalities in his capacity as the City Attorney for both the City of Maricopa, the City of Coolidge, and the City of Douglas.
- [David A. Fitzgibbons](#): With over 30 years of legal experience, David has extensive experience representing special districts and municipalities in real estate, litigation and government relations.

- [Ann F. Schrooten](#): As an attorney for more than 30 years, Ann concentrates her legal services for municipalities in a variety of areas, including drafting and reviewing agendas, resolutions, agreements, working through the procurement process and drafting various City policies.
- [Tina L. Vannucci](#): With Tina's over 15 years' experience, she assists municipalities in a variety of matters including contracts, land use, zoning, and working through employment matters involving the Family and Medical Leave Act, Americans with Disabilities Act, and compliance with requisite policies and procedures. Tina serves as the lead attorney for the Town of Duncan.
- [Nick S. Cook](#): In addition to reviewing contracts and advising planning and zoning commissions, Nick also provides in depth research and analysis for complex issues that municipalities and districts may encounter including public records, annexations, employment, procurement and telecommunications.

Engagement Agreement

1115 E. Cottonwood Lane, Suite 150
Casa Grande, Arizona 85122
520.426.3824 • fitzgibbonslaw.com

Denis M. Fitzgibbons
DIRECT (520) 426-3826
denis@fitzgibbonslaw.com

December 30, 2024

We are pleased that the Town of Jerome (the "Town") has decided to retain Fitzgibbons Law Offices, P.L.C. for its Town Attorney. I am writing to address the terms of our representation.

Scope of Services

The Town hereby agrees to retain our firm as counsel to represent the Town in matters limited to the civil representation of the Town. This scope of services does not include prosecutorial services.

Fees

Denis M. Fitzgibbons will be the primary attorney handling this matter, but he will utilize other attorneys in the firm with the goal of providing the most cost-effective and efficient work product for the Town. Our discounted hourly rates for municipal clients for Town are as follows: Denis M. Fitzgibbons, David A. Fitzgibbons III, Tina L. Vannucci and Ann F. Schrooten at \$250; Nick S. Cook and Kevin Fitzgibbons at \$225; Paralegals are \$110, and Law Clerks are \$50.00. Any travel time will be billed at the hourly rate for the attorney providing services. If you ever have any questions or concerns about fees at any time, please feel free to contact me.

Disbursements

We bill disbursements back to you on a dollar-for-dollar basis. We request reimbursement for legal research costs, lodging, parking fees, and mileage. We do not request reimbursement for meals. We also request reimbursement for photocopying costs at \$.10 per page, postage, messenger service, and delivery charges where material must be sent via certified, registered, or express mail or package carrier.

Billing

We send invoices to our clients monthly. The billing will contain a brief summary of the nature of the work, the fees, and the costs advanced. For timeliness' sake, we will do our best to send invoices for services rendered and expenses incurred on your behalf no later than two or three weeks after the completion of the month in which the work is performed.

Applicable Law

This agreement shall be interpreted according to the laws of the State of Arizona.

Cooperation

Engagement Agreement, Town of Jerome
December 30, 2024
Page 2

We cannot effectively represent you without your cooperation and assistance. The Town's obligations include timely providing requested information and documents and cooperating in scheduling and related matters.

We very much appreciate the opportunity to serve the Town of Jerome and hope you will be pleased with the quality and efficiency of our work. We welcome your questions about this letter, our policies, our bills, and our work, so please call me directly if you ever have any questions.

In order to confirm your agreement to our representation on these terms, we ask that you sign below and return this letter to us. Please keep a copy of the agreement for your files.

Thank you for your time and consideration.

Respectfully,

FITZGIBBONS LAW OFFICES, P.L.C.

Denis M. Fitzgibbons

DMF:tlv

Town of Jerome

By: _____

Its: _____

Attorney Resumes

Denis M. Fitzgibbons, Esq.

denis@fitzgibbonslaw.com

(520) 426-3824

EXPERIENCE

Fitzgibbons Law Offices, P.L.C., Casa Grande, AZ
Attorney

1993 – Present

- Municipal/Government Practice
 - City Attorney for City of Maricopa
 - City Attorney for City of Coolidge
 - City Attorney for City of Douglas
 - Town Attorney for Town of Carefree
 - Attend meetings and advise city council during public meetings and during executive sessions.
 - Represent cities during personnel board meetings and hearings.
 - Review and prepare development agreements, intergovernmental agreements, telecommunications license agreements and provided advice regarding the same.
 - Provide trainings for new City Councilmembers regarding open meeting laws and public records laws.
- Private Practice
 - Represents individuals, families and major corporations concerning business and litigation matters.
 - Represents clients regarding estate planning and in probate and trust matters.
 - Represents members of the Arizona Conference of Police and Sheriffs for their local affiliates in Pinal County.

Snell and Wilmer, Phoenix, AZ
Associate

1989 – 1993

EDUCATION

Arizona State University, Tempe, AZ
Juris Doctorate

1989

Columbia College, New York City, NY
B.A.

1986

COMMUNITY INVOLVEMENT AND ASSOCIATIONS

- | | |
|---|------------------------------------|
| • State Bar of Arizona | Board of Governors, Past President |
| • Pinal County Bar Association | Past President |
| • Pinal and Gila Counties Legal Aid Society | Past President |
| • Maricopa County Bar Association | Member |
| • Access Arizona – Economic Development | Past President |
| • Catholic Foundation for the Diocese of Tucson | Board of Directors |

David A. Fitzgibbons III, Esq.

david@fitzgibbonslaw.com

(520) 426-3824

EXPERIENCE

Fitzgibbons Law Offices, P.L.C., Casa Grande, AZ
Attorney

1987 – Present

- Municipal/Government Practice
 - Attorney for the Arizona City Sanitary District
 - Attend meetings and advise special taxing districts.
 - Attend meetings and advice city councils as needed.
 - Review open meeting agenda and prepare Ordinances, Resolutions, and other policies and procedures relating to cities and special taxing districts.
 - Provide legal advice to municipalities regarding zoning and land use laws.
 - Represent special taxing district during negotiation and purchase of golf course.
- Private Practice
 - Represent developers as they seek governmental approval for multi-million dollar commercial and residential development projects, including negotiating zoning and land use with city officials.
 - Represent large businesses during mergers, acquisitions, and loan restructuring.
 - Represent buyers and sellers during real estate transactions and complex real estate litigation.

COMMUNITY INVOLVEMENT AND ASSOCIATIONS

- Chairman, Banner Regional Medical Center Foundation
- President, Casa Grande Industrial Development Authority
- President, Casa Grande Art Museum
- Board of Directors, St. Anthony School Foundation
- Board of Directors, Casa Grande Cougar Football Club
- Past President, Pinal County Bar Association, Past President

EDUCATION

Creighton University, Omaha, NE
Juris Doctorate

1986

Arizona State University, Tempe, AZ
B.A.

1983

EXPERIENCE

Fitzgibbons Law Offices, Casa Grande, AZ
Attorney

September 2005 – Present

- Government Experience
 - General representation of and providing advice and legal opinions to City Council, City Boards, Commissions and committees, City Manager, Department Directors and employees as necessary
 - Drafting agreements including, but not limited to, development agreements, purchase and sale agreements and professional services agreements
 - Drafting Ordinances, Resolutions, and policies and procedures related to the operation and development of the City
 - Consulting with Human Resources and other departments and drafting documents as necessary regarding employment policies, procedures and discipline issues
 - Consulting with the Development Services Department regarding zoning and subdivision rules and regulations and other policies and procedures related to land development
 - Attending meetings as requested
- Representative Clients:
 - Assistant City Attorney for City of Maricopa
 - Assistant City Attorney for City of Coolidge
 - Assistant City Attorney for City of Douglas
 - Town Attorney for Town of Duncan
 - Assistant Attorney for the Arizona City Sanitary District
- Other Areas of Practice
 - Business Law
 - Real Estate Law

MEMBERSHIPS

- State Bar of California Admitted December 2004
- State Bar of Arizona Admitted December 2005
- Pinal County Bar Association 2005 - Present

EDUCATION

University of San Diego School of Law, San Diego, CA
Juris Doctorate

August 2001 – May 2004

University of Wyoming, Laramie, WY
Bachelor of Science in Finance
Manga Cum Laude

August 1997 – May 2001

COMMUNITY INVOLVEMENT

- Arizona Commission on Appellant Court Appointments, Member
Appointed by Governor Doug Ducey July 2020 – present
- Boys & Girls Clubs of the Sun Corridor, Board Member March 2018 – present
- Casa Grande Elementary School District, Parent Volunteer 2015-2016

Ann F. Schrooten, Esq.

ann@fitzgibbonslaw.com

(520) 426-3824

EXPERIENCE

Fitzgibbons Law Offices, P.L.C., Casa Grande, AZ
Attorney

December 2003 – Present

- Municipal Practice
 - Review and prepare contracts for variety of matters, including construction projects, intergovernmental agreements, telecommunications licenses, community service events and employment agreements.
 - Review City Council agenda and prepare Ordinances, Resolutions, and other council-approved policies and procedures.
 - Consult with all City Departments regarding drafting of agreements, policies, City Council agenda items, and other legal advice.
 - Representative Clients:
 - Assistant City Attorney for City of Coolidge
 - Assistant City Attorney for City of Douglas
- Private Practice
 - Real estate – meet with clients, review, prepare and negotiate purchase and sale agreements, promissory notes, deeds of trust, security agreements, leases and other transactional documents.
 - Estate Planning – meet with and advise clients on estate planning; prepare estate planning documents.
 - Probate and Trust Administration – meet with clients and prepare probate pleadings, assist with probate and trust administration, handle contested estates and trusts

EDUCATION

University of Arizona James E. Rogers College of Law, Tucson, AZ
Juris Doctorate

May 1989

Arizona State University, Tempe, AZ
B.S. Biology, *magna cum laude*

May 1984

COMMUNITY INVOLVEMENT

- Former Member of the Human Rights Committee for the Arizona Division of Developmental Disabilities
- Founder, The Willow Tree Foundation, a not-for-profit organization that supports families of medically fragile children

EXPERIENCE

Fitzgibbons Law Offices, P.L.C., Casa Grande, AZ

October 2017 – Present

Attorney

- Municipal Practice
 - Attend meetings and advise planning and zoning commissions.
 - Review and prepare contracts for variety of matters, including construction projects, intergovernmental agreements, telecommunications licenses, community service events and employment agreements.
 - Review City Council agenda and prepare Ordinances, Resolutions, and other council-approved policies and procedures.
 - Research regarding a variety of matters including, gift clause, condemnation, elections, zoning and land use, and other constitutional issues.
 - Representative Clients:
 - Assistant Attorney for City of Maricopa
 - Assistant Attorney for City of Coolidge
 - Assistant Attorney for City of Douglas
 - Assistant Town Attorney for Town of Duncan
 - Assistant Town Attorney for Town of Carefree
 - Town Attorney for the Town of Winkleman
- Private Practice
 - Represent police and correctional officers in disputes regarding employment-related disputes.
 - Represent business owners in sales, purchases and other general business entity matters.
 - Represent buyers and sellers during real estate transactions.

Arizona Court of Appeals, Div. 1, Phoenix, AZ

Spring 2016

Judicial Extern to the Honorable Samuel A. Thumma

- Drafted memoranda decisions for both civil and criminal appeals.
- Drafted *Anders* decisions and judicial memoranda for unemployment board appeals.

City of Tempe Attorney’s Office, Tempe, AZ

Fall 2015

Extern

- Drafted variety of memoranda, with topics including tax liens, prosecutor’s right to carry a firearm, religious discrimination, puppy mills, distracted driving, and public records law.

