



# TOWN OF JEROME

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

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## AGENDA

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

**TUESDAY, NOVEMBER 11, 2025, AT 7:00 PM**

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

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

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

*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 October, 2025

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

#### 3. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

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

Council will consider and may approve the staff reports.

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

Information/Council Review

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

**5. APPROVAL OF MINUTES**

Discussion/Possible Action

**A. Consider Approval of the October 14, 2025, Regular Council Meeting Minutes**

Council will consider and may approve the October 14th 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. NEW BUSINESS**

Discussion/Possible Action

**A. Consideration of the Jerome Chamber of Commerce Special Event Permit Application for the Annual Town Dinner at Spook Hall**

Council will consider and may approve the special event permit.

**B. Consideration of Bids in Response to the Town's Issuance of an Invitation for Bids Regarding its Notice of Intent to Sell 655 Holly**

Council will consider the bid(s) received and may approve, and / or provide staff direction.

**C. Consideration of a Conditional Use Permit (CUP) for Three (3) Residential Apartment Units at 310 Queen Street**

Council will consider and may approve a CUP for 310 Queen Street.

**D. Consideration of Bids and Approval of, and Awarding of, the Contract in the Amount of \$133,194.68 to Total Maintenance Erosion Control, LLC, for the Gulch Drainage Improvements**

Council will consider and may award the contract to Total Maintenance and Erosion Control, LLC in the amount of \$133,194.68.

**E. Consider Removing from the Table (From January, 2025) 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.

**F. Consideration of a Remote Tasting Room Series 19 Liquor License on Location at 114 Jerome Avenue for dba The Original Jerome Winery**

Council will consider and may approve the Series 19 Liquor License.

**G. Review Proposals Received in Response to the RFP for an Advanced Metering Infrastructure System and Identify 2-3 Respondents to Attend the Upcoming Special Meeting for Further Council and Community Evaluation and Consideration**

Council will review the proposals received and provide staff direction.

**8. TO AND FROM THE COUNCIL**

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

**9. EXECUTIVE SESSION**

On a public majority vote of the members, Council may enter into executive session in accordance with ARS § 38-431.03 (A)(1) and (3)

**A. Discussion on Fire Chief's Potential Retirement Agreement and Interim / Future Staff Leadership Plans for the Fire Department**

The Council will discuss and consult with its attorney for the purpose of receiving legal advice regarding a potential retirement / temporary employment and consulting agreement between the Town and its outgoing Fire Chief and may provide its representatives and legal counsel with instructions regarding said agreement and Fire Department Leadership.

**B. Return to Open Session and Consider Action to be Taken from the Executive Session Including the Potential Approval of an Agreement and Further Staff Direction**

Council may make a motion to take necessary action as a result of the Executive Session discussions.

**10. ADJOURNMENT**

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

**CERTIFICATION OF POSTING OF NOTICE**

*The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 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 October, 2025**

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



TOWN OF JEROME  
COMBINED CASH INVESTMENT  
OCTOBER 31, 2025

Item A.

COMBINED CASH ACCOUNTS

|            |                                |   |             |
|------------|--------------------------------|---|-------------|
| 99-00-1003 | LGIP                           |   | 1,963.97    |
| 99-00-1011 | NBA CHECKING                   | ( | 20,783.47)  |
| 99-00-1013 | OAZ CTL BUSINESS SAVINGS       |   | 5.00        |
| 99-00-1019 | ONE AZ CREDIT UNION CHECKING   |   | 43,637.15   |
| 99-00-1020 | OAZ GENERAL SAVINGS            |   | 741,464.21  |
| 99-00-1050 | XPRESS DEPOSIT ACCOUNT         |   | 27,156.20   |
| <hr/>      |                                |   |             |
|            | TOTAL COMBINED CASH            |   | 793,443.06  |
| 99-00-1800 | CASH CLEARING - UTILITY MGMT   | ( | 658.92)     |
| 99-00-1810 | CASH CLEARING - BUSINESS LICEN |   | 30.00       |
| 99-00-1000 | CASH ALLOCATED TO OTHER FUNDS  | ( | 792,814.14) |
| <hr/>      |                                |   |             |
|            | TOTAL UNALLOCATED CASH         |   | .00         |
| <hr/>      |                                |   |             |

CASH ALLOCATION RECONCILIATION

|       |                                                 |   |             |
|-------|-------------------------------------------------|---|-------------|
| 10    | ALLOCATION TO GENERAL FUND                      |   | 675,051.39  |
| 20    | ALLOCATION TO UTILITY FUND                      |   | 175,930.44  |
| 30    | ALLOCATION TO HURF FUND                         | ( | 692,758.17) |
| 35    | ALLOCATION TO PARKING FUND                      |   | 201,913.71  |
| 40    | ALLOCATION TO FIRE DEPT PENSION & RETIREMENT    |   | 15,301.40   |
| 50    | ALLOCATION TO OPERATING GRANTS REVENUE          |   | 89,598.39   |
| 60    | ALLOCATION TO CAPITAL GRANTS FUND               |   | 840,100.24  |
| 70    | ALLOCATION TO GENERAL FUND CONTINGENCIES FND    | ( | 342,226.31) |
| 80    | ALLOCATION TO UTILITIES CONTINGENCIES FUND      |   | 75,480.48   |
| 90    | ALLOCATION TO CAPITAL FUND                      | ( | 245,577.43) |
| <hr/> |                                                 |   |             |
|       | TOTAL ALLOCATIONS TO OTHER FUNDS                |   | 792,814.14  |
|       | ALLOCATION FROM COMBINED CASH FUND - 99-00-1000 | ( | 792,814.14) |
| <hr/> |                                                 |   |             |
|       | ZERO PROOF IF ALLOCATIONS BALANCE               |   | .00         |
| <hr/> |                                                 |   |             |

TOWN OF JEROME  
BALANCE SHEET  
OCTOBER 31, 2025

Item A.

GENERAL FUND

ASSETS

|              |                              |            |            |
|--------------|------------------------------|------------|------------|
| 10-00-1000   | CASH - COMBINED FUND         | 675,051.39 |            |
| 10-00-1005   | PETTY CASH - GENERAL GOV     | 275.00     |            |
| 10-00-1007   | COURT - CHECKING & BOND ACCT | 82,043.89  |            |
| 10-00-1008   | COURT - JCEF ACCT            | 14,613.13  |            |
| 10-00-1009   | COURT - FTG ACCT             | 10,981.71  |            |
| 10-00-1014   | PETTY CASH - FIRE DEPT       | 150.00     |            |
| 10-00-1015   | PETTY CASH - LIBRARY         | 150.00     |            |
| 10-00-1115   | FRANCHISE FEES               | 4,223.74   |            |
| 10-00-1120   | GF ACCOUNTS RECEIVABLE       | 1,467.01   |            |
| 10-00-1135   | PROPERTY TAXES               | 764.22     |            |
| 10-00-1175   | ACCOUNTS RECEIVABLE LEASES   | 181,939.00 |            |
| TOTAL ASSETS |                              |            | 971,659.09 |

LIABILITIES AND EQUITY

LIABILITIES

|                   |                             |   |            |            |
|-------------------|-----------------------------|---|------------|------------|
| 10-00-2401        | FEDERAL WH & FICA           | ( | .03)       |            |
| 10-00-2403        | UNEMPLOYMENT TAXES          |   | 85.76      |            |
| 10-00-2406        | HEALTH INSURANCE            | ( | 453.99)    |            |
| 10-00-2409        | PSPRS                       |   | 118.86     |            |
| 10-00-2410        | WAGES PAYABLE               |   | .01        |            |
| 10-00-2412        | HDHP SAVINGS                |   | 236.30     |            |
| 10-00-2413        | WORKMAN'S COMP PR LIABILITY |   | 3,632.15   |            |
| 10-00-2600        | CUSTOMER DEPOSITS           |   | 7,154.18   |            |
| 10-00-2940        | COURT LIABILITIES           |   | 5,741.47   |            |
| 10-00-2950        | FD PER CALL PAYABLE         |   | 19,710.00  |            |
| 10-00-2975        | DEFERRED INFLOW LEASES      |   | 181,939.00 |            |
| 10-00-2999        | SUSPENSE ACCOUNT            | ( | 90,000.00) |            |
| TOTAL LIABILITIES |                             |   |            | 128,163.71 |

FUND EQUITY

|            |                                 |   |              |            |
|------------|---------------------------------|---|--------------|------------|
| 10-00-3002 | UNRESTRICTED FUND BALANCE       |   | 1,040,126.62 |            |
|            | REVENUE OVER EXPENDITURES - YTD | ( | 196,631.24)  |            |
|            |                                 |   |              |            |
|            | BALANCE - CURRENT DATE          | ( | 196,631.24)  |            |
|            |                                 |   |              |            |
|            | TOTAL FUND EQUITY               |   |              | 843,495.38 |
|            |                                 |   |              |            |
|            | TOTAL LIABILITIES AND EQUITY    |   |              | 971,659.09 |

TOWN OF JEROME  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

GENERAL FUND

|                                           | PERIOD ACTUAL | YTD ACTUAL | BUDGET       | UNEARNED     | PCNT |
|-------------------------------------------|---------------|------------|--------------|--------------|------|
| <u>TAX REVENUE</u>                        |               |            |              |              |      |
| 10-30-4001 PROPERTY TAXES                 | 1,615.31      | 2,379.53   | 47,500.00    | 45,120.47    | 5.0  |
| 10-30-4005 CITY SALES TAXES               | 44,821.37     | 190,313.76 | 1,478,750.00 | 1,288,436.24 | 12.9 |
| 10-30-4010 STATE SALES TAXES              | 6,767.55      | 20,403.25  | 74,000.00    | 53,596.75    | 27.6 |
| 10-30-4030 VEHICLE LICENSE TAX            | 3,634.37      | 12,759.74  | 40,000.00    | 27,240.26    | 31.9 |
| 10-30-4055 FRANCHISE FEES                 | 525.06        | 4,748.80   | 17,250.00    | 12,501.20    | 27.5 |
| TOTAL TAX REVENUE                         | 57,363.66     | 230,605.08 | 1,657,500.00 | 1,426,894.92 | 13.9 |
| <u>LICENSES, PERMITS&amp;OTHER FEES</u>   |               |            |              |              |      |
| 10-31-4040 BUILDING PERMITS               | .00           | 250.00     | 12,000.00    | 11,750.00    | 2.1  |
| 10-31-4041 PLANNING & ZONING FEES         | 500.00        | 700.00     | 3,000.00     | 2,300.00     | 23.3 |
| 10-31-4045 BUSINESS LICENSES              | 390.00        | 1,650.00   | 5,000.00     | 3,350.00     | 33.0 |
| 10-31-4071 FEES-SHORT TERM RENTAL LICENSE | .00           | .00        | 450.00       | 450.00       | .0   |
| TOTAL LICENSES, PERMITS&OTHER FEES        | 890.00        | 2,600.00   | 20,450.00    | 17,850.00    | 12.7 |
| <u>INTERGOVERNMENTAL REVENUE</u>          |               |            |              |              |      |
| 10-32-4015 URBAN REVENUE SHARE            | 24,364.60     | 97,458.40  | 305,000.00   | 207,541.60   | 32.0 |
| TOTAL INTERGOVERNMENTAL REVENUE           | 24,364.60     | 97,458.40  | 305,000.00   | 207,541.60   | 32.0 |
| <u>LIBRARY REVENUE</u>                    |               |            |              |              |      |
| 10-33-4020 YAVAPAI COUNTY FOR LIBRARY     | .00           | .00        | 18,150.00    | 18,150.00    | .0   |
| 10-33-4070 RENTS-LIBRARY                  | 862.00        | 3,448.00   | 10,250.00    | 6,802.00     | 33.6 |
| 10-33-4200 LIBRARY CONTRIBUTIONS          | .00           | .00        | 2,000.00     | 2,000.00     | .0   |
| TOTAL LIBRARY REVENUE                     | 862.00        | 3,448.00   | 30,400.00    | 26,952.00    | 11.3 |
| <u>POLICE DEPT REVENUE</u>                |               |            |              |              |      |
| 10-34-4061 PD PARKING CITATION REVENUE    | 5,265.75      | 17,838.25  | 40,000.00    | 22,161.75    | 44.6 |
| 10-34-4062 PD REVENUE FROM PARKING FUND   | 3,750.00      | 15,000.00  | 45,000.00    | 30,000.00    | 33.3 |
| 10-34-4063 POLICE SMART & SAFE AZ FUND    | .00           | .00        | 11,000.00    | 11,000.00    | .0   |
| 10-34-4064 POLICE OFFICER SAFETY EQUIP RE | 112.87        | 546.37     | 2,000.00     | 1,453.63     | 27.3 |
| 10-34-4065 POLICE SERVICES                | 50.00         | 190.00     | 4,500.00     | 4,310.00     | 4.2  |
| TOTAL POLICE DEPT REVENUE                 | 9,178.62      | 33,574.62  | 102,500.00   | 68,925.38    | 32.8 |

TOWN OF JEROME  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

|                               |                                  | GENERAL FUND  |            |              |              |       |
|-------------------------------|----------------------------------|---------------|------------|--------------|--------------|-------|
|                               |                                  | PERIOD ACTUAL | YTD ACTUAL | BUDGET       | UNEARNED     | PCNT  |
| <u>COURT REVENUE</u>          |                                  |               |            |              |              |       |
| 10-35-4035                    | FINES AND FORFEITURES            | 3,969.41      | 16,558.78  | 57,000.00    | 40,441.22    | 29.1  |
| 10-35-4037                    | COURT SECURITY FUND REVENUE      | 700.00        | 2,945.63   | 10,000.00    | 7,054.37     | 29.5  |
|                               | TOTAL COURT REVENUE              | 4,669.41      | 19,504.41  | 67,000.00    | 47,495.59    | 29.1  |
| <u>RENTAL REVENUE</u>         |                                  |               |            |              |              |       |
| 10-36-4070                    | RENTS-TOWN PROPERTIES            | 7,186.04      | 30,194.16  | 93,000.00    | 62,805.84    | 32.5  |
| 10-36-4080                    | UTILITY REIMBURSEMENTS           | 284.78        | 1,436.47   | 5,000.00     | 3,563.53     | 28.7  |
|                               | TOTAL RENTAL REVENUE             | 7,470.82      | 31,630.63  | 98,000.00    | 66,369.37    | 32.3  |
| <u>FIRE DEPT REVENUE</u>      |                                  |               |            |              |              |       |
| 10-37-4053                    | FIRE DEPT SERVICES REV           | 433.01        | 2,957.04   | 12,500.00    | 9,542.96     | 23.7  |
| 10-37-4090                    | WILDLAND FIRE FEES               | .00           | 31,583.16  | 77,000.00    | 45,416.84    | 41.0  |
| 10-37-4091                    | WILDLANDS WAGE REIMBURSEMENT     | .00           | 24,771.54  | 75,000.00    | 50,228.46    | 33.0  |
|                               | TOTAL FIRE DEPT REVENUE          | 433.01        | 59,311.74  | 164,500.00   | 105,188.26   | 36.1  |
| <u>GENERAL FUND REVENUE</u>   |                                  |               |            |              |              |       |
| 10-38-4000                    | FUND BALANCE RESERVES            | 27,083.33     | 108,333.32 | 325,000.00   | 216,666.68   | 33.3  |
| 10-38-4300                    | INTEREST                         | 672.12        | 2,805.18   | 13,500.00    | 10,694.82    | 20.8  |
| 10-38-4400                    | SALE OF ASSETS                   | 10,169.50     | 11,289.49  | 12,500.00    | 1,210.51     | 90.3  |
| 10-38-4500                    | MISCELLANEOUS REVENUES           | 383.00        | 13,186.40  | 13,000.00    | ( 186.40)    | 101.4 |
| 10-38-4510                    | INS DIVIDENDS, CLAIMS, REIMBURSM | .00           | .00        | 10,000.00    | 10,000.00    | .0    |
|                               | TOTAL GENERAL FUND REVENUE       | 38,307.95     | 135,614.39 | 374,000.00   | 238,385.61   | 36.3  |
| <u>ADMINISTRATIVE CHARGES</u> |                                  |               |            |              |              |       |
| 10-39-4600                    | ADMINISTRATIVE CHARGES           | 16,424.58     | 65,698.32  | 197,095.00   | 131,396.68   | 33.3  |
|                               | TOTAL ADMINISTRATIVE CHARGES     | 16,424.58     | 65,698.32  | 197,095.00   | 131,396.68   | 33.3  |
|                               | TOTAL FUND REVENUE               | 159,964.65    | 679,445.59 | 3,016,445.00 | 2,336,999.41 | 22.5  |

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

GENERAL FUND

|                                           | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNEXPENDED  | PCNT  |
|-------------------------------------------|---------------|------------|------------|-------------|-------|
| <u>GENERAL GOVT EXPENSES</u>              |               |            |            |             |       |
| 10-41-5001 SALARIES AND WAGES             | 21,864.08     | 87,013.86  | 285,000.00 | 197,986.14  | 30.5  |
| 10-41-5006 LONGEVITY BONUS                | .00           | 899.00     | 2,000.00   | 1,101.00    | 45.0  |
| 10-41-5010 FICA MATCH                     | 1,634.18      | 6,571.62   | 22,000.00  | 15,428.38   | 29.9  |
| 10-41-5011 RETIREMENT MATCH               | 2,378.76      | 9,569.19   | 31,000.00  | 21,430.81   | 30.9  |
| 10-41-5012 HEALTH/LIFE INSURANCE          | 6,052.88      | 24,211.52  | 67,000.00  | 42,788.48   | 36.1  |
| 10-41-5013 WORKERS COMPENSATION           | 178.69        | 410.74     | 1,650.00   | 1,239.26    | 24.9  |
| 10-41-5014 UNEMPLOYMENT INSURANCE         | .00           | .00        | 280.00     | 280.00      | .0    |
| 10-41-6101 ACCOUNTING AND AUDITING        | .00           | .00        | 24,000.00  | 24,000.00   | .0    |
| 10-41-6105 ADVERTISING, PRINTING, & PUBLI | .00           | 194.19     | 4,000.00   | 3,805.81    | 4.9   |
| 10-41-6110 CONTRACT SERVICES              | .00           | 7,520.93   | 33,000.00  | 25,479.07   | 22.8  |
| 10-41-6115 CONVENTIONS AND SEMINARS       | 24.61         | 1,827.40   | 3,250.00   | 1,422.60    | 56.2  |
| 10-41-6116 TRAINING & EDUCATION           | 545.00        | 2,326.85   | 2,750.00   | 423.15      | 84.6  |
| 10-41-6125 DUES, SUBS & MEMBERSHIPS       | 512.37        | 5,577.97   | 75,000.00  | 69,422.03   | 7.4   |
| 10-41-6130 ELECTION EXPENSES              | .00           | .00        | 1,000.00   | 1,000.00    | .0    |
| 10-41-6145 FUEL                           | 161.26        | 246.06     | 650.00     | 403.94      | 37.9  |
| 10-41-6155 INSURANCE                      | 10,871.10     | 24,364.04  | 32,500.00  | 8,135.96    | 75.0  |
| 10-41-6170 LEGAL EXP - GEN GOV            | 4,125.00      | 6,825.00   | 13,000.00  | 6,175.00    | 52.5  |
| 10-41-6185 MISCELLANEOUS                  | .00           | 105.00     | 6,000.00   | 5,895.00    | 1.8   |
| 10-41-6186 BANK FEES - GEN ADMIN          | 156.69        | 655.99     | 2,000.00   | 1,344.01    | 32.8  |
| 10-41-6188 BANK FEES / MERCH SVCS         | 280.90        | 841.32     | 3,500.00   | 2,658.68    | 24.0  |
| 10-41-6190 OFFICE SUPPLIES                | 430.55        | 5,440.18   | 8,500.00   | 3,059.82    | 64.0  |
| 10-41-6191 COPIER & EQUIP LEASE EXPENSE   | 357.51        | 1,430.04   | 6,000.00   | 4,569.96    | 23.8  |
| 10-41-6192 SOFTWARE SUPPORT EXP - GG      | 3,726.96      | 16,185.85  | 29,000.00  | 12,814.15   | 55.8  |
| 10-41-6193 COMPUTER HARDWARE & SERVICE    | 1,348.69      | 7,493.90   | 3,500.00   | ( 3,993.90) | 214.1 |
| 10-41-6195 OPERATING SUPPLIES - GEN GOV   | .00           | 84.25      | 1,500.00   | 1,415.75    | 5.6   |
| 10-41-6200 POSTAGE                        | 337.51        | 1,174.79   | 4,250.00   | 3,075.21    | 27.6  |
| 10-41-6220 REP AND MAINT - VEHICLES       | 1,858.26      | 1,887.90   | 2,000.00   | 112.10      | 94.4  |
| 10-41-6245 SHUTTLE EXPENSES               | 313.13        | 804.33     | 3,500.00   | 2,695.67    | 23.0  |
| 10-41-6250 SMALL TOOLS AND EQUIPMENT      | .00           | .00        | 7,500.00   | 7,500.00    | .0    |
| 10-41-6265 TELEPHONE                      | 370.38        | 788.94     | 2,800.00   | 2,011.06    | 28.2  |
| 10-41-6275 TRAVEL                         | .00           | 289.10     | 1,500.00   | 1,210.90    | 19.3  |
| 10-41-6285 TOURISM 1% BED TAX             | 533.00        | 533.00     | 11,000.00  | 10,467.00   | 4.9   |
| 10-41-6286 COMMUNITY HEALTH               | .00           | .00        | 750.00     | 750.00      | .0    |
| 10-41-6288 OUTSIDE AGENCY REQUEST         | .00           | .00        | 1,500.00   | 1,500.00    | .0    |
| 10-41-9500 TRANSFERS OUT                  | 17,500.00     | 70,000.00  | 210,000.00 | 140,000.00  | 33.3  |
| TOTAL GENERAL GOVT EXPENSES               | 75,561.51     | 285,272.96 | 902,880.00 | 617,607.04  | 31.6  |

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

GENERAL FUND

|                                         | PERIOD ACTUAL | YTD ACTUAL    | BUDGET         | UNEXPENDED    | PCNT     |
|-----------------------------------------|---------------|---------------|----------------|---------------|----------|
| <u>MAGISTRATE COURT EXPENSES</u>        |               |               |                |               |          |
| 10-42-5001 SALARIES AND WAGES           | 5,210.19      | 21,087.19     | 68,000.00      | 46,912.81     | 31.0     |
| 10-42-5006 LONGEVITY BONUS              | .00           | .00           | 290.00         | 290.00        | .0       |
| 10-42-5010 FICA AND MEDICARE            | 398.58        | 1,613.18      | 5,200.00       | 3,586.82      | 31.0     |
| 10-42-5011 RETIREMENT                   | 325.62        | 1,302.48      | 4,400.00       | 3,097.52      | 29.6     |
| 10-42-5012 HEALTH/LIFE INSURANCE        | .00           | .00           | 18,750.00      | 18,750.00     | .0       |
| 10-42-5013 WORKER'S COMPENSATION        | 23.09         | 58.00         | 230.00         | 172.00        | 25.2     |
| 10-42-5014 UNEMPLOYMENT                 | .00           | 13.41         | 100.00         | 86.59         | 13.4     |
| 10-42-6037 COURT SECURITY FUND EXPENSES | 105.59        | 443.61        | 7,000.00       | 6,556.39      | 6.3      |
| 10-42-6101 ACCOUNTING AND AUDITING      | .00           | .00           | 6,000.00       | 6,000.00      | .0       |
| 10-42-6110 CONTRACT SERVICES            | 867.17        | 4,532.17      | 10,500.00      | 5,967.83      | 43.2     |
| 10-42-6115 CONVENTIONS AND SEMINARS     | .00           | 275.00        | 400.00         | 125.00        | 68.8     |
| 10-42-6116 TRAINING & EDUCATION         | .00           | 395.00        | 500.00         | 105.00        | 79.0     |
| 10-42-6125 DUES AND SUBSCRIPTIONS       | .00           | .00           | 300.00         | 300.00        | .0       |
| 10-42-6185 MISCELLANEOUS                | .00           | .00           | 200.00         | 200.00        | .0       |
| 10-42-6190 OFFICE SUPPLIES              | 38.01         | 145.10        | 200.00         | 54.90         | 72.6     |
| 10-42-6191 COPIER & EQUIP LEASE EXP     | .00           | 1,849.15      | 3,750.00       | 1,900.85      | 49.3     |
| 10-42-6195 OPERATING SUPPLIES - COURT   | .00           | .00           | 200.00         | 200.00        | .0       |
| 10-42-6265 TELEPHONE                    | 146.88        | 293.28        | 900.00         | 606.72        | 32.6     |
| 10-42-6275 TRAVEL                       | .00           | .00           | 750.00         | 750.00        | .0       |
| <br>TOTAL MAGISTRATE COURT EXPENSES     | <br>7,115.13  | <br>32,007.57 | <br>127,670.00 | <br>95,662.43 | <br>25.1 |

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

GENERAL FUND

|                                           | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNEXPENDED | PCNT |
|-------------------------------------------|---------------|------------|------------|------------|------|
| <u>POLICE DEPT EXPENSES</u>               |               |            |            |            |      |
| 10-43-5001 SALARIES AND WAGES             | 32,779.27     | 133,708.06 | 440,000.00 | 306,291.94 | 30.4 |
| 10-43-5006 LONGEVITY BONUS                | .00           | 513.00     | 1,750.00   | 1,237.00   | 29.3 |
| 10-43-5010 FICA AND MEDICARE              | 2,455.40      | 10,059.08  | 34,750.00  | 24,690.92  | 29.0 |
| 10-43-5011 RETIREMENT                     | 5,246.28      | 21,259.83  | 60,000.00  | 38,740.17  | 35.4 |
| 10-43-5012 HEALTH INSURANCE               | 5,098.88      | 20,645.52  | 70,000.00  | 49,354.48  | 29.5 |
| 10-43-5013 WORKER'S COMPENSATION          | 3,347.35      | 7,887.46   | 31,000.00  | 23,112.54  | 25.4 |
| 10-43-5014 UNEMPLOYMENT                   | 1.67          | 13.38      | 600.00     | 586.62     | 2.2  |
| 10-43-6105 ADVERTISING, PRINTING, & PUBLI | 30.21         | 147.20     | 300.00     | 152.80     | 49.1 |
| 10-43-6110 CONTRACT SERVICES              | 545.00        | 545.00     | 1,250.00   | 705.00     | 43.6 |
| 10-43-6116 TRAINING & EDUCATION           | 1,265.36      | 2,165.36   | 4,000.00   | 1,834.64   | 54.1 |
| 10-43-6120 DISPATCH FEES                  | 4,027.08      | 16,108.32  | 50,000.00  | 33,891.68  | 32.2 |
| 10-43-6125 DUES AND SUBSCRIPTIONS         | .00           | .00        | 2,000.00   | 2,000.00   | .0   |
| 10-43-6145 FUEL                           | 1,132.99      | 3,333.81   | 12,000.00  | 8,666.19   | 27.8 |
| 10-43-6172 PROSECUTOR EXP                 | 2,000.00      | 8,000.00   | 24,000.00  | 16,000.00  | 33.3 |
| 10-43-6185 MISCELLANEOUS                  | 225.00        | 225.00     | 500.00     | 275.00     | 45.0 |
| 10-43-6192 SOFTWARE SERVICE & SUPPORT     | 2,419.12      | 5,587.75   | 11,000.00  | 5,412.25   | 50.8 |
| 10-43-6193 COMPUTER HARDWARE & SERVICE    | .00           | 3,741.52   | 5,500.00   | 1,758.48   | 68.0 |
| 10-43-6195 OPERATING SUPPLIES - POLICE    | .00           | 272.03     | 2,000.00   | 1,727.97   | 13.6 |
| 10-43-6200 POSTAGE                        | 12.14         | 12.14      | 200.00     | 187.86     | 6.1  |
| 10-43-6220 REP AND MAINT - VEHICLES       | 412.47        | 3,230.31   | 9,000.00   | 5,769.69   | 35.9 |
| 10-43-6225 REP AND MAINT - EQUIPMENT      | .00           | 194.15     | 2,750.00   | 2,555.85   | 7.1  |
| 10-43-6234 POLICE OFFICER SAFETY EQUIP EX | .00           | 113.98     | 2,250.00   | 2,136.02   | 5.1  |
| 10-43-6250 SMALL TOOLS AND EQUIPMENT      | 41.77         | 692.49     | 3,000.00   | 2,307.51   | 23.1 |
| 10-43-6265 TELEPHONE                      | 925.55        | 2,158.34   | 7,000.00   | 4,841.66   | 30.8 |
| 10-43-6280 UNIFORMS                       | .00           | 1,341.01   | 3,500.00   | 2,158.99   | 38.3 |
| 10-43-7025 VEHICLES, CAP OUTLAY, POLICE   | .00           | .00        | 21,000.00  | 21,000.00  | .0   |
| TOTAL POLICE DEPT EXPENSES                | 61,965.54     | 241,954.74 | 799,350.00 | 557,395.26 | 30.3 |

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

GENERAL FUND

|                                           | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNEXPENDED | PCNT |
|-------------------------------------------|---------------|------------|------------|------------|------|
| <u>FIRE DEPT EXPENSES</u>                 |               |            |            |            |      |
| 10-44-5001 SALARIES AND WAGES             | 19,904.81     | 84,389.95  | 363,000.00 | 278,610.05 | 23.3 |
| 10-44-5002 WILDLAND PERSONNEL             | .00           | 16,032.37  | 33,000.00  | 16,967.63  | 48.6 |
| 10-44-5003 VOLUNTEER-EMPLOYEE PER CALL PE | 1,151.02      | 4,807.50   | 19,000.00  | 14,192.50  | 25.3 |
| 10-44-5006 LONGEVITY BONUS                | .00           | 258.00     | 1,480.00   | 1,222.00   | 17.4 |
| 10-44-5007 PAYMENT IN LIEU OF BENEFITS    | 562.76        | 2,251.04   | 8,000.00   | 5,748.96   | 28.1 |
| 10-44-5010 FICA AND MEDICARE              | 1,547.18      | 8,124.34   | 29,500.00  | 21,375.66  | 27.5 |
| 10-44-5011 RETIREMENT                     | 2,111.62      | 9,996.68   | 36,000.00  | 26,003.32  | 27.8 |
| 10-44-5012 HEALTH INSURANCE               | 4,204.48      | 17,363.70  | 78,000.00  | 60,636.30  | 22.3 |
| 10-44-5013 WORKER'S COMPENSATION          | 2,321.97      | 5,989.91   | 29,250.00  | 23,260.09  | 20.5 |
| 10-44-5014 UNEMPLOYMENT                   | .00           | .00        | 665.00     | 665.00     | .0   |
| 10-44-6116 TRAINING & EDUCATION           | 15.97         | 1,392.23   | 7,000.00   | 5,607.77   | 19.9 |
| 10-44-6120 DISPATCH FEES                  | 715.25        | 2,861.00   | 8,800.00   | 5,939.00   | 32.5 |
| 10-44-6125 DUES AND SUBSCRIPTIONS         | .00           | 178.20     | 750.00     | 571.80     | 23.8 |
| 10-44-6145 FUEL                           | 330.82        | 1,070.52   | 6,800.00   | 5,729.48   | 15.7 |
| 10-44-6170 LEGAL EXP - FIRE               | .00           | .00        | 750.00     | 750.00     | .0   |
| 10-44-6180 MEDICAL EXPENSES               | .00           | .00        | 850.00     | 850.00     | .0   |
| 10-44-6181 MEDICAL SUPPLIES EXP           | 139.99        | 778.17     | 4,000.00   | 3,221.83   | 19.5 |
| 10-44-6185 MISCELLANEOUS                  | .00 (         | 116.00)    | 1,250.00   | 1,366.00 ( | 9.3) |
| 10-44-6192 SOFTWARE SERVICE & SUPPORT     | 393.12        | 2,261.25   | 3,000.00   | 738.75     | 75.4 |
| 10-44-6193 COMPUTER HARDWARE AND SERVICE  | .00           | 830.42     | 2,000.00   | 1,169.58   | 41.5 |
| 10-44-6195 OPERATING SUPPLIES - FIRE DEPT | .00           | .00        | 1,500.00   | 1,500.00   | .0   |
| 10-44-6220 REP AND MAINT - VEHICLES       | 326.68        | 3,724.80   | 12,500.00  | 8,775.20   | 29.8 |
| 10-44-6225 REP AND MAINT - EQUIPMENT      | .00           | .00        | 3,000.00   | 3,000.00   | .0   |
| 10-44-6250 SMALL TOOLS AND EQUIPMENT      | 2,255.77      | 5,054.86   | 9,200.00   | 4,145.14   | 54.9 |
| 10-44-6265 TELEPHONE                      | 695.24        | 1,754.58   | 3,750.00   | 1,995.42   | 46.8 |
| 10-44-6270 TRAINING CENTER ASSESSMENT     | 2,692.00      | 2,692.00   | 2,750.00   | 58.00      | 97.9 |
| 10-44-6276 MISCELLANEOUS WILDLAND         | .00           | .00        | 10,000.00  | 10,000.00  | .0   |
| TOTAL FIRE DEPT EXPENSES                  | 39,368.68     | 171,695.52 | 675,795.00 | 504,099.48 | 25.4 |



TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

GENERAL FUND

|                                          | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNEXPENDED | PCNT |
|------------------------------------------|---------------|------------|------------|------------|------|
| <u>LIBRARY EXPENSES</u>                  |               |            |            |            |      |
| 10-45-5001 SALARIES AND WAGES            | 6,925.18      | 27,004.66  | 93,500.00  | 66,495.34  | 28.9 |
| 10-45-5006 LONGEVITY BONUS               | .00           | 170.00     | 725.00     | 555.00     | 23.5 |
| 10-45-5007 LIBRARY BENEFIT STIPEND       | 549.56        | 2,198.24   | 7,389.00   | 5,190.76   | 29.8 |
| 10-45-5010 FICA AND MEDICARE             | 571.32        | 2,245.02   | 7,750.00   | 5,504.98   | 29.0 |
| 10-45-5011 RETIREMENT                    | 534.72        | 2,138.88   | 7,750.00   | 5,611.12   | 27.6 |
| 10-45-5012 HEALTH INSURANCE              | 42.96         | 171.84     | 650.00     | 478.16     | 26.4 |
| 10-45-5013 WORKER'S COMPENSATION         | 38.04         | 86.26      | 380.00     | 293.74     | 22.7 |
| 10-45-5014 UNEMPLOYMENT                  | .17           | 5.51       | 250.00     | 244.49     | 2.2  |
| 10-45-6110 CONTRACT SERVICES             | .00           | .00        | 1,750.00   | 1,750.00   | .0   |
| 10-45-6125 COUNTY MEMBERSHIP DUES        | .00           | .00        | 1,800.00   | 1,800.00   | .0   |
| 10-45-6185 MISCELLANEOUS                 | .00           | .00        | 250.00     | 250.00     | .0   |
| 10-45-6190 OFFICE SUPPLIES               | .00           | .00        | 400.00     | 400.00     | .0   |
| 10-45-6195 OPERATING SUPPLIES - LIBRARY  | 469.36        | 1,543.33   | 4,750.00   | 3,206.67   | 32.5 |
| 10-45-6205 PRINT AND NON-PRINT MATERIALS | .00           | 273.92     | 2,750.00   | 2,476.08   | 10.0 |
| 10-45-6225 REP AND MAINT - EQUIPMENT     | .00           | .00        | 200.00     | 200.00     | .0   |
| 10-45-6250 SMALL TOOLS AND EQUIPMENT     | .00           | .00        | 1,000.00   | 1,000.00   | .0   |
| 10-45-6265 TELEPHONE                     | 131.44        | 261.93     | 1,000.00   | 738.07     | 26.2 |
| 10-45-6266 E-RATE EXP                    | 242.00        | 410.00     | 700.00     | 290.00     | 58.6 |
| TOTAL LIBRARY EXPENSES                   | 9,504.75      | 36,509.59  | 132,994.00 | 96,484.41  | 27.5 |

PLANNING & ZONING EXP

|                                           |          |           |            |            |      |
|-------------------------------------------|----------|-----------|------------|------------|------|
| 10-46-5001 SALARIES AND WAGES             | 4,718.48 | 18,659.50 | 70,000.00  | 51,340.50  | 26.7 |
| 10-46-5006 LONGEVITY BONUS                | .00      | .00       | 425.00     | 425.00     | .0   |
| 10-46-5010 FICA AND MEDICARE              | 356.93   | 1,411.31  | 5,500.00   | 4,088.69   | 25.7 |
| 10-46-5011 RETIREMENT                     | 421.50   | 1,686.00  | 6,750.00   | 5,064.00   | 25.0 |
| 10-46-5012 HEALTH INSURANCE               | 958.82   | 3,835.28  | 10,000.00  | 6,164.72   | 38.4 |
| 10-46-5013 WORKER'S COMPENSATION          | 48.72    | 101.77    | 600.00     | 498.23     | 17.0 |
| 10-46-5014 UNEMPLOYMENT                   | 1.36     | 4.86      | 126.00     | 121.14     | 3.9  |
| 10-46-6105 ADVERTISING, PRINTING, & PUBLI | .00      | .00       | 100.00     | 100.00     | .0   |
| 10-46-6116 TRAINING AND EDUCATION         | .00      | .00       | 1,000.00   | 1,000.00   | .0   |
| 10-46-6170 LEGAL EXP - P&Z                | 1,650.00 | 2,375.00  | 12,000.00  | 9,625.00   | 19.8 |
| 10-46-6185 MISCELLANEOUS                  | .00      | .00       | 20,000.00  | 20,000.00  | .0   |
| 10-46-6192 SOFTWARE MAINTENANCE & SUPPORT | 324.00   | 2,493.00  | 2,500.00   | 7.00       | 99.7 |
| 10-46-6265 TELEPHONE                      | 87.82    | 263.38    | 600.00     | 336.62     | 43.9 |
| 10-46-6275 TRAVEL                         | .00      | .00       | 250.00     | 250.00     | .0   |
| 10-46-6310 HISTORIC PRESERVATION EXP      | .00      | .00       | 4,000.00   | 4,000.00   | .0   |
| TOTAL PLANNING & ZONING EXP               | 8,567.63 | 30,830.10 | 133,851.00 | 103,020.90 | 23.0 |

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

GENERAL FUND

|                                           | PERIOD ACTUAL | YTD ACTUAL | BUDGET    | UNEXPENDED | PCNT |
|-------------------------------------------|---------------|------------|-----------|------------|------|
| <u>PARKS EXPENSES</u>                     |               |            |           |            |      |
| 10-47-5001 SALARIES AND WAGES             | 651.59        | 2,477.96   | 7,750.00  | 5,272.04   | 32.0 |
| 10-47-5006 LONGEVITY BONUS                | .00           | 13.68      | 40.00     | 26.32      | 34.2 |
| 10-47-5010 FICA AND MEDICARE              | 48.23         | 184.86     | 600.00    | 415.14     | 30.8 |
| 10-47-5011 RETIREMENT                     | 67.68         | 250.41     | 1,000.00  | 749.59     | 25.0 |
| 10-47-5012 HEALTH INSURANCE               | 247.66        | 886.13     | 2,300.00  | 1,413.87   | 38.5 |
| 10-47-5013 WORKER'S COMPENSATION          | 42.93         | 99.53      | 400.00    | 300.47     | 24.9 |
| 10-47-5014 UNEMPLOYMENT                   | .13           | .57        | 10.00     | 9.43       | 5.7  |
| 10-47-6145 FUEL                           | .00           | 255.40     | 800.00    | 544.60     | 31.9 |
| 10-47-6170 LEGAL                          | .00           | .00        | 250.00    | 250.00     | .0   |
| 10-47-6185 MISCELLANEOUS                  | .00           | .00        | 250.00    | 250.00     | .0   |
| 10-47-6192 SOFTWARE SERVICE & SUPPORT     | .00           | .00        | 200.00    | 200.00     | .0   |
| 10-47-6195 OPERATING SUPPLIES - PARKS     | .00           | 37.19      | 500.00    | 462.81     | 7.4  |
| 10-47-6215 REP AND MAINT - BUILDING       | .00           | .00        | 200.00    | 200.00     | .0   |
| 10-47-6220 REP AND MAINT - VEHICLES       | 144.93        | 605.43     | 2,500.00  | 1,894.57   | 24.2 |
| 10-47-6225 REP AND MAINT - EQUIPMENT      | .00           | .00        | 800.00    | 800.00     | .0   |
| 10-47-6230 REP AND MAINT - INFRASTRUCTURE | .00           | .00        | 750.00    | 750.00     | .0   |
| 10-47-6250 SMALL TOOLS AND EQUIPMENT      | 17.10         | 99.12      | 750.00    | 650.88     | 13.2 |
| 10-47-6280 UNIFORM EXP PARKS              | 170.41        | 266.49     | 450.00    | 183.51     | 59.2 |
| 10-47-6285 UTILITIES                      | 276.34        | 761.88     | 2,900.00  | 2,138.12   | 26.3 |
| TOTAL PARKS EXPENSES                      | 1,667.00      | 5,938.65   | 22,450.00 | 16,511.35  | 26.5 |

PROPERTIES EXPENSES

|                                           |           |           |            |            |      |
|-------------------------------------------|-----------|-----------|------------|------------|------|
| 10-48-5001 SALARIES AND WAGES             | 4,033.67  | 15,341.03 | 50,000.00  | 34,658.97  | 30.7 |
| 10-48-5006 LONGEVITY BONUS                | .00       | 84.69     | 230.00     | 145.31     | 36.8 |
| 10-48-5010 FICA AND MEDICARE              | 298.53    | 1,144.78  | 3,750.00   | 2,605.22   | 30.5 |
| 10-48-5011 RETIREMENT                     | 418.92    | 1,550.34  | 5,800.00   | 4,249.66   | 26.7 |
| 10-48-5012 HEALTH INSURANCE               | 1,533.35  | 5,486.43  | 14,000.00  | 8,513.57   | 39.2 |
| 10-48-5013 WORKER'S COMPENSATION          | 253.03    | 603.44    | 2,300.00   | 1,696.56   | 26.2 |
| 10-48-5014 UNEMPLOYMENT                   | .81       | 3.48      | 50.00      | 46.52      | 7.0  |
| 10-48-6110 CONTRACT SERVICES              | 1,235.00  | 2,220.00  | 10,500.00  | 8,280.00   | 21.1 |
| 10-48-6140 ENGINEERING FEES               | .00       | .00       | 7,500.00   | 7,500.00   | .0   |
| 10-48-6145 FUEL                           | 228.83    | 577.95    | 1,500.00   | 922.05     | 38.5 |
| 10-48-6185 MISCELLANEOUS                  | 40.88     | 387.69    | 1,250.00   | 862.31     | 31.0 |
| 10-48-6192 SOFTWARE SERVICE & SUPPORT     | .00       | .00       | 75.00      | 75.00      | .0   |
| 10-48-6195 OPERATING SUPPLIES - PROPERTIE | .00       | 37.19     | 2,000.00   | 1,962.81   | 1.9  |
| 10-48-6215 R&M BUILDING - PROPERTIES      | .00       | 28,607.60 | 50,000.00  | 21,392.40  | 57.2 |
| 10-48-6220 REP AND MAINT - VEHICLES       | 890.22    | 1,942.04  | 2,750.00   | 807.96     | 70.6 |
| 10-48-6225 REP AND MAINT - EQUIPMENT      | .00       | .00       | 1,100.00   | 1,100.00   | .0   |
| 10-48-6230 REP AND MAINT - INFRASTRUCTURE | .00       | .00       | 19,000.00  | 19,000.00  | .0   |
| 10-48-6250 SMALL TOOLS AND EQUIPMENT      | 129.57    | 246.71    | 1,500.00   | 1,253.29   | 16.5 |
| 10-48-6280 UNIFORM EXP PROPERTIES         | 170.41    | 266.50    | 375.00     | 108.50     | 71.1 |
| 10-48-6285 UTILITIES                      | 4,603.91  | 13,367.83 | 47,500.00  | 34,132.17  | 28.1 |
| 10-48-8040 LEASE PAYMENTS                 | .00       | .00       | 275.00     | 275.00     | .0   |
| TOTAL PROPERTIES EXPENSES                 | 13,837.13 | 71,867.70 | 221,455.00 | 149,587.30 | 32.5 |

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

|                               | GENERAL FUND  |               |              |              |      |
|-------------------------------|---------------|---------------|--------------|--------------|------|
|                               | PERIOD ACTUAL | YTD ACTUAL    | BUDGET       | UNEXPENDED   | PCNT |
| TOTAL FUND EXPENDITURES       | 217,587.37    | 876,076.83    | 3,016,445.00 | 2,140,368.17 | 29.0 |
| NET REVENUE OVER EXPENDITURES | ( 57,622.72)  | ( 196,631.24) | .00          | 196,631.24   | .0   |

TOWN OF JEROME  
BALANCE SHEET  
OCTOBER 31, 2025

Item A.

UTILITY FUND

ASSETS

|              |                                |                 |              |
|--------------|--------------------------------|-----------------|--------------|
| 20-00-1000   | CASH - COMBINED FUND           | 175,930.44      |              |
| 20-00-1015   | UTILITIES A/R                  | 66,554.22       |              |
| 20-00-1080   | WWTP REGIONS ACCT              | 717,397.39      |              |
| 20-00-1125   | MISCELLANEOUS                  | 27.21           |              |
| 20-00-1190   | ALLOWANCE FOR DOUBTFUL ACCTS   | ( 21,000.00)    |              |
| 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               | 860,545.05      |              |
| 20-00-1550   | BUILDINGS-ACC DEPRECIATION     | ( 1,932,627.40) |              |
| 20-00-1555   | OPERATING EQUIPMENT-ACC DEPREC | ( 198,567.65)   |              |
| TOTAL ASSETS |                                |                 | 4,002,434.46 |

LIABILITIES AND EQUITY

LIABILITIES

|                   |                      |              |              |
|-------------------|----------------------|--------------|--------------|
| 20-00-2500        | SALES TAX PAYABLE    | 636.24       |              |
| 20-00-2600        | CUSTOMER DEPOSITS    | 36,667.67    |              |
| 20-00-2700        | COMPENSATED ABSENCES | 7,272.64     |              |
| 20-00-2980        | WWTP LOAN            | 1,819,000.00 |              |
| TOTAL LIABILITIES |                      |              | 1,863,576.55 |

FUND EQUITY

|                                 |                           |               |              |
|---------------------------------|---------------------------|---------------|--------------|
| 20-00-3002                      | UNRESTRICTED FUND BALANCE | 1,464,359.08  |              |
| 20-00-3051                      | UNRESTRICTED FUND BALANCE | 810,217.00    |              |
| 20-00-3052                      | UNRESTRICTED FUND BALANCE | ( 175,962.00) |              |
| REVENUE OVER EXPENDITURES - YTD |                           | 40,243.83     |              |
| BALANCE - CURRENT DATE          |                           | 40,243.83     |              |
| TOTAL FUND EQUITY               |                           |               | 2,138,857.91 |
| TOTAL LIABILITIES AND EQUITY    |                           |               | 4,002,434.46 |

TOWN OF JEROME  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

UTILITY FUND

|                                  | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNEARNED   | PCNT |
|----------------------------------|---------------|------------|------------|------------|------|
| <u>WATER REVENUE</u>             |               |            |            |            |      |
| 20-50-4010 FUND BALANCE RESERVES | 7,833.33      | 31,333.32  | 94,000.00  | 62,666.68  | 33.3 |
| 20-50-4085 WATER USAGE FEES      | 16,022.19     | 64,457.06  | 201,000.00 | 136,542.94 | 32.1 |
| 20-50-4100 WATER CONNECTION FEES | .00           | .00        | 5,000.00   | 5,000.00   | .0   |
| 20-50-4500 MISCELLANEOUS         | 151.03        | 701.03     | 1,750.00   | 1,048.97   | 40.1 |
| 20-50-4900 TRANSFERS IN          | 12,083.34     | 48,333.33  | 145,000.00 | 96,666.67  | 33.3 |
| TOTAL WATER REVENUE              | 36,089.89     | 144,824.74 | 446,750.00 | 301,925.26 | 32.4 |
| <u>SEWER REVENUE</u>             |               |            |            |            |      |
| 20-51-4050 CONNECTION FEES       | .00           | .00        | 5,500.00   | 5,500.00   | .0   |
| 20-51-4085 SEWER USAGE FEES      | 16,742.34     | 67,558.28  | 200,000.00 | 132,441.72 | 33.8 |
| 20-51-4900 TRANSFERS IN          | 6,666.66      | 26,666.66  | 80,000.00  | 53,333.34  | 33.3 |
| TOTAL SEWER REVENUE              | 23,409.00     | 94,224.94  | 285,500.00 | 191,275.06 | 33.0 |
| <u>SANITATION REVENUE</u>        |               |            |            |            |      |
| 20-52-4085 SANITATION USAGE FEES | 13,109.37     | 54,917.62  | 190,000.00 | 135,082.38 | 28.9 |
| 20-52-4500 MISCELLANEOUS         | .00           | .00        | 2,000.00   | 2,000.00   | .0   |
| 20-52-4900 TRANSFERS IN          | 5,833.33      | 23,333.33  | 70,000.00  | 46,666.67  | 33.3 |
| TOTAL SANITATION REVENUE         | 18,942.70     | 78,250.95  | 262,000.00 | 183,749.05 | 29.9 |
| TOTAL FUND REVENUE               | 78,441.59     | 317,300.63 | 994,250.00 | 676,949.37 | 31.9 |

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

UTILITY FUND

|                                           | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNEXPENDED | PCNT  |
|-------------------------------------------|---------------|------------|------------|------------|-------|
| <u>WATER EXPENDITURES</u>                 |               |            |            |            |       |
| 20-50-5001 SALARIES AND WAGES             | 7,114.88      | 27,059.91  | 84,000.00  | 56,940.09  | 32.2  |
| 20-50-5006 LONGEVITY BONUS                | .00           | 149.38     | 375.00     | 225.62     | 39.8  |
| 20-50-5010 FICA AND MEDICARE              | 526.60        | 2,019.20   | 6,300.00   | 4,280.80   | 32.1  |
| 20-50-5011 RETIREMENT                     | 738.91        | 2,734.59   | 10,000.00  | 7,265.41   | 27.4  |
| 20-50-5012 HEALTH INSURANCE               | 2,704.59      | 9,677.10   | 24,000.00  | 14,322.90  | 40.3  |
| 20-50-5013 WORKER'S COMPENSATION          | 549.41        | 1,241.27   | 4,600.00   | 3,358.73   | 27.0  |
| 20-50-5014 UNEMPLOYMENT                   | 1.43          | 6.15       | 100.00     | 93.85      | 6.2   |
| 20-50-6110 CONTRACT SERVICES              | 1,025.00      | 3,075.00   | 16,000.00  | 12,925.00  | 19.2  |
| 20-50-6116 TRAINING AND EDUCATION         | 240.00        | 240.00     | 500.00     | 260.00     | 48.0  |
| 20-50-6135 PERMIT FEE EXP - WATER         | .00           | .00        | 1,250.00   | 1,250.00   | .0    |
| 20-50-6140 ENGINEERING FEES               | 1,180.00      | 1,180.00   | 7,000.00   | 5,820.00   | 16.9  |
| 20-50-6145 FUEL                           | 192.18        | 681.77     | 3,250.00   | 2,568.23   | 21.0  |
| 20-50-6155 INSURANCE                      | 3,623.70      | 7,697.85   | 14,000.00  | 6,302.15   | 55.0  |
| 20-50-6170 LEGAL EXP - WATER              | 500.00        | 500.00     | 10,000.00  | 9,500.00   | 5.0   |
| 20-50-6185 MISCELLANEOUS                  | .00           | 746.10     | 1,750.00   | 1,003.90   | 42.6  |
| 20-50-6192 SOFTWARE SUPPORT EXP - WATER   | 385.90        | 7,702.21   | 7,500.00   | ( 202.21)  | 102.7 |
| 20-50-6195 OPERATING SUPPLIES - WATER     | 3,535.33      | 3,572.52   | 5,000.00   | 1,427.48   | 71.5  |
| 20-50-6215 R&M BUILDING - WATER           | .00           | .00        | 500.00     | 500.00     | .0    |
| 20-50-6220 REP AND MAINT - VEHICLES       | 144.96        | 1,179.92   | 3,000.00   | 1,820.08   | 39.3  |
| 20-50-6225 REP AND MAINT - EQUIPMENT      | .00           | .00        | 2,000.00   | 2,000.00   | .0    |
| 20-50-6230 REP AND MAINT - INFRASTRUCTURE | 1,056.87      | 7,630.15   | 175,000.00 | 167,369.85 | 4.4   |
| 20-50-6232 SPRINGS SECURITY EXP           | 2,868.48      | 3,206.97   | 6,000.00   | 2,793.03   | 53.5  |
| 20-50-6240 SERVICE TESTS/SYSTEM TESTING   | 15.00         | 471.00     | 750.00     | 279.00     | 62.8  |
| 20-50-6250 SMALL TOOLS AND EQUIPMENT      | .00           | 82.02      | 2,000.00   | 1,917.98   | 4.1   |
| 20-50-6271 DWR FEE                        | .00           | .00        | 1,000.00   | 1,000.00   | .0    |
| 20-50-6280 UNIFORM EXP WATER              | 280.84        | 376.92     | 450.00     | 73.08      | 83.8  |
| 20-50-6285 UTILITIES EXP - WATER          | 43.86         | 124.72     | 550.00     | 425.28     | 22.7  |
| 20-50-6290 ADMINISTRATIVE CHARGE          | 5,045.83      | 20,183.32  | 60,550.00  | 40,366.68  | 33.3  |
| TOTAL WATER EXPENDITURES                  | 31,773.77     | 101,538.07 | 447,425.00 | 345,886.93 | 22.7  |

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

UTILITY FUND

|                                           | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNEXPENDED | PCNT |
|-------------------------------------------|---------------|------------|------------|------------|------|
| <u>SEWER EXPENDITURES</u>                 |               |            |            |            |      |
| 20-51-5001 SALARIES AND WAGES             | 3,858.13      | 14,673.69  | 47,000.00  | 32,326.31  | 31.2 |
| 20-51-5006 LONGEVITY BONUS                | .00           | 81.00      | 240.00     | 159.00     | 33.8 |
| 20-51-5010 FICA AND MEDICARE              | 285.58        | 1,095.01   | 3,750.00   | 2,654.99   | 29.2 |
| 20-51-5011 RETIREMENT                     | 400.66        | 1,482.83   | 5,500.00   | 4,017.17   | 27.0 |
| 20-51-5012 HEALTH INSURANCE               | 1,466.62      | 5,247.67   | 14,000.00  | 8,752.33   | 37.5 |
| 20-51-5013 WORKER'S COMPENSATION          | 285.80        | 657.77     | 2,850.00   | 2,192.23   | 23.1 |
| 20-51-5014 UNEMPLOYMENT                   | .77           | 3.32       | 50.00      | 46.68      | 6.6  |
| 20-51-6110 CONTRACT SERVICES              | 3,325.00      | 9,975.00   | 48,750.00  | 38,775.00  | 20.5 |
| 20-51-6135 PERMIT FEE EXP - SEWER         | 1,165.21      | 1,165.21   | 2,950.00   | 1,784.79   | 39.5 |
| 20-51-6140 ENGINEERING FEES               | .00           | 3,429.00   | 14,000.00  | 10,571.00  | 24.5 |
| 20-51-6145 FUEL                           | 103.14        | 266.47     | 2,000.00   | 1,733.53   | 13.3 |
| 20-51-6155 INSURANCE                      | 3,623.70      | 7,697.85   | 14,000.00  | 6,302.15   | 55.0 |
| 20-51-6170 LEGAL EXP - SEWER              | 275.00        | 625.00     | 1,500.00   | 875.00     | 41.7 |
| 20-51-6185 MISCELLANEOUS                  | .00           | 746.10     | 2,000.00   | 1,253.90   | 37.3 |
| 20-51-6192 SOFTWARE SUPPORT EXP - SEWER   | 385.90        | 4,002.21   | 7,500.00   | 3,497.79   | 53.4 |
| 20-51-6195 OPERATING SUPPLIES - SEWER     | .00           | 6,026.75   | 12,500.00  | 6,473.25   | 48.2 |
| 20-51-6220 REP AND MAINT - VEHICLES       | 144.94        | 605.44     | 3,000.00   | 2,394.56   | 20.2 |
| 20-51-6225 REP AND MAINT - EQUIPMENT      | .00           | .00        | 600.00     | 600.00     | .0   |
| 20-51-6230 REP AND MAINT - INFRASTRUCTURE | .00           | 1,025.77   | 32,000.00  | 30,974.23  | 3.2  |
| 20-51-6240 SERVICE TESTS/SYSTEM TESTING   | 1,762.00      | 3,510.00   | 10,500.00  | 6,990.00   | 33.4 |
| 20-51-6250 SMALL TOOLS & EQUIPMENT (UNDER | .00           | 82.02      | 1,500.00   | 1,417.98   | 5.5  |
| 20-51-6280 UNIFORM EXP SEWER              | 33.33         | 306.68     | 450.00     | 143.32     | 68.2 |
| 20-51-6285 UTILITIES                      | 231.75        | 403.31     | 2,750.00   | 2,346.69   | 14.7 |
| 20-51-6290 ADMINISTRATIVE CHARGE          | 5,045.83      | 20,183.32  | 60,550.00  | 40,366.68  | 33.3 |
| TOTAL SEWER EXPENDITURES                  | 22,393.36     | 83,291.42  | 289,940.00 | 206,648.58 | 28.7 |

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

UTILITY FUND

|                                         | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNEXPENDED   | PCNT  |
|-----------------------------------------|---------------|------------|------------|--------------|-------|
| <u>SANITATION EXPENDITURES</u>          |               |            |            |              |       |
| 20-52-5001 SALARIES AND WAGES           | 6,138.33      | 23,345.81  | 71,500.00  | 48,154.19    | 32.7  |
| 20-52-5006 LONGEVITY BONUS              | .00           | 128.87     | 380.00     | 251.13       | 33.9  |
| 20-52-5010 FICA AND MEDICARE            | 454.33        | 1,742.09   | 5,750.00   | 4,007.91     | 30.3  |
| 20-52-5011 RETIREMENT                   | 637.49        | 2,359.24   | 9,000.00   | 6,640.76     | 26.2  |
| 20-52-5012 HEALTH INSURANCE             | 2,333.36      | 8,348.95   | 22,500.00  | 14,151.05    | 37.1  |
| 20-52-5013 WORKER'S COMPENSATION        | 813.21        | 1,888.34   | 6,500.00   | 4,611.66     | 29.1  |
| 20-52-5014 UNEMPLOYMENT                 | 1.23          | 5.29       | 75.00      | 69.71        | 7.1   |
| 20-52-6111 RECYCLING CONTRACT EXP       | 315.00        | 825.00     | 1,800.00   | 975.00       | 45.8  |
| 20-52-6116 TRAINING & EDUCATION         | .00           | .00        | 200.00     | 200.00       | .0    |
| 20-52-6142 EQUIPMENT RENTALS            | .00           | .00        | 1,000.00   | 1,000.00     | .0    |
| 20-52-6145 FUEL                         | 456.08        | 1,286.41   | 6,000.00   | 4,713.59     | 21.4  |
| 20-52-6155 INSURANCE                    | 3,623.70      | 7,697.85   | 14,500.00  | 6,802.15     | 53.1  |
| 20-52-6165 LANDFILL TIPPING FEES        | 1,712.40      | 6,456.05   | 21,000.00  | 14,543.95    | 30.7  |
| 20-52-6185 MISCELLANEOUS                | .00           | 3,376.17   | 8,000.00   | 4,623.83     | 42.2  |
| 20-52-6192 SOFTWARE SUPPORT EXP - TRASH | 385.90        | 2,758.58   | 5,930.00   | 3,171.42     | 46.5  |
| 20-52-6195 OPERATING SUPPLIES - TRASH   | 305.96        | 343.16     | 500.00     | 156.84       | 68.6  |
| 20-52-6220 REP AND MAINT - VEHICLES     | 144.94        | 9,554.04   | 9,000.00   | ( 554.04)    | 106.2 |
| 20-52-6225 REP AND MAINT - EQUIPMENT    | 95.08         | 95.08      | 600.00     | 504.92       | 15.9  |
| 20-52-6230 R&M TRASH - INFRASTRUCTURE   | .00           | .00        | 250.00     | 250.00       | .0    |
| 20-52-6250 SMALL TOOLS AND EQUIPMENT    | .00           | 1,566.55   | 1,500.00   | ( 66.55)     | 104.4 |
| 20-52-6280 UNIFORM EXP TRASH            | 170.44        | 266.51     | 350.00     | 83.49        | 76.2  |
| 20-52-6290 ADMINISTRATIVE CHARGE        | 5,045.83      | 20,183.32  | 60,550.00  | 40,366.68    | 33.3  |
| 20-52-9500 TRANSFERS OUT                | .00           | .00        | 10,000.00  | 10,000.00    | .0    |
| TOTAL SANITATION EXPENDITURES           | 22,633.28     | 92,227.31  | 256,885.00 | 164,657.69   | 35.9  |
| TOTAL FUND EXPENDITURES                 | 76,800.41     | 277,056.80 | 994,250.00 | 717,193.20   | 27.9  |
| NET REVENUE OVER EXPENDITURES           | 1,641.18      | 40,243.83  | .00        | ( 40,243.83) | .0    |



TOWN OF JEROME  
BALANCE SHEET  
OCTOBER 31, 2025

Item A.

