



# 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, FEBRUARY 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. PROCLAMATIONS

##### A. Proclamation Proclaiming February as National Teen Dating Violence Awareness and Prevention Month

Mayor Barber will read or summarize the proclamation.

#### 3. FINANCIAL REPORTS

Discussion/Possible Action

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

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

#### 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.

**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**

**6. APPROVAL OF MINUTES**

Discussion/Possible Action

- A. Consider Approval of the January 14, 2025, Regular and Special Council Meeting Minutes**

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

**7. 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.

**8. UNFINISHED BUSINESS**

Discussion/Possible Action

- A. Consideration / Discussion Regarding Request for Street Light Shading from Residents on and Around Verde Avenue**

Council will consider the request and may provide staff direction.

**9. NEW BUSINESS**

Discussion/Possible Action

- A. Consider Board and Commission Appointments**

Council may consider and make appointments / reappointments to fill open seats on the Planning and Zoning Commission and Board of Adjustment.

- B. Confirmation of Chief Blair's Appointment of Carl Whiting to Assistant Fire Chief to Include Consideration of a \$2.00 / Hour Wage Increase**

Per Code the appointment is the responsibility of the Fire Chief and Town Manager. Council will consider and may approve the wage adjustment.

- C. Consideration of a 2-year Lease for Employee Housing at 621 Main Street for the Upper Unit and Garage Between The Town of Jerome and Zachary MacGregor**

Council will consider and may approve the lease.

- D. Continued Budget Discussions Regarding Personnel Costs and Council Authorization for the FY 2025-2026 Fiscal Year Budget**

Council will consider the staff proposal regarding wage and benefit adjustments for FY26 and may approve or provide alternate staff direction in preparation of the FY26 Budget creation.

**E. Discussion and Possible Staff Direction Regarding 655 Holley Street in Terms of Selling, Soliciting for a New Renter, or Other Options**

Council will discuss and may provide staff direction.

**F. Consider the Selection of a Legal Services Firm and Authorize the Town Manager to Work with the Selected Firm to Bring Forth an Agreement for Consideration at the Next Council Meeting**

Council will make a motion to select a legal services firm and authorize the Town Manager to work with that firm to draft an agreement for consideration at the next Council Meeting or may provide alternative direction.

**10. TO AND FROM THE COUNCIL**

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

**11. ADJOURNMENT**

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

**CERTIFICATION OF POSTING OF NOTICE**

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

\_\_\_\_\_  
*Kristen Muenz, Deputy Town Clerk*

**File Attachments for Item:**

**A. Proclamation Proclaiming February as National Teen Dating Violence Awareness and Prevention Month**

Mayor Barber will read or summarize the proclamation.



Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

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

Item A.

## **A Proclamation on National Teen Dating Violence Awareness and Prevention Month**

**WHEREAS**, This February, during National Teen Dating Violence Awareness and Prevention Month, we stand with those who have known the pain and isolation of an abusive relationship, and we recommit to ending the cycle of teen dating violence that affects too many of our young people.

**WHEREAS**, Together, it's on all of us to raise regional awareness about teen dating violence and promote safe and healthy relationships.

**WHEREAS**, females between the ages 16-24 are more vulnerable to intimate partner violence, experiencing abuse at a rate almost triple the national average; and

**WHEREAS**, one in three adolescent girls in the United States is a victim of physical, emotional or verbal abuse from a dating partner, a figure that far exceeds victimization rates for other types of violence affecting youth; and

**WHEREAS**, high school students who experience physical violence in a dating relationship are more likely to use drugs and alcohol, are at greater risk of suicide and are much more likely to carry patterns of abuse into future relationships; and

**WHEREAS**, only 33% of teens who are in an abusive relationship ever tell anyone about the abuse, and 81% of parents surveyed either believe teen dating violence is not an issue or admit they do not know if it is one; and

**WHEREAS**, by providing young people with education about healthy relationships and healthy relationship skills and by changing attitudes that perpetuate violence, we recognize that dating violence can be prevented; and

**WHEREAS**, the establishment of Teen Dating Violence Awareness and Prevention Month will benefit young people, their families, schools and communities regardless of socioeconomic status, gender, sexual orientation or ethnicity; and

**WHEREAS**, everyone has the right to a safe and healthy relationship and to be free from abuse.

**WHEREAS**, Dating violence transcends gender, race, religion, ethnicity, sexual orientation, and socioeconomic status. It takes many forms, including physical, sexual, and emotional abuse, bullying, and shaming, which can occur in person or through electronic communication and social media.

**WHEREAS**, If you or someone you know is involved in an abusive relationship of any kind, immediate and confidential support is available by calling Verde Valley Sanctuary at (928) 634-2511.

**NOW, THEREFORE, BE IT RESOLVED**, that I, Christina “Alex” Barber, Mayor of the Town of Jerome, Arizona, on behalf of the Town Council, do hereby proclaim February, 2025 as National Teen Dating Violence Awareness and Prevention Month. I call upon all citizens to support efforts in their communities and schools, and in their own families, to empower young people to develop healthy relationships throughout their lives and to prevent and respond to teen dating violence. It’s on all of us.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Town of Jerome, Arizona, to be affixed this 11<sup>th</sup> day of February 2025.

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Christina “Alex” Barber, Mayor of the Town of Jerome

Attest:

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Brett Klein, Town Manager / Clerk

**File Attachments for Item:**

**A. Financial Report and Detail Invoice Register Report for January, 2025**

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

TOWN OF JEROME  
 COMBINED CASH INVESTMENT  
 JANUARY 31, 2025

Item A.

COMBINED CASH ACCOUNTS

99-00-1003	LGIP	1,874.31
99-00-1011	NBA CHECKING	37,103.02
99-00-1013	OAZ CTL BUSINESS SAVINGS	5.00
99-00-1019	ONE AZ CREDIT UNION CHECKING	257,234.63
99-00-1020	OAZ GENERAL SAVINGS	805,521.35
	TOTAL COMBINED CASH	1,101,738.31
99-00-1800	CASH CLEARING - UTILITY MGMT	( 506.64)
99-00-1810	CASH CLEARING - BUSINESS LICEN	30.00
99-00-1000	CASH ALLOCATED TO OTHER FUNDS	( 1,101,261.67)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,533,947.11
20	ALLOCATION TO UTILITY FUND	771,555.55
30	ALLOCATION TO HURF FUND	( 733,935.41)
35	ALLOCATION TO PARKING FUND	156,150.24
40	ALLOCATION TO FIRE DEPT PENSION & RETIREMENT	13,301.40
50	ALLOCATION TO OPERATING GRANTS REVENUE	95,134.89
60	ALLOCATION TO CAPITAL GRANTS FUND	849,307.38
70	ALLOCATION TO GENERAL FUND CONTINGENCIES FND	( 374,623.93)
80	ALLOCATION TO UTILITIES CONTINGENCIES FUND	75,480.48
90	ALLOCATION TO CAPITAL FUND	( 1,285,056.04)
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,101,261.67
	ALLOCATION FROM COMBINED CASH FUND - 99-00-1000	( 1,101,261.67)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00



TOWN OF JEROME  
 BALANCE SHEET  
 JANUARY 31, 2025

Item A.

GENERAL FUND

ASSETS

10-00-1000	CASH - COMBINED FUND	1,533,947.11	
10-00-1005	PETTY CASH - GENERAL GOV	275.00	
10-00-1007	COURT - CHECKING & BOND ACCT	81,521.77	
10-00-1008	COURT - JCEF ACCT	14,446.60	
10-00-1009	COURT - FTG ACCT	10,336.25	
10-00-1014	PETTY CASH - FIRE DEPT	150.00	
10-00-1015	PETTY CASH - LIBRARY	150.00	
10-00-1120	GF ACCOUNTS RECEIVABLE	873.16	
10-00-1175	ACCOUNTS RECEIVABLE LEASES	121,041.99	
	TOTAL ASSETS		1,762,741.88

LIABILITIES AND EQUITY

LIABILITIES

10-00-2401	FEDERAL WH & FICA	(.03)	
10-00-2403	UNEMPLOYMENT TAXES	336.17	
10-00-2406	HEALTH INSURANCE	6,598.70	
10-00-2409	PSPRS	118.86	
10-00-2410	WAGES PAYABLE	.01	
10-00-2413	WORKMAN'S COMP PR LIABILITY	5,224.98	
10-00-2600	CUSTOMER DEPOSITS	5,632.70	
10-00-2940	COURT LIABILITIES	5,164.40	
10-00-2950	FD PER CALL PAYABLE	33,457.50	
10-00-2975	DEFERRED INFLOW LEASES	121,041.99	
	TOTAL LIABILITIES		177,575.28

FUND EQUITY

10-00-3002	UNRESTRICTED FUND BALANCE	1,603,869.25	
	REVENUE OVER EXPENDITURES - YTD	(18,702.65)	
	BALANCE - CURRENT DATE	(18,702.65)	
	TOTAL FUND EQUITY		1,585,166.60
	TOTAL LIABILITIES AND EQUITY		1,762,741.88

TOWN OF JEROME  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
10-30-4001	PROPERTY TAXES	7,267.93	31,394.95	47,500.00	16,105.05	66.1
10-30-4005	CITY SALES TAXES	96,558.84	605,439.09	1,450,000.00	844,560.91	41.8
10-30-4010	STATE SALES TAXES	6,034.57	37,229.20	71,000.00	33,770.80	52.4
10-30-4030	VEHICLE LICENSE TAX	3,439.92	22,428.24	40,000.00	17,571.76	56.1
10-30-4055	FRANCHISE FEES	1,003.73	6,038.84	17,250.00	11,211.16	35.0
	<b>TOTAL TAX REVENUE</b>	<b>114,304.99</b>	<b>702,530.32</b>	<b>1,625,750.00</b>	<b>923,219.68</b>	<b>43.2</b>
<u>LICENSES, PERMITS&amp;OTHER FEES</u>						
10-31-4040	BUILDING PERMITS	.00	2,882.49	12,500.00	9,617.51	23.1
10-31-4041	PLANNING & ZONING FEES	.00	225.00	3,500.00	3,275.00	6.4
10-31-4045	BUSINESS LICENSES	840.00	2,570.00	5,500.00	2,930.00	46.7
10-31-4071	FEES-SHORT TERM RENTAL LICENSE	.00	150.00	450.00	300.00	33.3
	<b>TOTAL LICENSES, PERMITS&amp;OTHER FEES</b>	<b>840.00</b>	<b>5,827.49</b>	<b>21,950.00</b>	<b>16,122.51</b>	<b>26.6</b>
<u>INTERGOVERNMENTAL REVENUE</u>						
10-32-4015	URBAN REVENUE SHARE	26,590.99	186,136.93	330,000.00	143,863.07	56.4
	<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>26,590.99</b>	<b>186,136.93</b>	<b>330,000.00</b>	<b>143,863.07</b>	<b>56.4</b>
<u>LIBRARY REVENUE</u>						
10-33-4020	YAVAPAI COUNTY FOR LIBRARY	9,085.89	9,085.89	18,172.00	9,086.11	50.0
10-33-4070	RENTS-LIBRARY	835.56	5,848.92	10,250.00	4,401.08	57.1
10-33-4200	LIBRARY CONTRIBUTIONS	.00	30.00	2,500.00	2,470.00	1.2
	<b>TOTAL LIBRARY REVENUE</b>	<b>9,921.45</b>	<b>14,964.81</b>	<b>30,922.00</b>	<b>15,957.19</b>	<b>48.4</b>
<u>POLICE DEPT REVENUE</u>						
10-34-4061	PD PARKING CITATION REVENUE	4,395.00	27,184.00	37,000.00	9,816.00	73.5
10-34-4062	PD REVENUE FROM PARKING FUND	3,333.33	23,333.31	40,000.00	16,666.69	58.3
10-34-4063	POLICE SMART & SAFE AZ FUND	.00	6,773.39	10,000.00	3,226.61	67.7
10-34-4064	POLICE OFFICER SAFETY EQUIP RE	65.22	927.24	2,000.00	1,072.76	46.4
10-34-4065	POLICE SERVICES	150.00	1,930.00	7,000.00	5,070.00	27.6
	<b>TOTAL POLICE DEPT REVENUE</b>	<b>7,943.55</b>	<b>60,147.94</b>	<b>96,000.00</b>	<b>35,852.06</b>	<b>62.7</b>

TOWN OF JEROME  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>COURT REVENUE</u>						
10-35-4035	FINES AND FORFEITURES	2,874.29	26,431.04	59,000.00	32,568.96	44.8
10-35-4037	COURT SECURITY FUND REVENUE	420.00	4,435.00	10,000.00	5,565.00	44.4
	<b>TOTAL COURT REVENUE</b>	<b>3,294.29</b>	<b>30,866.04</b>	<b>69,000.00</b>	<b>38,133.96</b>	<b>44.7</b>
<u>RENTAL REVENUE</u>						
10-36-4070	RENTS-TOWN PROPERTIES	7,260.52	48,005.16	87,000.00	38,994.84	55.2
10-36-4080	UTILITY REIMBURSEMENTS	427.74	2,744.56	5,750.00	3,005.44	47.7
	<b>TOTAL RENTAL REVENUE</b>	<b>7,688.26</b>	<b>50,749.72</b>	<b>92,750.00</b>	<b>42,000.28</b>	<b>54.7</b>
<u>FIRE DEPT REVENUE</u>						
10-37-4053	FIRE DEPT SERVICES REV	289.34	1,666.68	25,500.00	23,833.32	6.5
10-37-4090	WILDLAND FIRE FEES	.00	73,969.91	65,500.00	( 8,469.91)	112.9
10-37-4091	WILDLANDS WAGE REIMBURSEMENT	.00	66,167.67	52,000.00	( 14,167.67)	127.3
	<b>TOTAL FIRE DEPT REVENUE</b>	<b>289.34</b>	<b>141,804.26</b>	<b>143,000.00</b>	<b>1,195.74</b>	<b>99.2</b>
<u>GENERAL FUND REVENUE</u>						
10-38-4000	FUND BALANCE RESERVES	33,916.67	237,416.69	407,000.00	169,583.31	58.3
10-38-4300	INTEREST	762.67	7,301.58	14,000.00	6,698.42	52.2
10-38-4400	SALE OF ASSETS	.00	.00	12,500.00	12,500.00	.0
10-38-4500	MISCELLANEOUS REVENUES	17,957.38	23,508.14	4,500.00	( 19,008.14)	522.4
10-38-4510	INS DIVIDENDS,CLAIMS,REIMBURSM	.00	.00	10,000.00	10,000.00	.0
	<b>TOTAL GENERAL FUND REVENUE</b>	<b>52,636.72</b>	<b>268,226.41</b>	<b>448,000.00</b>	<b>179,773.59</b>	<b>59.9</b>
<u>ADMINISTRATIVE CHARGES</u>						
10-39-4600	ADMINISTRATIVE CHARGES	15,962.75	111,739.25	191,623.00	79,883.75	58.3
	<b>TOTAL ADMINISTRATIVE CHARGES</b>	<b>15,962.75</b>	<b>111,739.25</b>	<b>191,623.00</b>	<b>79,883.75</b>	<b>58.3</b>
	<b>TOTAL FUND REVENUE</b>	<b>239,472.34</b>	<b>1,572,993.17</b>	<b>3,048,995.00</b>	<b>1,476,001.83</b>	<b>51.6</b>

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVT EXPENSES</u>						
10-41-5001	SALARIES AND WAGES	21,136.74	154,408.86	282,000.00	127,591.14	54.8
10-41-5006	LONGEVITY BONUS	.00	621.00	2,000.00	1,379.00	31.1
10-41-5010	FICA MATCH	1,585.21	11,638.50	21,750.00	10,111.50	53.5
10-41-5011	RETIREMENT MATCH	2,287.95	16,951.41	30,000.00	13,048.59	56.5
10-41-5012	HEALTH/LIFE INSURANCE	5,045.34	37,840.05	64,000.00	26,159.95	59.1
10-41-5013	WORKERS COMPENSATION	248.11	902.35	1,500.00	597.65	60.2
10-41-5014	UNEMPLOYMENT INSURANCE	47.56	52.72	300.00	247.28	17.6
10-41-6101	ACCOUNTING AND AUDITING	.00	.00	20,000.00	20,000.00	.0
10-41-6105	ADVERTISING, PRINTING, & PUBLI	160.60	330.60	4,250.00	3,919.40	7.8
10-41-6110	CONTRACT SERVICES	1,600.80	6,458.80	32,000.00	25,541.20	20.2
10-41-6115	CONVENTIONS AND SEMINARS	.00	2,740.17	2,500.00	( 240.17)	109.6
10-41-6116	TRAINING & EDUCATION	.00	2,316.56	2,500.00	183.44	92.7
10-41-6125	DUES, SUBS & MEMBERSHIPS	.00	4,401.58	7,500.00	3,098.42	58.7
10-41-6130	ELECTION EXPENSES	.00	1,016.64	2,250.00	1,233.36	45.2
10-41-6145	FUEL	.00	246.66	650.00	403.34	38.0
10-41-6155	INSURANCE	.00	2,397.12	27,500.00	25,102.88	8.7
10-41-6170	LEGAL EXP - GEN GOV	.00	6,547.50	13,000.00	6,452.50	50.4
10-41-6185	MISCELLANEOUS	11.60	5,850.15	4,000.00	( 1,850.15)	146.3
10-41-6186	BANK FEES - GEN ADMIN	162.50	1,170.49	2,000.00	829.51	58.5
10-41-6188	BANK FEES / MERCH SVCS	197.13	1,063.43	4,500.00	3,436.57	23.6
10-41-6190	OFFICE SUPPLIES	1,103.57	4,423.44	8,500.00	4,076.56	52.0
10-41-6191	COPIER & EQUIP LEASE EXPENSE	357.51	2,967.66	6,000.00	3,032.34	49.5
10-41-6192	SOFTWARE SUPPORT EXP - GG	2,920.48	21,095.99	27,500.00	6,404.01	76.7
10-41-6193	COMPUTER HARDWARE & SERVICE	.00	.00	7,000.00	7,000.00	.0
10-41-6195	OPERATING SUPPLIES - GEN GOV	451.16	726.45	1,500.00	773.55	48.4
10-41-6200	POSTAGE	292.00	2,064.87	4,000.00	1,935.13	51.6
10-41-6220	REP AND MAINT - VEHICLES	.00	.00	1,750.00	1,750.00	.0
10-41-6245	SHUTTLE EXPENSES	223.37	2,989.22	3,500.00	510.78	85.4
10-41-6250	SMALL TOOLS AND EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
10-41-6265	TELEPHONE	368.35	1,588.88	2,750.00	1,161.12	57.8
10-41-6275	TRAVEL	.00	151.28	1,500.00	1,348.72	10.1
10-41-6285	TOURISM 1% BED TAX	10,000.00	10,466.67	10,000.00	( 466.67)	104.7
10-41-6286	COMMUNITY HEALTH	.00	.00	500.00	500.00	.0
10-41-9500	TRANSFERS OUT	24,833.33	173,833.31	298,000.00	124,166.69	58.3
	<b>TOTAL GENERAL GOVT EXPENSES</b>	<b>73,033.31</b>	<b>477,262.36</b>	<b>906,700.00</b>	<b>429,437.64</b>	<b>52.6</b>

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAGISTRATE COURT EXPENSES</u>					
10-42-5001 SALARIES AND WAGES	5,241.40	38,995.68	72,000.00	33,004.32	54.2
10-42-5006 LONGEVITY BONUS	70.00	70.00	250.00	180.00	28.0
10-42-5010 FICA AND MEDICARE	396.17	2,912.32	5,500.00	2,587.68	53.0
10-42-5011 RETIREMENT	637.37	4,687.91	3,800.00	( 887.91)	123.4
10-42-5012 HEALTH/LIFE INSURANCE	1,443.50	10,826.25	18,750.00	7,923.75	57.7
10-42-5013 WORKER'S COMPENSATION	31.17	127.35	230.00	102.65	55.4
10-42-5014 UNEMPLOYMENT	14.35	15.66	100.00	84.34	15.7
10-42-6037 COURT SECURITY FUND EXPENSES	82.96	460.76	8,000.00	7,539.24	5.8
10-42-6101 ACCOUNTING AND AUDITING	.00	6,000.00	.00	( 6,000.00)	.0
10-42-6110 CONTRACT SERVICES	228.24	6,017.00	6,000.00	( 17.00)	100.3
10-42-6116 TRAINING & EDUCATION	.00	.00	750.00	750.00	.0
10-42-6125 DUES AND SUBSCRIPTIONS	.00	544.49	450.00	( 94.49)	121.0
10-42-6185 MISCELLANEOUS	33.51	33.51	200.00	166.49	16.8
10-42-6190 OFFICE SUPPLIES	.00	67.54	300.00	232.46	22.5
10-42-6191 COPIER & EQUIP LEASE EXP	.00	1,838.54	3,750.00	1,911.46	49.0
10-42-6195 OPERATING SUPPLIES - COURT	.00	.00	200.00	200.00	.0
10-42-6265 TELEPHONE	151.44	528.26	850.00	321.74	62.2
10-42-6275 TRAVEL	.00	.00	750.00	750.00	.0
TOTAL MAGISTRATE COURT EXPENSES	8,330.11	73,125.27	121,880.00	48,754.73	60.0

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT EXPENSES</u>						
10-43-5001	SALARIES AND WAGES	29,775.07	252,116.80	460,000.00	207,883.20	54.8
10-43-5006	LONGEVITY BONUS	318.00	1,269.00	2,200.00	931.00	57.7
10-43-5010	FICA AND MEDICARE	2,253.23	18,955.36	36,000.00	17,044.64	52.7
10-43-5011	RETIREMENT	4,411.23	31,711.32	62,000.00	30,288.68	51.2
10-43-5012	HEALTH INSURANCE	4,868.50	42,646.75	70,000.00	27,353.25	60.9
10-43-5013	WORKER'S COMPENSATION	4,480.61	17,951.78	30,000.00	12,048.22	59.8
10-43-5014	UNEMPLOYMENT	62.13	72.13	650.00	577.87	11.1
10-43-6105	ADVERTISING, PRINTING, & PUBLI	90.90	90.90	300.00	209.10	30.3
10-43-6110	CONTRACT SERVICES	245.00	545.00	1,000.00	455.00	54.5
10-43-6116	TRAINING & EDUCATION	359.00	359.00	4,000.00	3,641.00	9.0
10-43-6120	DISPATCH FEES	3,835.32	26,847.24	48,000.00	21,152.76	55.9
10-43-6125	DUES AND SUBSCRIPTIONS	584.94	1,745.90	1,500.00	( 245.90)	116.4
10-43-6145	FUEL	773.71	5,696.33	11,250.00	5,553.67	50.6
10-43-6172	PROSECUTOR EXP	2,000.00	14,000.00	24,000.00	10,000.00	58.3
10-43-6185	MISCELLANEOUS	138.12	138.12	500.00	361.88	27.6
10-43-6192	SOFTWARE SERVICE & SUPPORT	805.44	7,278.66	9,250.00	1,971.34	78.7
10-43-6193	COMPUTER HARDWARE & SERVICE	106.35	106.35	5,000.00	4,893.65	2.1
10-43-6195	OPERATING SUPPLIES - POLICE	.00	906.55	2,250.00	1,343.45	40.3
10-43-6200	POSTAGE	9.68	36.58	200.00	163.42	18.3
10-43-6220	REP AND MAINT - VEHICLES	1,440.51	5,690.58	8,000.00	2,309.42	71.1
10-43-6225	REP AND MAINT - EQUIPMENT	1,071.90	1,364.10	4,000.00	2,635.90	34.1
10-43-6234	POLICE OFFICER SAFETY EQUIP EX	.00	716.22	2,500.00	1,783.78	28.7
10-43-6250	SMALL TOOLS AND EQUIPMENT	.00	2,350.92	3,000.00	649.08	78.4
10-43-6265	TELEPHONE	979.05	4,293.93	7,250.00	2,956.07	59.2
10-43-6280	UNIFORMS	410.78	1,010.78	3,250.00	2,239.22	31.1
10-43-7025	VEHICLES, CAP OUTLAY, POLICE	350.00	34,950.00	42,000.00	7,050.00	83.2
	<b>TOTAL POLICE DEPT EXPENSES</b>	<b>59,369.47</b>	<b>472,850.30</b>	<b>838,100.00</b>	<b>365,249.70</b>	<b>56.4</b>

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPT EXPENSES</u>					
10-44-5001 SALARIES AND WAGES	21,260.58	170,516.45	350,000.00	179,483.55	48.7
10-44-5002 WILDLAND PERSONNEL	.00	18,083.33	39,000.00	20,916.67	46.4
10-44-5003 VOLUNTEER-EMPLOYEE PER CALL PE	2,347.50	14,921.02	27,500.00	12,578.98	54.3
10-44-5006 LONGEVITY BONUS	.00	466.00	1,400.00	934.00	33.3
10-44-5007 PAYMENT IN LIEU OF BENEFITS	562.76	4,220.70	7,400.00	3,179.30	57.0
10-44-5010 FICA AND MEDICARE	1,646.38	17,036.45	29,000.00	11,963.55	58.8
10-44-5011 RETIREMENT	2,024.76	19,244.22	35,000.00	15,755.78	55.0
10-44-5012 HEALTH INSURANCE	3,953.16	29,648.70	75,000.00	45,351.30	39.5
10-44-5013 WORKER'S COMPENSATION	3,332.20	14,223.84	28,000.00	13,776.16	50.8
10-44-5014 UNEMPLOYMENT	42.20	55.41	800.00	744.59	6.9
10-44-6116 TRAINING & EDUCATION	250.00	7,445.58	7,000.00	( 445.58)	106.4
10-44-6120 DISPATCH FEES	648.67	4,540.69	8,000.00	3,459.31	56.8
10-44-6125 DUES AND SUBSCRIPTIONS	30.14	362.35	750.00	387.65	48.3
10-44-6145 FUEL	613.70	2,779.48	9,000.00	6,220.52	30.9
10-44-6170 LEGAL EXP - FIRE	.00	.00	500.00	500.00	.0
10-44-6180 MEDICAL EXPENSES	.00	65.00	1,000.00	935.00	6.5
10-44-6181 MEDICAL SUPPLIES EXP	284.10	1,671.17	4,250.00	2,578.83	39.3
10-44-6185 MISCELLANEOUS	92.31	92.31	1,200.00	1,107.69	7.7
10-44-6192 SOFTWARE SERVICE & SUPPORT	359.49	2,840.41	1,850.00	( 990.41)	153.5
10-44-6193 COMPUTER HARDWARE AND SERVICE	245.49	245.49	2,000.00	1,754.51	12.3
10-44-6195 OPERATING SUPPLIES - FIRE DEPT	.00	.00	1,500.00	1,500.00	.0
10-44-6220 REP AND MAINT - VEHICLES	98.81	7,943.95	12,500.00	4,556.05	63.6
10-44-6225 REP AND MAINT - EQUIPMENT	.00	65.88	4,000.00	3,934.12	1.7
10-44-6250 SMALL TOOLS AND EQUIPMENT	2,908.87	6,359.27	10,000.00	3,640.73	63.6
10-44-6265 TELEPHONE	736.86	2,138.95	3,750.00	1,611.05	57.0
10-44-6270 TRAINING CENTER ASSESSMENT	.00	2,692.00	2,750.00	58.00	97.9
10-44-6276 MISCELLANEOUS WILDLAND	2,669.38	8,295.62	.00	( 8,295.62)	.0
TOTAL FIRE DEPT EXPENSES	44,107.36	335,954.27	663,150.00	327,195.73	50.7