EDUCATION

Sandra Day O’Connor College of Law at Arizona State University, Tempe, AZ

May 2017

Juris Doctorate

Honors: Pedrick Scholar (Deans List)

W. P. Carey School of Business at Arizona State University, Tempe, AZ

December 2013

B.A. Business (Emphasis in Legal Studies), *cum laude*

COMMUNITY INVOLVEMENT

- Veterans Stand Down, Volunteer Spring 2013 – Present
- Honoring, Helping Our Heroes of Pinal, pro-bono 2018 – Present

Price Breakdown

PROPOSAL PRICE BREAKDOWN SHEET

**Town of Jerome
RFP**

MUNICIPAL LEGAL SERVICES

The undersigned authorized representative agrees to provide the services as requested based on the following schedule of fees:

- A. Retainer (Est. 20 hours per month) \$ _____ per month
- B. Hourly billing rate (in excess of 20/month) \$ _____ per month
- C. Straight Hourly Rate for Services Option \$ 250 per hour and \$225 per hour.
See attached Engagement Agreement.

Firm Name Fitzgibbons Law Offices, P.L.C.

Address 1115 E. Cottonwood Ln., Suite 150
 Casa Grande, AZ 85122

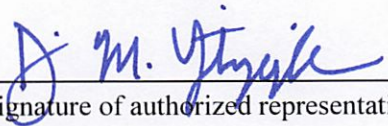
Business Telephone (520) 426-3824

Business Fax (520) 426-8355

E-mail Address denis@fitzgibbonslaw.com

Type of Organization

- _____ A Professional Corporation, organized and existing under Arizona Law
- _____ A Partnership (Please list all partners)
- X _____ A Limited Liability Company (LLC) (Please list principals)



 Signature of authorized representative

12/30/2024

 Date

Denis M. Fitzgibbons

 Printed of typed name

12/30/2024

 Date

The Town of Jerome

Legal Services

Solicitation: Town of Jerome Legal Services
RFP/Q No. 2024-002

Prepared For: Mr. Brett Klein – Town Manager/Clerk

Submittal Date: Monday, December 30, 2024

Submitted By: Gust Rosenfeld P.L.C.
One East Washington Street, Suite 1600
Phoenix, Arizona 85004-2553
John A. Gaylord
Phone: 602.257.7456
Fax: 602.254.4878
jgaylord@gustlaw.com

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**GUST
ROSENFELD**
ATTORNEYS SINCE 1921 P.L.C.

John Austin Gaylord
Gust Rosenfeld P.L.C.
One East Washington Street, Suite #1600
602.257.7456
jgaylord@gustlaw.com

December 30, 2024

The Town of Jerome
ATTN: Brett Klein, Town Manager
600 Clark Street
Jerome, AZ 86331

Re: Town of Jerome – Town Attorney Legal Services

Dear Brett:

We are very pleased to submit this proposal to provide legal services as the Jerome Town Attorney. Our firm has been representing Arizona cities and towns for 104 years, and we appreciate the opportunity to share our approach and qualifications.

Gust Rosenfeld is a full-service law firm with offices in Phoenix, Tucson, Flagstaff, and Wickenburg. With multiple current city, town, and district attorneys on staff, our firm has unsurpassed knowledge in both complex and everyday local government legal issues. We have specialized expertise in the unique legal needs of municipalities, including those associated with public infrastructure, finance, and procurement, as well as election administration, utility management, open meetings, conflicts of interest, historic preservation, land use and development, police and fire services, and public employment. As a full-service firm, we also have specialists in the less common needs of municipalities, with full practice groups devoted to litigation and transactional work.

To ensure a strong working relationship with the Town Council, Manager, and staff, we propose integrating multiple attorneys from our public law team into Town operations. John Gaylord would serve as your Town Attorney, coordinating the work and attending Town Council meetings, with Andrew McGuire, Michael Goodman, and the rest of our public law team in Phoenix and Flagstaff providing direct support.

Please feel free to contact me with questions or to schedule a meeting should you like to discuss our qualifications in greater detail. You can reach me on my direct line at 602.257.7456.

Sincerely,



John Austin Gaylord
For the Firm

REQUESTED INFORMATION

1. Understanding of and experience with the Town of Jerome and surrounding area such as its unique water system, Historic Landmark status, condition of infrastructure, challenges, etc.

We are very familiar with Yavapai County and the Verde Valley. In recent years we have provided representation to the County and to several municipalities within it, and we currently serve as City, Town, or District Attorney for two municipalities and numerous public school districts within Yavapai County. This is in addition to the support we provide for in-house attorneys representing other local public bodies.

We most recently represented the Town in 2022, but we have assisted on many matters over the past decades. Among other representation, this has included assistance with zoning matters as far back as the 1990s, and with water and wastewater improvement projects in the 1970s and 1980s. From this work we are aware of the Town’s unique water system but it has been a great many years, so we cannot claim to know the current system well. If selected to serve as Town Attorney, we would quickly familiarize ourselves with the current state of water and other infrastructure in the Town.

We would be able to catch up quickly on the Town’s needs, particularly in the areas of water and other infrastructure. We represent small, unique communities across the state, and we understand the challenges of rural infrastructure. Jerome’s challenges are certainly unique, but we have a strong foundation from which to meaningfully contribute.

We also understand the challenges associated with historic preservation and with managing tourism. Many Gust Rosenfeld clients work to balance the mixed blessings of tourism, and we understand the associated issues very well.

2. Letter of Transmittal (see page 1).

3. Firm Qualifications (list of current and past municipal clients).

Gust Rosenfeld currently serves as the City/Town Attorney for several Arizona municipalities, including two in Yavapai County, and we represent many of the 91 incorporated cities and towns in Arizona in some capacity. In addition to municipalities, our attorneys represent most Arizona school districts, as well as counties and special taxing districts (improvement districts, community facilities districts, flood control districts, etc.) throughout the state. Our experience and expertise in representing public entities are the central defining characteristic of our firm. It would be very difficult to list every public entity that Gust Rosenfeld has represented. Below is a partial list of our firm’s current and recent past public law clients.

- Apache County
- Apache Junction, City of
- Avondale, City of
- Buckeye, City of
- Bullhead City
- Casa Grande, City of
- Cave Creek, Town of
- Chandler, City of
- Cochise County
- Coconino County
- Cottonwood, City of
- Coolidge, City of
- Fountain Hills, Town of
- Goodyear, City of
- Kingman, City of
- Lake Havasu City
- La Paz County
- Maricopa County
- Mesa, City of
- Navajo County
- Oro Valley, Town of
- Page, City of
- Paradise Valley, Town of
- Parker, Town of
- Payson, Town of
- Pima County
- Phoenix, City of
- Prescott, City of
- Sahuarita, Town of
- Surprise, City of
- St. Johns, City of
- Tempe, City of
- Tolleson, City of
- Willcox, City of
- Winslow, City of
- Yavapai County
- Yuma, City of
- Yuma County

John Gaylord has worked in-house for the City of Mesa, for Maricopa County, for the Arizona Prosecuting Attorneys’ Advisory Council, and for a small country with a tourism-driven economy. His most recent municipal clients include the towns of Chino Valley, Florence, Gilbert, Marana, Miami, Paradise Valley, Quartzsite, and Wellton, and the cities of Bisbee, Buckeye, Cottonwood, Litchfield Park, Sedona, and Page. Andrew McGuire currently serves as City, Town, or District Attorney in several Arizona jurisdictions, and has served in both long-term and interim capacities for numerous municipalities over nearly three decades of municipal practice. Michael Goodman represents a wide variety of cities, towns, counties, school districts, and special taxing districts around the state on diverse matters.

4. Outline experience with Arizona municipal law relating to general law communities including but not limited to land use, real estate transactions, code enforcement, intergovernmental agreements, open meeting law, election law, contracts, procurement, conflict of interest, and other relevant areas of the law.

We serve as City or Town Attorney for several general law communities, and we have done so for decades. With the exception of election law, we encounter each of the above-listed issues almost every week. Election law does not come up *every* week, but we have guided general law communities through numerous elections over the decades, and that includes the most recent election cycle, which was especially challenging given the numerous state law changes that municipalities had to deal with on short notice.

5. Provide resumes of persons designated to serve as Town Attorney or Assistant Town Attorney (see below).

6. Describe the Firm’s view of the role of the Town Attorney.

The Town Attorney serves two primary roles: 1) to advise the Council and Manager and keep them well-informed regarding developments in the law or in litigation and negotiations affecting the Town; and 2) to assist Town staff, at the request and direction of the Manager, as they manage Town affairs and work to accomplish priority tasks.

A Town Attorney must be candid with the Council if an issue outside the attorney’s individual experience or expertise arises. A Town Attorney must never “shoot from the hip,” but instead should promptly seek the proper expertise to address any specialized situation. Fortunately for the attorneys at Gust Rosenfeld, the expertise is almost always right down the hall. This allows us to provide competent, timely responses to almost any legal issue.

7. Describe how the Town Attorney would structure the working relationship between the Council, Manager, staff, risk management pool, and any specialized attorneys or firms hired by the Town.

When the Town is represented by another specialized attorney or law firm, or by an attorney retained by the risk management pool, the Town Attorney would serve in a coordinating and oversight role. That means we would track and monitor the issue and serve as a direct contact point for the Council without duplicating the work being done by the outside attorney. If the Council or Manager encountered a question or concern, we would help to ensure it was appropriately addressed by the outside attorney.

We currently represent several members of the Arizona Municipal Risk Retention Pool, with which we have a strong working relationship. We also maintain a strong professional network within Yavapai County and have worked closely with most of the attorneys who provide services to municipalities. We do not anticipate any issues working effectively with specialized attorneys or law firms that the Town currently employs or may employ in the future. If selected, we would utilize our connections to help identify appropriate and qualified attorneys for the Town to consider in those rare future events when there is no Gust Rosenfeld attorney with the required expertise.

8. Describe how the Town Attorney will keep the Town Council and Town Manager informed about the status of litigation, significant case law, and other legal matters.

We see this as a key responsibility of the Town Attorney, and we strive to prioritize it. Most updates will come in the form of emails to the Town Manager, with the Council included on BCC (blind-copy helps reduce the chance of an accidental open meeting law violation). We generally strive to be available by phone and in-person as much as possible, so follow-up questions can usually be answered right away.

As municipal attorneys we are members of the Arizona City Attorney’s Association, as well as the International Municipal Lawyers’ Association and numerous other organizations with a focus on

legal issues related to municipalities (like environmental or natural resource law associations). We use these connections to keep ourselves informed, so we can keep the Town informed.

9. Describe the response time we can expect to inquiries made by the Council, Manager, and Staff.

You will have our direct desk phone numbers, our email addresses, and our cell phone numbers. We strive to be as responsive as possible at all times, and we are always available by phone for urgent matters. Quick questions can usually expect an immediate response. More involved matters may take longer to research or prepare – but the ball will start rolling right away.

This applies even if the Town Attorney or Assistant Town Attorney is not immediately available. Our attorneys utilize a team-based approach, which means that there are always at least two attorneys with general knowledge of a client’s pending projects and priority issues. Our attorneys also use electronic file management, which means that if one attorney is unexpectedly unavailable, another attorney can quickly access relevant client documents and complete pending tasks. John, Andrew, and Michael will coordinate closely to ensure that the Town’s meetings are appropriately staffed and that the Town’s legal work is delivered on time. When appropriate, they will draw upon other public law attorneys from the Phoenix and Flagstaff offices for additional coverage. There will never be a time that our firm is unable to provide the Town with a timely response by a qualified public law attorney.

10. Describe how legal costs will be tracked and managed.

Our attorneys and paralegals bill hourly, but other staff time is not billed. John Gaylord will track, review, and manage each monthly bill, and work with the Town Manager to ensure that legal resources are being utilized efficiently. Monthly bills will include detailed descriptions of each task performed and the amount of time devoted to that task.