HURF FUND

ASSETS

|            |                      |   |             |           |
|------------|----------------------|---|-------------|-----------|
| 30-00-1000 | CASH - COMBINED FUND | ( | 692,758.17) |           |
| 30-00-1022 | OAZ HURF SAVINGS     |   | 765,371.61  |           |
|            |                      |   |             |           |
|            | TOTAL ASSETS         |   |             | 72,613.44 |

LIABILITIES AND EQUITY

FUND EQUITY

|            |                                 |   |            |           |
|------------|---------------------------------|---|------------|-----------|
| 30-00-3002 | UNRESTRICTED FUND BALANCE       |   | 95,434.86  |           |
|            |                                 |   |            |           |
|            | REVENUE OVER EXPENDITURES - YTD | ( | 22,821.42) |           |
|            |                                 |   |            |           |
|            | BALANCE - CURRENT DATE          | ( | 22,821.42) |           |
|            |                                 |   |            |           |
|            | TOTAL FUND EQUITY               |   |            | 72,613.44 |
|            |                                 |   |            |           |
|            | TOTAL LIABILITIES AND EQUITY    |   |            | 72,613.44 |

TOWN OF JEROME  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

HURF FUND

|            |                                | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNEARNED   | PCNT |
|------------|--------------------------------|---------------|------------|------------|------------|------|
|            | <u>HURF REVENUE</u>            |               |            |            |            |      |
| 30-30-4010 | HURF FUND BALANCE RESERVE      | .00           | .00        | 7,350.00   | 7,350.00   | .0   |
| 30-30-4020 | HURF REVENUE                   | 4,026.78      | 12,067.38  | 48,750.00  | 36,682.62  | 24.8 |
| 30-30-4300 | INTEREST AND INVESTMENT EARNIN | 324.14        | 1,300.02   | 3,000.00   | 1,699.98   | 43.3 |
| 30-30-4900 | TRANSFERS IN                   | 9,166.67      | 36,666.68  | 110,000.00 | 73,333.32  | 33.3 |
|            |                                |               |            |            |            |      |
|            | TOTAL HURF REVENUE             | 13,517.59     | 50,034.08  | 169,100.00 | 119,065.92 | 29.6 |
|            |                                |               |            |            |            |      |
|            | TOTAL FUND REVENUE             | 13,517.59     | 50,034.08  | 169,100.00 | 119,065.92 | 29.6 |

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

HURF FUND

|                                           | PERIOD ACTUAL | YTD ACTUAL   | BUDGET     | UNEXPENDED | PCNT  |
|-------------------------------------------|---------------|--------------|------------|------------|-------|
| <u>HURF EXPENDITURE</u>                   |               |              |            |            |       |
| 30-30-5001 SALARIES AND WAGES             | 5,377.29      | 21,177.70    | 38,000.00  | 16,822.30  | 55.7  |
| 30-30-5006 LONGEVITY BONUS                | .00           | 353.38       | 200.00     | ( 153.38)  | 176.7 |
| 30-30-5010 FICA AND MEDICARE              | 403.30        | 1,618.65     | 3,000.00   | 1,381.35   | 54.0  |
| 30-30-5011 RETIREMENT                     | 338.26        | 1,251.92     | 4,750.00   | 3,498.08   | 26.4  |
| 30-30-5012 HEALTH INSURANCE               | 1,238.12      | 4,429.96     | 11,500.00  | 7,070.04   | 38.5  |
| 30-30-5013 WORKER'S COMPENSATION          | 263.81        | 663.49       | 1,900.00   | 1,236.51   | 34.9  |
| 30-30-5014 UNEMPLOYMENT                   | .65           | 2.79         | 40.00      | 37.21      | 7.0   |
| 30-30-6140 ENGINEERING FEES               | .00           | .00          | 2,500.00   | 2,500.00   | .0    |
| 30-30-6142 EQUIPMENT RENTALS              | .00           | .00          | 1,000.00   | 1,000.00   | .0    |
| 30-30-6145 FUEL                           | 101.97        | 364.94       | 1,500.00   | 1,135.06   | 24.3  |
| 30-30-6155 INSURANCE                      | 2,415.80      | 5,131.90     | 10,500.00  | 5,368.10   | 48.9  |
| 30-30-6185 MISCELLANEOUS                  | .00           | 279.39       | 1,000.00   | 720.61     | 27.9  |
| 30-30-6192 SOFTWARE SERVICE & SUPPORT     | 128.64        | 643.19       | 1,575.00   | 931.81     | 40.8  |
| 30-30-6195 OPERATING SUPPLIES - HURF      | .00           | 37.19        | 500.00     | 462.81     | 7.4   |
| 30-30-6210 PUBLIC RESTROOM SUPPLIES       | .00           | 2,233.88     | 4,000.00   | 1,766.12   | 55.9  |
| 30-30-6215 REPAIR & MAINTENANCE - BUILDIN | .00           | 10.00        | 500.00     | 490.00     | 2.0   |
| 30-30-6220 REP AND MAINT - VEHICLES       | 144.94        | 605.44       | 1,900.00   | 1,294.56   | 31.9  |
| 30-30-6225 REP AND MAINT - EQUIPMENT      | .00           | 151.03       | 1,000.00   | 848.97     | 15.1  |
| 30-30-6230 REP AND MAINT - INFRASTRUCTURE | 436.80        | 25,615.14    | 45,000.00  | 19,384.86  | 56.9  |
| 30-30-6250 SMALL TOOLS AND EQUIPMENT      | .00           | 98.49        | 10,000.00  | 9,901.51   | 1.0   |
| 30-30-6255 STREET LIGHTS                  | 2,515.28      | 4,721.26     | 14,250.00  | 9,528.74   | 33.1  |
| 30-30-6260 STREET SUPPLIES                | .00           | 137.58       | 4,750.00   | 4,612.42   | 2.9   |
| 30-30-6280 UNIFORM EXP - HURF             | 170.43        | 266.50       | 550.00     | 283.50     | 48.5  |
| 30-30-6290 ADMINISTRATIVE CHARGE          | 765.42        | 3,061.68     | 9,185.00   | 6,123.32   | 33.3  |
| TOTAL HURF EXPENDITURE                    | 14,300.71     | 72,855.50    | 169,100.00 | 96,244.50  | 43.1  |
| TOTAL FUND EXPENDITURES                   | 14,300.71     | 72,855.50    | 169,100.00 | 96,244.50  | 43.1  |
| NET REVENUE OVER EXPENDITURES             | ( 783.12)     | ( 22,821.42) | .00        | 22,821.42  | .0    |

TOWN OF JEROME  
BALANCE SHEET  
OCTOBER 31, 2025

Item A.

PARKING FUND

ASSETS

|            |                      |            |            |
|------------|----------------------|------------|------------|
| 35-00-1000 | CASH - COMBINED FUND | 201,913.71 |            |
|            | TOTAL ASSETS         |            | 201,913.71 |

LIABILITIES AND EQUITY

FUND EQUITY

|            |                                 |            |            |
|------------|---------------------------------|------------|------------|
| 35-00-3002 | UNRESTRICTED FUND BALANCE       | 198,292.34 |            |
|            | REVENUE OVER EXPENDITURES - YTD | 3,621.37   |            |
|            | BALANCE - CURRENT DATE          | 3,621.37   |            |
|            | TOTAL FUND EQUITY               |            | 201,913.71 |
|            | TOTAL LIABILITIES AND EQUITY    |            | 201,913.71 |

TOWN OF JEROME  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

|                             |                            | PARKING FUND  |            |            |            |      |
|-----------------------------|----------------------------|---------------|------------|------------|------------|------|
|                             |                            | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNEARNED   | PCNT |
| <u>PARKING FUND REVENUE</u> |                            |               |            |            |            |      |
| 35-35-4042                  | PARKING KIOSK REVENUE      | 61,795.50     | 143,741.75 | 386,000.00 | 242,258.25 | 37.2 |
|                             | TOTAL PARKING FUND REVENUE | 61,795.50     | 143,741.75 | 386,000.00 | 242,258.25 | 37.2 |
|                             | TOTAL FUND REVENUE         | 61,795.50     | 143,741.75 | 386,000.00 | 242,258.25 | 37.2 |

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

PARKING FUND

|                                           | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNEXPENDED   | PCNT  |
|-------------------------------------------|---------------|------------|------------|--------------|-------|
| <u>PARKING FUND EXPENDITURE</u>           |               |            |            |              |       |
| 35-35-5001 SALARIES AND WAGES             | 2,770.40      | 11,191.90  | 40,000.00  | 28,808.10    | 28.0  |
| 35-35-5006 LONGEVITY BONUS                | .00           | 100.00     | 200.00     | 100.00       | 50.0  |
| 35-35-5010 FICA MATCH                     | 211.95        | 863.83     | 2,800.00   | 1,936.17     | 30.9  |
| 35-35-5013 WORKER'S COMPENSATION          | 121.11        | 268.48     | 950.00     | 681.52       | 28.3  |
| 35-35-5014 UNEMPLOYMENT                   | .00           | .00        | 125.00     | 125.00       | .0    |
| 35-35-6145 FUEL                           | 113.58        | 250.33     | 1,000.00   | 749.67       | 25.0  |
| 35-35-6185 MISCELLANEOUS                  | .00           | 248.70     | 1,000.00   | 751.30       | 24.9  |
| 35-35-6186 BANK CHARGES                   | .00           | 63.52      | 100.00     | 36.48        | 63.5  |
| 35-35-6188 CREDIT CARD PROCESSING FEES    | 3,188.46      | 8,117.02   | 29,815.00  | 21,697.98    | 27.2  |
| 35-35-6192 SOFTWARE SERVICE AND SUPPORT   | 658.66        | 2,404.16   | 22,000.00  | 19,595.84    | 10.9  |
| 35-35-6195 OPERATING SUPPLIES             | .00           | 524.70     | 3,000.00   | 2,475.30     | 17.5  |
| 35-35-6265 TELEPHONE                      | 80.48         | 152.96     | 6,750.00   | 6,597.04     | 2.3   |
| 35-35-6290 ADMINISTRATIVE CHARGE          | 521.67        | 2,086.68   | 6,260.00   | 4,173.32     | 33.3  |
| 35-35-7000 CAPITAL OUTLAY                 | .00           | 10,506.66  | 20,000.00  | 9,493.34     | 52.5  |
| 35-35-8041 ALLOWANCE FOR ADDITIONAL CAPIT | .00           | 23,341.44  | 12,000.00  | ( 11,341.44) | 194.5 |
| 35-35-9500 TRANSFERS OUT                  | 20,000.00     | 80,000.00  | 240,000.00 | 160,000.00   | 33.3  |
| TOTAL PARKING FUND EXPENDITURE            | 27,666.31     | 140,120.38 | 386,000.00 | 245,879.62   | 36.3  |
| TOTAL FUND EXPENDITURES                   | 27,666.31     | 140,120.38 | 386,000.00 | 245,879.62   | 36.3  |
| NET REVENUE OVER EXPENDITURES             | 34,129.19     | 3,621.37   | .00        | ( 3,621.37)  | .0    |

TOWN OF JEROME  
BALANCE SHEET  
OCTOBER 31, 2025

Item A.

FIRE DEPT PENSION & RETIREMENT

ASSETS

|            |                                |            |                        |
|------------|--------------------------------|------------|------------------------|
| 40-00-1000 | CASH - COMBINED FUND           | 15,301.40  |                        |
| 40-00-1010 | INVESTMENTS - PENSION & RELIEF | 210,186.63 |                        |
| 40-00-1011 | PENSION FUND CASH              | 21,564.11  |                        |
|            |                                | <hr/>      |                        |
|            | TOTAL ASSETS                   |            | <hr/> <hr/> 247,052.14 |

LIABILITIES AND EQUITY

FUND EQUITY

|            |                              |            |                        |
|------------|------------------------------|------------|------------------------|
| 40-00-3002 | UNRESTRICTED FUND BALANCE    | 247,052.14 |                        |
|            |                              | <hr/>      |                        |
|            | TOTAL FUND EQUITY            |            | <hr/> <hr/> 247,052.14 |
|            | TOTAL LIABILITIES AND EQUITY |            | <hr/> <hr/> 247,052.14 |

TOWN OF JEROME  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

FIRE DEPT PENSION & RETIREMENT

|                                       | PERIOD ACTUAL | YTD ACTUAL | BUDGET    | UNEARNED     | PCNT  |
|---------------------------------------|---------------|------------|-----------|--------------|-------|
| <u>FIRE DEPT P&amp;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      | 59,560.29     | 59,560.29  | 10,000.00 | ( 49,560.29) | 595.6 |
| TOTAL FIRE DEPT P&R REVENUE           | 59,560.29     | 59,560.29  | 27,750.00 | ( 31,810.29) | 214.6 |
| TOTAL FUND REVENUE                    | 59,560.29     | 59,560.29  | 27,750.00 | ( 31,810.29) | 214.6 |



TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

FIRE DEPT PENSION & RETIREMENT

|                                      | PERIOD ACTUAL | YTD ACTUAL | BUDGET    | UNEXPENDED   | PCNT  |
|--------------------------------------|---------------|------------|-----------|--------------|-------|
| <u>FIRE DEPT P&amp;R EXPENDITURE</u> |               |            |           |              |       |
| 40-60-6235 RETIREMENT EXP FD P&R     | 59,560.29     | 59,560.29  | 27,750.00 | ( 31,810.29) | 214.6 |
| TOTAL FIRE DEPT P&R EXPENDITURE      | 59,560.29     | 59,560.29  | 27,750.00 | ( 31,810.29) | 214.6 |
| TOTAL FUND EXPENDITURES              | 59,560.29     | 59,560.29  | 27,750.00 | ( 31,810.29) | 214.6 |
| NET REVENUE OVER EXPENDITURES        | .00           | .00        | .00       | .00          | .0    |

TOWN OF JEROME  
BALANCE SHEET  
OCTOBER 31, 2025

Item A.

OPERATING GRANTS REVENUE

ASSETS

|            |                       |           |            |
|------------|-----------------------|-----------|------------|
| 50-00-1000 | CASH - COMBINED FUND  | 89,598.39 |            |
| 50-00-1120 | OPR GRANTS RECEIVABLE | 35,039.75 |            |
| 50-00-1800 | INVENTORY             | 13,193.06 |            |
|            |                       |           |            |
|            | TOTAL ASSETS          |           | 137,831.20 |

LIABILITIES AND EQUITY

LIABILITIES

|            |                               |           |           |
|------------|-------------------------------|-----------|-----------|
| 50-00-2755 | DEFERRED REVENUE - OPR GRANTS | 75,489.42 |           |
|            |                               |           |           |
|            | TOTAL LIABILITIES             |           | 75,489.42 |

FUND EQUITY

|            |                                 |           |            |
|------------|---------------------------------|-----------|------------|
| 50-00-3002 | UNRESTRICTED FUND BALANCE       | 37,207.99 |            |
|            |                                 |           |            |
|            | REVENUE OVER EXPENDITURES - YTD | 25,133.79 |            |
|            |                                 |           |            |
|            | BALANCE - CURRENT DATE          | 25,133.79 |            |
|            |                                 |           |            |
|            | TOTAL FUND EQUITY               |           | 62,341.78  |
|            |                                 |           |            |
|            | TOTAL LIABILITIES AND EQUITY    |           | 137,831.20 |

TOWN OF JEROME  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

OPERATING GRANTS REVENUE

|                                           | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNEARNED     | PCNT  |
|-------------------------------------------|---------------|------------|------------|--------------|-------|
| <u>OPERATING GRANTS REVENUE</u>           |               |            |            |              |       |
| 50-40-4066 RICO REV - OPR GRANTS          | .00           | .00        | 20,000.00  | 20,000.00    | .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     | 41,200.00     | 43,500.00  | 27,500.00  | ( 16,000.00) | 158.2 |
| 50-40-4101 WATER TOWER SITING GRANT       | .00           | .00        | 45,000.00  | 45,000.00    | .0    |
| 50-40-4102 YAVAPAI COUNTY STORM DRAINAGE/ | .00           | 26,000.00  | 50,000.00  | 24,000.00    | 52.0  |
| 50-40-4105 COMMUNITY & FOUNDATION GRANT R | .00           | .00        | 20,000.00  | 20,000.00    | .0    |
| 50-40-4111 WIFA WATER CONSERVATION GRANT  | .00           | .00        | 206,000.00 | 206,000.00   | .0    |
| 50-40-4185 MISCELLANEOUS GRANTS           | .00           | .00        | 500,000.00 | 500,000.00   | .0    |
| TOTAL OPERATING GRANTS REVENUE            | 41,200.00     | 69,500.00  | 888,500.00 | 819,000.00   | 7.8   |
| TOTAL FUND REVENUE                        | 41,200.00     | 69,500.00  | 888,500.00 | 819,000.00   | 7.8   |

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

OPERATING GRANTS REVENUE

|                                           | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNEXPENDED   | PCNT |
|-------------------------------------------|---------------|------------|------------|--------------|------|
| <u>OPERATING GRANTS EXPENDITURE</u>       |               |            |            |              |      |
| 50-40-6101 WATER TOWER SITING GRANT       | .00           | .00        | 45,000.00  | 45,000.00    | .0   |
| 50-40-6102 YAVAPAI COUNTY STORM DRAINAGE/ | .00           | 995.00     | 50,000.00  | 49,005.00    | 2.0  |
| 50-40-6105 COMMUNITY INVESTMENT           | .00           | .00        | 20,000.00  | 20,000.00    | .0   |
| 50-40-6111 WIFA WATER CONSERVATION EXP    | .00           | .00        | 206,000.00 | 206,000.00   | .0   |
| 50-40-6185 USE OF MISCELLANEOUS GRANTS    | 40,000.00     | 40,000.00  | 500,000.00 | 460,000.00   | 8.0  |
| 50-40-6236 RICO EXP - OPR GRANTS          | .00           | .00        | 20,000.00  | 20,000.00    | .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     | 1,071.21      | 3,371.21   | 27,500.00  | 24,128.79    | 12.3 |
| TOTAL OPERATING GRANTS EXPENDITURE        | 41,071.21     | 44,366.21  | 888,500.00 | 844,133.79   | 5.0  |
| TOTAL FUND EXPENDITURES                   | 41,071.21     | 44,366.21  | 888,500.00 | 844,133.79   | 5.0  |
| NET REVENUE OVER EXPENDITURES             | 128.79        | 25,133.79  | .00        | ( 25,133.79) | .0   |

TOWN OF JEROME  
BALANCE SHEET  
OCTOBER 31, 2025

Item A.

CAPITAL GRANTS FUND

ASSETS

|            |                       |            |            |
|------------|-----------------------|------------|------------|
| 60-00-1000 | CASH - COMBINED FUND  | 840,100.24 |            |
| 60-00-1120 | CAP GRANTS RECEIVABLE | 18,001.25  |            |
|            |                       |            |            |
|            | TOTAL ASSETS          |            | 858,101.49 |

LIABILITIES AND EQUITY

LIABILITIES

|            |                               |            |            |
|------------|-------------------------------|------------|------------|
| 60-00-2755 | DEFERRED REVENUE - CAP GRANTS | 726,409.29 |            |
|            |                               |            |            |
|            | TOTAL LIABILITIES             |            | 726,409.29 |

FUND EQUITY

|            |                                 |               |            |
|------------|---------------------------------|---------------|------------|
| 60-00-3001 | RESTRICTED FUND BALANCE         | 291,647.29    |            |
| 60-00-3002 | UNRESTRICTED FUND BALANCE       | ( 153,891.34) |            |
|            |                                 |               |            |
|            | REVENUE OVER EXPENDITURES - YTD | ( 6,063.75)   |            |
|            |                                 |               |            |
|            | BALANCE - CURRENT DATE          | ( 6,063.75)   |            |
|            |                                 |               |            |
|            | TOTAL FUND EQUITY               |               | 131,692.20 |
|            |                                 |               |            |
|            | TOTAL LIABILITIES AND EQUITY    |               | 858,101.49 |

TOWN OF JEROME  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

CAPITAL GRANTS FUND

|                                           | PERIOD ACTUAL | YTD ACTUAL | BUDGET       | UNEARNED     | PCNT |
|-------------------------------------------|---------------|------------|--------------|--------------|------|
| <u>CAPITAL GRANTS REVENUE</u>             |               |            |              |              |      |
| 60-70-4105 CDBG DECEPTIOWATERLINE REVENUE | 17,232.00     | 21,732.00  | 400,000.00   | 378,268.00   | 5.4  |
| 60-70-4107 YAVAPAI APACHE GAMING DONATION | .00           | .00        | 10,000.00    | 10,000.00    | .0   |
| 60-70-4108 FREEPORT MCMORAN - SOCIAL INVE | .00           | .00        | 25,000.00    | 25,000.00    | .0   |
| 60-70-4109 BROWNFIELDS GRANT:HOTEL JEROME | .00           | .00        | 500,000.00   | 500,000.00   | .0   |
| 60-70-4113 WIFA GRANT-MESCAL SCHOOL       | .00           | .00        | 1,450,000.00 | 1,450,000.00 | .0   |
| 60-70-4114 WIFA GRANT VERDE CENTRAL & DEC | .00           | 2,711.25   | 1,550,000.00 | 1,547,288.75 | .2   |
| 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              | 17,232.00     | 24,443.25  | 6,935,000.00 | 6,910,556.75 | .4   |
| TOTAL FUND REVENUE                        | 17,232.00     | 24,443.25  | 6,935,000.00 | 6,910,556.75 | .4   |

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

CAPITAL GRANTS FUND

|                                           | PERIOD ACTUAL | YTD ACTUAL  | BUDGET       | UNEXPENDED   | PCNT |
|-------------------------------------------|---------------|-------------|--------------|--------------|------|
| <u>CAPITAL GRANTS EXPENDITURE</u>         |               |             |              |              |      |
| 60-70-6105 CDBG DECEPTIWATERLINE EXPENSES | 5,355.00      | 17,997.00   | 400,000.00   | 382,003.00   | 4.5  |
| 60-70-6107 YAVAPAI APACHE GRANT EXPENSES  | .00           | .00         | 10,000.00    | 10,000.00    | .0   |
| 60-70-6108 FREEPORT MCMORAN - SOCIAL INVE | .00           | .00         | 25,000.00    | 25,000.00    | .0   |
| 60-70-6109 BROWNFIELDS GRANT:HOTEL JEROME | .00           | .00         | 500,000.00   | 500,000.00   | .0   |
| 60-70-6113 WIFA GRANT EXP-MESCAL SCHOOL   | 2,280.00      | 5,770.00    | 1,450,000.00 | 1,444,230.00 | .4   |
| 60-70-6114 WIFA GRANT VERDE CENTRAL & DEC | 3,250.00      | 6,740.00    | 1,550,000.00 | 1,543,260.00 | .4   |
| 60-70-6185 MISC EXP - CAP GRANTS          | .00           | .00         | 500,000.00   | 500,000.00   | .0   |
| 60-70-6200 FEDERAL GRANT EXP              | .00           | .00         | 2,500,000.00 | 2,500,000.00 | .0   |
| TOTAL CAPITAL GRANTS EXPENDITURE          | 10,885.00     | 30,507.00   | 6,935,000.00 | 6,904,493.00 | .4   |
| TOTAL FUND EXPENDITURES                   | 10,885.00     | 30,507.00   | 6,935,000.00 | 6,904,493.00 | .4   |
| NET REVENUE OVER EXPENDITURES             | 6,347.00      | ( 6,063.75) | .00          | 6,063.75     | .0   |

TOWN OF JEROME  
BALANCE SHEET  
OCTOBER 31, 2025

Item A.

GENERAL FUND CONTINGENCIES FND

ASSETS

|            |                      |   |             |               |
|------------|----------------------|---|-------------|---------------|
| 70-00-1000 | CASH - COMBINED FUND | ( | 342,226.31) |               |
|            |                      |   |             |               |
|            | TOTAL ASSETS         |   |             | ( 342,226.31) |

LIABILITIES AND EQUITY

FUND EQUITY

|            |                                 |   |             |               |
|------------|---------------------------------|---|-------------|---------------|
| 70-00-3002 | UNRESTRICTED FUND BALANCE       | ( | 316,338.00) |               |
|            |                                 |   |             |               |
|            | REVENUE OVER EXPENDITURES - YTD | ( | 25,888.31)  |               |
|            |                                 |   |             |               |
|            | BALANCE - CURRENT DATE          | ( | 25,888.31)  |               |
|            |                                 |   |             |               |
|            | TOTAL FUND EQUITY               |   |             | ( 342,226.31) |
|            |                                 |   |             |               |
|            | TOTAL LIABILITIES AND EQUITY    |   |             | ( 342,226.31) |



TOWN OF JEROME  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

GENERAL FUND CONTINGENCIES FND

|            |                                     | PERIOD ACTUAL | YTD ACTUAL | BUDGET       | UNEARNED     | PCNT |
|------------|-------------------------------------|---------------|------------|--------------|--------------|------|
|            |                                     |               |            |              |              |      |
|            | GENERAL FUND CONTINGENCIES REV      |               |            |              |              |      |
| 70-25-4090 | WILDLANDS REV - CONTINGENCY         | .00           | .00        | 75,000.00    | 75,000.00    | .0   |
| 70-25-4295 | EXCESS SALES TAX- MISC              | .00           | .00        | 2,350,000.00 | 2,350,000.00 | .0   |
|            | TOTAL GENERAL FUND CONTINGENCIES RE | .00           | .00        | 2,425,000.00 | 2,425,000.00 | .0   |
|            | TOTAL FUND REVENUE                  | .00           | .00        | 2,425,000.00 | 2,425,000.00 | .0   |

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

GENERAL FUND CONTINGENCIES FND

|            |                                      | PERIOD ACTUAL | YTD ACTUAL   | BUDGET       | UNEXPENDED   | PCNT |
|------------|--------------------------------------|---------------|--------------|--------------|--------------|------|
|            |                                      |               |              |              |              |      |
|            | <u>GNERLA FUND CONTINGENCIES EXP</u> |               |              |              |              |      |
| 70-25-6276 | WILDLANDS EXP - CONTINGENCY          | 10,771.30     | 25,888.31    | 75,000.00    | 49,111.69    | 34.5 |
| 70-25-6295 | EXPENSE - GF CONTINGENCIES           | .00           | .00          | 2,350,000.00 | 2,350,000.00 | .0   |
|            |                                      |               |              |              |              |      |
|            | TOTAL GNERLA FUND CONTINGENCIES EXP  | 10,771.30     | 25,888.31    | 2,425,000.00 | 2,399,111.69 | 1.1  |
|            |                                      |               |              |              |              |      |
|            | TOTAL FUND EXPENDITURES              | 10,771.30     | 25,888.31    | 2,425,000.00 | 2,399,111.69 | 1.1  |
|            |                                      |               |              |              |              |      |
|            | NET REVENUE OVER EXPENDITURES        | ( 10,771.30)  | ( 25,888.31) | .00          | 25,888.31    | .0   |

TOWN OF JEROME  
BALANCE SHEET  
OCTOBER 31, 2025

Item A.

UTILITIES CONTINGENCIES FUND

|                               |                      |           |
|-------------------------------|----------------------|-----------|
| <u>ASSETS</u>                 |                      |           |
| 80-00-1000                    | CASH - COMBINED FUND | 75,480.48 |
| TOTAL ASSETS                  |                      | 75,480.48 |
| <u>LIABILITIES AND EQUITY</u> |                      |           |
| <u>FUND EQUITY</u>            |                      |           |
| 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  
BALANCE SHEET  
OCTOBER 31, 2025

Item A.

CAPITAL FUND

ASSETS

|              |                          |   |             |             |
|--------------|--------------------------|---|-------------|-------------|
| 90-00-1000   | CASH - COMBINED FUND     | ( | 245,577.43) |             |
| 90-00-1021   | OAZ CAPITAL IMPROVEMENTS |   | 72,992.86   |             |
| 90-00-1023   | ONEAZ WWTP CHECKING      |   | 2.26        |             |
|              |                          |   |             |             |
| TOTAL ASSETS |                          |   | (           | 172,582.31) |

LIABILITIES AND EQUITY

FUND EQUITY

|                              |                                 |   |             |             |
|------------------------------|---------------------------------|---|-------------|-------------|
| 90-00-3002                   | UNRESTRICTED FUND BALANCE       | ( | 172,068.01) |             |
|                              |                                 |   |             |             |
|                              | REVENUE OVER EXPENDITURES - YTD | ( | 514.30)     |             |
|                              |                                 |   |             |             |
|                              | BALANCE - CURRENT DATE          | ( | 514.30)     |             |
|                              |                                 |   |             |             |
| TOTAL FUND EQUITY            |                                 |   | (           | 172,582.31) |
|                              |                                 |   |             |             |
| TOTAL LIABILITIES AND EQUITY |                                 |   | (           | 172,582.31) |

TOWN OF JEROME  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

CAPITAL FUND

|                                         | PERIOD ACTUAL | YTD ACTUAL | BUDGET       | UNEARNED     | PCNT |
|-----------------------------------------|---------------|------------|--------------|--------------|------|
| <u>CAPITAL FUND REVENUES</u>            |               |            |              |              |      |
| 90-57-4300 BANK INTEREST - CAPITAL FUND | 149.08        | 606.79     | .00          | ( 606.79)    | .0   |
| 90-57-4515 INTERIM WWTP LOAN            | .00           | .00        | 1,000,000.00 | 1,000,000.00 | .0   |
| TOTAL CAPITAL FUND REVENUES             | 149.08        | 606.79     | 1,000,000.00 | 999,393.21   | .1   |
| TOTAL FUND REVENUE                      | 149.08        | 606.79     | 1,000,000.00 | 999,393.21   | .1   |

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2025

Item A.

CAPITAL FUND

|                                    | PERIOD ACTUAL | YTD ACTUAL | BUDGET       | UNEXPENDED | PCNT |
|------------------------------------|---------------|------------|--------------|------------|------|
| <u>CAPITAL FUND EXPENDITURES</u>   |               |            |              |            |      |
| 90-57-7027 WWTP CONSTRUCTION EXP   | .00           | 134.05     | .00          | ( 134.05)  | .0   |
| 90-57-7030 INTERIM WWTP LOAN EXP   | 287.04        | 287.04     | 1,000,000.00 | 999,712.96 | .0   |
| 90-57-7031 WWTP LEGAL SERVICES EXP | 700.00        | 700.00     | .00          | ( 700.00)  | .0   |
| TOTAL CAPITAL FUND EXPENDITURES    | 987.04        | 1,121.09   | 1,000,000.00 | 998,878.91 | .1   |
| TOTAL FUND EXPENDITURES            | 987.04        | 1,121.09   | 1,000,000.00 | 998,878.91 | .1   |
| NET REVENUE OVER EXPENDITURES      | ( 837.96)     | ( 514.30)  | .00          | 514.30     | .0   |

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             | 101525KM1      | September Fuel-Fire Dept.  | 1     | 10/15/2025   | 330.82         | .00             | 330.82       | 102416       | 10/15/2025       |
|               |                           | 101525KM1      | September Fuel-PD Range    | 2     | 10/15/2025   | 113.58         | .00             | 113.58       | 102416       | 10/15/2025       |
|               |                           | 101525KM1      | September Fuel-Joey Truc   | 3     | 10/15/2025   | 145.91         | .00             | 145.91       | 102416       | 10/15/2025       |
| Total 1000:   |                           |                |                            |       |              | 590.31         | .00             | 590.31       |              |                  |
| 1015          | ADEQ                      | 101525KM4      | Inv. 433827X WQL Water     | 1     | 10/15/2025   | 370.00         | .00             | 370.00       | 102417       | 10/15/2025       |
|               |                           | 101525KM4      | INV. 434491X MAP Monitor   | 2     | 10/15/2025   | 795.21         | .00             | 795.21       | 102417       | 10/15/2025       |
| Total 1015:   |                           |                |                            |       |              | 1,165.21       | .00             | 1,165.21     |              |                  |
| 1031          | ALL-MED EQUIPMENT &       | 102225KM1      | Inv. 838443 Monthly Tank   | 1     | 10/22/2025   | 96.00          | .00             | 96.00        | 102440       | 10/22/2025       |
| Total 1031:   |                           |                |                            |       |              | 96.00          | .00             | 96.00        |              |                  |
| 1042          | AMRRP - WC                | 100825KM3      | 2025 Q3 Workers Comp       | 1     | 10/08/2025   | 101.01         | .00             | 101.01       | 102392       | 10/08/2025       |
|               |                           | 100825KM3      | 2025 Q3 Workers Comp       | 2     | 10/08/2025   | 11.64          | .00             | 11.64        | 102392       | 10/08/2025       |
|               |                           | 100825KM3      | 2025 Q3 Workers Comp       | 3     | 10/08/2025   | 1,876.45       | .00             | 1,876.45     | 102392       | 10/08/2025       |
|               |                           | 100825KM3      | 2025 Q3 Workers Comp       | 4     | 10/08/2025   | 1,376.49       | .00             | 1,376.49     | 102392       | 10/08/2025       |
|               |                           | 100825KM3      | 2025 Q3 Workers Comp       | 5     | 10/08/2025   | 21.41          | .00             | 21.41        | 102392       | 10/08/2025       |
|               |                           | 100825KM3      | 2025 Q3 Workers Comp       | 6     | 10/08/2025   | 29.79          | .00             | 29.79        | 102392       | 10/08/2025       |
|               |                           | 100825KM3      | 2025 Q3 Workers Comp       | 7     | 10/08/2025   | 22.81          | .00             | 22.81        | 102392       | 10/08/2025       |
|               |                           | 100825KM3      | 2025 Q3 Workers Comp       | 8     | 10/08/2025   | 128.48         | .00             | 128.48       | 102392       | 10/08/2025       |
|               |                           | 100825KM3      | 2025 Q3 Workers Comp       | 9     | 10/08/2025   | 303.51         | .00             | 303.51       | 102392       | 10/08/2025       |
|               |                           | 100825KM3      | 2025 Q3 Workers Comp       | 10    | 10/08/2025   | 153.62         | .00             | 153.62       | 102392       | 10/08/2025       |
|               |                           | 100825KM3      | 2025 Q3 Workers Comp       | 11    | 10/08/2025   | 431.06         | .00             | 431.06       | 102392       | 10/08/2025       |
|               |                           | 100825KM3      | 2025 Q3 Workers Comp       | 12    | 10/08/2025   | 126.15         | .00             | 126.15       | 102392       | 10/08/2025       |
|               |                           | 100825KM3      | 2025 Q3 Workers Comp       | 13    | 10/08/2025   | 72.62          | .00             | 72.62        | 102392       | 10/08/2025       |
| Total 1042:   |                           |                |                            |       |              | 4,655.04       | .00             | 4,655.04     |              |                  |
| 1046          | ANGELA BRADSHAW NA        | 101525KM3      | Reimbursement for Safety   | 1     | 10/15/2025   | 105.59         | .00             | 105.59       | 102418       | 10/15/2025       |
| Total 1046:   |                           |                |                            |       |              | 105.59         | .00             | 105.59       |              |                  |
| 1050          | APS                       | 100125KM1      | Acct. 7575770000 Civic Ce  | 1     | 10/01/2025   | 1,896.96       | .00             | 1,896.96     | 102375       | 10/01/2025       |
|               |                           | 100125KM1      | Acct. 7575770000 Solar Cr  | 2     | 10/01/2025   | 312.50-        | .00             | 312.50-      | 102375       | 10/01/2025       |
|               |                           | 100125KM1      | Acct. 1490440000 Street Li | 3     | 10/01/2025   | 1,257.64       | .00             | 1,257.64     | 102375       | 10/01/2025       |
|               |                           | 100125KM1      | Acct. 9438060000 Hull St   | 4     | 10/01/2025   | 15.86          | .00             | 15.86        | 102375       | 10/01/2025       |
|               |                           | 100125KM1      | Acct. 4533627223 Public R  | 5     | 10/01/2025   | 50.68          | .00             | 50.68        | 102375       | 10/01/2025       |
|               |                           | 100825KM1      | Acct 6109570000 Perkinsvi  | 1     | 10/08/2025   | 336.13         | .00             | 336.13       | 102393       | 10/08/2025       |
|               |                           | 100825KM1      | Acct 8468241000 Middle P   | 2     | 10/08/2025   | 45.40          | .00             | 45.40        | 102393       | 10/08/2025       |
|               |                           | 100825KM1      | Acct 8061950000 Sunshin    | 3     | 10/08/2025   | 43.86          | .00             | 43.86        | 102393       | 10/08/2025       |
|               |                           | 100825KM1      | Acct 4246290000 WWTP       | 4     | 10/08/2025   | 205.08         | .00             | 205.08       | 102393       | 10/08/2025       |
|               |                           | 100825KM1      | Acct 6506951000 PD         | 5     | 10/08/2025   | 288.49         | .00             | 288.49       | 102393       | 10/08/2025       |
|               |                           | 100825KM1      | Acct 0070528763 Holly Ho   | 6     | 10/08/2025   | 44.06          | .00             | 44.06        | 102393       | 10/08/2025       |
|               |                           | 100825KM1      | Acct 0421621000 Fire Stati | 7     | 10/08/2025   | 521.37         | .00             | 521.37       | 102393       | 10/08/2025       |
|               |                           | 100825KM1      | Acct 3601574879 Park Pan   | 8     | 10/08/2025   | 60.59          | .00             | 60.59        | 102393       | 10/08/2025       |
|               |                           | 100825KM1      | Acct 0024240000 Lower P    | 9     | 10/08/2025   | 46.00          | .00             | 46.00        | 102393       | 10/08/2025       |
|               |                           | 100825KM1      | Acct 2383901000 Upper P    | 10    | 10/08/2025   | 57.43          | .00             | 57.43        | 102393       | 10/08/2025       |
|               |                           | 100825KM1      | Acct 3216010000 Hotel Jer  | 11    | 10/08/2025   | 45.40          | .00             | 45.40        | 102393       | 10/08/2025       |
|               |                           | 100825KM1      | Acct 5613490000 Upper P    | 12    | 10/08/2025   | 66.92          | .00             | 66.92        | 102393       | 10/08/2025       |
| 100825KM1     | Acct 2352720000 Gulch Fir | 13             | 10/08/2025                 | 46.79 | .00          | 46.79          | 102393          | 10/08/2025   |              |                  |
| 100825KM1     | Acct 8198655640 Main St   | 14             | 10/08/2025                 | 32.11 | .00          | 32.11          | 102393          | 10/08/2025   |              |                  |

| Vendor Number | Name                  | Invoice Number | Description                 | Seq | Invoice Date | Invoice Amount | Discount Amount | Check Amount | Check Number | Check Issue Date |
|---------------|-----------------------|----------------|-----------------------------|-----|--------------|----------------|-----------------|--------------|--------------|------------------|
|               |                       | 100825KM1      | Acct 1976520000 Co-op       | 15  | 10/08/2025   | 248.01         | .00             | 248.01       | 102393       | 10/08/2025       |
|               |                       | 100825KM1      | Acct 2839800000 Mocking     | 16  | 10/08/2025   | 125.99         | .00             | 125.99       | 102393       | 10/08/2025       |
|               |                       | 102825KM1      | Acct. 1490440000 Street Li  | 1   | 10/29/2025   | 1,257.64       | .00             | 1,257.64     | 102455       | 10/29/2025       |
|               | Total 1050:           |                |                             |     |              | 6,379.91       | .00             | 6,379.91     |              |                  |
| 1056          | ARIZONA BUG COMPANY   | 100825KM2      | Inv. 19568 Pest Control for | 1   | 10/08/2025   | 50.00          | .00             | 50.00        | 102394       | 10/08/2025       |
|               |                       | 102925KM2      | Inv. 20977 Fire Dept Pest   | 1   | 10/29/2025   | 50.00          | .00             | 50.00        | 102456       | 10/29/2025       |
|               |                       | 102925KM2      | Inv. 16183 Pest Control Civ | 2   | 10/29/2025   | 250.00         | .00             | 250.00       | 102456       | 10/29/2025       |
|               | Total 1056:           |                |                             |     |              | 350.00         | .00             | 350.00       |              |                  |
| 1071          | ARIZONA SECRETARY O   | 102925KM3      | 2025 Election Officer Cert  | 1   | 10/29/2025   | 50.00          | .00             | 50.00        | 102457       | 10/29/2025       |
|               | Total 1071:           |                |                             |     |              | 50.00          | .00             | 50.00        |              |                  |
| 1088          | AT&T                  | 100125KM15     | Acct 287307080989 Phone     | 1   | 10/01/2025   | 40.24          | .00             | 40.24        | 102376       | 10/01/2025       |
|               |                       | 100125KM15     | Acct 287307080989 - Parki   | 2   | 10/01/2025   | 40.24          | .00             | 40.24        | 102376       | 10/01/2025       |
|               |                       | 102925KM4      | Acct 287307080989 - Parki   | 1   | 10/29/2025   | 40.24          | .00             | 40.24        | 102458       | 10/29/2025       |
|               |                       | 102925KM4      | Acct 287307080989 Phone     | 2   | 10/29/2025   | 40.24          | .00             | 40.24        | 102458       | 10/29/2025       |
|               | Total 1088:           |                |                             |     |              | 160.96         | .00             | 160.96       |              |                  |
| 1106          | AZ MUNICIPAL RISK RET | 101525KM2      | INV. 40001406-10032025      | 1   | 10/15/2025   | 10,871.10      | .00             | 10,871.10    | 102420       | 10/15/2025       |
|               |                       | 101525KM2      | INV. 40001406-10032025      | 2   | 10/15/2025   | 3,623.70       | .00             | 3,623.70     | 102420       | 10/15/2025       |
|               |                       | 101525KM2      | INV. 40001406-10032025      | 3   | 10/15/2025   | 3,623.70       | .00             | 3,623.70     | 102420       | 10/15/2025       |
|               |                       | 101525KM2      | INV. 40001406-10032025      | 4   | 10/15/2025   | 3,623.70       | .00             | 3,623.70     | 102420       | 10/15/2025       |
|               |                       | 101525KM2      | INV. 40001406-10032025      | 5   | 10/15/2025   | 2,415.80       | .00             | 2,415.80     | 102420       | 10/15/2025       |
|               | Total 1106:           |                |                             |     |              | 24,158.00      | .00             | 24,158.00    |              |                  |
| 1142          | BOUND TREE MEDICAL,   | 100825KM4      | Inv. 85907180 Backordered   | 1   | 10/08/2025   | 43.99          | .00             | 43.99        | 102395       | 10/08/2025       |
|               | Total 1142:           |                |                             |     |              | 43.99          | .00             | 43.99        |              |                  |
| 1165          | CARL WHITING          | 102725KM1      | Fire Dept Auxiliary Pension | 1   | 10/27/2025   | 13,395.27      | .00             | 13,395.27    | 102454       | 10/27/2025       |
|               | Total 1165:           |                |                             |     |              | 13,395.27      | .00             | 13,395.27    |              |                  |
| 1170          | CASELLE               | 100825KM5      | INV-11754 Billing Software  | 1   | 10/08/2025   | 1,157.71       | .00             | 1,157.71     | 102396       | 10/08/2025       |
|               |                       | 100825KM5      | INV-11754 Billing Software  | 2   | 10/08/2025   | 385.90         | .00             | 385.90       | 102396       | 10/08/2025       |
|               |                       | 100825KM5      | INV-11754 Billing Software  | 3   | 10/08/2025   | 385.90         | .00             | 385.90       | 102396       | 10/08/2025       |
|               |                       | 100825KM5      | INV-11754 Billing Software  | 4   | 10/08/2025   | 385.90         | .00             | 385.90       | 102396       | 10/08/2025       |
|               |                       | 100825KM5      | INV-11754 Billing Software  | 5   | 10/08/2025   | 128.64         | .00             | 128.64       | 102396       | 10/08/2025       |
|               |                       | 100825KM5      | INV-11754 Billing Software  | 6   | 10/08/2025   | 128.64         | .00             | 128.64       | 102396       | 10/08/2025       |
|               | Total 1170:           |                |                             |     |              | 2,572.69       | .00             | 2,572.69     |              |                  |
| 1178          | CENTURY LINK          | 100125KM8      | ACCT 333832741 Phone S      | 1   | 10/01/2025   | 163.77         | .00             | 163.77       | 102378       | 10/01/2025       |
|               |                       | 100125KM8      | ACCT 333832741 Phone S      | 2   | 10/01/2025   | 163.77         | .00             | 163.77       | 102378       | 10/01/2025       |
|               |                       | 100125KM8      | ACCT 333832741 Phone S      | 3   | 10/01/2025   | 262.04         | .00             | 262.04       | 102378       | 10/01/2025       |
|               |                       | 100125KM8      | ACCT 333832741 Phone S      | 4   | 10/01/2025   | 65.51          | .00             | 65.51        | 102378       | 10/01/2025       |
|               |                       | 100125KM8      | ACCT 333832741 Phone S      | 5   | 10/01/2025   | 73.20          | .00             | 73.20        | 102378       | 10/01/2025       |
|               |                       | 102225KM2      | Inv. 756431322 Phone Line   | 1   | 10/22/2025   | 3.91           | .00             | 3.91         | 102441       | 10/22/2025       |
|               |                       | 102925KM6      | ACCT 333832741 Phone S      | 1   | 10/29/2025   | 164.84         | .00             | 164.84       | 102460       | 10/29/2025       |
|               |                       | 102925KM6      | ACCT 333832741 Phone S      | 2   | 10/29/2025   | 73.68          | .00             | 73.68        | 102460       | 10/29/2025       |
|               |                       | 102925KM6      | ACCT 333832741 Phone S      | 3   | 10/29/2025   | 263.75         | .00             | 263.75       | 102460       | 10/29/2025       |



| Vendor Number | Name                 | Invoice Number | Description                  | Seq | Invoice Date | Invoice Amount | Discount Amount | Check Amount | Check Number | Check Issue Date |
|---------------|----------------------|----------------|------------------------------|-----|--------------|----------------|-----------------|--------------|--------------|------------------|
|               |                      | 102925KM6      | ACCT 333832741 Phone S       | 4   | 10/29/2025   | 164.84         | .00             | 164.84       | 102460       | 10/29/2025       |
|               |                      | 102925KM6      | ACCT 333832741 Phone S       | 5   | 10/29/2025   | 65.93          | .00             | 65.93        | 102460       | 10/29/2025       |
| Total 1178:   |                      |                |                              |     |              | 1,465.24       | .00             | 1,465.24     |              |                  |
| 1195          | CITY OF COTTONWOOD   | 10225KM3       | Inv. 9300 Dispatching for O  | 1   | 10/22/2025   | 4,027.08       | .00             | 4,027.08     | 102442       | 10/22/2025       |
|               |                      | 10225KM3       | Inv. 9300 Dispatching Fees   | 2   | 10/22/2025   | 715.25         | .00             | 715.25       | 102442       | 10/22/2025       |
| Total 1195:   |                      |                |                              |     |              | 4,742.33       | .00             | 4,742.33     |              |                  |
| 1213          | CONTRACT WASTEWATE   | 100125KM10     | Inv. 1016363 Repair and R    | 1   | 10/01/2025   | 1,170.00       | .00             | 1,170.00     | 102379       | 10/01/2025       |
|               |                      | 100125KM10     | Inv. 1016363 Door Repair     | 2   | 10/01/2025   | 87.61          | .00             | 87.61        | 102379       | 10/01/2025       |
|               |                      | 100125KM10     | Inv. 1016362 Services to R   | 3   | 10/01/2025   | 1,170.00       | .00             | 1,170.00     | 102379       | 10/01/2025       |
|               |                      | 100125KM10     | Inv. 1016362 Door Repair     | 4   | 10/01/2025   | 290.16         | .00             | 290.16       | 102379       | 10/01/2025       |
|               |                      | 101525KM6      | Inv. 1016388 Septemer Wa     | 1   | 10/15/2025   | 1,025.00       | .00             | 1,025.00     | 102421       | 10/15/2025       |
|               |                      | 101525KM6      | Inv. 1016388 September W     | 2   | 10/15/2025   | 3,325.00       | .00             | 3,325.00     | 102421       | 10/15/2025       |
| Total 1213:   |                      |                |                              |     |              | 7,067.77       | .00             | 7,067.77     |              |                  |
| 1217          | COTTONWOOD EXPRES    | 100825KM6      | Inv. 110140 Oil Change Uni   | 1   | 10/08/2025   | 38.00          | .00             | 38.00        | 102397       | 10/08/2025       |
|               |                      | 100825KM6      | Inv. 110140 Oil Change Uni   | 2   | 10/08/2025   | 32.96          | .00             | 32.96        | 102397       | 10/08/2025       |
|               |                      | 101525KM7      | Inv. 110223 Full Service Oil | 1   | 10/15/2025   | 38.00          | .00             | 38.00        | 102422       | 10/15/2025       |
|               |                      | 101525KM7      | Inv. 110223 Full Service Oil | 2   | 10/15/2025   | 61.52          | .00             | 61.52        | 102422       | 10/15/2025       |
|               |                      | 102925KM7      | Inv. 110737 Unit 29 Oil Cha  | 1   | 10/29/2025   | 38.00          | .00             | 38.00        | 102461       | 10/29/2025       |
|               |                      | 102925KM7      | Inv. 110737 Unit 29 Oil Cha  | 2   | 10/29/2025   | 61.52          | .00             | 61.52        | 102461       | 10/29/2025       |
| Total 1217:   |                      |                |                              |     |              | 270.00         | .00             | 270.00       |              |                  |
| 1239          | Core & Main          | 102225KM4      | INV. X796373 Gate Valves     | 1   | 10/22/2025   | 592.14         | .00             | 592.14       | 102443       | 10/22/2025       |
| Total 1239:   |                      |                |                              |     |              | 592.14         | .00             | 592.14       |              |                  |
| 1264          | DIESEL DIRECT WEST   | 100825KM7      | INV. 86816619 Fuel Sept 1    | 1   | 10/08/2025   | 170.18         | .00             | 170.18       | 102398       | 10/08/2025       |
|               |                      | 100825KM7      | INV. 86816619 Fuel Sept 1    | 2   | 10/08/2025   | 21.27          | .00             | 21.27        | 102398       | 10/08/2025       |
|               |                      | 100825KM7      | INV. 86816619 Fuel Sept 1    | 3   | 10/08/2025   | 21.27          | .00             | 21.27        | 102398       | 10/08/2025       |
|               |                      | 100825KM7      | INV. 86801472 Fuel for Se    | 4   | 10/08/2025   | 128.20         | .00             | 128.20       | 102398       | 10/08/2025       |
|               |                      | 100825KM7      | INV. 86801472 Fuel for Se    | 5   | 10/08/2025   | 16.02          | .00             | 16.02        | 102398       | 10/08/2025       |
|               |                      | 100825KM7      | INV. 86801472 Fuel for Se    | 6   | 10/08/2025   | 16.03          | .00             | 16.03        | 102398       | 10/08/2025       |
|               |                      | 102225KM5      | INV. 18583 Fuel for Octobe   | 1   | 10/22/2025   | 65.78          | .00             | 65.78        | 102444       | 10/22/2025       |
|               |                      | 102225KM5      | INV. 18583 Fuel for Octobe   | 2   | 10/22/2025   | 8.22           | .00             | 8.22         | 102444       | 10/22/2025       |
|               |                      | 102225KM5      | INV. 18583 Fuel for Octobe   | 3   | 10/22/2025   | 8.22           | .00             | 8.22         | 102444       | 10/22/2025       |
| Total 1264:   |                      |                |                              |     |              | 455.19         | .00             | 455.19       |              |                  |
| 1322          | FOUR-D LLC           | 101525KM8      | Inv. 948 September 2025 I    | 1   | 10/15/2025   | 2,066.25       | .00             | 2,066.25     | 102423       | 10/15/2025       |
|               |                      | 101525KM8      | Inv. 948 September 2025 I    | 2   | 10/15/2025   | 145.00         | .00             | 145.00       | 102423       | 10/15/2025       |
| Total 1322:   |                      |                |                              |     |              | 2,211.25       | .00             | 2,211.25     |              |                  |
| 1369          | HILL BROTHERS CHEMIC | 101525KM10     | Inv. 07147735 Water Chem     | 1   | 10/15/2025   | 3,535.33       | .00             | 3,535.33     | 102426       | 10/15/2025       |
| Total 1369:   |                      |                |                              |     |              | 3,535.33       | .00             | 3,535.33     |              |                  |
| 1380          | HUGHES SUPPLY        | 102225KM8      | INV. S177049672.001 Met      | 1   | 10/22/2025   | 464.73         | .00             | 464.73       | 102447       | 10/22/2025       |
| Total 1380:   |                      |                |                              |     |              | 464.73         | .00             | 464.73       |              |                  |

| Vendor Number | Name                  | Invoice Number | Description                 | Seq | Invoice Date | Invoice Amount | Discount Amount | Check Amount | Check Number | Check Issue Date |
|---------------|-----------------------|----------------|-----------------------------|-----|--------------|----------------|-----------------|--------------|--------------|------------------|
| 1419          | JC CULLEN INC         | 100825KM9      | Inv. 159169 911 Port Servic | 1   | 10/08/2025   | 34.57          | .00             | 34.57        | 102401       | 10/08/2025       |
|               |                       | 100825KM9      | Inv. 159169 911 Port Servic | 2   | 10/08/2025   | 34.56          | .00             | 34.56        | 102401       | 10/08/2025       |
|               |                       | 101525KM11     | Inv. 158959 911 IP Port Ser | 1   | 10/15/2025   | 34.57          | .00             | 34.57        | 102427       | 10/15/2025       |
|               |                       | 101525KM11     | Inv. 158959 911 IP Port Ser | 2   | 10/15/2025   | 34.56          | .00             | 34.56        | 102427       | 10/15/2025       |
|               |                       | 102225KM9      | Inv. 159266 Poratble Radio  | 1   | 10/22/2025   | 1,459.70       | .00             | 1,459.70     | 102448       | 10/22/2025       |
| Total 1419:   |                       |                |                             |     |              | 1,597.96       | .00             | 1,597.96     |              |                  |
| 1429          | JEROME HISTORICAL SO  | 102225KM10     | INV. 036343 One-third cost  | 1   | 10/22/2025   | 533.00         | .00             | 533.00       | 102449       | 10/22/2025       |
| Total 1429:   |                       |                |                             |     |              | 533.00         | .00             | 533.00       |              |                  |
| 1473          | KERRY LEE             | 101525KM13     | Per Diem for Out-of-Town t  | 1   | 10/15/2025   | 300.00         | .00             | 300.00       | 102428       | 10/15/2025       |
| Total 1473:   |                       |                |                             |     |              | 300.00         | .00             | 300.00       |              |                  |
| 1493          | LARRY GREEN CHEVRO    | 103025KM1      | PO 127363 2026 Chevrolet    | 1   | 10/30/2025   | 40,000.00      | .00             | 40,000.00    | 102468       | 10/30/2025       |
|               |                       | 103025KM1      | PO 127363 2026 Chevrolet    | 2   | 10/30/2025   | 10,771.30      | .00             | 10,771.30    | 102468       | 10/30/2025       |
| Total 1493:   |                       |                |                             |     |              | 50,771.30      | .00             | 50,771.30    |              |                  |
| 1503          | LEGEND                | 100125KM7      | Inv. 2511679 Testing Servic | 1   | 10/01/2025   | 821.40         | .00             | 821.40       | 102384       | 10/01/2025       |
|               |                       | 100125KM7      | Inv. 2511679 Less Credit    | 2   | 10/01/2025   | 61.00-         | .00             | 61.00-       | 102384       | 10/01/2025       |
|               |                       | 100825KM10     | Inv. 2515736 Sink           | 1   | 10/08/2025   | 15.00          | .00             | 15.00        | 102402       | 10/08/2025       |
|               |                       | 100825KM10     | Inv. 2515736 Testing Servic | 2   | 10/08/2025   | 776.60         | .00             | 776.60       | 102402       | 10/08/2025       |
|               |                       | 100825KM10     | Inv. 2151812 Testing Servic | 3   | 10/08/2025   | 75.00          | .00             | 75.00        | 102402       | 10/08/2025       |
|               |                       | 100825KM10     | Inv. 2516231 Testing Servic | 4   | 10/08/2025   | 75.00          | .00             | 75.00        | 102402       | 10/08/2025       |
|               |                       | 102225KM11     | Inv. 2517360 Testing Servic | 1   | 10/22/2025   | 75.00          | .00             | 75.00        | 102450       | 10/22/2025       |
| Total 1503:   |                       |                |                             |     |              | 1,777.00       | .00             | 1,777.00     |              |                  |
| 1576          | NAPA AUTO PARTS       | 100825KM16     | Ref. 390351 PD Unit 24      | 1   | 10/08/2025   | 72.49          | .00             | 72.49        | 102404       | 10/08/2025       |
|               |                       | 100825KM16     | Ref. 390389 Shop Caliper    | 2   | 10/08/2025   | 6.58           | .00             | 6.58         | 102404       | 10/08/2025       |
|               |                       | 100825KM16     | Ref. 390454 Refund for Uni  | 3   | 10/08/2025   | 72.49-         | .00             | 72.49-       | 102404       | 10/08/2025       |
|               |                       | 100825KM16     | Ref. 390485 Fire Vehicles   | 4   | 10/08/2025   | 43.78          | .00             | 43.78        | 102404       | 10/08/2025       |
|               |                       | 100825KM16     | Ref. 390526 Fire Vehicle Bl | 5   | 10/08/2025   | 20.85          | .00             | 20.85        | 102404       | 10/08/2025       |
|               |                       | 100825KM16     | Ref. 390586 Fire Deparmt    | 6   | 10/08/2025   | 214.20         | .00             | 214.20       | 102404       | 10/08/2025       |
| Total 1576:   |                       |                |                             |     |              | 285.41         | .00             | 285.41       |              |                  |
| 1578          | NATIONAL LEAGUE OF CI | 100825KM12     | INV. 194730 Member 5326     | 1   | 10/08/2025   | 318.00         | .00             | 318.00       | 102405       | 10/08/2025       |
| Total 1578:   |                       |                |                             |     |              | 318.00         | .00             | 318.00       |              |                  |
| 1603          | ODP BUSINESS SOLUTIO  | 100125KM13     | Inv. 437685686001 Seals     | 1   | 10/01/2025   | 9.88           | .00             | 9.88         | 102385       | 10/01/2025       |
|               |                       | 100125KM13     | Inv. 440234051001 Corkbo    | 2   | 10/01/2025   | 23.77          | .00             | 23.77        | 102385       | 10/01/2025       |
|               |                       | 100125KM13     | Inv. 440459178001 Binders   | 3   | 10/01/2025   | 26.13          | .00             | 26.13        | 102385       | 10/01/2025       |
|               |                       | 100125KM13     | Inv. 438949181001 Pepper    | 4   | 10/01/2025   | 23.59          | .00             | 23.59        | 102385       | 10/01/2025       |
|               |                       | 100125KM13     | Inv. 437686356001 Paper     | 5   | 10/01/2025   | 8.89           | .00             | 8.89         | 102385       | 10/01/2025       |
|               |                       | 101525KM16     | Inv. 442432632001 Labels    | 1   | 10/15/2025   | 43.93          | .00             | 43.93        | 102431       | 10/15/2025       |
|               |                       | 101525KM16     | Inv. 437382612001 Pens &    | 2   | 10/15/2025   | 101.89         | .00             | 101.89       | 102431       | 10/15/2025       |
|               |                       | 101525KM16     | Inv. 442432353001 Date St   | 3   | 10/15/2025   | 42.82          | .00             | 42.82        | 102431       | 10/15/2025       |
|               |                       | 102925KM11     | Inv. 443537608001 Tissues   | 1   | 10/29/2025   | 28.42          | .00             | 28.42        | 102464       | 10/29/2025       |
|               |                       | 102925KM11     | Inv. 443606750001 Sharpie   | 2   | 10/29/2025   | 7.91           | .00             | 7.91         | 102464       | 10/29/2025       |
|               |                       | 102925KM11     | Inv. 444569044001 Plates    | 3   | 10/29/2025   | 42.49          | .00             | 42.49        | 102464       | 10/29/2025       |
|               |                       | 102925KM11     | Inv. 445496748001 Pens      | 4   | 10/29/2025   | 8.23           | .00             | 8.23         | 102464       | 10/29/2025       |
|               |                       | 102925KM11     | Inv. 443196376001 Batterie  | 5   | 10/29/2025   | 24.16          | .00             | 24.16        | 102464       | 10/29/2025       |