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>						
10-45-5001	SALARIES AND WAGES	6,537.51	49,891.16	95,000.00	45,108.84	52.5
10-45-5006	LONGEVITY BONUS	.00	140.00	650.00	510.00	21.5
10-45-5007	LIBRARY BENEFIT STIPEND	549.56	4,121.70	7,225.00	3,103.30	57.1
10-45-5010	FICA AND MEDICARE	541.67	4,138.97	8,000.00	3,861.03	51.7
10-45-5011	RETIREMENT	515.32	3,993.74	8,000.00	4,006.26	49.9
10-45-5012	HEALTH INSURANCE	42.82	321.15	750.00	428.85	42.8
10-45-5013	WORKER'S COMPENSATION	51.81	195.95	400.00	204.05	49.0
10-45-5014	UNEMPLOYMENT	19.13	22.73	250.00	227.27	9.1
10-45-6110	CONTRACT SERVICES	.00	( 298.84)	1,750.00	2,048.84	( 17.1)
10-45-6185	MISCELLANEOUS	47.70	47.70	250.00	202.30	19.1
10-45-6190	OFFICE SUPPLIES	.00	303.03	300.00	( 3.03)	101.0
10-45-6195	OPERATING SUPPLIES - LIBRARY	696.85	2,091.40	4,750.00	2,658.60	44.0
10-45-6205	PRINT AND NON-PRINT MATERIALS	111.05	862.96	2,750.00	1,887.04	31.4
10-45-6225	REP AND MAINT - EQUIPMENT	.00	.00	200.00	200.00	.0
10-45-6250	SMALL TOOLS AND EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
10-45-6265	TELEPHONE	129.51	405.14	1,250.00	844.86	32.4
10-45-6266	E-RATE EXP	42.00	357.00	600.00	243.00	59.5
<b>TOTAL LIBRARY EXPENSES</b>		<b>9,284.93</b>	<b>66,593.79</b>	<b>133,625.00</b>	<b>67,031.21</b>	<b>49.8</b>
<u>PLANNING &amp; ZONING EXP</u>						
10-46-5001	SALARIES AND WAGES	4,664.72	35,327.15	70,000.00	34,672.85	50.5
10-46-5006	LONGEVITY BONUS	.00	.00	400.00	400.00	.0
10-46-5010	FICA AND MEDICARE	352.81	2,672.26	5,500.00	2,827.74	48.6
10-46-5011	RETIREMENT	406.28	3,067.35	7,000.00	3,932.65	43.8
10-46-5012	HEALTH INSURANCE	938.96	7,042.20	10,000.00	2,957.80	70.4
10-46-5013	WORKER'S COMPENSATION	70.56	261.37	600.00	338.63	43.6
10-46-5014	UNEMPLOYMENT	12.59	15.03	125.00	109.97	12.0
10-46-6105	ADVERTISING, PRINTING, & PUBLI	.00	.00	100.00	100.00	.0
10-46-6115	CONVENTIONS AND SEMINARS	.00	.00	250.00	250.00	.0
10-46-6116	TRAINING AND EDUCATION	.00	.00	1,250.00	1,250.00	.0
10-46-6170	LEGAL EXP - P&Z	112.50	1,192.50	12,500.00	11,307.50	9.5
10-46-6175	MAP UPGRADES / COPIES	.00	.00	1,000.00	1,000.00	.0
10-46-6185	MISCELLANEOUS	147.70	247.70	20,000.00	19,752.30	1.2
10-46-6192	SOFTWARE MAINTENANCE & SUPPORT	324.00	3,922.60	2,000.00	( 1,922.60)	196.1
10-46-6195	OPERATING SUPPLIES	.00	.00	100.00	100.00	.0
10-46-6250	SMALL TOOLS AND EQUIPMENT	.00	100.00	100.00	.00	100.0
10-46-6265	TELEPHONE	93.86	510.04	600.00	89.96	85.0
10-46-6275	TRAVEL	.00	.00	250.00	250.00	.0
10-46-6310	HISTORIC PRESERVATION EXP	.00	1,000.00	3,750.00	2,750.00	26.7
<b>TOTAL PLANNING &amp; ZONING EXP</b>		<b>7,123.98</b>	<b>55,358.20</b>	<b>135,525.00</b>	<b>80,166.80</b>	<b>40.9</b>



TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS EXPENSES</u>					
10-47-5001 SALARIES AND WAGES	532.28	4,344.26	8,600.00	4,255.74	50.5
10-47-5006 LONGEVITY BONUS	.00	19.09	40.00	20.91	47.7
10-47-5010 FICA AND MEDICARE	39.48	323.94	700.00	376.06	46.3
10-47-5011 RETIREMENT	54.11	453.19	1,100.00	646.81	41.2
10-47-5012 HEALTH INSURANCE	171.80	1,363.68	2,600.00	1,236.32	52.5
10-47-5013 WORKER'S COMPENSATION	54.93	215.51	420.00	204.49	51.3
10-47-5014 UNEMPLOYMENT	1.44	1.57	10.00	8.43	15.7
10-47-6145 FUEL	14.61	305.84	900.00	594.16	34.0
10-47-6170 LEGAL	.00	.00	250.00	250.00	.0
10-47-6185 MISCELLANEOUS	.00	14.11	300.00	285.89	4.7
10-47-6192 SOFTWARE SERVICE & SUPPORT	.00	.00	100.00	100.00	.0
10-47-6195 OPERATING SUPPLIES - PARKS	.00	81.57	500.00	418.43	16.3
10-47-6215 REP AND MAINT - BUILDING	.00	.00	100.00	100.00	.0
10-47-6220 REP AND MAINT - VEHICLES	237.75	1,204.47	2,000.00	795.53	60.2
10-47-6225 REP AND MAINT - EQUIPMENT	.00	684.59	800.00	115.41	85.6
10-47-6230 REP AND MAINT - INFRASTRUCTURE	.00	.00	1,000.00	1,000.00	.0
10-47-6250 SMALL TOOLS AND EQUIPMENT	.00	30.02	1,000.00	969.98	3.0
10-47-6280 UNIFORM EXP PARKS	71.47	295.02	450.00	154.98	65.6
10-47-6285 UTILITIES	339.73	1,704.34	2,750.00	1,045.66	62.0
10-47-8040 LEASE PAYMENTS	.00	.00	250.00	250.00	.0
<b>TOTAL PARKS EXPENSES</b>	<b>1,517.60</b>	<b>11,041.20</b>	<b>23,870.00</b>	<b>12,828.80</b>	<b>46.3</b>
<u>PROPERTIES EXPENSES</u>					
10-48-5001 SALARIES AND WAGES	3,295.72	26,892.46	55,000.00	28,107.54	48.9
10-48-5006 LONGEVITY BONUS	.00	118.18	240.00	121.82	49.2
10-48-5010 FICA AND MEDICARE	244.41	2,005.35	4,100.00	2,094.65	48.9
10-48-5011 RETIREMENT	335.03	2,805.52	6,400.00	3,594.48	43.8
10-48-5012 HEALTH INSURANCE	1,063.57	8,441.73	16,500.00	8,058.27	51.2
10-48-5013 WORKER'S COMPENSATION	318.60	1,288.38	2,500.00	1,211.62	51.5
10-48-5014 UNEMPLOYMENT	8.79	9.60	60.00	50.40	16.0
10-48-6110 CONTRACT SERVICES	2,261.89	5,816.54	10,000.00	4,183.46	58.2
10-48-6140 ENGINEERING FEES	.00	8,191.50	7,500.00	( 691.50)	109.2
10-48-6145 FUEL	80.37	1,377.47	1,500.00	122.53	91.8
10-48-6185 MISCELLANEOUS	.00	314.07	1,750.00	1,435.93	18.0
10-48-6192 SOFTWARE SERVICE & SUPPORT	21.96	43.92	.00	( 43.92)	.0
10-48-6195 OPERATING SUPPLIES - PROPERTIE	.00	815.73	2,000.00	1,184.27	40.8
10-48-6215 R&M BUILDING - PROPERTIES	724.24	10,750.18	47,000.00	36,249.82	22.9
10-48-6220 REP AND MAINT - VEHICLES	443.14	1,875.09	2,000.00	124.91	93.8
10-48-6225 REP AND MAINT - EQUIPMENT	.00	684.59	1,000.00	315.41	68.5
10-48-6230 REP AND MAINT - INFRASTRUCTURE	.00	94.41	20,000.00	19,905.59	.5
10-48-6250 SMALL TOOLS AND EQUIPMENT	77.13	653.28	1,500.00	846.72	43.6
10-48-6280 UNIFORM EXP PROPERTIES	71.48	295.03	375.00	79.97	78.7
10-48-6285 UTILITIES	5,507.64	27,037.40	45,500.00	18,462.60	59.4
10-48-8040 LEASE PAYMENTS	.00	.00	275.00	275.00	.0
<b>TOTAL PROPERTIES EXPENSES</b>	<b>14,453.97</b>	<b>99,510.43</b>	<b>225,200.00</b>	<b>125,689.57</b>	<b>44.2</b>

TOWN OF JEROME  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2025

*Item A.*

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	217,220.73	1,591,695.82	3,048,050.00	1,456,354.18	52.2
NET REVENUE OVER EXPENDITURES	22,251.61	( 18,702.65)	945.00	19,647.65	(1979.

TOWN OF JEROME  
 BALANCE SHEET  
 JANUARY 31, 2025

Item A.

UTILITY FUND

ASSETS

20-00-1000	CASH - COMBINED FUND	771,555.55	
20-00-1015	UTILITIES A/R	65,116.20	
20-00-1016	BOND ACCOUNT	( 900,000.00)	
20-00-1125	MISCELLANEOUS	27.21	
20-00-1190	ALLOWANCE FOR DOUBTFUL ACCTS	( 18,000.00)	
20-00-1515	BUILDINGS-PROP, PLANT, EQUIP	2,545,159.57	
20-00-1518	INFRASTRUCTURE	1,553,803.85	
20-00-1520	OPERATING EQUIPMENT-PROP, PLAN	235,211.78	
20-00-1540	CONSTRUCTION WIP	53,193.16	
20-00-1550	BUILDINGS-ACC DEPRECIATION	( 1,845,750.99)	
20-00-1555	OPERATING EQUIPMENT-ACC DEPREC	( 189,539.74)	
	TOTAL ASSETS		<u>2,270,776.59</u>

LIABILITIES AND EQUITY

LIABILITIES

20-00-2500	SALES TAX PAYABLE	1,031.86	
20-00-2600	CUSTOMER DEPOSITS	33,508.66	
20-00-2700	COMPENSATED ABSENCES	6,083.90	
20-00-2975	ACCRUED INTEREST PAYABLE	72,000.00	
	TOTAL LIABILITIES		112,624.42

FUND EQUITY

20-00-3002	UNRESTRICTED FUND BALANCE	1,433,262.94	
20-00-3051	UNRESTRICTED FUND BALANCE	708,837.33	
20-00-3052	UNRESTRICED FUND BALANCE	( 177,378.00)	
	REVENUE OVER EXPENDITURES - YTD	<u>193,429.90</u>	
	BALANCE - CURRENT DATE	<u>193,429.90</u>	
	TOTAL FUND EQUITY		<u>2,158,152.17</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,270,776.59</u>

TOWN OF JEROME  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>						
20-50-4010	FUND BALANCE RESERVES	16,679.17	116,754.19	200,150.00	83,395.81	58.3
20-50-4085	WATER USAGE FEES	15,601.28	107,622.03	194,000.00	86,377.97	55.5
20-50-4100	WATER CONNECTION FEES	.00	.00	5,000.00	5,000.00	.0
20-50-4500	MISCELLANEOUS	128.55	1,242.49	1,750.00	507.51	71.0
20-50-4900	TRANSFERS IN	12,083.33	84,583.31	145,000.00	60,416.69	58.3
	<b>TOTAL WATER REVENUE</b>	44,492.33	310,202.02	545,900.00	235,697.98	56.8
<u>SEWER REVENUE</u>						
20-51-4050	CONNECTION FEES	.00	.00	5,500.00	5,500.00	.0
20-51-4085	SEWER USAGE FEES	16,686.79	109,926.78	199,000.00	89,073.22	55.2
20-51-4900	TRANSFERS IN	7,500.00	52,500.00	90,000.00	37,500.00	58.3
	<b>TOTAL SEWER REVENUE</b>	24,186.79	162,426.78	294,500.00	132,073.22	55.2
<u>SANITATION REVENUE</u>						
20-52-4085	SANITATION USAGE FEES	14,636.03	103,528.74	193,000.00	89,471.26	53.6
20-52-4500	MISCELLANEOUS	.00	.00	2,750.00	2,750.00	.0
20-52-4900	TRANSFERS IN	5,416.67	37,916.69	65,000.00	27,083.31	58.3
	<b>TOTAL SANITATION REVENUE</b>	20,052.70	141,445.43	260,750.00	119,304.57	54.3
	<b>TOTAL FUND REVENUE</b>	88,731.82	614,074.23	1,101,150.00	487,075.77	55.8

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>						
20-50-5001	SALARIES AND WAGES	5,813.57	47,433.22	94,000.00	46,566.78	50.5
20-50-5006	LONGEVITY BONUS	.00	208.45	430.00	221.55	48.5
20-50-5010	FICA AND MEDICARE	431.17	3,537.11	7,300.00	3,762.89	48.5
20-50-5011	RETIREMENT	591.00	4,948.50	12,000.00	7,051.50	41.2
20-50-5012	HEALTH INSURANCE	1,876.04	14,889.25	30,000.00	15,110.75	49.6
20-50-5013	WORKER'S COMPENSATION	713.15	2,721.49	5,500.00	2,778.51	49.5
20-50-5014	UNEMPLOYMENT	15.50	16.95	100.00	83.05	17.0
20-50-6110	CONTRACT SERVICES	1,025.00	6,150.00	17,000.00	10,850.00	36.2
20-50-6116	TRAINING AND EDUCATION	.00	120.00	500.00	380.00	24.0
20-50-6135	PERMIT FEE EXP - WATER	.00	429.44	1,250.00	820.56	34.4
20-50-6140	ENGINEERING FEES	.00	5,590.00	4,000.00	( 1,590.00)	139.8
20-50-6145	FUEL	121.72	1,198.27	4,000.00	2,801.73	30.0
20-50-6155	INSURANCE	.00	362.85	12,250.00	11,887.15	3.0
20-50-6170	LEGAL EXP - WATER	.00	.00	24,000.00	24,000.00	.0
20-50-6185	MISCELLANEOUS	.00	1,557.95	800.00	( 757.95)	194.7
20-50-6192	SOFTWARE SUPPORT EXP - WATER	343.39	5,613.82	5,750.00	136.18	97.6
20-50-6195	OPERATING SUPPLIES - WATER	.00	2,278.05	5,000.00	2,721.95	45.6
20-50-6215	R&M BUILDING - WATER	.00	.00	250.00	250.00	.0
20-50-6220	REP AND MAINT - VEHICLES	237.74	1,224.75	3,000.00	1,775.25	40.8
20-50-6225	REP AND MAINT - EQUIPMENT	.00	684.59	2,000.00	1,315.41	34.2
20-50-6230	REP AND MAINT - INFRASTRUCTURE	5,443.93	16,836.50	240,000.00	223,163.50	7.0
20-50-6232	SPRINGS SECURITY EXP	93.37	651.77	6,000.00	5,348.23	10.9
20-50-6240	SERVICE TESTS/SYSTEM TESTING	.00	348.00	750.00	402.00	46.4
20-50-6250	SMALL TOOLS AND EQUIPMENT	.00	110.75	2,000.00	1,889.25	5.5
20-50-6271	DWR FEE	.00	.00	1,000.00	1,000.00	.0
20-50-6280	UNIFORM EXP WATER	71.47	295.00	350.00	55.00	84.3
20-50-6285	UTILITIES EXP - WATER	43.86	253.56	500.00	246.44	50.7
20-50-6290	ADMINISTRATIVE CHARGE	4,918.00	34,426.00	59,016.00	24,590.00	58.3
20-50-8040	LEASE PAYMENTS	.00	.00	800.00	800.00	.0
	<b>TOTAL WATER EXPENDITURES</b>	<b>21,738.91</b>	<b>151,886.27</b>	<b>539,546.00</b>	<b>387,659.73</b>	<b>28.2</b>

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER EXPENDITURES</u>					
20-51-5001 SALARIES AND WAGES	3,152.52	25,723.00	51,000.00	25,277.00	50.4
20-51-5006 LONGEVITY BONUS	.00	113.03	240.00	126.97	47.1
20-51-5010 FICA AND MEDICARE	233.82	1,918.16	3,900.00	1,981.84	49.2
20-51-5011 RETIREMENT	320.48	2,683.61	6,100.00	3,416.39	44.0
20-51-5012 HEALTH INSURANCE	1,017.35	8,074.77	15,500.00	7,425.23	52.1
20-51-5013 WORKER'S COMPENSATION	367.27	1,429.04	2,750.00	1,320.96	52.0
20-51-5014 UNEMPLOYMENT	8.41	9.19	55.00	45.81	16.7
20-51-6110 CONTRACT SERVICES	3,325.00	19,950.00	47,500.00	27,550.00	42.0
20-51-6135 PERMIT FEE EXP - SEWER	.00	1,498.94	2,250.00	751.06	66.6
20-51-6140 ENGINEERING FEES	3,285.00	3,285.00	14,750.00	11,465.00	22.3
20-51-6145 FUEL	101.89	663.54	3,000.00	2,336.46	22.1
20-51-6155 INSURANCE	.00	362.85	12,750.00	12,387.15	2.9
20-51-6170 LEGAL EXP - SEWER	.00	.00	1,000.00	1,000.00	.0
20-51-6185 MISCELLANEOUS	.00	1,653.44	750.00	( 903.44)	220.5
20-51-6192 SOFTWARE SUPPORT EXP - SEWER	343.39	5,926.42	6,000.00	73.58	98.8
20-51-6195 OPERATING SUPPLIES - SEWER	.00	7,850.08	12,000.00	4,149.92	65.4
20-51-6215 R&M BUILDING - SEWER	.00	190.64	.00	( 190.64)	.0
20-51-6220 REP AND MAINT - VEHICLES	237.75	1,347.19	3,250.00	1,902.81	41.5
20-51-6225 REP AND MAINT - EQUIPMENT	.00	684.59	575.00	( 109.59)	119.1
20-51-6230 REP AND MAINT - INFRASTRUCTURE	46.10	3,172.81	35,000.00	31,827.19	9.1
20-51-6240 SERVICE TESTS/SYSTEM TESTING	392.00	4,724.72	11,000.00	6,275.28	43.0
20-51-6250 SMALL TOOLS & EQUIPMENT (UNDER	.00	920.43	1,500.00	579.57	61.4
20-51-6280 UNIFORM EXP SEWER	71.48	295.02	450.00	154.98	65.6
20-51-6285 UTILITIES	230.76	1,217.14	2,750.00	1,532.86	44.3
20-51-6290 ADMINISTRATIVE CHARGE	4,918.00	34,426.00	59,016.00	24,590.00	58.3
20-51-8040 LEASE PAYMENTS	.00	.00	900.00	900.00	.0
TOTAL SEWER EXPENDITURES	18,051.22	128,119.61	293,986.00	165,866.39	43.6

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SANITATION EXPENDITURES</u>					
20-52-5001 SALARIES AND WAGES	5,015.56	40,925.46	82,000.00	41,074.54	49.9
20-52-5006 LONGEVITY BONUS	.00	179.83	380.00	200.17	47.3
20-52-5010 FICA AND MEDICARE	371.97	3,051.79	6,500.00	3,448.21	47.0
20-52-5011 RETIREMENT	509.88	4,269.60	10,000.00	5,730.40	42.7
20-52-5012 HEALTH INSURANCE	1,618.57	12,846.70	25,000.00	12,153.30	51.4
20-52-5013 WORKER'S COMPENSATION	1,039.75	4,084.55	6,600.00	2,515.45	61.9
20-52-5014 UNEMPLOYMENT	13.39	14.63	90.00	75.37	16.3
20-52-6111 RECYCLING CONTRACT EXP	360.00	1,200.00	1,750.00	550.00	68.6
20-52-6116 TRAINING & EDUCATION	.00	95.00	.00	( 95.00)	.0
20-52-6142 EQUIPMENT RENTALS	.00	.00	1,000.00	1,000.00	.0
20-52-6145 FUEL	506.53	2,634.75	7,750.00	5,115.25	34.0
20-52-6155 INSURANCE	.00	362.85	12,750.00	12,387.15	2.9
20-52-6165 LANDFILL TIPPING FEES	1,699.60	12,400.63	19,000.00	6,599.37	65.3
20-52-6185 MISCELLANEOUS	.00	1,820.59	8,000.00	6,179.41	22.8
20-52-6192 SOFTWARE SUPPORT EXP - TRASH	343.39	4,276.05	4,500.00	223.95	95.0
20-52-6195 OPERATING SUPPLIES - TRASH	.00	273.20	450.00	176.80	60.7
20-52-6220 REP AND MAINT - VEHICLES	1,751.08	6,762.04	7,750.00	987.96	87.3
20-52-6225 REP AND MAINT - EQUIPMENT	.00	684.59	600.00	( 84.59)	114.1
20-52-6230 R&M TRASH - INFRASTRUCTURE	.00	35.13	250.00	214.87	14.1
20-52-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
20-52-6280 UNIFORM EXP TRASH	71.48	295.06	350.00	54.94	84.3
20-52-6290 ADMINISTRATIVE CHARGE	4,918.00	34,426.00	59,016.00	24,590.00	58.3
20-52-9500 TRANSFERS OUT	.00	10,000.00	10,000.00	.00	100.0
TOTAL SANITATION EXPENDITURES	<u>18,219.20</u>	<u>140,638.45</u>	<u>265,236.00</u>	<u>124,597.55</u>	<u>53.0</u>
TOTAL FUND EXPENDITURES	<u>58,009.33</u>	<u>420,644.33</u>	<u>1,098,768.00</u>	<u>678,123.67</u>	<u>38.3</u>
NET REVENUE OVER EXPENDITURES	<u>30,722.49</u>	<u>193,429.90</u>	<u>2,382.00</u>	<u>( 191,047.90)</u>	<u>8120.5</u>

TOWN OF JEROME  
 BALANCE SHEET  
 JANUARY 31, 2025

Item A.
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HURF FUND

ASSETS

30-00-1000	CASH - COMBINED FUND	(	733,935.41)	
30-00-1022	OAZ HURF SAVINGS		786,926.59	
			<u>                    </u>	
	TOTAL ASSETS			<u><u>52,991.18</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

30-00-3002	UNRESTRICTED FUND BALANCE		72,165.46	
	REVENUE OVER EXPENDITURES - YTD	(	<u>19,174.28)</u>	
	BALANCE - CURRENT DATE		<u>(19,174.28)</u>	
	TOTAL FUND EQUITY			<u>52,991.18</u>
	TOTAL LIABILITIES AND EQUITY			<u><u>52,991.18</u></u>



TOWN OF JEROME  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2025

*Item A.*

HURF FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>HURF REVENUE</u>						
30-30-4020	HURF REVENUE	4,170.25	23,535.72	48,000.00	24,464.28	49.0
30-30-4300	INTEREST AND INVESTMENT EARNIN	333.27	2,291.82	2,750.00	458.18	83.3
30-30-4900	TRANSFERS IN	15,833.33	110,833.31	190,000.00	79,166.69	58.3
	<b>TOTAL HURF REVENUE</b>	20,336.85	136,660.85	240,750.00	104,089.15	56.8
	<b>TOTAL FUND REVENUE</b>	20,336.85	136,660.85	240,750.00	104,089.15	56.8

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

HURF FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HURF EXPENDITURE</u>					
30-30-5001 SALARIES AND WAGES	4,669.65	36,662.35	44,000.00	7,337.65	83.3
30-30-5006 LONGEVITY BONUS	.00	370.42	200.00	( 170.42)	185.2
30-30-5010 FICA AND MEDICARE	351.06	2,783.92	3,500.00	716.08	79.5
30-30-5011 RETIREMENT	270.54	2,265.50	5,300.00	3,034.50	42.8
30-30-5012 HEALTH INSURANCE	858.75	6,816.47	13,000.00	6,183.53	52.4
30-30-5013 WORKER'S COMPENSATION	330.25	1,381.86	2,100.00	718.14	65.8
30-30-5014 UNEMPLOYMENT	12.50	13.66	50.00	36.34	27.3
30-30-6140 ENGINEERING FEES	.00	.00	2,500.00	2,500.00	.0
30-30-6142 EQUIPMENT RENTALS	.00	.00	750.00	750.00	.0
30-30-6145 FUEL	322.68	1,239.74	1,500.00	260.26	82.7
30-30-6155 INSURANCE	.00	241.90	8,500.00	8,258.10	2.9
30-30-6185 MISCELLANEOUS	.00	756.56	650.00	( 106.56)	116.4
30-30-6192 SOFTWARE SERVICE & SUPPORT	114.46	884.90	1,575.00	690.10	56.2
30-30-6195 OPERATING SUPPLIES - HURF	.00	81.54	500.00	418.46	16.3
30-30-6210 PUBLIC RESTROOM SUPPLIES	1,788.60	5,954.98	1,250.00	( 4,704.98)	476.4
30-30-6215 REPAIR & MAINTENANCE - BUILDIN	.00	.00	500.00	500.00	.0
30-30-6220 REP AND MAINT - VEHICLES	237.73	1,204.43	1,750.00	545.57	68.8
30-30-6225 REP AND MAINT - EQUIPMENT	.00	684.60	1,000.00	315.40	68.5
30-30-6230 REP AND MAINT - INFRASTRUCTURE	1,834.75	78,609.01	124,000.00	45,390.99	63.4
30-30-6250 SMALL TOOLS AND EQUIPMENT	13.17	46.11	500.00	453.89	9.2
30-30-6255 STREET LIGHTS	2,453.30	8,586.45	13,500.00	4,913.55	63.6
30-30-6260 STREET SUPPLIES	.00	1,848.62	4,750.00	2,901.38	38.9
30-30-6280 UNIFORM EXP - HURF	71.49	295.05	400.00	104.95	73.8
30-30-6290 ADMINISTRATIVE CHARGE	729.58	5,107.06	8,755.00	3,647.94	58.3
30-30-8040 LEASE PAYMENTS	.00	.00	200.00	200.00	.0
TOTAL HURF EXPENDITURE	14,058.51	155,835.13	240,730.00	84,894.87	64.7
TOTAL FUND EXPENDITURES	14,058.51	155,835.13	240,730.00	84,894.87	64.7
NET REVENUE OVER EXPENDITURES	6,278.34	( 19,174.28)	20.00	19,194.28	(95871

TOWN OF JEROME  
 BALANCE SHEET  
 JANUARY 31, 2025

Item A.