We understand municipal budgets, and when it comes to managing costs we will always keep an eye on the budget. We will also coordinate closely with the Town Manager as our key partner to help ensure that attorney time is being leveraged appropriately and effectively.

11. Describe the firm’s practices with regard to professional development training and keeping current with the laws and legal issues affecting municipal governments.

We are active members of organizations including but not limited to the Arizona City Attorney’s Association, the International Municipal Lawyers’ Association, the Maricopa County Environmental Bar; the American Bar Association State and Local Government Section; and the American Bar Association Energy and Natural Resources Law Section. We practice municipal law every day and review new caselaw and other legal news regularly. We also have strong social and professional networks with municipal attorneys from across the state, which allows us to share tips, best practices, and expertise with other practitioners. When the state legislature is in session, we monitor bills affecting local government.

12. Identify any reports your firm would provide to the Council and Manager.

We would regularly report on new or pending litigation, developments in major Town initiatives, and significant legal changes including new state legislation and emerging caselaw. We strive to make these updates timely and easily understandable.

13. Town Attorney and Assistant Town Attorney council/board meeting schedules.

John Gaylord’s current regular meeting schedule:

- Board of Adjustment 1st Wednesday of each month 5:30 pm
- Board of Supervisors 1st and 3rd Tuesday of each month 10:00 am - 12:00 pm
- City Council 1st and 3rd Tuesday of each month 6:00 pm

Andrew McGuire’s current regular meeting schedule:

- Town Council 2nd and 4th Thursday of each month 3 pm - 8 pm (2nd Thursday only in November/December) Council Meeting
- Town Council 2nd Tuesday of each month 4 pm - 5:30 pm Council Study Session, and 2nd and 4th Tuesday of each month 6 pm - Council Meeting
- Teaching (ASU) Wednesday evenings (Fall and Spring Semesters)

Michael Goodman’s current regular meeting schedule:

- Town Council 1st Tuesday of each month 6:00 pm.
- Planning and Zoning/HPC 3rd Monday and 3rd Wednesday of each month, 6:00 pm.

Other attorneys: We have only provided schedules for the three attorneys that we anticipate will provide the majority of services to the Town; please note that John Gaylord and Michael Goodman are both available on the 2nd Tuesday of the month. In the event that a special meeting conflicts with the above schedules, we can draw on other public law attorneys in the firm for coverage.

14. Cost of Services.

a. We would describe “general” legal services as attending council meetings, fielding calls and emails from the Town Manager and/or department heads, providing legal advice and guidance related to day-to-day operations; reviewing, preparing, or directing the preparation of legal documents including contracts, resolutions, and ordinances; presenting, directing and/or monitoring civil and criminal cases to which the Town is a party; responsibly managing the Town’s available resources; developing, interpreting, and implementing policies; administering contracts for additional legal services as necessary; monitoring the work of outside litigation counsel including counsel appointed by AMRRP; and otherwise managing and overseeing the Town’s legal interests. With the exception of litigating cases not covered by AMRRP, the items listed in the RFP under Scope of Work (B), would be considered “general” legal services.

b. General services would not include litigating cases in court, providing municipal finance (bond counsel) services, or “special services” including but not limited to legal advice related to federal tax law or complex negotiations involving water agreements or environmental issues. If these additional services are requested by the Town, we would propose an appropriate fee structure and seek the Town’s written agreement before moving forward.

c. We propose to charge one-way for travel at normal hourly rates, and to deduct all mileage or travel costs from our end (meaning the Town will not receive a mileage bill). Document production/reproduction reimbursement rates are included below, but we would not charge for these services except in the event of a very significant request. In our recent experience such requests occur extremely rarely, and we would seek advance consent by the Town Manager before undertaking a reimbursable reproduction job.

d. Monthly retainer/billable hours: We would be happy to negotiate a mutually-agreeable flat fee for our general services to the Town; this requires a good understanding of the Town’s legal needs and anticipated workflow. Based on the information in this RFP we are inferring an anticipated workload of approximately 20-25 hours per week. If this is correct, we would propose a monthly fee of \$5,500.¹ Alternatively, we would propose to bill general services at a fixed rate of \$275 per hour. We would be open to discuss these numbers with the Town in greater detail.

e. Billing method: Our attorneys track time in six-minute increments and the Firm transmits monthly bills through its accounting department. The date, task entry, time expended, and attorney working on the matter are identified for each billed entry.

Information Requested in other sections of the RFP:

Conflicts of Interest:

- We are unaware of any conflicts between current Firm clients and the Town. We do not anticipate future conflicts between public or private Firm clients and the Town.
- As attorneys in the Public Law field, we sometimes encounter Intergovernmental Agreements that include multiple firm clients. In those cases, we seek a written waiver from each involved client before reviewing the IGA for form on any client’s behalf.
- For current meeting dates, please see Question 13, above.
- We do not sue municipalities. Adverse action against public agencies is rare, except that we often represent local governments in administrative matters before state or federal regulators. We are currently representing a city in an appellate case brought against it by a County. We are currently representing many cities, towns, school districts, and other public

¹ We would bill toward this fee at a discount off of our standard hourly rates; if the value of services provided did not reach \$5,500, we would bill the actual (lower) value. For John Gaylord, this discounted rate would be \$280.50 per hour; for Andrew McGuire, this would be \$360; for Michael Goodman, this would be \$230. If the Town would prefer to establish a fixed rate for all attorneys to bill toward the flat fee, we would be willing to do that.

entities in administrative actions brought by state agencies including ADEQ and the ACRD.

Confidentiality and Data Security:

Gust Rosenfeld P.L.C. has established and maintains robust security controls that align with the National Institute of Standards and Technology Cybersecurity Framework (NIST CSF) and the ISO/IEC 27001 standard, ensuring comprehensive protection of sensitive information while adhering to recognized best practices in managing cybersecurity risks.

Exceptions to General Terms of RFP:

We only take one exception to the requirements of the RFP, and that relates to the indemnification clause. Our insurance carrier is very particular about these clauses, and if selected we would like to work with the Town to craft mutually-agreeable language that will satisfy all involved (including the insurers).

Resumes/References/Insurance Certificate/Reimbursable Costs Table: see following pages.



John A. Gaylord

602.257.7456 jgaylord@gustlaw.com

John Gaylord's practice focuses on public law, including representing cities, towns, counties. Before joining Gust Rosenfeld, he worked for the City of Mesa and served as in-house counsel to a sovereign state. He handles diverse matters including land use, construction law, annexations, civil rights, code enforcement and compliance, procurement, utilities, water resources, personnel matters, intergovernmental agreements, and litigation.

PROFESSIONAL ASSOCIATIONS

- State Bar of Arizona
- American Bar Association
 - State and Local Government Law Section
 - Environment, Energy and Resources Section
- Phoenix Committee on Foreign Relations

PROFESSIONAL RECOGNITION

- Phoenix Magazine 2022 Top Lawyers – Land Use & Environmental Law

PRESENTATIONS & PUBLICATIONS

- State Bar of Arizona
- American Bar Association
 - State and Local Government Law Section
 - Environment, Energy and Resources Section
- Phoenix Committee on Foreign Relations

PRACTICE GROUP

- Public Law

AREAS OF FOCUS

- General Representation for Public Entities

EDUCATION

- Sandra Day O'Connor College of Law, Arizona State University
 - Editor-in-Chief, The Law Journal for Social Justice
 - Pedrick Scholar
 - CALI Excellence for the Future Award
- Arizona State University (Master of Public Administration)
- Arizona State University (B.A., Political Science and History, magna cum laude)

ADMISSIONS

- Arizona
- Navajo Nation



Andrew J. McGuire

602.257.7664 amcguire@gustlaw.com

Andrew McGuire focuses his practice in the areas of government and municipal law with an emphasis on public finance, special districts, real estate, land use, and zoning. His experience includes public finance, impact fees, annexation law, improvement districts, general municipal law, election law, code enforcement, contract and procurement law, open meeting law, and condemnation. He currently serves as Town Attorney for several Arizona municipalities.

Prior to joining Gust Rosenfeld, Andrew was a member of a local law firm where he served as District Counsel to an Arizona sanitary district in addition to his work as City/Town Attorney. Andrew also represents Arizona Native American Communities and Counties in solid waste and real property matters. He is AV® Preeminent™ rated by Martindale-Hubbell®, representing the highest rating in legal ability and ethical standards.

PROFESSIONAL ASSOCIATIONS

- National Association of Bond Lawyers
- State Bar of Arizona
 - Public Lawyers Section
- Arizona Planning Association
- Arizona City Attorneys Association (Past President)

PROFESSIONAL RECOGNITION

- The Best Lawyers in America®, Land Use and Zoning Law, Municipal Law; Real Estate Law (2019-2024)
- Phoenix Magazine 2023 Top Lawyers – Government and Administrative; Land Use and Environmental Law

PRESENTATIONS & PUBLICATIONS

- Panelist, “Asking the Necessary Questions: How to Navigate Bond and Ballot Initiatives,” Arizona City/County Management Association (January 2024)
- Speaker, “Case Study: Short-Term Rentals in Paradise Valley,” Arizona City Attorneys Association (April 2023)

PRACTICE AREAS

- Public Law
- Public Finance
- Real Estate

AREAS OF FOCUS

- Municipal Government
- Special Districts
- Land Use
- Zoning Law

EDUCATION

- Gonzaga University School of Law (J.D., 1995)
- Arizona State University (B.S., Urban Planning, 1992)

ADMISSIONS

- Arizona (1995)
- U.S. District Court, District of Arizona (1999)

- Speaker, “Impact and Utility Fees: Recent Case Law Impacts,” Arizona City Attorneys Association (April 2023)
- Speaker, “Ethical Challenges for Municipal Attorney: Identifying your Client; Confidentiality; Privilege; and Other Issues,” Arizona City Attorneys Association (May 2021)
- Speaker, “Best Practices: Remote and Virtual Public Meetings,” Arizona Municipal Clerks Association (April 2021)
- Speaker, “Navigating the World of Impact Fees,” Growth and Infrastructure Consortium (October 2018)
- Speaker, “Historic Preservation – Phoenix, Arizona” (2018) Shanghai International Academic Forum on Almanac, Shanghai Chronicles Office (October 2018)
- Speaker, “Infrastructure: Viable Economic Development Incentive?” Arizona Association for Economic Development (March 2017)
- Speaker, “Infill Incentive Districts,” Arizona City Attorneys Association (June 2015)
- Speaker, “The Sandbox Rules: Basics of Intergovernmental Agreements,” Arizona City Attorneys Association (May 2014)
- Speaker, “Koontz v. St. Johns River Water Management District,” Gust Rosenfeld City Attorneys Lunch & CLE Series (March 2014)
- Speaker, “Open Meetings and Conflicts of Interest,” Mesa City Council (October 2013)
- Speaker, “The Balanced Approach to a Capital Improvement/Infrastructure Improvement Program,” Growth and Infrastructure Consortium (October 2013)
- Speaker, “National Trends on Infrastructure Funding – The “GIC” Resource,” Government Finance Officers of Arizona (August 2013)
- Speaker, “Frequently-Asked Questions in Implementing SB 1525,” League of Arizona Cities and Towns (February 2013)
- Speaker, “Unintended Consequences of Developer Agreements,” Growth and Infrastructure Consortium (October 2012)
- Speaker, “Arizona Impact Fees Under SB 1525, Growth & Infrastructure Consortium” (October 2011)
- Speaker, “Impact Fees: Interim Implementation Requirement of SB 1525,” Government Finance Officers of Arizona Budget Forum (October 2011)
- Speaker, “A Robust Discussion Concerning an Issue Critical to Arizona’s Development Future,” Urban Land Institute Arizona (October 2011)

COMMUNITY INVOLVEMENT

- Arizona State University School of Geographical Sciences and Urban Planning (Faculty Associate)
- Arizona Town Hall



Michael C.S.J. Goodman
602.257.7672 mgoodman@gustlaw.com

Michael Goodman’s practice focuses on government, municipal, and public law. He handles municipal matters including land use, development, open meeting law, conflict of interest, public records, construction law, elections, campaign finance law, annexations, civil rights, code enforcement and compliance, community facilities districts, procurement, utilities, and water resources.