| Vendor Number | Name                 | Invoice Number | Description                  | Seq | Invoice Date | Invoice Amount | Discount Amount | Check Amount | Check Number | Check Issue Date |
|---------------|----------------------|----------------|------------------------------|-----|--------------|----------------|-----------------|--------------|--------------|------------------|
| Total 1603:   |                      |                |                              |     |              | 392.11         | .00             | 392.11       |              |                  |
| 1615          | FLOWBIRD AMERICA, IN | 100125KM3      | INV. IV148769 Flowbird Tra   | 1   | 10/01/2025   | 9.06           | .00             | 9.06         | 102380       | 10/01/2025       |
|               |                      | 100125KM3      | INV. IV148874 Pay by Text    | 2   | 10/01/2025   | 4.15           | .00             | 4.15         | 102380       | 10/01/2025       |
|               |                      | 100825KM8      | INV. AI003332 Flowbird Trx   | 1   | 10/08/2025   | 15.65          | .00             | 15.65        | 102400       | 10/08/2025       |
|               |                      | 100825KM8      | INV. AI003336 Parkfolio AI   | 2   | 10/08/2025   | 448.19         | .00             | 448.19       | 102400       | 10/08/2025       |
|               |                      | 100825KM8      | INV. IV14941 Pay by Text F   | 3   | 10/08/2025   | 3.85           | .00             | 3.85         | 102400       | 10/08/2025       |
| Total 1615:   |                      |                |                              |     |              | 480.90         | .00             | 480.90       |              |                  |
| 1637          | POSTMASTER           | 102925KM10     | Bulk Postage for Nov-Dece    | 1   | 10/29/2025   | 93.03          | .00             | 93.03        | 102465       | 10/29/2025       |
| Total 1637:   |                      |                |                              |     |              | 93.03          | .00             | 93.03        |              |                  |
| 1643          | PRESCOTT LAW GROUP,  | 100825KM13     | INV. 9907 Prosecutor Fee f   | 1   | 10/08/2025   | 2,000.00       | .00             | 2,000.00     | 102406       | 10/08/2025       |
| Total 1643:   |                      |                |                              |     |              | 2,000.00       | .00             | 2,000.00     |              |                  |
| 1647          | FlexPrint, LLC       | 100825KM14     | Inv. INV5643507-INT Base     | 1   | 10/08/2025   | 357.51         | .00             | 357.51       | 102399       | 10/08/2025       |
| Total 1647:   |                      |                |                              |     |              | 357.51         | .00             | 357.51       |              |                  |
| 1687          | RICK HERNANDEZ       | 100825KM15     | Fire Alt Pension Payout for  | 1   | 10/08/2025   | 16,165.02      | .00             | 16,165.02    | 102407       | 10/08/2025       |
|               |                      | 100825KM15     | Fire Pension Federal Withh   | 2   | 10/08/2025   | 1,616.50-      | .00             | 1,616.50-    | 102407       | 10/08/2025       |
| Total 1687:   |                      |                |                              |     |              | 14,548.52      | .00             | 14,548.52    |              |                  |
| 1711          | RUSSEL BLAIR         | 100825KM18     | Fire Alt Pension Distributio | 1   | 10/08/2025   | 30,000.00      | .00             | 30,000.00    | 102409       | 10/08/2025       |
|               |                      | 100825KM18     | Fire Pension Distribution F  | 2   | 10/08/2025   | 3,600.00-      | .00             | 3,600.00-    | 102409       | 10/08/2025       |
| Total 1711:   |                      |                |                              |     |              | 26,400.00      | .00             | 26,400.00    |              |                  |
| 1725          | SEAN BAUER           | 100125KM9      | Reimbursement for lost Ch    | 1   | 10/01/2025   | 138.52         | .00             | 138.52       | 102386       | 10/01/2025       |
| Total 1725:   |                      |                |                              |     |              | 138.52         | .00             | 138.52       |              |                  |
| 1728          | SEDONA RECYCLES, INC | 101525KM17     | INV. JRME925 Hauling & Ti    | 1   | 10/15/2025   | 315.00         | .00             | 315.00       | 102432       | 10/15/2025       |
| Total 1728:   |                      |                |                              |     |              | 315.00         | .00             | 315.00       |              |                  |
| 1735          | SHAW LAW FIRM, PLLC  | 100125KM5      | Inv. 28006 TR2024-000028     | 1   | 10/01/2025   | 232.50         | .00             | 232.50       | 102387       | 10/01/2025       |
|               |                      | 102925KM12     | Inv. 28119 TR2024-000028     | 1   | 10/29/2025   | 195.00         | .00             | 195.00       | 102466       | 10/29/2025       |
|               |                      | 102925KM12     | Inv. 28120 TR2025-000013     | 2   | 10/29/2025   | 127.50         | .00             | 127.50       | 102466       | 10/29/2025       |
| Total 1735:   |                      |                |                              |     |              | 555.00         | .00             | 555.00       |              |                  |
| 1747          | SWHP, LLC            | 101525KM19     | Inv. 8839 Buddy Breather F   | 1   | 10/15/2025   | 336.96         | .00             | 336.96       | 102435       | 10/15/2025       |
| Total 1747:   |                      |                |                              |     |              | 336.96         | .00             | 336.96       |              |                  |
| 1751          | SOUTHWESTERN ENVIR   | 101525KM18     | Inv. 2025-352 Proj. 23-010   | 1   | 10/15/2025   | 1,180.00       | .00             | 1,180.00     | 102433       | 10/15/2025       |
|               |                      | 101525KM18     | Inv. 2025-353 Proj. 25-030   | 2   | 10/15/2025   | 880.00         | .00             | 880.00       | 102433       | 10/15/2025       |
|               |                      | 101525KM18     | Inv. 2025-354 Proj. 25-040   | 3   | 10/15/2025   | 1,750.00       | .00             | 1,750.00     | 102433       | 10/15/2025       |
|               |                      | 101525KM18     | Inv. 2025-356 Proj. 20-051   | 4   | 10/15/2025   | 5,355.00       | .00             | 5,355.00     | 102433       | 10/15/2025       |

| Vendor Number | Name                  | Invoice Number | Description                  | Seq | Invoice Date | Invoice Amount | Discount Amount | Check Amount | Check Number | Check Issue Date |
|---------------|-----------------------|----------------|------------------------------|-----|--------------|----------------|-----------------|--------------|--------------|------------------|
| Total 1751:   |                       |                |                              |     |              | 9,165.00       | .00             | 9,165.00     |              |                  |
| 1774          | SUPERIOR COURT YAVA   | 101525KM20     | Inv. Q1-26 J Pro-Tem Q1 J    | 1   | 10/15/2025   | 229.21         | .00             | 229.21       | 102434       | 10/15/2025       |
| Total 1774:   |                       |                |                              |     |              | 229.21         | .00             | 229.21       |              |                  |
| 1812          | TOWN OF JEROME - UTIL | 100125KM16     | Acct. 1014.03 Town Utilities | 1   | 10/01/2025   | 46.41          | .00             | 46.41        | 102389       | 10/01/2025       |
|               |                       | 100125KM16     | Acct. 6023.03 Town Utilities | 2   | 10/01/2025   | 46.41          | .00             | 46.41        | 102389       | 10/01/2025       |
|               |                       | 100125KM16     | Acct. 7002.01 Town Utilities | 3   | 10/01/2025   | 243.65         | .00             | 243.65       | 102389       | 10/01/2025       |
|               |                       | 100125KM16     | Acct. 7060.01 Town Utilities | 4   | 10/01/2025   | 229.58         | .00             | 229.58       | 102389       | 10/01/2025       |
|               |                       | 100125KM16     | Acct. 7054.01 Town Utilities | 5   | 10/01/2025   | 177.32         | .00             | 177.32       | 102389       | 10/01/2025       |
|               |                       | 100125KM16     | Acct. 7015.01 Town Utilities | 6   | 10/01/2025   | 229.58         | .00             | 229.58       | 102389       | 10/01/2025       |
| Total 1812:   |                       |                |                              |     |              | 972.95         | .00             | 972.95       |              |                  |
| 1813          | TOWN OF JEROME PR     | 100725KM01     | Payroll Transfer 1 for Octo  | 1   | 10/07/2025   | 90,000.00      | .00             | 90,000.00    | 102391       | 10/07/2025       |
|               |                       | 102025KM1      | Payroll Transfer 2 for Octo  | 1   | 10/20/2025   | 95,000.00      | .00             | 95,000.00    | 102439       | 10/20/2025       |
|               |                       | 102925KM13     | Payroll Transfer 1 for Nove  | 1   | 10/29/2025   | 90,000.00      | .00             | 90,000.00    | 102467       | 10/29/2025       |
| Total 1813:   |                       |                |                              |     |              | 275,000.00     | .00             | 275,000.00   |              |                  |
| 1827          | UNISOURCE ENERGY SE   | 100125KM4      | Acct 6937260000 Police D     | 1   | 10/01/2025   | 21.77          | .00             | 21.77        | 102390       | 10/01/2025       |
|               |                       | 100125KM4      | Acct 7505930000 Civic Ce     | 2   | 10/01/2025   | 25.39          | .00             | 25.39        | 102390       | 10/01/2025       |
|               |                       | 100125KM4      | Acct 4185213088 621 Main     | 3   | 10/01/2025   | 11.04          | .00             | 11.04        | 102390       | 10/01/2025       |
|               |                       | 100125KM4      | Acct 4353340000 Perkinsvi    | 4   | 10/01/2025   | 21.35          | .00             | 21.35        | 102390       | 10/01/2025       |
|               |                       | 100125KM4      | Acct 7133613001 Holly Ho     | 5   | 10/01/2025   | 12.81          | .00             | 12.81        | 102390       | 10/01/2025       |
|               |                       | 100125KM4      | Acct 0559820000 Fire Dept    | 6   | 10/01/2025   | 30.36          | .00             | 30.36        | 102390       | 10/01/2025       |
|               |                       | 100125KM4      | Acct 2353340000 Co-op Ut     | 7   | 10/01/2025   | 21.77          | .00             | 21.77        | 102390       | 10/01/2025       |
|               |                       | 102225KM13     | Acct 4353340000 Perkinsvi    | 1   | 10/22/2025   | 21.35          | .00             | 21.35        | 102452       | 10/22/2025       |
|               |                       | 102225KM13     | Acct 6937260000 Police D     | 2   | 10/22/2025   | 21.77          | .00             | 21.77        | 102452       | 10/22/2025       |
|               |                       | 102225KM13     | Acct 4185213088 621 Main     | 3   | 10/22/2025   | 11.04          | .00             | 11.04        | 102452       | 10/22/2025       |
|               |                       | 102225KM13     | Acct 7505930000 Civic Ce     | 4   | 10/22/2025   | 27.90          | .00             | 27.90        | 102452       | 10/22/2025       |
|               |                       | 102225KM13     | Acct 0559820000 Fire Dept    | 5   | 10/22/2025   | 29.56          | .00             | 29.56        | 102452       | 10/22/2025       |
|               |                       | 102225KM13     | 7133613001 - 655 Holly -     | 6   | 10/22/2025   | 13.73          | .00             | 13.73        | 102452       | 10/22/2025       |
|               |                       | 102225KM13     | 2353340000 502 N Main St     | 7   | 10/22/2025   | 21.77          | .00             | 21.77        | 102452       | 10/22/2025       |
| Total 1827:   |                       |                |                              |     |              | 291.61         | .00             | 291.61       |              |                  |
| 1848          | VERDE VALLEY CHIEFS   | 102225KM14     | Inv. 23-020 FY26 Annual M    | 1   | 10/22/2025   | 2,692.00       | .00             | 2,692.00     | 102453       | 10/22/2025       |
| Total 1848:   |                       |                |                              |     |              | 2,692.00       | .00             | 2,692.00     |              |                  |
| 1851          | VERDE VALLEY HARDWA   | 100825KM24     | Ref. 83136 Shop Supplies     | 1   | 10/08/2025   | 116.96         | .00             | 116.96       | 102413       | 10/08/2025       |
|               |                       | 100825KM24     | Ref. 83279 Adaptor           | 2   | 10/08/2025   | 73.54          | .00             | 73.54        | 102413       | 10/08/2025       |
|               |                       | 100825KM24     | Ref. 83503 Cones             | 3   | 10/08/2025   | 147.11         | .00             | 147.11       | 102413       | 10/08/2025       |
|               |                       | 100825KM24     | Ref. 83567 Batteries         | 4   | 10/08/2025   | 328.45         | .00             | 328.45       | 102413       | 10/08/2025       |
|               |                       | 100825KM24     | Ref. 83602 Sockets           | 5   | 10/08/2025   | 31.32          | .00             | 31.32        | 102413       | 10/08/2025       |
|               |                       | 100825KM24     | Ref. 83905 Lock Set          | 6   | 10/08/2025   | 17.10          | .00             | 17.10        | 102413       | 10/08/2025       |
| Total 1851:   |                       |                |                              |     |              | 714.48         | .00             | 714.48       |              |                  |
| 1859          | VERIZON WIRELESS      | 101525KM21     | Acct 870476021-00002 PD      | 1   | 10/15/2025   | 49.96          | .00             | 49.96        | 102436       | 10/15/2025       |
|               |                       | 101525KM21     | Acct 870476021-00002 PZ      | 2   | 10/15/2025   | 49.96          | .00             | 49.96        | 102436       | 10/15/2025       |
|               |                       | 101525KM21     | Acct 870476021-00001 Sh      | 3   | 10/15/2025   | 37.86          | .00             | 37.86        | 102436       | 10/15/2025       |
|               |                       | 101525KM21     | Acct 870476021-0001 FD       | 4   | 10/15/2025   | 89.97          | .00             | 89.97        | 102436       | 10/15/2025       |
|               |                       | 101525KM21     | Acct 870476021-00001 PZ      | 5   | 10/15/2025   | 37.86          | .00             | 37.86        | 102436       | 10/15/2025       |

| Vendor Number | Name                      | Invoice Number | Description                 | Seq | Invoice Date | Invoice Amount | Discount Amount | Check Amount | Check Number | Check Issue Date |
|---------------|---------------------------|----------------|-----------------------------|-----|--------------|----------------|-----------------|--------------|--------------|------------------|
|               |                           | 101525KM21     | Acct 870476021-00003 FD     | 6   | 10/15/2025   | 276.66         | .00             | 276.66       | 102436       | 10/15/2025       |
|               |                           | 101525KM21     | Acct 870476021-00003 PD     | 7   | 10/15/2025   | 269.32         | .00             | 269.32       | 102436       | 10/15/2025       |
|               | Total 1859:               |                |                             |     |              | 811.59         | .00             | 811.59       |              |                  |
| 1903          | WM CORPORATE SERVI        | 101525KM22     | Inv. 449-4655-6 Trash Tippi | 1   | 10/15/2025   | 1,712.40       | .00             | 1,712.40     | 102437       | 10/15/2025       |
|               | Total 1903:               |                |                             |     |              | 1,712.40       | .00             | 1,712.40     |              |                  |
| 1914          | YAVAPAI CO. EDUCATION     | 101525KM23     | Inv. 25-1078 November 25    | 1   | 10/15/2025   | 503.00         | .00             | 503.00       | 102438       | 10/15/2025       |
|               |                           | 101525KM23     | Inv. 25-1078 November 25    | 2   | 10/15/2025   | 503.00         | .00             | 503.00       | 102438       | 10/15/2025       |
|               |                           | 101525KM23     | Inv. 25-1078 November 25    | 3   | 10/15/2025   | 324.00         | .00             | 324.00       | 102438       | 10/15/2025       |
|               |                           | 101525KM23     | Inv. 25-1078 November 25    | 4   | 10/15/2025   | 324.00         | .00             | 324.00       | 102438       | 10/15/2025       |
|               |                           | 101525KM23     | Inv. 25-1079 Library E-Rate | 5   | 10/15/2025   | 42.00          | .00             | 42.00        | 102438       | 10/15/2025       |
|               | Total 1914:               |                |                             |     |              | 1,696.00       | .00             | 1,696.00     |              |                  |
| 1918          | YAVAPAI COUNTY EDUCA      | 100825KM23     | Inv. 25-041 FY 2025-2026    | 1   | 10/08/2025   | 200.00         | .00             | 200.00       | 102415       | 10/08/2025       |
|               | Total 1918:               |                |                             |     |              | 200.00         | .00             | 200.00       |              |                  |
| 1954          | GUST ROSENFELD PLC        | 100125KM14     | Inv. 466081 Legal Services  | 1   | 10/01/2025   | 1,150.00       | .00             | 1,150.00     | 102381       | 10/01/2025       |
|               |                           | 100125KM14     | Inv. 466081 Legal Services  | 2   | 10/01/2025   | 600.00         | .00             | 600.00       | 102381       | 10/01/2025       |
|               |                           | 100125KM14     | Inv. 466081 Legal Services  | 3   | 10/01/2025   | 500.00         | .00             | 500.00       | 102381       | 10/01/2025       |
|               |                           | 100125KM14     | Inv. 466081 Legal Services  | 4   | 10/01/2025   | 700.00         | .00             | 700.00       | 102381       | 10/01/2025       |
|               |                           | 102225KM7      | Inv. 467267 September Le    | 1   | 10/22/2025   | 2,975.00       | .00             | 2,975.00     | 102446       | 10/22/2025       |
|               |                           | 102225KM7      | Inv. 467267 September Le    | 2   | 10/22/2025   | 275.00         | .00             | 275.00       | 102446       | 10/22/2025       |
|               |                           | 102225KM7      | Inv. 467267 September Le    | 3   | 10/22/2025   | 1,050.00       | .00             | 1,050.00     | 102446       | 10/22/2025       |
|               | Total 1954:               |                |                             |     |              | 7,250.00       | .00             | 7,250.00     |              |                  |
| 1955          | KRISTEN MUENZ             | 100125KM6      | Reimbursement for Picture   | 1   | 10/01/2025   | 38.44          | .00             | 38.44        | 102383       | 10/01/2025       |
|               | Total 1955:               |                |                             |     |              | 38.44          | .00             | 38.44        |              |                  |
| 1956          | MARTIN MARIETTA           | 102225KM12     | Inv. 47419120 Mag ABC A     | 1   | 10/22/2025   | 199.24         | .00             | 199.24       | 102451       | 10/22/2025       |
|               |                           | 102225KM12     | Inv. 47394981 Mag ABC A     | 2   | 10/22/2025   | 90.45          | .00             | 90.45        | 102451       | 10/22/2025       |
|               | Total 1956:               |                |                             |     |              | 289.69         | .00             | 289.69       |              |                  |
| 1961          | THE REINALT-THOMAS C      | 100125KM2      | Invoice 1399672 F-350 Tire  | 1   | 10/01/2025   | 738.71         | .00             | 738.71       | 102388       | 10/01/2025       |
|               | Total 1961:               |                |                             |     |              | 738.71         | .00             | 738.71       |              |                  |
| 1988          | Helios Health             | 101525KM12     | Inv. 1387 POST Physical &   | 1   | 10/15/2025   | 245.00         | .00             | 245.00       | 102425       | 10/15/2025       |
|               | Total 1988:               |                |                             |     |              | 245.00         | .00             | 245.00       |              |                  |
| 1991          | MDC Mobile Drug Collectio | 101525KM15     | Inv. 14375 Lab Collection F | 1   | 10/15/2025   | 105.00         | .00             | 105.00       | 102430       | 10/15/2025       |
|               | Total 1991:               |                |                             |     |              | 105.00         | .00             | 105.00       |              |                  |
| 2006          | Wired Up Systems LLC      | 100825KM22     | Inv. 127315 Court Security  | 1   | 10/08/2025   | 82.96          | .00             | 82.96        | 102414       | 10/08/2025       |
|               | Total 2006:               |                |                             |     |              | 82.96          | .00             | 82.96        |              |                  |
| 2016          | T2 SYSTEMS, INC.          | 100825KM20     | INV. MP000004822 MobilP     | 1   | 10/08/2025   | 1,117.10       | .00             | 1,117.10     | 102412       | 10/08/2025       |

| Vendor Number | Name                        | Invoice Number | Description                | Seq | Invoice Date | Invoice Amount | Discount Amount | Check Amount | Check Number | Check Issue Date |
|---------------|-----------------------------|----------------|----------------------------|-----|--------------|----------------|-----------------|--------------|--------------|------------------|
| Total 2016:   |                             |                |                            |     |              | 1,117.10       | .00             | 1,117.10     |              |                  |
| 2017          | Michele Sharif              | 100825KM11     | Reimbursement for Grant    | 1   | 10/08/2025   | 495.00         | .00             | 495.00       | 102403       | 10/08/2025       |
| Total 2017:   |                             |                |                            |     |              | 495.00         | .00             | 495.00       |              |                  |
| 2023          | GOOD CREATIONS LLC          | 102925KM8      | Inv. 1-JeromeWSDF-2025     | 1   | 10/29/2025   | 1,400.00       | .00             | 1,400.00     | 102463       | 10/29/2025       |
|               |                             | 102925KM8      | Inv. 1-JeromeWSDF-2025     | 2   | 10/29/2025   | 1,500.00       | .00             | 1,500.00     | 102463       | 10/29/2025       |
| Total 2023:   |                             |                |                            |     |              | 2,900.00       | .00             | 2,900.00     |              |                  |
| 2033          | T2 Systems Canada Inc.      | 100825KM21     | INV. IRIS0000152500 Digit  | 1   | 10/08/2025   | 81.83          | .00             | 81.83        | 102411       | 10/08/2025       |
| Total 2033:   |                             |                |                            |     |              | 81.83          | .00             | 81.83        |              |                  |
| 2047          | ROBERT VEGA                 | 100825KM17     | Reimbursement for Boots 2  | 1   | 10/08/2025   | 33.33          | .00             | 33.33        | 102408       | 10/08/2025       |
|               |                             | 100825KM17     | Reimbursement for Boots 2  | 2   | 10/08/2025   | 33.33          | .00             | 33.33        | 102408       | 10/08/2025       |
|               |                             | 100825KM17     | Reimbursement for Boots 2  | 3   | 10/08/2025   | 33.34          | .00             | 33.34        | 102408       | 10/08/2025       |
|               |                             | 100825KM17     | Reimbursement for Boots 2  | 4   | 10/08/2025   | 33.33          | .00             | 33.33        | 102408       | 10/08/2025       |
|               |                             | 100825KM17     | Reimbursement for Boots 2  | 5   | 10/08/2025   | 33.33          | .00             | 33.33        | 102408       | 10/08/2025       |
|               |                             | 100825KM17     | Reimbursement for Boots 2  | 6   | 10/08/2025   | 33.34          | .00             | 33.34        | 102408       | 10/08/2025       |
| Total 2047:   |                             |                |                            |     |              | 200.00         | .00             | 200.00       |              |                  |
| 2066          | FLAGSTAFF BUSINESS S        | 102225KM6      | Inv. 10132501 Polygraph E  | 1   | 10/22/2025   | 300.00         | .00             | 300.00       | 102445       | 10/22/2025       |
| Total 2066:   |                             |                |                            |     |              | 300.00         | .00             | 300.00       |              |                  |
| 2081          | Arizona Elevator Solutions, | 101525KM5      | INV-08155-F9D8 Maintena    | 1   | 10/15/2025   | 885.00         | .00             | 885.00       | 102419       | 10/15/2025       |
| Total 2081:   |                             |                |                            |     |              | 885.00         | .00             | 885.00       |              |                  |
| 2097          | Big Brand Tire & Service    | 100125KM11     | Inv. 3038-7289521 Tires-M  | 1   | 10/01/2025   | 89.69          | .00             | 89.69        | 102377       | 10/01/2025       |
|               |                             | 100125KM11     | Inv. 3038-7289521 Tires-M  | 2   | 10/01/2025   | 89.68          | .00             | 89.68        | 102377       | 10/01/2025       |
|               |                             | 100125KM11     | Inv. 3038-7289521 Tires-M  | 3   | 10/01/2025   | 89.68          | .00             | 89.68        | 102377       | 10/01/2025       |
|               |                             | 100125KM11     | Inv. 3038-7289521 Tires-M  | 4   | 10/01/2025   | 89.68          | .00             | 89.68        | 102377       | 10/01/2025       |
|               |                             | 100125KM11     | Inv. 3038-7289521 Tires-M  | 5   | 10/01/2025   | 89.68          | .00             | 89.68        | 102377       | 10/01/2025       |
|               |                             | 100125KM11     | Inv. 3038-7289521 Tires-M  | 6   | 10/01/2025   | 89.68          | .00             | 89.68        | 102377       | 10/01/2025       |
|               |                             | 100125KM11     | Inv. 3038-7289521 Tires-La | 7   | 10/01/2025   | 15.67          | .00             | 15.67        | 102377       | 10/01/2025       |
|               |                             | 100125KM11     | Inv. 3038-7289521 Tires-La | 8   | 10/01/2025   | 15.67          | .00             | 15.67        | 102377       | 10/01/2025       |
|               |                             | 100125KM11     | Inv. 3038-7289521 Tires-La | 9   | 10/01/2025   | 15.67          | .00             | 15.67        | 102377       | 10/01/2025       |
|               |                             | 100125KM11     | Inv. 3038-7289521 Tires-La | 10  | 10/01/2025   | 15.66          | .00             | 15.66        | 102377       | 10/01/2025       |
|               |                             | 100125KM11     | Inv. 3038-7289521 Tires-La | 11  | 10/01/2025   | 15.66          | .00             | 15.66        | 102377       | 10/01/2025       |
|               |                             | 100125KM11     | Inv. 3038-7289521 Tires-La | 12  | 10/01/2025   | 15.67          | .00             | 15.67        | 102377       | 10/01/2025       |
|               |                             | 102925KM5      | Inv. 3038-7360991 Mazda    | 1   | 10/29/2025   | 346.00         | .00             | 346.00       | 102459       | 10/29/2025       |
|               |                             | 102925KM5      | Inv. 3038-7360991 Mazda    | 2   | 10/29/2025   | 1,512.26       | .00             | 1,512.26     | 102459       | 10/29/2025       |
| Total 2097:   |                             |                |                            |     |              | 2,490.35       | .00             | 2,490.35     |              |                  |
| 2110          | John McLoughlin             | 100125KM12     | Reimbursement for lost Ch  | 1   | 10/01/2025   | 132.51         | .00             | 132.51       | 102382       | 10/01/2025       |
| Total 2110:   |                             |                |                            |     |              | 132.51         | .00             | 132.51       |              |                  |
| 2111          | Steve Giniat                | 100825KM19     | Reimbursement for Boots 2  | 1   | 10/08/2025   | 26.66          | .00             | 26.66        | 102410       | 10/08/2025       |
|               |                             | 100825KM19     | Reimbursement for Boots 2  | 2   | 10/08/2025   | 26.67          | .00             | 26.67        | 102410       | 10/08/2025       |
|               |                             | 100825KM19     | Reimbursement for Boots 2  | 3   | 10/08/2025   | 26.67          | .00             | 26.67        | 102410       | 10/08/2025       |

| Vendor<br>Number | Name               | Invoice<br>Number | Description               | Seq | Invoice<br>Date | Invoice<br>Amount | Discount<br>Amount | Check<br>Amount | Check<br>Number | Check<br>Issue Date |
|------------------|--------------------|-------------------|---------------------------|-----|-----------------|-------------------|--------------------|-----------------|-----------------|---------------------|
|                  |                    | 100825KM19        | Reimbursement for Boots 2 | 4   | 10/08/2025      | 26.66             | .00                | 26.66           | 102410          | 10/08/2025          |
|                  |                    | 100825KM19        | Reimbursement for Boots 2 | 5   | 10/08/2025      | 26.66             | .00                | 26.66           | 102410          | 10/08/2025          |
|                  |                    | 100825KM19        | Reimbursement for Boots 2 | 6   | 10/08/2025      | 26.67             | .00                | 26.67           | 102410          | 10/08/2025          |
|                  | Total 2111:        |                   |                           |     |                 | 159.99            | .00                | 159.99          |                 |                     |
| 2112             | GHOST TOWN HANDICR | 101525KM9         | LMP Deposit Refund for Ac | 1   | 10/15/2025      | 44.72             | .00                | 44.72           | 102424          | 10/15/2025          |
|                  | Total 2112:        |                   |                           |     |                 | 44.72             | .00                | 44.72           |                 |                     |
| 2113             | Lauren Crosby      | 101525KM14        | Easement Agreement Town   | 1   | 10/15/2025      | 250.00            | .00                | 250.00          | 102429          | 10/15/2025          |
|                  | Total 2113:        |                   |                           |     |                 | 250.00            | .00                | 250.00          |                 |                     |
| 2114             | ERIC JURISIN       | 102925KM9         | LMP Refund for Closed Ac  | 1   | 10/29/2025      | 184.26            | .00                | 184.26          | 102462          | 10/29/2025          |
|                  | Total 2114:        |                   |                           |     |                 | 184.26            | .00                | 184.26          |                 |                     |
|                  | Grand Totals:      |                   |                           |     |                 | 487,202.97        | .00                | 487,202.97      |                 |                     |

Report Criteria:  
Detail report type printed

**File Attachments for Item:**

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

Council will consider and may approve the staff reports.



For the meeting of November 11, 2025

## **MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL**

*Brett Klein, Town Manager/Clerk*

*My activities have included:*

- Resurrected the JHS property exchange and updated the attorney to begin moving forward on this.
- Processed FMLA paperwork for an employee's health condition necessitating an extended leave.
- Followed up with Deception waterline project plans for submittal to ADOT.
- Received proposal(s) in response to the invitation for bids on 655 Holly and clarified all outstanding items related to responses.
- Met with ADEQ at their request to discuss the likelihood of not making the deadline in Amendment #3 to the consent decree and what can / should be done about it.
- Continued the pursuit of construction grants for Verde Avenue reconstruction / improvements.
- Participated in the kickoff meeting with Town staff and Councilmembers, and The Planning Center for work on the landscape and streetscape design / zoning code rewrite.
- Met with engineers to facilitate the issuance of the new Deception Water Line plans for an IFB.
- Administered three (3) oaths of office for new employees.
- Met with our benefits administrator to discuss claims and their impact on our renewal rates. We have a favorable rating which will help during renewal.
- Responded to over ten requests for information regarding the water meter RFP.
- Issued the RFP for water meters.
- Conducted the HR processing of a new police employee.
- Worked with various individuals on their special event requests.
- Facilitated public records requests.
- Met with Fire Chief to discuss retirement options.

**\*\* CONGRATULATIONS TO \*\***

Tamara Lee (Police) on completing 5 years of service effective November 27, 2025.

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

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

|                  | <b>FY2026 Actual -<br/>(based on to-date<br/>DOR website)</b> | <b>FY2025 Actual -<br/>(based on DOR<br/>website)</b> | <b>Actually<br/>Received<br/>Thus Far</b> |
|------------------|---------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------|
| July             | 113,426                                                       | 110,631                                               | 11,933                                    |
| August           | 73,823                                                        | 89,419                                                | 145,492                                   |
| September        | 87,532                                                        | 91,512                                                | 190,314                                   |
| October          |                                                               | 120,090                                               |                                           |
| November         |                                                               | 133,502                                               |                                           |
| December         |                                                               | 100,280                                               |                                           |
| January          |                                                               | 96,559                                                |                                           |
| February         |                                                               | 114,868                                               |                                           |
| March            |                                                               | 95,109                                                |                                           |
| April            |                                                               | 91,014                                                |                                           |
| May              |                                                               | 148,298                                               |                                           |
| June             |                                                               | 117,505                                               |                                           |
| June - Late      |                                                               | 104,818                                               |                                           |
| <b>Total YTD</b> | <b>274,781</b>                                                | <b>1,413,605</b>                                      | <b>11,933</b>                             |

**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) |                |         |
|------------------|---------------------------------|----------------|-------------------------------|----------------------------------|----------------|---------|-----------------------|----------------|---------|
|                  | FY2026 actual                   | FY2025 actual  | +/-<br>Compared to<br>Last Yr | FY2026 actual                    | FY2025 actual  | +/-     | FY2026 actual         | FY2025 actual  | +/-     |
| July             | 37450                           | 38302          | (852)                         | 12363                            | 16719          | (4,356) | 47190                 | 39902          | 7,288   |
| August           | 26010                           | 35053          | (9,043)                       | 12054                            | 15495          | (3,441) | 27243                 | 30,560         | (3,317) |
| September        | 39664                           | 38,469         | 1,195                         | 13702                            | 18570          | (4,868) | 25593                 | 25196          | 397     |
| October          |                                 | 40220          |                               |                                  | 17090          |         |                       | 45030          |         |
| November         |                                 | 45587          |                               |                                  | 25020          |         |                       | 54553          |         |
| December         |                                 | 40137          |                               |                                  | 16021          |         |                       | 33812          |         |
| January          |                                 | 36643          |                               |                                  | 15354          |         |                       | 43836          |         |
| February         |                                 | 40291          |                               |                                  | 15443          |         |                       | 29130          |         |
| March            |                                 | 39,051         |                               |                                  | 16360          |         |                       | 28280          |         |
| April            |                                 | 53934          |                               |                                  | 22888          |         |                       | 54546          |         |
| May              |                                 | 47188          |                               |                                  | 19292          |         |                       | 43382          |         |
| June             |                                 | 45329          |                               |                                  | 18493          |         |                       | 32525          |         |
| <b>Total YTD</b> | <b>103,124</b>                  | <b>500,204</b> |                               | <b>38,119</b>                    | <b>216,745</b> |         | <b>100,026</b>        | <b>460,752</b> |         |

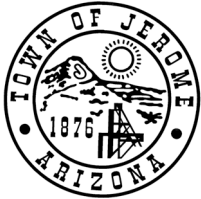
**Added 1% Bed Tax**

|           | <u>Monthly total</u> | <u>TOTAL TO DATE</u> |
|-----------|----------------------|----------------------|
| July      | 1,978                | 1,978                |
| August    | 1,854                | 3,832                |
| September | 2,108                | 5,940                |
| October   |                      |                      |
| November  |                      |                      |
| December  |                      |                      |
| January   |                      |                      |
| February  |                      |                      |
| March     |                      |                      |
| April     |                      |                      |
| May       |                      |                      |
| June      |                      |                      |

**WATER FLOWS REPORT**

Item A.

| Reading Date |          | WALNUT GPM | VERDE GPM |
|--------------|----------|------------|-----------|
| 2024         | 26-Aug   | 61         | 295       |
|              | 3-Sept   | 61         | 281       |
|              | 9-Sept   | 61         | 345       |
|              | 16-Sept  | 57         | 320       |
|              | 23-Sept  | 57         | 288       |
|              | 1-Oct    | 57         | 306       |
|              | 7-Oct    | 57         | 300       |
|              | 14-Oct   | 57         | 300       |
|              | 21-Oct   | 66         | 289       |
|              | 28-Oct   | 57         | 295       |
|              | 4-Nov    | 61         | 300       |
|              | 12-Nov   | 57         | 275       |
|              | 18-Nov   | 57         | 275       |
|              | 25-Nov   | 57         | 275       |
|              | 2-Dec    | 61         | 275       |
|              | 9-Dec    | 57         | 280       |
|              | 16-Dec   | 61         | 274       |
|              | 23-Dec   | 61         | 271       |
|              | 30-Dec   | 60         | 280       |
| 2025         | 6-Jan    | 61         | 273       |
|              | 13-Jan   | 57         | 265       |
|              | 21-Jan   | 57         | 180       |
|              | 27-Jan   | 57         | 195       |
|              | 3-Feb    | 57         | 200       |
|              | 10-Feb   | 57         | 200       |
|              | 18-Feb   | 57         | 230       |
|              | 24-Feb   | 57         | 198       |
|              | 3-Mar    | 52         | 203       |
|              | 10-Mar   | 52         | 200       |
|              | 17-Mar   | 48         | 180       |
|              | 24-Mar   | 43         | 188       |
|              | 31-Mar   | 44         | 190       |
|              | 07-April | 44         | 185       |
|              | 14-April | 40         | 175       |
|              | 21-April | 40         | 157       |
|              | 28-April | 40         | 158       |
|              | 05-May   | 40         | 156       |
|              | 12-May   | 40         | 150       |
|              | 19-May   | 40         | 156       |
|              | 27-May   | 40         | 176       |
|              | 02-June  | 40         | 160       |
|              | 09-June  | 36         | 193       |
|              | 16-June  | 36         | 152       |
|              | 23-June  | 29         | 241       |
|              | 30-June  | 29         | 243       |
|              | 07-July  | 26         | 250       |
|              | 14-July  | 26         | 250       |
|              | 22-July  | 29         | 268       |
|              | 28-July  | 29         | 230       |
|              | 04-Aug   | 29         | 250       |
|              | 11-Aug   | 32         | 245       |
|              | 18-Aug   | 32         | 265       |
|              | 25-Aug   | 36         | 265       |
|              | 2-Sept   | 32         | 234       |
|              | 8-Sept   | 36         | 255       |
|              | 15-Sept  | 32         | 252       |
|              | 22-Sept  | 36         | 258       |
|              | 29-Sept  | 36         | 250       |
|              | 6-Oct    | 36         | 265       |
|              | 13-Oct   | 40         | 265       |
|              | 20-Oct   | 40         | 248       |
|              | 27-Oct   | 40         | 250       |
|              | 3-Nov    | 40         | 240       |



Founded 1876  
Incorporated 1899

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

Item A.

**November 2025 Staff Report for October Activity submitted by Kristen Muenz, Finance Director & Deputy Clerk**

- ⚙ Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, Post Office, Town Hall).
- ⚙ Assembled packets for and attended Town Council meetings. Posted audio recordings of meetings on Municode and Soundcloud. Completed minutes for some meetings.
- ⚙ Assisted staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and helped answer the phone when needed.
- ⚙ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙ Processed Business License Applications & performed file updates and adjustments.
- ⚙ Processed STR License Applications & performed file updates.
- ⚙ Maintained files from FY 2025 & 2026 per the Secretary of State's Retention Schedule, including filing documents in the long-term file room for safety.
- ⚙ Performed notarizations for members of the public by appointment.
- ⚙ Attended a virtual LGB Update Liquor License Training.
- ⚙ Attended a PSPRS STARS update training.
- ⚙ Permits and Licensing activities for October:
  - Business Licenses**
    - 6 Businesses were sent renewal notices.
    - 5 Businesses sent in their renewal application.
    - 2 Businesses applied for a NEW business license.
    - 3 Business License renewals were issued.
    - 22 Business Licenses are pending approval.
    - Spreadsheet of Tour & Mobile Food Vendor License updates attached.
  - STR Licenses**
    - 1 new STR application was received.
    - No new STR/Vacation Rental Licenses were issued.

- 19 Total STR Licenses are currently issued/active.
- 2 STR licenses are still in pending status.
- 3 STR licenses are still ACTIVE (license was approved and property has not changed hands) but the units are currently long-term or unused.
- The total Jerome STR housing units (whole house or separately available units within the same property) is now 26-27, depending on if the owners of 511 School Street rent 1 or 2 units, although 1 active unit may have been converted to a long-term rental recently.
- A notice of compliance with the Business Licensing process was sent to all active Short-Term Rentals and we have received some response:
  - 11 STR units have an active Business License (2 of these are triplexes= 6 units).
  - Of those, 2 STR's have had a new License issued.
  - 1 potential new STR sent in a new Business License Application.
  - A total of 5 STR's applications are pending approvals.



Founded 1876  
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# TOWN OF JEROME, ARIZONA

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

Item A.

## **November 2025 Staff Report for October Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist**

- ❖ Attended and transcribed minutes for October 21, 2025, Regular P&Z Meeting
- ❖ Attended and transcribed minutes for October 28, 2025, Regular DRB Meeting
- ❖ Processed bank reconciliations in Caselle as needed to assist Finance Director
- ❖ Monthly reconciliation of petty cash and cash drawer
- ❖ Answered phones and assisted at office window as needed
- ❖ Continued upkeep and organization of both office and public bulletin boards
- ❖ Continued updates to 120Water after surveys received, including updating website based on responses
- ❖ Download all batch reconciliation documentation from Xpress Bill Pay
- ❖ Released 2 auction items from Jerome Police Department, new auction batch to be processed: desk lamp, 2 cameras, 4 laptops
- ❖ Update ongoing project information on whiteboard in council chambers
- ❖ Attended and participated in LAFS (Life and Fire Safety – Public Education) on behalf of Jerome Fire Department, LAFS shows were scheduled 9/28 – 10/10 for a total of 14 shows at 13 schools
- ❖ Continued commercial sanitation account audit – 90% complete
- ❖ Attend VVTPO meeting via zoom October 8, 2025
- ❖ Attended Grant Writing USA workshop in Flagstaff Oct 27 & 28, hosted by NACOG & Metroplan
- ❖ Attended Lithium-Ion Battery - Risk to Readiness workshop in Cottonwood Oct. 30 at the rec center hosted by the City of Cottonwood and Cottonwood Fire Department.
- ❖ Preliminary document clean-up and organization on shared drive, project will be ongoing.
- ❖ Prepare checklist for water meter route ride along for month of November.



Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

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

Item A.

November 2025 staff report for October activity submitted by Terri Card.

- Current debt (45 days past due):  
13 accounts were on the shut-off list at the beginning of October. 7 accounts were sent Yellow Tags, and 0 accounts were shut off because accounts were paid in full or payments were made.

Balance owed on shut-off accounts from November billing: \$1550.53

Balance owed at end of October: \$4667.53

Late fees: \$130

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

### Rentals

All renters made their rental payments and are on track.



Town of Jerome

Aging Report - Acct number only

Report Date: 10/31/2025

Nov 03, 2025 7:54AM

## Report Criteria:

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

| Customer Number | Balance | 10/31/2025 | 09/30/2025 | 08/31/2025 | 07/31/2025 | Last Pmt Date | Last Pmt Amount | Msg   | Final Bill Date |
|-----------------|---------|------------|------------|------------|------------|---------------|-----------------|-------|-----------------|
| 1000.01         | 92.13   | 86.35      | 5.78       | .00        | .00        | 09/15/25      | 194.26-         |       |                 |
| 1001.03         | 184.24  | 184.24     | .00        | .00        | .00        | 10/09/25      | 184.24-         |       |                 |
| 1003.02         | 123.94  | 123.94     | .00        | .00        | .00        | 10/29/25      | 123.94-         |       |                 |
| 1006.02         | 123.94  | 123.94     | .00        | .00        | .00        | 10/15/25      | 123.94-         |       |                 |
| 1007.02         | 155.80  | 155.80     | .00        | .00        | .00        | 10/30/25      | 155.80-         |       |                 |
| 1008.02         | 92.13   | 92.13      | .00        | .00        | .00        | 10/15/25      | 92.13-          |       |                 |
| 1009.05         | 130.51  | 52.79      | 46.41      | 31.31      | .00        | 06/23/25      | 100.00-         |       |                 |
| 1010.01         | 92.13   | 92.13      | .00        | .00        | .00        | 10/20/25      | 92.13-          |       |                 |
| 1011.01         | 92.13   | 92.13      | .00        | .00        | .00        | 10/15/25      | 92.13-          |       |                 |
| 1013.01         | 123.94  | 123.94     | .00        | .00        | .00        | 10/22/25      | 123.94-         |       |                 |
| 1014.03         | 46.41   | 46.41      | .00        | .00        | .00        | 10/02/25      | 46.41-          |       |                 |
| 1015.01         | 92.13   | 92.13      | .00        | .00        | .00        | 10/29/25      | 92.13-          |       |                 |
| 1016.01         | 92.13   | 92.13      | .00        | .00        | .00        | 10/22/25      | 92.13-          |       |                 |
| 1018.03         | 155.80  | 155.80     | .00        | .00        | .00        | 10/14/25      | 155.80-         |       |                 |
| 1021.01         | 44.77-  | 44.77-     | .00        | .00        | .00        |               | .00             |       |                 |
| 1022.01         | 123.94  | 123.94     | .00        | .00        | .00        | 10/14/25      | 123.94-         |       |                 |
| 1024.01         | 110.81- | 110.81-    | .00        | .00        | .00        | 10/30/25      | 124.00-         |       |                 |
| 1025.01         | 92.13   | 92.13      | .00        | .00        | .00        | 10/14/25      | 92.13-          |       |                 |
| 1027.01         | 184.26  | 92.13      | 92.13      | .00        | .00        | 09/30/25      | 184.26-         |       |                 |
| 1028.04         | 92.13   | 92.13      | .00        | .00        | .00        | 10/20/25      | 92.13-          |       |                 |
| 1029.01         | 311.60  | 155.80     | 155.80     | .00        | .00        | 09/11/25      | 311.60-         |       |                 |
| 1030.02         | 216.05  | 216.05     | .00        | .00        | .00        | 10/20/25      | 216.05-         |       |                 |
| 1031.03         | .02     | .00        | .00        | .00        | .02        |               | .00             | Final | 06/01/12        |
| 1031.11         | 123.94  | 123.81     | .13        | .00        | .00        | 10/17/25      | 123.94-         |       |                 |
| 1032.01         | 92.13   | 92.13      | .00        | .00        | .00        | 10/09/25      | 92.13-          |       |                 |
| 1036.10         | 46.41   | 46.41      | .00        | .00        | .00        | 10/07/25      | 46.41-          |       |                 |
| 1038.02         | 42.04   | 42.04      | .00        | .00        | .00        | 10/13/25      | 100.00-         |       |                 |
| 1040.01         | 17.34   | 17.34      | .00        | .00        | .00        | 10/16/25      | 17.34-          |       |                 |
| 1042.01         | 271.60  | 271.60     | .00        | .00        | .00        | 10/15/25      | 271.60-         |       |                 |
| 1044.02         | 164.49  | 164.49     | .00        | .00        | .00        | 10/23/25      | 164.49-         |       |                 |
| 1051.02         | 184.24  | 400.69-    | 59.16      | 59.16      | 466.61     | 10/03/25      | 222.60-         |       |                 |
| 1055.05         | 252.87  | .00        | .00        | .00        | 252.87     |               | .00             | Final | 12/12/19        |
| 1055.06         | 92.13   | 92.13      | .00        | .00        | .00        | 10/14/25      | 92.13-          |       |                 |
| 1056.02         | 184.24  | 92.13      | 92.11      | .00        | .00        | 09/08/25      | 92.15-          |       |                 |
| 1057.01         | 92.13   | 92.13      | .00        | .00        | .00        | 10/13/25      | 92.13-          |       |                 |
| 1058.05         | 92.13   | 92.13      | .00        | .00        | .00        | 10/13/25      | 92.13-          |       |                 |
| 1060.02         | 92.13   | 92.13      | .00        | .00        | .00        | 10/06/25      | 92.13-          |       |                 |
| 1061.01         | 123.94  | 123.94     | .00        | .00        | .00        | 10/08/25      | 123.94-         |       |                 |
| 1062.03         | 3.08    | .00        | 3.08       | .00        | .00        | 09/15/25      | 184.26-         |       |                 |
| 1063.02         | 97.78   | 68.18-     | 46.41      | 46.41      | 73.14      | 04/07/25      | 300.00-         |       |                 |
| 1064.04         | 434.24  | .00        | .00        | .00        | 434.24     |               | .00             | Final | 11/25/13        |
| 1064.08         | 60.18-  | 60.18-     | .00        | .00        | .00        |               | .00             | Final | 01/08/18        |
| 1064.12         | 393.22  | .00        | .00        | .00        | 393.22     |               | .00             | Final | 04/30/20        |
| 1064.15         | 328.98  | 164.49     | 164.49     | .00        | .00        | 10/02/25      | 164.49-         |       |                 |
| 1065.01         | 78.78-  | 78.78-     | .00        | .00        | .00        |               | .00             |       |                 |
| 1069.02         | 123.94  | 123.94     | .00        | .00        | .00        | 10/14/25      | 123.94-         |       |                 |
| 1071.05         | 381.82  | 133.94     | 123.94     | 123.94     | .00        | 08/14/25      | 123.94-         |       |                 |
| 1073.01         | 14.60-  | 14.60-     | .00        | .00        | .00        | 10/30/25      | 114.00-         |       |                 |
| 1074.01         | 92.13   | 92.13      | .00        | .00        | .00        | 10/21/25      | 92.13-          |       |                 |
| 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        |
| 1076.04         | 149.23  | .00        | .00        | .00        | 149.23     | 09/28/23      | 149.23-         | Final | 12/01/23        |
| 1076.05         | 173.32  | 173.32     | .00        | .00        | .00        | 10/15/25      | 173.32-         |       |                 |

Town of Jerome

Aging Report - Acct number only

Report Date: 10/31/2025

Nov 03, 2025 7:54AM

| Customer Number | Balance  | 10/31/2025 | 09/30/2025 | 08/31/2025 | 07/31/2025 | Last Pmt Date | Last Pmt Amount | Msg   | Final Bill Date |
|-----------------|----------|------------|------------|------------|------------|---------------|-----------------|-------|-----------------|
| 1077.01         | 66.79    | 66.79      | .00        | .00        | .00        | 10/10/25      | 66.79-          |       |                 |
| 1078.02         | 66.79    | 66.79      | .00        | .00        | .00        | 10/15/25      | 66.79-          |       |                 |
| 1079.02         | 309.11   | 309.11     | .00        | .00        | .00        | 10/15/25      | 309.11-         |       |                 |
| 1080.01         | 133.58   | 66.79      | 66.79      | .00        | .00        | 09/03/25      | 66.79-          |       |                 |
| 1082.01         | 59.23    | 59.23      | .00        | .00        | .00        | 09/15/25      | 200.00-         |       |                 |
| 1083.05         | 45.27    | 45.27      | .00        | .00        | .00        | 09/22/25      | 100.00-         |       |                 |
| 1084.01         | 17.21    | 17.21      | .00        | .00        | .00        | 10/02/25      | 120.00-         |       |                 |
| 1085.02         | 42.56-   | 42.56-     | .00        | .00        | .00        |               | .00             | Final | 10/02/13        |
| 1085.04         | 49.84    | 49.84      | .00        | .00        | .00        | 10/15/25      | 49.84-          |       |                 |
| 1086.02         | 68.58    | 68.58      | .00        | .00        | .00        | 10/20/25      | 68.58-          |       |                 |
| 1087.01         | 49.84    | 49.84      | .00        | .00        | .00        | 10/20/25      | 49.84-          |       |                 |
| 1088.06         | 99.68    | 46.24      | 49.84      | 3.60       | .00        | 08/28/25      | 99.68-          |       |                 |
| 1090.04         | 263.64   | 122.75     | 123.94     | 16.95      | .00        | 08/26/25      | 500.00-         |       |                 |
| 1091.02         | 94.76    | 94.76      | .00        | .00        | .00        | 10/13/25      | 94.76-          |       |                 |
| 1093.02         | 68.58    | 68.58      | .00        | .00        | .00        | 10/06/25      | 68.58-          |       |                 |
| 1094.01         | 49.84    | 49.84      | .00        | .00        | .00        | 10/02/25      | 49.84-          |       |                 |
| 1096.03         | 77.20    | 2.29       | 30.25      | 20.26      | 24.40      |               | .00             |       |                 |
| 1097.04         | 68.58    | 68.58      | .00        | .00        | .00        | 10/09/25      | 68.58-          |       |                 |
| 1098.01         | 42.56    | .00        | .00        | .00        | 42.56      |               | .00             | Final | 06/24/13        |
| 1098.02         | 1.84-    | 1.84-      | .00        | .00        | .00        |               | .00             | Final | 12/23/21        |
| 1098.03         | 197.60   | .00        | .00        | .00        | 197.60     | 02/26/24      | 100.00-         | Final | 03/31/24        |
| 1098.04         | 272.05   | 97.35      | 87.35      | 87.35      | .00        | 08/11/25      | 371.75-         |       |                 |
| 1099.02         | 1,092.13 | 1,091.60   | .53        | .00        | .00        | 10/10/25      | 1,092.13-       |       |                 |
| 1100.02         | 68.58    | 68.58      | .00        | .00        | .00        | 10/15/25      | 68.58-          |       |                 |
| 1104.08         | 19.45    | .00        | .00        | .00        | 19.45      |               | .00             | Final | 07/01/22        |
| 1109.01         | 132.43-  | 132.43-    | .00        | .00        | .00        | 10/16/25      | 300.00-         |       |                 |
| 1125.03         | 147.45-  | 147.45-    | .00        | .00        | .00        | 09/15/25      | 200.00-         |       |                 |
| 1131.01         | 66.79    | 66.79      | .00        | .00        | .00        | 10/10/25      | 66.79-          |       |                 |
| 1132.01         | 82.13    | 82.13      | .00        | .00        | .00        | 10/09/25      | 92.13-          |       |                 |
| 1133.01         | 92.13    | 92.13      | .00        | .00        | .00        | 10/28/25      | 92.13-          |       |                 |
| 1135.02         | 417.41   | .00        | .00        | .00        | 417.41     |               | .00             | Final | 01/01/14        |
| 1135.03         | 431.06   | 78.58      | 78.58      | 78.58      | 195.32     | 10/28/25      | 100.00-         |       |                 |
| 1139.01         | 184.26   | 92.13      | 92.13      | .00        | .00        | 09/11/25      | 184.26-         |       |                 |
| 1150.04         | 320.12   | .00        | .00        | .00        | 320.12     |               | .00             | Final | 08/31/20        |
| 1150.06         | 49.84    | 49.84      | .00        | .00        | .00        | 10/13/25      | 49.84-          |       |                 |
| 1151.02         | 49.84    | 49.84      | .00        | .00        | .00        | 10/13/25      | 49.84-          |       |                 |
| 1160.02         | 184.26   | 92.13      | 87.74      | 4.39       | .00        | 08/18/25      | 276.39-         |       |                 |
| 1162.03         | 123.94   | 123.94     | .00        | .00        | .00        | 10/15/25      | 123.94-         |       |                 |
| 1163.01         | 163.76   | .00        | .00        | .00        | 163.76     |               | .00             | Final | 07/01/15        |
| 1165.04         | 92.13    | 92.13      | .00        | .00        | .00        | 10/13/25      | 92.13-          |       |                 |
| 1166.02         | 189.52   | 94.76      | 94.76      | .00        | .00        | 09/11/25      | 232.86-         |       |                 |
| 1167.01         | 8.50-    | 8.50-      | .00        | .00        | .00        | 10/20/25      | 83.00-          |       |                 |
| 1167.16         | 82.44-   | 82.44-     | .00        | .00        | .00        | 08/19/24      | 82.44-          | Final | 07/01/22        |
| 1168.01         | 92.13    | 92.13      | .00        | .00        | .00        | 10/09/25      | 92.13-          |       |                 |
| 1169.02         | 121.88   | 121.88     | .00        | .00        | .00        | 10/27/25      | 126.00-         |       |                 |
| 1170.01         | 66.79    | 52.06      | 14.73      | .00        | .00        | 07/08/25      | 267.16-         |       |                 |
| 1171.05         | 92.13    | 92.13      | .00        | .00        | .00        | 10/07/25      | 92.13-          |       |                 |
| 1173.06         | 8.84-    | 8.84-      | .00        | .00        | .00        | 10/06/25      | 92.13-          |       |                 |
| 1174.02         | 92.13    | 92.13      | .00        | .00        | .00        | 10/08/25      | 92.13-          |       |                 |
| 1176.01         | 123.94-  | 123.94-    | .00        | .00        | .00        | 10/15/25      | 371.82-         |       |                 |
| 1177.01         | 536.65   | .00        | .00        | .00        | 536.65     |               | .00             | Final | 10/31/16        |
| 1178.01         | 92.13    | 92.13      | .00        | .00        | .00        | 10/13/25      | 92.13-          |       |                 |
| 1312.04         | 522.70   | .00        | .00        | .00        | 522.70     |               | .00             | Final | 08/21/12        |
| 1312.10         | 247.88   | 123.94     | 123.94     | .00        | .00        | 09/04/25      | 381.82-         |       |                 |
| 1313.04         | 557.60   | .00        | .00        | .00        | 557.60     |               | .00             | Final | 03/01/12        |
| 1313.10         | 3.81     | .00        | .00        | .00        | 3.81       | 10/14/24      | 57.00-          | Final | 10/01/24        |
| 1313.11         | 381.82   | 133.94     | 123.94     | 123.94     | .00        | 08/26/25      | 286.39-         |       |                 |
| 1314.06         | 46.41    | 46.41      | .00        | .00        | .00        | 10/15/25      | 46.41-          |       |                 |