PARKING FUND

<u>ASSETS</u>			
35-00-1000	CASH - COMBINED FUND	156,150.24	
	TOTAL ASSETS		156,150.24
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
35-00-3002	UNRESTRICTED FUND BALANCE	147,075.51	
	REVENUE OVER EXPENDITURES - YTD	9,074.73	
	BALANCE - CURRENT DATE	9,074.73	
	TOTAL FUND EQUITY		156,150.24
	TOTAL LIABILITIES AND EQUITY		156,150.24

TOWN OF JEROME  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2025

*Item A.*

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARKING FUND REVENUE</u>					
35-35-4042 PARKING KIOSK REVENUE	28,357.90	208,196.70	355,000.00	146,803.30	58.7
TOTAL PARKING FUND REVENUE	28,357.90	208,196.70	355,000.00	146,803.30	58.7
 TOTAL FUND REVENUE	 28,357.90	 208,196.70	 355,000.00	 146,803.30	 58.7

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKING FUND EXPENDITURE</u>					
35-35-5001 SALARIES AND WAGES	3,045.56	21,033.71	41,000.00	19,966.29	51.3
35-35-5006 LONGEVITY BONUS	.00	100.00	180.00	80.00	55.6
35-35-5010 FICA MATCH	232.99	1,616.77	3,100.00	1,483.23	52.2
35-35-5013 WORKER'S COMPENSATION	175.82	626.98	1,100.00	473.02	57.0
35-35-5014 UNEMPLOYMENT	8.22	12.57	175.00	162.43	7.2
35-35-6145 FUEL	57.27	367.87	1,000.00	632.13	36.8
35-35-6185 MISCELLANEOUS	.00	742.45	1,000.00	257.55	74.3
35-35-6186 BANK CHARGES	.00	37.00	.00	( 37.00)	.0
35-35-6188 CREDIT CARD PROCESSING FEES	4,082.46	17,751.42	27,500.00	9,748.58	64.6
35-35-6192 SOFTWARE SERVICE AND SUPPORT	1,071.98	12,012.86	27,500.00	15,487.14	43.7
35-35-6195 OPERATING SUPPLIES	.00	2,060.80	2,500.00	439.20	82.4
35-35-6265 TELEPHONE	406.27	4,072.04	5,500.00	1,427.96	74.0
35-35-6290 ADMINISTRATIVE CHARGE	479.17	3,354.19	5,750.00	2,395.81	58.3
35-35-8041 ALLOWANCE FOR ADDITIONAL CAPIT	.00	.00	4,000.00	4,000.00	.0
35-35-9500 TRANSFERS OUT	19,333.33	135,333.31	232,000.00	96,666.69	58.3
TOTAL PARKING FUND EXPENDITURE	<u>28,893.07</u>	<u>199,121.97</u>	<u>352,305.00</u>	<u>153,183.03</u>	<u>56.5</u>
TOTAL FUND EXPENDITURES	<u>28,893.07</u>	<u>199,121.97</u>	<u>352,305.00</u>	<u>153,183.03</u>	<u>56.5</u>
NET REVENUE OVER EXPENDITURES	<u>( 535.17)</u>	<u>9,074.73</u>	<u>2,695.00</u>	<u>( 6,379.73)</u>	<u>336.7</u>

TOWN OF JEROME  
 BALANCE SHEET  
 JANUARY 31, 2025

Item A.

FIRE DEPT PENSION & RETIREMENT

<u>ASSETS</u>			
40-00-1000	CASH - COMBINED FUND		13,301.40
40-00-1010	INVESTMENTS - PENSION & RELIEF		189,886.42
40-00-1011	PENSION FUND CASH		18,162.07
			<hr/>
	TOTAL ASSETS		221,349.89
			<hr/> <hr/>
 <u>LIABILITIES AND EQUITY</u>			
 <u>LIABILITIES</u>			
40-00-2001	ACCOUNTS PAYABLE	(	4,236.09)
			<hr/>
	TOTAL LIABILITIES	(	4,236.09)
 <u>FUND EQUITY</u>			
40-00-3002	UNRESTRICTED FUND BALANCE		227,585.98
	REVENUE OVER EXPENDITURES - YTD	(	2,000.00)
			<hr/>
	BALANCE - CURRENT DATE	(	2,000.00)
			<hr/>
	TOTAL FUND EQUITY		225,585.98
			<hr/>
	TOTAL LIABILITIES AND EQUITY		221,349.89
			<hr/> <hr/>

TOWN OF JEROME  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 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	.00	.00	10,000.00	10,000.00	.0
	<b>TOTAL FIRE DEPT P&amp;R REVENUE</b>	.00	.00	27,750.00	27,750.00	.0
	<b>TOTAL FUND REVENUE</b>	.00	.00	27,750.00	27,750.00	.0

TOWN OF JEROME  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 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	.00	2,000.00	27,750.00	25,750.00	7.2
TOTAL FIRE DEPT P&R EXPENDITURE	.00	2,000.00	27,750.00	25,750.00	7.2
TOTAL FUND EXPENDITURES	.00	2,000.00	27,750.00	25,750.00	7.2
NET REVENUE OVER EXPENDITURES	.00	( 2,000.00)	.00	2,000.00	.0



TOWN OF JEROME  
 BALANCE SHEET  
 JANUARY 31, 2025

Item A.

OPERATING GRANTS REVENUE

<u>ASSETS</u>			
50-00-1000	CASH - COMBINED FUND	95,134.89	
50-00-1800	INVENTORY	13,193.06	
		<u>                    </u>	
	TOTAL ASSETS		<u>108,327.95</u>
 <u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
50-00-2755	DEFERRED REVENUE - OPR GRANTS	73,062.12	
		<u>                    </u>	
	TOTAL LIABILITIES		73,062.12
 <u>FUND EQUITY</u>			
50-00-3002	UNRESTRICTED FUND BALANCE	36,592.44	
	REVENUE OVER EXPENDITURES - YTD	( 1,326.61)	
		<u>                    </u>	
	BALANCE - CURRENT DATE	( 1,326.61)	
		<u>                    </u>	
	TOTAL FUND EQUITY		<u>35,265.83</u>
	TOTAL LIABILITIES AND EQUITY		<u>108,327.95</u>

TOWN OF JEROME  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 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	15,000.00	.00	( 15,000.00)	.0
50-40-4067 POLICE DEPT REV - OPR GRANTS	.00	.00	20,000.00	20,000.00	.0
50-40-4068 FIRE DEPT REV - OPR GRANTS	.00	.00	43,000.00	43,000.00	.0
50-40-4101 USDA SEARCH GRANT WWTP	.00	.00	32,000.00	32,000.00	.0
50-40-4102 YAVAPAI COUNTY STORM DRAINAGE/	.00	.00	30,000.00	30,000.00	.0
50-40-4105 COMMUNITY & FOUNDATION GRANT R	.00	.00	20,000.00	20,000.00	.0
50-40-4150 POLICE: PROP 207 FUNDING	.00	.00	( 5,000.00)	( 5,000.00)	.0
50-40-4185 MISCELLANEOUS GRANTS	.00	.00	350,000.00	350,000.00	.0
50-40-4200 MISC. JUDICIAL GRANTS	.00	.00	25,000.00	25,000.00	.0
TOTAL OPERATING GRANTS REVENUE	.00	15,000.00	515,000.00	500,000.00	2.9
TOTAL FUND REVENUE	.00	15,000.00	515,000.00	500,000.00	2.9

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

OPERATING GRANTS REVENUE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING GRANTS EXPENDITURE</u>					
50-40-6100 MISC. JUDICIAL GRANT EXP.	.00	.00	25,000.00	25,000.00	.0
50-40-6101 USDA SEARCH GRANT (WWTP ENGINE	.00	.00	32,000.00	32,000.00	.0
50-40-6102 YAVAPAI COUNTY STORM DRAINAGE/	.00	.00	30,000.00	30,000.00	.0
50-40-6105 COMMUNITY INVESTMENT 2024	.00	.00	20,000.00	20,000.00	.0
50-40-6150 POLICE: PROP 207 FUNDING	.00	.00	5,000.00	5,000.00	.0
50-40-6185 USE OF MISCELLANEOUS GRANTS	.00	.00	350,000.00	350,000.00	.0
50-40-6236 RICO EXP - OPR GRANTS	.00	15,000.00	.00	( 15,000.00)	.0
50-40-6237 POLICE DEPT EXP - OPR GRANTS	.00	.00	20,000.00	20,000.00	.0
50-40-6238 FIRE DEPT EXP - OPR GRANTS	245.28	1,326.61	43,000.00	41,673.39	3.1
<b>TOTAL OPERATING GRANTS EXPENDITURE</b>	<b>245.28</b>	<b>16,326.61</b>	<b>525,000.00</b>	<b>508,673.39</b>	<b>3.1</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>245.28</b>	<b>16,326.61</b>	<b>525,000.00</b>	<b>508,673.39</b>	<b>3.1</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 245.28)</b>	<b>( 1,326.61)</b>	<b>( 10,000.00)</b>	<b>( 8,673.39)</b>	<b>( 13.3)</b>

TOWN OF JEROME  
 BALANCE SHEET  
 JANUARY 31, 2025

Item A.

CAPITAL GRANTS FUND

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

TOWN OF JEROME  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 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	.00	.00	400,000.00	400,000.00	.0
60-70-4107 YAVAPAI APACHE GAMING DONATION	.00	.00	16,000.00	16,000.00	.0
60-70-4108 FREEPORT MCMORAN - SOCIAL INVE	.00	.00	25,000.00	25,000.00	.0
60-70-4111 LEGISLATIVE FUNDING-CENTER AVE	.00	.00	500,000.00	500,000.00	.0
60-70-4185 MISCELLANEOUS CAPITAL GRANTS	.00	.00	500,000.00	500,000.00	.0
60-70-4200 FEDERAL GRANTS	.00	.00	2,500,000.00	2,500,000.00	.0
TOTAL CAPITAL GRANTS REVENUE	.00	.00	3,941,000.00	3,941,000.00	.0
TOTAL FUND REVENUE	.00	.00	3,941,000.00	3,941,000.00	.0

TOWN OF JEROME  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2025

*Item A.*

CAPITAL GRANTS FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>CAPITAL GRANTS EXPENDITURE</u>					
60-70-6105 CDBG DECEPTIWATERLINE EXPENSES	.00	.00	400,000.00	400,000.00	.0
60-70-6107 YAVAPAI APACHE GRANT EXPENSES	.00	.00	16,000.00	16,000.00	.0
60-70-6108 FREEPORT MCMORAN - SOCIAL INVE	.00	.00	25,000.00	25,000.00	.0
60-70-6111 LEGISTATIVE FUNDING-CENTERAVE	.00	.00	500,000.00	500,000.00	.0
60-70-6185 MISC EXP - CAP GRANTS	.00	6,200.00	500,000.00	493,800.00	1.2
60-70-6200 FEDERAL RAISE GRANT EXP	.00	.00	2,500,000.00	2,500,000.00	.0
TOTAL CAPITAL GRANTS EXPENDITURE	<u>.00</u>	<u>6,200.00</u>	<u>3,941,000.00</u>	<u>3,934,800.00</u>	<u>.2</u>
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>6,200.00</u>	<u>3,941,000.00</u>	<u>3,934,800.00</u>	<u>.2</u>
NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>( 6,200.00)</u>	<u>.00</u>	<u>6,200.00</u>	<u>.0</u>

TOWN OF JEROME  
 BALANCE SHEET  
 JANUARY 31, 2025

Item A.

GENERAL FUND CONTINGENCIES FND

ASSETS

70-00-1000	CASH - COMBINED FUND	(	374,623.93)
	TOTAL ASSETS		( 374,623.93)

LIABILITIES AND EQUITY

FUND EQUITY

70-00-3002	UNRESTRICTED FUND BALANCE	(	323,855.22)
	REVENUE OVER EXPENDITURES - YTD	(	50,768.71)
	BALANCE - CURRENT DATE	(	50,768.71)
	TOTAL FUND EQUITY		( 374,623.93)
	TOTAL LIABILITIES AND EQUITY		( 374,623.93)

TOWN OF JEROME  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2025

*Item A.*

GENERAL FUND CONTINGENCIES FND

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



TOWN OF JEROME  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2025

*Item A.*

GENERAL FUND CONTINGENCIES FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL FUND CONTINGENCIES EXP</u>					
70-25-6276 WILDLANDS EXP - CONTINGENCY	11,844.61	60,437.50	75,000.00	14,562.50	80.6
70-25-6295 EXPENSE - GF CONTINGENCIES	.00	331.21	2,350,000.00	2,349,668.79	.0
<b>TOTAL GENERAL FUND CONTINGENCIES EXP</b>	<b>11,844.61</b>	<b>60,768.71</b>	<b>2,425,000.00</b>	<b>2,364,231.29</b>	<b>2.5</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>11,844.61</b>	<b>60,768.71</b>	<b>2,425,000.00</b>	<b>2,364,231.29</b>	<b>2.5</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 11,844.61)</b>	<b>( 50,768.71)</b>	<b>.00</b>	<b>50,768.71</b>	<b>.0</b>

TOWN OF JEROME  
BALANCE SHEET  
JANUARY 31, 2025

Item A.

UTILITIES CONTINGENCIES FUND

ASSETS

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

LIABILITIES AND EQUITY

FUND EQUITY

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

TOWN OF JEROME  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

UTILITIES CONTINGENCIES FUND

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

TOWN OF JEROME  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2025

*Item A.*

UTILITIES CONTINGENCIES FUND

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

TOWN OF JEROME  
 BALANCE SHEET  
 JANUARY 31, 2025

Item A.

CAPITAL FUND

ASSETS

90-00-1000	CASH - COMBINED FUND	(	1,285,056.04)	
90-00-1021	OAZ CAPITAL IMPROVEMENTS		71,646.95	
90-00-1023	ONEAZ WWTP CHECKING		65,468.15	
			<u>                    </u>	
	TOTAL ASSETS			( 1,147,940.94)
				<u>                    </u>

LIABILITIES AND EQUITY

FUND EQUITY

90-00-3002	UNRESTRICTED FUND BALANCE	(	518,571.80)	
	REVENUE OVER EXPENDITURES - YTD	(	<u>629,369.14)</u>	
	BALANCE - CURRENT DATE	(	<u>629,369.14)</u>	
	TOTAL FUND EQUITY			( 1,147,940.94)
				<u>                    </u>
	TOTAL LIABILITIES AND EQUITY			( 1,147,940.94)
				<u>                    </u>

TOWN OF JEROME  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 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	78.42	321.43	225.00	( 96.43)	142.9
90-57-4303 INTEREST - WWTP	5.74	60.04	575.00	514.96	10.4
90-57-4515 INTERIM WWTP LOAN	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL CAPITAL FUND REVENUES	84.16	381.47	2,000,800.00	2,000,418.53	.0
TOTAL FUND REVENUE	84.16	381.47	2,000,800.00	2,000,418.53	.0

TOWN OF JEROME  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

Item A.

CAPITAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL FUND EXPENDITURES</u>					
90-57-7026 HOUSING PURCHASE EXPENSE	.00	543,387.91	.00	( 543,387.91)	.0
90-57-7027 WASTEWATER TREATMENT DESIGN EX	1,792.50	86,362.70	.00	( 86,362.70)	.0
90-57-7030 INTERIM WWTP LOAN EXP	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL CAPITAL FUND EXPENDITURES	1,792.50	629,750.61	2,000,000.00	1,370,249.39	31.5
TOTAL FUND EXPENDITURES	1,792.50	629,750.61	2,000,000.00	1,370,249.39	31.5
NET REVENUE OVER EXPENDITURES	( 1,708.34)	( 629,369.14)	800.00	630,169.14	(78671

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	11525MS10	Fuel Charges for Decembe	1	01/15/2025	613.70	.00	613.70	101744	01/15/2025
		11525MS10	Fuel Charges for Decembe	2	01/15/2025	57.27	.00	57.27	101744	01/15/2025
Total 1000:						670.97	.00	670.97		
1030	ALLEN MUMA	10825MS2	Acct 6023-01 - LMP Refun	1	01/08/2025	16.28	.00	16.28	101714	01/08/2025
Total 1030:						16.28	.00	16.28		
1040	AMERIGAS	11525MS11	Inv 3172374112 - Annual T	1	01/15/2025	139.80	.00	139.80	101745	01/15/2025
Total 1040:						139.80	.00	139.80		
1050	APS	10825MS29	Acct 3601574879 - Parks	1	01/08/2025	73.76	.00	73.76	101715	01/08/2025
		10825MS29	Acct 9438060000 - Roof	2	01/08/2025	17.25	.00	17.25	101715	01/08/2025
		10825MS29	Acct 4246290000 - WWTP	3	01/08/2025	230.76	.00	230.76	101715	01/08/2025
		10825MS29	Acct 6109570000 - Perkins	4	01/08/2025	368.77	.00	368.77	101715	01/08/2025
		10825MS29	Acct 4533627223 - Restroo	5	01/08/2025	217.15	.00	217.15	101715	01/08/2025
		10825MS29	Acct 8468241000 - Middle	6	01/08/2025	45.38	.00	45.38	101715	01/08/2025
		10825MS29	Acct 5613490000 - Upper	7	01/08/2025	65.51	.00	65.51	101715	01/08/2025
		10825MS29	Acct 6506951000 - PD	8	01/08/2025	236.54	.00	236.54	101715	01/08/2025
		10825MS29	Acct 3216010000 - Hotel J	9	01/08/2025	45.38	.00	45.38	101715	01/08/2025
		10825MS29	Acct 2383901000 - Upper	10	01/08/2025	109.37	.00	109.37	101715	01/08/2025
		10825MS29	Acct 0421621000 - FD	11	01/08/2025	540.10	.00	540.10	101715	01/08/2025
		10825MS29	Acct 0024240000 - Lower	12	01/08/2025	45.71	.00	45.71	101715	01/08/2025
		10825MS29	Acct 2353720000 - Gulch F	13	01/08/2025	108.68	.00	108.68	101715	01/08/2025
		10825MS29	Acct 8061950000 - Sunshi	14	01/08/2025	43.86	.00	43.86	101715	01/08/2025
		10825MS29	Acct 2839800000 - Ghost	15	01/08/2025	113.34	.00	113.34	101715	01/08/2025
		10825MS29	Acct 1976520000 - Art Co-	16	01/08/2025	221.39	.00	221.39	101715	01/08/2025
		10825MS29	Acct 1490440000 - Street L	17	01/08/2025	1,226.65	.00	1,226.65	101716	01/08/2025
		10825MS29	Acct 0070528763 - Holly H	18	01/08/2025	526.67	.00	526.67	101716	01/08/2025
		10825MS29	Acct 7575770000 - Town H	19	01/08/2025	944.46	.00	944.46	101716	01/08/2025
		10825MS29	Acct 7575770000 - Town H	20	01/08/2025	312.50-	.00	312.50-	101716	01/08/2025
12925MS9	Acct 1490440000 - Street L	1	01/29/2025	1,226.65	.00	1,226.65	101777	01/29/2025		
Total 1050:						6,094.88	.00	6,094.88		
1056	ARIZONA BUG COMPANY	11525MS3	Inv 219272 - Monthly Pest	1	01/15/2025	50.00	.00	50.00	101746	01/15/2025
		12925MS7	Inv 215959 - Termite Treat	1	01/29/2025	200.00	.00	200.00	101778	01/29/2025
		12925MS7	Inv 210535 - Treatment for	2	01/29/2025	60.00	.00	60.00	101778	01/29/2025
		12925MS7	Inv 212147 - Quarterly Pes	3	01/29/2025	70.00	.00	70.00	101778	01/29/2025
		12925MS7	Inv 215962 - Quarterly Pes	4	01/29/2025	70.00	.00	70.00	101778	01/29/2025
Total 1056:						450.00	.00	450.00		
1088	AT&T	10825MS3	Acct 287307080989 Phone	1	01/08/2025	246.23	.00	246.23	101717	01/08/2025
		10825MS3	Acct 287307080989 - Parki	2	01/08/2025	246.23	.00	246.23	101717	01/08/2025
Total 1088:						492.46	.00	492.46		
1142	BOUND TREE MEDICAL,	11525MS12	Inv 85610919/PO 127295 -	1	01/15/2025	284.10	.00	284.10	101747	01/15/2025
Total 1142:						284.10	.00	284.10		



Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1156	CALIBRE PRESS	12925MS12	Inv 126994 - Training Floris	1	01/29/2025	359.00	.00	359.00	101780	01/29/2025
Total 1156:						359.00	.00	359.00		
1158	CANDACE GALLAGHER	10825MS11	Codification & Web Service	1	01/08/2025	525.00	.00	525.00	101719	01/08/2025
		10825MS11	Zoning Code Update 12-20	2	01/08/2025	100.00	.00	100.00	101719	01/08/2025
Total 1158:						625.00	.00	625.00		
1170	CASELLE	10825MS15	INV 138330 - Support & M	1	01/08/2025	1,030.18	.00	1,030.18	101720	01/08/2025
		10825MS15	INV 138330 - Support & M	2	01/08/2025	343.39	.00	343.39	101720	01/08/2025
		10825MS15	INV 138330 - Support & M	3	01/08/2025	343.39	.00	343.39	101720	01/08/2025
		10825MS15	INV 138330 - Support & M	4	01/08/2025	343.39	.00	343.39	101720	01/08/2025
		10825MS15	INV 138330 - Support & M	5	01/08/2025	114.46	.00	114.46	101720	01/08/2025
		10825MS15	INV 138330 - Support & M	6	01/08/2025	114.46	.00	114.46	101720	01/08/2025
Total 1170:						2,289.27	.00	2,289.27		
1174	CDW GOVERNMENT, INC	10825MS13	Inv CB00879683 - M365 B	1	01/08/2025	1,163.89	.00	1,163.89	101721	01/08/2025
Total 1174:						1,163.89	.00	1,163.89		
1178	CENTURY LINK	10825MS10	ACCT 333832741 Phone S	1	01/08/2025	75.66	.00	75.66	101722	01/08/2025
		10825MS10	ACCT 333832741 Phone S	2	01/08/2025	162.95	.00	162.95	101722	01/08/2025
		10825MS10	ACCT 333832741 Phone S	3	01/08/2025	162.95	.00	162.95	101722	01/08/2025
		10825MS10	ACCT 333832741 Phone S	4	01/08/2025	65.18	.00	65.18	101722	01/08/2025
		10825MS10	ACCT 333832741 Phone S	5	01/08/2025	260.72	.00	260.72	101722	01/08/2025
		12225MS1	Inv 720413662 - Switched	1	01/22/2025	3.78	.00	3.78	101764	01/22/2025
		12925MS1	ACCT 333832741 Phone S	1	01/29/2025	75.78	.00	75.78	101781	01/29/2025
		12925MS1	ACCT 333832741 Phone S	2	01/29/2025	160.84	.00	160.84	101781	01/29/2025
		12925MS1	ACCT 333832741 Phone S	3	01/29/2025	160.84	.00	160.84	101781	01/29/2025
		12925MS1	ACCT 333832741 Phone S	4	01/29/2025	64.33	.00	64.33	101781	01/29/2025
		12925MS1	ACCT 333832741 Phone S	5	01/29/2025	257.34	.00	257.34	101781	01/29/2025
Total 1178:						1,450.37	.00	1,450.37		
1195	CITY OF COTTONWOOD	11525MS2	Inv 0008172 - PD Dispatchi	1	01/15/2025	3,835.32	.00	3,835.32	101748	01/15/2025
		11525MS2	Inv 0008178 - FD Dispathin	2	01/15/2025	648.67	.00	648.67	101748	01/15/2025
Total 1195:						4,483.99	.00	4,483.99		
1213	CONTRACT WASTEWATE	11525MS9	Inv 1016120 - Operator/Ma	1	01/15/2025	1,025.00	.00	1,025.00	101749	01/15/2025
		11525MS9	Inv 1016120 - Operator/Ma	2	01/15/2025	3,325.00	.00	3,325.00	101749	01/15/2025
		11525MS9	Inv 1016120 - Sample Tran	3	01/15/2025	65.00	.00	65.00	101749	01/15/2025
Total 1213:						4,415.00	.00	4,415.00		
1239	DANA KEPNER CO	11525MS13	INV 9044782 - Water parts	1	01/15/2025	4,218.28	.00	4,218.28	101750	01/15/2025
		11525MS13	INV 9045014 - Traffic Rate	2	01/15/2025	676.37	.00	676.37	101750	01/15/2025
Total 1239:						4,894.65	.00	4,894.65		
1264	DIESEL DIRECT WEST	10825MS17	INV 86286602 - Diesel Fue	1	01/08/2025	182.84	.00	182.84	101723	01/08/2025
		10825MS17	INV 86286602 - Diesel Fue	2	01/08/2025	22.85	.00	22.85	101723	01/08/2025
		10825MS17	INV 86286602 - Diesel Fue	3	01/08/2025	22.85	.00	22.85	101723	01/08/2025
		12225MS6	INV 86317215 - Diesel Fue	1	01/22/2025	141.14	.00	141.14	101766	01/22/2025
		12225MS6	INV 86317215 - Diesel Fue	2	01/22/2025	17.64	.00	17.64	101766	01/22/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		12225MS6	INV 86317215 - Diesel Fue	3	01/22/2025	17.64	.00	17.64	101766	01/22/2025
	Total 1264:					404.96	.00	404.96		
1322	FOUR-D LLC	10825MS4	Inv 00000923 - Monthly Se	1	01/08/2025	560.00	.00	560.00	101726	01/08/2025
		10825MS4	Inv 00000923 - PD Crimest	2	01/08/2025	245.00	.00	245.00	101726	01/08/2025
	Total 1322:					805.00	.00	805.00		
1380	HUGHES SUPPLY	10825MS8	INV S173720047 - Concret	1	01/08/2025	337.86	.00	337.86	101727	01/08/2025
	Total 1380:					337.86	.00	337.86		
1419	JC CULLEN INC	10825MS19	Inv 157224 - 911 Port Servi	1	01/08/2025	35.49	.00	35.49	101728	01/08/2025
		10825MS19	Inv 157224 - 911 Port Servi	2	01/08/2025	35.48	.00	35.48	101728	01/08/2025
	Total 1419:					70.97	.00	70.97		
1428	JEROME CHAMBER OF C	11525MS18	Annual Contribution - Bed	1	01/15/2025	10,000.00	.00	10,000.00	101756	01/15/2025
	Total 1428:					10,000.00	.00	10,000.00		
1503	LEGEND	10825MS12	Inv 2500349 - Testing Servi	1	01/08/2025	177.00	.00	177.00	101730	01/08/2025
		10825MS12	Inv 2420466 - Testing Servi	2	01/08/2025	75.00	.00	75.00	101730	01/08/2025
		12225MS7	Inv 2500857 - Testing Servi	1	01/22/2025	75.00	.00	75.00	101767	01/22/2025
	Total 1503:					327.00	.00	327.00		
1520	LYLE KEITH	11525MS7	WM Receipt - 8299617572	1	01/15/2025	15.91	.00	15.91	101757	01/15/2025
		11525MS7	WM Receipt - 8299617572	2	01/15/2025	15.91	.00	15.91	101757	01/15/2025
		11525MS7	WM Receipt - 8299617572	3	01/15/2025	15.91	.00	15.91	101757	01/15/2025
		11525MS7	WM Receipt - 8299617572	4	01/15/2025	15.91	.00	15.91	101757	01/15/2025
		11525MS7	WM Receipt - 8299617572	5	01/15/2025	15.91	.00	15.91	101757	01/15/2025
		11525MS7	WM Receipt - 8299617572	6	01/15/2025	15.92	.00	15.92	101757	01/15/2025
	Total 1520:					95.47	.00	95.47		
1576	NAPA AUTO PARTS	10825MS28	INV 365707 - Winshild Wi	1	01/08/2025	32.93	.00	32.93	101731	01/08/2025
		10825MS28	INV 365971 - Brakes for C-	2	01/08/2025	49.42	.00	49.42	101731	01/08/2025
		10825MS28	INV 366886 - Brake Rotors	3	01/08/2025	172.46	.00	172.46	101731	01/08/2025
		10825MS28	INV 367855 - Battery (2yr	4	01/08/2025	206.51	.00	206.51	101731	01/08/2025
		10825MS28	INV 368882 - Slide Termin	5	01/08/2025	24.89	.00	24.89	101731	01/08/2025
		10825MS28	INV 368949 - Oil	6	01/08/2025	172.91	.00	172.91	101731	01/08/2025
		10825MS28	INV 369101 - Headlights	7	01/08/2025	49.39	.00	49.39	101731	01/08/2025
		10825MS28	PWALL INV 369220,36855	8	01/08/2025	199.25	.00	199.25	101731	01/08/2025
		10825MS28	PWALL INV 369220,36855	9	01/08/2025	199.25	.00	199.25	101731	01/08/2025
		10825MS28	PWALL INV 369220,36855	10	01/08/2025	199.25	.00	199.25	101731	01/08/2025
		10825MS28	PWALL INV 369220,36855	11	01/08/2025	199.25	.00	199.25	101731	01/08/2025
		10825MS28	PWALL INV 369220,36855	12	01/08/2025	199.25	.00	199.25	101731	01/08/2025
		10825MS28	PWALL INV 369220,36855	13	01/08/2025	199.25	.00	199.25	101731	01/08/2025
	Total 1576:					1,904.01	.00	1,904.01		
1598	NORTHERN CHEMICAL C	11525MS15	Inv 708590-00 - Public Res	1	01/15/2025	1,788.60	.00	1,788.60	101758	01/15/2025
	Total 1598:					1,788.60	.00	1,788.60		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1603	ODP BUSINESS SOLUTIO	10825MS6	Inv404103482001 - Winter	1	01/08/2025	17.56	.00	17.56	101732	01/08/2025
		10825MS6	Inv 404104208001 - Office	2	01/08/2025	22.80	.00	22.80	101732	01/08/2025
		11525MS16	Inv 405631508001 - Busin	1	01/15/2025	244.32	.00	244.32	101759	01/15/2025
		12225MS2	Inv 403510672001 - Kleen	1	01/22/2025	53.61	.00	53.61	101768	01/22/2025
		12225MS2	Inv 404914338001 - Envel	2	01/22/2025	25.51	.00	25.51	101768	01/22/2025
		12225MS2	Inv 404915469001 - Copy	3	01/22/2025	102.06	.00	102.06	101768	01/22/2025
		12225MS2	Inv 404915470001 - Certifi	4	01/22/2025	17.89	.00	17.89	101768	01/22/2025
		12925MS11	Inv 407969823001 - Manila	1	01/29/2025	82.51	.00	82.51	101783	01/29/2025
		12925MS11	Inv 405321656001 - Expan	2	01/29/2025	34.31	.00	34.31	101783	01/29/2025
Total 1603:						600.57	.00	600.57		
1615	FLOWBIRD AMERICA, IN	10825MS7	INV AI000698 - Flowbird Tr	1	01/08/2025	18.40	.00	18.40	101725	01/08/2025
		10825MS7	INV AI000703 - Validation c	2	01/08/2025	435.01	.00	435.01	101725	01/08/2025
		12925MS2	INV AI000956 - Flowbird T	1	01/29/2025	14.83	.00	14.83	101782	01/29/2025
		12925MS2	INV AI000962 - Parkfolio &	2	01/29/2025	435.01	.00	435.01	101782	01/29/2025
Total 1615:						903.25	.00	903.25		
1643	PRESCOTT LAW GROUP,	10825MS18	INV 9175 - Monthly Flat Ra	1	01/08/2025	2,000.00	.00	2,000.00	101733	01/08/2025
Total 1643:						2,000.00	.00	2,000.00		
1647	FlexPrint, LLC	10825MS16	INV5086880-INT Monthly c	1	01/08/2025	357.51	.00	357.51	101724	01/08/2025
Total 1647:						357.51	.00	357.51		
1677	REESE'S TIRE & AUTOTI	10825MS1	Inv 104132 - Service Call	1	01/08/2025	140.00	.00	140.00	101734	01/08/2025
		10825MS1	Inv 107189 - Garbage Truc	2	01/08/2025	140.00	.00	140.00	101734	01/08/2025
		10825MS1	Inv 107218 - New Tires &	3	01/08/2025	1,035.53	.00	1,035.53	101734	01/08/2025
		10825MS1	Inv 104012 - Service Tire R	4	01/08/2025	21.83	.00	21.83	101734	01/08/2025
		10825MS1	Inv 104012 - Service Tire R	5	01/08/2025	21.83	.00	21.83	101734	01/08/2025
		10825MS1	Inv 104012 - Service Tire R	6	01/08/2025	21.83	.00	21.83	101734	01/08/2025
		10825MS1	Inv 104012 - Service Tire R	7	01/08/2025	21.83	.00	21.83	101734	01/08/2025
		10825MS1	Inv 104012 - Service Tire R	8	01/08/2025	21.83	.00	21.83	101734	01/08/2025
		10825MS1	Inv 104012 - Service Tire R	9	01/08/2025	21.82	.00	21.82	101734	01/08/2025
Total 1677:						1,446.50	.00	1,446.50		
1712	RUSSELL SAN FELICE	10825MS9	Reimbursement - Laptop D	1	01/08/2025	106.35	.00	106.35	101735	01/08/2025
		11525MS5	REIMBURSEMENT - INV 1	1	01/15/2025	47.80	.00	47.80	101760	01/15/2025
		11525MS5	REIMBURSEMENT - Inv 2	2	01/15/2025	37.21	.00	37.21	101760	01/15/2025
Total 1712:						191.36	.00	191.36		
1728	SEDONA RECYCLES, INC	12225MS4	INV JRME 1124 - Hauling	1	01/22/2025	240.00	.00	240.00	101770	01/22/2025
		12225MS4	INV JRME 1224 - Hauling	2	01/22/2025	120.00	.00	120.00	101770	01/22/2025
Total 1728:						360.00	.00	360.00		
1735	SHAW LAW FIRM, PLLC	12925MS10	Inv 27099 - State v. Ahart C	1	01/29/2025	22.50	.00	22.50	101785	01/29/2025
Total 1735:						22.50	.00	22.50		
1740	SIMS MACKIN, LTD	11525MS1	Legal Services - P&Z	1	01/15/2025	112.50	.00	112.50	101761	01/15/2025
		11525MS1	Legal Services - WWTP	2	01/15/2025	1,642.50	.00	1,642.50	1025	01/15/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1740:						1,755.00	.00	1,755.00		
1774	SUPERIOR COURT YAVA	12225MS3	Inv 2 2425 J - Weekend Co	1	01/22/2025	125.74	.00	125.74	101771	01/22/2025
		12225MS3	Inv 2 2425J - Interpreting S	2	01/22/2025	80.00	.00	80.00	101771	01/22/2025
Total 1774:						205.74	.00	205.74		
1802	THYSSENKRUPP ELEVAT	10825MS22	INV 3008285312 - Quarterl	1	01/08/2025	1,336.89	.00	1,336.89	101737	01/08/2025
Total 1802:						1,336.89	.00	1,336.89		
1812	TOWN OF JEROME - UTIL	10825MS20	6023.03 - 621 Main St	1	01/08/2025	26.30	.00	26.30	101738	01/08/2025
		10825MS20	1014.03 - 655 Holly Ave	2	01/08/2025	162.90	.00	162.90	101738	01/08/2025
		10825MS20	7002.01 Town Hall Utilities	3	01/08/2025	224.90	.00	224.90	101738	01/08/2025
		10825MS20	7015-01 Fire Station	4	01/08/2025	210.83	.00	210.83	101738	01/08/2025
		10825MS20	7054.01 Jerome PD Utilitie	5	01/08/2025	177.32	.00	177.32	101738	01/08/2025
		10825MS20	7060.01 Public Works Yard	6	01/08/2025	210.83	.00	210.83	101738	01/08/2025
Total 1812:						1,013.08	.00	1,013.08		
1813	TOWN OF JEROME PR	012725KM1	Payroll Transfer 2- January	1	01/27/2025	90,000.00	.00	90,000.00	101776	01/27/2025
		10825MS14	Payroll Transfer - January '	1	01/08/2025	90,000.00	.00	90,000.00	101739	01/08/2025
Total 1813:						180,000.00	.00	180,000.00		
1827	UNISOURCE ENERGY SE	11525MS17	7505930000 600 Clark St -	1	01/15/2025	584.68	.00	584.68	101762	01/15/2025
		11525MS17	2353340000 502 N Main St	2	01/15/2025	192.40	.00	192.40	101762	01/15/2025
		11525MS17	7133613001 - 655 Holly -	3	01/15/2025	21.79	.00	21.79	101762	01/15/2025
		11525MS17	6937260000 303 Main St -	4	01/15/2025	39.46	.00	39.46	101762	01/15/2025
		11525MS17	0559820000 101 N Main St	5	01/15/2025	243.38	.00	243.38	101762	01/15/2025
		11525MS17	4353340000 201 Perkinsvil	6	01/15/2025	245.82	.00	245.82	101762	01/15/2025
Total 1827:						1,327.53	.00	1,327.53		
1851	VERDE VALLEY HARDWA	10825MS27	Inv 74879 - Marking Paint	1	01/08/2025	43.90	.00	43.90	101740	01/08/2025
		10825MS27	Inv 74904 - Hedge Trimmer	2	01/08/2025	494.31	.00	494.31	101740	01/08/2025
		10825MS27	Inv 75025 - Red Paint	3	01/08/2025	52.72	.00	52.72	101740	01/08/2025
		10825MS27	Inv 75083 - Paint Rollers	4	01/08/2025	13.17	.00	13.17	101740	01/08/2025
		10825MS27	Inv 75142 - Elbows, coupli	5	01/08/2025	57.96	.00	57.96	101740	01/08/2025
Total 1851:						662.06	.00	662.06		
1854	VERDE VALLEY NEWSPA	12225MS11	Statement 178921 - Public	1	01/22/2025	160.60	.00	160.60	101774	01/22/2025
Total 1854:						160.60	.00	160.60		
1859	VERIZON WIRELESS	10825MS26	Acct 870476021-00001 FD	1	01/08/2025	173.01	.00	173.01	101741	01/08/2025
		10825MS26	Acct 870476021-00001 GG	2	01/08/2025	40.78	.00	40.78	101741	01/08/2025
		10825MS26	Acct 870476021-00001 PD	3	01/08/2025	80.02	.00	80.02	101741	01/08/2025
		10825MS26	Acct 870476021-00001 PZ	4	01/08/2025	40.88	.00	40.88	101741	01/08/2025
		10825MS26	Acct 870476021-00002 Kio	5	01/08/2025	160.04	.00	160.04	101741	01/08/2025
		10825MS26	Acct 870476021-00002 PD	6	01/08/2025	52.98	.00	52.98	101741	01/08/2025
		10825MS26	Acct 870476021-00002 PZ	7	01/08/2025	52.98	.00	52.98	101741	01/08/2025
		10825MS26	Acct 870476021-00003 FD	8	01/08/2025	245.28	.00	245.28	101741	01/08/2025
		10825MS26	Acct 870476021-00003 PD	9	01/08/2025	81.76	.00	81.76	101741	01/08/2025
		10825MS26	Acct 870476021-00003 FD	10	01/08/2025	240.06	.00	240.06	101741	01/08/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1859:						1,167.79	.00	1,167.79		
1878	WASTE MANAGEMENT O	11525MS8	Inv 000051-4655-8 - Trash	1	01/15/2025	1,699.60	.00	1,699.60	101763	01/15/2025
Total 1878:						1,699.60	.00	1,699.60		
1914	YAVAPAI CO. EDUCATION	10825MS23	Inv 24-2604 - Municipal Int	1	01/08/2025	324.00	.00	324.00	101743	01/08/2025
		10825MS23	Inv 24-2604 - Municipal Int	2	01/08/2025	503.00	.00	503.00	101743	01/08/2025
		10825MS23	Inv 24-2604 - Municipal Int	3	01/08/2025	324.00	.00	324.00	101743	01/08/2025
		10825MS23	Inv 24-2604 - Municipal Int	4	01/08/2025	503.00	.00	503.00	101743	01/08/2025
		10825MS23	Inv 24-2605 - E-rate Intern	5	01/08/2025	42.00	.00	42.00	101743	01/08/2025
Total 1914:						1,696.00	.00	1,696.00		
1961	THE REINALT-THOMAS C	12925MS6	Inv 1376471 - Tires 2019 E	1	01/29/2025	860.00	.00	860.00	101786	01/29/2025
		12925MS6	Inv 1376471 - Refund/Repl	2	01/29/2025	161.96	.00	161.96	101786	01/29/2025
		12925MS6	Inv 1376471 - Installation	3	01/29/2025	88.00	.00	88.00	101786	01/29/2025
		12925MS6	Inv 1376471 - Waste/Recy	4	01/29/2025	124.04	.00	124.04	101786	01/29/2025
Total 1961:						1,234.00	.00	1,234.00		
1984	AZ Municipal Risk Retentio	10825MS24	Policy 2000214-8 Q4 Jero	1	01/08/2025	170.42	.00	170.42	101718	01/08/2025
		10825MS24	Policy 2000214-8 Q4 Jero	2	01/08/2025	19.63	.00	19.63	101718	01/08/2025
		10825MS24	Policy 2000214-8 Q4 Jero	3	01/08/2025	3,165.78	.00	3,165.78	101718	01/08/2025
		10825MS24	Policy 2000214-8 Q4 Jero	4	01/08/2025	2,322.32	.00	2,322.32	101718	01/08/2025
		10825MS24	Policy 2000214-8 Q4 Jero	5	01/08/2025	36.13	.00	36.13	101718	01/08/2025
		10825MS24	Policy 2000214-8 Q4 Jero	6	01/08/2025	50.26	.00	50.26	101718	01/08/2025
		10825MS24	Policy 2000214-8 Q4 Jero	7	01/08/2025	38.48	.00	38.48	101718	01/08/2025
		10825MS24	Policy 2000214-8 Q4 Jero	8	01/08/2025	216.76	.00	216.76	101718	01/08/2025
		10825MS24	Policy 2000214-8 Q4 Jero	9	01/08/2025	512.05	.00	512.05	101718	01/08/2025
		10825MS24	Policy 2000214-8 Q4 Jero	10	01/08/2025	259.17	.00	259.17	101718	01/08/2025
		10825MS24	Policy 2000214-8 Q4 Jero	11	01/08/2025	727.24	.00	727.24	101718	01/08/2025
		10825MS24	Policy 2000214-8 Q4 Jero	12	01/08/2025	212.83	.00	212.83	101718	01/08/2025
		10825MS24	Policy 2000214-8 Q4 Jero	13	01/08/2025	122.52	.00	122.52	101718	01/08/2025
Total 1984:						7,853.59	.00	7,853.59		
1988	Helios Health	11525MS6	Inv 1299 - AZ Post Physica	1	01/15/2025	245.00	.00	245.00	101754	01/15/2025
Total 1988:						245.00	.00	245.00		
2006	Wired Up Systems LLC	10825MS21	Inv 115717 - Security Cam	1	01/08/2025	82.96	.00	82.96	101742	01/08/2025
Total 2006:						82.96	.00	82.96		
2013	PAVEMENT SEALANTS &	12225MS13	Inv 24984 - UPM High Perf	1	01/22/2025	831.13	.00	831.13	101769	01/22/2025
Total 2013:						831.13	.00	831.13		
2016	T2 SYSTEMS, INC.	10825MS5	INV MP000003520 - Overa	1	01/08/2025	863.11	.00	863.11	101736	01/08/2025
		10825MS5	INV UPS00054840 - Auto	2	01/08/2025	87.50	.00	87.50	101736	01/08/2025
		12225MS5	INV MP000003417 - Mobil	1	01/22/2025	1,049.88	.00	1,049.88	101772	01/22/2025
Total 2016:						2,000.49	.00	2,000.49		
2049	SEAWESTERN	12925MS4	INV SO30566 - Fire Helme	1	01/29/2025	4,198.74	.00	4,198.74	101784	01/29/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 2049:						4,198.74	.00	4,198.74		
2054	TRENCH-ADE, LLC	12925MS8	Inv TA586959 - 5' x 10' AD	1	01/29/2025	950.90	.00	950.90	101787	01/29/2025
Total 2054:						950.90	.00	950.90		
2058	KB Valuation Services LLC	12225MS12	INV 2024-KB0169 - Scope	1	01/22/2025	150.00	.00	150.00	1026	01/22/2025
Total 2058:						150.00	.00	150.00		
2067	JODY PASTULA	10825MS25	Rental Deposit Refund - 50	1	01/08/2025	1,200.00	.00	1,200.00	101729	01/08/2025
Total 2067:						1,200.00	.00	1,200.00		
2068	GRAPHIC DESIGNS INTE	11525MS4	Inv C3751 - 2023 FPE Utilit	1	01/15/2025	285.00	.00	285.00	101753	01/15/2025
		11525MS4	Inv C3751 - Artwork setup f	2	01/15/2025	35.00	.00	35.00	101753	01/15/2025
		11525MS4	Inv C3751 - Shipping Fees	3	01/15/2025	30.00	.00	30.00	101753	01/15/2025
Total 2068:						350.00	.00	350.00		
2069	Estate of Armando Sanche	11525MS14	Refund LMP Deposit - Acct	1	01/15/2025	78.53	.00	78.53	101752	01/15/2025
Total 2069:						78.53	.00	78.53		
2070	Deborah Patton	11525MS19	Inv 1-2025 - Risk & Resilie	1	01/15/2025	3,285.00	.00	3,285.00	101751	01/15/2025
Total 2070:						3,285.00	.00	3,285.00		
2071	IMPERIAL TRAILER SALE	11525MS20	Inv 709b-215INS - Flatbed	1	01/15/2025	5,090.10	.00	5,090.10	101755	01/15/2025
Total 2071:						5,090.10	.00	5,090.10		
2072	TOM COOK	12225MS8	Account 2121.01 - LMP Re	1	01/22/2025	41.41	.00	41.41	101773	01/22/2025
		12225MS8	Account 2121.01 - Overpay	2	01/22/2025	96.14	.00	96.14	101773	01/22/2025
Total 2072:						137.55	.00	137.55		
2073	WILLIAM GRACE	12225MS9	Acct 1071.04 - LMP Refun	1	01/22/2025	228.00	.00	228.00	101775	01/22/2025
		12225MS9	Acct 1071.04 - Overpayme	2	01/22/2025	96.71	.00	96.71	101775	01/22/2025
Total 2073:						324.71	.00	324.71		
2074	DAVID SMITH	12225MS10	Acct 5083.09 - LMP Refun	1	01/22/2025	368.10	.00	368.10	101765	01/22/2025
Total 2074:						368.10	.00	368.10		
2075	DARLEY	12925MS3	INV 17548853 - 1.5x1.5 sh	1	01/29/2025	2,061.46	.00	2,061.46	101788	01/29/2025
		12925MS3	INV 17548655 - 2.5x1.5 sh	2	01/29/2025	549.66	.00	549.66	101788	01/29/2025
		12925MS3	INV 17548463 - 6x9 Car Fi	3	01/29/2025	1,788.24	.00	1,788.24	101788	01/29/2025
Total 2075:						4,399.36	.00	4,399.36		
2076	BLACKHILLS AUTO & TO	12925MS5	INV 25-0102-7589 - Towing	1	01/29/2025	1,071.90	.00	1,071.90	101779	01/29/2025
Total 2076:						1,071.90	.00	1,071.90		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Grand Totals:						<u>274,321.57</u>	<u>.00</u>	<u>274,321.57</u>		

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 February 11, 2025

## MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

*Brett Klein, Town Manager/Clerk*

*My activities have included:*

- Continued work on our Zoning Code Update.
- Analyzed the responses to our RFP for Legal Services and scheduled an in-person interview for those firms deemed to be the best fit.
- Worked on the leases for 621 Main Street.
- Met with JHS representatives to discuss the potential property exchange.
- Worked on the recruitment of a deputy chief.
- Met with the Founder and CEO of Local First Arizona for infrastructure grant opportunities.
- Worked on recruiting a new tenant for 500 Main Street.
- Drafted a job posting and advertising for the open court clerk position.
- Completed final documents for the 2024-2025 CDBG Deception waterline project that should go out to bid in the next month or two at the latest.
- Met with Condemnation Counsel to discuss our next steps and issued letter to Verde Ex as required by ARS.
- Attended the Growing Water Smart Conference as work permitted.
- Worked with various individuals on their special event requests.
- Attended the APS bi-annual update.
- Facilitated public records requests.
- Continued working on the CDBG Grant with NACOG and submitted remaining grant documentation.
- Worked on the remaining items necessary for the WWTP upgrade, including easement negotiations. Submitted offer letter to ADEQ.
- Wrapped up the risk and resilience assessment– USDA Letter of Conditions Requirement, and worked on numerous other LOC requirements so once the Verde Ex easement issue is resolved we are ready to roll.

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

Kathleen Jarvis (Library) on completing 22 years of service effective February 1, 2025.

William Blodgett (Planning and Zoning) on completing 3 years of service effective February 7, 2025

Ricardo Hernandez (Fire) on completing 5 years of service effective February 24, 2025

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

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

	<b>FY2025 Actual - (based on to-date DOR website)</b>	<b>FY2024 Actual - (based on DOR website)</b>	<b>Actually Received Thus Far</b>
July	110,631	106,085	31,365
August	89,419	130,622	160,198
September	91,512	79,411	257,718
October	120,090	115,250	343,309
November	133,502	78,059	420,679
December	100,280	116,459	508,880
January	96,559	106,378	605,439
February		89,204	
March		105,419	
April		150,319	
May		130,160	
June		109,691	
<b>Total YTD</b>	<b>741,993</b>	<b>1,317,058</b>	<b>605,439</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)		
	FY2025 actual	FY2024 actual	+/- Compared to Last Yr	FY2025 actual	FY2024 actual	+/-	FY2025 actual	FY2024 actual	+/-
July	38302	34,660	3,642	16719	17,969	(1,250)	39902	36,125	3,777
August	35053	37,999	(2,946)	15495	16,130	(635)	30,560	65,439	(34,879)
September	38,469	30,432	8,037	18570	14,875	3,695	25196	27,037	(1,841)
October	40220	43,194	(2,974)	17090	17,207	(117)	45030	39,382	5,648
November	45587	52,665	(7,078)	25020	24,990	30	54553	42,307	12,246
December	40137	38,505	1,632	16021	18,188	(2,167)	33812	43,845	(10,033)
January		38,694			15,472			43,489	
February		29,730			13,973			28,100	
March		41,146			16,248			36,289	
April		50,719			26,020			52,465	
May		47,169			21,601			50,136	
June		45,893			20,289			34,359	
<b>Total YTD</b>	<b>237,768</b>	<b>490,806</b>	<b>313</b>	<b>108,915</b>	<b>222,962</b>	<b>(444)</b>	<b>229,053</b>	<b>498,973</b>	<b>(25,082)</b>

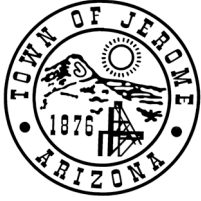
*Added 1% Bed Tax*

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

**WATER FLOWS REPORT**

Item A.