Michael earned his J.D. from the Sandra Day O’Connor College of Law at Arizona State University and his B.S. in Sociology from Arizona State University. While in law school, he gained legal experience externing and law clerking for various law firms and organizations, including the City of Tempe and the U.S. Department of the Interior, and by practicing as a Certified Limited Practice Student through the ASU Civil Litigation Clinic.

PRACTICE AREAS

- Public Law

EDUCATION

- Sandra Day O’Connor College of Law, Arizona State University (J.D., 2020)
 - CALI Award – Natural Resource
- Arizona State University (B.S., Sociology, summa cum laude, 2015)

ADMISSIONS

- Arizona (2021)

PROFESSIONAL ASSOCIATIONS

- State Bar of Arizona

COMMUNITY INVOLVEMENT

- Board of Osteopathic Examiners in Medicine and Surgery, Board Member (2021-present)

PROFESSIONAL REFERENCES

City of Buckeye:

K. Scott McCoy, City Attorney
Phone #: (623) 349-6982
Email: smccoy@buckeyeaz.gov

City of Sedona:

Kurt Christianson, City Attorney
Phone #: (928) 204-7200
Email: kchristianson@sedonaaz.gov

Town of Paradise Valley:

Andrew Ching, Town Manager
Phone #: (480) 348.3533
Email: aching@paradisevalleyaz.gov

INSURANCE

We intend to keep the below policy in full force and effect for the duration of our contract with the Town, and will promptly inform you of material changes, if any.

PRICE/COST SHEET

CATEGORY	CHARGE
Outside Document Reproduction	Actual charges
Conference Call Services	No charge
Courier	Actual charges
Air Freight	Actual charges
Postage (includes certified mail, express mail, and registered mail)	Actual Charges
Digital Legal Research	No charge
Word Processing	No charge
Legal Assistant Overtime	No charge
Miscellaneous Supplies	Actual cost
Court Costs and Witness Fees	Actual charges
Fees and Costs for Court Reporters, Experts, and Other Outside Support Services	Actual charges
Travel	Actual costs of transportation, lodging, and meals; apply IRS standard mileage allowance for automobile travel
CD Production	\$15.00 per CD

PROPOSAL PRICE BREAKDOWN SHEET
Town of Jerome
RFP
MUNICIPAL LEGAL SERVICES

The undersigned authorized representative agrees to provide the services as requested based on the following schedule of fees:

- A. Retainer (Est. 20 hours per month) \$5,500.00 per month
- B. Hourly Billing Rate (in excess of 20/month) \$ _____ per hour (see page 7)
- C. Straight Hourly Rate for Services Option \$275.00

Firm Name Gust Rosenfeld P.L.C.
 Address One East Washington Street, Suite 1600
 Phoenix, Arizona 85004-2553
 Business Telephone 602.257.7422
 Business Fax 602.254.4878
 Email Address jgaylord@gustlaw.com

Type of Organization

 X A Professional Corporation, organized and existing under Arizona Law

 A Partnership (Please list all partners)

 A Limited Liability Company (LLC) (Please list principals)

 JAG December 30, 2024
 Signature of authorized representative Date

 John A. Gaylord December 30, 2024
 Printed name of authorized representative Date



PIERCE | COLEMAN

Justin S. Pierce
Stephen B. Coleman
Aaron D. Arnson
Trish Stuhan
Christina Estes-Werther
Jon M. Paladini
Joseph D. Estes

17851 North 85th Street, Suite 175
Scottsdale, Arizona 85255

2812 N. Norwalk, Suite 107
Mesa, Arizona 85215

Dominic L. Verstegen
Allen H. Quist
Justin B. Petersen
Michelle N. Stinson
Alexandra N. Cayton
Matthew W. Schiumo

December 30, 2024

Town of Jerome
Brett Klein, Town Manager
Post Office Box 335
Jerome, Arizona 86331
b.klein@jerome.az.gov

Re: Outside Legal Services, RFP/Q Dated November 18, 2024

Dear Brett:

Pierce Coleman PLLC is pleased to submit this response to Request for Qualifications, RFP/Q 2024-002. We understand the Town of Jerome seeks to contract with a qualified law firm to provide legal services as its contracted Town Attorney. As a firm that currently serves 22 other Arizona municipalities in this capacity, Pierce Coleman PLLC is well positioned to provide the Town of Jerome a positive commitment to perform the services within the contract's specifications.

Pierce Coleman PLLC is a law firm with one of the largest, if not the largest, municipal law practices in the state. The firm is structured as a professional limited liability company with 13 lawyers and four administrative staff including paralegals, legal assistants, and office administrators. The firm has two office locations for its clients, one in Scottsdale and one in Mesa.

The firm has significant experience representing public entities across the entire State of Arizona. We serve as contracted city/town attorneys across the State and also represent other cities and towns on special projects (including the largest cities in Arizona).

The firm understands the unique needs associated with the Town of Jerome. Jerome has an interested and smart council and involved residents. Tourism is the Town's primary economic driver, but parking is inadequate and Hwy 89 on weekends often comes to standstill. The Town faces economic growth opportunities because of its historic and artistic environment but faces challenges as well because development land is limited and difficult to build upon. This means that the Town faces TPT increase limitations, challenging expansion of Town budgets. Jerome also faces a housing shortage and population growth is fairly stagnant. Additionally, many Town residents who work do so out of Town in Sedona and the Verde Valley, and many people who work in Town commute from the Verde Valley where housing costs are more affordable. Given these challenges, our firm is well positioned to assist the Town in achieving its growth potential, as many of our attorneys have extensive experience in economic development deals, real estate, and land use issues. Our firm has worked with cities and towns to plan for major updates to water and wastewater systems, assisting in everything from exploration of WIFA or other funding, contracts, development of policies, rate-



making plans, and other day-to-day operational issues where staff may need legal advice and support to keep projects moving forward. We know the importance of working with the Council, Manager, staff, consultants, and community stakeholders on complex issues – and we have years of experience solving problems with our local partners. As discussed in more detail in the attached response, Pierce Coleman is uniquely qualified to contract with the Town of Jerome as its Town Attorney. We hope to learn more about, and contribute to, the growth of Jerome.

Again, Pierce Coleman PLLC appreciates the opportunity to submit this response to the Town’s Request for Qualifications Outside Legal Services. Thank you.

Very truly yours,

Jon M. Paladini
Trish Stuhan
For the Firm

JMP/TS/maw



3. Firm Qualifications: Provide a list of all current and past municipal clients the firm has represented and designated individuals to provide the services specific to this RFQ. Provide the name of the attorney who will attend public meetings and their qualifications and work experience in municipal law.

The firm has represented most of the municipalities in Arizona either for special projects or for litigation associated with employment, land use, election, and general municipal law. Additionally, the firm has represented (and continues to represent) over 22 Arizona municipalities as their contracted city/town attorneys. A list of current municipalities is as follows: Bisbee, Camp Verde, Clifton, El Mirage, Fountain Hills, Gila Bend, Gilbert, Holbrook, Litchfield Park, Miami, Nogales, Parker, Payson, Pima, Sahuarita, Somerton, South Tucson, Tolleson, Tusayan, Wickenburg, Winslow, and Youngtown.

The Following attorneys are expected to be designated as primary, secondary, and substitute attorneys to work with the Town of Jerome (resumes/bios attached pursuant to #5 outline detailed qualifications and work experience in municipal law): Jon Paladini (Primary); Trish Stuhan (Secondary); Steve Coleman (Substitute); Justin Pierce (Substitute); Aaron Arnson (Substitute); Christina Estes-Werther (Substitute); Joe Estes (Substitute); and Allen Quist (Substitute).

4. Outline experience with Arizona municipal law relating to general law communities including but not limited to land use, real estate transactions, code enforcement, intergovernmental agreements, open meeting law, election law, contracts, procurement, conflict of interest, and other relevant areas of the law.

Pierce Coleman PLLC is a law firm that was established in March 2015 with the goal of providing “big law” experience without the big law firm price tag generally associated with it. Currently, the firm has 13 lawyers, most of whom have backgrounds in big law. To that end we have been trained at some of the best law schools and law firms in the country, and a couple of the firm’s lawyers started their careers in prestigious clerkships at the Arizona Supreme Court. Many of our lawyers have been, or are, honored in Super Lawyers® as well as Best Lawyers in America®, and the firm continues to be recognized as a Tier 1 Law Firm in the relatively small list of law firms with the “Best Law Firm” designation from U.S. News and World Report. Included with this letter are the biographies of our municipal law team, which outline in more detail our specific experience and qualifications.

In addition to its lawyers, the firm is supported by an Office Administrator/Paralegal and three other Paralegals/Legal Assistants. Combined, they have many decades of experience in the legal profession (a vast majority of which have involved supporting attorneys engaged in representing municipalities).

The firm maintains two offices; one located in Scottsdale, and one located in Mesa. As noted above, should the Town decide to contract with Pierce Coleman PLLC for Town Attorney Services, the attorneys with primary responsibility for the Town are anticipated to be Jon Paladini and Trish Stuhan. Stephen Coleman, Christina Estes-Werther, Aaron Arnson, and Justin Pierce are also available to support the Town at times, with other attorneys available as needed. The firm employs a team-based approach to meet client needs, leveraging the expertise of our diverse attorneys to meet client needs. For example, some of our attorneys have decades of experience in specific areas of law such as land



use and development, elections, and employment related matters. We rely upon that specific expertise to provide the highest level of service and efficiency to our municipal clients.

From the attached biographies, you will see that the firm has vast experience representing public entities across the entire State of Arizona. For several years, the firm’s lawyers have represented multiple Arizona municipalities as those municipalities’ contracted City or Town Attorney. In fact, our proposed primary point of contact for the Town, Jon Paladini, was the in-house City Attorney for the City of Prescott for nearly a decade (and previous to that served as the in-house City Attorney for a time in both Glendale and Sedona). Allen Quist was a Deputy County Attorney in Pinal County for several years. A couple of the firm’s lawyers have served terms as the President of the Arizona City Attorneys Association, and Christina Estes-Werther was formerly the General Counsel to the League of Arizona Cities and Towns.

The firm is also the sole provider of employment law services to the Arizona Municipal Risk Retention Pool (AMRRP), which is an insurance pool comprised of over 70 municipalities in Arizona that includes the Town of Jerome.

As is evident, the firm is well versed in serving as general counsel and special advisor to public entities, handling everything from open meeting law, conflict of interest, procurement, real estate, code enforcement, personnel and litigation issues, contract creation and review, ordinance and resolution creation and review, to just the regular day-to-day questions that municipalities face. Combined, the firm’s lawyers have well over 100 years of legal experience in these areas of law. Thus, the proposed team of attorneys are knowledgeable regarding diverse areas of public law practice, maintaining strong transactional and litigation-based practices which allow us to navigate multi-faceted areas of the law. We believe our firm’s combined experience and expertise in the areas most regularly encountered by municipalities far exceeds any other lawyer or firm in the state.

Finally, because of our firm’s size, we have no bureaucratic red tape. To that end, we are able to work with the Town to develop a cost structure – whether it be an hourly fee arrangement or a flat fee – that is a win-win and allows the Town to work within its current, and desired, budget for its legal department. Should the Town decide to engage our firm for these services, we will discuss those options with you at that time.