Town of Jerome

Aging Report - Acct number only

Report Date: 10/31/2025

Nov 03, 2025 7:54AM

| Customer Number | Balance  | 10/31/2025 | 09/30/2025 | 08/31/2025 | 07/31/2025 | Last Pmt Date | Last Pmt Amount | Msg   | Final Bill Date |
|-----------------|----------|------------|------------|------------|------------|---------------|-----------------|-------|-----------------|
| 1334.01         | 762.67   | .00        | .00        | .00        | 762.67     |               | .00             | Final | 01/01/22        |
| 1341.01         | 261.26-  | 261.26-    | .00        | .00        | .00        |               | .00             | Final | 01/01/22        |
| 1342.05         | 52.41    | 52.41      | .00        | .00        | .00        | 10/20/25      | 52.41-          |       |                 |
| 1343.04         | 123.94   | 123.94     | .00        | .00        | .00        | 10/13/25      | 123.94-         |       |                 |
| 2000.02         | 270.12   | 92.13      | 102.13     | 75.86      | .00        | 10/30/25      | 100.00-         |       |                 |
| 2001.01         | 467.24   | .00        | .00        | .00        | 467.24     |               | .00             | Final | 10/01/18        |
| 2001.02         | 155.40   | 155.40     | .00        | .00        | .00        | 10/07/25      | 156.00-         |       |                 |
| 2002.03         | 46.41    | 46.41      | .00        | .00        | .00        | 10/13/25      | 46.41-          |       |                 |
| 2003.02         | 82.13    | 82.13      | .00        | .00        | .00        | 10/27/25      | 194.26-         |       |                 |
| 2004.02         | 92.13    | 92.13      | .00        | .00        | .00        | 10/16/25      | 92.13-          |       |                 |
| 2005.01         | 92.13    | 92.13      | .00        | .00        | .00        | 10/07/25      | 92.13-          |       |                 |
| 2006.03         | 123.94   | 123.94     | .00        | .00        | .00        | 10/15/25      | 123.94-         |       |                 |
| 2007.02         | 184.24   | 184.24     | .00        | .00        | .00        | 10/14/25      | 184.24-         |       |                 |
| 2008.01         | 123.94   | 123.94     | .00        | .00        | .00        | 10/07/25      | 123.94-         |       |                 |
| 2010.03         | 123.94   | 123.94     | .00        | .00        | .00        | 10/10/25      | 123.94-         |       |                 |
| 2011.05         | 92.13    | 92.13      | .00        | .00        | .00        | 10/27/25      | 92.13-          |       |                 |
| 2013.01         | 123.94   | 123.94     | .00        | .00        | .00        | 10/07/25      | 123.94-         |       |                 |
| 2014.01         | 123.46   | 123.46     | .00        | .00        | .00        | 10/06/25      | 124.00-         |       |                 |
| 2015.02         | 530.85-  | 548.05-    | 17.20      | .00        | .00        | 03/12/25      | 1,500.00-       |       |                 |
| 2016.05         | 206.10   | .00        | .00        | .00        | 206.10     |               | .00             | Final | 02/02/20        |
| 2016.06         | 154.70   | 123.94     | 30.76      | .00        | .00        | 10/22/25      | 225.00-         |       |                 |
| 2017.01         | 92.13    | 92.13      | .00        | .00        | .00        | 10/14/25      | 92.13-          |       |                 |
| 2018.01         | 92.13    | 92.13      | .00        | .00        | .00        | 10/10/25      | 92.13-          |       |                 |
| 2019.02         | 164.49   | 164.49     | .00        | .00        | .00        | 10/23/25      | 164.49-         |       |                 |
| 2020.01         | 155.80   | 155.80     | .00        | .00        | .00        | 10/08/25      | 155.80-         |       |                 |
| 2021.06         | 471.26   | .00        | .00        | .00        | 471.26     |               | .00             | Final | 08/30/20        |
| 2021.07         | 247.88   | 123.94     | 123.94     | .00        | .00        | 09/18/25      | 123.94-         |       |                 |
| 2022.01         | 155.80   | 155.80     | .00        | .00        | .00        | 10/06/25      | 155.80-         |       |                 |
| 2023.03         | 92.13    | 92.13      | .00        | .00        | .00        | 10/03/25      | 92.13-          |       |                 |
| 2024.01         | 247.88   | 123.94     | 123.94     | .00        | .00        | 11/01/25      | 123.94-         |       |                 |
| 2025.02         | 123.94   | 123.94     | .00        | .00        | .00        | 10/23/25      | 123.94-         |       |                 |
| 2026.02         | 457.58   | 123.94     | 133.94     | 133.94     | 65.76      | 10/21/25      | 300.00-         |       |                 |
| 2028.01         | 123.94   | 123.94     | .00        | .00        | .00        | 10/08/25      | 123.94-         |       |                 |
| 2029.01         | 123.94   | 123.94     | .00        | .00        | .00        | 10/14/25      | 123.94-         |       |                 |
| 2030.01         | 92.13    | 92.13      | .00        | .00        | .00        | 10/20/25      | 92.13-          |       |                 |
| 2031.01         | 162.95   | 162.95     | .00        | .00        | .00        | 10/06/25      | 325.90-         |       |                 |
| 2032.03         | 92.13    | 92.13      | .00        | .00        | .00        | 10/06/25      | 286.39-         |       |                 |
| 2034.01         | 92.13    | 92.13      | .00        | .00        | .00        | 10/07/25      | 92.13-          |       |                 |
| 2037.03         | 123.94   | 123.94     | .00        | .00        | .00        | 10/10/25      | 123.94-         |       |                 |
| 2038.01         | 92.13    | 92.13      | .00        | .00        | .00        | 10/22/25      | 92.13-          |       |                 |
| 2042.01         | 55.29-   | 55.29-     | .00        | .00        | .00        |               | .00             | Final | 04/22/21        |
| 2042.02         | 123.94   | 123.30     | .64        | .00        | .00        | 10/15/25      | 123.94-         |       |                 |
| 2043.03         | 123.94   | 123.94     | .00        | .00        | .00        | 10/13/25      | 123.94-         |       |                 |
| 2044.01         | 92.19    | 92.13      | .06        | .00        | .00        | 10/07/25      | 92.12-          |       |                 |
| 2046.02         | 58.60-   | 58.60-     | .00        | .00        | .00        |               | .00             | Final | 11/10/12        |
| 2046.05         | 1,457.87 | .00        | .00        | .00        | 1,457.87   |               | .00             | Final | 05/27/21        |
| 2046.07         | 74.79    | 74.79      | .00        | .00        | .00        | 10/30/25      | 234.37-         |       |                 |
| 2047.02         | 155.80   | 155.80     | .00        | .00        | .00        | 10/20/25      | 155.80-         |       |                 |
| 2054.01         | 196.94   | 164.49     | 32.45      | .00        | .00        | 10/14/25      | 200.00-         |       |                 |
| 2055.01         | 14.39    | 14.39      | .00        | .00        | .00        | 10/10/25      | 77.74-          |       |                 |
| 2058.02         | 46.41    | 46.41      | .00        | .00        | .00        | 10/14/25      | 46.41-          |       |                 |
| 2059.01         | 123.94   | 123.94     | .00        | .00        | .00        | 10/09/25      | 381.82-         |       |                 |
| 2061.02         | 162.95   | 162.95     | .00        | .00        | .00        | 10/14/25      | 162.95-         |       |                 |
| 2062.01         | 68.58    | 68.58      | .00        | .00        | .00        | 10/15/25      | 68.58-          |       |                 |
| 2063.01         | 68.58    | 68.58      | .00        | .00        | .00        | 10/15/25      | 137.16-         |       |                 |
| 2067.02         | 272.81-  | 272.81-    | .00        | .00        | .00        |               | .00             |       |                 |
| 2068.01         | 137.16   | 68.58      | 68.58      | .00        | .00        | 09/30/25      | 68.58-          |       |                 |
| 2069.02         | 49.84    | 36.94      | 12.90      | .00        | .00        | 09/15/25      | 99.68-          |       |                 |

Town of Jerome

## Aging Report - Acct number only

Report Date: 10/31/2025

Nov 03, 2025 7:54AM

| Customer Number | Balance | 10/31/2025 | 09/30/2025 | 08/31/2025 | 07/31/2025 | Last Pmt Date | Last Pmt Amount | Msg   | Final Bill Date |
|-----------------|---------|------------|------------|------------|------------|---------------|-----------------|-------|-----------------|
| 2070.01         | 84.78-  | 84.78-     | .00        | .00        | .00        | 10/17/25      | 65.43-          |       |                 |
| 2071.01         | 34.90   | 34.90      | .00        | .00        | .00        | 08/07/25      | 150.00-         |       |                 |
| 2073.02         | 689.07  | 121.05     | 121.05     | 121.05     | 325.92     | 08/28/25      | 300.00-         |       |                 |
| 2077.01         | 98.56   | 49.84      | 48.72      | .00        | .00        | 10/21/25      | 50.00-          |       |                 |
| 2078.01         | 94.76   | 94.76      | .00        | .00        | .00        | 10/27/25      | 94.76-          |       |                 |
| 2079.03         | 159.52  | 59.84      | 49.84      | 49.84      | .00        | 08/05/25      | 99.68-          |       |                 |
| 2080.02         | 46.41   | 46.41      | .00        | .00        | .00        | 10/20/25      | 46.41-          |       |                 |
| 2081.01         | 94.26-  | 94.26-     | .00        | .00        | .00        | 08/25/25      | 300.00-         |       |                 |
| 2083.01         | 33.31   | 86.83-     | 29.58      | 29.58      | 60.98      | 07/14/25      | 150.00-         | Final | 10/10/25        |
| 2083.02         | 29.95   | 29.95      | .00        | .00        | .00        |               | .00             |       |                 |
| 2084.01         | 123.94  | 123.94     | .00        | .00        | .00        | 10/15/25      | 123.94-         |       |                 |
| 2085.02         | 382.13  | 382.13     | .00        | .00        | .00        | 10/20/25      | 382.13-         |       |                 |
| 2086.01         | 92.13   | 92.13      | .00        | .00        | .00        | 10/10/25      | 92.13-          |       |                 |
| 2089.04         | 164.49  | 164.49     | .00        | .00        | .00        | 10/14/25      | 164.49-         |       |                 |
| 2093.02         | 397.02  | .00        | .00        | .00        | 397.02     | 10/30/24      | 605.53-         | Final | 12/01/24        |
| 2093.03         | 155.80  | 155.80     | .00        | .00        | .00        | 10/23/25      | 155.80-         |       |                 |
| 2100.01         | 68.41-  | 68.41-     | .00        | .00        | .00        | 10/09/25      | 60.40-          |       |                 |
| 2102.09         | 311.78  | .00        | .00        | .00        | 311.78     |               | .00             | Final | 07/29/15        |
| 2102.13         | 123.94  | 123.94     | .00        | .00        | .00        | 10/02/25      | 123.94-         |       |                 |
| 2103.01         | 123.94  | 123.94     | .00        | .00        | .00        | 10/16/25      | 123.94-         |       |                 |
| 2104.08         | 92.13   | 92.11      | .02        | .00        | .00        | 10/27/25      | 92.13-          |       |                 |
| 2105.03         | .38-    | .38-       | .00        | .00        | .00        |               | .00             | Final | 02/05/21        |
| 2105.04         | 328.94  | 160.27     | 164.49     | 4.18       | .00        | 09/15/25      | 164.00-         |       |                 |
| 2107.01         | 66.06   | 66.06      | .00        | .00        | .00        | 10/20/25      | 66.06-          |       |                 |
| 2109.03         | 92.13   | 92.13      | .00        | .00        | .00        | 10/14/25      | 92.13-          |       |                 |
| 2110.01         | 526.95- | 526.95-    | .00        | .00        | .00        | 08/07/23      | 3,000.00-       |       |                 |
| 2113.01         | 123.94  | 123.94     | .00        | .00        | .00        | 10/20/25      | 123.94-         |       |                 |
| 2115.01         | 123.94  | 123.94     | .00        | .00        | .00        | 10/10/25      | 123.94-         |       |                 |
| 2119.05         | 123.94  | 123.94     | .00        | .00        | .00        | 10/16/25      | 123.94-         |       |                 |
| 2120.01         | 123.94  | 123.94     | .00        | .00        | .00        | 10/13/25      | 123.94-         |       |                 |
| 2121.02         | 68.58   | 68.58      | .00        | .00        | .00        | 10/15/25      | 68.58-          |       |                 |
| 2122.05         | 216.05  | 216.05     | .00        | .00        | .00        | 10/06/25      | 216.05-         |       |                 |
| 2123.01         | 29.79-  | 29.79-     | .00        | .00        | .00        | 10/08/25      | 105.11-         |       |                 |
| 2124.01         | 123.94  | 123.94     | .00        | .00        | .00        | 10/27/25      | 123.94-         |       |                 |
| 2125.02         | 68.58   | 68.58      | .00        | .00        | .00        | 10/16/25      | 68.58-          |       |                 |
| 2126.06         | 284.91  | 92.13      | 102.13     | 90.65      | .00        | 10/28/25      | 100.00-         |       |                 |
| 2127.07         | 184.26  | 92.13      | 92.13      | .00        | .00        | 09/28/25      | 92.13-          |       |                 |
| 2128.02         | 567.88  | 133.94     | 133.94     | 133.94     | 166.06     | 09/29/25      | 122.88-         |       |                 |
| 2130.06         | 92.13   | 92.13      | .00        | .00        | .00        | 10/03/25      | 92.13-          |       |                 |
| 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         | 68.58   | 68.58      | .00        | .00        | .00        | 10/29/25      | 137.16-         |       |                 |
| 2132.02         | 123.94  | 123.94     | .00        | .00        | .00        | 10/11/25      | 123.94-         |       |                 |
| 3000.03         | 184.24  | 183.37     | .87        | .00        | .00        | 10/22/25      | 184.24-         |       |                 |
| 3001.02         | 437.87  | .00        | .00        | .00        | 437.87     |               | .00             | Final | 05/31/21        |
| 3001.04         | 195.33  | .00        | .00        | .00        | 195.33     |               | .00             | Final | 10/31/22        |
| 3003.01         | 92.13   | 92.13      | .00        | .00        | .00        | 10/20/25      | 92.13-          |       |                 |
| 3004.01         | 290.68  | .00        | .00        | .00        | 290.68     |               | .00             | Final | 11/05/13        |
| 3004.07         | 52.41   | 52.41      | .00        | .00        | .00        | 10/20/25      | 52.41-          |       |                 |
| 3005.02         | 123.94  | 123.94     | .00        | .00        | .00        | 10/15/25      | 123.94-         |       |                 |
| 3007.01         | 66.79   | 66.79      | .00        | .00        | .00        | 10/24/25      | 66.79-          |       |                 |
| 3009.01         | 155.80  | 155.80     | .00        | .00        | .00        | 10/13/25      | 155.80-         |       |                 |
| 3010.01         | 123.94  | 123.94     | .00        | .00        | .00        | 10/13/25      | 247.88-         |       |                 |
| 3011.01         | 247.88  | 123.94     | 123.94     | .00        | .00        | 10/06/25      | 123.94-         |       |                 |
| 3012.03         | 293.54- | 293.54-    | .00        | .00        | .00        | 06/30/25      | 783.06-         |       |                 |
| 3013.01         | 123.94  | 123.94     | .00        | .00        | .00        | 10/07/25      | 123.94-         |       |                 |
| 3014.01         | 92.13   | 92.13      | .00        | .00        | .00        | 10/10/25      | 92.13-          |       |                 |

Town of Jerome

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Report Date: 10/31/2025

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| Customer Number | Balance  | 10/31/2025 | 09/30/2025 | 08/31/2025 | 07/31/2025 | Last Pmt Date | Last Pmt Amount | Msg   | Final Bill Date |
|-----------------|----------|------------|------------|------------|------------|---------------|-----------------|-------|-----------------|
| 3015.01         | 164.49   | 164.49     | .00        | .00        | .00        | 10/16/25      | 164.49-         |       |                 |
| 3016.01         | 123.64   | 123.64     | .00        | .00        | .00        | 10/02/25      | 124.00-         |       |                 |
| 3017.01         | 460.82   | .00        | .00        | .00        | 460.82     |               | .00             | Final | 03/20/13        |
| 3017.03         | 184.26   | 92.13      | 92.13      | .00        | .00        | 09/30/25      | 286.39-         |       |                 |
| 3018.01         | 123.94   | 123.94     | .00        | .00        | .00        | 10/15/25      | 123.94-         |       |                 |
| 3019.01         | 96.04    | 96.04      | .00        | .00        | .00        | 10/15/25      | 96.04-          |       |                 |
| 3021.01         | 49.84    | 49.84      | .00        | .00        | .00        | 10/16/25      | 49.84-          |       |                 |
| 3022.03         | 68.58    | 68.58      | .00        | .00        | .00        | 10/20/25      | 68.58-          |       |                 |
| 3023.01         | 294.89   | .00        | .00        | .00        | 294.89     |               | .00             | Final | 05/01/11        |
| 3023.05         | 66.06    | 66.06      | .00        | .00        | .00        | 10/13/25      | 66.06-          |       |                 |
| 3024.02         | 46.41    | 46.41      | .00        | .00        | .00        | 10/07/25      | 46.41-          |       |                 |
| 3025.02         | 123.94   | 123.94     | .00        | .00        | .00        | 10/02/25      | 123.94-         |       |                 |
| 3026.02         | 183.64   | 123.94     | 59.70      | .00        | .00        | 10/28/25      | 240.00-         |       |                 |
| 3029.01         | 123.94   | 55.71      | 68.23      | .00        | .00        | 10/10/25      | 123.94-         |       |                 |
| 3030.09         | 358.06   | 117.67     | 123.94     | 116.45     | .00        | 06/23/25      | 522.12-         |       |                 |
| 3032.12         | 164.49   | 164.49     | .00        | .00        | .00        | 10/15/25      | 164.49-         |       |                 |
| 3035.01         | 290.64   | 133.94     | 123.94     | 32.76      | .00        | 09/19/25      | 200.00-         |       |                 |
| 3038.01         | 123.94   | 123.94     | .00        | .00        | .00        | 10/10/25      | 123.94-         |       |                 |
| 3039.02         | 266.20-  | 266.20-    | .00        | .00        | .00        |               | .00             | Final | 04/01/17        |
| 3039.04         | 219.61   | 219.61     | .00        | .00        | .00        | 10/14/25      | 219.61-         |       |                 |
| 3040.01         | 119.39   | 119.39     | .00        | .00        | .00        | 10/06/25      | 119.39-         |       |                 |
| 4000.01         | 164.49   | 164.49     | .00        | .00        | .00        | 10/13/25      | 164.49-         |       |                 |
| 4001.01         | 528.96   | .00        | .00        | .00        | 528.96     |               | .00             | Final | 02/22/18        |
| 5000.04         | 123.94   | 98.43      | 25.51      | .00        | .00        | 04/10/25      | 773.46-         |       |                 |
| 5001.01         | 384.39   | .00        | .00        | .00        | 384.39     | 10/15/24      | 210.83-         | Final | 11/07/24        |
| 5001.02         | 229.58   | 229.58     | .00        | .00        | .00        | 10/15/25      | 229.58-         |       |                 |
| 5005.01         | 44.72    | 44.72      | .00        | .00        | .00        | 10/15/25      | 44.72-          |       |                 |
| 5006.01         | 229.58   | 229.58     | .00        | .00        | .00        | 10/16/25      | 229.58-         |       |                 |
| 5007.01         | 464.70   | 464.70     | .00        | .00        | .00        | 10/15/25      | 509.35-         |       |                 |
| 5008.03         | 229.58   | 229.58     | .00        | .00        | .00        | 10/03/25      | 229.62-         |       |                 |
| 5009.02         | 256.37   | 256.37     | .00        | .00        | .00        | 10/07/25      | 256.37-         |       |                 |
| 5010.01         | 254.28   | 254.28     | .00        | .00        | .00        | 10/28/25      | 254.28-         |       |                 |
| 5011.02         | 229.58   | 229.58     | .00        | .00        | .00        | 10/06/25      | 459.16-         |       |                 |
| 5012.01         | 229.58   | 229.58     | .00        | .00        | .00        | 10/15/25      | 229.58-         |       |                 |
| 5013.01         | 483.52   | 483.52     | .00        | .00        | .00        | 10/15/25      | 483.52-         |       |                 |
| 5014.01         | 229.58   | 229.58     | .00        | .00        | .00        | 10/15/25      | 229.58-         |       |                 |
| 5015.01         | 74.79    | 74.79      | .00        | .00        | .00        | 10/07/25      | 74.79-          |       |                 |
| 5016.01         | 251.66   | 251.66     | .00        | .00        | .00        | 10/15/25      | 251.66-         |       |                 |
| 5016.02         | 92.13    | 92.13      | .00        | .00        | .00        | 10/24/25      | 92.13-          |       |                 |
| 5016.03         | 92.13    | 92.13      | .00        | .00        | .00        | 10/15/25      | 92.13-          |       |                 |
| 5016.04         | 92.13    | 92.13      | .00        | .00        | .00        | 10/06/25      | 92.13-          |       |                 |
| 5017.04         | 229.58   | 229.58     | .00        | .00        | .00        | 10/10/25      | 229.58-         |       |                 |
| 5018.03         | 787.70   | 787.70     | .00        | .00        | .00        | 10/27/25      | 787.70-         |       |                 |
| 5019.03         | 236.94   | 236.94     | .00        | .00        | .00        | 10/10/25      | 236.94-         |       |                 |
| 5020.01         | 89.44    | 44.72      | 44.72      | .00        | .00        | 10/06/25      | 44.72-          |       |                 |
| 5021.01         | 123.94   | 123.94     | .00        | .00        | .00        | 10/08/25      | 123.94-         |       |                 |
| 5022.01         | 44.72    | 44.72      | .00        | .00        | .00        | 10/08/25      | 44.72-          |       |                 |
| 5023.02         | 229.58   | 229.58     | .00        | .00        | .00        | 10/14/25      | 229.58-         |       |                 |
| 5025.01         | 123.94   | 123.94     | .00        | .00        | .00        | 10/16/25      | 123.94-         |       |                 |
| 5027.01         | 44.50    | 44.50      | .00        | .00        | .00        | 10/27/25      | 44.50-          |       |                 |
| 5029.01         | 419.14   | 419.14     | .00        | .00        | .00        | 10/08/25      | 485.36-         |       |                 |
| 5031.06         | 459.16   | 201.73     | 229.58     | 27.85      | .00        | 09/29/25      | 700.16-         |       |                 |
| 5039.01         | 229.58   | 229.58     | .00        | .00        | .00        | 10/14/25      | 229.58-         |       |                 |
| 5041.03         | 319.02   | 319.02     | .00        | .00        | .00        | 10/07/25      | 319.02-         |       |                 |
| 5043.01         | 1,388.64 | 1,388.64   | .00        | .00        | .00        | 10/13/25      | 1,322.44-       |       |                 |
| 5046.03         | 184.86   | 184.86     | .00        | .00        | .00        | 10/15/25      | 184.86-         |       |                 |
| 5047.01         | 1,269.03 | 1,269.03   | .00        | .00        | .00        | 10/06/25      | 1,142.00-       |       |                 |
| 5049.04         | 229.58   | 229.58     | .00        | .00        | .00        | 10/13/25      | 229.58-         |       |                 |

Town of Jerome

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| Customer Number | Balance   | 10/31/2025 | 09/30/2025 | 08/31/2025 | 07/31/2025 | Last Pmt Date | Last Pmt Amount | Msg   | Final Bill Date |
|-----------------|-----------|------------|------------|------------|------------|---------------|-----------------|-------|-----------------|
| 5052.06         | 44.72     | 44.72      | .00        | .00        | .00        | 10/08/25      | 44.72-          |       |                 |
| 5055.01         | 425.05-   | 425.05-    | .00        | .00        | .00        | 10/20/25      | 2,500.00-       |       |                 |
| 5057.01         | 689.98    | 689.98     | .00        | .00        | .00        | 10/13/25      | 656.87-         |       |                 |
| 5058.02         | 249.20    | 249.20     | .00        | .00        | .00        | 10/21/25      | 249.20-         |       |                 |
| 5059.04         | 229.58    | 229.58     | .00        | .00        | .00        | 10/06/25      | 602.64-         |       |                 |
| 5061.01         | 184.86    | 184.86     | .00        | .00        | .00        | 10/05/25      | 184.86-         |       |                 |
| 5062.01         | 178.14    | 178.14     | .00        | .00        | .00        | 10/08/25      | 182.68-         |       |                 |
| 5064.02         | 229.58    | 229.58     | .00        | .00        | .00        | 10/16/25      | 229.58-         |       |                 |
| 5067.04         | 459.16-   | 459.16-    | .00        | .00        | .00        | 06/30/25      | 1,836.64-       |       |                 |
| 5074.06         | 2,360.08- | 2,360.08-  | .00        | .00        | .00        | 08/05/25      | 450.00-         |       |                 |
| 5076.01         | 456.22    | 450.58     | 5.64       | .00        | .00        | 10/14/25      | 456.23-         |       |                 |
| 5077.03         | 229.58    | 229.58     | .00        | .00        | .00        | 10/16/25      | 229.58-         |       |                 |
| 5078.02         | 234.23    | .00        | .00        | .00        | 234.23     |               | .00             | Final | 07/01/15        |
| 5080.01         | 229.58    | 229.58     | .00        | .00        | .00        | 10/21/25      | 776.00-         |       |                 |
| 5083.11         | 244.58    | 244.58     | .00        | .00        | .00        |               | .00             |       |                 |
| 5089.01         | 242.60    | 239.71     | 2.89       | .00        | .00        | 10/15/25      | 183.40-         |       |                 |
| 5092.01         | 273.73    | 273.73     | .00        | .00        | .00        | 10/15/25      | 284.77-         |       |                 |
| 5093.01         | 1,466.35  | .00        | .00        | .00        | 1,466.35   |               | .00             | Final | 09/15/12        |
| 5093.05         | 229.58    | 229.58     | .00        | .00        | .00        | 10/08/25      | 229.58-         |       |                 |
| 5094.02         | 235.30    | 235.30     | .00        | .00        | .00        | 10/13/25      | 235.30-         |       |                 |
| 5095.02         | 629.91    | 629.91     | .00        | .00        | .00        | 10/13/25      | 605.13-         |       |                 |
| 5096.03         | 229.58    | 229.58     | .00        | .00        | .00        | 10/08/25      | 229.58-         |       |                 |
| 5097.01         | 698.74    | 239.58     | 229.58     | 229.58     | .00        | 08/25/25      | 698.74-         |       |                 |
| 5098.06         | 229.58    | 229.58     | .00        | .00        | .00        | 10/09/25      | 137.44-         |       |                 |
| 5100.04         | 75.10-    | 75.10-     | .00        | .00        | .00        |               | .00             | Final | 07/01/12        |
| 5100.07         | 92.13     | 92.13      | .00        | .00        | .00        | 10/09/25      | 92.13-          |       |                 |
| 6000.02         | 360.28    | 360.28     | .00        | .00        | .00        | 10/06/25      | 360.28-         |       |                 |
| 6001.01         | 276.38    | 276.38     | .00        | .00        | .00        | 10/15/25      | 276.38-         |       |                 |
| 6003.01         | 328.98    | 164.49     | 164.49     | .00        | .00        | 09/30/25      | 503.47-         |       |                 |
| 6004.02         | 92.13     | 92.13      | .00        | .00        | .00        | 10/07/25      | 92.13-          |       |                 |
| 6005.03         | 123.94    | 123.94     | .00        | .00        | .00        | 10/14/25      | 123.94-         |       |                 |
| 6006.01         | 184.23    | 184.23     | .00        | .00        | .00        | 10/14/25      | 184.24-         |       |                 |
| 6007.02         | 274.30    | 274.30     | .00        | .00        | .00        | 10/09/25      | 274.30-         |       |                 |
| 6008.01         | 572.41    | 572.41     | .00        | .00        | .00        | 10/29/25      | 572.41-         |       |                 |
| 6009.03         | 255.62    | 255.62     | .00        | .00        | .00        | 10/14/25      | 255.62-         |       |                 |
| 6010.03         | 92.80     | 92.80      | .00        | .00        | .00        | 10/13/25      | 128.82-         |       |                 |
| 6011.02         | 123.93    | 123.93     | .00        | .00        | .00        | 10/14/25      | 123.94-         |       |                 |
| 6012.01         | 92.13     | 92.13      | .00        | .00        | .00        | 10/16/25      | 92.13-          |       |                 |
| 6013.02         | 123.94    | 123.94     | .00        | .00        | .00        | 10/06/25      | 123.94-         |       |                 |
| 6014.01         | 155.80    | 155.80     | .00        | .00        | .00        | 10/23/25      | 155.80-         |       |                 |
| 6015.01         | 87.35     | 87.35      | .00        | .00        | .00        | 10/20/25      | 87.35-          |       |                 |
| 6016.08         | 92.13     | 92.13      | .00        | .00        | .00        | 10/15/25      | 92.13-          |       |                 |
| 6017.02         | 183.92    | 183.92     | .00        | .00        | .00        | 10/16/25      | 184.56-         |       |                 |
| 6018.01         | 288.97    | 288.97     | .00        | .00        | .00        | 10/07/25      | 288.97-         |       |                 |
| 6019.02         | 271.60    | 271.60     | .00        | .00        | .00        | 10/15/25      | 271.60-         |       |                 |
| 6020.05         | 248.35    | 123.94     | 123.94     | .47        | .00        | 09/11/25      | 327.05-         |       |                 |
| 6021.04         | 286.39    | 102.13     | 92.13      | 92.13      | .00        | 08/25/25      | 199.26-         |       |                 |
| 6022.02         | 46.41     | 46.41      | .00        | .00        | .00        | 10/15/25      | 46.41-          |       |                 |
| 6023.03         | 46.41     | 46.41      | .00        | .00        | .00        | 10/02/25      | 46.41-          |       |                 |
| 6025.03         | 87.51     | .00        | .00        | .00        | 87.51      | 01/09/24      | 125.02-         | Final | 01/01/24        |
| 6025.04         | 159.52    | 59.84      | 49.84      | 49.84      | .00        | 08/21/25      | 99.68-          |       |                 |
| 6026.02         | 3,793.99  | .00        | .00        | .00        | 3,793.99   |               | .00             | Final | 12/02/10        |
| 6026.05         | 1,689.68  | 1,689.68   | .00        | .00        | .00        | 10/21/25      | 56.77-          |       |                 |
| 6027.02         | 144.89    | .00        | .00        | .00        | 144.89     |               | .00             | Final | 12/01/17        |
| 6027.04         | 68.58     | 68.58      | .00        | .00        | .00        | 10/04/25      | 215.74-         |       |                 |
| 6028.08         | 92.13     | 92.13      | .00        | .00        | .00        | 10/27/25      | 184.26-         |       |                 |
| 6029.01         | 33.17-    | 33.17-     | .00        | .00        | .00        | 10/15/25      | 80.00-          |       |                 |
| 6031.02         | 92.13     | 92.13      | .00        | .00        | .00        | 10/15/25      | 92.13-          |       |                 |

Town of Jerome

Aging Report - Acct number only

Report Date: 10/31/2025

Nov 03, 2025 7:54AM

| Customer Number | Balance   | 10/31/2025 | 09/30/2025 | 08/31/2025 | 07/31/2025 | Last Pmt Date | Last Pmt Amount | Msg   | Final Bill Date |
|-----------------|-----------|------------|------------|------------|------------|---------------|-----------------|-------|-----------------|
| 6032.01         | 255.62    | 255.62     | .00        | .00        | .00        | 10/15/25      | 255.62-         |       |                 |
| 6033.04         | 828.90    | 158.91     | 369.73     | 300.26     | .00        | 09/15/25      | 414.45-         |       |                 |
| 6040.03         | 697.60    | .00        | .00        | .00        | 697.60     |               | .00             | Final | 10/01/11        |
| 6040.04         | 92.13     | 92.13      | .00        | .00        | .00        | 10/27/25      | 238.52-         |       |                 |
| 6041.02         | 123.94    | 123.94     | .00        | .00        | .00        | 10/15/25      | 123.94-         |       |                 |
| 7001.06         | 185.92    | 155.80     | 30.12      | .00        | .00        | 09/29/25      | 152.40-         |       |                 |
| 7002.01         | 243.65    | 243.65     | .00        | .00        | .00        | 10/02/25      | 243.65-         |       |                 |
| 7004.01         | 92.13     | 92.13      | .00        | .00        | .00        | 10/13/25      | 92.13-          |       |                 |
| 7005.04         | 670.09    | .00        | .00        | .00        | 670.09     |               | .00             | Final | 05/03/12        |
| 7005.05         | 37.27-    | 37.27-     | .00        | .00        | .00        |               | .00             | Final | 11/01/13        |
| 7005.10         | 144.16    | 54.72      | 44.72      | 44.72      | .00        | 08/18/25      | 89.44-          |       |                 |
| 7006.01         | 62.51-    | 62.51-     | .00        | .00        | .00        | 04/17/23      | 62.51-          | Final | 09/08/11        |
| 7006.11         | 160.66-   | 160.66-    | .00        | .00        | .00        | 10/07/25      | 300.00-         |       |                 |
| 7009.01         | 49.84     | 49.84      | .00        | .00        | .00        | 10/09/25      | 99.08-          |       |                 |
| 7010.01         | 542.62    | 542.62     | .00        | .00        | .00        | 10/15/25      | 542.62-         |       |                 |
| 7015.01         | 229.58    | 229.58     | .00        | .00        | .00        | 10/02/25      | 229.58-         |       |                 |
| 7017.03         | 29.58     | 29.58      | .00        | .00        | .00        | 10/13/25      | 29.58-          |       |                 |
| 7022.01         | 44.72     | 44.72      | .00        | .00        | .00        | 10/07/25      | 44.72-          |       |                 |
| 7024.02         | 198.83    | .00        | .00        | .00        | 198.83     |               | .00             | Final | 12/31/22        |
| 7025.01         | 92.13     | 92.13      | .00        | .00        | .00        | 10/27/25      | 92.13-          |       |                 |
| 7026.04         | 247.88    | 123.94     | 123.94     | .00        | .00        | 09/09/25      | 381.82-         |       |                 |
| 7029.01         | 26.30     | .00        | .00        | .00        | 26.30      | 02/02/23      | 92.82-          | Final | 02/17/23        |
| 7029.02         | 123.94    | 123.94     | .00        | .00        | .00        | 10/22/25      | 123.94-         |       |                 |
| 7040.03         | 440.77    | .00        | .00        | .00        | 440.77     |               | .00             | Final | 02/02/17        |
| 7041.01         | 44.72-    | 44.72-     | .00        | .00        | .00        | 10/10/25      | 134.16-         |       |                 |
| 7044.02         | 144.16    | .00        | .00        | .00        | 144.16     | 12/26/24      | 44.72-          | Final | 03/01/25        |
| 7044.03         | 44.72     | 44.72      | .00        | .00        | .00        | 10/04/25      | 144.16-         |       |                 |
| 7047.01         | 44.72     | 44.72      | .00        | .00        | .00        | 10/06/25      | 44.72-          |       |                 |
| 7052.02         | 184.26    | 76.91      | 84.58      | 22.77      | .00        | 04/14/25      | 552.78-         |       |                 |
| 7053.02         | 320.01    | .00        | .00        | .00        | 320.01     |               | .00             | Final | 12/01/18        |
| 7053.07         | 123.94    | 123.94     | .00        | .00        | .00        | 10/15/25      | 123.94-         |       |                 |
| 7054.01         | 177.32    | 177.32     | .00        | .00        | .00        | 10/02/25      | 177.32-         |       |                 |
| 7057.02         | 26.04     | 26.04      | .00        | .00        | .00        | 10/08/25      | 26.04-          |       |                 |
| 7058.01         | 296.17    | .00        | .00        | .00        | 296.17     |               | .00             | Final | 12/01/13        |
| 7059.01         | 46.86-    | 46.86-     | .00        | .00        | .00        |               | .00             | Final | 11/01/13        |
| 7059.02         | 463.21    | .00        | .00        | .00        | 463.21     |               | .00             | Final | 03/12/20        |
| 7059.03         | 64.00-    | 64.00-     | .00        | .00        | .00        | 10/10/25      | 47.41-          |       |                 |
| 7060.01         | 229.58    | 229.58     | .00        | .00        | .00        | 10/02/25      | 229.58-         |       |                 |
| 8001.01         | 2,038.84  | 2,038.84   | .00        | .00        | .00        | 10/15/25      | 2,102.52-       |       |                 |
| 8004.04         | 1,378.68  | 1,378.68   | .00        | .00        | .00        | 10/13/25      | 1,425.99-       |       |                 |
| 8008.01         | 63.00-    | 63.00-     | .00        | .00        | .00        | 10/08/25      | 189.00-         |       |                 |
| 8010.01         | 46.68-    | 46.68-     | .00        | .00        | .00        | 10/06/25      | 66.30-          |       |                 |
| 8012.03         | 60.00     | 37.59      | 22.41      | .00        | .00        | 10/06/25      | 60.00-          |       |                 |
| 8014.03         | 634.56    | 317.28     | 317.28     | .00        | .00        | 09/29/25      | 317.28-         |       |                 |
| 8015.03         | 277.20    | 277.20     | .00        | .00        | .00        | 09/11/25      | 554.40-         |       |                 |
| 8022.03         | 2,844.00  | 2,844.00   | .00        | .00        | .00        | 10/06/25      | 2,844.00-       |       |                 |
| 8023.03         | 267.52    | 267.52     | .00        | .00        | .00        | 10/06/25      | 267.52-         |       |                 |
| 8028.01         | 347.36    | .00        | .00        | .00        | 347.36     |               | .00             | Final | 03/31/12        |
| 9999.01         | 8,784.02- | 8,784.02-  | .00        | .00        | .00        |               | .00             | Final | 01/01/22        |
| 10100.01        | 123.94    | 123.94     | .00        | .00        | .00        | 10/07/25      | 123.94-         |       |                 |
| Grand Totals:   |           |            |            |            |            |               |                 |       |                 |
|                 | 65,555.57 | 35,563.42  | 5,706.25   | 2,151.76   | 22,134.14  |               |                 |       |                 |

## Jerome Library Staff Report, September – October , 2025

- Reviewed instructions for the FY25 Public Libraries Survey and attended the data collection webinar from the AZ State Library. This survey gives researchers and library officials information to plan , research and evaluate data used for policymaking.
- Attended the Digital Literacy Workshop to promote digital literacy in the community.
- Submitted the Yavapai Library Network Agreement for approval to the Town of Jerome.
- Reviewed YLN circulation meeting minutes and recording.
- Updated circulation and Tech passwords for the Jerome Library.
- Updated the Library scanner system.
- Reviewed Time card information for Library employees.
- Reviewed Budget Report.

Respectfully submitted  
Kathleen Jarvis  
Jerome Librarian





# Jerome Fire Department

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

E-mail: [admin@jeromefd.org](mailto:admin@jeromefd.org)

## Fire Department Report Month: October Year: 2025

| Calls by Type                            | Number    | Resident  | Non-Resident |
|------------------------------------------|-----------|-----------|--------------|
| EMS Calls                                | 6         | 1         | 5            |
| Residential Fire                         | 0         | 0         | 0            |
| Commercial Fire                          | 0         | 0         | 0            |
| Wildland                                 | 0         | 0         | 0            |
| Still Assignment                         | 1         | 1         | 0            |
| Station Staffing                         | 9         | 9         | 0            |
| Citizen Assist                           | 7         | 5         | 2            |
| Agency Assist                            | 5         | 2         | 3            |
| Special Duty                             | 5         | 5         | 0            |
| Snake Removal                            | 1         | 1         | 0            |
| Tech Rope Rescue                         | 0         | 0         | 0            |
| MVA/Rescue                               | 1         | 0         | 1            |
| HazMat                                   | 1         | 1         | 0            |
| Dispatch Error                           | 0         | 0         | 0            |
| <b>Totals:</b>                           | <b>36</b> | <b>25</b> | <b>11</b>    |
| <b>Total Calls Chief on Scene</b>        | <b>24</b> |           |              |
| <b>Total JFD Meetings Chief Attended</b> | <b>4</b>  |           |              |

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

|                                     |                     |
|-------------------------------------|---------------------|
| JFD Calls and Meetings hours worked | Total Hours: 1170.5 |
|-------------------------------------|---------------------|

| Meetings                                                        | Date                      |
|-----------------------------------------------------------------|---------------------------|
| PAWUIC-Whiting                                                  | 10/02                     |
| Arizona State Wildland Resource Duty Officer meeting-Whiting    | 10/22                     |
| Verde Valley Fire and EMS Chiefs Meeting-Whiting                | 10/06                     |
| Verde Valley LAFS- Whiting/Sharif                               | The first week of October |
| Pre Hospital Meeting-Whiting                                    | 10/14                     |
| Verde Valley Fire Marshals meeting-Blair, Whiting               | 10/23                     |
| Lithium Battery Training-Whiting                                | 10/30                     |
| Arizona State Wildland Qualifications Committee meeting-Whiting | 10/22                     |

**Education:**

- Carl Whiting attended the third class in the series of four classes to obtain his National Fire Investigators certification in October. He has obtained his Arizona Fire Investigator 1 certification. The final Class will be in May of 2026
- John Krmpotich attended a Ropes that Rescue class held by Reed Thorne at the Fire Station.

**Weekly Training:**

| Date                  | Training                            | Instructor      |
|-----------------------|-------------------------------------|-----------------|
| Thursday October 2nd  | Childbirth in the prehospital scene | Whiting         |
| Thursday October 9th  | Swift Water Throw Bags and support  | Whiting         |
| Thursday October 16th | Ladders                             | Giles/Hernandez |
| Thursday October 23rd | Dance Prep                          | Dance Prep      |
| Saturday October 25th | Anchor Systems                      | Lee             |
| Thursday October 30th | Basic Fire pump operations          | Whiting         |

### **Department Affairs and Ongoing Projects**

- The month of October has been busy with our normal projects and external meetings schedule.
- The fire department has been busy working on reducing the hazardous fuels that present a clear threat to the water treatment plant and the State Park.
- We hosted the 50<sup>th</sup> annual Halloween Fireman's Ball/dance on October 25<sup>th</sup>. This year there were approximately 800 people that attended the dance. This event helps the Fire Department Auxiliary with funding that supports the Fire Fighters with training and equipment.
- Whiting and Sherif have been busy with the Verde Valley Life and Fire Safety public education group. They started the shows on September 29th and will go until October 10th. These shows are held at 13 different elementary schools around the Verde Valley with the safety message being delivered to approximately 2000 students.
- This October there were 36 requests for service. We are down by 12 requests from last October 2024 with 48 requests. Our Fire Department personnel perform their tasks in a professional manner with no injuries occurring.
- The Fire department received the Gila River Community grant for \$40,000 to purchase a new command truck. The truck has been purchased; it is a 2026 Chevrolet Colorado. We will begin outfitting it with lights and siren from the suburban we are replacing.
- The fire department had a special request for the use of the accelerant detection K9 from Sedona Police Department. Jason Supple and K9 Lucy responded. Both Jason and Lucy are getting recognized in northern Arizona for the service they are providing in Fire Investigations as assisting with Arson investigation.
- The Jerome Fire and Police Departments are fortunate to have the volunteer services from Jason.

### **Prevention**

- We had a total of 18 loads with a total of 42 hours combined with our citizens and fuels crew.
- 18 Firewise activities
- 4 Business license inspections.

### October Fire Department Activities and Run Report:

| Incident | Date     | Time  | Day | Incident Type                  | Description                          | #  |
|----------|----------|-------|-----|--------------------------------|--------------------------------------|----|
| J-229    | 10/3/25  | 5:37  | Fri | Agency Assist Non-Resident     | PD Dispatch Error                    | 4  |
| J-230    | 10/3/25  | 11:00 | Fri | Citizen Assist Resident        | Citizen Assist Disabled vehicle      | 1  |
| J-231    | 10/3/25  | 13:30 | Fri | Citizen Assist Non-Resident    | Citizen Assist Vehicle Lockout       | 1  |
| J-232    | 10/4/25  | 9:30  | Sat | Agency Assist Resident         | Assist JPD with traffic stop         | 1  |
| J-233    | 10/4/25  | 11:00 | Sat | Station Staffing Resident      | Station Staffing                     | 3  |
| J-234    | 10/5/25  | 15:30 | Sun | Citizen Assist Resident        | Animal Problem: Removed Skunk        | 2  |
| J-235    | 10/7/25  | 9:30  | Tue | Agency Assist Resident         | Move Deceased (JPD)                  | 4  |
| 25-113   | 10/7/25  | 18:08 | Tue | EMS Non-Resident               | 57 YOF - Syncope                     | 5  |
| J-236    | 10/8/25  | 14:30 | Wed | Citizen Assist Resident        | Snake – Unable to locate             | 3  |
| J-237    | 10/9/25  | 8:00  | Thu | Special Duty Resident          | Removed Road Hazards                 | 1  |
| J-238    | 10/10/25 | 14:00 | Fri | Citizen Assist Non-Resident    | Lift Assist                          | 2  |
| J-239    | 10/11/25 | 12:30 | Sat | Citizen Assist Resident        | Jump Start vehicle                   | 1  |
| 25-114   | 10/11/25 | 14:27 | Sat | EMS Non-Resident               | 67 YOM Unknown Medical               | 5  |
| 25-115   | 10/11/25 | 16:45 | Sat | MVA/Rescue Non-Resident        | Cancelled Enroute                    | 7  |
| J-240    | 10/11/25 | 17:15 | Sat | Citizen Assist Resident        | Stuck Vehicle                        | 1  |
| J-242    | 10/11/25 | 9:00  | Sat | Special Duty Resident          | Community Event: State Park          | 3  |
| J-243    | 10/11/25 | 16:00 | Sat | Station Staffing Resident      | Station Staffing                     | 4  |
| J-241    | 10/13/25 | 9:00  | Mon | Snake Removal & Relocation - R | 2 Foot Diamond back Rattlesnake      | 2  |
| J-244    | 10/17/25 | 8:00  | Fri | Special Duty Resident          | Removed Dead Javellana               | 3  |
| J-245    | 10/17/25 | 18:45 | Fri | Station Staffing Resident      | Overnight Staffing                   | 1  |
| 25-116   | 10/18/25 | 9:19  | Sat | EMS Non-Resident               | Fall Alert Activation - False alarm  | 7  |
| J-246    | 10/18/25 | 9:00  | Sat | Station Staffing Resident      | Station Staffing                     | 3  |
| J-247    | 10/19/25 | 14:30 | Sun | Agency Assist Non-Resident     | Assist JPD W/ Stuck Van`             | 4  |
| J-248    | 10/20/25 | 8:00  | Mon | Station Staffing Resident      | Ropes Class                          | 2  |
| J-249    | 10/20/25 | 6:30  | Tue | Station Staffing Resident      | Ropes Class                          | 2  |
| 25-117   | 10/22/25 | 17:32 | Wed | Hazmat Resident                | Assist JPD W/ 901H                   | 7  |
| J-250    | 10/23/25 | 8:00  | Thu | Station Staffing Resident      | Setup for Dance                      | 5  |
| J-251    | 10/24/25 | 8:00  | Fri | Station Staffing Resident      | Setup for Dance                      | 4  |
| J-252    | 10/25/25 | 8:00  | Sat | Special Duty Resident          | Finalize and Host Dance              | 14 |
| J-253    | 10/25/25 | 22:30 | Sat | EMS Non-Resident               | ETOH Fall - Refusal W/ JPD           | 4  |
| J-254    | 10/26/25 | 15:15 | Sun | EMS Non-Resident               | 22 YOF- Cut finger - Basic First aid | 3  |
| J-255    | 10/26/25 | 8:30  | Sun | Station Staffing Resident      | Break down dance                     | 8  |
| J-256    | 10/28/25 | 19:00 | Tue | Special Duty Resident          | Checked on downed power line         | 1  |
| 25-118   | 10/29/25 | 20:21 | Wed | EMS Resident                   | 15 YOM Mental issue                  | 5  |
| 25-119   | 10/30/25 | 12:41 | Thu | Agency Assist Non-Resident     | Sedona PD Fire Investigation         | 1  |
| 25-120   | 10/31/25 | 14:47 | Fri | Still Assignment Resident      | Tree on Fire                         | 10 |

## October 2025 Burn Pile Log

**JC stands for Jerome citizens.**

| Date       | Address               | Adult Prob. | # Fuels Crew | FC Hrs. | Fuels Crew Total Hrs. | # Loads   | # crew    | # Hrs.    | Town Firewise Total Hrs. |
|------------|-----------------------|-------------|--------------|---------|-----------------------|-----------|-----------|-----------|--------------------------|
| 10/3/2025  | 200 Lower Bell Rd     |             |              |         | 0                     | 2         | 2         | 2         | 4                        |
| 10/3/2025  | 800 Hampshire Ave     |             |              |         | 0                     | 2         | 2         | 2         | 4                        |
| 10/7/2025  | 400 Lower Bell Rd     |             |              |         | 0                     | 2         | 2         | 4         | 8                        |
| 10/10/2025 | 100 Hill St           |             |              |         | 0                     | 1         | 1         | 2         | 2                        |
| 10/10/2025 | 815 Gulch Rd          |             |              |         | 0                     | 2         | 2         | 3         | 6                        |
| 10/12/2025 | 715 Verde Ave         |             |              |         | 0                     | 1         | 1         | 2         | 2                        |
| 10/13/2025 | 209 3rd St            |             |              |         | 0                     | 2         | 1         | 4         | 4                        |
| 10/13/2025 | 295 Mine Rd           |             |              |         | 0                     | 1         | 1         | 2         | 2                        |
| 10/15/2025 | 222 4th St            |             |              |         | 0                     | 1         | 1         | 2         | 2                        |
| 10/16/2025 | 815 Gulch Rd          |             |              |         | 0                     | 1         | 1         | 2         | 2                        |
| 10/18/2025 | 804 Hampshire         |             |              |         | 0                     | 2         | 2         | 2         | 4                        |
| 10/19/2025 | 659 Gulch             |             |              |         | 0                     | 1         | 2         | 1         | 2                        |
|            |                       |             |              |         |                       | <b>18</b> | <b>18</b> | <b>28</b> | <b>42</b>                |
|            | Jerome Citizen Hours- | Adult Prob. | Firewise     | FW Hrs. | Firewise Total Hrs.   | # Loads   | JC# Crew  | JC# Hrs.  | JC Total Hrs.            |

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



# JEROME POLICE DEPARTMENT

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



November 4, 2025

TO: Honorable Mayor and Jerome Town Council

FROM: Russell J. San Felice, Chief of Police

Attached please find the police activity reports for October 2025.

During the month of October, the police department responded to 163 calls for service. We had two death investigations. One was natural causes and the second was a suicide. Deputy Chief Odle handled the natural death and Officer MacGregor responded on the suicide. Our officers were commended for their work and their compassion was appreciated by the reporting parties or next of kin in the incidents. We worked with Jerome Fire on the Fireman's Halloween Ball. We had a great event with only minor issues. We did have a couple of instances of public use of marijuana. Two persons were cited and released.

Jerome Police Officers and Parking Officers conducted several enforcement actions over the month of October. There were 417 parking citations written and 8 parking violation warning. There were 45 citations and 10 warnings for various moving traffic violations. The new kiosks are working well. We had a few minor problems with the old kiosk and Flowbird text to pay app, still taking payments. Those payments totaled \$311, which is not reflected in the parking totals below. I believe we have this problem resolved.

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

October 2025: \$60,067.75

October 2024: \$41755.10

Current Fiscal year total (July 1, 2025-June 30, 2026): \$141,799.10

Respectfully,

Russell J. San Felice  
Chief of Police

# JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331

(928) 634-8992

Date : 11/03/2025 Item A.

Page : 1

Agency : JPD

## Calls For Service Totals By Call Type

10/01/2025 to 10/31/2025

| Call Type                       | Totals |
|---------------------------------|--------|
| 10-34 Motorist Assist           | 3      |
| 205 Trespass                    | 1      |
| 247 Civil Problem               | 1      |
| 415D Drunk Disturbance          | 1      |
| 415F Domestic Disturbance       | 1      |
| 476 Animal Control Problem      | 2      |
| 500 Welfare Check               | 1      |
| 585 Traffic Hazard              | 1      |
| 666 Suicide                     | 1      |
| 666A Suicide Attempt / Report   | 1      |
| 901H Death Investigation        | 1      |
| 903 Follow-Up                   | 38     |
| 908F Found Property             | 11     |
| 908L Lost or Stolen Property    | 1      |
| 918 Mentally Ill Person         | 1      |
| 961 Accident - No injuries      | 5      |
| AA Agency Assist                | 4      |
| ACPD Assist Clarkdale PD        | 1      |
| ADPS Assist DPS                 | 4      |
| AF Assist Fire Department       | 1      |
| AYCSO Assist YCSO               | 11     |
| BI Background Investigation     | 4      |
| CA Citizen Assist               | 3      |
| CSEC Court Security             | 3      |
| DRAL Dogs Running at Large      | 1      |
| FP Foot Patrol                  | 1      |
| FW Fireworks Related            | 1      |
| HAR Harrassment                 | 1      |
| HSE Hampshire Speed Enforcement | 1      |
| INFO Information                | 3      |
| NOISE Noise Complaint           | 1      |
| NR Narcotics Related Incident   | 2      |
| OT Oversize Truck               | 2      |
| PARK Parking Complaint          | 1      |
| PE Parking Enforcement          | 25     |
| PKM Parking Kiosk Maintenance   | 1      |
| SC Security Check               | 14     |
| SD Security Detail              | 2      |

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**JEROME POLICE DEPARTMENT**  
**305 MAIN STREET**

JEROME, AZ 86331  
(928) 634-8992

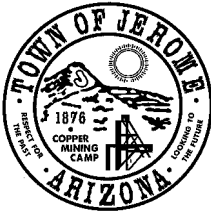
Date : 11/03/2025 Item A.  
Page : 2  
Agency : JPD

**Calls For Service Totals By Call Type**

10/01/2025 to 10/31/2025

| Call Type                 |                        | Totals |
|---------------------------|------------------------|--------|
| SLC                       | Street Light Check     | 3      |
| TCD                       | Traffic Control Duties | 1      |
| TO                        | Traffic Offense        | 1      |
| VM                        | Vehicle Maintenance    | 1      |
| Grand Total for all calls |                        | 163    |





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 124nd Anniversary  
1899 - 2025

### October 2025 PUBLIC WORKS MONTHLY REPORT

#### NORMAL WEEKLY DUTIES

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

#### OTHER PROJECTS

- Clean the porch and spray the outside of Muma's old house.
- Grade on North Dr, 1<sup>st</sup> Ave.
- Sewer on 1<sup>st</sup> Ave.
- Asphalt patching throughout town.
- Slurry coat on County Rd., town did traffic control for company.
- Install solar lights at town hall.
- Ceiling repair on the ceiling in the court room.
- Build a new cardboard bin to replace the old one across from The Conor.
- Dig up a sink hole remove and old stump they may have been causing the sink hole in front of the Apts. On 1<sup>st</sup> and Queen, and back fill with compaction.
- We had a sewer issue on Diaz that took all week to solve. We pulled out multiple root balls, and we were able to install two cleanouts above and below this issue.

- We've been working on installing the last water meter for Verde Ex. On Douglas rd. we've potholed multiple time to find the right line to tap for service. We destroyed multiple bits and had to purchase some new ones, which are expensive and specialized. We were able to finally locate the line and install the service and backfill the line.
- Meter swap for the Verde Central meter with Freeport and SRP.
- Drill holes and install rebar to secure bumpers in the parking lot above the basketball courts.
- Cut down and remove the old sewer line at Jim Rome's old house.

## Water regulators

Lower 2" on School St.

10-7-2025 Rebuild lower regulator, no parts replaced.

**File Attachments for Item:**

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



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## Town of Jerome, Zoning Administrators Report

Town Council: Tuesday, November 11, 2025  
Prepared by: William Blodgett, Zoning Administrator

**Planning & Zoning Commission-** The regular meeting of the Planning & Zoning Commission met on 10.21.25 and approved a Conditional Use Permit to the JTC for 310 Queen Street.

**Design Review Board-** The Regular meeting of the town of Jerome's Design Review Board met on 10.28.25 and approved a rooftop solar installation for 643 Verde Ave.

### **Code Enforcement-**

Code enforcement for October was relatively light. Small outstanding issues with unpermitted signage were addressed as well as the residential use within the C-1 at 310 Queen Street. On site meetings with two residents not in compliance with Town code are set for early October to find a resolution.

### **Administrative Approvals-**

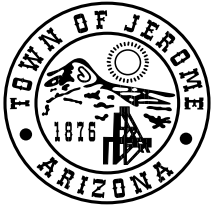
No administrative approvals were made during the month of October

### **Other Business-**

October came to a close with fewer Code enforcement issues than was originally intended. The haunted house did not operate to its full potential due to a number of emergencies on the part of the operator, at their primary locations down in the Pheonix area. No issues were reported with the Fire Department annual dance, nor with any of the other Halloween festivities in or around Town.

Work continues to finish the required information for a Grant intended to be used for environmental testing and remediation through the Brownsfield grant, with this application due soon.

Assistance was given to multiple property owners as they prepare applications for small projects throughout Town.



# TOWN OF JEROME

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## MINUTES

### REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF JEROME JEROME CIVIC CENTER 600 CLARK STREET, JEROME, ARIZONA

**TUESDAY, OCTOBER 21, 2025, AT 6:00 PM**

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

#### 6:03PM (0:13) 1. CALL TO ORDER

*Present were Chair Lance Schall, and Commissioners Jera Peterson and Rebecca "Becca" Miller. Vice Chair Jeanie Ready was absent.*

*Staff present were Zoning Administrator Will Blodgett and Accounting Clerk/Administrative Specialist Michele Sharif.*

#### 6:03PM (0:30) 2. APPROVAL OF MINUTES

A. Minutes from the regular meeting of 06/17/2025

*Chair Schall introduced the minutes inquiring about if there were any corrections needed. There were none. Chair Schall made the motion to approve the minutes for the June 17, 2025, Regular Planning and Zoning Meeting. Commissioner Peterson seconded the motion.*

*Chair Schall called the question, and the motion passed.*

#### Motion to approve meeting minutes from June 17, 2025 Regular P&Z Meeting.

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

#### 6:04PM (1:18) 3. NEW BUSINESS

A. Conditional Use permit for Residential use in the C-1 at 310 Queen Street.

*Chair Schall introduced item 3. Commission discussed a conditional use permit for 310 Queen Street, where a residential use had been operating illegally in a commercial district due to the applicant's failure to complete prior requirements. The city planner explained that although residents had moved in before the permit was finalized, the focus now was on legalizing their occupancy rather than issuing fines. He acknowledged partial responsibility for allowing tenants to move in early and emphasized the importance of resolving the issue properly. The Commission agreed the situation had caused no harm, noting that the residential space had operated smoothly while the commercial portion remained unused. They concluded the discussion with lighthearted comments about a nearby parked car before moving toward a formal motion to approve the permit.*

*Commissioner Peterson made the motion to approve a conditional use permit for 310 Queen Street.*

*Commissioner Miller seconded the motion.*

*With a motion and a second Chair Schall called the question and the motion passed.*

#### Motion to approve a conditional use permit for 310 Queen Street.

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

**6:06PM (5:24) 4. MEETING UPDATES**

A. The Zoning Administrator will provide updates to recent and upcoming meetings.

*Mr. Blodgett gave the commission general updates and upcoming planning efforts. He explained that a Tucson-based planning group had just begun assisting with comprehensive zoning ordinance updates, aiming for completion within a year. He shared that the goal is to simplify regulations, create separate standards for historic and modern buildings, and make it easier for property owners to maintain and invest in historic structures. Commissioners agreed on the importance of clarity, avoiding excessive debate over minor wording, and ensuring opportunities for public and board input once draft revisions are more complete. Mr. Blodgett also provided a brief update and context on other smaller items around town, such as retaining wall repairs, parking restrictions near the Catholic Church, and future upgrades to the United Verde apartments. Commissioner Peterson asked, if there was not a project on the next meeting agenda, could the meeting instead be a work session.*

*Mr. Blodgett shared that deeper zoning discussions should wait until preliminary drafts from the planning consultants are ready.*

**6:20PM (17:48) 5. ADJOURNMENT**

*Chair Schall introduced the item.*

*Commissioner Peterson made the motion to adjourn the meeting.*

*Commissioner Miller seconded the motion.*

*Chair Schall called the question and the meeting adjourned at 6:21 p.m.*

**Motion to adjourn at 6:21p.m.**

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

*Chair Lance Schall, Planning & Zoning Commission Chair*

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

*Kristen Muenz, Deputy Clerk*



# TOWN OF JEROME

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## MINUTES

### REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF JEROME 600 CLARK STREET 600 CLARK STREET, JEROME, ARIZONA

**TUESDAY, OCTOBER 28, 2025, AT 6:00 PM**

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

*Present were Chair Tyler Christensen, Vice Chair Devon Kunde, and Board member Scott Staab. Member Mark Krmpotich was absent from this meeting.  
Staff present included Zoning Administrator Will Blodgett and Administrative Specialist/Accounting Clerk Michele Sharif.*

#### 6:02PM (0:34) 2. PETITIONS FROM THE PUBLIC

*There were no petitions from the public.*

#### 6:02PM (0:42) 3. APPROVAL OF MINUTES

A. Minutes of the regular meeting of 9.23.2025

*Chair Christensen introduced the minutes inquiring if there were any corrections necessary. There were none.  
Vice Chair Kunde made the motion to approve the meeting minutes.  
Chair Christensen seconded the motion. He called the question and with 3 ayes the motion carried.*

**Motion to approve Meeting Minutes from September 23, 2025, Regular Design Review Board Meeting.**

| BOARD MEMBER | MOTION | SECOND | AYE | NAY | ABSENT | ABSTAIN |
|--------------|--------|--------|-----|-----|--------|---------|
| CHRISTENSEN  |        | X      | X   |     |        |         |
| KUNDE        | X      |        | X   |     |        |         |
| KRMPOTICH    |        |        |     |     | X      |         |
| STAAB        |        |        | X   |     |        |         |

#### 6:03PM (1:20) 4. CONTINUED ITEMS/OLD BUSINESS

*There was no old business to address.*

#### 6:03PM (1:29) 5. NEW BUSINESS

A. New Solar Installation for 643 Verde Ave.

*Chair Christensen introduced the item for consideration.  
Zoning Administrator Blodgett gave a brief introduction of the project from Carl Holthausen and Gail Barnes to install solar panels on their historic single-family home built around 1900. The proposal meets industry and code standards, with no deviations or design concerns noted. Board members supported the project, noting solar compatibility with historic homes and that a similar installation exists across the street. The item was considered straightforward and without objections.  
Chair Christensen made the motion to approve the item as presented.  
Board member Staab seconded the motion.  
Chair Christensen called the question, and the motion carried unanimously.*

**Motion to approve as presented.**

| BOARD MEMBER | MOTION | SECOND | AYE | NAY | ABSENT | ABSTAIN |
|--------------|--------|--------|-----|-----|--------|---------|
| CHRISTENSEN  | X      |        | X   |     |        |         |
| KUNDE        |        |        | X   |     |        |         |
| KRMPOTICH    |        |        |     |     | X      |         |
| STAAB        |        | X      | X   |     |        |         |

**6:06PM (4:52) 6. MEETING UPDATES**

A. The ZA will provide information and updates regarding current and future issues.

Zoning Administrator Blodgett reported that Eric Jurisin will soon submit an application covering the gargoyles and all remaining signage for the Haskins and Haunted Hamburger remodel, adding that he is consolidating everything into one package. He also mentioned ongoing work with the Verde Apartments project, noting that no major exterior changes are expected and that full fire suppression will be installed throughout the building. He then expressed optimism about preservation efforts but is concerned over federal disregard for key historic preservation laws (Sections 106 and 110). He stated his opposition to these actions and assured the board that the broader preservation community is actively responding. Updates will be provided as developments occur.