<u>Reading Date</u>	<u>WALNUT GPM</u>	<u>VERDE GPM</u>
6-Nov	101	214
13-Nov	101	206
20-Nov	101	225
27-Nov	89	215
4-Dec	95	214
11-Dec	108	220
18-Dec	101	222
26-Dec	101	223
2024 02-Jan	101	226
08-Jan	101	223
16-Jan	101	248
22-Jan	95	140
29-Jan	95	140
05-Feb	95	140
12-Feb	75	136
20-Feb	75	139
26-Feb	75	140
4-Mar	88	140
11-Mar	88	231
18-Mar	88	233
25-Mar	171	244
1-April	83	250
8-April	171	328
16-April	95	211
22-April	82	163
30-April	201	144
6-May	157	131
13-May	83	116
20-May	153	124
28-May	83	260
3-June	68	250
10-June	71	240
17-June	66	235
24-June	66	230
1-July	57	219
8-July	52	210
15-July	57	262
22-July	55	427
29-July	57	312
5-Aug	57	302
12-Aug	57	292
19-Aug	61	295
26-Aug	61	295
3-Sept	61	281
9-Sept	61	345
16-Sept	57	320
23-Sept	57	288
1-Oct	57	306
7-Oct	57	300
14-Oct	57	300
21-Oct	66	289
28-Oct	57	295
4-Nov	61	300
12-Nov	57	275
18-Nov	57	275
25-Nov	57	275
2-Dec	61	275
9-Dec	57	280
16-Dec	61	274
23-Dec	61	271
30-Dec	60	280
2025 6-Jan	61	273
13-Jan	57	265
21-Jan	57	180
27-Jan	57	195
3-Feb	57	200



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

**February 2025 Staff Report for January 2024 Activity submitted by Kristen Muenz, Finance Director & Deputy Clerk**

- ⚙ Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, Post Office, Town Hall).
- ⚙ Assembled packets for and attended Town Council meetings. Posted audio recordings of meetings on Municode and Soundcloud.
- ⚙ Assisted staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and helped answer the phone when needed.
- ⚙ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙ Maintained files from FY 2024 per the Secretary of State's Retention Schedule, including filing documents in the long-term file room for safety.
- ⚙ Performed Notarizations for private citizens by appointment.
- ⚙ Attended the Verde Valley Transportation Plan meeting in Cottonwood on January 29<sup>th</sup>.
- ⚙ Attended Friday STR Workgroup meetings by Zoom from home.
- ⚙ Created and submitted Nonemployee 1099 reports per State and Federal requirements.
- ⚙ Completed Quarterly Payroll reporting as well as the Annual Reconciliation Report for State.
- ⚙ Permits and Licensing activities for January:
  - Business Licenses**
    - 14 Businesses were sent renewal notices.
    - 15 Businesses sent in their renewal application.
    - 1 Business applied for a NEW business license.
    - 7 Business License renewals were issued.
    - 25 Business Licenses are pending approval, including 2 tour businesses.
    - Spreadsheet of Tour & Mobile Food Vendor License updates attached.
    - Note: Worked with Will on code enforcement for 1 Food Vendor not in compliance.

**STR Licenses**

- 0 new STR/Vacation Rental Licenses were issued, and no applications are pending.

- 18 Total STR Licenses issued currently.
- The total Jerome STR housing units (whole house or separately available units within the same property) is now technically 23 as 1 licensed STR is not currently available due to remodeling- "local's retreat."
- 715 Clark Street now has a long-term renter, and it no longer appears on AirBnbB.
- Note: 1 currently licensed location is still up for sale (Paradise Lane).

**Special Event Permits**

- No New Special Event permits were approved in January. We received updated COI documents from Aravapai Running, the only item from their application packet that was outstanding, and the Cocodona 2025 permit was issued.

In town	CC	Name of FOOD VENDOR Business	TR	Business Type	Expires	App submitted	TPT?	Scanned/ HC to Fire Insp.	\$ received	Payment Rcvd Y/N	Certificate to Manager	Color/Y ear	Issued	Notes
0	7	# (Senor Garcia's) Cheese Stop	#	Food Truck	March	na	na	na	na	na	na	Gray	na	Food Vendor-needs health and fire certifications
0	1	# Mad Honey Food Truck (NEW 2023)	#	Food Truck	June	8/27/2024	2024	8/27/2024	8/27/2024	X	9/9/2024	Beige	9/10/2024	need fire inspection, insurance, etc
0	1	# Merkins Vineyard Kebab Wagon	#	Food Truck	Sept	9/12/2024	2024	9/16/2024	9/12/2024	X	9/30/2024	Gray	9/30/2024	Temp license issued 9/13 expired 9/16. Reg permit issued 9-30
0	24	# Frosty Cauldron-NEW	#	Food Truck	Sep	8/29/2024	2024	29-Aug	9/3/2024	X	9/24/2024	Beige	9/25/2025	Provided temp Health Cert & Food handlers
0	1	# Green River Food	#	Food Truck	Nov	na	na	na	na	na	na	na	na	0

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

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



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# TOWN OF JEROME, ARIZONA

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

Item A.

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

- ❖ Took and transcribed minutes from the Special and Regular Council meetings for January 14<sup>th</sup>.
- ❖ Took and transcribed minutes from Planning and Zoning meeting of January 21<sup>st</sup>.
- ❖ Took and transcribed minutes from Design Review Board meeting of January 28<sup>th</sup>.
- ❖ Assisted Utilities clerk with monthly receiving and posting payments.
- ❖ Updated late-fee billing analysis since starting to use Caselle.
- ❖ Processed weekly payables as needed to assist Finance Director.
- ❖ Processed bank reconciliations in Caselle.
- ❖ Monthly reconciliation of Petty Cash and Cash Drawer.
- ❖ Attended Growing Water Smart Conference in Clarkdale January 22<sup>nd</sup> – 24<sup>th</sup>
- ❖ Assisted Town Manager with various projects and forms as requested.
- ❖ Performed monthly elevator maintenance testing for January.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.
- ❖ Additional updating of Water Line inventory on 120Water website, and registered for upcoming webinar regarding new guidelines due 2027.
- ❖ Continued drafting of new Town Shuttle Policy.
- ❖ Followed up with Caselle/Xpress Bill Pay rep regarding the quote for online and automatic utility payment option.
- ❖ Work with Police and Fire Departments to determine phone line consolidation.





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# TOWN OF JEROME, ARIZONA

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

Item A.

February 2025 staff report for January activity submitted by Terri Card.

- Current debt (45 days past due):

18 accounts were on the shut-off list at the beginning of January. 10 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 February billing: \$839.12

Balance owed at end of January: \$5960.42

Late fees: \$170.00

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

## Rentals

All renters made their rental payments and are on track.

Report Criteria:

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

Customer Number	Balance	01/31/2025	12/31/2024	11/30/2024	10/31/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1000.01	266.25	97.56	84.53	83.19	.97	10/23/24	89.53-		
1001.03	491.82-	491.82-	.00	.00	.00	11/06/24	1,183.24-		
1003.02	123.94	123.94	.00	.00	.00	01/21/25	114.00-		
1006.02	99.87	8.74-	35.86	35.86	36.89	06/04/24	700.00-		
1007.02	155.80	155.80	.00	.00	.00	01/30/25	143.48-		
1008.02	92.13	92.13	.00	.00	.00	01/13/25	84.53-		
1009.05	92.82	46.41	46.41	.00	.00	12/02/24	92.82-		
1010.01	92.13	92.13	.00	.00	.00	01/21/25	84.53-		
1011.01	45.93	29.48	16.45	.00	.00	08/21/24	500.00-		
1013.01	92.13	92.13	.00	.00	.00	01/13/25	169.06-		
1014.03	46.41	46.41	.00	.00	.00	01/09/25	162.90-		
1015.01	92.13	92.13	.00	.00	.00	01/28/25	84.53-		
1016.01	46.41	46.41	.00	.00	.00	01/21/25	46.41-		
1018.03	299.28	155.80	143.48	.00	.00	12/16/24	143.48-		
1021.01	44.77-	44.77-	.00	.00	.00		.00		
1022.01	92.13	92.13	.00	.00	.00	01/13/25	810.75-		
1024.01	6.27-	6.27-	.00	.00	.00	01/14/25	114.00-		
1025.01	92.13	92.13	.00	.00	.00	01/16/25	84.53-		
1026.01	92.13	92.13	.00	.00	.00	01/09/25	84.53-		
1027.01	92.13	92.13	.00	.00	.00	01/14/25	84.53-		
1028.04	92.13	92.13	.00	.00	.00	01/07/25	84.53-		
1029.01	156.67	155.80	.87	.00	.00	01/09/25	583.05-		
1030.02	17.54	17.54	.00	.00	.00	01/06/25	198.51-		
1031.03	.02	.00	.00	.00	.02		.00	Final	06/01/12
1031.11	361.94	133.81	114.00	114.00	.13	11/06/24	228.00-		
1032.01	92.13	92.13	.00	.00	.00	01/13/25	84.53-		
1036.09	237.94	123.94	114.00	.00	.00	12/12/24	228.00-		
1038.02	88.84	88.84	.00	.00	.00	01/06/25	85.00-		
1040.01	17.34	17.34	.00	.00	.00	01/16/25	17.34-		
1042.01	271.60	271.60	.00	.00	.00	01/16/25	269.19-		
1044.02	164.49	164.49	.00	.00	.00	01/22/25	152.17-		
1051.02	1,251.32-	1,526.41-	54.78	54.78	165.53	07/08/24	2,672.64-		
1055.05	252.87	.00	.00	.00	252.87		.00	Final	12/12/19
1055.06	92.13	92.13	.00	.00	.00	01/21/25	84.53-		
1056.02	92.13	92.13	.00	.00	.00	01/06/25	84.53-		
1057.01	92.13	92.13	.00	.00	.00	01/15/25	84.53-		
1058.05	92.13	92.13	.00	.00	.00	01/27/25	84.53-		
1059.02	9.94	9.94	.00	.00	.00	01/21/25	114.00-		
1060.02	92.13	92.13	.00	.00	.00	01/15/25	84.53-		
1061.01	123.94	123.94	.00	.00	.00	01/14/25	114.00-		
1062.03	46.41	46.41	.00	.00	.00	01/07/25	46.41-		
1063.02	176.66	92.13	84.53	.00	.00	12/02/24	169.06-		
1064.04	434.24	.00	.00	.00	434.24		.00	Final	11/25/13
1064.08	60.18-	60.18-	.00	.00	.00		.00	Final	01/08/18
1064.12	393.22	.00	.00	.00	393.22		.00	Final	04/30/20
1064.15	164.49	164.49	.00	.00	.00	01/14/25	304.34-		
1065.01	78.78-	78.78-	.00	.00	.00		.00		
1066.01	7.60	7.60	.00	.00	.00	01/15/25	84.53-		
1069.02	123.94	123.94	.00	.00	.00	01/16/25	114.00-		
1073.01	104.06-	104.06-	.00	.00	.00	01/30/25	114.00-		
1074.01	92.13	92.13	.00	.00	.00	01/15/25	84.53-		
1075.01	6.28	6.28	.00	.00	.00	01/27/25	45.00-		
1076.01	73.47	.00	.00	.00	73.47		.00	Final	04/26/22

Customer Number	Balance	01/31/2025	12/31/2024	11/30/2024	10/31/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1076.02	92.82-	92.82-	.00	.00	.00		.00	Final	10/31/22
1076.04	149.23	.00	.00	.00	149.23	09/28/23	149.23-	Final	12/01/23
1076.05	501.02	183.32	158.85	158.85	.00	12/30/24	158.85-		
1077.01	64.04	64.04	.00	.00	.00	01/14/25	66.80-		
1078.02	66.79	66.79	.00	.00	.00	01/13/25	128.10-		
1079.02	309.11	309.11	.00	.00	.00	01/16/25	305.22-		
1080.01	66.79	66.79	.00	.00	.00	01/16/25	128.10-		
1081.01	68.56	68.56	.00	.00	.00	01/06/25	65.45-		
1082.01	64.69	64.69	.00	.00	.00	12/23/24	100.00-		
1083.05	46.71	46.71	.00	.00	.00	01/16/25	150.00-		
1084.01	96.65	49.84	46.81	.00	.00	12/11/24	40.00-		
1085.02	42.56-	42.56-	.00	.00	.00		.00	Final	10/02/13
1085.04	49.84	49.84	.00	.00	.00	01/28/25	152.29-		
1086.02	68.58	68.58	.00	.00	.00	01/13/25	65.44-		
1087.01	49.84	49.84	.00	.00	.00	01/16/25	47.43-		
1090.04	353.94	123.29	114.00	114.00	2.65	11/25/24	360.00-		
1091.02	94.76	94.76	.00	.00	.00	01/13/25	90.87-		
1093.02	134.02	68.58	65.44	.00	.00	12/18/24	65.44-		
1094.01	49.84	49.84	.00	.00	.00	01/21/25	47.43-		
1096.02	68.58	68.58	.00	.00	.00	01/14/25	65.44-		
1097.03	68.58	68.58	.00	.00	.00	01/13/25	65.44-		
1098.01	42.56	.00	.00	.00	42.56		.00	Final	06/24/13
1098.02	1.84-	1.84-	.00	.00	.00		.00	Final	12/23/21
1098.03	197.60	.00	.00	.00	197.60	02/26/24	100.00-	Final	03/31/24
1098.04	365.49	97.35	93.44	83.44	91.26	01/27/25	84.53-		
1099.02	1,092.13	1,091.60	.53	.00	.00	01/13/25	84.53-		
1100.02	68.58	68.58	.00	.00	.00	01/16/25	65.44-		
1104.08	19.45	.00	.00	.00	19.45		.00	Final	07/01/22
1109.01	61.60-	61.60-	.00	.00	.00	12/10/24	300.00-		
1125.03	65.14-	65.14-	.00	.00	.00	12/23/24	100.00-		
1131.01	2.74	2.74	.00	.00	.00	01/21/25	64.05-		
1132.01	92.13	92.13	.00	.00	.00	01/21/25	84.53-		
1133.01	176.66	92.13	84.53	.00	.00	12/31/24	84.53-		
1135.02	417.41	.00	.00	.00	417.41		.00	Final	01/01/14
1135.03	359.58	78.58	75.44	65.44	140.12	12/26/24	100.00-		
1139.01	92.13	92.13	.00	.00	.00	01/09/25	348.12-		
1150.04	320.12	.00	.00	.00	320.12		.00	Final	08/31/20
1150.06	49.84	49.84	.00	.00	.00	01/07/25	47.43-		
1151.02	49.84	49.84	.00	.00	.00	01/06/25	94.86-		
1160.02	7.60	4.30-	11.90	.00	.00	06/13/24	591.71-		
1162.03	123.94	123.94	.00	.00	.00	01/14/25	114.00-		
1163.01	163.76	.00	.00	.00	163.76		.00	Final	07/01/15
1165.04	92.13	92.13	.00	.00	.00	01/13/25	84.53-		
1166.02	94.76	94.76	.00	.00	.00	01/14/25	90.87-		
1167.01	3.35	3.35	.00	.00	.00	01/15/25	86.00-		
1167.16	82.44-	82.44-	.00	.00	.00	08/19/24	82.44-	Final	07/01/22
1168.01	92.13	92.13	.00	.00	.00	01/14/25	84.53-		
1169.02	123.94	123.94	.00	.00	.00	01/27/25	114.00-		
1170.01	2.74	2.74	.00	.00	.00	11/18/24	256.20-		
1171.05	7.60	7.60	.00	.00	.00	01/21/25	84.53-		
1173.06	66.40-	66.40-	.00	.00	.00	01/06/25	77.74-		
1174.02	92.13	92.13	.00	.00	.00	01/21/25	84.53-		
1176.01	123.94	110.40	13.54	.00	.00	11/26/24	342.00-		
1177.01	536.65	.00	.00	.00	536.65		.00	Final	10/31/16
1178.01	92.13	92.13	.00	.00	.00	01/13/25	84.53-		
1312.04	522.70	.00	.00	.00	522.70		.00	Final	08/21/12
1312.10	237.94	123.94	114.00	.00	.00	12/19/24	342.00-		
1313.04	557.60	.00	.00	.00	557.60		.00	Final	03/01/12

Customer Number	Balance	01/31/2025	12/31/2024	11/30/2024	10/31/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1313.10	3.81	.00	.00	.00	3.81	10/14/24	57.00-	Final	10/01/24
1313.11	176.66	92.13	84.53	.00	.00	12/18/24	184.06-		
1314.05	68.58	68.58	.00	.00	.00	01/15/25	65.44-		
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	100.93	52.41	48.52	.00	.00	12/11/24	48.52-		
1343.04	123.94	123.94	.00	.00	.00	01/16/25	129.00-		
2000.01	162.95	162.95	.00	.00	.00	01/13/25	150.69-		
2001.01	467.24	.00	.00	.00	467.24		.00	Final	10/01/18
2001.02	589.98	155.80	143.48	153.48	137.22	01/06/25	231.00-		
2002.03	92.82	46.41	46.41	.00	.00	01/22/25	46.41-		
2003.02	92.13	92.13	.00	.00	.00	01/13/25	84.53-		
2004.01	237.94	123.94	114.00	.00	.00	12/04/24	352.00-		
2005.01	7.60	7.60	.00	.00	.00	01/21/25	84.53-		
2006.03	123.94	123.94	.00	.00	.00	01/06/25	114.00-		
2007.02	184.24	184.24	.00	.00	.00	01/13/25	169.06-		
2008.01	123.94	123.94	.00	.00	.00	01/14/25	114.00-		
2009.01	123.94	123.94	.00	.00	.00	01/07/25	114.00-		
2010.03	123.93	123.93	.00	.00	.00	01/02/25	114.00-		
2011.05	92.11	92.11	.00	.00	.00	01/23/25	84.55-		
2012.01	41.80	41.80	.00	.00	.00	01/15/25	114.00-		
2013.01	123.94	123.94	.00	.00	.00	01/13/25	114.00-		
2014.01	123.94	123.94	.00	.00	.00	01/16/25	114.00-		
2015.02	146.31-	374.28-	35.86	35.86	156.25	03/21/24	1,400.00-		
2016.05	206.10	.00	.00	.00	206.10		.00	Final	02/02/20
2016.06	237.94	123.94	114.00	.00	.00	01/02/25	114.00-		
2017.01	92.13	92.13	.00	.00	.00	01/21/25	84.53-		
2018.01	92.13	92.13	.00	.00	.00	01/14/25	84.53-		
2019.02	155.80	155.80	.00	.00	.00	01/29/25	143.48-		
2020.01	155.80	155.80	.00	.00	.00	01/07/25	143.48-		
2021.06	471.26	.00	.00	.00	471.26		.00	Final	08/30/20
2021.07	116.06-	116.06-	.00	.00	.00	01/15/25	60.66-		
2022.01	155.80	155.80	.00	.00	.00	01/14/25	143.48-		
2023.03	123.94	123.94	.00	.00	.00	01/06/25	114.00-		
2024.01	123.94	123.94	.00	.00	.00	01/06/25	114.00-		
2025.02	92.13	92.13	.00	.00	.00	01/22/25	84.53-		
2026.02	123.94	123.94	.00	.00	.00	01/28/25	352.00-		
2028.01	123.80	123.80	.00	.00	.00	01/14/25	114.03-		
2029.01	123.94	123.94	.00	.00	.00	01/07/25	114.00-		
2030.01	92.13	92.13	.00	.00	.00	01/13/25	84.53-		
2031.01	162.95	162.95	.00	.00	.00	01/29/25	150.69-		
2032.03	176.66	92.13	84.53	.00	.00	12/30/24	263.60-		
2034.01	92.13	92.13	.00	.00	.00	01/13/25	84.53-		
2037.03	123.94	123.94	.00	.00	.00	01/14/25	114.00-		
2038.01	92.13	92.13	.00	.00	.00	01/23/25	84.53-		
2042.01	55.29-	55.29-	.00	.00	.00		.00	Final	04/22/21
2042.02	123.85	123.85	.00	.00	.00	01/14/25	114.09-		
2043.03	123.94	123.94	.00	.00	.00	01/21/25	114.00-		
2044.01	84.54	84.54	.00	.00	.00	01/15/25	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	01/07/25	134.38-		
2047.02	155.80	155.80	.00	.00	.00	01/13/25	143.48-		
2054.01	459.68	174.49	152.17	133.02	.00	12/04/24	500.00-		
2055.01	166.82	92.13	74.69	.00	.00	01/14/25	77.74-		
2059.01	351.94	123.94	114.00	114.00	.00	11/21/24	134.00-		
2061.02	162.95	162.95	.00	.00	.00	01/21/25	150.69-		
2062.01	65.45	65.45	.00	.00	.00	01/09/25	68.57-		

Customer Number	Balance	01/31/2025	12/31/2024	11/30/2024	10/31/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
2063.01	68.58	68.58	.00	.00	.00	01/08/25	65.44-		
2065.04	49.61	49.61	.00	.00	.00	01/28/25	152.52-		
2067.02	272.81-	272.81-	.00	.00	.00		.00		
2068.01	68.58	68.58	.00	.00	.00	01/29/25	65.44-		
2069.02	2.41	2.41	.00	.00	.00	01/13/25	94.86-		
2070.01	113.13-	113.13-	.00	.00	.00	01/21/25	65.43-		
2071.01	92.45-	92.45-	.00	.00	.00	01/22/25	189.72-		
2073.02	459.62	121.05	118.73	108.73	111.11	01/30/25	100.00-		
2077.01	96.89	68.58	28.31	.00	.00	01/14/25	50.00-		
2078.01	94.76	94.76	.00	.00	.00	01/21/25	90.87-		
2079.03	97.27	49.84	47.43	.00	.00	12/04/24	152.29-		
2080.01	46.41	46.41	.00	.00	.00	01/15/25	46.41-		
2081.01	123.98-	123.98-	.00	.00	.00	12/19/24	300.00-		
2083.01	232.02-	235.94-	3.92	.00	.00	10/23/24	500.00-		
2084.01	123.94	123.94	.00	.00	.00	01/08/25	114.00-		
2085.02	754.47	382.13	372.34	.00	.00	12/11/24	372.34-		
2086.01	92.13	92.13	.00	.00	.00	01/16/25	84.53-		
2089.03	12.26	12.26	.00	.00	.00	11/07/24	304.37-		
2093.02	397.02	.00	.00	198.51	198.51	10/30/24	605.53-	Final	12/01/24
2093.03	523.83	265.44	258.39	.00	.00		.00		
2100.01	97.92-	97.92-	.00	.00	.00	01/14/25	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	01/21/25	114.00-		
2103.01	237.94	123.94	114.00	.00	.00	01/21/25	114.00-		
2104.08	176.66	92.11	84.53	.02	.00	12/01/24	84.53-		
2105.03	.38-	.38-	.00	.00	.00		.00	Final	02/05/21
2105.04	316.66	160.43	152.17	4.06	.00	12/09/24	152.17-		
2106.01	107.47	107.47	.00	.00	.00	01/14/25	105.11-		
2107.01	66.06	66.06	.00	.00	.00	01/15/25	61.17-		
2109.03	92.13	92.13	.00	.00	.00	01/21/25	84.53-		
2110.01	1,356.12-	1,356.12-	.00	.00	.00	08/07/23	3,000.00-		
2113.01	123.94	123.94	.00	.00	.00	01/13/25	114.00-		
2115.01	114.01	114.01	.00	.00	.00	01/14/25	123.93-		
2119.05	123.94	123.94	.00	.00	.00	01/22/25	114.00-		
2120.01	123.94	123.94	.00	.00	.00	01/27/25	352.00-		
2121.02	53.86	53.86	.00	.00	.00		.00		
2122.05	216.05	216.05	.00	.00	.00	01/14/25	198.51-		
2123.01	50.44-	50.44-	.00	.00	.00	01/15/25	105.11-		
2124.01	123.94	123.94	.00	.00	.00	01/23/25	114.00-		
2125.02	68.58	68.58	.00	.00	.00	01/07/25	65.44-		
2126.06	92.13	92.13	.00	.00	.00	01/27/25	84.53-		
2128.02	714.16	133.94	124.00	124.00	332.22	01/06/25	160.00-		
2130.06	216.05	216.05	.00	.00	.00	01/06/25	198.51-		
2131.02	583.02	.00	.00	.00	583.02		.00	Final	11/01/11
2131.04	42.56-	42.56-	.00	.00	.00		.00	Final	11/01/12
2131.09	89.87	.00	.00	.00	89.87	01/02/24	283.93-	Final	03/31/24
2131.10	68.58	68.58	.00	.00	.00	01/06/25	65.44-		
2132.02	123.94	123.94	.00	.00	.00	01/09/25	114.00-		
3000.03	353.30	184.24	169.06	.00	.00	01/06/25	176.10-		
3001.02	437.87	.00	.00	.00	437.87		.00	Final	05/31/21
3001.04	405.55	.00	.00	.00	405.55		.00	Final	10/31/22
3003.01	92.13	92.13	.00	.00	.00	01/15/25	84.53-		
3004.01	290.68	.00	.00	.00	290.68		.00	Final	11/05/13
3004.07	100.93	52.41	48.52	.00	.00	12/11/24	48.52-		
3005.02	123.94	123.94	.00	.00	.00	01/22/25	114.00-		
3007.01	66.79	66.79	.00	.00	.00	01/15/25	64.05-		
3009.01	155.80	155.80	.00	.00	.00	01/21/25	143.48-		
3010.01	123.94	123.94	.00	.00	.00	01/23/25	114.00-		