5. Provide the resumes of persons designated by the firm to be the Town Attorney or substitute Town Attorney. Resumes will not count towards the 20-page limit of the proposal.

Resumes/biographies follow.

6. Describe the firm’s view of the role of the Town Attorney.

The Town Attorney is an advisor, counselor, and advocate for the Town. Our primary purpose as Town Attorney is to help the policymakers and Town staff achieve their stated goals and objectives. We are there to help provide options to reach defensible decisions. We do this by being active and involved in the Town’s day-to-day activities. We will work directly with the Mayor and Town Council, Town Administrator, department heads and human resources on all of the municipal law issues that face the Town, all in accordance with the requirements of Town Code.



A critical element to help the Town obtain its objectives is to understand the operations and operational needs of the various departments and functions of the organization. Although the role of the Town Attorney is primarily to look at the legal aspects of an issue, we recognize and understand the viewpoint of the operational staff and policy makers. We understand that the perspective of each individual in the decision-making process is very valuable in the development of a recommended action.

The legal advice given by Pierce Coleman as Town Attorney will be consistent, reliable, well-reasoned, and useable by the Mayor, Council and Town staff.

Pierce Coleman brings the following attributes to the table as the Town's Attorney and see our role to include the following:

- We are problem solvers. We either identify problems early and propose solutions, or when faced with a problem, find the best options to resolve and work around the issue to achieve the Council's objectives.
- We are innovative. The Town Attorney's function is to create the means of accomplishing the ultimate goal of the policymakers. The Town Attorney must have the ability to develop alternative, yet legal, means to accomplish the desired end result. Flexibility is necessary while still fulfilling legal responsibility to provide the best legal advice to his client.
- The Town Attorney must be friendly and approachable. The confidence of the Council in its Town Attorney is developed only when there are open lines of communication between the Attorney and the Council, as well as between the Attorney and the Town administration and staff. We have excellent rapport with all of our municipal clients and they have developed faith and confidence in their Town Attorney to be able to express to us the desired end result. Relationships are critical to us. These relationships assist us in heading off potential problems and suggest alternative means of addressing issues while maintaining maximum defensibility.
- The Town Attorney must be flexible. Alternative legal means to accomplish the same end may be the way to go. The Town Attorney is there to provide options to the decision-makers and help them achieve their policy and management goals.
- We also see the Town Attorney's role and job to include:
 - ❖ Represent and provide legal advice and consultation on a daily basis, in coordination with the Town Council, Town Manager and Town Staff as requested or required. Contacts are usually made by email or telephone (but may when appropriate include text messaging), and same-day response is typically expected.
 - ❖ Attend regular meetings and provide review and advice on agenda packet materials and language, advise the public bodies on matters on the agenda, as well as procedural or substantive issues that arise during the meeting.
 - ❖ Provide reports to the Town Council and Town Manager on significant issues and developments since the previous report, such as the status of pending matters, new litigation, legislation, or judicial opinions that have potential impact to the Town.
 - ❖ Prepare, review and revise staff documents, including, but not limited to, initiation of memorandums concerning legal issues, contracts, agreements, ordinances, resolutions, land use decisions on appeal, and staff reports for the legal support of Town functions and duties.



7. Describe how the Town Attorney would structure the working relationship between the Town Council, Town Administrator, Town staff, the Risk Management Pool, and any other specialized attorney/law firm retained by the Town.

We would structure our working relationship similar to how we structure it with our other municipal clients. Specifically, the Town Attorney’s primary role is to provide prompt, efficient, accurate and usable legal advice to the Town Mayor and Council and Town staff. We ensure our legal advice conforms to applicable law to help the Town make sound decisions and set Town policies. In order to fulfill our role as Town Attorney, the Town Attorney must work closely with the Mayor, Council and management staff to identify facts and fully understand issues coming before the Council. The Town Attorney is better utilized up front, early in the process, to identify legal needs and solve potential problems early. This involves regular interaction and understanding of Town activities.

When issues of importance to the Town develop, we prefer to provide that information via e-mail and virtual meetings because those formats are the quickest and most effective ways to provide advice. For those who prefer a different approach, we are happy to provide information in an alternative format. Nonetheless, because of our work for other public entities, we are regularly updated from various sources on legal developments and issues of concern for public entities and when we determine that those matters are important to the Town, whether asked or not, we provide that information in an easy-to-read format.

When significant developments in the law have happened, or when there is a change in the status of litigation, we typically inform the Mayor, Council and Town Administrator of this through confidential attorney-client privileged e-mails to the body. If the case law development or litigation status requires more attention by the Town, we would request that an executive session be scheduled to discuss the issue.

Pierce Coleman proposes to provide the services contemplated by the Town’s RFP. When acting as the legal counselor and advisor of the Town Mayor, Council and Town staff, it is important that the Town’s Attorney remembers that he or she is the advisor to the Town as a whole, and not any individual council or staff member. This can be difficult for some attorneys, however, our experience in cities and towns has proven we understand and adhere to this tenet.

Additionally, the Town Attorney’s role requires hands on involvement in drafting or supervising the drafting of Town documents, and representation in legal proceedings.

Pierce Coleman also has strong relationships with the Risk Pool, and we work closely with other attorneys who specialize in practice areas the Town may require (e.g., bond counsel).

We have a decades-long relationship with the Risk Pool as its employment law advice and defense lawyers. When we work with other specialized attorneys, we do so in a collaborative manner because typically the need for those specialized attorneys arises out of work the Town Attorneys are



already working on. We are thus able to share our expertise and experience with those specialized attorneys while benefiting the Town with their specialized knowledge.

The working relationship between the Town Mayor, Council and Town management and the Town Attorney is built over time on a foundation of trust. Jon and Trish, and all the attorneys at Pierce Coleman PLLC, have worked diligently to develop relationships with all of our clients and ensure the Council receives the impartial, quality, and candid legal advice needed to protect the Town. The key to working with a new client is open and regular dialogue. We are interested in learning about the Town and contributing to its future.

8. Describe how the Town Attorney will keep the Town Council and the Town Administrator informed about the status of litigation, significant case law, and other legal matters.

Although we are able to adjust according to the Town’s preferences, our experience has been that electronic communication and phone or video conferences are the most efficient and effective way to communicate regarding progress reports, status reports, recommendations and opinions, among other things. Of course, when in-person meetings are necessary, we do not hesitate to schedule those as well in accordance with the availability of Town staff and Council. Sometimes matters are best left to an executive session of the Council, with which we have significant experience.

We will provide regular written reports to the Town Council and Town Manager on significant issues and developments since the previous report, such as the status of pending matters, new litigation, legislation, or judicial opinions that have potential impact to the Town, etc.

9. Describe the response time we can expect from the Town Attorney to inquiries made by the Town Council, the Town Administrator, and Town staff.

Similar to the other municipalities for which we provide city or town attorney services, we expect to attend council and/or staff meetings (virtually or in person as necessary and requested by staff and council) and be available during regular business hours and beyond for projects and items necessary for legal review. Most review items and other documents (council agendas, contracts, etc.) are reviewed, revised, and transmitted electronically. If the assigned attorney is not available, because the firm currently has 13 lawyers, our office staff is able to refer clients quickly and efficiently to other attorneys who are willing and able to assist any of our clients with their legal needs.

10. Describe how legal costs will be tracked and managed.

If desired, and due to the firm’s size and lack of bureaucratic red tape, we are able to discuss and agree to flat fee arrangements that may be more beneficial to the Town depending on the circumstances. Such flat fee arrangements can be on a per matter basis, or for a time period based on a particular area of law, again, whatever is most convenient and makes the most sense to the Town. Our experience is that an annual flat-fee structure provides our municipal clients with certainty in their



budgeting, and this incentivizes us to keep costs to a minimum. In order to ensure the flat fee is fair to all involved, we still keep track of our time as if we were billing by the hour so that a comparison can be made to make sure the flat fee is commensurate with what the actual fees would be if time were being billed by the hour.

Alternatively, the firm is also able to propose an hourly rate that is consistent with (or below) market for these services, as noted in paragraph 14 below.

11. Describe the firm’s practices regarding professional development training and keeping current with the laws and legal matters affecting municipal government.

Not only do we regularly attend workshops and seminars on such issues- we are also regularly asked to present on such topics. Our attorneys are regular presenters at the Town Attorney’s Conference, the Public Practice Seminar, as well as events sponsored by the League of Arizona Cities and Towns and the Arizona Municipal Risk Retention Pool.

12. Identify any reports your firm would provide to the Town Council and Town Administrator to update them on pending legal matters, legislation, or disputes.

We will provide regular reports to the Town Council and Town Manager on significant issues and developments since the previous report, such as the status of pending matters, new litigation, legislation, or judicial opinions that have potential impact to the Town, etc. Usually those come in the form of e-mails, however, we are happy to provide such reports in a manner that is most helpful to the Town.

The Town Attorney is expected to provide regular reports to the Town Council, Town Manager or the designated staff person on the status of completion and anticipated completion dates of projects. We do our best not to “make work” for staff or otherwise engage in activities that do not provide value to the Town. We typically work closely with the Town Manager, as well as the Mayor and Council in order to best identify an ideal workflow.

13. For the person to be designated as Town Attorney and any substitute Town Attorney(s), list all public clients that person presently represents as Town Attorney or general counsel, along with meeting dates and times for each governing body.

Municipality	Designee	Meeting Dates
City of Nogales	Jon Paladini	1 st Wednesday Every Month @ 6:00 p.m.
City of South Tucson	Jon Paladini	1 st and 3 rd Tuesday Every Month @ 6:00 p.m.
Town of Pima	Michelle Stinson	2 nd Tuesday Every Month @ 7:00 p.m.
Town of Sahuarita	Jon Paladini	2 nd and 4 th Monday Every Month @ 6:00 p.m.
Town of Camp Verde	Trish Stuhan	1 st and 3 rd Wednesday Every Month @ 6:00 p.m.
City of Somerton	Trish Stuhan	1 st and 3 rd Tuesday Every Month @ 7:00 p.m.



Town of Wickenburg	Trish Stuhan	1 st and 3 rd Monday Every Month @ 5:30 p.m.
City of Winslow	Trish Stuhan	2 nd and 4 th Tuesday Every Month @ 6:00 p.m.
City of Tolleson	Justin Pierce	2 nd and 4 th Tuesday Every Month @ 7:00 p.m.
City of El Mirage	Justin Pierce	1 st and 3 rd Tuesday Every Month @ 7:00 p.m.

14. Cost of Services: It is anticipated that the Town will expect the selected firm to provide a system wherein “general” services are provided under a fixed monthly retainer and any additional “special” services are billed at a pre-negotiated hourly rate.

Our flexibility as a boutique firm that focuses its services on municipal clients such as the Town of Jerome allows us to offer several options that the Town can consider in order to keep costs within its budget. We can offer a flat fee commensurate with the work that is anticipated, which we can discuss further after we are able to better understand the Town’s needs. For other municipalities similar in size and with what appear to be similar needs as the Town of Jerome, a monthly flat fee in the range of approximately \$5,000.00 for all general work is typical. The fee could also be lower depending on the extent of services that the Town would like to have covered in the fee. The firm considers this fee to include regular attendance at council meetings (either remote or in person depending on need) and all day-to-day advice and counsel to the manager and department heads on contracts, land use issues, election law issues, and other general municipal law issues as they arise.

Special services would include non-regular items such as litigation (not covered by AMRRP), and other special areas of the law (such as water law, or tax law issues), which may even need to be referred to attorneys or firms with that particular expertise. To the extent our firm has the expertise, we would bill for those services by the hour commensurate with the rates we extend to the AMRRP.

Since its inception, the firm has never charged a client for meals. The firm also does not request reimbursement for mileage or lodging unless travel and lodging is required outside of Arizona (most firms do request these reimbursements, which adds to the cost of services). Instead, the firm only requests reimbursement of costs such as for copying (\$.10/page) and necessary courier or other delivery services and court reporter costs.