When asked by Chair Christensen what he expected in the worst-case scenario he responded that he has concerns about the potential loss of federal protections under Section 106, which ensures environmental and historic review for projects using government funds. He explained that federal efforts to weaken or defund these processes could undermine oversight and increase long-term costs. He also noted that Jerome could still meet preservation goals independently, given the community's strong commitment to historic value and preservation. He suggested developing a local historic preservation ordinance to protect against possible federal rollbacks and ensure continued preservation efforts. He emphasized that community care and engagement already support these goals, and expert consultants will help translate that commitment into policy.

**6:13(11:19) 7. FUTURE DRB AGENDA ITEMS**

Chair Christensen introduced item 7.

Zoning Administrator Blodgett responded that he'd included this information with the previous agenda item.

**6:13PM (11:50) 8. ADJOURNMENT**

Chair Christensen made the motion to adjourn the meeting.

Board member Staab seconded the motion.

Chair Christensen called the question and the meeting adjourned at 6:14 p.m.

**Motion to adjourn at 6:14p.m.**

| BOARD MEMBER | MOTION | SECOND | AYE | NAY | ABSENT | ABSTAIN |
|--------------|--------|--------|-----|-----|--------|---------|
| CHRISTENSEN  | X      |        | X   |     |        |         |
| KUNDE        |        |        | X   |     |        |         |
| KRMPOTICH    |        |        |     |     | X      |         |
| STAAB        |        | X      | X   |     |        |         |

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Tyler Christensen, Design Review Board Chair

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Kristen Muenz, Deputy Town Clerk



**File Attachments for Item:**

**A. Consider Approval of the October 14, 2025, Regular Council Meeting Minutes**

Council will consider and may approve the October 14th Regular Council Meeting Minutes.



# TOWN OF JEROME

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Item A.

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## DRAFT MINUTES

### REGULAR COUNCIL MEETING OF THE TOWN OF JEROME

#### COUNCIL CHAMBERS, JEROME TOWN HALL

#### 600 CLARK STREET, JEROME, ARIZONA

### TUESDAY, OCTOBER 14, 2025, AT 7:00 PM

---

#### 7:00 1. CALL TO ORDER/ROLL CALL

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

Present were Mayor Alex Barber, Vice Mayor Jane Moore, and Councilmembers Dr. Jack Dillenberg and Sonia Sheffield. Councilmember Issam "Izzy" Sharif joined the meeting via speakerphone.

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

#### 7:01 (1:02) 2. PROCLAMATIONS

##### A. Proclamation Proclaiming October as Domestic Violence Awareness Month

Mayor Barber will read or summarize the proclamation and present a copy to Verde Valley Sanctuary Board Member Michelle Barry.

Mayor Alex Barber read a proclamation making October 2025, Domestic Violence Awareness month. A representative of Verde Valley Sanctuary, Jesse Johnson, was invited to approach the dais and received a signed copy of the proclamation. Mayor Barber added that she would also like to proclaim October as Breast Cancer Awareness month.

#### 7:03 (3:49) 3. FINANCIAL REPORTS

Discussion/Possible Action

##### A. Financial Report and Detail Invoice Register Report for September, 2025

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

Mayor Barber commented that we were only a couple of months into the new fiscal year, so she hoped that we were able to maintain everything we budgeted for.

Vice Mayor Moore moved to approve the Financial Reports for September 2025. The motion was seconded by Councilmember Dillenberg and was carried unanimously.

#### Motion to approve the Financial Reports of September 2025

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

#### 7:05 (4:32) 4. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

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

Council will consider and may approve the staff reports.

Town Manager Brett Klein updated his report to add that we may be losing one full-time officer, but the resignation has not been made formally yet. Therefore, we have begun to recruit for a replacement. Mr. Klein said that we are bringing on board someone in a part-time capacity who lives at the bottom of the mountain with Verde Valley experience. This person may also transition to full-time eventually, so we will hopefully be at full staff. Next, Mr. Klein explained that the contractor for the Deception Lane project has bowed out due to how long it has taken to work through the process. We will have to go back and look at options in terms of bidding it out again or taking the next lowest bidder. This happened

just as we had almost worked out things with D.O.T., so hopefully we will move forward within the fiscal year. Mr. Klein said that the Wastewater Treatment Plant project had been delayed a little due to the government shutdown. Mayor Barber asked if he was referring to the Deception Waterline project, and Mr. Klein responded, yes. Mayor Barber asked if there were any comments or questions on staff reports. Councilmember Dillenberg thanked Mr. Klein for his report. Councilmember Sharif replied that he had no questions. Vice Mayor Moore asked about the follow up with Freeport on a failing retaining wall at the Catholic church and also a follow up on window replacement at Hotel Jerome. Mr. Klein replied that Freeport was working on testing to figure out how to reinforce the wall without it crumbling. He said they were working with town staff and had just started the testing. In terms of the window replacement, he had a phone call with Steve Knowlton to go over that. Mr. Klein said that Mr. Knowlton seemed to have the best idea for replacing the window casings. He said that he hoped to talk with him again and have a plan soon. Mayor Barber stated that Mr. Knowlton is an asset to our community and does amazing rehabilitation work rather than renovation; he tries to keep everything historic. We are really lucky to have him, and he knows how to get things done. Mayor moved to approve staff and council reports, which was seconded by Councilmember Dillenberg.

#### **Motion to approve Staff and Council Reports**

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

### **7:09 (9:20) 5. 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**

Zoning Administrator Will Blodgett explained that he was still pursuing a \$1 million dollar grant for the Hotel Jerome. He said there had been many meetings and that he was gathering information for that. Next, some long-standing code enforcement issues were being resolved. They would be having a meeting soon and would button up some loose ends. Lastly, the haunted house was delayed due to rain in the valley. They should be able to set up soon, and Mr. Blodgett said he has been talking with the Chamber to make this go as smoothly as possible.

Mayor Barber asked Mr. Blodgett, referencing the haunted house, about reviewing and discussing temporary permitting as a long-term solution for events that exceed a special event in scope but are a temporary or seasonal event: did we decide they needed a business license or have them fill out an event application?

Mr. Blodgett replied that yes, we did have them fill out the license application. They will be asked to provide all relevant documents and, should they not provide the needed information, they will not be permitted to operate.

### **7:12 (12:16) 6. APPROVAL OF MINUTES**

#### **Discussion/Possible Action**

#### **A. Consider Approval of the September 9, 2025, Regular Council Meeting Minutes and September 22, 2025, Special Council Meeting Minutes**

Council will consider and may approve the September 9th Regular, and September 22nd Special Council Meeting Minutes.

Mayor Barber asked if there were any reasons to vote for the Regular Meeting and Special Meeting minutes separately. Councilmember Dillenberg replied, no, and moved to approve the minutes.

Vice Mayor Moore said that she had found some minor typos. On page 95 of the packet, in the second paragraph, the word "earn" should have been "earmark." And on page 98, about a paragraph down, the phrase "it does quality" was meant to be "qualify."

Mayor Barber asked Councilmember Dillenberg asked if he was willing to amend his motion to approve the minutes with the recommended corrections, to which he replied, so moved, and thanked the Vice Mayor for catching the typos.

Mayor Barber seconded the motion, and it carried unanimously.

#### **Motion to approve the Special Council Meeting Minutes of September 22<sup>nd</sup> as presented, and approve the Regular Council Meeting Minutes of September 9<sup>th</sup> with Minor Corrections**

| COUNCILMEMBER | MOTION | SECOND | AYE | NAY | ABSENT | ABSTAIN |
|---------------|--------|--------|-----|-----|--------|---------|
| BARBER        |        | X      | X   |     |        |         |
| DILLENBERG    | X      |        | X   |     |        |         |

|           |  |  |   |  |  |  |
|-----------|--|--|---|--|--|--|
| MOORE     |  |  | X |  |  |  |
| SHARIF    |  |  | X |  |  |  |
| SHEFFIELD |  |  | X |  |  |  |

**7:14 (14:42) 7. PETITIONS FROM THE PUBLIC**

*There were no petitions from the public.*

**7:14 (14:56) 8. UNFINISHED BUSINESS****Discussion/Possible Action****A. Discussion and Update Regarding the Notice of Intent to sell Town-Owned Property (655 Holley)**

Council will discuss and receive an update from staff.

*Mr. Klein explained that, after about a year of discussion, 655 Holly has gone out to solicit with an invitation for bids. The bids are due by the 21st, so we should have some by the next meeting for the council to review.*

*For clarification, Mayor Barber asked what we paid for the house and what is the difference we are selling it for; is it a huge difference or like-for-like?*

*Mr. Klein replied that he highly doubted it would be like-for-like. There was a potential to receive more [than was paid], but he felt it might be less based on the caveats placed on the invitation for bids, but we won't know until we receive the bids.*

*Mayor Barber asked if there was any interest yet.*

*Mr. Klein explained that one party had expressed interest, and he had received an inquiry from another party.*

*Vice Mayor Moore asked if there would be a minimum bid.*

*Mr. Klein replied that no, that will be for council to decide.*

*Councilmember Dillenberg said that we will see what the bid is, and if it is too low, we won't accept it.*

*Mayor Barber replied, exactly.*

*Item 8A was a discussion item, so no action was taken.*

**7:17 (17:01) 9. NEW BUSINESS****Discussion/Possible Action****A. Consideration of the Jerome Chamber of Commerce Special Event Permit Application for the Annual Light up the Mountain Event**

Council will consider and may approve the special event permit.

*Mayor Barber asked if Santa and Ms. Claus would be at this year's event but no one was present to answer this.*

*Vice Mayor Moore moved to approve the regular event, which was seconded by both councilmembers Sheffield and Sharif. There was a brief discussion on the later time of the event. The motion passed unanimously.*

**Motion to approve the Jerome Chamber of Commerce Special Event Permit for the Annual Light Up the Mountain Event**

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

**7:18 (18:07) B. Consider Approval of a Landscape and Streetscape Design Manual, and Zoning Code Update Proposal from The Planning Center**

Council will consider and may approve the proposal.

*Mr. Klein said something that we do not have is a Landscape and Streetscape Design Manual. We have not had a tremendous need for one yet but as we get more development inquiries, we should have something in terms of acceptable plantings, preserving native plants, drainage, etcetera. Mr. Klein said that Mr. Blodgett could attest that we have been getting many inquiries about both new development and significant redevelopment and it is something we are lacking in our policy. One of our greatest sources of consternation, if not the greatest, is our ambiguous and often lacking Zoning Code and Ordinances. Pairing these items together was an opportunity to get both done. Mr. Klein explained that typically, a Zoning Code update alone would be in the \$50,000 to \$100,000 range, and we don't have that. This project would be nearly fully funded through grants, and we have found a partner who would like to work with us. They have knowledge of Jerome and were excited to hear of the potential of this project. Mr. Klein said that something this firm does is act as planners for cities who do not have one on-staff, and they also do consulting, so they have a*

wealth of experience with both of these items. Mr. Klein said both the Streetscape and Landscape Design, as well as the Zoning Code, will have a significant amount of public input. And we will need a committee of public, staff, as well as one or two council members interested in being involved. He said the kickoff meeting will be next week, and they are looking for guidance from us in terms of what we would like to see. So, if you approve the proposal, it would be nice to have one or two of you who would like to participate.

Vice Mayor Moore replied that she would participate.

Councilmember Sharif agreed and moved to approve the proposal.

Councilmember Dillenberg seconded the motion.

Mayor Barber said to Vice Mayor Moore that she should absolutely be on the committee.

Vice Mayor Moore agreed and said that she had been on Planning & Zoning and the Board of Adjustment off and on for years. She would like to be [involved] and said that we have seen 3 different projects where a Zoning update was attempted but didn't work. She felt paying attention to it as it moves along would be good.

Mayor Barber said that she had penciled herself and the Vice Mayor in, and asked Councilmember Sharif if he also wanted to be involved.

Councilmember Sharif confirmed that he did and asked about the time of the kickoff meeting.

Mr. Klein said that it would be in the next week, and he would reach out to the council members who wished to be involved.

Mayor Barber thanked Councilmember Sharif for offering to step up but said she would like to be on this with the Vice Mayor, and she thought there could only be two council members.

Vice Mayor Moore asked if it would be possible to take turns.

Mr. Klein replied that it might be possible, so long as there were never more than two members of council in correspondence.

Mayor Barber said that we could work that out behind the scenes to make sure no laws are broken and we provide due diligence for the town.

Councilmember Sheffield said that she had read the proposal, and she had questions. She said that she did not get a chance to research the firm bio, and there was no accompanying information, so she was not familiar with any other things this firm had done. Councilmember Sheffield said she was curious because a lot of what they talk about has to do with water, which is a priority for all of us, but she did not see any real qualifications for these people so she was curious as to how it would all work together.

Mr. Klein said that they had written the proposal in language to assist us in obtaining the grant. The key points of the Landscape and Streetscape Design Manual, as well as the Zoning Ordinances have been vetted by staff and researched their projects.

Mr. Blodgett stated that the intention here is to help us get a Zoning Code that works for Jerome. He said that boilerplate language does not work here, as we are unique. The idea is to direct them to our needs of logical fixes or mitigation measures, and these guys have experience crafting language and making it work. Mr. Blodgett said that is what we need; we have a lot of ambiguous language. But in terms of town policies, they are not going to rewrite them for us, we have control over that.

Councilmember Dillenberg thanked Mr. Blodgett for his input.

Mayor Barber asked if they have done any work for any towns on the side of a hill.

Mr. Klein replied that he was not sure, but we can follow up on that and report back.

Mayor Barber called the question, and the motion was approved unanimously.

**Motion to approve the Landscape and Streetscape Design Manual and Zoning Code Update Proposal from The Planning Center**

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

**7:26 (26:51) C. Discussion, Review, and Possible Action Regarding the Tentative Approval of a Haunted House at 240 Hull Avenue**

Council will hear reports from Staff and the Applicant's representative(s) and determine if continued approval is authorized, with or without further parameters.

The Haunted House did not operate on its planned opening weekend, so while this item was on the agenda, there was no new information to discuss.

**7:26 (26:51) D. Consider Approval of an Intergovernmental Agreement (IGA) Between the Town of Jerome and Yavapai County Flood Control District for Receiving Funding to Complete Flood Control and Drainage Improvements**

Council will consider and may approve the IGA for Fiscal Year 2025-2026.

Mayor Barber commented that the document contained a lot of legalese, but it was something that we really needed.

She asked if there were any comments or questions.

Councilmember Dillenberg moved to approve the IGA, which was seconded by Councilmember Sheffield. The question was called and passed unanimously.

**Motion to approve the IGA between the Town of Jerome and Yavapai County Flood Control District to Complete Flood Control & Drainage Improvements**

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

**7:28 (28:21) E. Consideration of an Arizona Liquor License in the Town of Jerome for a Series 12 Restaurant Liquor License Type, for The Miner's Cafe (Under New Ownership), Located at 115 Jerome Avenue**

Council will consider and may approve a new Series 12 Restaurant Liquor License for The Miner's Cafe.

Mayor Barber said it appeared that the new owners had been using the liquor license under previous manager's name, so the State of Arizona is going to transfer the license.

Ms. Muenz confirmed this and explained that the information contained in the packet had both the interim license as well as the full license transfer application.

The new owner of the Miner's Café, Linda Gallo, was present and confirmed that they had received their interim liquor license, and this would make the license transfer final.

Councilmember Dillenberg moved to approve, which Councilmember Sheffield seconded. There were no further questions, so the vote was called and passed unanimously.

**Motion to approve the Series 12 Liquor License for The Miner's Café at 115 Jerome Avenue**

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

**7:29 (29:30) 10. TO AND FROM THE COUNCIL**

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

Mayor Barber asked if any members of council had any items to discuss. None were brought forth.

**7:30 11. ADJOURNMENT**

**Motion to adjourn at 7:30 P.M.**

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

APPROVE:

ATTEST:

Alex Barber, Mayor

Brett Klein, Town Manager

**File Attachments for Item:**

**A. Consideration of the Jerome Chamber of Commerce Special Event Permit Application for the Annual Town Dinner at Spook Hall**

Council will consider and may approve the special event permit.





Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

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

Item A.

Permit # 25-0047

## Special Event Permit Application

Thank you for choosing the Town of Jerome for your special event.

Please fill out this packet and submit to the Town Manager.

- All information must be submitted at least **60** days prior to the event.
- Fee(s), due at the time of application submission.
- For questions regarding Special Event Permits, please contact Jerome Town Hall at (928) 634-7943.

### *Town Use Only*

Date Submitted: 10/9/25 Fee: \$75 Date Paid: 10/9/25  
Paid via: ☒ Check # 102 ☐ C.C. ☐ Cash

#### *Special Event Approvals*

Town Manager:

Approve ☐ Deny ☐ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

\*Fire Inspector:

Approve ☐ Deny ☐ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

\*Zoning Administrator:

Approve ☐ Deny ☐ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

\*Police Chief:

Approve ☐ Deny ☐ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

\*Building Inspector/Public Works:

Approve ☐ Deny ☐ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

*\*Other approvals as needed based on scope of event.*

#### **Special Event Fee Schedule:**

|                                  |                              |                              |       |
|----------------------------------|------------------------------|------------------------------|-------|
| Non-profit 501C3 w/ no entry fee | \$25 per day                 | Special Event Liquor License | \$75  |
| Town Sponsored/Co-Sponsored      | No Fee                       | Special Event Permit         | \$100 |
| Film Permits                     | Fee based on production type |                              |       |



# Special Event Permit Application

\*\*\*\*\*

## Checklist of Requirements

- ☒ 1. Completed Special Event Permit Application.
- ☐ 2. Completed Application for Facility Use (if applicable).
- ☐ 3. Completed Hold Harmless Agreement of Indemnification.
- ☐ 4. Completed Site Plan in 8 1/2" x 11" or 8 1/2" x 14" format that includes:
  - a. A map of the event area(s) including the location(s) for stage(s), performers, vendors, barriers/fencing (including type), sound amplification equipment and speakers, race/run routes, tents/canopies, and any points of entry and exit where applicable.
  - b. List of all participating vendor(s)/businesses (if applicable).
  - c. Accessibility, parking and/or traffic control plan.
  - d. Restroom plan.
  - e. Trash and waste removal plan.
  - f. Community outreach (if applicable)
- ☐ 5. Certificate of insurance in the amount of no less than one million dollars (\$1,000,000) of general liability coverage naming the Town of Jerome as additional insured and referencing the specific activity and date(s).
- ☒ 6. Liquor License (if applicable).
- ☐ 7. Liquor Liability Insurance (if applicable).
- ☐ 8. Health Department Approval (if applicable).
- ☐ 9. All other permits required by County or State Agencies.
- ☐ 10. Permit filing fee.
- ☐ 11. Written approval from Police Chief/Fire Inspector (if applicable).

### Applicant Information

| Applicant's Contact Information                                |                                  |
|----------------------------------------------------------------|----------------------------------|
| Name of Applicant <u>Angie Arndt (Angels)</u>                  | Date: <u>10-8-25</u>             |
| Name of Organization/Sponsor <u>Jerome Chamber of Commerce</u> |                                  |
| Federal Tax or 501 (c)(3) Number _____                         |                                  |
| Business Mailing Address <u>PO Box K</u>                       |                                  |
| City <u>Jerome</u>                                             | State <u>AZ</u> Zip <u>86331</u> |
| Business Email <u>Angie.JeromeChamber@gmail.com</u>            |                                  |
| Business Phone # <u>619 709 5072</u>                           | Cell Phone # <u>" "</u>          |

### Authorized Contacts for Event

|                                                                                                                                                                        |                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Please list any other authorized contacts for the Event, including an emergency contact that will be available during the event. At least one <b>must</b> be provided. |                                                                              |
| Name <u>Anastasia Darah</u>                                                                                                                                            | Phone _____                                                                  |
| Name <u>Valerie Whitcomb</u>                                                                                                                                           | Phone <span style="background-color: black; color: black;">[REDACTED]</span> |
| Emergency contact for Event*                                                                                                                                           |                                                                              |
| Name <u>Angie Arndt</u>                                                                                                                                                | Phone <u>619-709-5072</u>                                                    |
| *Emergency contact should be a party available for duration of event including set up and tear down.                                                                   |                                                                              |

If additional contacts need to be shared, please use a separate sheet to list additional points of contact

## Event Information

Name of Event Jerome town dinner

Date(s) / Time(s) of Event – If multiple dates (Not including set-up/tear-down time)

Start: Date: 12/13/25 Time: 5 pm End: Date: 12/13/25 Time: 8 pm

Start: Date: \_\_\_\_\_ Time: \_\_\_\_\_ End: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Start: Date: \_\_\_\_\_ Time: \_\_\_\_\_ End: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Set-Up Date/Time:

From 12/13/25 12 pm To 12/13 9 pm  
Date Time Date Time

Tear-Down Date/Time:

From \_\_\_\_\_ To \_\_\_\_\_  
Date Time Date TimeNumber of expected/estimated Participants 100-200Will an admission or registration fee be charged? YES ☐ NO ☒ Fee \$ \_\_\_\_\_

Please briefly describe the event:

Jerome town dinner will take place @ Spook Hall as a pot luck  
This event is being sponsored by the Chamber of Comm.  
We will have a silent auction of donated goods provided locally  
Donated Beer & wine will be sold as fundraising

## Event Details

Special Events which occur on a Town right-of-way or on property owned or leased by the Town require an "Application for Facility Use." Please complete and submit along with the Special Event Permit Application.

Will the Special Event take place on property owned or leased by the Town of Jerome?

☐ YES ☒ NOIf yes, which property? Lawrence Memorial (spook) HallIf no, what is the physical address for the event? 2600 Hull Ave

Please note that Separate permits or approvals may be required by County or State agencies, depending on the type of event or where there may be the presence of alcohol or food for sale, or by donation. Documentation of all applicable approvals must be provided **30 days prior** to the event.

Will the Special Event require the use of temporary signage?

☐ YES ☒ NO

\*All signage must comply with Section 509 of the Jerome Zoning Ordinance. A separate sign permit for special events is not required. To hang signs from Town owned property will require prior approval.

## Event Details Continued

Will Alcohol be Sold?

☒ YES☐ NO☐ By Donation

If yes, you must submit approval documents from the Arizona Department of Liquor Licenses and Control, at least 30 days prior to the event.

Will Food be Sold?

☐ YES☒ NO☐ By Donation

If yes, you must submit approval documents from the Yavapai County Health Services Department, or proof of a prior event approval or Special Event Variance granted by Yavapai County Health Services in the same calendar year.

Will there be outdoor, amplified sound at the event?

☐ YES☒ NO

Please provide a brief description of outdoor/amplified sound to be used:

Jerome Town Code section 10-1-13 restricts the volume and hours of outdoor sound and amplification devices. Loud noise that is a public nuisance, is prohibited. The Town reserves the right to limit the hours of the Special Event to avoid unreasonable interference with adjacent properties.

Will there be outdoor lighting, or other electrical needs?

☐ YES☒ NO

Please provide a brief description of the electrical requirements for the event:

Will the event include other vendors/businesses in addition to the business/entity applying for this permit?

☐ YES☒ NO

If yes, please provide a list of all participating vendors to the Town of Jerome Manager prior to the event. Including the business name(s), dba, owner(s) name(s), physical business location, contact telephone number(s) and vendors' TPT license number.

Will the event require the use of tents or canopies or other temporary structures? \*

☐ YES☒ NO

\*Please include the placements of tents or canopies on the site plan, with points of entry or exit clearly marked, including the exact type of structure – Please note set-up and tear-down time(s) must be indicated on Page 4.



## Special Event Access

Will the event require the use of fencing, ropes, barricades, or other types of barriers? \*

☐ YES ☒ NO

*\*Please note barriers and any points of entry or exit through barriers should be clearly marked on your site plan, including exact type of fencing or barriers to be used.*

Will the event require the closure and/or detour of any roadway, sidewalk, or other public access route?

☐ YES ☒ NO

Please include a description of the primary access routes to the event/property and available parking for the crowds anticipated. (Special traffic control may be required for larger events)

Will the use of portable restrooms be necessary during the event?

☐ YES ☒ NO

*Please note the use of portable restrooms may be required on a case-by-case basis.*

Will trash be created during the special event?

☒ YES ☐ NO

Briefly description of the receptacles to be used and/or efforts to minimize litter around Town during the event:

We will coordinate clean up efforts with the  
Jerome Historical Society

*Cleanup of the site(s), including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please refer to and comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.*

Has any community outreach been completed in regard to this special event?

☒ YES ☐ NO

Please give a brief description of any outreach to neighboring residents and/or businesses regarding the special event, including any feedback received from that outreach.

Town Announcement (newsletter) Social Media  
"Santa Announcements"

**DOWNSTAIRS  
PUBLIC  
RESTROOMS**

**STAGE**

**WINE &  
BEER  
BARTOP  
SERVING  
AREA**

**LAWRENCE MEMORIAL HALL  
(SPOOK HALL)**

**260 HULL AVE.  
JEROME, ARIZONA**

**COMMUNITY  
SEATING**

**JEROME  
CHAMBER  
TABLE**

**PUBLIC  
RESTROOM**

**ENTRANCE  
EXIT**

**SIDEWALK (MAIN STREET LEVEL)**

**HULL AVE.**

## Special Event Hold Harmless and Indemnification Agreement

Item A.

I, Angela Arnold ([Insert Company Name] ("Permittee"), shall, through the signing of this Special Event Hold Harmless and Indemnification Agreement ("Agreement"), in consideration for the issuance of a Special Event Permit for [Insert description of event] ("Special Event") and to the furthest extent allowed by law, agree to indemnify, hold harmless and defend the Town of Jerome, Arizona and its elected officials, officers, agents, employees and volunteers (collectively "Indemnitee") from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by any Indemnitee, from any and all claims, demands, and actions in law or equity (including attorney's fees and all costs of litigation), arising or alleged to have arisen directly or indirectly out of the Special Event (collectively, "Claims"). Permittee's obligations under this Agreement shall apply regardless of whether Town or its elected officials, officers, employees, agents, or volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages to the extent caused solely by the gross negligence, or caused by the willful misconduct of Town or its officers, officials, employees, agents or volunteers.

Permittee acknowledges the contagious nature of communicable diseases and voluntarily assumes the risk that Permittee, its officials, officers, employees, agents, volunteers, or invitees may be exposed to, or infected by, by participating in the Special Event, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. Permittee understands that the risk of becoming exposed or infected at the Special Event may result from the actions, omissions, or negligence of Permittee and others, including but not limited to, Town employees, volunteers and participants and their families.

Prior to and throughout the duration of the Special Event, Permittee shall pay for and maintain in full force and effect all insurance as required in the application submitted by the Permittee for the Special Event, which is incorporated into and part of this Agreement, or as may be authorized or required in writing by Town Manager or his/her designee at any time and in his/her sole discretion.

Permittee shall conduct all defense of any Claims at his/her/its sole cost. The fact that insurance required under this Agreement is obtained shall not be deemed to release or diminish the liability of Permittee, including without limitation, liability assumed under this Agreement. The duty to indemnify shall apply to all claims regardless of whether any such insurance policies are applicable. The duty to defend hereunder is wholly independent of and separate from the duty to indemnify and such duty to defend exists regardless of any ultimate liability of Permittee. The policy limits of any such insurance do not act as limitation upon the amount of defense and/or indemnification to be provided by the Permittee. Approval and or purchase of any insurance contracts or policies shall in no way relieve Permittee from liability nor limit the liability of the Permittee, its officials, officers, employees, agents, volunteers, or invitees.

The Town of Jerome shall be reimbursed for all costs and attorney's fees incurred by Town in enforcing this Agreement.

Signed this

day of

October 25

Signature:

Printed Name:

Angela Arnold

Witness Signature:

Printed Name:

**File Attachments for Item:**

**B. Consideration of Bids in Response to the Town's Issuance of an Invitation for Bids Regarding its Notice of Intent to Sell 655 Holly**

Council will consider the bid(s) received and may approve, and / or provide staff direction.





# INVITATION FOR BIDS

**Town of Jerome  
Post Office Box 335  
Jerome, Arizona 86331**

**Solicitation Title:** INVITATION FOR BIDS TO PURCHASE REAL PROPERTY FOR USE IN A COMMUNITY LAND TRUST

**Solicitation Number:** 2025-003

**Release:** 9/30/2025

**Advertisements:** Verde Valley News on 9/30, 10/4, 10/7, and 10/11

**Final Inquiries Due:** October 20, 2025, at 12:00 p.m.

**Bid Deadline:** October 21, 2025, at 4:00 p.m.

**Bid Opening:** Bids will be reviewed for completeness as they are received. All will be opened no later than October 22, 2025 at 12:00 p.m.

**Town Representative:** Brett Klein                      b.klein@jerome.az.gov  
(928) 634-7943

In accordance with the Town of Jerome Procurement Policy, competitive sealed Bids will be received until the date and time referenced above (the "Bid Deadline"). Bids must be received on, or prior to, the Bid Deadline. Late Bids will not be accepted.

The Town is soliciting offers to purchase the real property and improvements located at 655 Holly Ave (APN 401-07-080A). Full, detailed information may be obtained at Jerome Town Hall (600 Clark Street, Jerome AZ, 86331), by appointment.

## **ATTENTION**

- The Town reserves the right to amend the solicitation schedule as necessary.
- The Town reserves the right to reject any or all proposals or to withhold the award for any reason.
- Every proposal shall be accompanied by a certified check, cashier's check, or surety bond for ten percent of the amount of the bid as a guarantee that the offeror will enter into an agreement to complete the purchase contemplated herein.
- All times are local to Jerome, Arizona.

## SOLICITATION INFORMATION AND SCHEDULE

### **Solicitation Number [2025-003] Property Sale for Community Land Trust**

The Town of Jerome is soliciting competitive sealed bids with the intention of entering into a contract for the sale of real property. The Town reserves the right to reject any and all bids, for any reason or for no reason, at its sole discretion.

This solicitation is for the purchase of Yavapai County Assessor's Parcel Number 401-07-080A, located at 655 Holly Avenue in Jerome (the "Property"). The Property contains a split-level historic home in as-is condition.

The goal of this Solicitation is to see the Property developed and utilized in a Community Land Trust, to serve as a new workforce housing option for Town employees and others who live and work within Town limits. The Town hopes to receive bids from nonprofit or community organizations that commit to utilizing the Property for this purpose, and to take title subject to specific deed restrictions. The Town expects such deed restrictions to include, but not necessarily be limited to, the following substantial provision:

.... as long as Grantee holds title to the Property, the Property shall only be used for rental or purchase of structures and improvements thereon by persons who demonstrate an annual household income below or equal to one hundred fifty (150) percent of the then-current Area Median Income (AMI) for Yavapai County as part of the Prescott Valley-Precott AZ MSA, as determined by the U.S. Department of Housing and Urban Development or successor agency thereto. See <https://www.huduser.gov/portal/datasets/il.html> ....

The successful bidder will be expected to complete the purchase by executing a real estate purchase and sale agreement acceptable to the Town in form and substance. The agreement will contain a commitment by the purchaser to utilize the Property in a Community Land Trust for the provision of workplace housing. Town reserves the right to cancel this solicitation and any proposed award in the event that it is unable to negotiate a mutually-acceptable agreement.

The Town reserves the right to negotiate simultaneously with multiple bidders; however, the Town does not expect to make more than one Award based on this solicitation. The Town reserves the right to waive informalities, irregularities, or minor discrepancies in any submission.

A qualifying Bid must be received on or before the Bid Deadline, in a sealed envelope, at Jerome Town Hall. A qualifying Bid shall consist of 1) the Bid Sheet attached hereto as Exhibit A; 2) a narrative description of the offeror's proposed use of the Property; and 3) a certified check, cashier's check, or surety bond for ten percent of the amount of the bid as a guarantee that the offeror will enter into an agreement to complete the purchase.

All written portions of a qualifying Bid must be submitted in English, on standard 8 1/2" x 11" paper, with a minimum font size of 12.

Offers shall remain open for ninety (90) days after the Bid Opening, and may not be amended or withdrawn within this period without written permission by the Town; however, the Town may, at its sole discretion, release any offer and return the security at any time. Should any offeror refuse to enter a contract under the terms and conditions of this solicitation, the Town may retain the security as liquidated damages and not as a penalty.

All Bids shall become property of the Town and matters of public record. Requests for nondisclosure of trade secrets or other proprietary data must be made known within the offer. The Town cannot guarantee the confidentiality of any submitted information due to public record laws. In no event will any offeror be reimbursed for the cost of responding to this solicitation.

**EXHIBIT A  
TO  
INVITATION FOR BIDS TO PURCHASE REAL PROPERTY FOR USE IN A  
COMMUNITY LAND TRUST**

**BID SHEET**

Offeror

Firm/Company/Offeror: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Organization

☐ Individual or Single-Member LLC

☐ Corporation

☐ Partnership

☐ Trust

☐ Limited Liability Company

☐ Other \_\_\_\_\_

Tax ID#: \_\_\_\_\_

Bid Purchase Price: \_\_\_\_\_

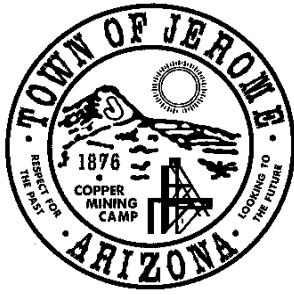
Proposed Closing Date: \_\_\_\_\_

Intended Use of Property: See attached.

Intent to be bound by Bid: \_\_\_\_\_  
(Signature of Individual Authorized to Sign Offer)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Email address)



Founded 1876  
Incorporated 1899

# TOWN OF JEROME

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

Item B.

## STAFF SUMMARY REPORT

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

**ITEM:** **Item: Consideration of Bids in Response to the Town's Issuance of an IFB for the Notice of Intent to Sell 655 Holly**

**MEETING DATE:** November 11, 2025

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### Summary:

Subsequent to the Town's issuance of an invitation for bids for the intent to sell the 655 Holly Street property, the Town received one bid. The one bid was not too surprising based on the subject matter in the notice which matched the Town Council's desire for use of that property. The one bid was from the Verde Valley Community Development Organization (VVCDO), which outlined their intent to operate the property as a Community Land Trust. Based on their risk, the Town Council's desire to keep this property available for Town employee / workforce housing, and necessary expenses, staff believe the bid is highly competitive. The outline of an agreement and formal purchase offer should be a win-win-win. It will allow the Town to recuperate some much needed funds by selling this property after purchasing 621 Main Street for the same thing; retain the property for purchase by Town employees at a well-below market rate; and partner with an organization that can administer a community land trust, thereby preserving this property as a Town employee / workforce housing option in perpetuity. It is likely the Town could receive significantly more money if it issued an Invitation for Bids with no employee / workforce housing restrictions, but what the winning bidder would do with the property would be an unknown variable.

### Fiscal Impact:

The Town would receive funding of \$143,500~ which could be designated for use of a much-needed sanitation truck.

### Recommendation:

Staff recommend Council approve the lone bid for 655 Holly with the VVCDO.

**EXHIBIT A  
TO  
INVITATION FOR BIDS TO PURCHASE REAL PROPERTY FOR USE IN A  
COMMUNITY LAND TRUST**

**BID SHEET**

Offeror

Firm/Company/Offeror: Verde Valley Community Development organization

Contact Person: Mary A. Chicoine

Contact Email Address: administration@vvcdo.com

Mailing Address: P.O. Box 157, Cottonwood, Arizona 86326

Phone: 928-598-8851

Type of Organization

☐ Individual or Single-Member LLC

☐ Corporation

☐ Partnership

☐ Trust

☒ Limited Liability Company

☐ Other \_\_\_\_\_

Tax ID#: 86-2451065

Bid Purchase Price: \$143,500

Proposed Closing Date: February 1, 2026

Intended Use of Property: The property will be placed in the Verde Valley Community Land Trust for workforce housing.

Intent to be bound by Bid: Mary A. Chicoine  
(Signature of Individual Authorized to Sign Offer)

Mary A Chicoine  
(Printed Name)

administration@vvcdo.com  
(Email address)



October 21, 2025

The Verde Valley Community Development Corporation (VVCDO) respectfully submits the following bid in response to the Town of Jerome's Bid Solicitation Titled: **Invitation for Bids to Purchase Real Property for Use in a Community Land Trust with Solicitation Number 2025-003**. The Verde Valley Community Development Organization (VVCDO) is a nonprofit public charity recognized as tax-exempt by the IRS under Section 501(c)(3), EIN Number 86-2451065. One of its primary programs is the Verde Valley Community Land Trust (VVCLT).

**Overview:** The Verde Valley Community Land Trust (VVCLT) is a program of the VVCDO committed to the permanent stewardship of land and the permanent affordability of any housing located upon its land. Land acquired by the VVCDO is rarely resold. It is retained by the VVCLT, held in trust for the community. It provides for the exclusive use of its land by leasing out separate parcels to individual homeowners, cooperative housing corporation(s), non-profit developers of rental housing, or other nonprofit, governmental, or for-profit entities. The ground leases will last for typically 99 years. Buildings on the land are sold at an affordable price, and the owner holds the deed to the property while leasing the land from the VVCLT. The VVCLT will retain first right of refusal as an option to repurchase these buildings, should their owners ever choose to sell. The resale price is determined by a formula contained in the ground lease. This formula, which usually yields a resale price that is lower than the building's market value, is designed to give the seller a fair return for his/her investment, while giving future buyers fair access to a home at an affordable price. By design and by intent, the VVCLT is committed to preserving the affordability of housing (and other structures) – one owner after another, in perpetuity.

**Protecting Occupancy, Use, Condition & Design of Affordable Housing:** The VVCLT provides a durable mechanism not only for preserving the affordability of housing, but for preserving the occupancy, use, condition, and design of that housing as well. Embedded in the ground lease – or embedded in the deed covenant, if the VVCLT is serving as the steward for deed-restricted housing – are provisions that: (a) require the housing to be continually occupied as the owner's principal residence; (b) restrict the housing's use as a sub-leased rental property; (c) require the housing to be kept in good repair; and (d) require the housing to be maintained in compliance with local building and zoning codes.

**Land Acquisition:** The VVCDO/VVCLT can acquire land in three ways: (1) Purchase land at its market price, using funds they receive from public sources or funds that are donated or loaned from private sources; (2) Receive land as a gift from a private donor or governmental entity; and (3) Acquire land for a below-market price through a mechanism known as a "bargain sale,"

where the seller accepts cash for a portion of the land's value and claims a tax deduction for the remainder of the land's value.

**Buildings on VVCLT Land:** When the VVCLT acquires a parcel of land, there may already be a single-family house or a multi-unit building on the land. In other cases, the VVCLT can become an active developer, constructing new housing on lands recently acquired or previously "banked" for future development. VVCLTs may also make land available to another nonprofit organization for the construction of affordable housing. When affordably priced homes come into a VVCLT's portfolio because of inclusionary zoning, density bonuses, or other regulatory mandates or incentives, the VVCLT will become the long-term steward for occupancy, eligibility, and affordability controls imposed by local governments on housing built by for-profit developers.

**Homeowner Eligibility:** The VVCLT will target households with incomes equal to or below 150% of the Yavapai County Area Median Income which is updated annually by the United States Department of Housing and Urban Development (HUD). See the attached for AMI values for 2025. Secondary requirements include:

- Completing a HUD-approved homebuyer education course and participating in pre-purchase homebuyer education and counseling.
- Being a first-time homebuyer as defined by HUD. The HUD definition of a first-time homebuyer is an individual who has not owned a principal residence within the three years prior to purchasing a new home.
- Owning and occupying the property as their primary residence.
- Qualifying for a fixed rate, fully amortizing mortgage not to exceed 30 years with debt ratios that meet underwriting requirements.
- Meeting employment and residency requirements as specified in the acquisition of the property. This bid requires the property to be used as a new workforce housing option for Town of Jerome employees and others who live and work within Town of Jerome limits.
- Being at least 18 years old.
- Being a U.S. citizen or registered alien.

**Financing:** Though homes for sale through the VVCLT are more affordable than market-rate housing, few low-income or moderate-income households will be able to buy a VVCLT home out of their own savings. They will need mortgage financing. Consequently, the VVCLT will work with local lenders to secure mortgages for our homeowners. It is the intent of the VVCLT that a homeowner will pay no more than 30% of a household's gross income. For owners, housing costs include principal, interest, property taxes, and hazard insurance. For renters, costs include rent and tenant-paid utilities (except telephone and cable).



**Home Purchase and Resale Formula:** An appraisal is secured on the property. The price of the appraised value of the land is subtracted from the total appraised value. The remaining value is reduced by defined percentage to make the home financially accessible to income-qualified home buyers. A resale formula is used to determine the maximum price at which a shared equity home can be resold, providing an opportunity for the homeowner to benefit from some portion of the home's appreciation while still remaining affordable to households at the program's target income levels. The appraisal-based formula will be used for the calculation. The appraisal-based formula calculates the resale price using a percentage of the increase in market value since the home's purchase. The homeowner will receive 25% of the home's appreciation with 75% being retained by the VVCLT.

#### **Purchase Price of Home:**

##### **Project Calculation:**

|                                                               |                  |                  |
|---------------------------------------------------------------|------------------|------------------|
| Estimated Purchase Price                                      | <u>\$210,000</u> |                  |
| (Purchase price is estimated to be the amount we sell it for) |                  |                  |
| Renovation Cost – per contract                                |                  | \$ 38,000        |
| Contingency                                                   |                  | \$ 7,500         |
| Administrative/Legal/Etc/Closing Costs                        |                  | \$ 21,000        |
| Proceeds to Town of Jerome                                    |                  | <u>\$143,500</u> |
| <b>Balance</b>                                                | <b>\$210,000</b> | <b>\$210,000</b> |

**Town of Jerome to remove all appliances and furniture from inside and outside the property.  
Clean all overgrowth around the home.**

---

##### **Project Economics:**

|                                     |                  |                     |
|-------------------------------------|------------------|---------------------|
| Proceeds to Town of Jerome          | <u>\$143,500</u> |                     |
| VVCDO to pay at bid                 |                  | \$ 14,350 Bid Bond* |
| VVCDO to pay upon sale of 655 Holly |                  | <u>\$129,150</u>    |
| <b>Balance</b>                      | <b>\$143,500</b> | <b>\$143,500</b>    |

**A copy of the Bid Bond documentation is attached.**

---

### FY 2025 Income Limits Summary

| FY 2025 Income Limit Area        | Median Family Income | FY 2025 Income Limit Category     | Persons in Family |        |        |                |         |         |         |         |
|----------------------------------|----------------------|-----------------------------------|-------------------|--------|--------|----------------|---------|---------|---------|---------|
|                                  |                      |                                   | 1                 | 2      | 3      | 4              | 5       | 6       | 7       | 8       |
| Prescott Valley-Prescott, AZ MSA | \$87,300             | Very Low (50%) Income Limits (\$) | 31,700            | 36,250 | 40,750 | <b>45,300</b>  | 48,950  | 52,550  | 56,200  | 59,800  |
|                                  |                      | Extremely Low Income Limits (\$)* | 19,050            | 21,800 | 26,650 | <b>32,150</b>  | 37,650  | 43,150  | 48,650  | 54,150  |
|                                  |                      | Low (80%) Income Limits (\$)      | 50,750            | 58,000 | 65,250 | <b>72,500</b>  | 78,300  | 84,100  | 89,900  | 95,700  |
|                                  |                      | AMI (100%) Income Limits (\$)     | 61,100            | 69,800 | 78,550 | <b>87,300</b>  | 94,300  | 101,250 | 108,250 | 115,200 |
|                                  |                      | AMI (120%) Income Limits (\$)     | 68,150            | 77,900 | 87,600 | <b>97,350</b>  | 105,150 | 112,950 | 120,700 | 128,500 |
|                                  |                      | AMI (150%) Income Limits (\$)     | 76,150            | 87,000 | 97,900 | <b>108,800</b> | 117,450 | 126,150 | 134,850 | 143,550 |

NOTE: **Yavapai County** is part of the **Prescott Valley-Prescott, AZ MSA**, so all information presented here applies to all of the Prescott Valley-Prescott, AZ MSA. The **Prescott Valley-Prescott, AZ MSA** contains the following areas: Yavapai County, AZ.



# Document A310™ – 2010

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)  
Verde Valley Community Development  
Organization  
40 Stutz Bearcat  
Sedona AZ 86336

### SURETY:

(Name, legal status and principal place  
of business)  
NGM Insurance Company  
55 West St  
Keene NH 03431

### OWNER:

(Name, legal status and address)  
Town of Jerome  
PO Box 335  
Jerome AZ 86331

**BOND AMOUNT:** \$10% of amount bid

### PROJECT:

(Name, location or address, and Project number, if any)  
Purchase real property for use in a community and land trust  
#2025-003  
655 Holly Ave (APN 401-07-080A)

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

Init.

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User Notes:

(1970025050)

Signed and sealed this 3rd day of October, 2025

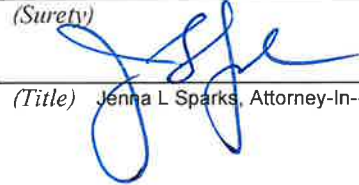
  
 (Witness) Mark Tuttle, VVCD  
 Board Chair

  
 (Witness)

Verde Valley Community Development Organization  
 (Contractor as Principal) (Seal)

  
 (Title) Mary A Chicoine, Executive Director

NGM Insurance Company

(Surety)  
  
 (Title) Jenna L Sparks, Attorney-In-Fact

Init.

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User Notes:

(1970025050)

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That NGM Insurance Company, a Florida corporation having its principal office in the City of Jacksonville, State of Florida, pursuant to Article IV, Section 2 of the By-Laws of said Company, to wit:

"Article IV, Section 2. The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them. "

does hereby make, constitute and appoint David Sparks, Jenna L Sparks, Melissa Schooler

its true and lawful Attorneys-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed, bonds, undertakings, recognizances, contracts of indemnity, or other writings obligatory in nature of a bond subject to the following limitation:

**1. No one bond to exceed** Twenty Five Million Dollars (\$25,000,000)  
and to bind NGM Insurance Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of NGM Insurance Company; the acts of said Attorney are hereby ratified and confirmed.

This power of attorney is signed and sealed by facsimile under and by the authority of the following resolution adopted by the Directors of NGM Insurance Company at a meeting duly called and held on the 2nd day of December 1977.

Voted: That the signature of any officer authorized by the By-Laws and the company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the company as the original signature of such office and the original seal of the company, to be valid and binding upon the company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, NGM Insurance Company has caused these presents to be signed by its Assistant Secretary and its corporate seal to be hereto affixed this 24th day of August, 2023.

NGM INSURANCE COMPANY By:



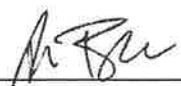
Lauren K. Powell  
Vice President, Corporate Secretary



State of Wisconsin,  
County of Dane.

On this 24th day of August, 2023, before the subscriber a Notary Public of State of Wisconsin in and for the County of Dane duly commissioned and qualified, came Lauren K. Powell of NGM Insurance Company, to me personally known to be the officer described herein, and who executed the preceding instrument, and she acknowledged the execution of same, and being by me fully sworn, depose and said that she is an officer of said Company, aforesaid: that the seal affixed to the preceding instrument is the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company; that Article IV, Section 2 of the By-Laws of said Company is now in force.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Madison, Wisconsin this 24th day of August, 2023.

  
My Commission Expires May 21, 2027

I, Nathan Hoyt, Assistant Vice President of NGM Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Company which is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company at Madison, Wisconsin this  
3rd day of October, 2025.

  
Nathan Hoyt Assistant, Vice President

**File Attachments for Item:**

**C. Consideration of a Conditional Use Permit (CUP) for Three (3) Residential Apartment Units at 310 Queen Street**

Council will consider and may approve a CUP for 310 Queen Street.



# TOWN OF JEROME

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

## Zoning Administrators Analysis Tuesday, November 11, 2025 Jerome Town Council

**Location:** 310 Queen Street  
**Applicant/Owner:** Shane Qualls  
**Zone:** C-1  
**APN:** 401-06-128H  
**Prepared by:** Will Blodgett, Zoning Administrator  
**Recommendation:** Recommend Approval

**Background and Summary:** The applicant is seeking approval for a Conditional Use Permit (CUP) for three (3) Residential apartment units at 310 Queen Street. The building was built in or around 1993, and consists of two structures connected by a breezeway. Since the building's construction it has contained a residential unit that has been in use over the years. The owner, Shane Qualls is asking for a Conditional Use Permit to allow for Multi-family dwelling, or three Apartment units. These units are slated as long-term rentals and already have locals renting these units. This process was not completed the first time and after over a year the applicant is finally completing the CUP process. On 10/21/2025 the Planning & Zoning Commission reviewed, and reapproved this application.

**Purpose:** It is the express purpose of this (TOJ Zoning Ordinance) Ordinance that any use for which a Conditional Use Permit is required shall be permitted as a Principal Use in the particular zoning district, provided that all special conditions and requirements of this Ordinance are met. Therefore the action of the Commission shall be one of approval or denial based upon its judgement as to whether the specified conditions have been or will be met. In order to grant any use permit, the findings of the Commission must be that the establishment, maintenance, or operation of the use of building applied for will not be detrimental to the public health, safety, peace, convenience, comfort, and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the town.

**Property Standards:** The Town of Jerome Zoning Ordinance in section 507.C.1 says that within the Commercial C-1 zone a Conditional use can be; "Any *"Permitted"* or *"Conditional"* uses in the *"R1-10"*, *"R1-5"* or *"R-2"* Zones." This means that any of the Residential uses from those Zones is conditionally permitted within the C-1 zone.

**ZA Response:** The Zoning use is not problematic, but the question of use always hinges on available off-street parking. In this particular case, the property at 310 Queen Street already has an approved parking plan from prior owners in place that provides for x10 On-site parking spaces. The Zoning Ordinance requires 1.5 Parking Space per unit, the sum of which equals 4.5 spaces. The ordinance requires that calculations be rounded up, so that the required parking is 5 spaces, which the applicant can readily provide.

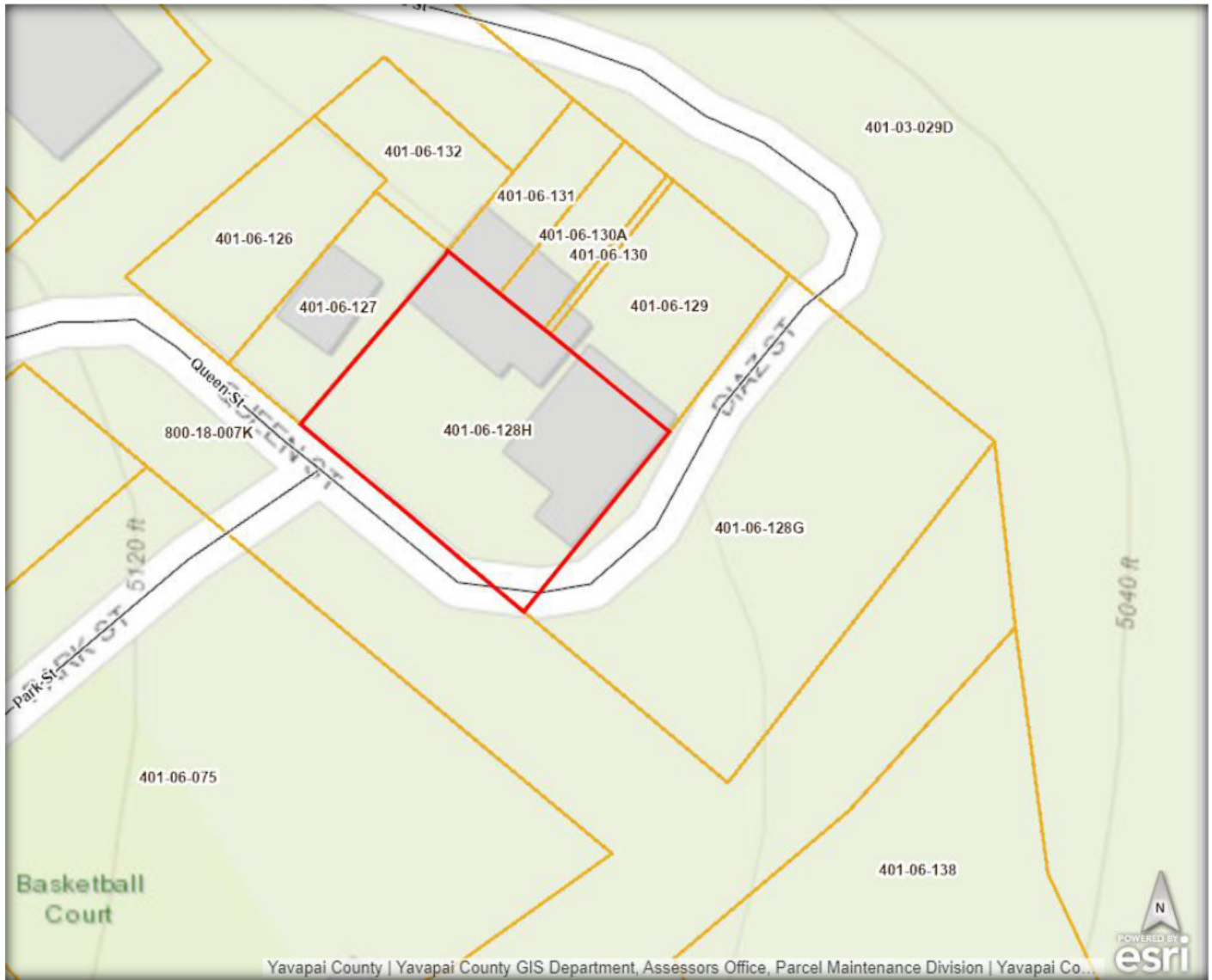




**Top:** Overview Aerial photograph showing the property at 310 Queen Street and the adjacent properties and roadways. The trees in front of the structure partially block the view of some of the available parking spaces for the project.

Source: W. Blodgett / Google Earth





**Top:** View of 310 Queen Street from the Yavapai County GIS Parcel map. Note that there is a margin of error for this GIS, and the structures are actually fully within parcel 401-06-128H. Some parts of Diaz Street shown in the above are additionally no longer a Town Right-of-Way.

Source: W. Blodgett

# Application & Related Information



**TOWN OF JEROME, ARIZONA**  
600 Clark Street, P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943

File #:

Town Use

**General Land Use Application – Check all that apply**

- |                                                       |                                                      |                                                                        |
|-------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Site Plan Review \$300       | <input type="checkbox"/> Design Review \$25 to \$500 | <input checked="" type="checkbox"/> Conditional Use Permit (CUP) \$500 |
| <input type="checkbox"/> Demolition \$50/\$200        | <input type="checkbox"/> Signage/Awning \$50         | <input type="checkbox"/> Paint/Roofing \$25                            |
| <input type="checkbox"/> Time Extension \$25 to \$200 | <input type="checkbox"/> Other: _____                | <input type="checkbox"/> Other: _____                                  |

Note: Refer to the corresponding Project Application Checklist/s for additional submittal requirements.

|                                                |                                       |
|------------------------------------------------|---------------------------------------|
| Applicant: <u>Shane Qualls (310 Queen LLC)</u> | Owner: <u>"310 Queen, LLC"</u>        |
| Applicant mailing address: _____               | Property owner mailing address: _____ |
| Applicant role/title: <u>Owner</u>             | _____                                 |
| Applicant phone: _____                         | Owner phone: _____                    |
| Applicant email: _____                         | Owner email: _____                    |
| Project address: <u>310 Queen St. Jerome</u>   | Parcel number: _____                  |
| Describe project: _____                        |                                       |
| _____                                          |                                       |
| _____                                          |                                       |

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature: [Signature] Date: 10/7/2025Property Owner Signature: [Signature] Date: 10/7/2025

|                                                                                                                                                              |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>For Town Use Only</b>                                                                                                                                     |                      |
| Received from: <u>Shane Qualls</u>                                                                                                                           | Date: <u>10/7/25</u> |
| Received the sum of \$ <u>500</u> as: <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Credit Card |                      |
| By: <u>T. Card</u>                                                                                                                                           | For: <u>CUP</u>      |
| Tentative Meeting Date/s - DRB: _____                                                                                                                        | P&Z: _____           |

Tony – That is a UBC 1991 issue.

**File Attachments for Item:**

**D. Consideration of Bids and Approval of, and Awarding of, the Contract in the Amount of \$133,194.68 to Total Maintenance Erosion Control, LLC, for the Gulch Drainage Improvements**

Council will consider and may award the contract to Total Maintenance and Erosion Control, LLC in the amount of \$133,194.68.

The Town of Jerome is prepared to improve the drainage along Gulch Road. The improvements are divided into 3 separate projects all shown in the signed plans dated 22 May 2025. As you prepare your bid, please review all the information provided and provide bids for each project separately. All costs associated with meeting these requirements must be included in your bid.

Project description: **Improvements to the existing drainage on Gulch Road in Jerome, Arizona.**

**Project start end of 2025**

**General Notes:**

1. Base bids shall be per plans, specifications, addendums etc. (no deviations, no substitutions in base bids).
2. If you are NOT bidding, please DECLINE this bid invite. We will assume you are bidding, unless notified otherwise.
3. The bid forms provided must be used and included in the bid.
4. 20% contingency to construction subtotal must be included in the bid.
5. Tax must be included in the base bid. Tax is to be calculated as 9% of 65% of the construction subtotal w/ contingencies.
6. The Total is to be the sum of the construction subtotal w/contingencies, supporting services, and tax.
7. Subcontractors must include all costs to complete their work including equipment, materials, labor, etc.
8. A bid for each of the 3 projects must be provided separately, the summary bid form must also be filled out.
9. All bids must be good for (90) days after the bid due date.

By submitting your bid, you agree that in preparation and submission of your bid, you have reviewed and taken account of all drawings and supplemental information. These documents will govern your work if you are the successful bidder. You understand that the Town of Jerome will be relying on the pricing and other terms provided by successful bidders in agreeing to a price and contract terms.



# INVITATION FOR BIDS

**Town of Jerome  
Post Office Box 335  
Jerome, Arizona 86331**

## SOLICITATION INFORMATION AND SCHEDULE

|                                                       |                                                                                     |
|-------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Solicitation Title:</b>                            | Gulch Drainage Improvements                                                         |
| <b>Solicitation Number:</b>                           | TOJ-2025-001                                                                        |
| <b>Release:</b>                                       | 6/18/2025                                                                           |
| <b>Advertisements:</b>                                | 6/21/25 & 6/28/25 via Verde Independence News paper and Town of Jerom web site      |
| <b>Non-Mandatory Prospective Bidders' Conference:</b> | 7/14/2025 at 10 AM<br>Jerome Town Hall<br>600 Clark Street<br>Jerome, Arizona 86331 |
| <b>Final Inquiries Due:</b>                           | 7/21/25                                                                             |
| <b>Bid Deadline:</b>                                  | 7/28/25 3PM                                                                         |
| <b>Bid Opening:</b>                                   | 7/28/25 3.30PM                                                                      |
| <b>Town Representative:</b>                           | Brett Klein<br>b.klein@jerome.az.gov<br>(928) 634-7943                              |

In accordance with the Town of Jerome Procurement Policy, competitive sealed Bids for the services specified herein will be received until the date and time referenced above (the "Bid Deadline"). Bids received by the Bid Deadline shall be publicly opened and the Bid Price read. Bids must be in received on, or prior to, the Bid Deadline. Late Bids will not be accepted.