Customer Number	Balance	01/31/2025	12/31/2024	11/30/2024	10/31/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
3011.01	123.94	123.94	.00	.00	.00	01/22/25	114.00-		
3012.03	97.88-	97.88-	.00	.00	.00	01/07/25	282.00-		
3013.01	123.94	123.94	.00	.00	.00	01/07/25	114.00-		
3014.01	92.13	92.13	.00	.00	.00	01/14/25	84.53-		
3015.01	182.01	182.01	.00	.00	.00	01/27/25	167.54-		
3016.01	123.78	123.78	.00	.00	.00	01/07/25	114.00-		
3017.01	460.82	.00	.00	.00	460.82		.00	Final	03/20/13
3017.03	92.13	92.13	.00	.00	.00	01/07/25	203.59-		
3018.01	123.94	123.94	.00	.00	.00	01/16/25	114.00-		
3019.01	96.04	96.04	.00	.00	.00	01/15/25	92.13-		
3021.01	49.84	49.84	.00	.00	.00	01/14/25	47.43-		
3022.03	68.58	68.58	.00	.00	.00	01/15/25	65.44-		
3023.01	294.89	.00	.00	.00	294.89		.00	Final	05/01/11
3023.05	66.06	66.06	.00	.00	.00	01/13/25	61.17-		
3024.02	46.41	46.41	.00	.00	.00	01/14/25	92.82-		
3025.02	123.94	123.94	.00	.00	.00	01/21/25	114.00-		
3026.01	92.13	92.13	.00	.00	.00	01/06/25	84.53-		
3029.01	123.92-	277.80-	78.14	75.74	.00	01/07/25	361.86-		
3030.08	92.13	92.13	.00	.00	.00	01/27/25	84.53-		
3032.12	164.49	164.49	.00	.00	.00	01/16/25	152.17-		
3035.01	123.94	123.94	.00	.00	.00	01/27/25	291.00-		
3038.01	123.94	123.94	.00	.00	.00	01/14/25	114.00-		
3039.02	266.20-	266.20-	.00	.00	.00		.00	Final	04/01/17
3039.04	219.61	219.61	.00	.00	.00	01/15/25	200.86-		
3040.01	119.39	119.39	.00	.00	.00	01/21/25	111.78-		
4000.01	164.49	164.49	.00	.00	.00	01/15/25	152.17-		
4001.01	528.96	.00	.00	.00	528.96		.00	Final	02/22/18
5000.04	218.06-	218.06-	.00	.00	.00	10/23/24	912.00-		
5001.01	384.39	.00	.00	210.83	173.56	10/15/24	210.83-	Final	11/07/24
5005.01	44.72	44.72	.00	.00	.00	01/06/25	44.72-		
5006.01	229.58	229.58	.00	.00	.00	01/16/25	210.83-		
5007.01	301.37	301.37	.00	.00	.00	01/16/25	282.73-		
5008.03	229.58	229.58	.00	.00	.00	01/14/25	210.83-		
5009.02	256.37	256.37	.00	.00	.00	01/21/25	238.83-		
5010.01	254.28	254.28	.00	.00	.00	01/21/25	235.53-		
5011.02	229.58	225.73	3.85	.00	.00	12/31/24	421.66-		
5012.01	229.58	229.58	.00	.00	.00	01/09/25	210.83-		
5013.01	483.52	483.52	.00	.00	.00	01/09/25	464.77-		
5014.01	229.58	229.58	.00	.00	.00	01/09/25	210.83-		
5015.01	89.79	89.79	.00	.00	.00		.00		
5016.01	414.49	414.49	.00	.00	.00	01/09/25	395.74-		
5016.02	92.13	92.13	.00	.00	.00	01/22/25	84.53-		
5016.03	92.13	92.13	.00	.00	.00	01/14/25	84.53-		
5017.04	229.58	229.58	.00	.00	.00	01/07/25	210.83-		
5018.03	754.59	754.59	.00	.00	.00	01/21/25	765.93-		
5019.03	236.94	236.94	.00	.00	.00	01/14/25	218.19-		
5020.01	44.72	44.72	.00	.00	.00	01/22/25	44.72-		
5021.01	123.94	123.94	.00	.00	.00	01/14/25	114.00-		
5022.01	44.72	44.72	.00	.00	.00	01/15/25	44.72-		
5023.02	229.58	229.58	.00	.00	.00	01/13/25	210.83-		
5025.01	123.94	123.94	.00	.00	.00	01/13/25	114.00-		
5027.01	44.50	44.50	.00	.00	.00	01/21/25	44.50-		
5029.01	330.84	330.84	.00	.00	.00	01/07/25	341.79-		
5031.06	661.24	211.73	210.83	210.83	27.85	11/18/24	642.49-		
5039.01	229.58	229.58	.00	.00	.00	01/07/25	210.83-		
5041.03	319.02	319.02	.00	.00	.00	01/07/25	255.55-		
5043.01	1,212.06	1,212.06	.00	.00	.00	01/21/25	1,272.15-		
5046.03	184.86	184.86	.00	.00	.00	01/15/25	166.11-		

Customer Number	Balance	01/31/2025	12/31/2024	11/30/2024	10/31/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
5046.04	44.72	44.72	.00	.00	.00	01/15/25	44.72-		
5047.01	1,173.14	1,173.14	.00	.00	.00	01/14/25	1,173.14-		
5049.04	229.58	229.58	.00	.00	.00	01/13/25	210.83-		
5052.06	44.72	44.72	.00	.00	.00	01/21/25	44.72-		
5055.01	282.41	282.41	.00	.00	.00	11/18/24	5,000.00-		
5057.01	656.87	656.87	.00	.00	.00	01/21/25	657.55-		
5058.02	249.20	249.20	.00	.00	.00	01/15/25	230.45-		
5059.04	229.58	229.58	.00	.00	.00	01/15/25	210.83-		
5061.01	184.86	184.86	.00	.00	.00	01/08/25	166.11-		
5062.01	178.14	178.14	.00	.00	.00	01/06/25	172.14-		
5064.02	246.92	246.92	.00	.00	.00	01/14/25	228.17-		
5067.04	229.58	229.58	.00	.00	.00	01/07/25	225.83-		
5074.06	2,788.48-	2,788.48-	.00	.00	.00	01/07/25	450.00-		
5076.01	712.63	712.63	.00	.00	.00	01/15/25	712.63-		
5077.03	229.58	229.58	.00	.00	.00	01/07/25	210.83-		
5078.02	234.23	.00	.00	.00	234.23		.00	Final	07/01/15
5080.01	229.58	229.58	.00	.00	.00	01/13/25	642.49-		
5089.01	242.60	242.60	.00	.00	.00	01/30/25	353.95-		
5092.01	229.58	229.58	.00	.00	.00	01/15/25	210.66-		
5093.01	1,466.35	.00	.00	.00	1,466.35		.00	Final	09/15/12
5093.04	1,699.26	.00	.00	.00	1,699.26	06/24/24	500.00-	Final	10/01/24
5093.05	46.41	46.41	.00	.00	.00	01/21/25	46.41-		
5094.02	235.30	235.30	.00	.00	.00	01/21/25	222.55-		
5095.02	605.13	605.13	.00	.00	.00	01/21/25	607.30-		
5096.03	229.58	169.15	60.43	.00	.00	01/21/25	210.83-		
5097.01	671.24	239.58	210.83	220.83	.00	12/10/24	421.66-		
5098.05	73.27	69.28-	142.55	.00	.00	12/16/24	210.80-	Final	12/31/24
5100.04	75.10-	75.10-	.00	.00	.00		.00	Final	07/01/12
5100.06	237.94	123.94	114.00	.00	.00	12/17/24	114.00-		
6000.02	360.28	360.28	.00	.00	.00	01/13/25	341.53-		
6001.01	276.38	276.38	.00	.00	.00	01/08/25	253.59-		
6003.01	164.49	164.49	.00	.00	.00	01/08/25	466.51-		
6004.02	92.13	92.13	.00	.00	.00	01/07/25	84.53-		
6005.03	123.94	123.94	.00	.00	.00	01/16/25	114.00-		
6006.01	184.24	184.24	.00	.00	.00	01/23/25	169.06-		
6007.02	274.30	274.30	.00	.00	.00	01/07/25	255.55-		
6008.01	572.41	572.41	.00	.00	.00	01/21/25	553.66-		
6009.03	255.62	255.62	.00	.00	.00	01/13/25	236.87-		
6010.03	46.41	46.41	.00	.00	.00	01/21/25	46.41-		
6011.02	123.94	123.94	.00	.00	.00	01/23/25	227.99-		
6012.01	92.13	92.13	.00	.00	.00	01/14/25	84.53-		
6013.02	123.94	123.94	.00	.00	.00	01/08/25	114.00-		
6014.01	382.12	165.80	143.48	72.84	.00	12/31/24	120.00-		
6015.01	87.35	87.35	.00	.00	.00	01/15/25	83.44-		
6016.08	92.13	92.13	.00	.00	.00	01/13/25	84.53-		
6017.02	184.24	184.24	.00	.00	.00	01/13/25	169.06-		
6018.01	288.97	288.97	.00	.00	.00	01/13/25	270.22-		
6019.02	271.60	271.60	.00	.00	.00	01/16/25	269.19-		
6020.05	123.94	123.94	.00	.00	.00	01/14/25	114.00-		
6021.03	46.41	46.41	.00	.00	.00	01/08/25	46.41-		
6022.02	47.31	46.41	.90	.00	.00	01/15/25	48.00-		
6023.02	1,516.47	1,516.47	.00	.00	.00	01/07/25	1,350.00-		
6023.03	46.41	46.41	.00	.00	.00	01/09/25	26.30-		
6025.03	87.51	.00	.00	.00	87.51	01/09/24	125.02-	Final	01/01/24
6025.04	49.84	49.84	.00	.00	.00	01/30/25	77.29-		
6026.02	3,793.99	.00	.00	.00	3,793.99		.00	Final	12/02/10
6026.04	1,871.37	1,871.37	.00	.00	.00	01/16/25	3,607.29-		
6027.02	144.89	.00	.00	.00	144.89		.00	Final	12/01/17

Customer Number	Balance	01/31/2025	12/31/2024	11/30/2024	10/31/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
6027.04	134.02	68.58	65.44	.00	.00	12/26/24	206.32-		
6028.08	176.66	92.13	84.53	.00	.00	12/05/24	169.06-		
6029.01	142.34-	142.34-	.00	.00	.00	01/15/25	80.00-		
6031.02	92.13	92.13	.00	.00	.00	01/22/25	84.53-		
6032.01	255.62	255.62	.00	.00	.00	01/09/25	236.87-		
6033.03	229.58	229.58	.00	.00	.00	01/16/25	210.83-		
6033.04	274.30	274.30	.00	.00	.00	01/16/25	255.55-		
6040.03	697.60	.00	.00	.00	697.60		.00	Final	10/01/11
6040.04	176.66	92.13	84.53	.00	.00	12/30/24	263.59-		
6041.02	123.94	123.94	.00	.00	.00	01/15/25	114.00-		
7001.06	276.36	155.80	120.56	.00	.00	01/06/25	132.52-		
7002.01	243.65	243.65	.00	.00	.00	01/09/25	224.90-		
7004.01	92.13	92.13	.00	.00	.00	01/22/25	84.53-		
7005.04	670.09	.00	.00	.00	670.09		.00	Final	05/03/12
7005.05	37.27-	37.27-	.00	.00	.00		.00	Final	11/01/13
7005.10	104.44	44.72	59.72	.00	.00		.00		
7006.01	62.51-	62.51-	.00	.00	.00	04/17/23	62.51-	Final	09/08/11
7006.11	40.86	13.00-	35.86	18.00	.00	07/09/24	500.00-		
7009.01	49.34	49.34	.00	.00	.00	01/29/25	142.79-		
7010.01	542.62	542.62	.00	.00	.00	01/09/25	523.87-		
7015.01	229.58	229.58	.00	.00	.00	01/09/25	210.83-		
7017.02	3.70	16.14-	19.84	.00	.00	10/07/24	105.00-		
7022.01	44.72	44.72	.00	.00	.00	01/07/25	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	01/16/25	84.53-		
7026.04	361.94	133.94	114.00	114.00	.00	11/25/24	114.00-		
7029.01	26.30	.00	.00	.00	26.30	02/02/23	92.82-	Final	02/17/23
7029.02	237.94	123.94	114.00	.00	.00	01/06/25	114.00-		
7040.03	440.77	.00	.00	.00	440.77		.00	Final	02/02/17
7040.05	89.44	44.72	44.72	.00	.00	12/26/24	89.44-		
7041.01	44.72-	44.72-	.00	.00	.00	01/14/25	134.16-		
7044.02	89.44	44.72	44.72	.00	.00	12/26/24	44.72-		
7046.02	316.66	164.49	152.17	.00	.00	12/04/24	304.34-		
7047.01	44.72	44.72	.00	.00	.00	01/13/25	44.72-		
7052.02	92.13	79.82	12.31	.00	.00	01/23/25	84.53-		
7053.02	320.01	.00	.00	.00	320.01		.00	Final	12/01/18
7053.07	123.94	123.94	.00	.00	.00	01/14/25	114.00-		
7054.01	177.32	177.32	.00	.00	.00	01/09/25	177.32-		
7057.02	26.04	26.04	.00	.00	.00	01/15/25	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	8.59-	8.59-	.00	.00	.00	01/14/25	47.41-		
7060.01	229.58	229.58	.00	.00	.00	01/09/25	210.83-		
8001.01	2,260.48	2,260.48	.00	.00	.00	01/06/25	2,245.41-		
8008.01	50.90-	50.90-	.00	.00	.00	01/08/25	170.85-		
8010.01	52.20-	52.20-	.00	.00	.00	01/13/25	60.00-		
8012.03	60.00	37.59	22.41	.00	.00	01/13/25	52.97-		
8014.03	882.52	300.84	290.84	290.84	.00	11/18/24	882.52-		
8022.03	2,844.00	2,844.00	.00	.00	.00	01/06/25	2,844.00-		
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	01/16/25	114.00-		



Town of Jerome

Aging Report - Acct number only

Report Date: 01/31/2025

Feb 03, 2025 7:45AM

Grand Totals:

<u>64,856.09</u>	<u>32,509.17</u>	<u>6,237.64</u>	<u>2,795.15</u>	<u>23,314.13</u>
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## JEROME MUNICIPAL COURT

**Hon. Angela M. Bradshaw Napper, Magistrate**

P. O. Box 335 / 600 Clark Street

Jerome, AZ 86331

Phone (928) 649-3250

Item A.

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TO: Jerome Town Council

FROM: Angela M. Bradshaw Napper, Magistrate

SUBJECT: Monthly Staff Report

DATE: February 3, 2025

2025 is off to an exciting start. First and foremost, it is with mixed emotions that I must report a change in Court staff. Ms. Brewer, the clerk and court administrator gave her notice and will be leaving the Court. While I am happy for her advancing her career and taking a new step toward her ultimate career goals, it is a tremendous loss for the Court. She will be deeply missed. Recruitment to fill the vacancy continues; applications will be accepted until the position is filled.

In light of the recent staffing change, the Court will continue to pursue the remodel project for the Court space, albeit at slower pace. It is uncertain whether we will be able to meet the 2025 grant deadline.

The quarterly SEPC meeting was held last week. Several agenda items were resolved. The Court remodel project will continue to be a priority for the committee.

I am ever grateful to be of service to the Town.

**MONTHLY REVENUE REMITTANCE**

**Dec 2024**

**TOTAL DISBURS** Item A.

**SUBTOTALS:**      **21.00**   **3,726.62**   **3,352.47**   **14.55**      **7,114.64**

JCEF      21.00      3,294.29 Gen Fund  
 FTG      0.00      58.18 Splits

FUND	CODE	GL ACCT	OTH AGY	STATE	TOWN	COUNTY	
Jud Collect Enhan Fnd (Local TPF 12-116 - \$7 Court)	ZJCL	4-13-03	21.00				
Jud Collect Enhan Fnd (LOCAL T22) (Other Fees)	ZJCLF	4-13-02					
Jud Collect Enhan Fnd (LOCAL T22) (Filing and Answer Fees)	ZJCLF	4-13-01					
Fill the Gap Revenue (MFTG)	FTGREV	4-98-03					<b>(S2 WRITE-IN)</b>
ADPS Forensic Fund	ZADPS	2-14-08		108.92			<b>108.92</b> ZADPS & ZDNAS
Arson Detection Reward Fund - Title 22 Fees	ZADRF	2-13-05					<b>0.00</b> ZADRF
Arson Detection Reward Fund	ZADRF	2-11-05					
Address Confidentiality Program Assmt 12-116.05	ZCAA1	2-15-33					<b>0.00</b> ZCAA1, ZDVSF & ZTECH
Citz Clean Elect Fund (10% Base) - 16-949D, 954C (NOT Photo)	ZCEF	2-14-03		181.59			
Crim Jstc Enhnc Fnd Penalty (47% Base) - 12-116.01A, 41-2401	ZCJEF	2-14-01		762.72			
Child Passenger Restraint Fund 28-907C	ZCPRF	2-11-11					
Drug & Gang Enforcement Acct - 13-34xx, 13-811C	ZDECJ	2-11-25					
DNA 3% of Base Fine - 12-116.01C	ZDNAS	2-14-05					
DUI Abatement Fnd - 28-1304A, 1382,3 (Extrn DUI, \$250)	ZDUJA	2-15-11					
DV Shelter Services Fund (DV Assmt) 12-116.06, 12-284.03A2	ZDVSF	2-15-34					<b>(S2 WRITE-IN)</b>
FARE Fee Special Collections (19%) AO 2003-126	ZFAR1	2-13-23					<b>8.16</b> ZFAR 1 & 3
FARE Delinquency Fee (\$35.00 Fee) AO 2003-126	ZFAR2	2-13-22					<b>127.00</b> ZFAR 2 & 4
FARE Enhanced Spec Collection Fee	ZFAR3	2-13-25		8.16			
FARE Enhanced Delinquency Fee	ZFAR4	2-13-24		127.00			
FTG Penalty Assmt (7% of Base) - 12-116.01B, 41-2421J	ZFTGS	2-14-04		127.09			
Highway Users Rev Fnd. (HURF) (REG 80% Out/ST Plates) 28-2533C	ZHRF3	2-11-36					
Jud Collect Enhan Fnd (ST TP - \$11) 12-113, 12-116	ZJCS	2-13-52		33.00			<b>39.00</b> ZJCS 52 & ZJCS 53
Jud Collect Enhan Fnd (ST TP - \$2 PubDef Trng) 12-116	ZJCS	2-13-53		6.00			
Jud Collect Enhan Fnd (CVLTP) Title 22-281C1 (18.39% of Fee)	ZJCSF	2-13-51					
Medical Svcs Enhan Fnd (13% Base) 12-116.02F, 36-2219.01	ZMSEF	2-14-02		236.05			
2011 Additional Assmt (\$8) 12-116.04C	ZOS1	2-15-31		116.39			<b>189.12</b> ZOS 1-99
Prison Construction & Operations Fnd 5-395.01A4, 41-1651	ZPCOF	2-15-13		750.00			
Peace Officer Training Equip Fnd (2019-\$4) 12-116.10, 41-1731	ZPOTE	2-15-42		57.74			
Probation Surcharge (\$5) 12-114.01	ZPRSU/6/9	2-14-06		290.94			
Public Safety Equipment Fnd 5-395-397, 28-1381-88, 41-1723	ZPSEF	2-15-14		743.00			<b>743.00</b> ZGFDU & ZPSEF
Drug Tech Registration Fnd (Drug lab) 13-3423, 28-737.....	ZTECH	2-15-35					
Victim Rights Penalty (2019 - \$9) 12-116.08 (37.6%)	ZVCAF	2-15-43		49.16			<b>130.93</b> ZVCAF & ZVRF
Victims Rights Enforcement Fund (\$2) 12-116.09, 41-1722	ZVREA	2-15-37		29.09			
Victim Rights Penalty (2019 - \$9) 12-116.08 (62.4%)	ZVRF	2-15-44		81.77			
Forfeited Overpayments		4-91-04					
Installment Payment Fee		4-39-08					
<b>Attorney Reimbursement Fees (Indigent Defense)</b>	<b>ZATT</b>	2-31-01					<b>0.00</b> ZATT & ZPUBZ
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22					
<b>Court Enhancement Fee</b>	<b>ZCE</b>	4-30-04					<b>1,911.47</b> ZCAA2 & ZFINES
Defensive Driving School Fee 28-3396	ZDDS	4-31-01			660.00		
Default Fees - LOCAL	ZDEFF	4-32-01			41.64		<b>41.64</b> ZDEFF & ZWARF
Deferred Prosecution Fees	ZDFEE	4-31-02					
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10			834.02		
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30			58.75		<b>1,911.47</b> ALL ZFINES
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10			233.74		
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20			52.44		
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95					
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04					
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07			732.52		
TITLE 22 OTHER FEES ( LOCAL JCEF)	ZJCLF	4-13-02					
COURT SECURITY FEE	ZMCSF	4-30-25			420.00		
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01					<b>420.00</b> ZLCL & ZMISC
Miscellaneous (T22) Other Fees 22-281C3	ZMISC	4-11-02					
2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03					
<b>Officer Safety Equip - LCOAL PD 12-116.04D</b>	<b>ZOS3</b>	4-23-03			<b>58.18</b>		
2011 Additional Assmt - State Citing Agencies	ZOS5	2-15-32					
Non-Refundable Overpayments	ZOVF	4-91-02					
<b>Public Defender Fees</b>	<b>ZPUBZ</b>	4-39-71					<b>(S3 WRITE-IN)</b>
License Plate Violation (Susp/Dispay) 28-4139	ZSLPX/ZHRFC	4-23-02			261.18		
Warrant Fee	ZWARF	4-32-03					
Jail (incarceration) Fees	ZJF	4-33-21					
2011 Additional Assmt - Justice Courts Share	ZOS2	2-21-53				14.55	
CITIZENS CLEAN ELCTIONS FUND 1%	ZCEF2	2-14-09		18.00			<b>199.59</b> ZCEF & ZCEF2

<b>PASS-THROUGH MONIES:</b>		Received
<b>OVERPAYMENT REPORT</b>		
Carried Forward from Previous Month		\$0.00
RECEIVED in current month	ZOV <del>R</del> 2-72-01	\$0.00
DISBURSED (Hold Rcpt Refund) in current month		\$0.00
Allocation Adjustments		\$0.00
<b>Balance at End of Current Month</b>		<b>\$0.00</b>
<b>UNAPPLIED PAYMENTS REPORT</b>		
Carried Forward from Previous Month		\$0.00
Received, not applied this month	UAP 2-79-11	\$0.00
Allocated During Current month		\$0.00
<b>Balance at End of Current Month</b>		<b>\$0.00</b>
<b>DEFERRED AGENCY ALLOCATIONS REPORT</b>		
Carried Forward from Previous Month		\$0.00
Agency Not Assigned in Current Month	DAA 2-99-02	\$0.00
Allocated During Current month		\$0.00
<b>Balance at End of Current Month</b>		<b>\$0.00</b>
<b>BOND REPORT</b>		
Carried Forward from previous month		\$3,000.00
RECEIVED in current month	ZBND 2-71-01	
CONVERTED (Exonerated) to Fines/Fees		\$0.00
DISBURSED in current month		\$3,000.00
FORFEITED in current month		\$0.00
<b>Balance at End of Current Month:</b>		<b>\$0.00</b>
<b>RESTITUTION REPORT</b>		
Carried Forward from previous month		\$0.00
RECEIVED in current month	ZREST 2-41-01	\$0.00
DISBURSED in current month		\$0.00
<b>Balance at End of Current Month</b>		<b>\$0.00</b>

<b>TOTAL REVENUE FOR DISBURSEMENT</b>		<b>\$7,075.64</b>
JCEF account	\$21.00	
FTG account	\$0.00	
State Revenue	\$3,726.62	
City/Town	\$3,352.47	
Yavapai County	\$14.55	
Other Agencies		
<b>TOTAL DISBURSEMENTS</b>		<b>\$7,114.64</b>
 <b>PASS-THROUGH MONIES:</b>		 <b>\$0.00</b>
Overpayment Refunds	\$0.00	
Unapplied Payments	\$0.00	
Bonds (ZBND)	\$0.00	
Restitution (ZREST)	\$0.00	
Agency Not Assigned - not yet allocated	\$0.00	
 <b>SABA TOTAL (Total Revenue)</b>		 <b>\$7,114.64</b>

I, Micheala Brewer, Court Clerk, of Jerome Municipal Court, Yavapai County, State of Arizona, do hereby certify that the foregoing is a true and correct account of the funds collected by the Court for the month of: **December-24**

Signature: Micheala Brewer  
 Verified by: Angela B. Wagner  
 Second Verification: \_\_\_\_\_  
 Town Staff: \_\_\_\_\_

# JEROME MUNICIPAL COURT

## CITY/TOWN DISBURSEMENT

### 45627

TOWN OF JEROME	CODE	GL	AMOUNT
Forfeited Overpayments		4-91-04	0.00
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22	0.00
Defensive Driving School Fee 28-3396	ZDDS	4-31-01	660.00
Default Fees - LOCAL	ZDEFF	4-32-01	41.64
Deferred Prosecution Fees	ZDFEE	4-31-02	0.00
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10	834.02
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30	58.75
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10	233.74
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20	52.44
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95	0.00
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04	0.00
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07	732.52
TITLE 22 OTHER FEES ( LOCAL JCEF)	ZJCLF	4-13-02	0.00
Jud Collect Enhan Fnd (LOCAL T22) (Other Fees)	ZJCLF	4-13-02	0.00
<b>COURT SECURITY FEE</b>	<b>ZMCSF</b>	<b>4-30-25</b>	<b>420.00</b>
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01	0.00
Miscellaneous (T22) Other Fees 22-281C3	ZMISC	4-11-02	
Non-Refundable Overpayments	ZOVF	4-91-02	0.00
License Plate Violation (Susp/Dispaly) 28-4139	ZSLPX/ZHRFC	4-23-02	261.18
Warrant Fee	ZWARF	4-32-03	0.00
OTHER CLERK FEES	ZLCL	4-39-09	0.00

**SUBTOTAL - City/Town, General Fund** **\$3,294.29**

Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01	0.00	<b>0.00</b>
Public Defender Fees	ZPUBZ	4-39-71	0.00	