JON M. PALADINI

Jon has been practicing law since 1993 and has practiced municipal law for over 20 years. Prior to joining Pierce Coleman, he was the City of Prescott City Attorney from January 2013 to July 2021.

Jon has broad and deep experiences and expertise in all facets of municipal law, including public records, open meetings and conflicts of interest, land use and zoning, economic development, civil litigation, water law, City Clerk matters, personnel and employment law, elections law, utilities law, complex transactions and agreements, intergovernmental relations, ordinance drafting, legislative affairs, and regulatory matters. Jon's outstanding communication skills and ability to evaluate all relevant circumstances are the basis for his ability to create a solid rapport and relationship with decision makers.

He believes that a quintessential function of a municipal legal department is to understand the operations and operational needs of the various departments and functions of the organization in order to provide timely, useful and useable legal advice.

Jon has worked directly with mayors and city councils, boards and commissions, municipal management, department heads and human resources on all the municipal law issues that face a full-service city. He has a reputation of providing consistent, reliable, well-reasoned, useable advice and will offer comprehensive evaluation of situations from a policy, business and legal standpoint to provide innovative means and a unique "getting-to-yes" problem solving style that assists policy and decision makers accomplish their goals and objectives.

Jon was also a member of the U.S. military for over 20 years as part of the Arizona Army National Guard and served four combat deployments to the Middle East and Afghanistan as well as numerous domestic operations deployments from 2001 to 2021. Among other things, during his deployments he oversaw a team of 12 senior officers and non-commissioned officers that dealt with U.S. Embassies and the highest military and civilian leaders in numerous Arab countries. His leadership was a critical factor in the success of the team's operations and the safe return of all his team members.

Prior to arriving in Prescott in 2013, he deployed to Afghanistan where he had the privilege of leading over 100 Army, Air Force, Navy and Marine service members, as well as DoD and State Department civilians at the Afghan National Terrorism Court. His team performed every facet of the Court's operations, including operating a forensics lab, training Afghan partners, and conducting camp security and physical plant operations. During his tenure, the court out-worked and out-performed all prior court operations in both quantity and quality and reached an all-time high in the number of cases handled as well as the conviction rate.

While at the City of Prescott, Jon's legal acumen and problem-solving abilities were put to the test on numerous occasions. After the loss of the 19 Granite Mountain Hotshots in 2013, Jon took the lead role in benefits claims litigation as well as public appearances and outreach to obtain fair coverage in the media to explain the City's position. During his tenure in Prescott, the City was faced with several other major challenges and opportunities, including a substantial sober-living group home presence, several federal civil rights lawsuits, a charter city challenge to state law limitations on local elections, a revision of the city sign code and many other important local law matters. The sober living group home zoning and regulatory ordinances that he crafted not only withstood two



HUD/DOJ investigations, but also had a huge impact on the industry in Prescott. Group home numbers decreased from around 200 homes in 2013 to fewer than 20 currently.

In 2013, Jon was first chair on a state takings and challenge to City authority lawsuit where the City achieved a dismissal. Jon also defended the City in the subsequent appeal that upheld the trial court's decision. In 2016, Jon was second chair on a two-week federal civil rights and first amendment trial where the City obtained a defense verdict. Jon's proactive approach to problem solving and providing preventative legal advice helped Prescott avoid significant claims in the areas of employment law, public records, open meetings and police use of force. In 2014 and 2020, Jon was the lead attorney on charter city protection cases and has provided election law advice to the City Clerk over the course of four municipal election cycles.

In addition to litigation and claims experience, Jon has extensive experience with economic development, land use and zoning and general development law. In Prescott, he led the City negotiating team for a large hotel project on City-owned land, large scale annexations, and a development deal that will provide the City with nearly 500 acres of recreational open space and 400 acres of municipal airport expansion area.

Jon's other municipal law experience include positions as Chief Deputy and City Attorney for the City of Glendale for over seven years. In that role Jon played a significant part in large sports stadium deals and dealing with all of the legal complexities associated with what was, at the time, a fast-growth municipality.

Jon was also the Assistant City Attorney for the City of Sedona for five years where he performed all aspects of a municipal attorney, including substantial land development issues, and the successful handling of over 15 eminent domain cases.

Jon was elected by his fellow city attorneys as President of the Arizona City Attorney Association in 2017-2018.

In private practice, Jon's practice focused on municipal law, land use and zoning, development and elections law. He was involved in significant land use, rezoning and elections law cases in Paradise Valley, Phoenix, Goodyear and Sedona, including representing three municipalities in litigation against Maricopa County on a conflict regarding enforcement of Luke Air Force Base surrounding land use regulations, and the Tohono O'odham Indian Nation regarding a municipal law opinion that was submitted to the U.S. Secretary of the Interior for successful inclusion of land into the reservation system.

Jon received his B.S. in Journalism from the University of Oregon in 1985, his J.D. magna cum laude from the University of Miami in 1993 and his M.P.A. with honors from the Arkansas State University in 2018. Jon is admitted to practice law in Arizona, the Federal District Court of Arizona, the 9th Circuit and the United States Supreme Court.



TRISH STUHAN

Trish's practice includes public law, employment law, civil litigation, criminal prosecution, and alternative dispute resolution. She primarily represents public entities, facing multi-faceted problems that involve several areas of law. In her transactional practice, Trish advises on procurement, contracts, and construction law. She handles real property matters, including purchases, sales, licenses, and easements. She handles land use, zoning, annexation, and related development issues. She prepares employee handbooks and conducts training programs for employees. She also advises regarding compliance with the open meeting law, public records law, election law, and conflicts of interest.

Trish also handles litigation matters, including breach of contract, quiet title, nuisance and tort claims, constitutional issues, procurement challenges, construction disputes, land use and zoning, condemnation, takings, and eminent domain issues, and election disputes. She also handles employee terminations and appeal hearings, advocating for employers throughout the appeal process. Whether acquiring real property for public roadway or defending a city contract, Trish enjoys advocating for public entities. Trish keeps herself in court on a regular basis while serving as the lead prosecutor on contract with municipal clients.

Trish is a member of numerous professional organizations, ensuring up-to-date legal advice and service to her community, including:

- Top Pro Bono Attorney, Arizona Bar Foundation (2024)
- Best Lawyers® Recognition for Municipal Law (2024)
- Southwest Super Lawyers® Rising Stars (State, Local, Municipal) (2018-2019)
- Arizona City Attorneys Association (served as President for 2021-2022)
- Coach, ASU New York City Bar Moot Court Competition (2017-2024)
- Federation of Defense & Corporate Counsel Ladder Down, Phoenix Co-Chair (2022)

Trish was licensed to practice law in Arizona in 2009 and was subsequently admitted to the U.S. District Court for the District of Arizona and the U.S. Court of Appeals for the Ninth Circuit. She has handled litigation from trial to appeal in everything from city and justice courts to state and federal appellate courts, and recently worked on an amicus brief for the United States Supreme Court. Trish attended the Sandra Day O'Connor College of Law at Arizona State University, graduating cum laude in 2009 with a certificate in Law, Science & Technology, and was awarded the Janet S. Mueller Oral Advocacy Award for the best graduating oral advocate.

Trish's communication skills were refined while earning a Master's degree in Communication at the University of Utah in 2005 and a Bachelor's degree in Speech Communication at Northern Arizona University in 2002. Her advanced studies focused on mediation and dispute resolution.

Trish currently serves as the lead attorney for municipalities in Arizona and special counsel to in-house attorneys in need of assistance. Trish views her role as a trusted advisor to public entities and corporate counsel. Trish enjoys being able to provide focused, effective services, whether discussing a quick issue or briefing a complex legal matter.



STEVE COLEMAN

Steve Coleman is a founding member of Pierce Coleman PLLC. His practice focuses on the representation of management-side clients in all facets of employment law, with a primary emphasis on defending both public and private employers in lawsuits involving alleged violations of Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Family and Medical Leave Act, the First Amendment, the Due Process Clause, the Equal Protection Clause, the Fair Labor Standards Act, and state law discrimination and retaliation statutes.

His practice also encompasses representation of clients in proceedings before the Equal Employment Opportunity Commission, Arizona

Civil Rights Division, the Department of Labor Wage and Hour Division, and other administrative agencies.

Steve also assists clients by drafting personnel policies and employment agreements, offering advice and counseling on compliance with employment-related laws and regulations, and conducting workforce training. In addition, Steve helps clients protect their proprietary information, customer relationships, and goodwill through the preparation and enforcement of restrictive covenants, such as non-compete and non-solicitation agreements.

Steve has been involved in multiple jury trials, personnel appeals, arbitrations, and other evidentiary hearings. He has also filed numerous successful motions to dismiss lawsuits at very early stages. In addition, he has obtained summary judgment on behalf of employers in a variety of matters.

Steve is a frequent speaker on topics such as the Americans with Disabilities Act, the Family and Medical Leave Act, procedural due process, sexual harassment, and wage and hour compliance. In addition, he has authored numerous articles on employment-related topics for the Arizona Employment Law Letter.

Steve has been selected as *Super Lawyer* in the field labor and employment law, a distinction that is based on independent research and an evaluation of 12 indicators of peer recognition and professional achievement. In addition, Steve was selected by his peers for inclusion in *The Best Lawyers in America*® in the field of Employment Law – Management 2017-2022.

Steve belongs to the Arizona State Bar Association and is admitted to practice in the Arizona Supreme Court, the United States District Court for the District of Arizona, and the United States Court of Appeals for the Ninth Circuit.

Steve graduated cum laude from the University of Pennsylvania with a B.S. in Economics from the Wharton School of Business and a B.A. in Political Science from the School of Arts and Science. He received his J.D., cum laude, from the Georgetown University Law Center.



JUSTIN PIERCE

Justin is a founding member of Pierce Coleman PLLC. He represents private and public employers in wrongful termination, harassment, and discrimination claims before various government agencies charged with investigating and prosecuting employment claims, such as the EEOC, U.S. Department of Labor, and the Civil Rights Division of the Arizona Attorney General's Office, as well as in courts of various jurisdiction. He has served as counsel of record in more than 100 federal court cases, primarily in the U.S. District Court for the District of Arizona and the Ninth Circuit Court of Appeals, where he has personally briefed and argued many cases. He has also litigated cases in the Arizona Superior Court, the Arizona Court of Appeals, and Arizona Supreme Court. He is admitted to practice before various courts, including the United States Supreme Court. He was listed as a top-rated attorney in Southwest Super Lawyers® for many years and served on the faculty of the Defense Research Institute for its 2015 national conference for Governmental Tort and Civil Rights Liability. From 2021-22 Justin was one of only three Arizona lawyers/firms listed in Premier Appellate Lawyers®.

Justin has represented Arizona school districts, community college districts and municipalities in court, and as the lead attorney in over 100 cases before county, community college, and municipal personnel appeals boards. He has also represented local boards of the Public Safety Personnel Retirement System and is the legal adviser to the Maricopa County Employee and Law Enforcement Merit System Commissions. Justin and the firm are the contracted City/Town Attorneys for many Arizona municipalities.

In 2020 Justin was the lead trial attorney in a federal jury trial where the plaintiff sought more than \$10 million for hostile work environment and physical damages allegedly incurred through his employment. The jury returned a full defense verdict after only a few hours of deliberation.

Justin received his B.S. in Accountancy in 2000 from Arizona State University and his J.D. in 2003 from the Georgetown University Law Center where he graduated with Honors and was the Executive Editor of the Georgetown Journal of Law and Public Policy. After law school, he clerked for the Honorable Charles E. Jones, former Chief Justice of the Arizona Supreme Court.