### General Description of the Services/Proposed Work:

The Town is soliciting the services of a general contractor to complete drainage improvements at Gulch Road. Full, detailed information regarding the proposed work, along with plans and specifications, may be obtained at Jerome Town Hall (600 Clark Street, Jerome AZ, 86331), by appointment.

### ATTENTION

- The Town reserves the right to amend the solicitation schedule as necessary.
- The Town reserves the right to reject any or all proposals or to withhold the award for any reason.

- Every proposal shall be accompanied by a certified check, cashier's check, or surety bond for ten percent of the amount of the bid as a guarantee that the contractor will enter into a contract to perform the proposal in accordance with the plans and specifications.
- Seal bid envelop to state: Town of Jerom Gulch Drainage Improvements
- All times are local to Jerome, Arizona.



**Project- Town of Jerome- Gulch Drainage Improvements (Project 1,2 & 3)****Summary Bid Form**

| Project   | Total |
|-----------|-------|
| Project 1 |       |
| Project 2 |       |
| Project 3 |       |
| Sum:      |       |

**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 (Project 3)**

| ITEM | GROUP               | DESCRIPTION                              | QTY | UNITS | Unit Cost | Total |
|------|---------------------|------------------------------------------|-----|-------|-----------|-------|
|      |                     | MOBILIZATION                             | 1   | LS    |           | \$ -  |
|      |                     | POT HOLING*                              | 1   | LS    |           | \$ -  |
|      |                     |                                          |     |       |           |       |
|      | DRAINAGE            | 24" EQUIVALENT ELLIPTICAL CMP 20' JOINTS | 3   | EA    |           | \$ -  |
|      | DRAINAGE            | DROPPED INLET HEADWALL                   | 1   | EA    |           | \$ -  |
|      | DRAINAGE            | RENO MATT                                | 55  | SF    |           | \$ -  |
|      | DRAINAGE            | REMOVE & REPLACE EXISTING ROCKS AT CMP   | 1   | EA    |           | \$ -  |
|      |                     |                                          |     |       |           |       |
|      |                     | CONSTRUCTION SUBTOTAL                    |     |       |           | \$ -  |
|      |                     |                                          |     |       |           |       |
|      |                     | ADD CONTINGENCY                          | 20% |       |           | \$ -  |
|      |                     | UNKNOWN UTILITY RELOCATION               | 1   | LS    |           | \$ -  |
|      |                     | CONSTRUCTION SUBTOTAL W/CONTINGENCIES    |     |       |           | \$ -  |
|      |                     |                                          |     |       |           |       |
|      | SUPPORTING SERVICES |                                          |     |       |           |       |
|      |                     | TRAFFIC CONTROL                          |     | LS    |           | \$ -  |
|      |                     | SWPPP                                    |     | LS    |           | \$ -  |
|      |                     | TESTING                                  |     | LS    |           | \$ -  |
|      |                     | Supporting Services Sub Total            |     |       |           | \$ -  |
|      |                     |                                          |     |       |           |       |
|      |                     | TAX                                      |     |       |           | \$ -  |
|      |                     |                                          |     |       |           |       |
|      |                     | Total                                    |     |       |           | -     |

Construction Subtotal + Contingency

CONSTRUCTION SUB TOTAL W/CONTINGENCIES \* 65% \* 9%

CONTRACTOR TO PROVIDE RATE SHEET. ANY ADDITIONAL WORK WILL BE PER THE RATE SHEET.

QA/QC, AS-BUILT CERTIFICATION, REGULATORY ADMINISTRATION, AND CONSTRUCTION STAKING WILL BE PROVIDED BY THE TOWN / ENGINEER

ANY ADDITIONAL WORK TO BE APPROVED BY THE ENGINEER BEFORE PROCEEDING.

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CONSTRUCTION STAKING & AS-BUILT SURVEY TO BE PROVIDED BY THE TOWN

**ENGINEER'S OPINION OF PROBABLE COST**

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**Project- Town of Jerome- Gulch Drainage Improvements (Project 2)**

| ITEM | GROUP               | DESCRIPTION                           | QTY   | UNITS | Unit Cost | Total |                                                   |
|------|---------------------|---------------------------------------|-------|-------|-----------|-------|---------------------------------------------------|
|      |                     | MOBILIZATION                          | 1     | LS    |           | \$ -  |                                                   |
|      |                     | POT HOLING*                           | 1     | LS    |           | \$ -  |                                                   |
|      |                     |                                       |       |       |           |       |                                                   |
|      | DRAINAGE            | REMOVE SPEED BUMP                     | 1     | EA    |           | \$ -  |                                                   |
|      | DRAINAGE            | VALLEY GUTTER                         | 1     | EA    |           | \$ -  |                                                   |
|      | DRAINAGE            | RIP RAP                               | 200   | SF    |           | \$ -  |                                                   |
|      | DRAINAGE            | ASPHALT                               | 1,165 | SF    |           | \$ -  |                                                   |
|      |                     |                                       |       |       |           |       |                                                   |
|      |                     | CONSTRUCTION SUBTOTAL                 |       |       |           | \$ -  |                                                   |
|      |                     |                                       |       |       |           |       |                                                   |
|      |                     | ADD CONTINGENCY                       | 20%   |       |           | \$ -  |                                                   |
|      |                     | UNKNOWN UTILITY RELOCATION            | 1     | LS    |           | \$ -  |                                                   |
|      |                     | CONSTRUCTION SUBTOTAL W/CONTINGENCIES |       |       |           | \$ -  | Construction Subtotal + Contingency               |
|      |                     |                                       |       |       |           |       |                                                   |
|      | SUPPORTING SERVICES |                                       |       |       |           |       |                                                   |
|      |                     | TRAFFIC CONTROL                       |       |       |           | \$ -  |                                                   |
|      |                     | SWPPP                                 |       |       |           | \$ -  |                                                   |
|      |                     | TESTING                               |       |       |           | \$ -  |                                                   |
|      |                     | Supporting Services Sub Total         |       |       |           | \$ -  |                                                   |
|      |                     |                                       |       |       |           |       |                                                   |
|      |                     | TAX                                   |       |       |           | \$ -  | CONSTRUCTION SUB TOTAL W/CONTINGENCIES * 65% * 9% |
|      |                     |                                       |       |       |           |       |                                                   |
|      |                     | Total                                 |       |       |           | -     |                                                   |

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CONSTRUCTION STAKING & AS-BUILT SURVEY TO BE PROVIDED BY THE TOWN

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**Project- Town of Jerome- Gulch Drainage Improvements (Project 3)**

| ITEM | GROUP               | DESCRIPTION                              | QTY | UNITS | Unit Cost | Total |
|------|---------------------|------------------------------------------|-----|-------|-----------|-------|
|      |                     | MOBILIZATION                             | 1   | LS    |           | \$ -  |
|      |                     | POT HOLING*                              | 1   | LS    |           | \$ -  |
|      |                     |                                          |     |       |           |       |
|      | DRAINAGE            | 24" EQUIVALENT ELLIPTICAL CMP 20' JOINTS | 3   | EA    |           | \$ -  |
|      | DRAINAGE            | DROPPED INLET HEADWALL                   | 1   | EA    |           | \$ -  |
|      | DRAINAGE            | RENO MATT                                | 55  | SF    |           | \$ -  |
|      | DRAINAGE            | REMOVE & REPLACE EXISTING ROCKS AT CMP   | 1   | EA    |           | \$ -  |
|      |                     |                                          |     |       |           |       |
|      |                     | CONSTRUCTION SUBTOTAL                    |     |       |           | \$ -  |
|      |                     |                                          |     |       |           |       |
|      |                     | ADD CONTINGENCY                          | 20% |       |           | \$ -  |
|      |                     | UNKNOWN UTILITY RELOCATION               | 1   | LS    |           | \$ -  |
|      |                     | CONSTRUCTION SUBTOTAL W/CONTINGENCIES    |     |       |           | \$ -  |
|      |                     |                                          |     |       |           |       |
|      | SUPPORTING SERVICES |                                          |     |       |           |       |
|      |                     | TRAFFIC CONTROL                          |     | LS    |           | \$ -  |
|      |                     | SWPPP                                    |     | LS    |           | \$ -  |
|      |                     | TESTING                                  |     | LS    |           | \$ -  |
|      |                     | Supporting Services Sub Total            |     |       |           | \$ -  |
|      |                     |                                          |     |       |           |       |
|      |                     | TAX                                      |     |       |           | \$ -  |
|      |                     |                                          |     |       |           |       |
|      |                     | Total                                    |     |       |           | -     |

Construction Subtotal + Contingency

CONSTRUCTION SUB TOTAL W/CONTINGENCIES \* 65% \* 9%

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CONSTRUCTION STAKING & AS-BUILT SURVEY TO BE PROVIDED BY THE TOWN





# JEROME DRAINAGE IMPROVEMENTS

## GULCH ROAD

SITUATED IN THE TOWN OF JEROME  
YAVAPAI COUNTY, ARIZONA

| PROJECTS  |                                                                  |
|-----------|------------------------------------------------------------------|
| PROJECT 1 | REPLACE EXISTING CMP, INSTALL 30° HEADWALL, & INSTALL RENO MAT   |
| PROJECT 2 | INSTALL VALLEY GUTTER, ASPHALT, & RIP RAP                        |
| PROJECT 3 | INSTALL CMP, INSTALL NEW HEADWALL DROP INLET, & INSTALL RENO MAT |

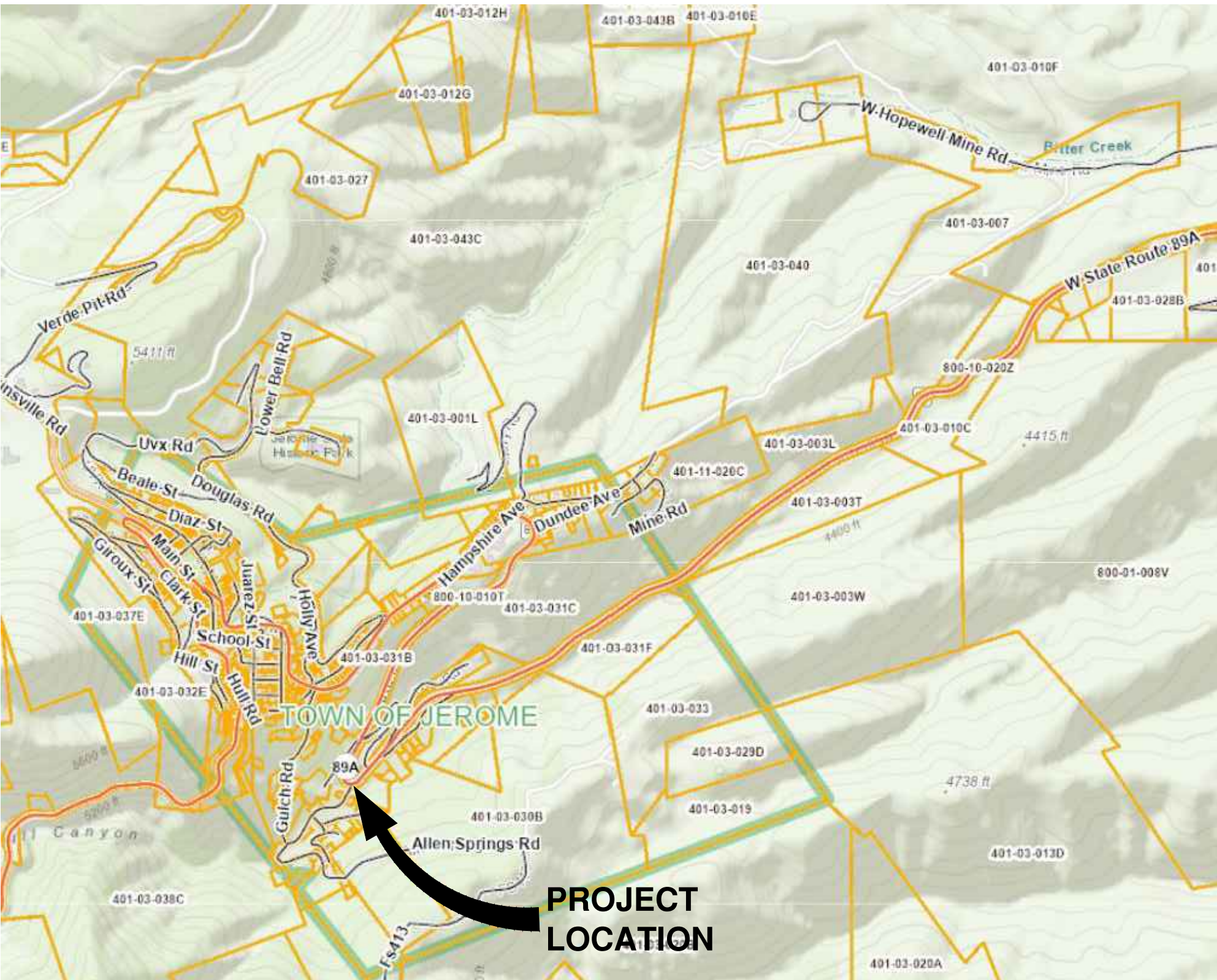
### CONTACT INFORMATION

|                     |                                                                                                                                                                                        |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OWNER/<br>DEVELOPER | BRETT KLEIN                                                                                                                                                                            |
| CONTACT             | TOWN OF JEROME<br>600 CLARK ST<br>PO BOX 335<br>JEROME, AZ 86331<br>(928) 634-7943                                                                                                     |
| ENGINEER            | SEC, INC.<br>825 COVE PARKWAY, SUITE A<br>COTTONWOOD, ARIZONA 86326<br>(928) 634-5889 FAX: (928) 282-0731<br>REGISTRATION NUMBERS: P.E. 49109, R.L.S. 40829<br>CONTACT: KRISHAN GINIGE |

| LEGEND               |                         |
|----------------------|-------------------------|
| PROPOSED DEVELOPMENT |                         |
|                      | CENTER LINE/BASE LINE   |
|                      | RIP RAP                 |
|                      | ASPHALT                 |
|                      | CONCRETE                |
|                      | PAVER                   |
|                      | CURB & GUTTER           |
|                      | SIDEWALK                |
|                      | FENCE                   |
|                      | GUARD RAIL              |
|                      | SAFETY RAIL             |
|                      | CULVERT                 |
|                      | DRAINAGE FLOWLINE       |
|                      | STORM SEWER MAIN        |
|                      | BUILDING FOOTPRINT      |
|                      | RETAINING WALL          |
|                      | SIGNS                   |
|                      | DRAINAGE FLOW DIRECTION |



VICINITY MAP  
NOT TO SCALE



LOCATION MAP  
NOT TO SCALE

| SHEET LIST |                     |
|------------|---------------------|
| #          | SHEET TITLE         |
| 1          | COVER               |
| 2          | NOTES               |
| 3          | SITE & GRADING PLAN |
| 4          | PROFILE             |
| 5          | DETAILS             |



SEE GENERAL NOTE 3.1 PRIOR TO CONSTRUCTION

| JEROME DRAINAGE IMPROVEMENTS<br>GULCH ROAD                     |               |                         |  |
|----------------------------------------------------------------|---------------|-------------------------|--|
| <br>825 COVE PARKWAY<br>COTTONWOOD, AZ 86326<br>(928) 282-7787 |               | COVER                   |  |
| DATE<br>5/22/25                                                | DRAWN<br>RIN  | SHEET<br>1 OF 5         |  |
| SCALE<br>AS SHOWN                                              | CHECKED<br>KG | PROJECT NO.<br>25-0105E |  |

| ABBREVIATIONS |                                              |
|---------------|----------------------------------------------|
| XX.X          | SPOT ELEVATION RELATIVE TO ELEV. 4600        |
| LF            | LINEAR FEET                                  |
| T.O.P.        | TOP OF PIPE                                  |
| MAG           | MARICOPA ASSOCIATION OF GOVERNMENTS          |
| MSD           | MARICOPA ASSOCIATION OF GOVERNMENTS STANDARD |
| MUTCD         | MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES    |
| FF            | FINISHED FLOOR ELEVATION                     |
| EG            | EXISTING GRADE                               |
| FG            | FINISHED GRADE                               |
| TW            | FINISHED GRADE AT TOP BACK OF WALL           |
| BW            | FINISHED GRADE AT BOTTOM FACE OF WALL        |
| INV           | INVERT                                       |
| FL            | FLOW LINE                                    |
| AB            | AGGREGATE BASE COURSE                        |
| DG            | DECOMPOSED GRANITE                           |
| ADA           | AMERICANS WITH DISABILITIES ACT              |
| ARV           | AIR RELEASE VALVE                            |
| BOV           | BLOW-OFF VALVE                               |
| PVI           | POINT OF VERTICAL INTERSECTION               |
| DIP           | DUCTILE IRON PIPE                            |
| PVC           | POLY VINYL CHLORIDE                          |
| EP OR EOP     | EDGE OF PAVEMENT                             |
| SEC           | SOUTHWESTERN ENVIRONMENTAL CONSULTANTS, INC  |
| STA           | STATION                                      |
| TBD           | TO BE DETERMINED                             |
| VC            | VERTICAL CURVE                               |
| NTS           | NOT TO SCALE                                 |
| SF            | SQUARE FEET                                  |
| EL OR ELEV    | ELEVATION                                    |
| GRD BRK       | GRADE BREAK                                  |
| CP            | SURVEY CONTROL POINT                         |
| SW            | SIDEWALK                                     |
| CY            | CUBIC YARDS                                  |
| AWC-SD        | ARIZONA WATER COMPANY STANDARD DETAIL        |



1 GENERAL

1.1 ALL ROAD WORK SHALL COMPLY WITH THE LATEST TOWN OF JEROME ENGINEERING STANDARDS AND SPECIFICATIONS, AND SHALL CONFORM TO THE LATEST MARICOPA ASSOCIATION OF GOVERNMENTS (MAG) STANDARDS. GRADING WORK SHALL CONFORM TO MAG SPECS, THE SOILS REPORT (IF AVAILABLE) AND CHAPTER 70 ENTITLED "EXCAVATION AND GRADING" OF THE UNIFORM BUILDING CODE (UBC) LATEST EDITION, SUBSECTIONS 7001 TO 7005, 7009 TO 7013, FIGURES 70-1 AND 70-2 AND AS STATED THEREIN. LOCAL MUNICIPAL STANDARD DETAILS WILL CONTINUE TO APPLY WHERE NOT ADOPTED OR INCLUDED BY MAG. THE FOLLOWING NOTES AND SPECIFICATIONS ARE HEREBY MADE A PART OF THE CONTRACT DOCUMENTS AND PROJECT MANUAL. WHERE THERE EXISTS A CONFLICT BETWEEN THESE NOTES, MAG SPECS, UBC, THE SOILS REPORT OR THE PROJECT MANUAL, THE MORE STRINGENT OF THE REQUIREMENTS SHALL GOVERN UNLESS PRIOR CLARIFICATION FROM THE ENGINEER HAS BEEN GIVEN IN WRITING TO THE CONTRACTOR. THE CONTRACTOR AS STATED HEREIN SHALL MEAN THE GENERAL CONTRACTOR AND HIS ASSOCIATED SUBCONTRACTORS. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR THE COORDINATION AND PERFORMANCE OF THE WORK OF ALL OF HIS SUBCONTRACTORS AND SUPPLIERS.

1.2 ALL WORK SHALL BE BID AND INSTALLED BY THE CONTRACTOR COMPLETE AND OPERATIONAL TO LINES, GRADES AND FUNCTIONS INDICATED ON ALL PLANS AND SPECIFICATIONS. PROVIDE ALL LABOR, MATERIALS, EQUIPMENT AND SERVICES NECESSARY TO COMPLETE ALL PROJECT EARTHWORK AND SITE WORK INCLUDING BUT NOT LIMITED TO: SITE CLEARING, GRUBBING, DEMOLITION, DEBRIS REMOVAL FROM THE SITE, IMPORT AND/OR EXPORT OF SOILS AND OTHER MATERIALS TO AND FROM THE SITE, BORROW MATERIALS, TEMPORARY SOILS MATERIAL STOCKPILING, BACKFILL OF ONSITE BORROW PITS, MOVING OF MATERIALS, CUT AND FILL, SLOPES, SOILS AND BANK STABILIZATION AND PROTECTION, BERMING ROADWAY EXCAVATIONS, RELOCATIONS, STRUCTURE EXCAVATIONS, TRENCHING, BACK FILLING, SITE GRADING, PAVING, PIPING, UTILITY LINE AND STORM DRAINAGE CONSTRUCTION, CURBS, SITE CONCRETE WORK AND OTHER MISCELLANEOUS SITE WORK STRUCTURES AND ITEMS INDICATED ON THE PLANS AND IN THE CONTRACT DOCUMENTS.

1.3 ALL OBSTRUCTIONS IN THE ROAD PRISM SHALL BE REMOVED BEFORE ANY CONSTRUCTION IS PERMITTED.

1.4 ANY QUANTITIES SHOWN ON PLANS ARE NOT VERIFIED BY THE ENGINEER. QUANTITIES ARE APPROXIMATE ONLY AND INTENDED AS A GUIDE FOR ESTIMATING PURPOSES. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING THEIR OWN QUANTITY TAKE-OFFS. THE CONTRACTOR SHALL VISIT THE SITE AND REVIEW THE SOILS CONDITIONS AND THE SOILS REPORT WITH THE PROJECT SOILS ENGINEER PRIOR TO BIDDING THIS PROJECT. ANY DISCREPANCIES IN SITE MATERIALS SHALL BE BROUGHT TO THE ATTENTION OF THE PROJECT ENGINEER 7 DAYS MINIMUM PRIOR TO BIDDING FOR REVIEW. ALL SHRINK OF EARTH MATERIAL OR EXCESS MATERIAL FROM UTILITY TRENCHES AND FOUNDATIONS SHALL BE INCLUDED IN THE CONTRACTOR'S BID.

1.5 THE ENGINEER MAY REQUIRE THE SUBMITTAL OF A "CERTIFICATE OF COMPLIANCE" AND/OR "MANUFACTURER'S GUIDELINES" FOR ANY MATERIALS USED IN THE WORK. MANUFACTURER'S GUIDELINES SHALL CONSIST OF WRITTEN INSTRUCTIONS FOR SHIPPING, HANDLING, UNLOADING, CUTTING, JOINING, INSTALLATION, STORAGE, AND/OR ANY OTHER FACETS OF CONSTRUCTION

1.6 THE ENGINEER MAY REQUIRE ANY MATERIALS USED IN THE WORK TO BE TESTED ACCORDING TO AASHTO AND ASTM STANDARDS. THE CONTRACTOR SHALL, AT HIS EXPENSE, SUPPLY CERTIFICATES OR RESULTS OF TESTING.

1.7 ALL WORK AND MATERIALS NOT CONFORMING TO SPECIFICATIONS OR PERFORMED WITHOUT THE CONSENT OF THE OWNER OR HIS REPRESENTATIVE WILL BE SUBJECT TO REJECTION BY THE OWNER AND/OR ENGINEER AND REPLACED AT THE CONTRACTOR'S EXPENSE.

1.8 THE CONTRACTOR SHALL GUARD AGAINST DAMAGE DURING CONSTRUCTION TO ADJACENT PROPERTIES, FENCES, WALLS AND UTILITY EQUIPMENT. ANY ITEMS DAMAGED BY CONSTRUCTION SHALL BE REPLACED WITH SAME KIND OR BETTER AT CONTRACTOR'S EXPENSE.

1.9 NO CONSTRUCTION SHALL BEGIN UNTIL CONFLICTING UNDERGROUND UTILITY MITIGATING CONSTRUCTION IS COMPLETED, IF ANY.

1.10 NO EXISTING SURVEY MONUMENTATION SHALL BE REMOVED OR DISTURBED BY THE CONTRACTOR WITHOUT NOTIFICATION AND APPROVAL OF THE PROJECT SURVEYOR. THE CONTRACTOR SHALL CONTACT THE PROJECT SURVEYOR FOR THE SETTING OF REFERENCE POINTS 48 HOURS PRIOR TO DISTURBING OR REMOVING ANY MONUMENTS. THE CONTRACTOR SHALL BE FINANCIALLY RESPONSIBLE FOR COSTS TO REESTABLISH MONUMENTATION OR CONTROLS REMOVED WITHOUT PRIOR NOTICE AND APPROVAL.

1.11 TRAFFIC CONTROL SHALL CONFORM TO THE LOCAL MUNICIPAL ADOPTED STANDARDS.

1.12 BENCH MARK ELEVATIONS ESTABLISHED WITH REFERENCE TO THE GOVERNMENTAL BENCH MARK AS INDICATED ON THE PROJECT CONTROL SHEET.

1.13 CONTRACTOR SHALL COORDINATE HIS WORK WITH THE DESIGN ENGINEER, OWNER, PUBLIC UTILITY COMPANIES AND OTHER ASSOCIATED TRADES ON AND ADJACENT TO THE PROJECT SITE. COORDINATE INSTALLATION OF ALL PUBLIC AND PRIVATE UNDERGROUND UTILITIES, PIPES, CONDUITS AND PIPE SLEEVE SIZES AND LOCATIONS PRIOR TO THEIR PLACEMENT. INSTALLATION THE CONTRACTOR IS RESPONSIBLE FOR SETTING CAPPED SLEEVES AND PROVIDING TYPE 1 COMPACTION IN ALL BACKFILLED TRENCHES IN PAVED AREAS AND EASEMENTS. PROVIDE TRACER WIRE AND MARKER AT GRADE LEVEL FOR FUTURE LOCATING.

1.14 CONTRACTOR SHALL BE RESPONSIBLE FOR FINANCIAL REIMBURSEMENT TO THE OWNER AND ENGINEER FOR THE FOLLOWING ADDITIONAL ENGINEERING SERVICES SHOULD THEY OCCUR, AND SUCH A/E DESIGN SERVICES WILL BE DEDUCTED FROM CONTRACTOR'S FINAL PAYMENTS BY THE OWNER:

- A. REOBSERVATION, COORDINATION AND EXTRA TESTING OR RETESTING COSTS INCURRED BECAUSE OF IMPROPER OR FAULTY CONSTRUCTION.
- B. ADDITIONAL STAKING NOT INCLUDED IN CONTRACT OR RESTAKING REQUESTED BY CONTRACTOR.
- C. CHANGES AND SUBSTITUTIONS IN MATERIALS CONSTRUCTION METHODS, REQUESTED BY THE CONTRACTOR, THAT MUST BE REVIEWED, RECALCULATED OR APPROVED BY ENGINEER.
- D. ENGINEERING DESIGN SERVICES REQUESTED BY THE CONTRACTOR OR CAUSED BY ERRORS OR OMISSIONS BY THE CONTRACTOR.
- E. ANY ENGINEERING DESIGN APPROVED BY OTHERS AND SUBMITTED FOR REVIEW. THESE SHALL BEAR THE SEAL OF AN ENGINEER REGISTERED IN ARIZONA.

1.15 ANY DIFFERENCE BETWEEN PLANS AND SPECIFICATIONS AND QUESTIONS AS TO THEIR MEANING SHALL BE DETERMINED PRIOR TO AWARD OF THE CONTRACT AND SHALL BE INTERPRETED BY THE ENGINEER. THE GENERAL INTENT AND MEANING OF THE PLANS AND SPECIFICATIONS WILL GOVERN AND SHALL NOT WARRANT ANY ADDITIONAL COMPENSATION TO THE CONTRACTOR. THE ENGINEER WILL PROVIDE FULL INSTRUCTIONS WHEN DISCREPANCIES ARE DISCOVERED IN THE DOCUMENTS.

1.16 THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LIMITS OF THE WORK AREA FOR ALL PHASES OF THE WORK PRIOR TO BEGINNING CONSTRUCTION OF THOSE PHASES. ALL CONSTRUCTION LIMITS, AREAS OF WORK, SETBACKS, PERIMETERS, ADJACENT PROPERTY LINES, BOUNDARIES, AND OTHER CRITERIA DEFINING THE LIMITS OF THE CONTRACTOR'S WORK AREA AND LIMITS, SHALL BE STAKED BY THE CONTRACTOR'S SURVEYOR PRIOR TO CONSTRUCTION OR CLEARING OF THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FAMILIARIZING HIMSELF WITH THE EXTENT OF WORK TO BE DONE IN EACH SEPARATE PHASE OF THE PROJECT, AND ANY WORK NECESSARY IN INACTIVE PHASES REQUIRED TO DEEM THE ACTIVE PHASES FINISHED, SAFE AND SERVICEABLE.

1.17 THE CONTRACTOR OR SUBCONTRACTORS SHALL NOT DEVIATE FROM THESE PLANS OR MAKE FIELD CHANGES WITHOUT REQUESTING THE ENGINEER IN WRITING FOR APPROVAL OF THESE MODIFICATIONS. ANY CHANGES MADE WITHOUT APPROVAL OF THE DESIGN ENGINEER ARE SUBJECT TO REMOVAL AT THE EXPENSE OF THE CONTRACTOR.

1.18 THE DESIGN ENGINEER RESERVES THE RIGHT TO MAKE MINOR FIELD MODIFICATIONS TO GRADES AND STRUCTURE DESIGNS TO ACCOMMODATE FIELD CONDITIONS FOUND ON SITE. THIS INCLUDES BUT IS NOT LIMITED TO MINOR MODIFICATIONS TO GRADE, ALIGNMENT, SLOPE OR STRUCTURE LOCATIONS. THE ENGINEER SHALL HAVE THE RIGHT TO MAKE SUCH CHANGES IN WRITING IN THE LOCATION AND QUANTITIES OF WORK AS MAY BE DEEMED ADVISABLE.

1.19 NO JOB WILL BE CONSIDERED COMPLETE UNTIL FINE GRADING IS COMPLETE AND ALL CURBS, PAVEMENT AND SIDEWALKS HAVE BEEN SWEEP CLEAN OF ALL DIRT AND DEBRIS. ALL SURVEY MONUMENTS ARE INSTALLED AND ALL VALVES, MANHOLES AND BOXES HAVE BEEN ADJUSTED ACCORDING TO THE PLANS AND STANDARD DETAILS.

1.20 EXISTING GRADES INDICATED ON PLANS ARE BASED ON PREGRADING CONDITIONS. LOSSES IN MATERIAL DUE TO SHRINKAGE OF MATERIAL, DEMOLITION OF EXISTING EXISTING SITE FEATURES, CLEARING AND GRUBBING OF THE SITE SHALL BE INCLUDED IN CONTRACTOR'S BID.

1.21 SHOP DRAWINGS SHALL BE PROVIDED BY THE CONTRACTOR PER MAG SECTION 105.2.

2 PERMITS

2.1 OWNER SHALL OBTAIN ALL PERMITS AT HIS OWN EXPENSE FROM LOCAL MUNICIPAL AND AIR POLLUTION CONTROL AUTHORITIES PRIOR TO BEGINNING CONSTRUCTION.

2.2 REQUIRED PERMITS SHALL BE SECURED BY THE OWNER FROM THE APPROPRIATE AGENCIES. FEDERAL PERMITS, UTILITY CO. AND OTHER PERMITS MAY BE REQUIRED. A RIGHT-OF-WAY PERMIT, ISSUED BY THE FOREST SERVICE, IS REQUIRED FOR ANY EXCAVATION OR GRADING (INCLUDING PLACEMENT OF FILL). PRIOR TO CONSTRUCTION THE APPROPRIATE AGENCIES SHALL BE NOTIFIED BY THE OWNER AS REQUIRED BY THE PERMITS.

2.3 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AT HIS OWN EXPENSE ALL APPROPRIATE INSURANCE FORMS FOR PERMIT REQUIREMENTS.

2.4 IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ARRANGE FOR THE RELOCATION AND RELOCATION COSTS, IF ANY, OF ALL UTILITIES, AND SUBMIT A UTILITY RELOCATION SCHEDULE TO THE MUNICIPALITY AND DESIGN ENGINEER PRIOR TO CONSTRUCTION. ALL PUBLIC UTILITY EQUIPMENT POLES, BOXES, STRUCTURES AND MUNICIPAL UTILITY COMPANY EQUIPMENT SHALL BE RELOCATED BY THE APPROPRIATE UTILITY COMPANY OR MUNICIPALITY BEFORE ANY WORK IS STARTED.

3 APPROVALS

3.1 THE CONTRACTOR IS TO USE ONLY THAT OFFICIAL CONSTRUCTION SET OF DRAWINGS WHICH CONTAINS THE APPROVAL OF THE GOVERNING AGENCY SIGNED ON THE COVER SHEET OF THE PLANS. THE CONTRACTOR SHALL NOT PLACE BIDS ON A SET OF DRAWINGS UNSIGNED BY THE GOVERNING AGENCY AND/OR MARKED "NOT FOR CONSTRUCTION".

4 RECORD DRAWINGS

4.1 IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE AND KEEP AN UPDATED RECORD SET OF PLAN DRAWINGS IN GOOD CONDITION ON THE JOB SITE AND PROVIDE THE DESIGN ENGINEER AT COMPLETION OF THE WORK, WITH THE RECORD SET SHOWING FIELD VERIFIED LOCATIONS OF ALL VALVES, BOXES, MANHOLES, UTILITY POLES, PIPE SLEEVES, UTILITY ENCASEMENT AND OTHER UTILITY LINES AND EQUIPMENT ABOVE AND BELOW GROUND WHICH THE CONTRACTOR ENCOUNTERS AND INSTALLS IN HIS AREA OF WORK.

4.2 ACCEPTANCE OF THE COMPLETED PAVING, GRADING OR UTILITY INSTALLATION WILL NOT BE GIVEN UNTIL REPRODUCIBLE AS-BUILT PLANS HAVE BEEN SUBMITTED BY THE ENGINEER AND APPROVED BY THE CITY.

5 OBSERVATION

5.1 ALL MATERIALS USED AND ALL WORK DONE BY THE CONTRACTOR SHALL BE SUBJECT AT ALL TIMES TO THE OBSERVATION, TESTING AND APPROVAL OF THE ENGINEER AND GOVERNING AGENCY.

5.2 THE CONTRACTOR SHALL CONTACT THE APPROPRIATE PUBLIC UTILITY COMPANIES FOR INSPECTION OF TRENCHING, BEDDING AND BACKFILLING DONE IN CONJUNCTION WITH INSTALLATION OF THOSE UTILITIES ON THIS PROJECT.

5.3 SUBMITTAL OF AN ENGINEER'S CERTIFICATE OF COMPLETION IS REQUIRED BY A.D.E.Q. FOR ALL WATER SYSTEM CONSTRUCTION.

5.4 SOILS COMPACTION TEST RESULTS MUST BE SUBMITTED TO THE ENGINEER'S OFFICE FOR ALL FILL MATERIAL FOR ROADS, TRENCH BACKFILL AND SITE FILL MATERIALS UNDER SLABS AND STRUCTURES. NO FILL MATERIALS SHALL BE PLACED WITHOUT TESTING DURING PLACEMENT. NO EARTH MATERIAL SHALL BE PLACED WITHOUT APPROVAL OF THE PREVIOUS LIFTS. THE CONTRACTOR SHALL SUBMIT ALL TEST RESULTS TO THE ENGINEER AND GOVERNMENTAL AGENCIES.

5.5 CONTRACTOR SHALL SUBMIT A SCHEDULE, APPROVED IN WRITING BY A QUALIFIED CONSULTING TESTING AGENCY, FOR FREQUENCY, LOCATION AND TYPE OF ALL PROJECT TESTING. THE CONTRACTOR WILL BE RESPONSIBLE FOR SCHEDULING AND COORDINATION OF ALL TESTING INCLUDING THE FOLLOWING ITEMS WHICH SHALL BE TESTED IN ACCORDANCE WITH MAG SPECIFICATIONS:

- 1. SUBGRADE COMPACTION
- 2. BASE COURSE COMPACTION
- 3. ASPHALT PAVEMENT MIX DESIGN QUALITY
- 4. CONCRETE STRENGTH
- 5. TRENCH BEDDING AND BACKFILL
- 6. TESTING FOR UTILITIES, PIPING AND DRAINAGE SYSTEMS

5.6 THE CITY SHALL BE NOTIFIED BY THE CONTRACTOR 24 HOURS PRIOR TO BEGINNING DIFFERENT PHASES OF CONSTRUCTION SO THAT INSPECTIONS MAY BE SCHEDULED.

6 FINAL ACCEPTANCE

6.1 FINAL ACCEPTANCE OF THE CONSTRUCTION, BY THE TOWN ENGINEER, IS REQUIRED BEFORE RELEASING OF A PERMIT AND OR TRANSFERRING OWNERSHIP OF THE IMPROVEMENTS.

6.2 APPROVAL OF A PORTION OF THE WORK IN PROGRESS DOES NOT GUARANTEE ITS FINAL ACCEPTANCE. TESTING AND EVALUATION MAY CONTINUE UNTIL WRITTEN FINAL ACCEPTANCE OF A COMPLETE WORKABLE UNIT. ACCEPTANCE OF COMPLETED IMPROVEMENTS WILL NOT BE GIVEN UNTIL DEFECTIVE OR UNAUTHORIZED WORK IS REMOVED, AND FINAL CLEANUP IS COMPLETE.

8 CONSTRUCTION STAKING

8.1 THE ACCURACY OF ALL CONSTRUCTION WORK SHALL BE MAINTAINED AND VERIFIED BY A REGISTERED SURVEYOR IN THE STATE OF ARIZONA BY PROVIDING CONSTRUCTION STAKING SUITABLE TO THE CITY ENGINEER. STAKES WILL BE SET ESTABLISHING LINES AND GRADES (FINISH OR FLOWLINES) FOR ALL CONSTRUCTION INCLUDING ROADS, CURB AND GUTTER, SIDEWALKS, UTILITIES, STRUCTURES, AND OTHER WORK AS CONSIDERED NECESSARY BY THE ENGINEER. ALL SURVEY CONTROL SHALL BE SET BY A REGISTERED SURVEYOR FROM MONUMENTS ACCEPTABLE TO THE ENGINEER.

9 GRADING AND EARTHWORK

9.1 PERFORM ALL EARTHWORK GRADING, CUTTING AND FILLING AS PER THE PROJECT SOILS REPORT AND ALL ADDENDA

9.2 NO GRADING OR TRENCHING WORK SHALL BEGIN PRIOR TO SUPPORTING AND PROTECTING EXISTING ONSITE AND ADJACENT PROPERTY FROM SETTling, CRACKING, OR OTHER DAMAGE WHICH MIGHT RESULT. CONTRACTOR SHALL VERIFY FROM SOILS REPORT RECOMMENDATIONS THE DEGREE OF DIFFICULTY REQUIRED FOR TRENCHING AND EXCAVATION WORK BASED ON DEPTH AND TYPES OF MATERIALS TO BE ENCOUNTERED.

9.3 WATER SOURCE: THE CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR OBTAINING ALL WATER REQUIRED FOR SOIL COMPACTION, DRINKING PURPOSES AND DUST CONTROL. (MAG SPEC 225)

9.4 CLEARING AND GRUBBING: EXAMINE SITE AND PROVIDE NECESSARY EQUIPMENT AND LABOR TO REMOVE FROM THE SITE AND DISPOSE OF STUMPS, ROOTS, ROCKS, LOOSE FILL, VEGETATION, DEBRIS, AND ANY OTHER OBJECTIONABLE MATERIALS FROM THE BUILDING AND FILL AREAS. CLEAN, UNCLASSIFIED ONSITE SOILS MAY BE USED IN GENERAL AS FILL MATERIAL. SEE MAG SPECIFICATION SECTIONS 201 AND 215.

9.6 SITE DRAINAGE: CONSTRUCTION OF ALL SWALES, CHANNELS, DRAINAGE PIPES, DRAINAGE STRUCTURES AND BANK PROTECTION SHALL BE CONSTRUCTED DURING THE FIRST PHASES OF SITE CONSTRUCTION TO PROTECT ALL OTHER CONSTRUCTION FROM SURFACE WATERS. DIVERT RUNOFF WATER AROUND CONSTRUCTION OPERATIONS. CARE SHALL BE TAKEN BY THE CONTRACTOR NOT TO ADVERSELY AFFECT ADJACENT PROPERTIES. DRAIN EXCAVATIONS BY PUMPING OR OTHER SATISFACTORY METHOD TO PREVENT SOFTENING OF THE FOUNDATION SOILS, UNDERCUTTING OF FOOTING OR OTHER ACTIONS DETRIMENTAL TO PROPER CONSTRUCTION PROCEDURES.

9.7 THE CONTRACTOR SHALL PROVIDE POSITIVE DRAINAGE AWAY FROM ALL WALLS FOUNDATIONS. ALL STORM DRAINS, DRAIN LINES, OVERFLOWS, OUTLETS AND/OR OTHER DRAINAGE TYPE OUTLETS WHICH CONDUCT MOISTURE NEAR THE STRUCTURES SHALL BE POSITIVELY DRAINED AWAY FROM THE STRUCTURE. NO WATER SHALL BE PERMITTED TO POND NEAR STRUCTURES OR FOUNDATIONS. ALL DRAINAGE SHALL BE CHanneLED AND TAKEN A MINIMUM OF 10 FEET AWAY FROM ALL STRUCTURES.

9.8 SUBGRADE PREPARATION: IF THE NATURAL SUBGRADE IS LESS THAN THE REQUIRED DENSITY, IT SHALL BE SCARIFIED AND COMPACTED TO A MINIMUM DEPTH OF TWELVE INCHES OR AS NOTED IN THE SOILS REPORT IMMEDIATELY PRIOR TO PLACING SUBSEQUENT FILL MATERIAL THEREON. THE CONTRACTOR IS RESPONSIBLE FOR MAINTENANCE AND REPAIR OF DAMAGE TO PREPARED SUBGRADE CAUSED BY CONTRACTORS OPERATIONS OR PUBLIC TRAFFIC UNTIL ACCEPTANCE OF PROJECT ENGINEER. NO MATERIALS SHALL BE PLACED UPON THE PREPARED SUBGRADE UNTIL IT MEETS THE SPECIFIED REQUIREMENTS. ROADWAY SUBGRADE COMPACTION INCLUDES SUBGRADE UNDER ALL PAVEMENT, CURB, SIDEWALKS, SHOULDERS AND FILL SLOPES. SUBGRADE TOLERANCES SHALL BE AS SPECIFIED IN MAG SECTION 301. OPEN LANDSCAPED AREAS SHALL BE GRADED TO +/- .020 FEET.

9.9 EARTH FILL AREAS TO BE FILLED SHALL BE LEVELED TO PROVIDE A LEVEL BASE TO SUPPORT FILL MATERIALS. SUBGRADE AND SUBBASE AREAS REQUIRING FILL MATERIAL SHALL BE SCARIFIED, MOISTENED AND COMPACTED PRIOR TO PLACING FILL. ALL FILL, SUBGRADE AND SUBBASE MATERIALS SHALL BE COMPACTED TO SPECIFIED DENSITIES AT OR NEAR OPTIMUM MOISTURE CONTENTS AS VERIFIED AND RECOMMENDED BY THE SOILS ENGINEER. PLACE FILL IN HORIZONTAL LIFTS NOT EXCEEDING EIGHT INCHES IN LOOSE THICKNESS BEFORE COMPACTION. SLOPED SURFACES SHALL BE PLOWED, STEPPED AND BENCHED SO THAT THE FILL MATERIAL WILL BOND WITH THE EXISTING MATERIAL. BENCH AT THE TOE OF FILL SLOPES AND PERIODIC INTERVALS UP THE FILL SLOPES BENCHES.

9.10 IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT THE SOILS ENGINEER FOR SCHEDULING OF COMPACTION TESTING. THE FREQUENCY OF DENSITY AND MOISTURE TESTS REQUIRED FOR ADEQUATE CONTROL SHALL BE THE RESPONSIBILITY OF THE SOILS ENGINEER WHO SHALL CERTIFY TO THE ENGINEER AND CONTRACTOR AT PROJECT END THAT THE ROADBED FILL IS COMPACTED AS OUTLINED HEREIN. COMPACTION SHALL BE ACHIEVED BY MECHANICAL MEANS. IN NO CASE SHALL STRUCTURE BACKFILLING BE FLOOD WATER SETTLED.

9.11 ALL SLOPE CONSTRUCTION AND ROADWAY EXCAVATION SHALL CONFORM TO THE REQUIREMENTS OF MAG SPECIFICATIONS SECTIONS 201, 205, 212, 301 AND UBC SECTIONS 7009 AND 8010. CUT AND FILL SLOPES SHALL BE AS INDICATED ON THE DETAILS AND PLANS. CUT AND FILL SLOPE GRADIENTS SHALL NOT EXCEED 2:1 IN STEEPNESS WITHOUT WRITTEN AUTHORIZATION FROM THE SOILS ENGINEER AND EXAMINATION BY THE DESIGN ENGINEER. ALL SLOPE CONDITIONS SHALL BE PROVIDED WITH THE APPROPRIATE BENCHES AS SPECIFIED IN THE REFERENCE DOCUMENTS AND INDICATED ON THE PLANS. IF SOILS CONDITIONS ARE ENCOUNTERED WHICH DO NOT ALLOW THE ESTABLISHMENT OF THE INDICATED CUT OR FILL SLOPES, THE DESIGN ENGINEER AND SOILS ENGINEER SHALL BE CONTACTED IMMEDIATELY TO DETERMINE AN ADJUSTMENT TO THE SLOPE GRADIENT OR TO ESTABLISH A METHOD OF STABILIZATION. ALL FILL SLOPES SHALL BE COMPACTED AS EACH LIFT OF FILL MATERIAL IS PLACED. ALL CUT AND FILL SLOPES SHALL BE UNIFORMLY GRADED TO LINES AND GRADES INDICATED. TOPS OF ALL CUT SLOPES SHALL BE ROUNDED AND ALL UNSTABLE AND LOOSE MATERIAL AT TOP OF SLOPE SHALL BE REMOVED. TOP OF CUT SLOPES OVER 10' HIGH SHALL BE PROVIDED WITH BROW DITCHES FOR DRAINAGE. ALL CUT AND FILL SLOPES SHALL BE REVEGETATED WITH A MIXTURE OF NATIVE GRASSES AND WILD FLOWER SEED OR AS SPECIFIED WITHIN THE LANDSCAPE PLANS. COMPACT ALL SHOULDERS AND BACKFILLS BEHIND ALL STRUCTURE AND WALLS.

9.12 COMPACT TO THE FOLLOWING SPECIFIED PERCENT OF MAXIMUM DENSITY AS DETERMINED IN ACCORDANCE WITH ASTM D698 AND MAG SECTION 211 OR AS DIRECTED IN THE SOILS REPORT.

|                                                                                                                                                                                                                                                            |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| MINIMUM PERCENT COMPACTION                                                                                                                                                                                                                                 |     |
| ROADWAY AND STRUCTURE AREAS-----                                                                                                                                                                                                                           | 95  |
| PAVED AREAS (PAVEMENTS, SIDEWALKS, & PADS)-----                                                                                                                                                                                                            | 95  |
| ROADWAY AND STRUCTURE AREAS-----                                                                                                                                                                                                                           | 95  |
| PAVED AREAS (PAVEMENTS, SIDEWALKS, & PADS)-----                                                                                                                                                                                                            | 95  |
| GRASSED AND PLANTING AREAS-----                                                                                                                                                                                                                            | 85  |
| AGGREGATE BASE COURSE-----                                                                                                                                                                                                                                 | 100 |
| BACKFILL AROUND STRUCTURES-----                                                                                                                                                                                                                            | 95  |
| BACKFILL FOR UTILITY TRENCHES (PER MAG SECTION 601). PROVIDE TYPE 1 BACKFILL OR AS DIRECTED BY APPROPRIATE UTILITY REQUIREMENTS. BACKFILL FOR TRENCHES WITHIN 10' OF STRUCTURES AND WALLS SHALL BE COMPACTED TO 95% UNLESS DIRECTED OTHERWISE BY ENGINEER. |     |

9.13 EXCAVATION: EXCAVATE TO THE DIMENSIONS AND DEPTHS INDICATED ON THE DRAWINGS. FOUNDATIONS SHALL REST ON ENGINEERED COMPACTED FILL OR UNDISTURBED NATURAL SOILS AT GRADE ELEVATIONS INDICATED. IF SUITABLE SOIL IS NOT REACHED AT THE DEPTHS INDICATED, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE SOILS ENGINEER AND ENGINEER. THE CONTRACTOR WILL BE DIRECTED, IN WRITING, TO EXCAVATE TO THE DEPTH OF SUITABLE SOIL. EXCAVATION FOR FOUNDATION WHICH ARE CARRIED BELOW THE DEPTH INDICATED SHALL HAVE THE CONCRETE EXTENDED TO THE BOTTOM OF THE EXCAVATION AT THE CONTRACTOR'S EXPENSE. SEE MAG SPECS SECTION 206.

9.14 WATERING: CAREFULLY WATER EARTH FILL DURING PLACING BY MEANS OF A FINE SPRAY OR OTHER APPROVED METHOD, SO THAT EACH LAYER IS THOROUGHLY AND UNIFORMLY WEITED. MOISTURE CONTENT OF THE MATERIAL SHALL BE CAREFULLY CONTROLLED AT ALL TIMES AND CHECKED AT PROPER INTERVALS TO INSURE CORRECT MOISTURE FOR COMPACTION SPECIFIED. SEE MAG SECTION 225 AND SOILS REPORT.

11 FIELD INSPECTION

11.1 THE CONTRACTOR SHALL CAREFULLY PRESERVE ALL STAKES, REFERENCE AND CONTROL POINTS, ETC. AGAINST DESTRUCTION AND SHALL PROMPTLY NOTIFY THE ENGINEER OF ANY STAKES WHICH HAVE BEEN DISTURBED.

11.2 THE REGISTERED SURVEYOR SHALL BE NOTIFIED TWO WORKING DAYS (48 HOURS) MINIMUM PRIOR TO FIELD STAKING SCHEDULING.

12 SUSPENSION OF WORK

12.1 THE ENGINEER OR HIS AUTHORIZED REPRESENTATIVE MAY SUSPEND THE WORK BY WRITTEN NOTICE WHEN, IN HIS JUDGMENT, PROGRESS IS UNSATISFACTORY. WORK BEING DONE IS UNAUTHORIZED OR DEFECTIVE, WEATHER CONDITIONS ARE UNSUITABLE, OR THERE IS DANGER TO THE PUBLIC HEALTH OR SAFETY.

13 WARRANTY

13.1 ANY DEFECTS WHICH APPEAR IN THE WORK WITHIN TWO YEARS FROM THE DATE OF ACCEPTANCE AND WHICH ARE DUE TO IMPROPER WORKMANSHIP OR INFERIOR MATERIALS SUPPLIED SHALL BE CORRECTED BY OR AT THE EXPENSE OF THE CONTRACTOR.

14 EROSION CONTROL NOTES

NO APPLICABLE NOTES

15 TEMPORARY EROSION CONTROL

15.1 EROSION CONTROL BERMS AND ROCK CHECK DAMS  
A. PROVIDE EARTHEN BERMS AT TOES OF SLOPES REMAINING BARE BETWEEN CONSTRUCTION PHASES.  
B. PLACE TEMPORARY ROCK CHECK DAMS IN ROAD DITCHES AND CHANNELS IF RIP-RAP PROTECTION WILL NOT BE PROVIDED WITHIN 60 DAYS.

15.2 CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING EROSION CONTROL MEASURES SUCH AS SAND BAGGING, TEMPORARY DE-SILTING BASIN CONSTRUCTION BERMS, VISQUEEN, ETC. TO PROTECT ADJOINING PROPERTIES FROM EROSION.

16 SURVEY AND PROJECT DATUM

THE TOPOGRAPHIC SURVEY USED IN THESE PLANS WAS PERFORMED BY ARIZONA LAND SOLUTIONS, 2673 N. DAKMONT, FLAGSTAFF, AZ. JOB NO. 21-192 DATED 10/18/2021. THE BASIS FOR ELEVATIONS IS CITY OF SEDONA BENCHMARK 84, NE CORNER SEC. 13, GLD BC 1949, ELEVATION 4471.63

17 GENERAL CONSTRUCTION NOTES

17.1 ALL CONCRETE AND REBAR PER MAG SPEC 505.

17.2 CONCRETE TESTING PER MAG SPEC 725

17.3 ALL CONCRETE TO BE CLASS AA IF NOT SPECIFIED.

17.4 MINIMUM COVER ON ALL REBAR TO BE 2" UNLESS OTHERWISE SPECIFIED.

17.5 MINIMUM LAP AT REBAR SPLICES TO BE 12" UNLESS OTHERWISE SPECIFIED.

17.6 CONTRACTOR SHALL SCHEDULE "PRECONSTRUCTION MEETING" WITH SPECIAL INSPECTOR, SEC INC, GEOTECHNICAL ENGINEER, & CONCRETE SUBCONTRACTOR PRIOR TO CONSTRUCTION.

17.7 ALL COMPACTION SHALL BE 95% STANDARD PROCTOR.

17.8 MATERIALS  
CONCRETE: F'c=4000 psi (MAG CLASS AA)  
REINFORCING: Fy=40,000 (GRADE 40)

17.9 EXPANSION JOINTS SHALL BE PROVIDED AT INTERVALS NOT EXCEEDING 20'.

17.10 CONSTRUCTION JOINTS SHALL BE SPACED NOT MORE THAN 20' APART & WITHIN 10' OF CORNERS.

18 SITE PLAN

THE SITE LAYOUT SHOWN IN THESE PLANS WAS PROVIDED BY THE DEVELOPER. EVALUATION OF THE HOUSE ORIENTATION & VEHICULAR ACCESS WAS NOT IN THE SCOPE OF WORK BY SEC, INC AND IS EXPLICITLY EXCLUDED FROM ANY LIABILITY IN REGARDS TO SUITABILITY AND FUNCTION. GEOTECHNICAL ENGINEERING AND STRUCTURAL DESIGNS ARE EXCLUDED FROM THE WORK PERFORMED BY SEC, INC.

19 DRAINAGE MAINTENANCE

IT IS THE RESPONSIBILITY OF THE OWNER TO INSPECT AND MAINTAIN THE DRAINAGE SYSTEM, INCLUDING THE DITCHES, DETENTION PONDS, WEEP LINES AND EMERGENCY OVERFLOW SPILLWAYS PERIODICALLY. IT IS HIGHLY RECOMMENDED TO IMPLEMENT A MAINTENANCE SCHEDULE AND ACTION PLAN TO PROVIDE THE NECESSARY MAINTENANCE TO ENSURE THEY FUNCTION PROPERLY.

SEE GENERAL NOTE 3.1 PRIOR TO CONSTRUCTION

JEROME DRAINAGE IMPROVEMENTS  
GULCH ROAD



825 COVE PARKWAY  
COTTONWOOD, AZ 86326  
(928) 282-7787

NOTES

| DATE     | DRAWN   | SHEET       |
|----------|---------|-------------|
| 5/22/25  | RIN     | 2 OF 5      |
| SCALE    | CHECKED | PROJECT NO. |
| AS SHOWN | KG      | 25-0105E    |

CALL TWO WORKING DAYS BEFORE YOU DIG

1-800-STAKE-IT

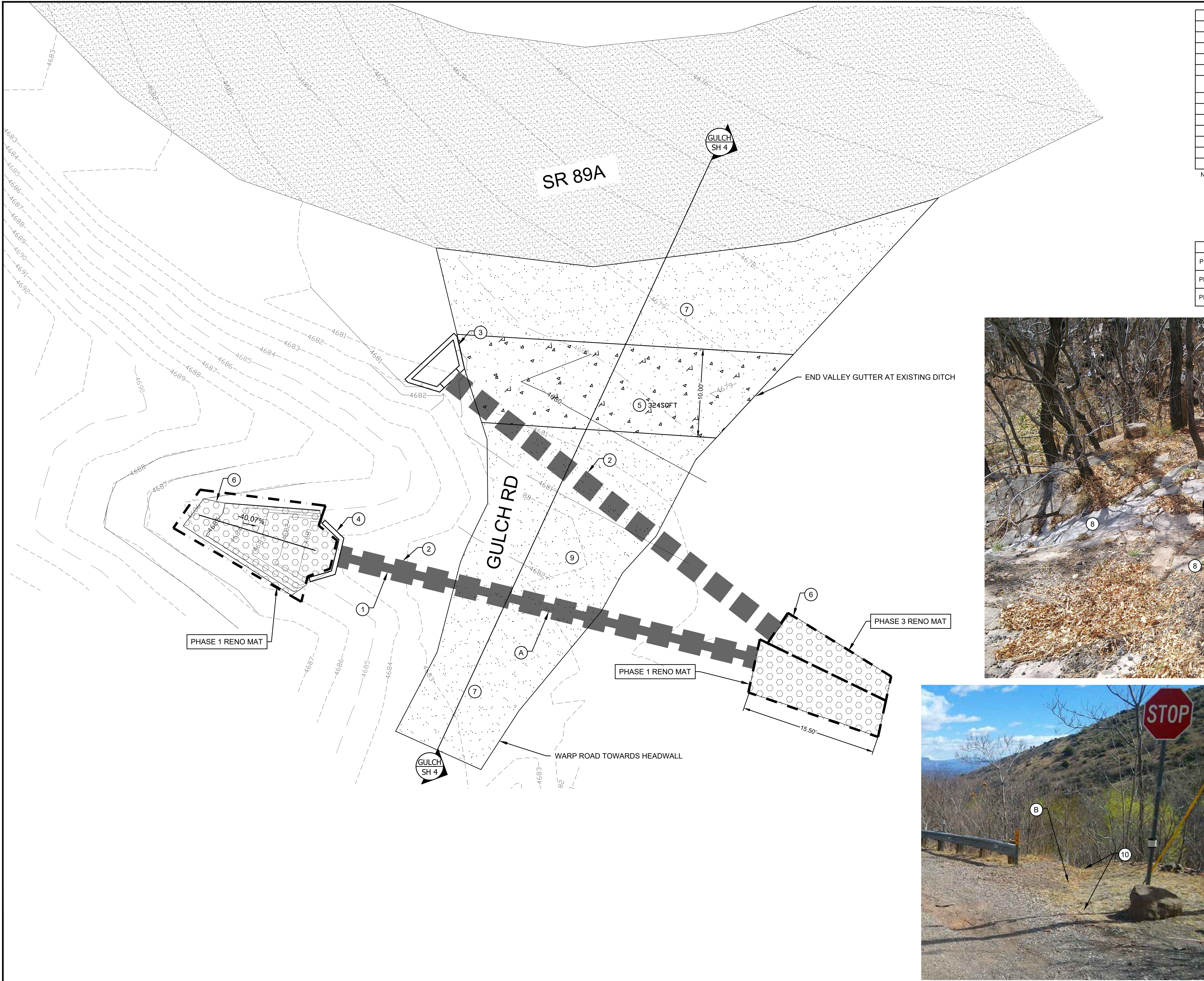
1-800-782-5348

Blue Stake Center  
(OUTSIDE MARICOPA COUNTY)



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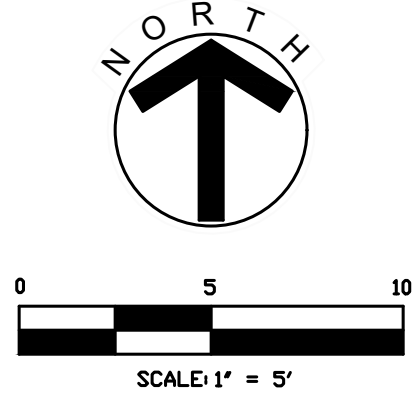




| CALL OUTS |                                                                                           |
|-----------|-------------------------------------------------------------------------------------------|
| A         | EXISTING CMP                                                                              |
| B         | EXISTING DITCH                                                                            |
| 1         | REMOVED EXISTING CMP.                                                                     |
| 2         | INSTALL NEW 24" EQUIVALENT ELLIPTICAL CMP.                                                |
| 3         | INSTALL NEW HEADWALL DROP INLET PER MAG 501-5 WITH TRASH RACK PER MAG 502-1 & 2 SEE SHEET |
| 4         | INSTALL NEW 30" HEADWALL PER MAG 501-1                                                    |
| 5         | NEW VALLEY GUTTER, 10:1 SLOPE. CLASS A CONCRETE                                           |
| 6         | RENO MAT                                                                                  |
| 7         | 6" AB OVER 4" ASPHALT                                                                     |
| 8         | REMOVE AND REPLACE EXISTING STONES AS REQUIRED                                            |
| 9         | REMOVE EXISTING SPEED BUMP                                                                |
| 10        | RIP RAP                                                                                   |

- NOTES
- ELEVATIONS ARE RELATIVE TO NAVD88
  - HWY 89A RIGHT OF WAY IS PER ADOT
  - RENO MATTRESS ROCK: D50=8" X 6" THICK. PROVIDE GEOTEXTILE FABRIC UNDERLAY
  - ALL RIP RAP TO BE D50=6" X 12" DEEP w/ GEOTEXTILE FABRIC UNDERLAY UNLESS OTHERWISE NOTED.