Court Enhancement Fee	ZCE	4-30-04	<b>0.00</b>
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Officer Safety Equip - LCOAL PD 12-116.04D	ZOS3	4-23-03	<b>58.18</b>
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2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03	
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**SUBTOTAL - City/Town, Split Accounts** **\$58.18**

**City/Town TOTAL:** **\$3,352.47**

**December 2024 \$\$\$ RECONCILIATION**

**FOOTHILLS Bank - Jerome Municipal Court acct XXX-3419**

ending balance on 10/31/2024:	\$	76,977.10		
Deposits to account, per bank stmt:	\$	7,274.64	(SABA deposits in AJACS)	(money in transit)
			\$	7,114.64
				160.00

<u>Checks cleared &amp; charge-back debits:</u>	<u>date cleared:</u>			
#2356	12/26/2024	\$	150.00	restitution; St.v.Smith CM2024000011
#2360	12/5/2024	\$	42.00	Jerome JCEF
#2359	12/6/2024	\$	2,963.61	Town of Jerome
#2357	12/17/2024	\$	3,367.33	State of Arizona
#2358	12/11/2024	\$	19.51	Yavapai County
<b>TOTAL:</b>		<b>\$</b>	<b>6,542.45</b>	

Ending Balance from 11/29/24 stmt: \$ **77,709.29**

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

JCEF	\$	14,734.14
Fill the Gap	\$	10,675.48

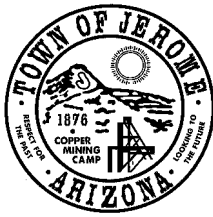
<b>2023-2024</b>	<u>ZOS3 4-23-03</u>	<u>ZMCSF 4-30-25</u>	<u>June - May</u>	
<u>Gross</u>	<u>off. safety equip.</u>	<u>ct. security fee</u>	<u>NET to Town</u>	
July	\$ 4,374.15	\$ 105.19	\$ 606.00	\$ 3,662.96
August	\$ 5,096.00	\$ 112.05	\$ 663.68	\$ 4,320.27
Sept	\$ 5,467.64	\$ 106.00	\$ 645.32	\$ 4,716.32
October	\$ 3,883.25	\$ 79.56	\$ 550.00	\$ 3,253.69
November	\$ 5,177.20	\$ 129.73	\$ 704.68	\$ 4,342.79
December	\$ 4,115.67	\$ 110.83	\$ 600.32	\$ 3,404.52
2024				
January	\$ 4,858.42	\$ 102.17	\$ 695.00	\$ 4,061.25
February	\$ 6,865.80	\$ 173.28	\$ 1,050.00	\$ 5,642.52
March	\$ 6,414.18	\$ 130.95	\$ 790.00	\$ 5,493.23
April	\$ 5,218.46	\$ 142.72	\$ 770.68	\$ 4,305.06
May	\$ 5,145.97	\$ 106.07	\$ 575.99	\$ 4,463.91
June	\$ 6,435.85	\$ 145.70	\$ 920.00	\$ 5,370.15
<b>TOTAL</b>	<b>\$ 63,052.59</b>	<b>\$ 1,444.25</b>	<b>\$ 8,571.67</b>	<b>\$ 53,036.67</b>

<b>2024-2025</b>	<u>ZOS3 4-23-03</u>	<u>ZMCSF 4-30-25</u>	<u>June - May</u>	
<u>Gross</u>	<u>off. safety equip.</u>	<u>ct. security fee</u>	<u>NET to Town</u>	
July	\$ 4,964.02	\$ 125.26	\$ 671.00	\$ 4,167.76
August	\$ 4,116.59	\$ 91.39	\$ 565.00	\$ 3,460.20
Sept	\$ 4,642.07	\$ 123.13	\$ 539.00	\$ 3,979.94
October	\$ 5,170.06	\$ 156.94	\$ 820.00	\$ 4,193.12
November	\$ 2,963.61	\$ 78.03	\$ 500.00	\$ 2,385.58
December	\$ 3,352.47	\$ 58.18	\$ 420.00	\$ 2,874.29
2025				
January				
February				
March				
April				
May				
June				
<b>TOTAL</b>	<b>\$ 25,208.82</b>	<b>\$ 632.93</b>	<b>\$ 3,515.00</b>	<b>\$ 21,060.89</b>

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

<b>2024</b>		<b>2025</b>	
JULY	\$ 125.26	JAN	
AUG	\$ 91.39	FEB	
SEPT	\$ 123.13	MAR	
OCT	\$ 156.94	APR	
NOV	\$ 78.03	MAY	
DEC	\$ 58.18	JUNE	
		<b>YTD (fiscal)</b>	\$ 632.93





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 126nd Anniversary  
1899 - 2025

### March 2023 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

- Paint “No Parking” area
- Snake sewer for the High school on Hampshire
- Clean gutters on 89A
- Dig a trench and install a new water line for the new meters on Verde Ex property.
- Fix the Rack and Pinion on the Side-by-side ranger
- Replace the batteries in the cameras on the springs.
- Dig out the drain in Higg’s driveway. It gets clogged with dirt from our drains up above.
- Clean out Muma’s shed
- Replace the cap on the 12” line on Sunshine hill
- Fix sewer lines in the Gulch
- Fix Water leak on Hampshire.
- Roothing roads.

## Regulators

### County Rd.

2" 11/7/2024- Rebuild, replaced rubber disc and yolk on the CRD.

4" 1/7/2025- Rebuild, no parts replaced.

### Giroux St

2" 1/6/2025- Rebuild, replaced the gauge.

4" 1/6/2025- Rebuild, Broken brass fittings, left on overnight, charged by next morning. 1/7/2025 replaced another broken fitting.

### School St.

2" 1/8/2025- Rebuild, no parts replaced.

4" 1/8/2025- Rebuild, no parts replaced.

Lower 2" 1/21/2025- Rebuild, no parts replaced.

### Verde St.

4" 1/2/2025- Rebuild, replaced restriction fitting. Left off overnight, seated the next morning.

2 ½" 1/3/2025- Rebuild, no parts replaced.

### Dundee Ave. New regulator

2" 1/13/2025- Rebuild, no parts replaced. 1/14/2025- Top was leaking, replaced a fitting

4" 1/14/2025- Rebuild, no parts replaced.

### Dundee Ave. Lower regulator.

2" 1/15/2025- Rebuild, no parts replaced.

### Gulch Rd.

2" 1/9/2025- Rebuild, no parts replaced

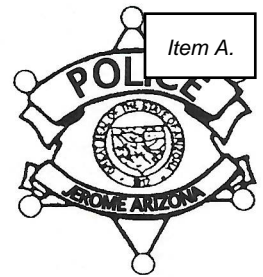
4" 1/10/2025- Rebuild, replaced pressure gauge.

We were a little behind on rebuilding regulators this year with all the parking lots, drains and other various jobs this year that set us back. Just know that we still check these regulators on a weekly schedule, usually on a Thursday or Friday so we know they're good for the weekends. We typically try to do the rebuilds in October and April of each year. Next round will be in April of this year, and we will get back on our regular schedule. This was Brandon's second time learning the rebuilds. That makes Lyle, Shawn, Brandon and myself familiar with the regulators, and are comfortable if there are any issues. Robert will be next in line for training. Hopefully for the first time, since I've been with The town Jerome, we will have a full crew that are familiar with our regulator system.



# 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



February 3, 2025

TO: Honorable Mayor and Jerome Town Council

FROM: Russell J. San Felice, Chief of Police

Attached please find the police activity reports for January 2025.

During the month of January, the police department responded to 189 calls for service. We handled one incident where a juvenile Mountain Lion was struck by a car. The lion was severely injured and was dispatched by a Jerome Police Officer. There were two other mountain lions seen running from the area. Game and Fish were contacted. There have been no other reports of sightings. Game and Fish believes this was a mother cat crossing the area with two kittens. One was struck by the car and the other two fled. This seems to be an isolated incident, with no further action necessary. Jerome Police handled a domestic incident with criminal damage and threats. This is a local resident, repeat offender. Police will work with prosecutors to address this ongoing issue.

Jerome Police Officers and Parking Officers conducted several enforcement actions over the month of January. There were 249 parking citations written and 8 parking violation warning. There were 58 citations and 26 warnings for various moving traffic violations.

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

January 2025: \$24,965.85

January 2024: \$20,695.45

Current Fiscal year total (July 1, 2024-June 30, 2025): \$206,774.00

Respectfully,

Russell J. San Felice  
Chief of Police

# JEROME POLICE DEPARTMENT

## 305 MAIN STREET

JEROME, AZ 86331  
(928) 634-8992

Date : 02/03/2025  
Page :  
Agency : JPD

Item A.

### Calls For Service Totals By Call Type

01/01/2025 to 01/31/2025

Call Type	Totals	
10-34	Motorist Assist	4
247S	Civil Stanby	1
410	Criminal Damage	1
415A	Neighbor Trouble	1
476	Animal Control Problem	1
500	Welfare Check	1
585	Traffic Hazard	1
667	Missing Person Adult	1
903	Follow-Up	55
908F	Found Property	10
AA	Agency Assist	2
ACPD	Assist Clarkdale PD	3
ADPS	Assist DPS	2
AF	Assist Fire Department	8
AYCSO	Assist YCSO	9
BI	Background Investigation	1
CA	Citizen Assist	3
CO	Call Out	2
DIS	Disorderly Conduct	1
FF	Family Fight	1
FP	Foot Patrol	1
FPF	Fingerprinting	1
HSE	Hampshire Speed Enforcement	3
IDC	Illegal Dumping	1
IE	Indecent Exposure	1
INFO	Information	5
OA	Officer Assist	1
OT	Oversize Truck	6
PARK	Parking Complaint	1
PE	Parking Enforcement	24
PKM	Parking Kiosk Maintenance	1
SC	Security Check	25
SD	Security Detail	1
SL	Shoplifting	1
SS	Suspicious Situation	2
T/S	Traffic Stop	3
TCD	Traffic Control Duties	1
TRN	Training	3
<b>Grand Total for all calls</b>		<b>189</b>



# Jerome Fire Department

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

## Fire Chief's Report

Month: January Year: 2025

Calls by Type	Number	Resident	Non-Resident
EMS Calls	16	12	4
Residential Fire	1	0	1
Commercial Fire	0	0	0
Wildland	3	3	0
Still Assignment	1	1	0
Station Staffing	0	0	0
Citizen Assist	3	2	1
Agency Assist	3	2	1
Special Duty	5	5	0
Snake Removal	0	0	0
Tech Rope Rescue	0	0	0
MVA/Rescue	3	0	3
HazMat	1	1	0
Dispatch Error	0	0	0
<b>Totals:</b>	<b>36</b>	<b>26</b>	<b>10</b>
<b>Total Calls Chief on Scene</b>	<b>32</b>		
<b>Total JFD Meetings Chief Attended</b>	<b>7</b>		

Department Meetings and Drills	Number
Officer's Meeting	1
Work Session	1
Rope Drill	1
Drills	5

JFD Calls and Meetings hours worked	Total Hours: 347:36
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Chief Meetings	Date
AZ Wildland Red Card Qualifications Committee Meeting (Whiting)	1/6/25,1/28/25
Verde Valley LAFS (Whiting)	1/14/25
NHS Pre-Hospital Meeting (Whiting)	1/14/25
Auxiliary Meeting (Blair, Hernandez)	1/9/25
Yavapai Fire Marshals Meeting (Blair, Whiting)	1/29/25
AZ Wildland Fire Resource Duty Officer Meeting (Whiting)	1/9/25
3Am (Florian) Meeting (Hernandez)	1/31/25

### **Education, Spring Semester:**

- Carl Whiting and Zach McGregor are enrolled in an EMS Refresher on the 11th through 13th of February. This is a requirement for all EMT's to retain the certification.
- John Krmpotich is enrolled at Yavapai college for the spring semester Fire 1 & 2 academy. John is one of our best responders and we are excited that he has decided to further his education.

### **Weekly Training:**

- Thursday January 2<sup>nd</sup>, we had a business meeting. Whiting End-tidal CO2 (carbon dioxide) Overview and Procedures
- Thursday January 11<sup>th</sup>- Whiting- Electric Vehicle Fires
- Thursday January 18<sup>th</sup> – Giles- Apparatus overview
- Thursday January 25<sup>th</sup> – Kerry Lee- Rope overview of the Pike and Pivot
- Saturday January 27<sup>th</sup> - Kerry Lee- Pike and Pivot out at the eagle's nest on Deception Gulch
- Thursday January 30<sup>th</sup> – R. San Felice/Kinsella- Blood Bourne Pathogens, PPE type, use, and care

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

- Our January call volume is up by 3 over last January's 33 calls, totaling 36 calls this month. Our Fire Department personnel perform their tasks in a professional manner with no injuries occurring.
- Jerome Fire and Police department are working with our medical direction and Granite Mountain EMS training to get five of our EMT's IV certified. This advanced training will allow these EMTs to administer IVs in the field, helping us to provide better emergency care for those in need.
- On February 5th and 6th, we will have our annual Fire extinguisher service. This service is available to all Jerome residents and businesses.
- February is also the beginning of our budget process.
- The Annual NAEMS Grant is coming up in March. We have begun the application process. This is an important grant for us. We use this grant to assist in the restocking necessary medical supplies as well as supplement the cost of training for our EMT's.
- On January 28 the fire department hosted a community Blood drive with Vitalant. There were approximately 20 participants.

### **Prevention**

- This January the burn pile was closed for most of the month. The closure was due to the lack of moisture, once we received some precipitation, we were able to burn the pile.
- Before the closure of the burn pile. We had a total of 87 loads with a total of 180 combined hours from our citizens and fuels crew.
- 25 Firewise activities
- 1 Firewise home assessment
- 5 burn permits were issued
- 11 Business license inspections.

### January Fire Department Activities and Run Report:

Incident	Date	Time	Day	Select Type	Description	#
J-1	1/2/25	11:30	Thu	Special Duty Resident	Remove Hazard from Highway	4
J-2	1/2/25	11:45	Thu	EMS Non-Resident	Assisted Cottonwood Fire W/ Medical	1
25-01	1/4/25	10:43	Sat	MVA/Rescue Non-Resident	Non-Injury Motorcycle Down	7
J-3	1/6/25	16:15	Mon	Special Duty Resident	Assist W/ Flat Tire	2
25-02	1/6/25	21:59	Mon	EMS Resident	82 YOF - Fall	5
J-4	1/7/25	11:30	Tue	EMS Non-Resident	48 YOF - BP Check	3
25-03	1/10/25	5:11	Fri	Still Assignment Resident	Smoke Alarm	4
25-04	1/11/25	8:41	Sat	EMS Resident	75 YOF - Fall W/ Injury	7
25-05	1/11/25	15:25	Sat	EMS Non-Resident	19 YOM - Chest pain	10
25-06	1/12/25	1:17	Sun	EMS Resident	64 YOF - Sick Person	7
J-5	1/12/25	10:30	Sun	Agency Assist Non-Resident	Disabled Vehicle	2
25-07	1/12/25	16:44	Mon	EMS Resident	65 YOF - Poss. Stroke	8
J-6	1/14/25	8:15	Tue	Citizen Assist Resident	Vehicle Lock Out	4
J-7	1/14/25	14:15	Tue	Hazmat Resident	Clean Up Oil Spill	2
25-08	1/16/25	5:23	Thu	EMS Resident	79 YOM - Unknown Medical	6
25-09	1/16/25	13:58	Thu	MVA/Rescue Non-Resident	Cancelled Enroute	6
J-8	1/17/25	8:00	Fri	Wildland Resident	Pile Burn	3
J-9	1/17/25	12:00	Fri	Citizen Assist Resident	Assist W/ Tire Repair	2
J-10	1/17/25	14:00	Fri	EMS Resident	82 YOF - Lift Assist	2
J-11	1/17/25	18:00	Fri	Wildland Resident	Extinguish Burn Pile	2
25-10	1/21/25	23:51	Tue	EMS Resident	36 YOF - Seizure	4
J-12	1/22/25	8:45	Wed	Agency Assist Resident	JPW W/ Traffic Control	4
J-13	1/23/25	8:15	Thu	Special Duty Resident	Clear RD Hazard	5
J-14	1/23/25	16:08	Thu	Special Duty Resident	Clear RD Hazard	3
J-15	1/24/25	16:15	Fri	EMS Resident	30 YOF - Basic First Aid - Wrap hand Injury	1
J-16	1/25/25	10:00	Sat	Agency Assist Resident	JPW W/ Traffic Control	2
25-11	1/25/25	12:38	Sat	EMS Resident	84 YOF - Unknown Medical	12
25-12	1/25/25	19:58	Sat	EMS Non-Resident	62 YOF - Fall W/ Injury	10
J-17	1/26/25	8:00	Sun	EMS Resident	30 YOF - Basic First Aid - Twisted ankle	2
J-18	1/26/25	12:15	Sun	Citizen Assist Non-Resident	Disabled Vehicle - Jumpstart	2
25-13	1/28/25	11:40	Mon	Residential Assignment Non-Resident	Mutual Aid - Cottonwood	6

J-19	1/27/25	12:07	Mon	MVA/Rescue Non-Resident	Multiple Vehicles Against Guard Rail	3
J-20	1/28/25	8:30	Tue	EMS Resident	47 YOF - Delayed Fall - Basic First Aid	3
J-21	1/28/25	13:00	Tue	Special Duty Resident	Assist W/ Blood Drive	3
J-22	1/29/25	8:00	Fri	Wildland Resident	Pile Burn	3
25-14	1/31/25	10:19	Fri	EMS Resident	84 YOF - Unknown Medical	6

### January 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.
1/5/2025	North / 89A		2	1	2	1			0
1/5/2025	East/ Verde/ Douglas		2	4	8	2			0
1/5/2025	Douglas		2	2	4	4			0
1/6/2025	Douglas		2	4	8	4			0
1/6/2025	School / Center		1	3	3	0			0
1/8/2025	211 Mine Rd		2	1	2	2			0
1/8/2025	School / Center		2	8	16	4			0
1/14/2025	Diaz St.		2	8	16	0			0
1/15/2025	Diaz St.		2	6	12	0			0
1/16/2025	Clark St.		4	3	12	1			0
1/16/2025	Diaz St.		2	3	6	0			0
1/17/2025	Burn Pile / Douglas		2	8	16	0			0
1/18/2025	110 Dundee				0	2			0
1/19/2025	Diaz St.		1	5	5	5			0
1/23/2025	Hampshire		5	3	15	5			0
1/23/2025	Gulch Rd.		2	3	6	5			0
1/24/2025	Gulch Rd.		2	8	16	15			0
1/24/2025	300 Gulch Rd.				0	2			0
1/25/2025	300 Gulch Rd.				0	2			0
1/25/2025	Douglas Rd.		2	1	2	10			0
1/25/2025	Diaz St.		3	6	18	15			0
1/30/2025	Douglas Rd.		1	4	4	4			0
1/22/2025	209 3rd St.				0	1	2	2	4
1/23/2025	466 Clark St.				0	2	2	2	4
1/31/2025	100 Hill St.				0	1	1	1	1
		<b>0</b>	<b>41</b>	<b>81</b>	<b>171</b>	<b>87</b>	<b>5</b>	<b>5</b>	<b>9</b>



	Jerome Citizen Hours-	Adult Prob.	Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	JC# Crew	JC# Hrs.	JC Total Hrs.
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**Thank you for your continuing support.  
Rusty Blair Chief JFD**

**File Attachments for Item:**

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



Founded 1876  
Incorporated 1899

## Town of Jerome, Zoning Administrators Report

---

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

**Planning & Zoning Commission-** The regular meeting of the Planning & Zoning Commission met to discuss a new accessory building at 103 Dundee, and approved the project.

**Design Review Board-** The Regular meeting of the town of Jerome's Design Review Board for met and approved three new signs, two changes of roofing materials, one partial demolition ( for reconstruction/repairs) and the new accessory building at 103 Dundee.

### **Code Enforcement-**

More code enforcement issues in January, revolving around personal disputes, parking, or failure to comply with town codes. Some of these have been resolved while the remainder are works in progress.

### **Administrative Approvals-**

Administrative approval issued for maintenance and repairs to the Jerome Historical Society for like-for-like paint at 507 Main.

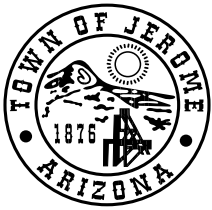
### **Other Business-**

January was the busiest month out of the last 12 for Planning & Zoning. Highlights of this month include the Growing Water Smart conference in Clarkdale, multiple site-visits with property owners for pre-submittal meetings to discuss upcoming projects.

**File Attachments for Item:**

**A. Consider Approval of the January 14, 2025, Regular and Special Council Meeting Minutes**

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



# TOWN OF JEROME

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

## MINUTES

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

**TUESDAY, JANUARY 14, 2025, AT 6:30 PM**

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

#### **6:32PM (0:28) 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, Issam "Izzy" Sharif and Sonia Sheffield.*

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

#### **6:32PM 2. NEW BUSINESS**

Discussion/Possible Action

#### **6:32PM (0:43) A. Budget Workshop: Discussion and Possible Direction Regarding Staff Wage Adjustments, Health Insurance and Other Personnel Related Items for FY 2026 Budget Formulation Along with Potential Continued Discussion on Capital Budget Items**

This is a discussion only item with Council potentially providing staff direction

*Mayor Barber introduced the item and asked Mr. Klein for further introduction.*

*Mr. Klein started his introduction, that he likes to start early with the largest budget items, the biggest being capital items and staff related budget second. He recaps that Council has gradually increased the benefits package for the employees to be as competitive as possible with other communities of our size, adding that we are now competitive with other communities with a population under 1,000. He shares that he feels good about where we are at with what the Council has granted for the past 2 years, and that we've put together a competitive package to hopefully attract a new Court Clerk, as well as someone for the open Public Works Technician position. He shared this will be the lowest cost proposal presented to the Council over the last 3 years, due to what has been approved previously. He said this should put us in a competitive place to hopefully recruit the necessary staff as well as, more importantly, maintain valued employees. He said the fiscal impact had not been prepared yet because it's early. He continued, if Council was amendable to the proposal, then we'll analyze the numbers and present it at the next budget meeting, adding it will be significantly less than the 2 years prior.*

*Ms. Barber thanked him and asked if there were any questions from Council. There were none.*

*Ms. Moore commented it sounded good, we just need to see the numbers.*

*Mr. Klein said last year he believed the proposal was for \$130k for the whole package, clarifying this year it will be less because of the requested wage adjustment being less as well as the benefits. He said regarding the benefits that we are now approaching our neighbors but being that we aren't as large of a tax base as they are, nor do we have as much sales tax so we can't seek to be equivalent, but we can be as close as possible.*

*Dr. Dillenberg thanked Mr. Klein and said good luck in finding a replacement Court Clerk.*

*Ms. Barber asked how long the Clerk had been with us?*

*Mr. Klein answered she'd been with the Town 3+ years.*

*Ms. Barber remarked that the Judge thought very highly of her and that we had bumped her from part-time to full-time a year or so ago, so this is very inconvenient to lose her.*

*Dr. Dillenberg asked if there was a way to offer her something to stay.*

*Mr. Klein shared we've provided all we can, and as the Mayor pointed out she was moved up to full-time status for benefits in an attempt to keep her as long as possible. He said she has a degree in legal studies and wants to work for a law firm, adding that currently she drives over the mountain every day and in the winter that can be precarious.*

Ms. Barber said she's moving up and it's nice to see that she's following that so congratulations to her. She remarked that it is quite a commute and if you can find something closer, then that's just what we do, and we'll see what we can do to fill that position.

Mr. Klein shared she had provided 3+ weeks and let the Judge know she'll work with us as much as possible to make the transition as seamless as possible.

Ms. Barber asked if anyone else had anything to add.

Mr. Klein shared that his staff report was included in the packet, if everyone had a chance to review and had any questions, he'd be happy to answer them.

Ms. Barber pointed out the health plan at the end of the report. Regarding getting it more competitive, she said that's something we keep striving to do, but the 1,000 population communities are not in this area and we're not even half that right now. She said I think we would all like to see the numbers and see what the impact is. She asked if everyone else on the Council was in agreement. They were.

Ms. Moore said it sounds good to her and wants to pay people to keep them.

Ms. Barber asked if there was anything else to talk about regarding the budget or was it just this item.

Mr. Klein shared this was it for the plan today. He commented that the other presenter was supposed to be here today. He had informed her she'd likely go on around 6:45, so he felt she should arrive momentarily.

Ms. Barber commented that we had about 5 more minutes and introduced item B.