While maintaining his law practice, Justin served in the Arizona House of Representatives from May 2011 through January 2015, where he was the Chairman of the Public Safety, Military, and Regulatory Affairs Committee. Additionally, he served as the Vice-Chairman of the House Judiciary Committee, Government Committee, and Technology and Infrastructure Committee. He also served as a member of the Education Committee, and an ad hoc House Committee on International Trade and Commerce.

Justin is a certified Rescue Diver by the Professional Association of Dive Instructors (PADI) and enjoys SCUBA diving wherever and whenever his wife will permit.



AARON ARNSON

Aaron Arnson is a Partner at Pierce Coleman PLLC. Aaron's practice focuses on public law, employment law, and civil litigation. He regularly advises on various, often multifaceted issues related to real property matters, land use, zoning, procurement, open meeting law, public records, elections, law enforcement, and general contract issues. Aaron currently serves as the Town Attorney for the Towns of Fountain Hills and Tusayan and serves as assistant counsel for several other municipalities in the state.

A significant part of Aaron's practice includes advising and defending private and public employers on compliance issues in the areas of wage and hour, family and medical leave, discrimination and harassment, wrongful termination, and retaliation. He also works with clients to draft and revise employment agreements, restrictive covenants, employment handbooks, social media policies, and other materials. Aaron represents clients before various government agencies and in courts throughout Arizona.

Aaron has represented clients before various government agencies, including the EEOC, U.S. Department of Labor, the Arizona Department of Economic Security, and the Civil Rights Division of the Arizona Attorney General's Office, and before courts throughout Arizona. He frequently writes and presents on employment law issues, most recently at the Society for Human Resource Management's (SHRM) Law and Legislative Conference.

Aaron received his J.D., *magna cum laude*, from the J. Reuben Clark Law School at Brigham Young University, and his B.S. in Business Management from Brigham Young University. He began his legal career clerking for Justice Ann A. Scott Timmer of the Arizona Supreme Court and practicing at Lewis Roca's Phoenix office. He has been with the firm since 2017.



CHRISTINA ESTES-WERTHER

Christina is a Partner at Pierce Coleman PLLC and has extensive state and local government experience, specifically in election law. As a former State Election Director for the State of Arizona and a current certified election officer, Christina has represented local governments in election lawsuits and advised state officials and local governments on policy, election administration, and campaign finance matters, including reasonable cause determinations and enforcement.

Christina serves as primary legal counsel for municipalities and her public law practice includes matters involving open meeting law, conflict of interest, public records, telecommunications, land use, government contracts, and state legislation. While serving as the General Counsel to the League of Arizona Cities and Towns, Christina provided legal advice to League staff and the 25-member Executive Committee, filed amicus briefs and drafted model ordinances and legislation, and drafted and revised policies, manuals, and League publications. Christina has a strong relationship with the municipal staff throughout the State due to her efforts facilitating workgroups, meetings, and conferences, conducting regular trainings to elected officials and

municipal staff, and providing technical assistance to League members and legal research to the municipal attorneys.

Christina is a frequent speaker on election issues and local government topics and has presented at numerous trainings and conferences for attorneys, clerks and elected officials. She remains active in the International Municipal Lawyers Association and the Arizona City Attorneys Association, serves on the Board of the St. Thomas More Society, a Catholic legal society (serving as President from 2015 to 2018) and volunteers at Phoenix Legal Action Network assisting with completion of asylum applications. She has also served as an elections troubleshooter in Maricopa County since 2007.

Christina received her J.D. from Gonzaga University School of Law in Spokane, Washington and a B.S. in Family Studies and Human Development from the University of Arizona. She is admitted to practice in Arizona and the Federal District Court of Arizona.

Christina previously served as Judiciary Committee Analyst in the Arizona State Senate and Policy Advisor and Deputy Counsel for the Office of the Governor, where she drafted legislation, reviewed state contracts and grants, and advised on court-related issues, election matters and clemency petitions.



JOE ESTES

Joe Estes is a Partner at Pierce Coleman PLLC, with over 20 years of litigation and municipal legal experience. Joe primarily represents municipalities and other public entities in matters that include administrative law, election law, code enforcement and compliance, public records, procurement law, open meeting law, real estate, land use and zoning, development, conflict of interest, 1983 actions and civil litigation. Joe is dedicated to providing his clients with the best services possible.

Joe serves as the primary city/town attorney to various Arizona municipalities. His experience includes having served as the Assistant City Attorney for the City of Yuma, the City Attorney for the City of Page, an Assistant Attorney General for the Arizona Attorney General's Office and a judge Pro-Tem for the Pinal County Justice Courts and Maricopa County Superior Court.

Joe was licensed to practice law in Nevada in 2003 and shortly thereafter was admitted in Arizona in 2005. Joe is admitted to the U.S. District Court for the Districts of Arizona, Nevada and Colorado and the U.S. Court of Appeals for the Ninth Circuit. Joe has handled hundreds of civil and criminal cases from trial to appeal in everything from city and justice courts to state and federal courts, including the United States Bankruptcy Court for the Districts of Arizona and Nevada and the Ninth Circuit Court of Appeals.

Joe earned a B.S., cum laude, from Wesley College in 1997, and did so while working full-time in the U.S. Air Force, where he was trained as an Arabic linguist and then as an Air Transportation Specialist and held a top-secret SCI security clearance. Joe then put himself through law school and earned his J.D. from the UNLV William S. Boyd School of Law in 2003, again while working full-time, this time as a commercial hazardous materials tanker driver. Joe still maintains his commercial driver's license, which supports his main hobby of buying and fixing military equipment and vehicles from government auctions.

Joe also served on the City of Maricopa's first Planning and Zoning Commission and then was appointed to fill a vacancy on the Maricopa City Council, for which he won re-election the following year, serving from 2005 to 2010. Joe's service on the City Council has provided him with unique insights and experience that allows him to bring practical and innovative solutions to his municipal clients that most other municipal attorneys do not have.

Joe comes from a hardworking blue-collar family and lived in diverse places growing up that include Alaska, the Philippines, Brazil and California. Hard work has been a part of Joe's life from a young age, from his first job picking cucumbers in the fields of central California to being the first in his family to go to college.

ALLEN H. QUIST



Allen is a client-centered attorney who is committed to assisting Arizona communities with their legal needs by providing timely and useful legal advice.

He has over a decade of legal experience that started in 2011 when he represented homeowner associations on a variety of issues, including contract enforcement, corporate governance, and statutory compliance. He then served as a felony prosecutor for four years, representing the State of Arizona in hundreds of criminal cases and acting as lead counsel in twenty-three jury trials.

More recently, Allen worked within the civil division of the Pinal County Attorney's Office. In that capacity, he advised the Pinal County Board of Supervisors on special projects (such as redistricting), served as lead counsel for the Planning & Zoning Commission and the Board of Adjustment, and provided general counsel and litigation support to several County Departments, including Community Development, Public Works, Health, Elections, Housing, and Workforce Development.

Allen looks forward to using his legal experience to serve your community.

PROPOSAL PRICE BREAKDOWN SHEET

**Town of Jerome
RFP**

MUNICIPAL LEGAL SERVICES

The undersigned authorized representative agrees to provide the services as requested based on the following schedule of fees:

- A. Retainer (Est. 20 hours per month) \$ 5,000.00 per month
- B. Hourly billing rate (in excess of 20/month) \$ see attached per month
- C. Straight Hourly Rate for Services Option \$

Firm Name Pierce Coleman PLLC

Address 17851 North 85th Street, Suite 175
Scottsdale, Arizona 85255

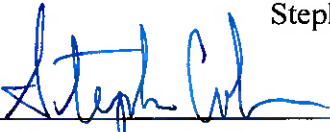
Business Telephone 602-772-5506

Business Fax 877-772-1025

E-mail Address Jon@PierceColeman.com

Type of Organization

- A Professional Corporation, organized and existing under Arizona Law
- A Partnership (Please list all partners)
- X A Limited Liability Company (LLC) (Please list principals)
Justin S. Pierce
Stephen B. Coleman

 12/30/24
Signature of authorized representative Date

Stephen B. Coleman 12/30/24
Printed of typed name Date

Discounted Municipal Rates

Partners/Of Counsel	\$295.00
Associates	\$225.00
Paralegals/Law Clerks	\$125.00

File Attachments for Item:

G. Consideration of a Tour Company Business License Application for BFC Tours, DBA, Captain Ron's Magical Mystical Tour

Council may approve the tour company application.



Town of Jerome

Post Office Box 335, Jerome, AZ 86331
(928) 634-7943 * www.jerome.az.com

License # 25-1154

Item G.

TOUR COMPANY BUSINESS LICENSE APPLICATION

Name of Business BFC TOURS DBA CAPT. RON'S MAGICAL MYSTICAL TOUR
 AZ TPT License # [REDACTED] Current TPT License must also be submitted on file
 Physical Address of Business [REDACTED] CORNVILLE AZ 86325
 Mailing Address [REDACTED] CORNVILLE AZ 86325
 Business Phone 310 686 7928 Cell 310 686 7928 Email BFC. RON@GMAIL.COM

Type of Tours: Driving Walking Both

Anyone Operating a Tour Vehicle MUST have a Current Arizona Driver's License

Estimated gross annual revenue \$2,500 - \$10,000 (license fee: \$20) Over \$10,000 (license fee: \$50)

Business Owner(s) RONALD YATES

Signature [Signature] Date 12.30.2024

By my signature above, I certify, under penalty of law, that the information provided herein is true and correct to the best of my knowledge. This Licensee acknowledges that to operate the above business in accordance with Section 8-5-1 of the Jerome Town Code, it is subject to Licensee's compliance with all laws, ordinances, regulations, and requirements regarding Licensee's activities, including, but not limited to, zoning regulations, building code requirements, and fire code requirements. Issuance of this license shall not be construed as evidence of Licensee's compliance with such regulations and requirements, and it is the responsibility of the Licensee to assure such compliance prior to commencing business operations.

Checklist of requirements:

The proposed routes of all tours, including a legible map of the Town clearly showing all routes, stopping points, pick-up and drop-off points, and the business's parking area.

Comments ON BACK SEE MAP

Acceptable evidence of liability insurance naming the Town of Jerome as an additional insured. The minimum limit of liability for each applicable coverage shall be \$1,000,000.00.

Comments To be provided after approval

A copy of the State of Arizona license of any driver who will be operating a tour vehicle.

Comments _____

All documentation must be provided no later than two (2) full weeks before the next Council Meeting.

Next Council Meeting _____ Deadline _____

Secondary (Back-up) Council Meeting _____ Deadline _____

Continuance (if applicable) _____ Deadline _____

COUNCIL DECISION

Approved Denied Date of Council Approval _____

If denied, provide comments:

For Town Staff Only

Date application submitted 12-30-24 Accepted by MS Access Excel Scanned

Payment: \$20 \$50 Cash Credit Card Check # _____ Payment Date 12-30-24

Utilities/Classification NA Status: Current 30 days Past Due 30+ Days

Approved Denied _____ Date _____
Zoning Administrator

Approved Denied _____ Date _____
Fire Chief

Approved Denied _____ Date _____
Building Official

Approved Denied _____ Date _____
Town Manager

If denied, reason for denial:

Date Issued _____ Expiration Date _____

**Attach hard copies of all required documents and file in Business License folders.*

ARIZONA DEPARTMENT OF REVENUE
ATTN: Customer Care and Outreach
PO BOX 29032
PHOENIX, AZ 85038-9032



Item G.

ARIZONA DEPARTMENT OF REVENUE
TRANSACTION PRIVILEGE TAX LICENSE
NOT TRANSFERABLE

The licensee listed below is licensed to conduct business upon the condition that taxes are paid to Arizona Department of Revenue as required under provisions of A.R.S. Title 42, Chapter 5, Article 1.