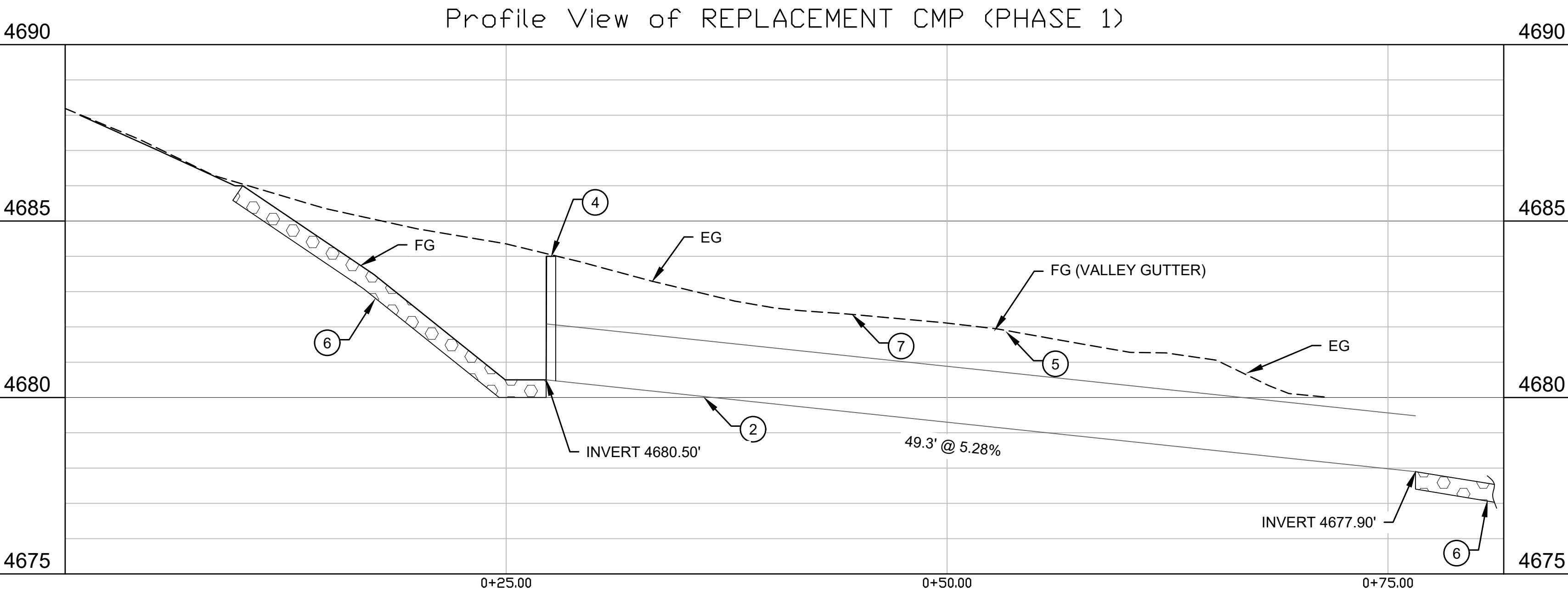
| PROJECTS  |                                                                                      |
|-----------|--------------------------------------------------------------------------------------|
| PROJECT 1 | REPLACE EXISTING CMP, INSTALL 30" HEADWALL, & INSTALL RENO MAT ITEMS 1, 2, 4, 6, & 8 |
| PROJECT 2 | INSTALL VALLEY GUTTER, ASPHALT, & RIP RAP ITEMS 5, 7, 9, & 10                        |
| PROJECT 3 | INSTALL CMP, INSTALL NEW HEADWALL DROP INLET, & INSTALL RENO MAT ITEMS 2, 3, 6, & 8  |



SEE GENERAL NOTE 3.1 PRIOR TO CONSTRUCTION  
JEROME DRAINAGE IMPROVEMENTS  
GULCH ROAD

| SEC Inc.                                                   |         | SITE & GRADING PLAN |             |
|------------------------------------------------------------|---------|---------------------|-------------|
| 825 COVE PARKWAY<br>COTTONWOOD, AZ 86326<br>(928) 282-7787 | DATE    | DRAWN               | SHEET       |
|                                                            | 5/22/25 | RIN                 | 3 OF 5      |
|                                                            | SCALE   | CHECKED             | PROJECT NO. |
| AS SHOWN                                                   | KG      | 25-0105E            |             |

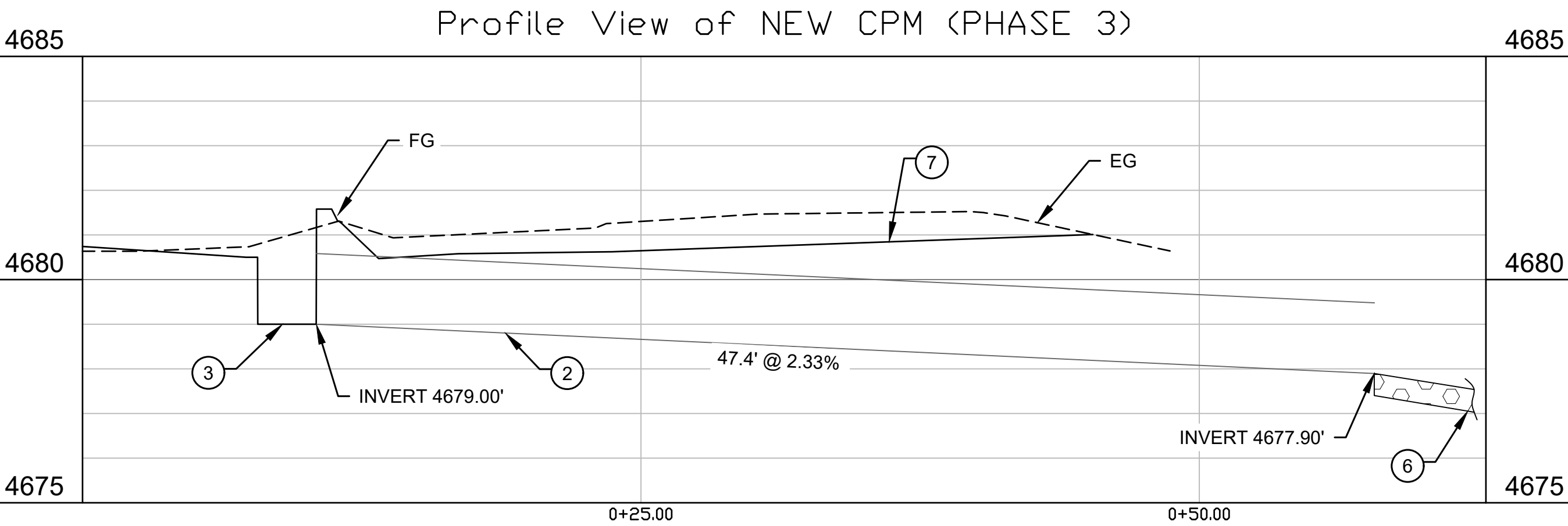
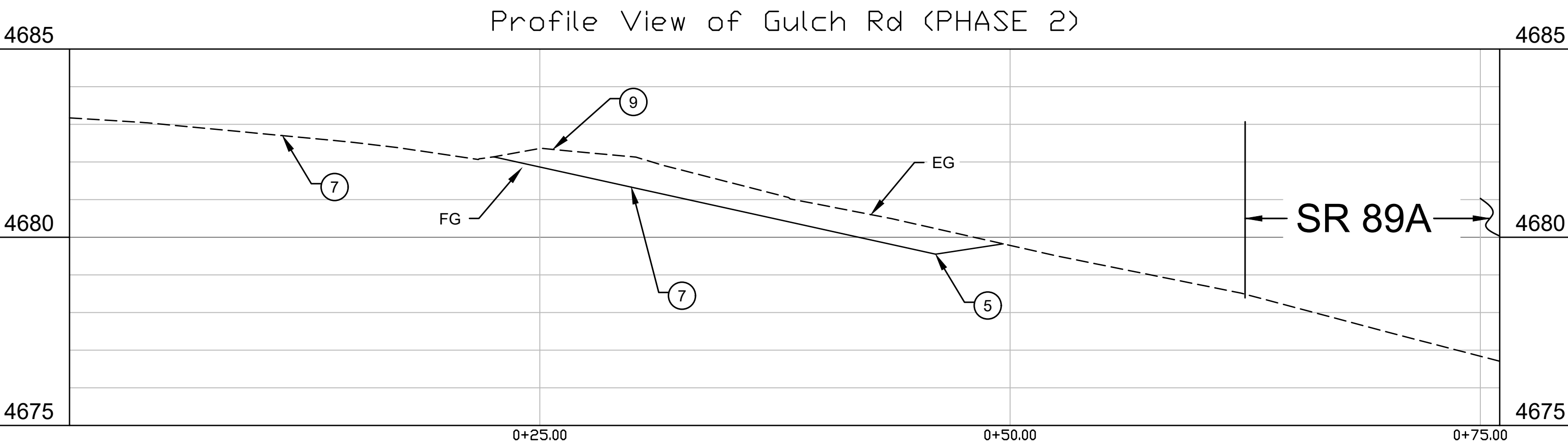




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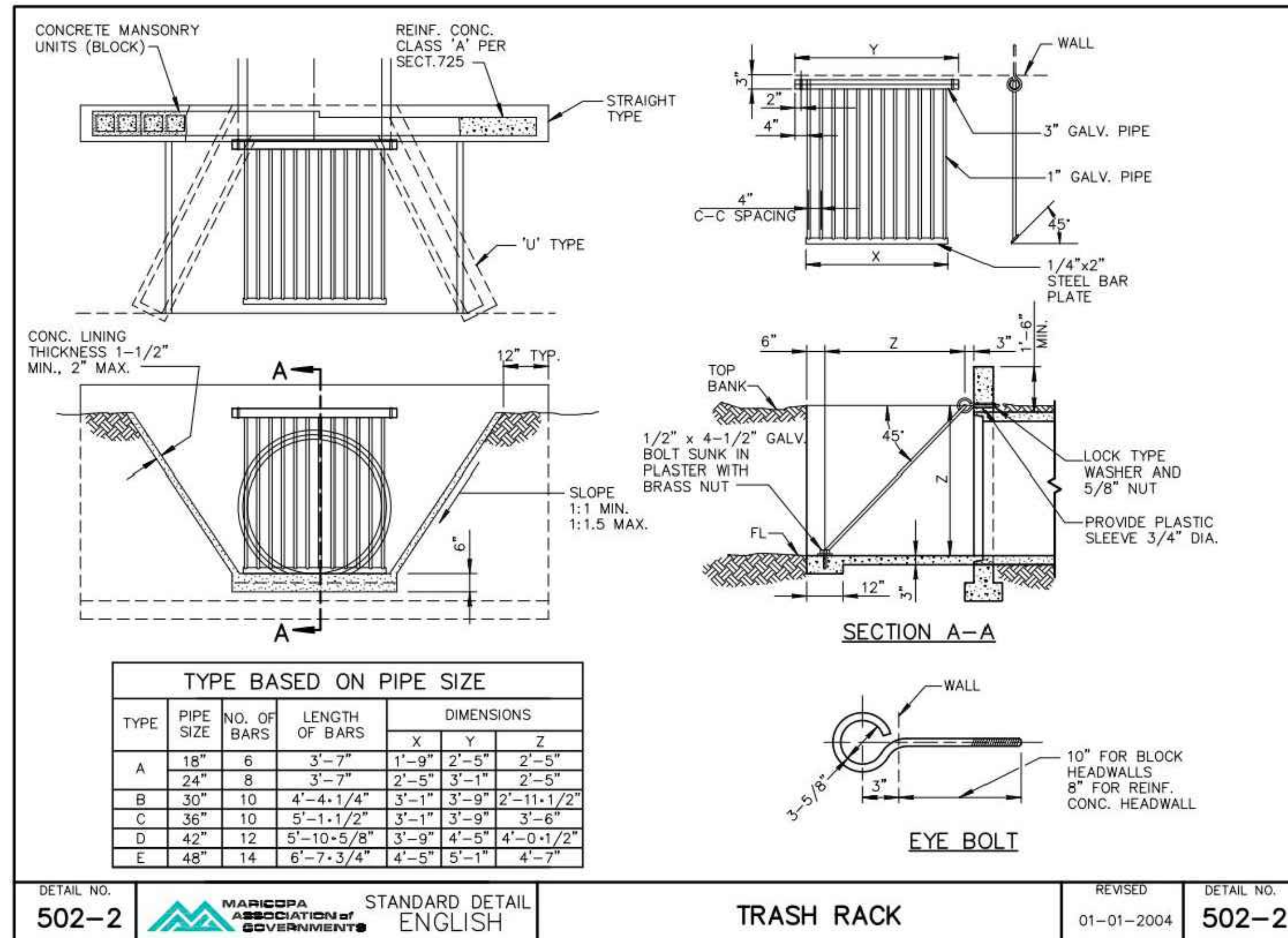
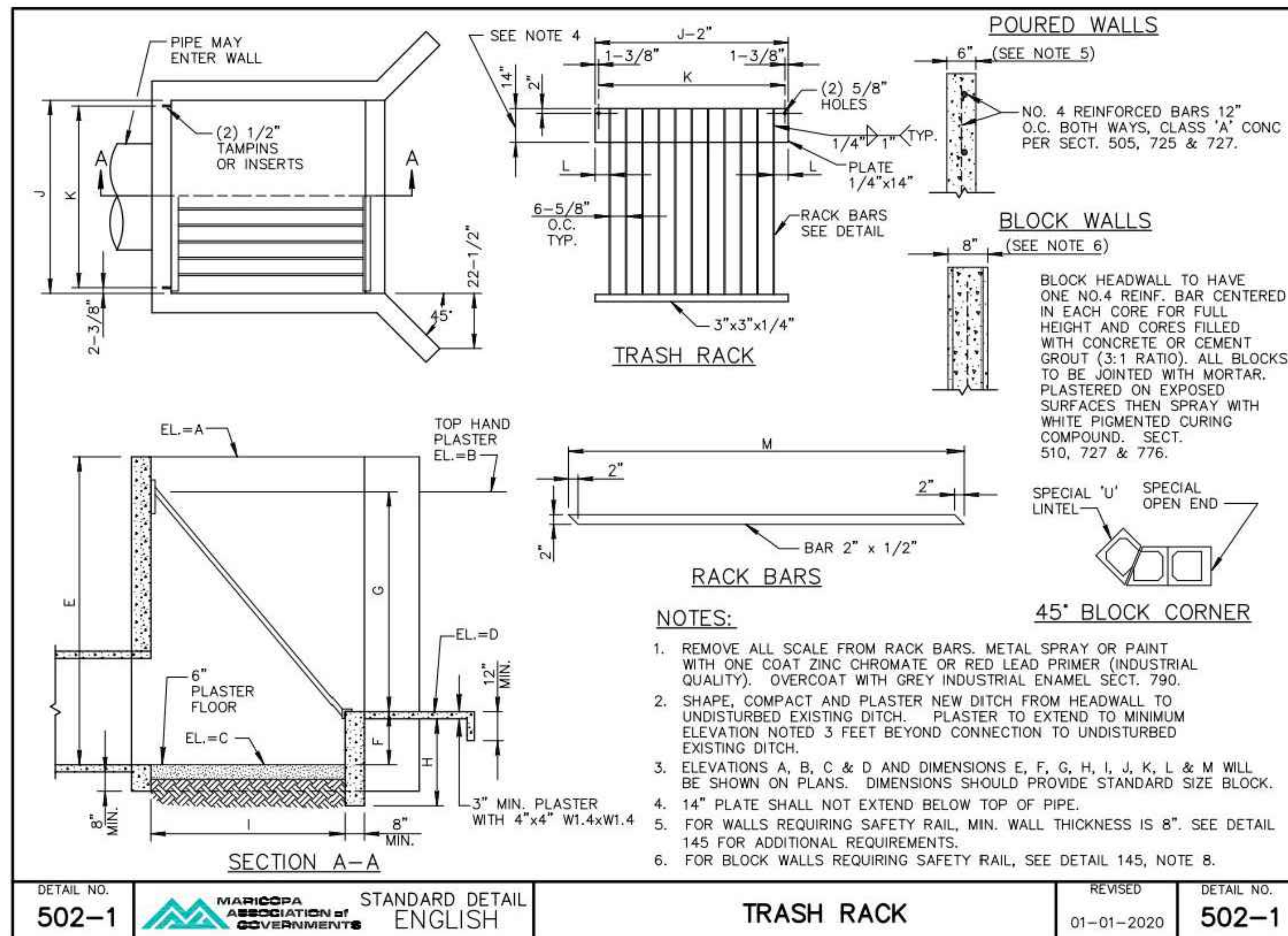
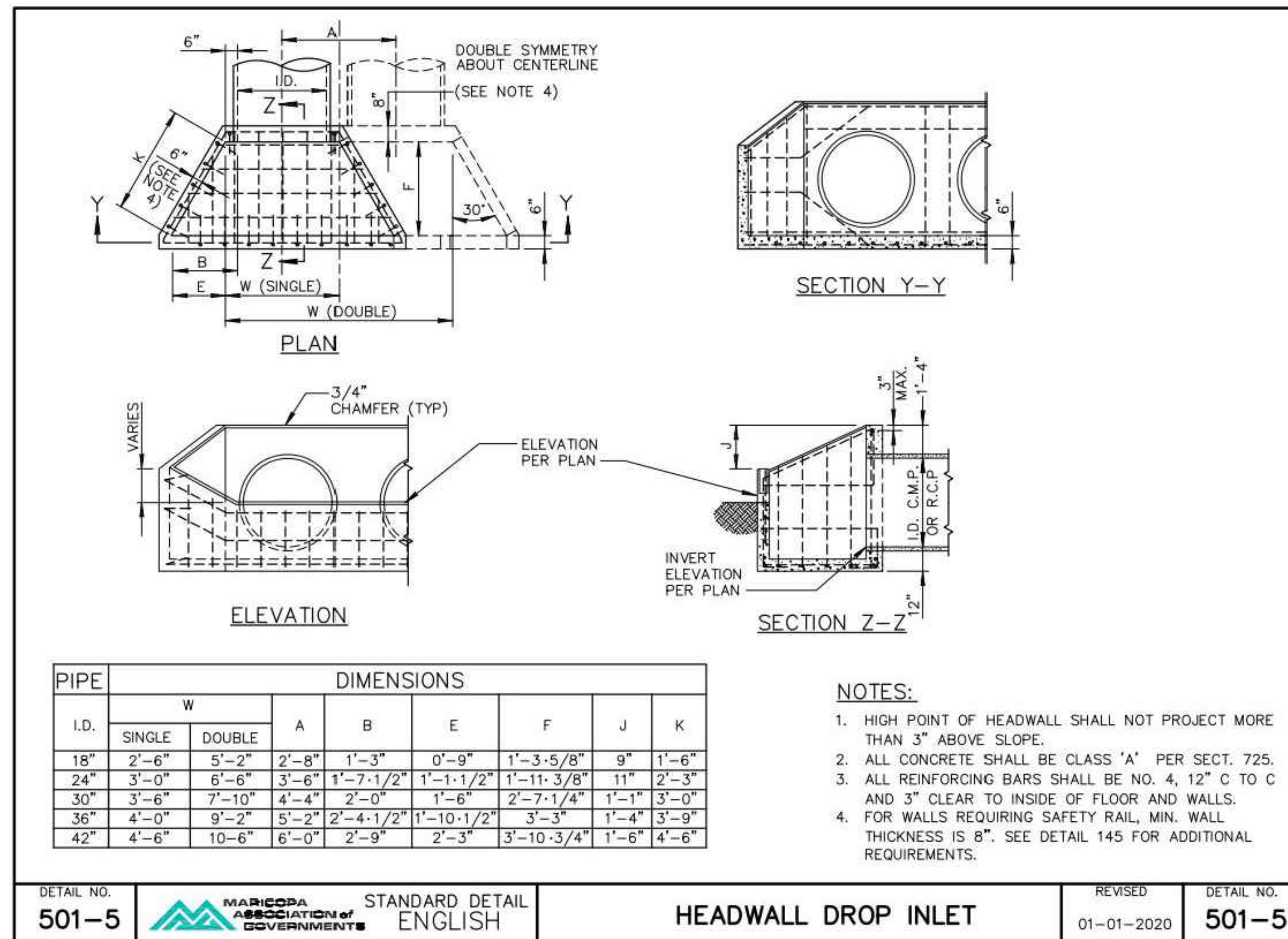
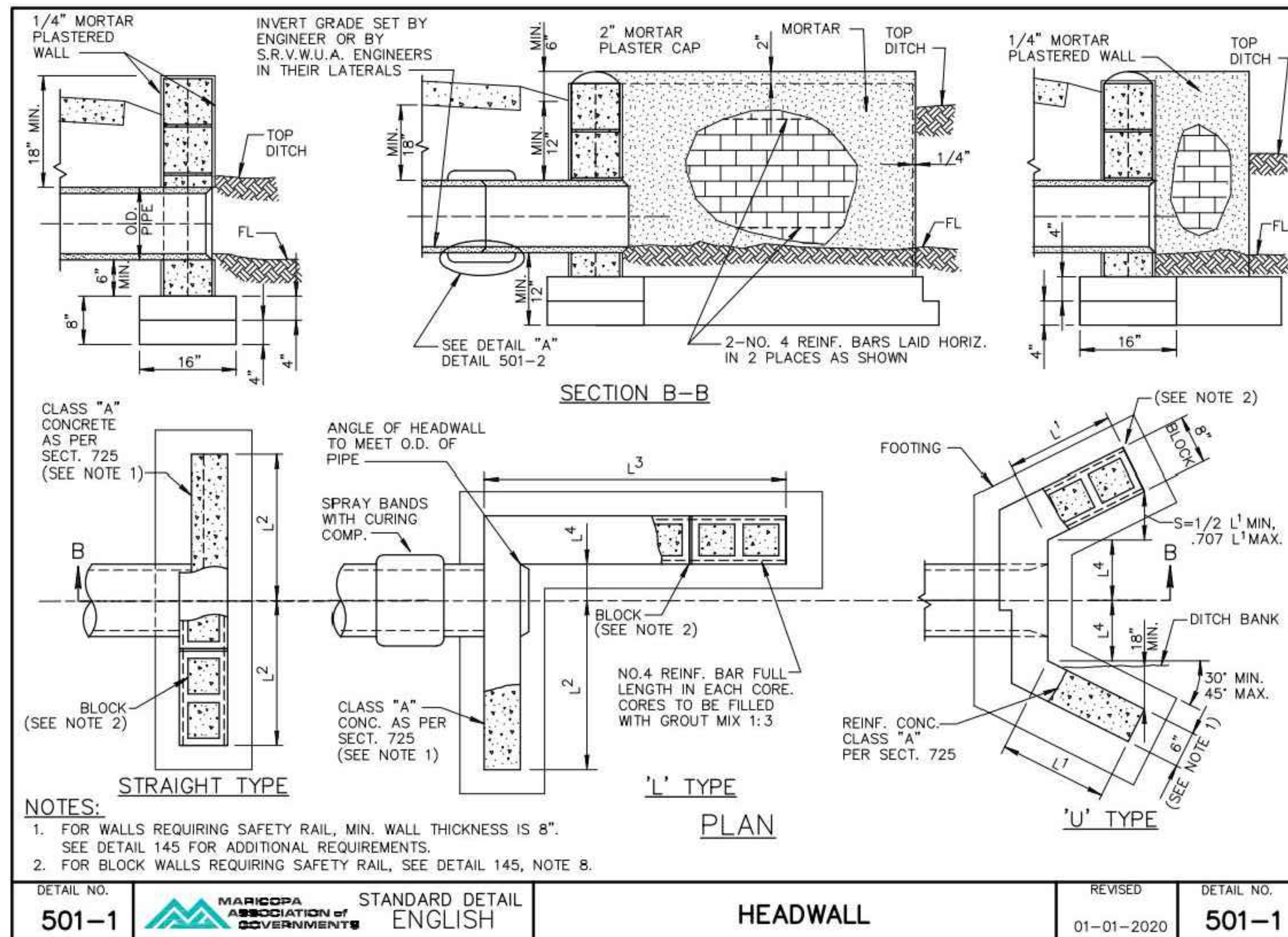
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SEE GENERAL NOTE 3.1 PRIOR TO CONSTRUCTION

| JEROME DRAINAGE IMPROVEMENTS<br>GULCH ROAD                                                                                                          |                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <br>825 COVE PARKWAY<br>COTTONWOOD, AZ 86326<br>(928) 282-7787 | PROFILE                 |
|                                                                                                                                                     | DATE<br>5/22/25         |
|                                                                                                                                                     | DRAWN<br>RIN            |
|                                                                                                                                                     | SHEET<br>4 OF 5         |
|                                                                                                                                                     | SCALE<br>AS SHOWN       |
|                                                                                                                                                     | CHECKED<br>KG           |
|                                                                                                                                                     | PROJECT NO.<br>25-0105E |
|                                                                                                                                                     |                         |





**SEE GENERAL NOTE 3.1 PRIOR TO CONSTRUCTION**

**JEROME DRAINAGE IMPROVEMENTS**  
GULCH ROAD

**DETAILS**

**SEC Inc.**  
825 COVE PARKWAY  
COTTONWOOD, AZ 86326  
(928) 282-7787

|                   |               |                         |
|-------------------|---------------|-------------------------|
| DATE<br>5/22/25   | DRAWN<br>RIN  | SHEET<br>5 OF 5         |
| SCALE<br>AS SHOWN | CHECKED<br>KG | PROJECT NO.<br>25-0105E |





**SOUTHWESTERN  
ENVIRONMENTAL  
CONSULTANTS, INC.**

www.sec-landmgt.com  
info@sec-landmgt.com

Item D.

825 COVE PARKWAY  
COTTONWOOD, ARIZONA 86326  
(928) 634-5889

## MEMORANDUM

**Date:** 29 August 2025

**Project:** Gulch Drainage Improvements

**Attention:** Mayor Christina Barber, Vice Mayor Jane Moore, and Council Members Dr. Jack Dillenberg, Sonia Sheffield, and Issam Sharif.

### RE: Gulch Drainage Improvements Bid Results and Recommendations

Mayor, Vice Mayor and Council Members,

The Gulch Drainage improvements are broken into 3 separate projects. Project 1 replacing the existing CMP, installing headwall and reno mattress; project 2 Installing valley gutter, asphalt, and riprap; and project 3 installing new CMP with drop inlet headwall and reno mattress. The drainage improvements was advertized on 24 June 2025 and 4 bids were received. The bids include separate bids for each project and a total price to complete all the improvements. The bid for the Gulch Drainage Improvement Projects were opened 28 July 2025 with the results summarized in the table below:

| Bidder                                 | Project 1     | Project 2    | Project 3     | Total Cost           |
|----------------------------------------|---------------|--------------|---------------|----------------------|
| Blue World Construction, Inc.          | \$ 101,183.79 | \$ 88,704.07 | \$ 89,713.87  | <b>\$ 279,601.73</b> |
| R Blume Underground, Inc.              | \$ 84,294.16  | \$ 97,738.64 | \$ 59,078.41  | <b>\$ 241,111.21</b> |
| Standard Construction Company, Inc.    | \$ 137,148.79 | \$ 96,091.69 | \$ 121,036.30 | <b>\$ 354,276.77</b> |
| Total Maintenance Erosion Control, LLC | \$ 45,378.94  | \$ 53,574.61 | \$ 34,241.13  | <b>\$ 133,194.68</b> |

Additional information was requestion from the low bidder, Total Maintenance Erosion Control. The foreman resume and statement of qualifications and experience with similar projects shown as examples of their qualifications were received. Due to their qualifications, being the lowest bidder on all projects, and meeting all the bid requirements, SEC recommends Total Maintenance Erosion Control as the contractor for all projects of the Gulch Drainage Improvements.

Sincerely,

Krishan Ginige, P.E, MS, CFM  
SEC Project #25-0105CE

**CONSTRUCTION CONTRACT  
BETWEEN  
TOWN OF JEROME  
AND  
TOTAL MAINTENANCE EROSION CONTROL, LLC**

**Contract No. TOJ-2025D-001**

THIS CONTRACT is entered into as of November 12<sup>th</sup>, 2025, by and between the TOWN OF JEROME, an Arizona municipal Corporation (the “Town”) and Total Maintenance Erosion Control, LLC, an Arizona limited liability company (the “Contractor”). The terms of this Contract are to be construed consistently with the other Contract Documents enumerated in Article 1 of the General Conditions of the Construction Contract, attached hereto as **Exhibit A** and incorporated herein by reference. The Town and the Contractor are the only parties to this Contract.

In consideration of the mutual promises of the parties, the Town and the Contractor agree as follows:

1. **THE WORK:** The Contractor shall furnish all labor, materials, equipment, and services, as more fully set forth in **Exhibit B**, attached hereto and incorporated herein by reference, as required to complete the Drainage and other specified improvements, as more fully set forth in **Exhibit C**, attached hereto and incorporated herein by reference.

2. **CONTRACT TIME:** The Contractor shall commence the Work only if and when directed in a written Notice to Proceed signed by the Town. Substantial Completion, as defined herein, shall be achieved within **Ninety (90) calendar days**. In view of the difficulty or impossibility of determining the Town’s damages from delay, should the Contractor fail to achieve Substantial Completion by that date, as extended by any Town approved Change Orders, the Contractor agrees to pay and will pay to the Town, in addition to all other sums pursuant to the Contract Documents, the sum of **\$ 1,000.00** for each calendar day of delay as liquidated damages for such delay and not as a penalty. This sum may be withheld from the balance of the Contract Price as it becomes due. Should liquidated damages exceed the Contract Price due or to become due, then the Contractor shall pay the Town the difference within 3 days of receipt of written demand.

3. **CONTRACT PRICE:** Subject to increases and decreases for Change Orders in accordance with the Contract Documents, the Town shall pay to the Contractor the following Contract Price, in progress payments as provided in the Contract Documents: One hundred thirty-three thousand, one hundred ninety-four dollars and sixty-eight Cents (\$ 133,194.68).

4. **SUPPLEMENTAL TERMS AND CONDITIONS:** The following supplemental terms and conditions and/or documents are part of this Contract:

- A. General Conditions of the Construction Contract.
- B. Contractor Bid Forms.
- C. Plans & Specifications.

D. Payment and Performance Bonds.

5. BONDS: The Contractor shall provide all required bonds in the forms attached hereto as **Exhibit D**.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first set forth above.

TOWN:

CONTRACTOR:

TOWN OF JEROME,  
an Arizona Municipal corporation

\_\_\_\_\_,  
a(n) \_\_\_\_\_

\_\_\_\_\_  
Christina "Alex" Barber, Mayor

By: \_\_\_\_\_

ATTEST:

Its: \_\_\_\_\_

\_\_\_\_\_  
Brett Klein, Town Manager/Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
John A. Gaylord, Town Attorney

**EXHIBIT A  
TO  
CONSTRUCTION CONTRACT  
BETWEEN  
TOWN OF JEROME  
AND  
TOTAL MAINTENANCE EROSION CONTROL LLC**

(General Conditions)

See following pages.

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## ARTICLE 1 GENERAL DEFINITIONS

“Addenda” means clarifications or changes in the Work provided to bidders in writing prior to the public bid on the Contract.

“Contract Documents” or “Contract” means the Construction Contract Between Town and Contractor, the General Conditions of the Construction Contract, any Supplemental Conditions of the Construction Contract, the Drawings, the Specifications, the Performance and Payment Bonds, the Project Manual, Addenda and Modifications.

“Date of Substantial Completion” shall be the date certified by the Town that the work is in the Condition defined herein as substantial completion.

“Day” means calendar day unless specifically otherwise provided herein or by law.

“Modifications” means Change Orders signed by the Town, or other written amendments signed by both the Town and the Contractor at or after the execution of the Contract, or the Town’s written interpretations or directions for minor changes in the Work. A “minor change” is defined as one having no impact on cost or time or the Town’s approved design intent, as determined by the Town.

“Project” means all components of the improvements to be constructed for the Town, regardless of whether the Work is all or only a part.

“Project Manual” means the written volume so titled which includes the bid documents, sample forms, specifications, and description of the project.

“Substantial Completion” means the Contractor’s work is sufficiently complete in accordance with the Contract Documents so that the Town can occupy or utilize the work or designated portion thereof for the use for which it is intended.

“Work” consists of all labor (including supervision), materials, equipment, supplies and other items reasonably required to construct all or a portion of the Project according to the Contract Documents.

## ARTICLE 2 INTENT

A. The Contract represents the entire and integrated agreement between the Town and the Contractor, and it supersedes all prior oral or written negotiations, representations or agreements. The Contract may only be changed by written modifications, and the Contractor understands and agrees that if the Contractor proceeds with any work upon verbal request only, Contractor is agreeing by his conduct that such work, or change in the work, constitutes a minor change.



B. The Contract Documents are to include all items reasonably necessary to construct the Work, expressly or by inference. Words and abbreviations which have well-known technical, or trade meanings are used in the Contract Documents in accordance with such recognized meanings.

### **ARTICLE 3 CONTRACTOR**

A. The Contractor is the individual or legal entity identified in the Contract Documents who is licensed to perform the Work under the laws of the State of Arizona. The Contractor shall only use duly licensed Subcontractors in connection with the Work, subject to the provisions for Town approval contained in the Contract Documents.

### **ARTICLE 4 OTHER CONTRACTORS AND COOPERATION**

A. The Town reserves the right to award other contracts related to the Project, or to perform certain work itself. Such other work may or may not be known to the Town or disclosed to the Contractor prior to bidding this project. The Contractor shall afford the Town and other contractors reasonable opportunity for the introduction and storage of their materials and equipment and the execution of their work, and shall properly coordinate its Work with theirs in such manner as the Town may direct. The Contractor shall also assure at its own cost reasonable access of other contractors to the site and their work.

B. Upon request of the Contractor, the Town will provide the Contractor with a copy of all plans, specifications, schedules and other data relating to other contracts or work. The Contractor shall thoroughly examine these documents and shall within three (3) days of completing such examination notify the Town in writing of any conflicts with the Work to be performed by the Contractor. In no event shall such notice be given so late as to interfere with or delay the work to be performed by the Contractor. Failure of the Contractor to request, review, or provide written notice as provided above shall constitute a waiver of any objections or claims the Contractor may have as a result of the necessity to coordinate the Contractor's work with other activities.

C. Should the Contractor sustain any damage through any act or omission of any other contractor, Contractor shall have no claim or cause of action against the Town for such damage and hereby waives any such claim. The Contractor does not waive any claim or cause of action against any other contractor or subcontractor to recover any and all damages sustained by reason of the acts or omissions of such other contractor. The phrase "acts or omissions" as used in this section shall be defined to include, but not be limited to, any reasonable delay on the part of any such other contractor, whether due to negligence, gross negligence, inadvertence or any other cause.

D. Should the Contractor cause damage to the work or property of any other contractor or of the Town, the Contractor shall upon receiving due notice, promptly attempt to settle with such other contractor by agreement, repair or otherwise to resolve the dispute. If such separate contractor sues or initiates a proceeding against the Town on account of any damage alleged to have been caused by the Contractor, the Town shall notify the Contractor who shall, to the furthest

extent permitted by law, indemnify and hold harmless for, from, and against defend such proceedings, and if any judgment or award against the Town arises there from the Contractor shall pay or satisfy it and shall reimburse the Town for all attorney's fees and court or other costs which the Town has incurred.

## ARTICLE 5 SITE CONDITIONS AND ENVIRONMENTAL MATTERS

A. The Contractor shall thoroughly acquaint himself with all available information concerning the conditions of the Work and is responsible for correctly and fully estimating the difficulty and cost of successfully performing the Work.

B. The Contractor agrees that it has thoroughly examined the site, plans and specifications, boring data and all other soils information and as-built data made available and by submission of the bid herein avows that it has satisfied itself as to the character, quality and quantity of surface and subsurface materials or existing obstacles to be encountered. The Contractor acknowledges that boring data and other soils information and as-built data made available is only a general indication of materials and/or conditions likely to be found adjacent to holes bored or in existing structures or facilities or other areas. If the Contractor determines that the information is erroneous, inadequate or ambiguous, it shall immediately report its conclusions to the Town in writing. If the Contractor determines that the information is erroneous, inadequate, or ambiguous, and after reporting its conclusions to the Town, remains dissatisfied or uninformed, the Contractor shall refrain from submitting a bid, or if the Contractor does submit a bid, the Contractor shall be deemed to have waived any claim it may have as the result of the alleged erroneous, inadequate or ambiguous information.

C. The Contractor shall immediately, and before such conditions are disturbed, notify the Town in writing of:

1. Subsurface or latent physical conditions encountered at the site which differ materially from those indicated in the Contract and which were not known by the Contractor or could not have been discovered by careful examination and investigation of the information available at bid time and which could adversely affect the timely performance of the Work or its cost; or

2. Unknown and unexpected physical conditions at the site, of an unusual nature, differing materially from those ordinarily encountered in the locale or generally recognized as inherent in Work of the character provided for in the Contract.

D. The Town shall within ten (10) days, or such other reasonable time as necessary, investigate the conditions discovered. If the Town find that conditions are so materially different as to support an equitable adjustment in the Contract Price or the Contract Time, this will be done by written Change Order. If the Town determine that no Change Order will be issued, the Contractor shall continue with the Work at no additional cost and under no change in Contract Time.

E. No claim by the Contractor for an increase in the Contract Price or Contract Time hereunder shall be allowed without proper advance notice and an adequate opportunity for the Town to investigate.

F. Environmental Matters: Contractor shall provide or cause to be provided a copy of this Section (Environmental Matters) to each Subcontractor and each Sub-subcontractor participating in the Work.

1. Definitions. The following terms will have their respective designated meanings:

**“Environmental Law”** means any and all laws, ordinances, regulations, rules and administrative and court decisions (federal, state and local) now or hereafter in effect and as in effect from time to time and as amended from time to time pertaining to environmental conditions or to protection or regulation of the environment (including, without limitation, the Comprehensive Environmental Response Compensation and Liability Act of 1980, as amended (42 U.S.C. Section 9601, et seq.); the Resource Conservation and Recovery Act of 1976 and the Solid Waste Disposal Act (42 U.S.C. 6901, et seq.); the Toxic Substances Control Act of 1976 (15 U.S.C. Section 2601, et seq.); the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. Section 11001 et seq.); the Clean Air Act (42 U.S.C. Section 7401, et seq.); the Federal Water Pollution Control Act (33 U.S.C. Section 1251, et seq.); the Safe Drinking Water Act (42 U.S.C. Section 300f, et seq.); the Hazardous Materials Transportation Act (49 U.S.C. Section 5101, et seq.); the Oil Pollution Act (33 U.S.C. Section 2701 et seq.); the Arizona Environmental Quality Act (A.R.S. Section 49-101, et seq.); the Arizona Underground Storage Tank Act (A.R.S. Section 49-1001, et seq.); the Arizona Water Quality Assurance Revolving Fund Act (A.R.S. Section 49-281, et seq.) and any successor statutes to the foregoing and any regulations, rules or guidelines promulgated pursuant thereto.)

**“Hazardous Substance”** means any of the following: (i) any petroleum, oil, gasoline, kerosene, other petroleum product, flammable substance, volatile organic compound, volatile solvent, explosive, asbestos, polychlorinated biphenyl, dioxin, toxic herbicide or pesticide, radioactive material, radon gas and materials containing formaldehyde; (ii) any material, substance or waste now or hereafter defined as or included in the definition of “hazardous substances,” “hazardous wastes,” “hazardous materials,” “extremely hazardous wastes,” “extremely hazardous substances,” “restricted hazardous wastes,” “toxic substances,” “regulated substances,” “solid wastes,” “pollutant,” or “contaminant” or words of similar import in any Environmental Law; (iii) any other material, substance or waste now or hereafter classified or regulated as “hazardous” or “toxic” under any Environmental Law; (iv) any material, substance or waste now or hereafter listed in the United States Department of Transportation Table (49 CFR 172.101) or classified by the United States Environmental Protection Agency as “hazardous” (40 CFR Part 302) or in any successor or replacement tables or classifications as in effect from time to time; and (v) any Hazardous Waste.

**“Hazardous Waste”** means “hazardous waste”, as defined in the Resource Conversation and Recovery Act of 1976 and the Solid Waste Disposal Act (42 U.S.C. 6901 et seq.) and any successor statutes and any regulations, rules or guidelines promulgated pursuant thereto as in effect from

time to time (including, without limitation, any such waste resulting from removal of, demolition of, modifications of or additions to part or all of any existing structure, facility or equipment).

**“Contractor Hazardous Waste”** means any Hazardous Waste arising during or from the Work that is generated by the acts or omissions of Contractor, a Subcontractor or any Sub-subcontractor (including, without limitation, a Contractor Release) and that is not Town Hazardous Waste.

**“Town Hazardous Waste”** means Hazardous Waste (i) that consists of Hazardous Substances in any existing structure, facility or equipment on Town’s property or otherwise present on Town’s property at commencement of the Work, and (ii) that has become Hazardous Waste due to any part of the Work. However, Town Hazardous Waste does not include any Hazardous Substance that has become a Hazardous Waste due to any Contractor Release.

**“Project Hazardous Waste”** means any Hazardous Waste arising on Town’s property from the Work (including, without limitation, Contractor Hazardous Waste and Town Hazardous Waste), regardless of: (a) whether generated by the acts or omissions of Town, Contractor, a Subcontractor or a Sub-subcontractor; (b) whether it consists of Hazardous Substances that were on or in Town’s property at commencement of the Work and that have become Hazardous Waste in the course of the Work; and (c) whether it consists of Hazardous Substances that are brought on to Town’s property for or during the Work by Contractor, a Subcontractor or a Sub-subcontractor and that have become Hazardous Waste in the course of the Work.

**“OSHA”** means the Federal Occupational Safety and Health Act (29 U.S.C. Section 651 et seq.) and any successor statutes and any regulations, rules or guidelines promulgated pursuant thereto as in effect from time to time.

**“Release”** means any discharging, disposing, dumping, emitting, emptying, escaping, injecting, leaching, leaking, pouring, pumping, releasing, spilling, or similar action or event.

**“Contractor Release”** means a Release of a Hazardous Substance (including, without limitation, Hazardous Substances that were on or in Town’s property at commencement of the Work) arising from acts or omissions of Contractor or any Subcontractor or Sub-subcontractor or their employees or workers. However, Contractor Release does not include Releases of pre-existing Hazardous Substances on Town’s property of which Town had not made Contractor aware and as to which Contractor, Subcontractors and Sub-subcontractors acted reasonably.

#### G. General Requirements.

1. Compliance with Environmental Law and OSHA. Contractor shall comply with, and shall cause all Subcontractors and Sub-subcontractors to comply with, this section and with all Environmental Law and OSHA applicable to (i) Contractor, (ii) Subcontractors, (iii) Subsubcontractors, (iv) the Work and (v) all of their activities in respect of the Work.

2. Hazardous Substances. (i) Hazardous Substances may be transported to and from and stored, used and be present on Town’s property in such quantities as are generally recognized to be usual and customary for performance of the Work. (ii) Hazardous Waste may be generated

on Town's property of such kinds and in such quantities as are generally recognized to be usual and customary in connection with performance of the Work. Hazardous Waste so generated may be stored temporarily on Town's property. (iii) Prior to final completion of the Work, Contractor shall remove or cause to be removed from Town's property and disposed of in accordance with Environmental Law and OSHA any Hazardous Substances (other than Project Hazardous Waste) brought onto Town's property during the Work or used in connection with the Work. (iv) Other than as provided in (i), (ii) and (iii), Contractor shall not, and Contractor shall cause all Subcontractors and Sub-subcontractors to not, dispose of, generate, manufacture, process, produce, Release, treat or otherwise store, use or have in or on or transport to or from Town's property any Hazardous Substance, regardless of whether the Hazardous Substance is preexisting on Town's property or otherwise.

3. Releases of Hazardous Substances. Upon any Release of any Hazardous Substance in connection with the Work, whether relating to a pre-existing condition on Town's property (for example, arising from any demolition of, modification of, or addition to any structure, facility or equipment) or relating to acts or omissions of Contractor, a Subcontractor or a Sub-subcontractor, Contractor shall take any immediate action reasonably necessary to contain the Release. Town may elect to have Contractor control and carry out any containment, clean-up, removal and remediation activity. Alternatively, Town shall have the right to elect to control and carry out any containment, clean-up, removal and remediation activity. Regardless of who takes the actions, Contractor shall absorb, without reimbursement from Town, all costs and expense incurred by Contractor in connection with any Contractor Release. In addition, Contractor shall pay or reimburse Town for all costs and expenses incurred by Town relating to any Contractor Release. If the amount is not paid promptly, Town may offset the amount against any amount payable by Town to Contractor under the Contract Documents or otherwise. Remediation, removal, and other cleanup action arising from any Release shall be in full compliance with Environmental Law and OSHA and shall be subject to approval by Town. In addition, Town may require remedial, removal or other cleanup action in excess of applicable minimum requirements of Environmental Law and OSHA (A) as reasonably necessary or appropriate in the judgment of Town to permit human use and habitation of Town's property and to permit use of Town's property, and (B) as reasonably consistent in the judgment of Town with such habitation and uses.

4. Hazardous Waste. Town will arrange for handling, storage and disposal of any Project Hazardous Waste. On an interim basis until Town can make arrangements, Contractor shall assure proper handling (including, without limitation, segregation from waste that is not Hazardous Waste) and storage of Project Hazardous Waste in full compliance with Environmental Law and OSHA. Contractor shall pay all of Town's expenses of storing, handling and disposing of Contractor Hazardous Waste. Town will deliver a statement to Contractor showing Town's expenses, and Contractor will promptly pay such amount to Town. If the amount is not paid promptly, Town may offset the amount against any amount payable by Town to Contractor under the Contract Documents or otherwise.

5. Notifications to Town. Contractor shall notify Town's Project Manager immediately upon occurrence of any of the following: (i) any discovery by Contractor, a Subcontractor or any Sub-subcontractor of any Hazardous Substance in any existing structure, facility or equipment on Town's property. (ii) any Release of any Hazardous Substance on Town's

property in connection with the Work; (iii) the creation or generation of any Hazardous Waste resulting from the Work (including, without limitation, Hazardous Waste arising from the removal of, demolition of, modification of, or addition to any existing structure, facility or equipment); (iv) the need for any remediation or removal of any Hazardous Substance relating to the Work whether relating to a pre-existing condition on Town's property or to acts or omissions of Contractor, a Subcontractor or a Sub-subcontractor; or (v) any claim, demand, inquiry, investigation, litigation or other action or proceeding by any governmental authority or other person relating to any Hazardous Substance, Hazardous Waste, Environmental Law or OSHA relating to the Work. Except for immediate action to contain any Release of any Hazardous Substance and except for interim handling and storage of Project Hazardous Waste, Contractor shall not take any action as to any matter in (i), (ii), (iii), (iv) or (v) without the prior written approval of Town and Town shall have the right to elect to control and carry out any such action or matter.

6. Other Asbestos. Contractor and each Subcontractor and Sub-subcontractor to comply with all requirements of Environmental Law and OSHA concerning any other asbestos in the Work area.

H. Construction Site Safety Requirements: Contractor shall have sole responsibility and liability for construction site safety. Without limiting other actions in this regard, Contractor shall, and shall cause each Subcontractor and Sub-subcontractor to, comply with worker health and safety requirements in Environmental Law and OSHA. In addition, Contractor shall take all reasonable necessary and appropriate steps to assure the health and safety of persons occupying any part of the facility in which the Work site is located or in the vicinity of or passing by the Work site and shall also take all reasonable necessary and appropriate steps to protect from damage or destruction the property of Town and other persons in any part of the Facility in which the Work site is located or in the vicinity of or passing by the Work site. Among other actions in this regard Contractor shall comply with the requirements of the applicable fire code.

I. Environmental, Health and Safety Concerns by Contractor, Subcontractors or Subsubcontractors. If in the course of the Work, any environmental, health or safety concern exists or arises, whether relating to a Hazardous Substance, OSHA or otherwise, then the Work activities related to the concern must be discontinued until the concern is resolved. This means prior to disturbing a suspected Hazardous Substance or otherwise interacting with a potential health or safety hazard. The Town's Project Manager must be notified immediately of the concern. Work shall not resume until approval has been provided by Town. Close coordination will be maintained between Town and Contractor so the Project schedule is impacted the least amount possible.

J. Scope of Indemnity. The indemnity in Article 13 of this Contract includes any claim by any person and Town's attorneys' fees and other costs and expenses in defending any claim by any person that Town is responsible or liable for any of the following arising from the acts or omissions of Contractor, any Subcontractor, any Sub-subcontractor or any of their employees or other workers relating to the Work: (i) any violation of Environmental Law or OSHA; (ii) any failure by Contractor, any Subcontractor or any Sub-subcontractor to perform or comply with any obligation or requirement in this Article, (iii) any Contractor Release of any Hazardous Substance; (iv) any improper disposition of any Hazardous Substance or Hazardous Waste; (v) any claim by any employee, agent, independent contractor or other worker of Contractor, any Subcontractor or

any Sub-subcontractor and any claim by any other person of personal injury, death or property damage arising from any Contractor Release of any Hazardous Substance or arising from any failure by Contractor, any Subcontractor or any Sub-subcontractor to comply with any Environmental Law or OSHA or this section.

## ARTICLE 6 PRODUCT SAMPLES, TESTS, AND CERTIFICATES

A. The Contractor shall furnish Product Samples of all items requested or required by the Town. Product Samples shall be properly identified and submitted with such promptness as to cause no delay in Work or in the work of any other contractor and to allow time for consideration by the Town. The Town will review Product Samples.

B. Each Product Sample must be accompanied by a letter of transmittal containing the following information:

1. Date of Submission
2. Name of Project
3. Location of Project
4. Branch of Work (Specification Section Number)
5. Project Number
6. Name of Submitting Contractor
7. Name of Subcontractor

C. The Contractor shall furnish to the Town a certificate stating that material or equipment submitted complies with Contract Documents. If a certificate originates with the manufacturer, the Contractor shall endorse it and submit it to the Town together with a statement of compliance in its own name.

D. No tests, inspections or approvals performed or given by the Town or others acting for the Town or any agency of Federal, State or Local government nor any acts or omissions by the Town in administering this Contract shall relieve the Contractor from its duty to perform the Work in accordance with the Contract Documents and applicable law.

E. Unless the Town is authorized at the time of submittal to return samples at the Contractor's expense, rejected samples will be destroyed.

F. After delivery of materials, the Town may make such tests as it deems necessary, with samples required for such tests being furnished by and at the cost of the Contractor. Any test is for the benefit of the Town and shall not relieve Contractor of the responsibility for providing quality control measurements to assure that Work strictly complies with the Contract Documents. No test shall be construed as implying acceptance of materials, work, workmanship, equipment, accessories or any other item or thing.

G. On the basis of the test results, materials, workmanship, equipment or accessories may be rejected even though general approval has been given. If items have been incorporated in Work, the Town shall have the right to cause their removal and replacement by items meeting Contract



Document requirements or to demand and secure appropriate reparation to the Town from the Contractor.

## **ARTICLE 7 AS-BUILT DRAWINGS**

A. Prior to Substantial Completion, the Contractor shall complete and turn over to the Town the As-Built Drawings. The As-Built Drawings shall consist of a set of drawings which indicate all field changes that were made to adapt to field conditions, changes resulting from contract Change Orders and all buried and concealed installation of piping, conduit and utility services. All buried and concealed items both inside and outside the facility shall be accurately located on the As-Built Drawings as to depth and in relationship to not less than two permanent features such as interior or exterior wall faces. The As-Built Drawings shall be clean and all changes, corrections and dimensions shall be given in a neat and legible manner in a contrasting color.

B. For any changes or corrections in the Work which are made subsequent to Substantial Completion, revisions shall be submitted to the Town prior to Final Payment.

## **ARTICLE 8 SUPERINTENDENCE BY THE CONTRACTOR**

A. The Contractor shall have a competent superintendent on the site at all times during the progress of the Work. Contractor's superintendent must be acceptable to the Town. The superintendent shall have such assistants with such individual specialized competencies including, but not limited to, CPM scheduling, as may be necessary to fully understand and oversee all aspects of the Work. The superintendent and his assistants all shall be physically fit for their Work and capable of going to all locations where Work is being performed. A communication to the superintendent or his designated assistants by the Town is binding upon the Contractor. The Contractor's superintendent shall be responsible for the prevention of accidents at the site. The Commercial Construction Safety Code of the Arizona Industrial Commission shall apply to all Work, and a copy of the Code shall be available at the site.

B. The Contractor shall at all times enforce strict discipline and good order among the workers on the Project and shall not employ or continue to employ any unfit person on the Project or any person not skilled in the work assigned to him. The Contractor shall be responsible to the Town for all acts and omissions of its employees, Subcontractors, Suppliers, anyone whom the Contractor may allow to perform or inspect or supervise any Work, and their agents and employees together with anyone whom the Contractor may allow to come on the Project site. In addition, if the Contractor receives written notice from the Town to dismiss those subcontractors or employees or one who is a hindrance to proper or timely execution of the Work, the Contractor shall dismiss those employees and agrees to replace those dismissed without delay to the Project and at no additional cost to the Town.

C. The Contractor shall competently and thoroughly direct and superintend all of the Work and shall be solely responsible for all construction safety, means, methods, techniques, sequences and procedures. It shall coordinate and schedule all Work under this contract, the performance of

all its employees, Subcontractors, and Suppliers, and the timely procurement of all necessary labor, materials, equipment, supplies, and all else needed to do the Work.

## ARTICLE 9 SUBCONTRACTS

A. The Contractor shall supply with its bid to the Town a written list of all proposed subcontractors and suppliers. The Town will promptly reply to the Contractor in writing stating whether the Town, after due investigation, has any objection to any such proposed subcontractor or supplier. The Contractor shall not employ any subcontractor or supplier against whom the Town has reasonable objection. If, prior to the award of the Contract, the Town has a reasonable objection to any subcontractor or supplier and refuses in writing to accept such person or organization, the apparent low bidder may, prior to the award, either withdraw his bid without forfeiture of bid security or may propose an acceptable substitution thereof provided that same results in no change in the bid price. Failure of the bidder to submit an acceptable substitute in a timely manner shall render its bid nonresponsive.

B. No substitution or change shall be made by the Contractor in the subcontractor/supplier list after its submission to the Town without prior written approval by the Town. Unapproved or untimely substitutions may be cause for invalidation of the Contractor's bid in the Town's discretion, thereby rendering the Contract voidable.

C. All work performed for the Contractor by a subcontractor shall be pursuant to an appropriate written agreement which specifically binds the subcontractor to all applicable terms and conditions of the Contract Documents, but no contractual relationship shall exist between any subcontractor or supplier of any tier and the Town, unless the Town invokes the assignment provisions of the following subsection. Upon request, the Contractor shall provide fully executed copies of any subcontracts and purchase orders to the Town.

D. The Contractor hereby assigns to the Town (and its assigns) all its interest in any subcontracts and purchase orders now existing or hereinafter entered into by the Contractor for performance of any part of the Work, which assignment will be effective upon termination of the Contract by the Town and only as to those subcontracts and purchase orders which the Town assumes in writing. All subcontracts and purchase orders shall provide that they are freely assignable by the Contractor to the Town and its assigns. Such assignment is part of the consideration to the Town for entering into this Contract with the Contractor and may not be withdrawn prior to final completion.

E. The Town may require each proposed subcontractor whose subcontract will exceed \$100,000.00 to furnish a performance bond and a payment bond on Town-approved forms in the full amount of its subcontract. The Town will reimburse the Contractor for the documented cost of the subcontractor's performance bond premiums in the event the Town requires such bonds by the subcontractor.

## **ARTICLE 10 COMMUNICATIONS**

- A. All project notices, requests, instructions, modifications, approvals, and claims must be in writing, unless expressly specified otherwise in the Contract.
- B. Communications will be deemed to have been made if delivered in person or if mailed to the address designated in the Contract or otherwise agreed upon by the parties.

## **ARTICLE 11 PERMITS, TAXES, AND FEES**

- A. The Contractor shall secure and pay for any necessary building permits and for all other permits, fees, licenses and inspections necessary for the proper execution and completion of the Work, and shall immediately deliver copies to the Town. The Contractor shall be responsible for complying with all applicable Federal, State and local laws, codes, notice requirements, and regulations applicable to the site and prosecution of the Work. Contractor shall be responsible for and pay any costs associated with or arising from any non-compliance.
- B. The Contractor shall pay all taxes for and related to the Work or its portion thereof which are legally enacted at the time bids are received, whether or not yet effective.

## **ARTICLE 12 INSURANCE**

- A. Insurance Requirements: Concurrently with the execution of the Contract, the Contractor shall furnish the Town of Jerome a certificate of insurance on a standard insurance industry ACORD form. The ACORD form shall be issued by an insurance company authorized to transact business in the State of Arizona.
- B. Contractor, subcontractors and subconsultants shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.
- C. The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract.
- D. The Town in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, his agents, representatives, employees, subcontractors or subconsultants and Contractor is free to purchase such additional insurance as may be determined necessary.

E. Minimum Scope and Limits of Insurance. Contractor shall provide coverage at least as broad and with limits of liability not less than those stated below. The Contractor waives all rights of subrogation under the following policies.

(1) Commercial General Liability-Occurrence Form Policy shall include bodily injury, property damage, broad form contractual liability and XCU coverage.

|                                         |             |
|-----------------------------------------|-------------|
| General Aggregate                       | \$2,000,000 |
| Products-Completed Operations Aggregate | \$1,000,000 |
| Personal & Advertising Injury           | \$1,000,000 |
| Each Occurrence                         | \$1,000,000 |

The policy shall be endorsed to include the following additional insured language: “The Town of Jerome shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor”.

The policy shall contain a waiver of subrogation against the Town of Jerome.

(2) Automobile Liability- Bodily injury and property damage for any owned, hired, and non-owned vehicles used in the performance of this Contract

|                             |             |
|-----------------------------|-------------|
| Combined Single Limit (CSL) | \$1,000,000 |
|-----------------------------|-------------|

The policy shall be endorsed to include the following additional insured language: “The Town of Jerome shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor including automobiles owned, leased, hired or borrowed by the Contractor”.

(3) Workers Compensation and Employers Liability

| <u>Workers Compensation</u> | <u>Statutory</u> |
|-----------------------------|------------------|
| Employers’ Liability        |                  |
| Each Accident               | \$ 1,000,000     |
| Disease-Each Employee       | \$ 1,000,000     |
| Disease-Policy Limit        | \$ 1,000,000     |

(4) Umbrella/Excess Liability: Umbrella/Excess Liability insurance with a limit of not less than \$5,000,000 per occurrence combined limit Bodily Injury and Property Damage, that “follows form” and applies in excess of the Commercial General Liability, Automobile Liability, and Employer’s Liability, as required above.

The policy shall contain a waiver of subrogation against the Town of Jerome.

F. Additional Insurance Requirements. The policies shall include, or be endorsed to include, the following provisions:

(1) On insurance policies where the Town of Jerome is named as an additional insured, the Town of Jerome shall be an additional insured to the full limits of liability

purchased by the Contractor even if those limits of liability are in excess of those required by this Contract.

(2) The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

(3) Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

G. Subconsultant's and Subcontractor's Insurance. Contractor's certificate(s) shall include all subcontractors as additional insureds under its policies or subcontractors shall maintain separate insurance as determined by the Contractor, however, subcontractor's limits of liability shall not be less than \$1,000,000 per occurrence / \$2,000,000 aggregate. All coverages for subcontractors and subconsultants shall be appropriate to cover all of its work performed herein.