2025

ISSUED TO: BFC TOURS LLC
CAPTAIN RON'S MAGICAL MYSTICAL TOUR
OF SEDONA



ALL communications and reports MUST REFER to this LICENSE NO.

LICENSE:
START DATE: 01/01/2025
ISSUED: 12/30/2024
EXPIRES: 12/31/2025

LOCATION: CODE 001
CAPTAIN RON'S MAGICAL MYSTICAL TOUR
OF SEDONA



12345678901234567890123456789012345678901234567890123456789012345678901234567890

BUSINESS CODE
017 - RETAIL

REGION
YAV - YAVAPAI

JURISDICTION
COUNTY




This License is issued to the business named above for the address shown. Licenses, by law, cannot be transferred from one person to another, nor can they be transferred from one location to another. Arizona law requires licensees to notify the Department of Revenue if there is a change in business name, trade name, location, mailing address, or ownership. In addition, when the business ceases to operate or the business location changes and a new license is issued, this license must be returned to the Arizona Department of Revenue. According to R15-5-2201, license must be displayed in a conspicuous place.

Arizona DRIVER LICENSE USA

NOT FOR FEDERAL IDENTIFICATION

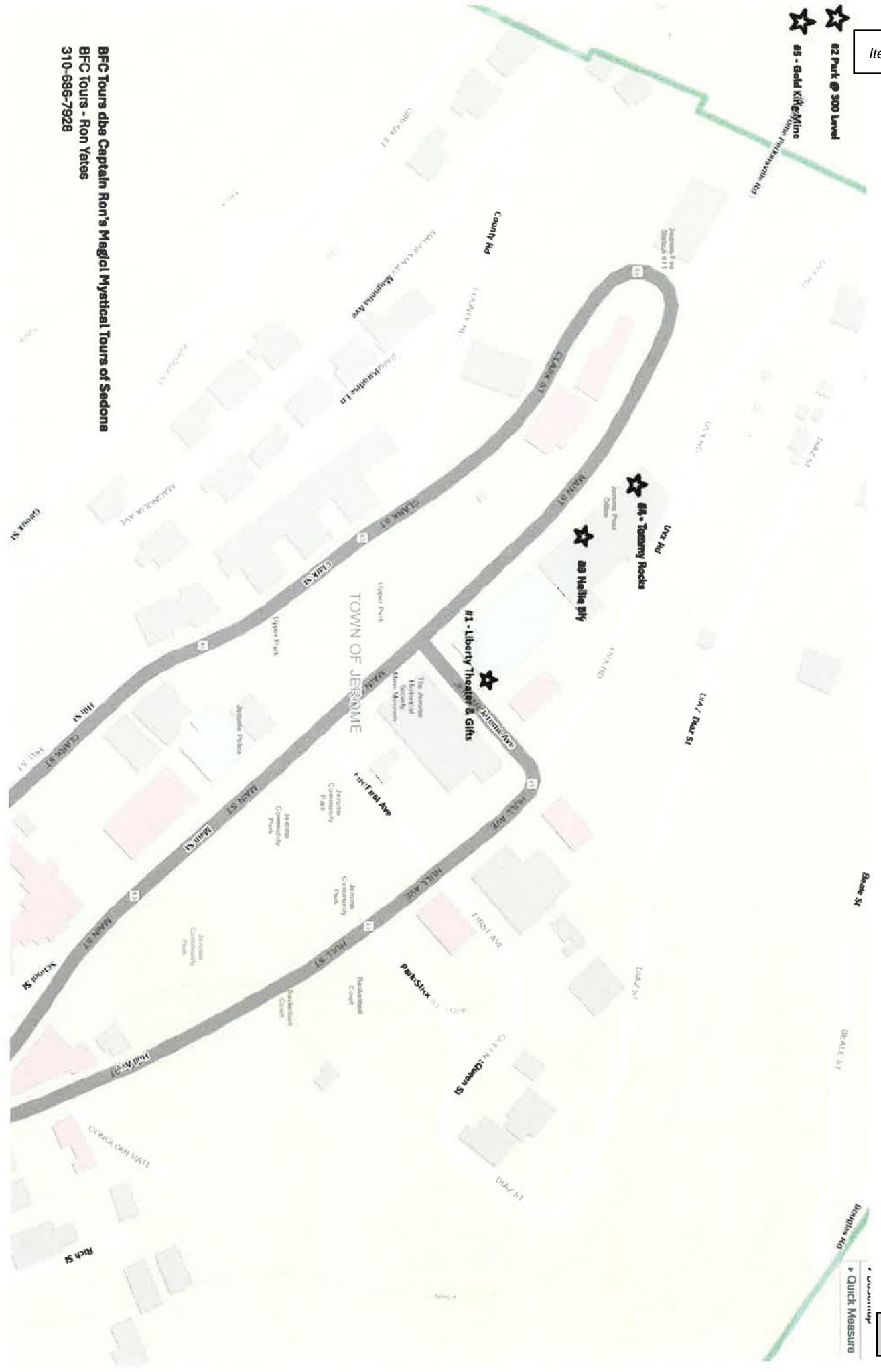
9	CLASS D	4d	DLN	[REDACTED]
9a	END NONE			
12	REST NONE	3	DOB	[REDACTED]

1 YATES
2 RONALD ROBERT
3 [REDACTED]



Item G.

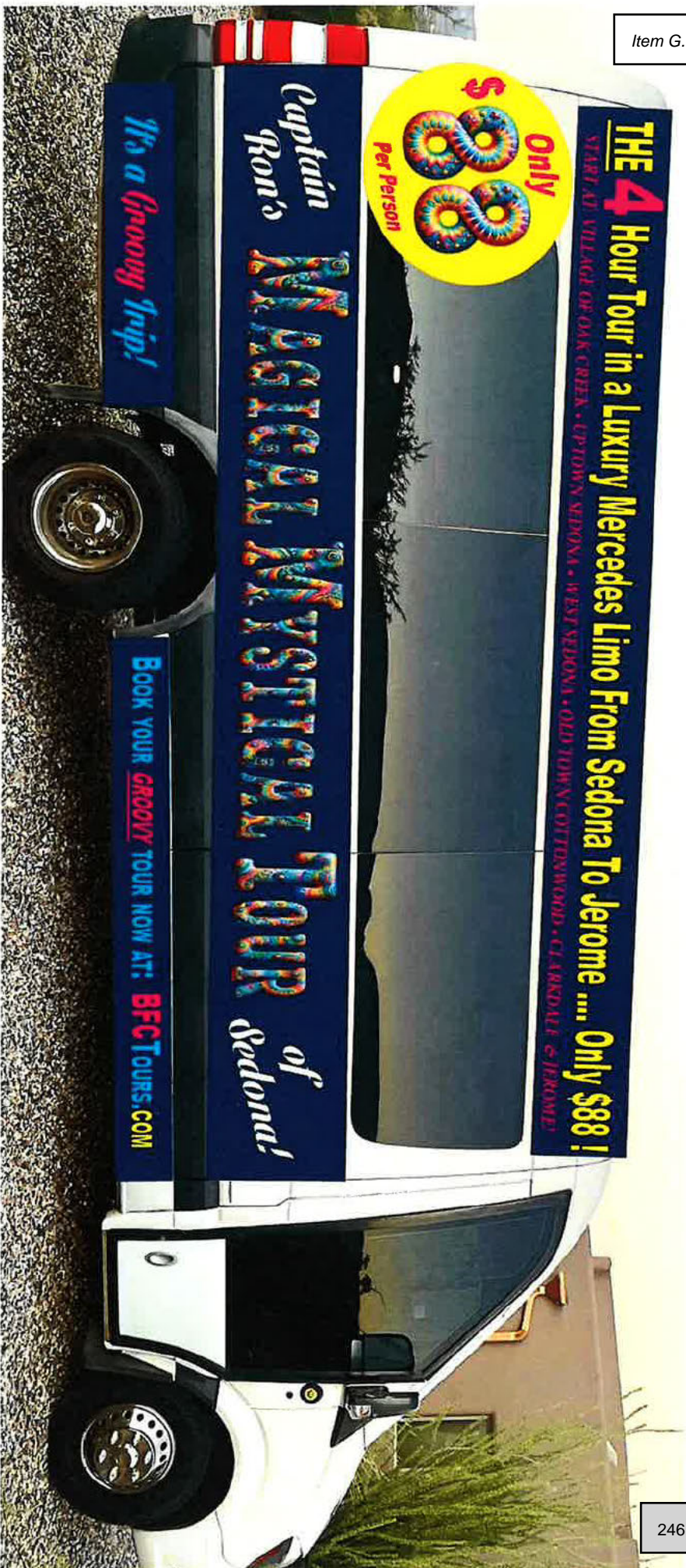
- ★ #2 Park @ 300 Level
- ★ #5 - Gold Kite/Mine



BFC Tours dba Captain Ron's Magical Mystical Tours of Sedona
BFC Tours - Ron Yates
310-686-7928

Community
Quick Measure

245



BFC Tours is proud to announce 'Capt. Ron's Magical Mystical Tour of Sedona'.

This is the same 'tour' that Capt. Ron Yates has given his friends and family since 1989 when his mother Monica Yates retired to West Sedona. Commencing at The Element Hotel in the Village of Oak Creek, the 4 hour Magical Mystical Tour will show our guests the sights from Bell Rock and going through Uptown Sedona, West Sedona, Old Town Cottonwood, Clarkdale and Jerome while listening to the Beatles!

JEROME: The first stop in Jerome will be at Liberty Theater and Gift Shop at 110 Jerome Avenue, where our guests will watch the 25 minute looped film narrated by Sam, the Ghost of Jerome. Deborah and Chris will have the movie ready to go upon our arrival.

While the guests are watching the movie, Capt. Ron Yates will park the bus in the Jerome RV parking lot and walk back to the Movie Theater. He will then escort the guests through the Nellie Bly Kaleidoscope Gift Shop, then down to see Ron's old friend and fellow musician, Tommy Rocks. While Tommy plays some sing along Beatles for the guests, Capt. Ron will retrieve the bus, pick up the guests and take them to the Gold King Mine & Ghost Town. It's to bad that my old friend, Don, isn't still with us. After touring the Mine we then return to the Village of Oak Creek.

There will be a Sunrise Tour from 8am to 12pm and the Sunset Tour from 1pm to 5pm.

Contact: Capt. Ron Yates 310-686-7928, BFC.Ron@gmail.com

PRE TOURS
RIPPER APPS
310
676
7928

SR 89A To Prescott Valley

#1 LIBERTY THEATRE
#2 PARK BUS
#3 NELLE BLY

SHUTTLE STOP MAP

#4 BROWN ROCKS
#5 GRUB KINGS MINE

Key to Symbols:

- Orange Circle: Shuttle Stop
- Red Square: Fire Station
- Blue Square: Police Station
- Yellow Square: Public Restroom
- Green Square: Park
- Staircase Icon: Stairs

Inset: Jerome State Historic Park and Audrey Headframe Park on Douglas Road

Inset: Jerome High School / Jerome Art Center Complex on Hampshire Avenue

Inset: 300 Level Parking Lot

- 1) 300 Level Parking Lot - Perkinsville Road, past the Fire Station
 - 2) Jerome Historic Society Office - 407 Clark Street
 - 3) Turquoise Spider - 323 Main Street
 - 4) *Ghost City Inn - 541 Main Street
- *Will be changed to: Jerome Artists Co-op - 502 Main Street
- 5) Jerome High School / Jerome Art Center - 885 Hampshire Avenue
 - 6) Jerome State Historic Park - 100 Douglas Road
 - 7) Bobby D's BBQ - 119 Jerome Avenue
 - 8) J.H.S. New State Building - 110 Main Street

**TO ARRANGE PICK-UP
CALL SHUTTLE PHONE:
(928) 821-0133**