H. Notice of Cancellation. Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice has been given, by certified mail, return receipt requested to:

Kristen Muenz, Finance Director  
Finance Department  
Town of Jerome

I. Acceptability of Insurers. Insurance is to be placed with insurers duly licensed in the State of Arizona and with an A. M. Best's rating of no less than A -. The Town in no way warrants that the above required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

J. Verification of Coverage

(1) Contractor shall furnish the Town Certificates of Insurance (ACORD form or equivalent approved by the Town) and with original endorsements effecting coverage as required by this Contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. *Any policy endorsements that restrict or limit coverages shall be clearly noted on the certificate of insurance.*

(2) All certificates and endorsements are to be received and approved by the Town before work commences. Each insurance policy required by this Contract must be in effect at or prior to the earlier of commencement of work under this Contract or the signing of this Contract and remain in effect for the duration of the Project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

(3) All certificates of insurance required by this Contract shall be sent directly to the Town of Jerome, Chief Financial Officer, Finance Department. The contract number and project

description shall be included on the Certificates of Insurance. The Town reserves the right to require complete, certified copies of all insurance policies required by this Contract, at any time.

K. Approval. Any modification or variation from the insurance requirements in this Contract shall be approved by the Town, whose decision shall be final.

L. Liability Notwithstanding Insurance: Approval, disapproval or failure to act by Owner regarding any insurance supplied by Contractor or its Subcontractors shall not relieve the Contractor of full responsibility or liability for damages, errors, omissions or accidents as set forth in this Contract. Neither the bankruptcy or insolvency of Contractor's insurer nor any denial of liability by Contractor's insurer shall exonerate Contractor from the liability or responsibility of Contractor set forth in this Contract.

### **ARTICLE 13 INDEMNIFICATION**

A. To the fullest extent permitted by law, Contractor agrees to defend, indemnify and hold Owner, its officers, agents and employees, harmless for, from and against any and all claims, lawsuits, judgments, costs and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by Contractor's breach of any of the terms or provisions of this Contract, or by any negligent, grossly negligent or strictly liable act or omission of Contractor, its officers, agents, or employees, in the performance of this Contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of Owner, its officers, agents, employees or separate contractors. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

### **ARTICLE 14 PROGRESS AND SCHEDULING**

A. Planning, scheduling and progress monitoring are essential functions of the Contractor. Within ten (10) days after the award of the Contract, the Contractor shall prepare and submit for the Town a Schedule of Values allocating the Contract Price among the various portions of the Work for purposes of progress payments. The Schedule of Values shall be substantially equivalent to AIA Forms G702 and G703 or as specified by the Town.

B. The Contractor shall also furnish the Town with a Narrative Report corresponding with each monthly update which shall include a description of current and anticipated problem areas, delaying factors and their impact, fragmentary networks (fragnet) of delays, and an explanation of corrective action taken or proposed. If the Project is behind schedule in any month, the Contractor's Narrative Report shall indicate precisely what measurements it will take in the next thirty days to put the Work back on schedule.

C. The Contractor shall employ and supply a sufficient force of workers, material and equipment, and shall prosecute the Work with such diligence so as to maintain the rate of progress

indicated on the Progress Schedule, to prevent work stoppage, and to ensure completion of the Project within the Contract Time.

D. The Contractor shall be responsible to prepare, submit and maintain the schedules and Narrative Reports indicated above, and the failure to do so may be considered a material breach of this Contract. Any additional or unanticipated cost or expense required to maintain the schedules shall be solely the Contractor's obligation and shall not be charged to the Town.

## **ARTICLE 15 DAILY LOG**

A. The Contractor shall maintain a daily log of construction activities for each calendar day of the Contract Time, using a form approved by the Town. The Contractor shall document all activities at the Project site, including:

1. Weather conditions showing the high and low temperatures during work hours, the amount of precipitation received on the job site, and any other weather conditions which adversely affect Work at the site;
2. Soil conditions which adversely affect Work at the site;
3. The hours of operation by Contractor and individual Subcontractor personnel;
4. The number of Contractor and Subcontractor personnel present and working at the site, by subcontract and trade, and updated schedule activity number.
5. The equipment active or idle at the site;
6. A description of the Work being performed at the site, by updated schedule activity number.
7. Any delays, disruptions or unusual or special occurrences at the site;
8. Materials received at job site; and
9. A list of all visitors at the site.

B. The Contractor shall provide copies of the daily logs to the Town on a weekly basis. The daily log does not constitute written notice to the Town when such notice is required by the Contract Documents.

## **ARTICLE 16 MISCELLANEOUS DUTIES**

A. The Contractor shall submit to the Town upon request all payrolls, reports, estimates, records and any other data concerning Work performed or to be performed and concerning materials supplied or to be supplied, as well as Subcontractor payment applications and each Subcontractor's progress payment check. The requirements of this subsection shall be provided in all contracts between the Contractor and its Subcontractors.

B. During construction and for five (5) years after Final Payment, the Contractor shall retain and shall also require all Subcontractors to retain for review and/or audit by the Town all correspondence, meeting minutes, memoranda, electronic media, books, accounts, reports, files,



time cards, material invoices, payrolls, and evidence of all communications, direct and indirect costs, and all other matters related to the bidding and performance of the Work.

C. Upon request by the Town, a legible copy or the original of any or all such records shall be produced by the Contractor at any time during or after construction as the Town may request.

D. The Contractor shall be responsible for laying out its own Work and for any damage which may occur to work of any other contractor because of the Contractor's own errors or inaccuracies. The Contractor shall also be responsible for unloading, uncrating, storing and handling all materials and equipment to be erected or placed by it, whether furnished by the Contractor or others.

E. The Contractor, Subcontractors, and Suppliers shall be responsible for taking all appropriate field measurements prior to fabrication and installation of any item. Such measurements shall be taken sufficiently in advance so as to avoid any delay or potential delay. Failure to adhere to this provision shall render such delays the responsibility of the Contractor.

F. Unless otherwise specifically mentioned, all anchors, bolts, screws, fittings, fillers, hardware, accessories, wiring, conduit, ductwork, trim and other parts required for or in connection with any item or material to make a complete, serviceable, finished and quality installation shall be furnished and installed as part of the item whether or not expressly called for by the Drawings or Specifications.

G. All materials shall be shipped and stored and handled in a manner that will afford protection and ensure their being in factory-new condition at the time they are incorporated in the Work. After installation, they shall be properly protected against damage or deterioration until Final Completion of the Project.

H. When standards and specifications issued by The American Society of Testing and Materials, the American Institute of Steel Construction, the U.S. Department of Commerce (Commercial Standards), or other technical or standard setting organizations are cited in the Contract Documents, such standards or specifications (and all related standards or specifications) shall be equally as binding and have the full force and effect as though incorporated word for word. Unless otherwise specifically stated, the standards and specifications referred to shall be the latest edition or revision of such specifications that is in effect on the date of the public bid.

I. Any part of the Work damaged during installation or prior to final acceptance of Work shall be repaired so as to be unnoticeable and to be equal in quality, appearance, serviceability and other respects to an undamaged item or part of the Work. Where this cannot be fully accomplished the damaged item or part shall be replaced. After installation, all exposed surfaces and parts of an item or of the Work shall be cleaned in a manner that will not damage the finish or any of the parts of the item, so that the completed work is left in first class condition, free of all defects. All damaged or defaced Work shall be repaired or replaced to the Town's satisfaction at the expense of Contractor.

J. The Contractor shall procure and furnish to the Town all guarantees, warranties, manuals, and spares that are called for by the specifications or that are mentioned in the manufacturer's product literature. Guaranties and warranties shall commence as of the date of Substantial Completion of the Project.

K. The Contractor shall pay all royalties and license fees. The Contractor shall defend all suits or claims for infringement of any patent rights and shall save the Town harmless from loss on account thereof, except that the Town shall be responsible for loss attributable when a particular design, process or the product of a particular manufacturer or manufacturers is specified. If the Contractor has any reason to believe that the design, process or product specified could be an infringement of a patent, it shall be responsible for such loss unless it promptly gives such information in writing to the Town.

L. The Contractor shall limit its operations to the confines of the Project, except as necessary to connect to existing utilities, and shall not, without the prior written permission of the affected property Town, and encroach on property outside the site. Contractor shall not permit unauthorized persons or activities on the site and shall maintain the site in a safe and secure manner.

M. The Contractor shall prearrange time with the Town whenever it becomes necessary to interrupt any service to make connections, alterations or relocations and shall fully cooperate with the Town in doing Work so as to cause the least annoyance and interference with the continuous operation of the Town's business or official duties. Any existing plumbing, heating, ventilating, air conditioning or electrical disconnections which may affect portions of this construction or building or any other building must be coordinated with the Town to avoid any disruption of operation within the building or construction or other building or utilities. In no case, unless previously approved in writing by the Town, shall utilities be left disconnected at the end of a workday or over a weekend. Any interruption of utilities, whether negligently, intentionally, or accidentally, shall not relieve the Contractor's responsibility for the interruption or from liability for loss or damage caused by such interruption even though such loss or damage was not foreseeable by Contractor or subcontractor, or from responsibility for repairing and restoring the utility to normal service. Repairs and restoration shall be made before the workmen responsible for the repair and restoration leave the job.

N. The Contractor at all times shall keep the premises free from accumulation of waste materials or rubbish caused by his operations. If the Contractor fails to properly clean up during construction, or if a dispute arises between the Contractor and/or separate Contractors as to their responsibility for cleaning up, the Town may clean up and charge the costs thereof to the Contractors responsible as determined by the Town. At the completion of the work he shall remove all his waste materials and rubbish from and about the Project as well as all his tools, construction equipment, machinery and surplus materials. If the Contractor fails to clean up at the completion of the work, the Town may do so and the cost thereof shall be charged to the Contractor.

## **ARTICLE 17 INSPECTION OF WORK**

A. All Work done and all materials are subject to inspection by the Town to determine if they conform to the Contract Documents. The Town shall at all times have access to the Work, including materials being fabricated or stored off site. The Contractor shall furnish at the Contractor's cost any facilities necessary for sufficient and safe access to the Work.

B. Inspections, tests, measurements, or other acts of the Town are for the sole purpose of assisting the Town in determining that the Work, materials, rate of progress, and quantities comply with the Contract Documents and/or Contractor's requests for payment. These acts or functions shall not relieve the Contractor from performing the Work in full compliance with contract requirements nor relieve the Contractor from any of the quality, compliance and responsibility for the Work assigned to it by the Contract Documents. No inspection by the Town shall constitute or imply acceptance or waiver of rights.

C. Nonconforming Work or materials may be rejected and Contractor shall correct such rejected Work without additional compensation, even if the Work or materials have been previously inspected or accepted by the Town or even if the Town failed to observe the unsuitable Work or materials.

D. Any Work required to be inspected by the Town prior to being covered, which is covered up without prior inspection or without prior consent of the Town, must be uncovered and recovered by the Contractor, if requested by the Town, at no cost to Town, notwithstanding the provisions of the following subsection.

E. Contractor shall notify the Town in writing at least 48 hours prior to the time at which the Town must be present to perform an inspection. Failure to provide such notice will place the Contractor at risk for all consequences of non-inspection and having to uncover work.

## **ARTICLE 18 CORRECTION OF WORK**

A. If any portion of the Work is covered over contrary to the request of the Town or as required by the Contract or the applicable building standards, it must be uncovered for observation at the Contractor's expense if requested by the Town in writing.

B. If any portion of the Work, other than those portions required to be inspected by the Town prior to being covered, has been covered over, the Town may request that it be uncovered for observation. If such portion is found to be in accordance with the requirements of the Contract Documents, the cost of uncovering it shall be charged to the Town as a Change Order. If such portion is found not to be in accordance with the requirements of the Contract Documents, the Contractor shall bear such costs.

C. The Contractor shall promptly remove from the site and replace any material or correct any Work found by the Town to be defective or failing to conform to the requirements of the Contract,

whether or not fabricated, installed or completed, and whether discovered before or after Substantial Completion. The Contractor shall bear all costs of correcting such Work or material, including the cost of necessary additional professional services and the cost of repairing or replacing all work of separate contractors or subcontractors damaged by such removal or correction. The Town shall notify the Contractor immediately in writing upon its knowledge that additional professional services will be necessary and of the extent and estimated costs of the additional services. The Town may consent to accept such Work or material with an appropriate adjustment in Contract Price.

D. If the Contractor does not promptly replace or correct such Work or material, the Town may replace or correct the Work or material, and charge or deduct the cost of removal and replacement from any monies due to the Contractor, or recover such costs from the Contractor.

E. If, within two (2) years after the date of Substantial Completion, any of the Work is found to be defective or not in accordance with the requirements of the Contract, the Contractor shall correct it promptly after receipt of a written notice from the Town to do so. If the Contractor does not promptly replace or correct such Work or material, the Town may replace or correct the Work or material, and charge or deduct the cost of removal and replacement from any monies due to the Contractor, or recover such costs from the Contractor. Nothing contained in this section shall be construed to establish a period of limitation with respect to any obligation of the Contractor under the Contract or the law. The obligation of the Contractor under this section shall be in addition to and not in limitation of any obligations imposed by special guaranties or warranties required by the Contract, given by the Contractor, or otherwise recognized or prescribed by law.

F. If, during the running of a guarantee or warranty period, the Contractor must perform repair work to any portion of the Work, the running of the warranty or guarantee period is tolled from the time the defect or deficiency is discovered through the time when the Contractor successfully completes all repairs and retesting and start-up activities.

## **ARTICLE 19 DELAYS AND TIME EXTENSIONS**

A. If the Contractor is delayed at any time in the progress of the Work by any act or neglect of the Town, or by any separate Contractor employed by the Town, or by changes in the Work, or by labor disputes, fire, unusual delay in transportation, unusually severe weather conditions, adverse soil conditions, unavoidable casualties, delays specifically authorized by the Town, or by causes beyond the Contractor's control, avoidance, or mitigation, and without any fault or negligence of the Contractor or Subcontractor or Supplier at any tier, then the Contract Time shall be extended by Change Order for such reasonable time as the Town may determine that such event has delayed the critical path of the Work or individual milestone or overall completion of the Work after considering the advice of the Town, if the Contractor complies with the notice and documentation requirements set forth below. The Contractor shall pay any additional fees or costs incurred by the Town as the result of delays caused by the Contractor for circumstances not excused as provided herein.

B. Initial notice of any delay in the Work shall be made in writing to the Town immediately but in no event later than 24 hours after discovery of the event giving rise to the delay. Then, Contractor shall provide additional details of the delay in writing to the Town within seven (7) calendar days from the beginning of the delay. Failure to meet these time requirements shall absolutely bar any and all later claims. The detailed notice shall indicate the cause of the delay, the anticipated length of the delay, the probable effect of such delay upon the progress and cost of the Work, and potential mitigation plans. If the cause of the delay is continuing, the Contractor must give written notice every month at the same time it submits the updated progress Narrative Report to the Town. Within fifteen (15) days after the elimination of any such delay, the Contractor shall submit further documentation of the delay and, if applicable, a formal written request covering an extension of time for such delay. The written request for time extension shall state the cause of the delay, the number of days' extension requested and provide a fully documented analysis of the Progress Schedule, including a fragnet and any other data demonstrating a delay in the critical path of the Work or individual milestone or the overall project completion. If the Contractor does not comply with the notice and documentation requirements set forth above, the claim for delay is absolutely barred.

C. If the Contractor incurs damages related to expenses caused by a delay for which the Town is solely responsible, which is unreasonable under the circumstances, and which was not contemplated by the parties at the time of formation of this Contract, then the parties shall attempt to reach an agreement on the Contractor's claim, provided that the Contractor has notified the Town in writing as specified above, including why the Town is believed by the Contractor to be solely responsible for the delay. Failure to provide such timely notice shall be deemed an absolute and final waiver of any rights to additional sums. Any disputes will be resolved in accordance with the Town of Jerome Procurement Code, as amended or superseded.

D. The Contractor shall have no right to claim for alleged extended or unabsorbed home office overhead; claims for delays shall be limited to provable extended site costs.

E. The date of beginning and the time for completion as specified herein are ESSENTIAL CONDITIONS of this Contract; and it is further mutually understood and agreed that the Work embraced in this Contract shall be commenced on a date to be specified in the notice to proceed or at a preconstruction meeting, but in no event later than ten (10) days after the execution of this Contract, whichever first occurs. Said Work shall be prosecuted regularly, diligently, and uninterruptedly at such rate of progress as will ensure full completion thereof within the time specified. The time for completion of the same takes into consideration the average climatic range and usual industrial conditions prevailing in this locality. If the Contractor shall neglect, fail or refuse to complete the Work within the time herein specified, or any extension thereof granted by the Town, then the Contractor does hereby agree to pay to Town the per diem amount specified in the Contract. This amount is agreed to be liquidated damages for such breach and not a penalty therefore. The per diem amount shall be paid for each and every calendar day that the Contractor shall be in default after the time stipulated in the Contract for completing the Work. The amount is fixed and agreed upon by and between the Contractor and Town because of the impracticality and extreme difficulty of fixing and ascertaining the actual damages the Town would in such event sustain. Said sums may be withheld by the Town from any amounts due to the Contractor from the

Town, whether as the result of this Contract or any other obligation between the Town and the Contractor.

F. The parties hereby agree that if the Contractor submits an original or updated schedule which shows the project and/or individual Milestone(s) completing earlier than required by the adjusted contractual completion date(s), the differences between the forecasted early completion and the required completion shall be considered Project-owned float available for use by both the Town and the Contractor.

G. The Contractor shall not sequester shared float through such strategies as extending activity duration estimates to consume available float, using preferential logic, using extensive crew/resource sequencing, etc. Since float time within the schedule is jointly owned, no time extensions will be granted nor delay damages paid until a delay occurs which extends the work beyond the adjusted Contract completion date. Since float time within the Construction Schedule is jointly owned, it is acknowledged that Town-caused delays on the project may be offset by Town-caused time savings (i.e., critical path submittals returned in less time than allowed by the Contract, approval of substitution requests which result in a savings of time to the Contractor, etc.). In such an event, the Contractor shall not be entitled to receive a time extension or delay damages until all Town-caused time savings are exceeded and the Contract completion date or milestone date is also exceeded.

H. It is agreed that no time extensions shall be granted nor delay damages paid unless the delay is clearly demonstrated by the updated Construction Schedule current as of the month the change was issued or the delay occurred and which delay cannot be mitigated, offset, or eliminated through such actions as revising the intended sequence of work or other reasonable means.

## **ARTICLE 20 SUSPENSION OF WORK**

A. The Town may, at any time and without cause, order the Contractor in writing or cause the Contractor to suspend, delay or interrupt all or any part of the Work for such period of time as the Town may determine to be appropriate for its convenience. Equitable adjustment shall be made for any increase in the Contract Time necessarily caused by such suspension or delay by written Change Order.

## **ARTICLE 21 RIGHT TO STOP WORK**

A. If the Contractor fails to correct defective Work as required, or fails to carry out the Work in accordance with the Contract Documents, the Town by written notice, may order the Contractor to stop the Work or any portion of the Work, until the cause for the order has been eliminated to the satisfaction of the Town.

B. The Town may stop Work without written notice for 24 hours whenever in its professional opinion such action is necessary or advisable to ensure conformity with the Contract Documents. The Contractor shall not be entitled to an adjustment in the Contract Price or Contract Time under

this subsection. The right of the Town to stop the Work shall not give rise to a duty on the part of the Town to exercise this right for the benefit of the Contractor or others.

## ARTICLE 22 CHANGES

A. After this Contract is signed, Modifications in the Contract Price, the Contract Time or Scope of the Work may only be made by written Change Order.

B. By written directive at any time, the Town may make any changes within the general scope of the Contract or issue additional instructions, require additional or modified Work or direct deletion of Work. The Contractor shall not proceed with any change involving an increase or decrease in cost or time without prior written authorization from the Town and shall proceed in accordance with the procedures set forth in this section. If the Contractor proceeds with any change involving an increase or decrease in cost or time without written authorization as required by this paragraph, the Contractor hereby waives all rights or claims Contractor may have as a result of the change. The Town's right to make changes shall not invalidate the Contract or relieve the Contractor of any liability. Any requirement of notice of change to the Surety shall be the responsibility of the Contractor.

C. The cost or credit to the Town resulting from a change in Work shall be determined in one or more of the following ways:

1. By unit prices stated in the Contract.

2. By cost, as defined below, properly itemized and supported by sufficient, substantiating data to permit evaluation, plus a fee of ten percent (10%) of items (a) through (h) described below. Such costs shall be itemized by crafts as defined within the schedule of values and limited to the following items directly allocable to the change in the Work:

- (a) Cost of materials, including delivery but excluding Subcontractor-supplied materials.

- (b) Fully-burdened cost of labor, including, but not limited to, payroll taxes, social security, old age and unemployment insurance, vacation and fringe benefits required by agreement or routinely paid by contractor, and worker's or workman's compensation insurance but excluding Subcontractor's labor.

- (c) Rental value of equipment and machinery to be established by rental receipts and not to exceed reasonable and customary rates for the locale of the Work. For owned equipment, contractor must prove reasonable rental rate pursuant to actual ownership costs.

- (d) Cost of Subcontracted work calculated as above and Subcontractor's Field Supervision calculated in accordance with paragraph (e) below, plus Subcontractor's insurance and bond premiums as applicable. Insurance and bond premium cost shall not exceed a total of two percent (2%) of Subcontractor's documented cost.



(e) Contractor's Field Supervision not to exceed five percent (5%) of (a), (b) and (d) above; the parties agree that this mark-up shall fully cover all contractor Field Supervision overhead.

(f) Contractor's insurance and bond premiums not to exceed a total of two percent (2%), or documented cost.

(g) Sales tax at full value.

(h) If this method of cost or credit calculation is selected, in no event shall the combined total fee including all levels or tiers of Subcontractors exceed twenty percent (20%) of the total cost of paragraphs (a), (b), (c) and (d). Field Supervision is to be excluded at all levels for the purposes of the limit imposed by this paragraph.

3. By mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation; provided that such lump sum shall not exceed that amount calculated under item 2 above.

D. If none of the above methods is agreed upon, the Contractor shall promptly proceed with performing the change, upon receipt of a written order signed by the Town. Any dispute regarding the pricing methodology or cost of the change shall not relieve the Contractor from proceeding with the change as directed by the Town. The cost or credit to the Town shall be determined by the Town on the basis of the preceding subsection.

E. A fully executed Change Order shall be full and final settlement of all claims for direct, indirect, delay, disruption, inefficiency and any other consequential costs related to items covered or affected, as well as time extensions. Any such claim not presented by the Contractor for inclusion in the Change Order is irrevocably waived.

F. In an emergency affecting the safety of life, or of the structure, or of adjoining property, the Contractor, without special instruction or authorization from the Town, is permitted to act at its discretion to prevent threatened loss or injury. Any compensation claimed by the Contractor on account of such emergency work shall be determined in accordance with this section.

## **ARTICLE 23 PAYMENT**

A. Payments on account of the Contract Price will be made monthly as Work progresses. Payment Applications, covering labor, material, equipment, supplies, and other items completed, delivered, or suitably stored on site during a period ending on the last calendar day of each month, shall be submitted to the Town by the Contractor on the current edition of AIA Documents G702 and G703, within five (5) days after end of the period. Payment Applications shall be notarized, shall be supported by such data substantiating the Contractor's right to payment as the Town may require, and reflect retainage, if any, as is provided. All payments shall be subject to any offset or retainage provisions of the Contract.

B. Each payment made to the Contractor shall be on account of the total amount payable to the Contractor, and title to all Work covered by a paid partial payment shall thereupon pass to the Town. Nothing in this section shall be construed as relieving the Contractor from the sole responsibility for care and protection of materials and Work upon which payments have been made, for restoration of any damaged Work, or as a waiver of the right of the Town to require fulfillment of all terms of Contract Documents.

C. The Town, within seven (7) days after receipt of the Payment Application, will either issue a Certificate for Payment for such amount as is properly due or issue written notice of the reasons for withholding such a certificate.

D. The issuance of a Certificate for Payment will constitute a representation by the Town, observations at the site and the data comprising the Application for Payment, that the Work is in accordance with the Contract Documents (subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to the results of any subsequent tests required by or performed under the Contract Documents, to minor deviations from the Contract Documents correctable prior to completion, and to any specific qualifications stated in his certificate); and that the Contractor is entitled to payment in the amount certified.

E. Payment may be withheld in whole or in part to protect the Town on account of:

1. Unsatisfactory job progress as determined by the Town.
2. Defective Work or materials not remedied.
3. Disputed Work or materials.
4. Claims or other encumbrances filed or reasonable evidence indicating probable filing of claims or other encumbrances by Subcontractors or Suppliers, or others.
5. Failure of the Contractor to make payment to Subcontractors or Suppliers within seven (7) days after receipt of each progress payment.
6. A reasonable doubt as determined by the Town that the Work can be completed for the unpaid balance of the Contract Price or within the Contract Time.
7. The Contractor's failure to perform any of its contractual obligations under the Contractor Documents, or any other Contract with the Town.
8. Deficiencies or claims asserted by Town against Contractor arising from any other project. Within fourteen (14) days following the receipt of the Certificate of Payment, the Town shall pay to the Contractor the value of the Work in place and materials suitably stored at the site. The remaining 10% shall be retained by the Town until the Contract is 50% completed at which time the retainage shall be reduced to 5%; provided that: (a) the Contractor is making satisfactory progress on the Contract; and (b) in the Town's sole judgment, there is no specific cause or claim requiring a greater amount than 5% to be retained. Thereafter, the Town shall pay the Contractor 95% of the value of the Work, unless and until it determines satisfactory progress is not being made, at which time the 10% retainage may be reinstated. Such 10% reinstatement would be 10% of the total contract value of Work in place and materials stored. The Town's sole judgment concerning the satisfactory progress of the Work shall be final.

F. Within sixty (60) days after the issuance of the Certificate of Final Completion by the Town and receipt of all other documents required by the Contract, all retained amounts shall be paid to Contractor as part of Final Payment:

1. The Final Payment shall not become due until the Contractor delivers to the Town full and final unconditional releases from Subcontractors and major Suppliers acknowledging payment in full. Any claim filed thereafter shall be the responsibility of the Contractor.

2. If any claim remains unsatisfied after all payments are made, the Contractor shall immediately upon demand refund to the Town all monies that the latter may be compelled to pay in discharging such claim including all costs, interest and attorneys' fees.

G. If any payment of the Contract Price is not made within thirty (30) days and without just cause, interest shall thereafter accrue on the unpaid principal balance at the minimum rate allowed by state law (A.R.S. § 44-1201) on the due date.

## **ARTICLE 24 WARRANTY**

A. The Contractor warrants that all materials and equipment furnished under this Contract will be new unless otherwise specified, and that all Work will be free from faults and defects and in strict conformance with the Contract Documents.

B. Neither provision of manufacturers' warranties nor Final Payment nor use or occupancy of all or a portion of the Premises by the Town shall constitute an acceptance of Work not performed in accordance with the Contract Documents or relieve the Contractor or its sureties of liability with respect to any warranties or responsibility for faulty materials and workmanship.

C. This warranty shall continue for a period of 1 year from the date of final acceptance of the work. If the Town takes possession of any part of the work before final acceptance, this warranty shall continue for a period of 1 year from the date the Town takes possession.

D. The Contractor or its sureties shall remedy any defects in the Work and any resulting damage to the Work or the Work of others at its own expense.

E. The Contractor shall be liable for correction of all damage resulting from defective Work. If the Contractor fails to remedy any defects or damage, the Town may correct the Work or repair the damages and the cost and expense incurred in such event shall be paid by or be recoverable from the Contractor.

F. The warranties provided in this section shall be in addition to and not in limitation of any other warranty or remedy provided by law or by the Contract Documents.

## **ARTICLE 25 SUBSTANTIAL COMPLETION**

A. When the Contractor requests a Substantial Completion Inspection for the Work or a designated portion thereof, the Town shall determine the validity of the request. A list of items to be completed or corrected shall be prepared by the Contractor and presented to the Town with the request for inspection. By submitting a request for Substantial Completion Inspection the Contractor thereby certifies that it has performed a thorough inspection of the Project in preparing the list of items to be completed or corrected, has consulted with its subcontractors, and that the remaining incomplete or defective work shall be completed within thirty (30) days of submission of the request. The Town shall evaluate the Contractor's request and list of uncompleted items and, if appropriate in their judgment, add to or delete items from the list necessary to complete the work. The failure to include items on any punch list shall not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. By submitting a request for Substantial Completion Inspection, the Contractor thereby certifies that the remaining incomplete or defective Work required by the Contract Documents shall be completed within thirty (30) days.

B. If the Town, on the basis of Substantial Completion inspection, determines that the Work has been substantially completed in accordance with the Contract Documents, then the Town will prepare a Certificate of Substantial Completion, which shall establish the date of Substantial Completion; shall state the responsibilities of the Contractor for remaining punchlist items, maintenance, heat and utilities, security, and damage to the work; and shall fix the time, not to exceed thirty (30) days, within which the Contractor shall complete the punch list. The Certificate of Substantial Completion shall be submitted by the Town to the Contractor for their written acceptance of the responsibilities assigned to them in such Certificate. The Project shall not be deemed substantially complete until the Certificate is issued irrespective of Town occupancy.

## **ARTICLE 26 FINAL INSPECTION**

A. When the Contractor submits in writing to the Town a request for a final inspection of the Work, the Town shall determine the validity of the request. Following the inspection, if there are items to be completed or corrected, the Town will determine the dollar value to be withheld in accordance with the retainage provisions of the Contract. In the event that the Contractor has not completed the punch list items within the time designated in the Certificate of Substantial Completion, the Town retains the right to have these items corrected at the expense of the Contractor, including all architectural, engineering and inspection costs and expenses incurred by the Town.

B. The Town shall not be required to release the retainage until such items have been completed and inspected.

## **ARTICLE 27 ASSIGNMENT OF CLAIMS**

A. The Town and Contractor recognize that in actual economic practice overcharges resulting from antitrust violations are in fact borne by Town. Therefore, the Contractor hereby assigns to Town any and all claims for such overcharges. The Contractor in all subcontracts shall require all Subcontractors to likewise assign all claims for overcharges to the Town.

## **ARTICLE 28 DISPUTES**

A. All of Contractor's claims and disputes shall first be referred to the Town for initial determination, by written notice, not more than seven (7) days from the occurrence of the event which gives rise to the dispute, or not more than seven (7) days from the date that the Contractor knew or should have known of the problem. Unless the claim is made in accordance with these time requirements, it is irrevocably waived. The Town shall render a written decision within a reasonable time. The Town's decision may be reviewed in accordance with Town of Jerome Procurement Code, as amended or superseded. Any claim not timely filed or not complete at the time of filing is irrevocably waived.

B. Any failure of the Town to make a decision within the time limit set forth shall not be construed as acquiescence in all or any part of the Contractor's claim for relief. Unless otherwise agreed in writing, the Contractor shall carry on the Work and maintain its progress during any claims and controversy proceedings, and the Town shall continue to make payments to the Contractor in accordance with the Contract Documents.

## **ARTICLE 29 FORUM**

A. No suit or action shall be commenced hereunder by any claimant other than in the Superior Court of Arizona in Yavapai County, and only after all contractual and administrative procedures have been fulfilled. By submitting a bid for this project, Contractor agrees to be bound by the Town of Jerome Procurement Code Dispute Resolution Procedures and waives any objections to those procedures.

## **ARTICLE 30 TERMINATION BY THE TOWN**

A. This Contract may be terminated by the Town under the conditions stated in A.R.S. § 38-511.

## **ARTICLE 31 TERMINATION FOR CAUSE**

A. The Town may terminate the Contract upon the occurrence of any one or more of the following events:

1. If the Contractor refuses or fails to prosecute the Work, or any separable part, with such diligence as will ensure its completion within the Contract Time; or if the Contractor fails to complete the Work within the Contract Time;

2. If the Contractor or any of its key subcontractors is adjudged a bankrupt or insolvent or makes a general assignment for the benefit of creditors, or if the Contractor or any of its key subcontractors or a third party files a petition to take advantage of any debtor's act or to reorganize under the bankruptcy or similar laws concerning the Contractor or any of its key subcontractors, or if a trustee or receiver is appointed for the Contractor or any of its key subcontractors or for any of the Contractor's property on account of the Contractor's insolvency, and the Contractor or its successor in interest or any of its key subcontractors does not provide adequate assurance of future performance in accordance with the Contract within ten (10) days after receipt of a request for assurance from the Town;

3. If the Contractor fails to supply sufficient skilled workmen or suitable materials or equipment;

4. If the Contractor fails to make prompt payments to subcontractors or suppliers at any tier, or for labor, materials or equipment;

5. If the Contractor fails to comply with laws, ordinances, rules, codes, regulations, orders or similar requirements of any public entity having jurisdiction;

6. If the Contractor fails to follow any reasonable instructions by the Town;

7. If the Contractor performs Work which deviates from the Contract Documents, and neglects or refuses to correct rejected Work; or

8. If the Contractor otherwise violates in any material way any provisions or requirements of the Contract Documents. Once the Town determines that sufficient cause exists to justify the action, the Town may terminate the Contract without prejudice to any other right or remedy the Town may have, after giving the Contractor and its Surety seven (7) days' notice by issuing a written Declaration of Default. The Town shall have the sole discretion to permit the Contractor to remedy the cause for the contemplated termination without waiving the Town's right to terminate the Contract.

B. If the Contract is terminated, the Town may take over the Work and prosecute it to completion, by contract or otherwise, and may exclude the Contractor from the site. The Town may take possession of the Work and of all of the Contractor's tools, appliances, construction equipment, machinery, materials, and plant which may be on the site of the Work, and use the same to the full extent they could be used by the Contractor, without liability to the Contractor. In exercising the Town's right to prosecute the completion of the work, the Town may also take possession of all materials and equipment stored at the site or for which the Town has paid the Contractor but which are stored elsewhere, and finish the Work as the Town deems expedient. In

such case, the Contractor shall not be entitled to receive any further payment until the Work is finished.

C. If the unpaid balance of the Contract Price exceeds the direct and indirect costs and expenses of completing the Work, and all Town damages including liquidated damages and compensation for additional professional and consultant services, such excess shall be used to pay the Contractor for the cost of the Work it performed and a reasonable allowance for overhead and profit. If such costs exceed the unpaid balance, the Contractor shall immediately upon demand pay the difference to the Town. In exercising the Town's right to prosecute the completion of the Work, the Town shall have the right to exercise its sole discretion as to the manner, methods, and reasonableness of the costs of completing the Work, and the Town shall not be required to obtain the lowest figure for Work performed in completing the contract. If the Town takes bids for remedial Work or completion of the project, the Contractor shall not be eligible for the award of such contracts.

D. If the Contract is terminated, the Town may demand that the Contractor's Surety take over and complete the Work on the Contract. The Town may require that in so doing, the Contractor's Surety not utilize the Contractor in performing the Work. Upon the failure or refusal of the Contractor's Surety to take over and begin completion of the Work within 20 days after the demand, the Town may take over the Work and prosecute it to completion as provided above.

E. The Town shall have the option of requiring any, all or none of the Subcontractors to perform according to their subcontracts and may assign any or all of the subcontracts to a general contractor selected to complete the Work.

F. If the Town takes over the Work, unexecuted orders entered into by the Contractor for performance of any part of the Work will be effective upon acceptance by the Town in writing and only as to those subcontracts and purchase orders which the Town designates in writing.

G. The Contractor shall be liable for any damage to the Town resulting from the termination or from the Contractor's refusal or failure to complete the Work, and for all costs necessary for repair and completion of the Project over and beyond the amount of the Contract. The Contractor shall be liable for all legal fees and costs required to enforce the provisions of the Contract.

H. If the Town terminates the Contract, the Contractor shall remain liable for liquidated damages for delay until such reasonable time as may be required for final completion of the Work. Such damages shall be in addition to and not in lieu of any other damages sustained by Town in completing the Work.

I. In the event the Contract is terminated, the termination shall not affect any rights of the Town against the Contractor. The rights and remedies of the Town under this section are in addition to any other rights and remedies provided by law or under this Contract. Any retention or payment of monies to the Contractor by the Town will not release the Contractor from liability.

J. If the Contract is terminated under this section, and it is determined for any reason that the Contractor was not in default under the provisions of this Section, the termination shall be deemed



a Termination for Convenience of the Town and, the rights and obligations of the parties shall be determined in accordance with the following section.

## **ARTICLE 32 TERMINATION FOR CONVENIENCE OF THE TOWN**

The Town, by written notice to the Contractor, may terminate this Contract in whole or in part when sufficient appropriated or other funds are not available or in the sole discretion of the Town it is in the Town's best interest. In such case, the Contractor shall be paid for all Work executed and reasonable termination expenses, and a reasonable allowance for profit and overhead on Work done, provided that such payments exclusive of termination expenses shall not exceed the total Contract Price as reduced by other contract payments previously made to the Contractor and as further reduced by the value of the Work as yet not completed. The Contractor shall not be entitled to profit and overhead on Work, which was not performed.

## **ARTICLE 33 ASSIGNMENT OF CONTRACT**

Contractor shall not assign any amount or part of the Contract or any of the funds to be received under the Contract unless Contractor has the prior written approval of the Town and the Contractor's Surety has been given notice and has given written consent to any such assignment.

## **ARTICLE 34 LAW TO GOVERN**

This Contract is made under and shall be construed in accordance with the laws of the State of Arizona. If any portion of this Contract is found to be unenforceable the rest and remainder of the Contract shall remain in full force and effect so as to effectuate the intent of the parties. Each party acknowledges that it has had an opportunity to review this Contract with counsel and this document shall be construed fairly and equitably so as to effectuate the intention of the parties irrespective of who is determined to have been the drafter of the document.

## **ARTICLE 35 E-VERIFY REQUIREMENTS**

To the extent applicable under A.R.S. §41-4401, the Contractor and its subcontractors or subconsultants warrant compliance with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under A.R.S. §23-214(A). The Contractor's or its subcontractor's or subconsultant's failure to comply with such warranty shall be deemed a material breach of this Agreement and may result in the termination of this Agreement by the Town.

## **ARTICLE 36 FEDERAL IMMIGRATION LAWS AND REGULATIONS**

Consultant warrants that it complies with all Federal Immigration laws and regulations that relate to its employees and complies with A.R.S. § 23-214.A. Consultant acknowledges that pursuant to A.R.S. § 41-4401 and effective September 30, 2008, a breach of this warranty is a material breach of this contract subject to penalties up to and including termination of this contract, and that the Town retains the legal right to inspect the papers of any employee who works on the contract to ensure compliance with this warranty.

### **ARTICLE 37 ISRAEL**

Pursuant to A.R.S. § 35-393.01, Contractor certifies that it is not currently engaged in, and agrees for the duration of the Contract to not engage in, a boycott of Israel, or any entity that does business in Israel or any territories controlled by Israel.

### **ARTICLE 38 FORCED LABOR OF ETHNIC UYGHURS**

Pursuant to A.R.S. § 35-394, Contractor certifies that it does not, and will not for the duration of the Contract, use the forced labor, any goods or services produced by the forced labor, or any contractors, subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China..

**END OF SECTION**

**EXHIBIT B  
TO  
CONSTRUCTION CONTRACT  
BETWEEN  
TOWN OF JEROME  
AND  
TOTAL MAINTENANCE EROSION CONTROL LLC**

(Contractor Bid Forms)

See following pages.

**EXHIBIT C  
TO  
CONSTRUCTION CONTRACT  
BETWEEN  
TOWN OF JEROME  
AND  
TOTAL MAINTENANCE EROSION CONTROL LLC**

(Plans and Specification)

See following pages.

**EXHIBIT D  
TO  
CONSTRUCTION CONTRACT  
BETWEEN  
TOWN OF JEROME  
AND  
TOTAL MAINTENANCE EROSION CONTROL LLC**

(Payment and Performance Bonds)

See following pages.

**PAYMENT BOND****KNOW ALL PERSONS BY THESE PRESENTS THAT:**


---

 Name of CONTRACTOR
 

---



---

 Address of CONTRACTOR
 

---

a \_\_\_\_\_, hereinafter called PRINCIPAL and  
 (Corporation), (Partnership) or (Individual)

---

 Name of SURETY
 

---



---

 Address of SURETY
 

---

hereinafter called SURETY, are held and firmly bound unto

---

 Town of Jerome
 

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---

 Name of OWNER
 

---



---

 600 Clark Street, P.O. Box 335 Jerome, AZ 86331
 

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---

 Address of OWNER
 

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hereinafter called OWNER, in the total aggregate penal sum of one hundred thirty three thousand, one hundred ninety four dollars and sixty-eight cents (\$133,194.00) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**THE CONDITION OF THIS OBLIGATION** is such that, whereas the PRINCIPAL entered into a certain contract with the OWNER, DATED THE 12<sup>th</sup> day of November, 2025, a copy of which is hereto attached and made a part of the construction contract for **THE GULCH DRAINAGE IMPROVEMENT PROJECT**.

**NOW, THEREFORE**, the condition of this obligation is such, that if the principal promptly pays all monies due to all persons supplying labor or materials to the principal or the principal's subcontractors in the prosecution of the work provided for in the contract, this obligation is void. Otherwise it remains in full force and effect.

**PROVIDED, HOWEVER**, that this bond is executed pursuant to the provisions of title 34, chapter 2, article 2, A.R.S., and all liabilities on this bond shall be determined in accordance with the provisions, conditions and limitations of title 34, chapter 2, article 2, A.R.S., to the same extent as if they were copied at length in this Contract.

The prevailing party in a suit on this bond shall recover as a part of the judgment reasonable attorney fees that may be fixed by a judge of the court.

**IN WITNESS WHEREOF**, this instrument is executed in \_\_\_\_\_ counterparts, each one of which shall be deemed an original, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

PRINCIPAL'S ATTEST:

PRINCIPAL

By: \_\_\_\_\_  
Attorney-in-Fact

(SEAL)

Address: \_\_\_\_\_

SURETY'S ATTEST:

SURETY

By: \_\_\_\_\_  
Attorney-in-Fact

(SEAL)

Address: \_\_\_\_\_



**PERFORMANCE BOND****KNOW ALL PERSONS BY THESE PRESENTS THAT:**


---

 Name of CONTRACTOR

---

 Address of CONTRACTOR

a \_\_\_\_\_, hereinafter called PRINCIPAL and  
*(Corporation), (Partnership) or (Individual)*

---

 Name of SURETY

---

 Address of SURETY

hereinafter called SURETY, are held and firmly bound unto

---

 Town of Jerome  
 Name of OWNER

---

 600 Clark Street, P.O. Box 335 Jerome, AZ 86331  
 Address of OWNER

hereinafter called OWNER, in the total aggregate penal sum of one hundred thirty three thousand, one hundred ninety four dollars and sixty-eight cents (\$133,194.68) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**THE CONDITION OF THIS OBLIGATION** is such that, whereas the PRINCIPAL entered into a certain contract with the OWNER, DATED THE 12<sup>th</sup> day of November, 2025, a copy of which is hereto attached and made a part of the construction contract for **THE GULCH DRAINAGE IMPROVEMENT**.

**NOW, THEREFORE**, the condition of this obligation is such, that if the principal faithfully performs and fulfills all of the undertakings, covenants, terms, conditions and agreements of the contract during the original term of the contract and any extension of the contract, with or without notice to the surety, and during the life of any guaranty required under the contract, and also performs and fulfills all of the undertakings, covenants, terms, conditions and agreements of all duly authorized modifications of the contract that may hereafter be made, notice of which modifications to the surety being hereby waived, the above obligation is void. Otherwise it remains in full force and effect.

**PROVIDED, HOWEVER**, that this bond is executed pursuant to the provisions of title 34, chapter 2, article 2, A.R.S., and all liabilities on this bond shall be determined in accordance with the provisions of title 34, chapter 2, article 2, A.R.S., to the extent as if it were copied at length in this Contract.

The prevailing party in a suit on this bond shall recover as part of the judgment reasonable attorney fees that may be fixed by a judge of the court.

**IN WITNESS WHEREOF**, this instrument is executed in \_\_\_\_\_ counterparts, each one of which shall be deemed an original, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

PRINCIPAL'S ATTEST:

\_\_\_\_\_  
PRINCIPAL

By: \_\_\_\_\_

Attorney-in-Fact

(SEAL)

Address: \_\_\_\_\_

\_\_\_\_\_  
Witness as to PRINCIPAL

\_\_\_\_\_  
Address

SURETY'S ATTEST:

\_\_\_\_\_  
SURETY

By: \_\_\_\_\_

(SEAL)

Address: \_\_\_\_\_

\_\_\_\_\_  
Witness as to SURETY

\_\_\_\_\_  
Address

**File Attachments for Item:**

**E. Consider Removing from the Table (From January, 2025) 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, ARIZONA 86331

(928) 634-7943

www.jerome.az.gov

## BUSINESS LICENSE APPLICATION

Business license # 25-1187

Expiration TBD

Item E.

New ☒

Renewal ☐

Date 9/1/2025 Name of Business US Ghost Adventures LLC

AZ TPT #

TPT license

CURRENT TPT LICENSE, if applicable, MUST ALSO BE SUBMITTED.)

If your business is subject to a certificate of health or sanitary examination, please include a copy of your current license from Yavapai County Community Health Services. Where any business activity is subject to a certificate of health or sanitary examination, before commencing operation, the applicant must produce a current license, certificate or permit from Yavapai County Community Health Services. Failure to do so is grounds for revocation or suspension of the license.

County Health License: ☐ CURRENT LICENSE ON FILE ☒ EXEMPT

For MOBILE FOOD VENDORS or TOUR BUSINESSES:

Certificate of Insurance:

☒ CURRENT COI ON FILE ☐ EXEMPT

Physical address of business (Not PO Box) 640 Governor Nicholls St, New Orleans, LA 70116

Mailing address 640 Governor Nicholls St, New Orleans, LA 70116

Business Phone (844) 757-5657 Cell \_\_\_\_\_ Email payroll@tourismo.com

\*To Schedule Your Inspection, contact the Fire Inspector- Phone: (928) 649-3034 Email: r.hernandez@jeromefd.org

Type of business Walking Tours Home-based business? YES ☐ NO ☒

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

Business Owner(s) Lance Zaal

Signature [Signature]

Date 8/31/2025

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 8-3-1 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.

### FOR TOWN USE ONLY

COI Required? ☒ Y ☐ N Rcvd. 9/8/25

DATE APPLICATION SUBMITTED 9/8/25 ACCEPTED BY KM ☒ Caselle ☒ EXSP ☒ HC to IT

☒ \$20 ☐ \$50 ☐ CASH ☐ CREDIT CARD ☒ CHECK # 49012201 PAYMENT DATE 10/15/25

UTILITIES ACCT/CLASSIFICATION NA - NO location in Jerome Status: ☐ Current ☐ 30 days past due ☐ 30 days+ past due

☐ APPROVED ☐ DENIED \_\_\_\_\_ Date \_\_\_\_\_ Called for Inspection Appointment: Y ☐ N ☐

Building Inspector

☐ APPROVED ☐ DENIED \_\_\_\_\_ Date \_\_\_\_\_ APPT. DATE \_\_\_\_\_

Fire Inspector

☐ APPROVED ☐ DENIED \_\_\_\_\_ Date \_\_\_\_\_ IF DENIED, PLEASE STATE REASON & INITIAL:

Zoning Administrator

☐ APPROVED ☐ DENIED \_\_\_\_\_ Date \_\_\_\_\_

Town Manager

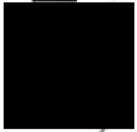
NEW EXPIRATION DATE TBD DATE ISSUED \_\_\_\_\_

## CHECKLIST-TOUR BUSINESS APPLICATION-UPDATED 5/28/2025

This document is a list of information that may need to be included, depending on applicability, with an application for a Jerome Tour Business License. All information must be turned into the Town Clerk at least 2 weeks prior to an upcoming Council Meeting to be placed on the agenda for consideration.



1. A completed Town of Jerome Business License Application.



2. A copy of your current Arizona TPT license.



3. Fee paid to the Town of Jerome for Business License Application (see below).

Estimated gross annual revenue:

\$2,500 - \$10,000 (license fee: \$20) ☒

Over \$10,000 (license fee: \$50) ☐



4. For NEW applicants, 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. For EXISTING Tour companies applying to renew, this only applies if you are adding a NEW tour route, or CHANGING an old one.

Jerome Town Code, Section 8-5-5 'Routes' B. The proposed routes of all tour businesses shall be approved in advance by the Town Council. The submittal seeking approval shall include a legible map of the Town clearly showing all routes, stopping points, pick-up and drop-off points, and the business's parking area.



5. 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.

Jerome Town Code Section 8-5-6 'General Provisions' D. No tour business shall operate within the jurisdiction of the Town of Jerome unless it has first provided 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.

Type of Tours:

☐ Driving

☒ Walking

☐ Both

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



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

Jerome Town Code, Section 8-5-6 'General Provisions' E. All drivers of tour vehicles shall maintain a current driver's license issued by the State of Arizona. A copy of each driver's license shall be filed by the tour business with the Town prior to that driver operating any tour business vehicle.

**RECOMMENDED:** Read Jerome Town Code Chapter 8, Section 5 'Tour Business Code,' to familiarize yourself with all ordinances regarding tour businesses. Available to the public at: <https://jerome.az.gov/jerome-town-code>

If you have any questions, please contact the Deputy Clerk at [k.muenz@jerome.as.gov](mailto:k.muenz@jerome.as.gov) or 928-634-7943

# US GHOST

## ADVENTURES

Item E.

**Town of Jerome**  
**PO Box 335**  
**Jerome, AZ 86331**

September 2, 2025

To Whom It May Concern:

Please find enclosed our completed business license application. The \$20 application fee will be remitted separately through Key Bank and is expected to arrive within 7–10 business days.

Should you have any questions, please contact me directly at (617) 386-2042 or [payroll@tourismo.com](mailto:payroll@tourismo.com).

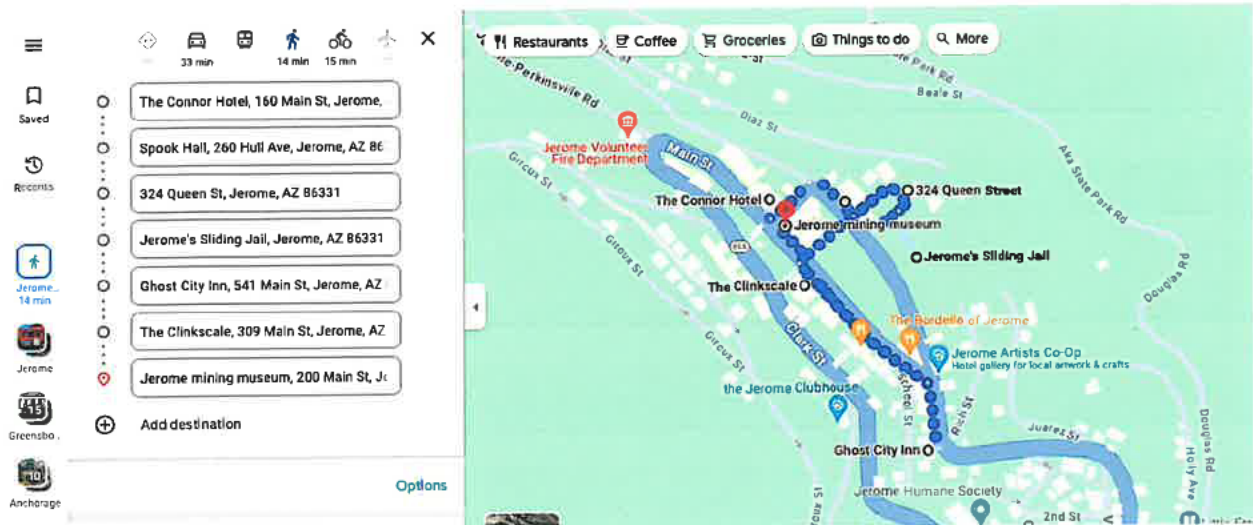
Thank you,



Samantha Sautua  
Human Resource Assistant

# 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



## Extended Tour

Residential Street →

4 min 9 min 4 min

- Grave of Giovanni Bruno, 25 Magnolia Av
- Haunted Hamburger, 410 Clark St, Jeron
- The Surgeon's House, 100 Hill St #998, J
- Jerome Grand Hotel, 200 Hill St, Jerome.

+ Add destination

Options

Send directions to your phone

via County Rd and Clark St 9 min 0.4 mile

Details

Mostly flat

Map Link: <https://maps.app.goo.gl/ypkt6bdZxiQe8jwf7>

Distance: 3 stops, 0.4 miles, 30 minutes

1. **Haunted Hamburger** | 410 Clark St
2. **The Surgeon's House** | 100 Hill St #998
3. **Jerome Grand Hotel** | 200 Hill St





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD) 09/02/20  
Item E.

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).

|                                                                                             |                                                  |                      |
|---------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------|
| <b>PRODUCER</b><br>Next First Insurance Agency, Inc.<br>PO Box 60787<br>Palo Alto, CA 94306 | <b>CONTACT NAME:</b>                             |                      |
|                                                                                             | <b>PHONE (A/C No, Ext):</b> (855) 222-5919       | <b>FAX (A/C No):</b> |
| <b>INSURED</b><br>US Ghost Adventures LLC<br>PO Box 5757<br>Williamsburg, VA 23188          | <b>E-MAIL ADDRESS:</b> support@nextinsurance.com |                      |
|                                                                                             | <b>INSURER(S) AFFORDING COVERAGE</b>             |                      |
|                                                                                             | <b>INSURER A:</b> Next Insurance US Company      |                      |
|                                                                                             | <b>INSURER B:</b>                                |                      |
|                                                                                             | <b>INSURER C:</b>                                |                      |
|                                                                                             | <b>INSURER D:</b>                                |                      |
| <b>INSURER E:</b>                                                                           |                                                  |                      |
| <b>INSURER F:</b>                                                                           |                                                  |                      |
| <b>NAIC #</b> 16285                                                                         |                                                  |                      |

**COVERAGES** **CERTIFICATE NUMBER:** 365288235 **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 SUBR INSD WVD                                               | POLICY NUMBER    | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                               |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------------------|-------------------------|-------------------------|----------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                                     | X                                                                | NXTT07EVPJ-05-GL | 08/06/2025              | 08/06/2026              | EACH OCCURRENCE \$1,000,000.00                                       |
|          |                                                                                                                                                                                               |                                                                  |                  |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00               |
|          |                                                                                                                                                                                               |                                                                  |                  |                         |                         | MED EXP (Any one person) \$15,000.00                                 |
|          |                                                                                                                                                                                               |                                                                  |                  |                         |                         | PERSONAL & ADV INJURY \$1,000,000.00                                 |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC                                               |                                                                  |                  |                         |                         | GENERAL AGGREGATE \$2,000,000.00                                     |
|          | OTHER:                                                                                                                                                                                        |                                                                  |                  |                         |                         | PRODUCTS - COM/OP AGG \$2,000,000.00                                 |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY                                    |                                                                  |                  |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$                               |
|          | <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY                                                                                                     |                                                                  |                  |                         |                         | BODILY INJURY (Per person) \$                                        |
|          |                                                                                                                                                                                               |                                                                  |                  |                         |                         | BODILY INJURY (Per accident) \$                                      |
|          |                                                                                                                                                                                               |                                                                  |                  |                         |                         | PROPERTY DAMAGE (Per accident) \$                                    |
|          |                                                                                                                                                                                               |                                                                  |                  |                         |                         | \$                                                                   |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR                                                                                                                                           |                                                                  |                  |                         |                         | EACH OCCURRENCE \$                                                   |
|          | <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE                                                                                                                                       |                                                                  |                  |                         |                         | AGGREGATE \$                                                         |
|          | <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                                                                            |                                                                  |                  |                         |                         | \$                                                                   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below | <input type="checkbox"/> Y <input checked="" type="checkbox"/> N | N/A              |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> |
|          |                                                                                                                                                                                               |                                                                  |                  |                         |                         | E.L. EACH ACCIDENT \$                                                |
|          |                                                                                                                                                                                               |                                                                  |                  |                         |                         | E.L. DISEASE - EA EMPLOYEE \$                                        |
|          |                                                                                                                                                                                               |                                                                  |                  |                         |                         | E.L. DISEASE - POLICY LIMIT \$                                       |

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

The Certificate Holder is Town of Jerome. This Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

## CERTIFICATE HOLDER

Town of Jerome  
PO Box 335  
Jerome, AZ 86331

## LIVE CERTIFICATE



[Click or scan to view](#)

## 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

*Ann Ryan*

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**File Attachments for Item:**

**F. Consideration of a Remote Tasting Room Series 19 Liquor License on Location at 114 Jerome Avenue for dba The Original Jerome Winery**

Council will consider and may approve the Series 19 Liquor License.





Arizona Department of Liquor Licenses and Control  
<https://www.azliquor.gov>  
(602) 542-5141

**DLLC USE ONLY**

Job #:

Date Accepted:

LC:

License #:

**APPLICATION SERIES 19  
REMOTE TASTING ROOM  
Farm Winery • Craft Distillery**

Custom Crush license is an agreement between a "host" Farm Winery and a "tenant" Farm Winery to produce wine on behalf of the tenant.

**SECTION 1**

**MUST** be approved and signed by the Local Governing Body before submitting to the Arizona Department of Liquor.

**LOCAL GOVERNING BODY**

Date Received: \_\_\_\_\_

I, \_\_\_\_\_  
Government Official Title ☐ APPROVAL ☐ DISAPPROVAL

On behalf of \_\_\_\_\_  
City, Town, County Signature Date

**SECTION 2**

**Ownership:**

Arizona Liquor License Number: 13023043  
(Must be a series 13, 18, 2W or 2D license)

Agent Name: McLoughlin John Mike  
(Must currently own a series 13, 18, 2W or 2D) Last First Middle

Owner Name: John McLoughlin & Associates Inc  
(Exactly as it appears on Liquor License)

Business Name: The Original Jerome Winery  
(Exactly as it appears on the exterior of premises)

Business Address: 114 Jerome Ave Jerome AZ 86331 Yavapai  
(Do not use P.O. Box) Street Zip County

Mailing Address: \_\_\_\_\_  
(All correspondence will be mailed to this address) Street City State Zip

Business Phone: 480-988-5206 Cell Number: \_\_\_\_\_

Email Address: john@cellar433.com



### SECTION 3

#### Questions-ALL questions must be answered

1. I verify that the location of the remote tasting room is within the incorporated limits of the city/town named above. ☒ Yes ☐ No
2. I verify that the location of this remote tasting room is not within 300 feet of a school building. [A.R.S. §4-207] ☒ Yes ☐ No
3. I have assigned a manager to oversee the day-to-day operations at the location identified above. The following documents are attached to this application: ☐ Yes ☒ No
  - a) manager's valid Title 4 (Arizona liquor law) training Certificates of Completion
  - b) manager's completed questionnaire
  - c) manager's fingerprint card and fee [A.R.S. §4-202(C)]
4. Do you intend to share a Remote Tasting Room with another Craft Distiller or Farm Winery? ☒ Yes ☐ No  
 If yes, please provide second License number: 13023012

### SECTION 4

#### Diagram of Premises

Please attach a diagram showing only the area where liquor will be sold, served, consumed, dispensed, possessed and/or stored. Diagram must show all entrances, exits, interior walls, bar areas, bar stools, hi-tops, dining tables, dining chairs, kitchen, dance floor, stage, game rooms, restrooms, etc. Do not include parking lots or living quarters.



#### **FOR OUT-OF-STATE APPLICANTS ONLY**

Federal TTB Permit #: \_\_\_\_\_ State License #: \_\_\_\_\_

#### **SIGNATURE**

##### Declaration:

I, (Print Name) John Mike McLoughlin, declare under penalty of perjury that I am authorized to submit this application. I have read the contents and to the best of my knowledge believe all statements made on this application to be true, correct, and complete.

Signature: \_\_\_\_\_

#### **DLLC USE ONLY**

☐ Approval ☐ Disapproval Investigator: \_\_\_\_\_ Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Director Signature required for Disapprovals: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Issue License ☐ Do Not Issue License ☐ Forward to Board for Hearing