### **6:39PM (6:39) B. Melissa Garcia from the Community Health Center of Yavapai County Will Provide a Brief Presentation on Their Services Offered**

*There was some general discussion during the time between introduction and the presenter's arrival.*

*Presenter, Melissa Garcia, arrived 6:41pm (9:04) to give a presentation on behalf of the Community Health Center of Yavapai County and the services they provide and offer to the community. There was some discussion regarding her presentation; after which she decided to email the PowerPoint to Mr. Klein afterwards, to make it available to everyone. (9:49) Ms. Garcia started her presentation thanking the Town of Jerome. She introduced herself and said they are a part of Yavapai County Government, adding they are the public health department for the county as well as the medical examiner's office. She said they are cooperatively managed by Yavapai County Government and a nonprofit called Prescott Free Clinic. She said despite being around for over 30 years, for 2025 they want to be out in the community much more, so everyone is aware of their services. She shared that the Free Clinic was founded back in 1993 and started out with only 1 office in Prescott. In 2002 they received federal funding to open as a community health center and is one of 1400 in the nation and only one of a handful that is a public entity. She shared that framework is set to provide best practices by the federal government, to ensure access to care for everyone, regardless of what potential barriers may be present for an individual seeking care, be it they are uninsured, underinsured, have a need for an interpreter, etc. They are trying to do a better job in the community, as the only community health center in Yavapai County, to better communicate what a community health center is. She shared that they provide integrated care, which means the whole continuum of care is being addressed. They offer Primary Care, Behavioral Health and Dentistry, which means the whole care team is connected, communicating and there is no disjointed care. She then gave an example of someone visiting the dental clinic with high blood pressure. She continued, the Dentist can speak with the Primary Care provider, who is in the same location, regarding the issue to get that patient into the Primary Care schedule quicker, so that the dental care needed can be taken care of in a timelier manner. She shared that they do have same day appointments, it's a quality measure they have so that there is a decrease in ER utilization and hospital admittance. She shared that at each clinic there is Primary care for both adults and pediatric patients, adding that there is a full time Pediatrician at their Cottonwood office. She said all providers are also cross trained as women's health providers, noting that Yavapai county has the highest rate of breast cancer in the state, and that they actively try to screen as many women as they can, between the ages of 40-74, in an effort to reduce instances of late stage diagnosis. She then shared that they are the only well women health check funded in Yavapai County which provides free breast and cervical cancer screenings for low income women. She continued, they also provide counseling and psychiatric services, with same-day appointments also available, and that last year they received federal funding to expand their mental health services and will increase from 1 part time provider to 4 as of March of this year. She continued to expand on their services, sharing that they provide case management for substance use, and mental health services, as well as dental services in the Cottonwood office. She highlighted that they are the only dental clinic in Yavapai County that accepts Access (AHCCCS) for adults, which is a substantial need they are trying to meet. She shared all services are offered on a sliding fee discount, so if someone is at a certain income threshold there is a formula used to reduce fees for services, and they are the only practice in Yavapai County that provides that service for dental. Another service they provide is medication assistance in several ways. For the manufacturer's discount program they assist patients to apply and are sometimes able to receive front line medications for free. She then shared that one of the medical providers is board certified in advanced diabetes management, this provider has about 50 patients in the Cottonwood practice, and they all receive frontline medications from this program. She shared that they are also a 340b Drug Pricing Program enrollee. It is something available for community health centers nationwide, where patients are able to get medications at a reduced rate, for example*

anywhere from \$8-\$16 for a month's supply of medications. They provide free Access (AHCCCS) and marketplace enrollment and have a Medicaid Assister on staff who has been helping people apply for Access for over 12 years. She said this is a great resource provided to both patients and the community.

Dr. Dillenberg asked who that individual was.

Ms. Garcia answered that her name is Susan Huntington and that she has same-week availability. She continued that as far as availability they are typically booked 2 weeks out for primary care, for both new and established patients, but for the psychiatric providers she reiterated that there is same day availability. They are partnered with Manzanita Outreach to provide a shelf stable food bank. She then reiterated the sliding fee schedule, saying based on income and family size they are able to use a formula to greatly reduce costs, giving the example that for primary care some patients costs are around \$60. She then went on to share that they receive Title 10 funding, which ensures access to reproductive health services especially for teens and women for STI testing and that insertable birth control devices are substantially discounted. Other services provided are for cancer screening. The community health center is partnered with Exact Sciences, which is the manufacturer of Cologuard. She said, the test is normally \$500-\$700, however for the community health center patients that are low income and/or uninsured they automatically get the test for free. Additionally they have timely hospital follow-up, which are dedicated time slots for patients who've visited an emergency room or urgent care. They are able to get back in, to see their provider for follow-up and to address any unaddressed items. She shared that they have licensed interpreters on staff and most of the clinical staff are also bilingual. She continued, there is a remote monitoring program so anyone with a high enough blood pressure, they are able to provide a free blood pressure monitor then follow-up with them as well as provide education and tools to help reduce their blood pressure. She shared there are 4 primary care providers, 4 for adults and 1 for pediatric patients. Ms. Bahm is a DNP, board certified in advanced diabetes management, provides primary care, services for productive health as well as is trained for medications for opioid use disorders. Ms. Johnston is a PA and works in the primary care team as well as women's health. She outlined the length of time the providers have been with the community health centers.

Dr. Dillenberg asked if they could have a copy of her visual aide.

Mr. Klein confirmed the information would be available after the meeting.

There was brief discussion between Ms. Garcia and Dr. Dillenberg regarding the dentistry at the community health center.

Ms. Garcia said one of their goals this year is to partner up and better engage with the community. Plans for the future include 2 mobile units that are in the state licensing phase with the health department. They want to reach underserved communities and increase awareness of their services.

Mr. Sharif remarked he was going to ask about a taxi or pickup service for community members who do not have viable transportation, so hearing about the mobile units is awesome.

Ms. Moore said they have had previous discussions regarding a possible clinic in the Town Hall building on the 3<sup>rd</sup> floor, when it was remodeled into being a public building.

Ms. Garcia said they are open to partnership.

Ms. Barber clarified that they have a Cottonwood office.

Ms. Garcia confirmed yes, adding that the Cottonwood clinic is the newest and is next to the library in Cottonwood; it's the building with the copper dome. They are also located in Prescott, Prescott Valley, and have just signed a lease to open an Ash Fork office. She mentioned they'd been in discussions to open a location in Camp Verde but that is far from set.

Ms. Barber asked if there were any other questions or comments.

Ms. Moore asked if they would have contact information, or if Ms. Garcia was who they should contact?

Ms. Garcia answered yes.

Dr. Dillenberg expressed his gratitude.

Mr. Sharif then asked if they already offered or were looking into the possibility of a telehealth option.

Ms. Garcia said they do offer some telehealth services, several psychiatric providers are entirely virtual, but they also partner with the Yavapai County free library district, so any of those locations are set up with little telehealth hubs. She said they are currently underutilized but believes this outreach will help with that.

Ms. Barber followed up on Ms. Moore's earlier statement. She shared that they had talked about doing a self-health clinic, where it could be virtual or morph into a bunch of different things. She said follow-up and seeing what could be done are the next steps we would want to take. She said there's been a Yavapai County health center in Cottonwood for years and years but it's nice to see that it's turned into what it has because this is much more than it used to be.

Ms. Garcia added they are always looking to grow and expand and are actively recruiting for a physician position at the Cottonwood location because there is such a gap in medical care in the Verde Valley.

Ms. Barber thanked her for acknowledging that and trying to be part of the solution.

Ms. Garcia reiterated they do not have a high turnover rate; their providers are vested in their communities with no intentions of leaving. She added that they have student loan repayment programs to help so that they don't have to leave and go to a for-profit model. She said they look forward to keeping communication open and welcomed everyone to come visit.

Ms. Barber shared that it is a wonderful service for the community.

**6:59PM (26:42) 3. ADJOURNMENT**

Ms. Barber made the motion to adjourn the meeting  
Mr. Sharif seconded the motion.  
Ms. Barber called the question, and the meeting adjourned at 6:59 p.m.

**Motion to adjourn at 6:59 p.m.**

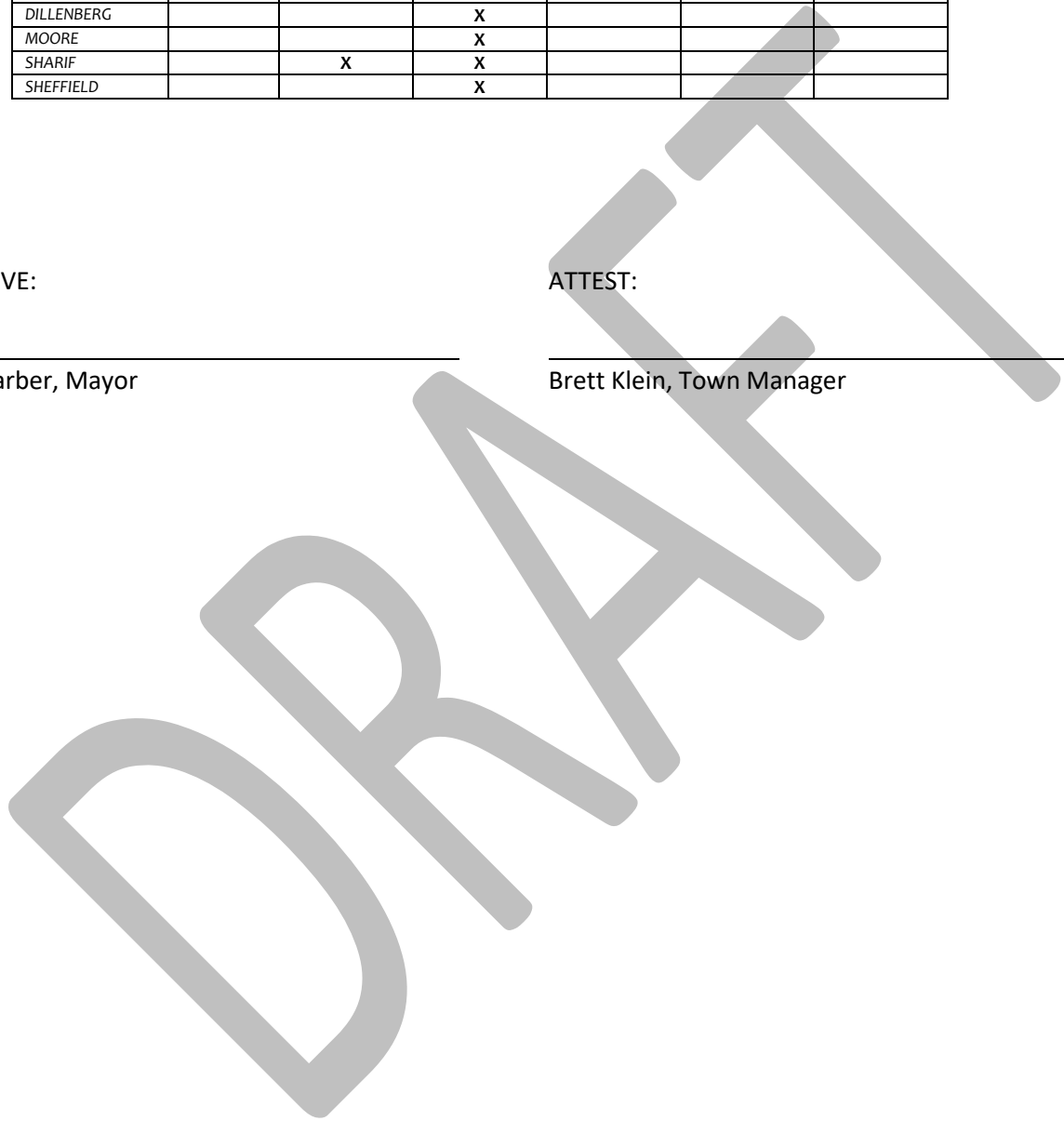
COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG			X			
MOORE			X			
SHARIF		X	X			
SHEFFIELD			X			

APPROVE:

ATTEST:

\_\_\_\_\_  
Alex Barber, Mayor

\_\_\_\_\_  
Brett Klein, Town Manager







# TOWN OF JEROME

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## MINUTES

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

TUESDAY, JANUARY 14, 2025, AT 7:00 PM

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

### 7:00PM (0:28) 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, Issam "izzy" Sharif and Sonia Sheffield.*

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

*Items 9G and 9B were addressed before returning to the Financial Reports.*

### 7:17PM (17:46) 2. FINANCIAL REPORTS

Discussion/Possible Action

#### A. Financial Report and Detail Invoice Register Report for December, 2024

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

*Ms. Barber introduced the item for consideration. She asked if there were any questions. There were none.*

*Dr. Dillenberg made the motion to accept the financial reports for December 2024.*

*Mr. Sharif seconded the motion.*

*Ms. Barber called the question and the Financial Reports for December 2024 were approved.*

#### Motion to approve the Financial Reports for December 2024

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

### 7:18PM (18:27) 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.

*Mayor Barber introduced Item 3 and deferred to Mr. Klein for further introduction.*

*Mr. Klein shared that he also had a typo in his report that Vice Mayor Moore had pointed out. He shared that when Ms. Barber reads the anniversary reports that William Lionberger is with the Police Department not the Library. He said he's still working for Town but very infrequently. He said next meeting there will be an update on the attempt to acquire easements through Verde Exploration. He said it's going about as well as can be expected, which is not very well. The other items he wanted to point out were that the \$1.4 million grant we received is a 100% grant with no match and will be for Mescal and School St. regulators. He continued that we are also up for a \$1.5 million grant for Verde Central and Deception Gulch. He said he feels good about it, but we may have to have a small local match in order to get it, which should be something we can handle through the budget process.*

Ms. Barber pointed out that according to his report the WWTP meeting minutes were included in the packet, but she see any in this packet or last month's packet.

Mr. Klein answered that they were design minutes, and now that they're at 90%-100% design phase there wasn't a meeting to include the minutes for, so it was there as a placeholder. He said he could have removed it but there will be more coming up with construction, adding hopefully they'll be seeing the bidding and planning for that very soon.

Ms. Barber asked if William Lionberger was still working for the Town.

Mr. Klein confirmed yes, he is.

Ms. Barber then issued her congratulations to Kerry Lee with the Police Department for 11 years of service as of January 6<sup>th</sup>, to Judge Angela Napper, for 3 years also effective January 6<sup>th</sup>, and to William Lionberger for 14 years of service with the Police Department effective January 26<sup>th</sup>. She thanks Mr. Klein for his grant work and everyone else both paid and volunteer for all that they do for Town. She then moved to approve the staff and council reports.

Dr. Dillenberg seconded her motion.

Ms. Barber called the question, and the staff and council reports were approved.

**Motion to approve the Staff and Council reports.**

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

After the vote Ms. Barber pointed out that the Fire Department report was very thorough this month.

Ms. Moore said she did have a question regarding the 2 hit-and-runs in the police report.

Ms. Barber asked if one was the animal.

Ms. Moore said she didn't think so.

Ms. Barber asked if she had contact information to ask them direction.

Mr. Klein said that he would follow up and pass along the information.

**7:22PM (22:54) 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**

Mayor Barber introduced item 4, reiterating that the item does not require any action.

Mr. Blodgett said at the time he wrote his report he was anticipating a slowdown but over the past week that has not been the case, he's been extremely busy. He said the survey work for the parking study is complete and he's reviewing and analyzing that data now. One of the things he ran into was that some of the businesses had missing data on the decision making so he's now working on tracking down the chain of decision making. He shared we have a lot of P&Z and DRB reviews for proposed construction and repair work. He said there has been an administrative approval for some brick work on the Blosser building. He hopes that if it works then he'd like to explore it's use on other buildings in town. He said next month's report will be much more in depth than this one.

Ms. Barber asked if anyone had any questions for him. There were none.

**7:24PM (24:25) 5. APPROVAL OF MINUTES**

Discussion/Possible Action

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

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

Ms. Barber introduced the meeting minutes for approval. She asked if there were any questions, comments or typos that needed to be fixed. There was nothing from the rest of the councilmembers.

Ms. Barber then moved to approve the meeting minutes from December 10<sup>th</sup>.

Mr. Sharif seconded the motion.

Ms. Barber called the question and the meeting minutes from the December 10<sup>th</sup> regular Council meeting were approved.

**Motion to approve Regular Council Meeting Minutes from December 10, 2024**

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

**7:25 (25:05) 6. PETITIONS FROM THE PUBLIC**

*There were none.*

**7:25 (25:09) 7. ORDINANCES AND RESOLUTIONS**

Discussion/Possible Action

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

Council will consider and may approve Resolution No. 676.

*Ms. Barber introduced the item for consideration. She commented that the resolution is good in her opinion, and she likes that it was tailored to the Town. She said it was an emergency housing study paid for by the City of Sedona. She said they are trying to get every community having the same issues as they are to jump on board and push legislation to give us more regulation of our own towns. She made the motion to accept the resolution.*

*Ms. Sheffield seconded the motion.*

*Mr. Sharif asked if Mr. Klein had received his email.*

*Mr. Klein answered that he had.*

*Mr. Sharif then pointed out the Municipal Policy Statement aligns with the resolution and said he hopes that it will be something that will become positive.*

*Ms. Moore remarked that she didn't realize that Arizona is the only state that preempts local governments from regulating short term rentals.*

*Ms. Sheffield and Mr. Sharif both agreed they didn't know either.*

*Ms. Barber thanked the prior Governor Mr. Ducey.*

*Ms. Moore thought it had been done in other states as well but no.*

*Ms. Barber said it was supposed to support a shared economy for people to make ends meet by renting out part of their house, but that's not what it turned into. It turned into investors opportunities and hotel chains buying up properties. She pointed out the resolution talked about how it's detrimental to hotels and that 4% of people said they wouldn't go somewhere if they couldn't get an Airbnb, otherwise they'd go vacation anyway and stay in a hotel. She said it's not generating much besides problems in residential neighborhoods by people who don't live there.*

*Ms. Moore said she wondered if there would be anything that would happen with this resolution.*

*Ms. Barber asked Mr. Klein for input.*

*Mr. Klein said there is a committee of cities and towns working with the League of Arizona Cities and Towns and lobbyists to create a draft version for STR (short-term rental) amendments and he hopes it will get support, but he's still a little skeptical. He continued that one version from legislature has very little of what is desired from cities and towns but does give a little bit back to them. He hopes if they keep at it then a change will come through, hopefully sooner rather than later.*

*Mr. Sharif asked if he knew what other cities and towns were jumping on board with us and Sedona.*

*Mr. Klein shared that there are a lot of them. He said Ms. Muenz has been attending some meetings, and that there are some larger cities on the committee like Scottsdale, Mesa and Phoenix. He said Sedona is not on that committee but they're working it from their channels. It's basically a statewide joint effort because it's impacting everyone.*

*Ms. Barber commented that the League usually jumps on board with this. She asked if there is League backing on this.*

*Mr. Klein answered yes, there is League backing, adding that they look at this resolution as supplementary and not contradictory in any way.*

*Ms. Barber thanked him for his clarification. She continued, saying the League has always been supportive of any way this can go better. There has been a little bit of reform in the last couple years but other than that there hasn't been any other option for small towns like this to deal with.*

*Mr. Klein added that zoning will be tough to get through this legislature, but the change he recalled is a reduction of the number of violations from 3 to 2 before any municipality can take action, and removal of the limit on the fine amount, which is a little better but there's still a long way to go.*

*Ms. Barber called the question, and resolution no. 676 was approved unanimously.*

**Motion to approve Resolution No. 676**

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

## 8. UNFINISHED BUSINESS

Discussion/Possible Action

### 7:31PM (31:35) A. Consider Removing From the Table and a Review of the Jerome Historical Society's Response and Possible Staff Direction Regarding a Potential Property Exchange with the Jerome Historical Society

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

*Ms. Barber introduced the item.*

*Mr. Klein shared that we'd received their response and there were a few items discussed in a meeting of Mayor, Vice Mayor and himself. He said Jerome Historical society was amendable to everything except for having any deed restriction such as limiting their ability to build at any time in the future.*

*Ms. Moore clarified building on this property.*

*Mr. Klein said correct; they do not want any deed restrictions, whether they say they don't want to build in the next 20 years, don't foresee it or see it as too small, they do not want any deed restrictions.*

*Ms. Moore commented that they would have to retain the parking wouldn't they, and add parking for whatever they build.*

*Mr. Klein answered that she was correct, adding most of their conversations are about parking.*

*Mr. Blodgett commented that he didn't see that as problematic. Any new construction would have to be taken into account providing or finding some kind of parking, there's no way of getting around that.*

*Ms. Moore asked if there were 3 parking places on the property.*

*Mr. Klein answered it should be 5, adding whether it could be configured that way.*

*Ms. Moore said she was referring to actual parking, continuing that they would have access to that property from below so they could have parking underneath a building theoretically.*

*Ms. Sheffield said she didn't understand what was being asked for with the parking spaces. She read, "want to retain the right to 5 parking spaces within the C-1 zone, 3 of which are already designated for the New State Building, and then the 5 parking spots in C-1 zoning will be separate from any parking gained by the accepting the parcel.*

*Mr. Klein answered that they've worked through that, and they are understanding. There are 5, in the like for like parcel exchange, and they will still abide by that. He shared Will discovered something in the file anyway, but they are all squared away on that. They are also squared away on what they call liabilities that Town would be cooperative with, it came down to they don't want to have deed restrictions.*

*Dr. Dillenberg asked if there was an option to work toward, maybe over time, to gain their interest.*

*Mr. Blodgett said the deed restriction may be redundant. Any new construction would have to abide by the parking ordinance. That will simply limit the amount of development possible unless there is an absolute radical change to the ordinance down the road. Current ordinance would be sufficient to make them provide parking should they decide to develop that property.*

*Ms. Moore asked while doing the parking inventory if Mr. Blodgett came across any documents pertaining to where the parking for the new state building and the Boyd parking is located.*

*Mr. Blodgett said the Boyd is the easiest to answer, he said the parcel file does not exist in his records. He said there was data missing so he has more digging to do, most likely reviewing minutes to reestablish the chain of decision making so he's not 100% sure just yet. He said he needs to continue to research uses, changes, dates and times to re-create a timeline and still has unanswered questions. Regarding the New State Building he said he believes that a predecessor may have incorrectly called it a change of use as opposed to an intensification of its preexisting nonconforming status. He referred to Zoning Code section 501 regarding nonconforming use, reading the section out loud, adding based on this he believes an additional parking requirement was not necessary.*

*Ms. Muenz said she could add a little more information. She said in her research for the New State Building; while looking for minutes regarding the purchase of property now being considered for possible trade, she found meeting minutes regarding remodeling of the Boyd Hotel. In those minutes it said they needed to provide 2 parking spaces if they were going to remodel and have an additional unit. She continued that in the minutes the Historical Society said those spaces were provided at the offices on Clark St, so the additional Boyd parking should be detached. She said they need to look further and do more digging to see if we can find dates or for other information.*

*Ms. Moore said that was also her recollection.*

*Ms. Barber said there are signs on those spaces that say they are for the Historical Society Office, they are not open spaces, like she thought they should be if they're for the Boyd.*

*Mr. Blodgett said based on his information he does have, that building does need to have it's parking to stay in conformity. He said it likely did hit that threshold to require parking for that use.*

*Vice Mayor Moore interjected clarifying that he was speaking about The Boyd.*

*Mr. Blodgett confirmed and continued saying he may change his mind if he finds other information but based on what he does know he believes the requirements for the Boyd are valid and should stand. He said if he found anything additional that would change his mind then he would notify Council immediately.*

*Ms. Barber asked if there was anything found about other parking and not just the 2 spaces. She recalled that there were 3 and she thought the other was between the Turquoise Spider and what was Arizona Discovery's. She said it was half owned by the Historical Society and the Turquoise Spider.*

Mr. Blodgett said he had heard that, but he needed to clarify it.

Ms. Muenz said the minutes did say there was an existing parking space, and they called it a different shop than what it is now, but a space was there on Main St.

Mr. Blodgett said he would get back to them with more information.

Ms. Barber said at this point if there is question on the parking spaces, she didn't know how they could decide without figuring that out. She asked the rest of the Council how they felt about it.

Ms. Moore said if the trade is like for like then she didn't see why they couldn't keep moving forward with it.

Ms. Barber said if you read into the letter, referring to the Jerome Historical Society letter, this is not really like for like.

Ms. Moore commented she didn't understand that paragraph at all.

Ms. Sheffield commented that was what her question was to begin with.

Mr. Klein said we needed to get to the starting line first, which is, is there going to be an exchange. Then there are about 4 procedural statutory steps that must be completed. Then it would come back to Council in the form of an ordinance.

Ms. Barber sought clarification that it could be halted by either party anywhere along the line.

Mr. Klein answered yes, correct. He said it can be because there is an agreement and an ordinance and several documents that still need to happen.

Ms. Barber said she was ready to make a motion to provide staff direction regarding the potential property exchange with the Historical Society.

Mr. Sharif seconded the motion.

Ms. Moore asked if a motion was necessary.

Mr. Klein confirmed no you don't but to make it clear which two parcels.

Ms. Barber moved to direct staff to continue with the potential property exchange with Jerome Historical Society for their parcel 401-06-086A for the Town of Jerome owned property 401-06-126. She asked if Mr. Sharif would second that as well.

Mr. Sharif seconded the motion again.

Ms. Moore asked if they needed to add the caveat that we are going to work this paragraph out.

Ms. Barber said so moved. She called the question. 4 council members declared aye and Ms. Sheffield recused herself from the vote.

**Motion to direct staff to continue with the potential property exchange with Jerome Historical Society for their parcel 401-06-086A for the Town of Jerome owned property 401-06-126**

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

After the vote, due to the necessity to contact a company representative via phone, the meeting continued with the remaining items left in New Business before returning to item 8B.

**8:20 (1:20:12) B. Consider Removing from the Table and Consideration of a Tour Company Business License Application for US Ghost Adventures LLC**

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

Ms. Barber introduced the item to remove from the table. She said this is the company that was advertising themselves on the internet as the #1 Tour company in Jerome, even though they didn't even have a tour license yet. She said there were some legal questions asking the council members if those questions had been answered.

They answered no.

Ms. Barber said they'd like to wait until they get those answers or would they like to get this person on the phone.

Ms. Muenz shared that a representative for the company named Samantha said she would be available by phone.

Ms. Moore asked if they should call.

Ms. Barber asked what are the reservations.

Ms. Moore asked if they should be here in person if they're that interested in doing the tour.

Mr. Sharif said he would like to ask for that. He remarked it's another Ghost Adventure, but they don't reside here, so how much do they really know about the town.

Ms. Muenz shared that it is a national chain, and she believes that once they're established here, they'll hire someone local who will be their point of contact. She said their offices aren't located here and doesn't believe they'll have a physical presence in town.

Ms. Sheffield commented that she wasn't sure how businesses that don't have a physical address in Jerome remit any type of sales tax to the Town, recalling Mr. Sharif mentioned it with the earlier tour company.

Mr. Klein shared they would list the Town on their TPT license application. He said one was amenable to add us, because you can have multiple jurisdictions on it. He said the physical address is the guarantee that we get the sales tax, but with all the transient merchants its tough to determine how much we do get from them.

Mr. Blodgett shared that he'd done some digging and contacted the "Kristen" in the City of Tombstone, because this company also advertises tours there. He said the company does not have an AZ TPT and it has created issues in Tombstone with other businesses. He said unfortunately if you do a little research, you find that there have been a lot of legal issues with this company in other communities and historic towns across the nation.

Ms. Muenz added she talked to the Arizona Department of Revenue (ADOR) who said when a business applies for a TPT license they can apply for one or multiple types of businesses, and they can also list multiple cities. They said the onus is on the owner of that business to apply for the TPT correctly, so that any sales taxes collected and sent to the state are reflected properly to the community they made the sales in. She said we do not have a TPT in this packet at this time.

Mr. Klein said we've tabled it many times now and would suggest that it be denied for the lack of TPT, because they are required to have one per our code for a business license. He continued when we contact them regarding the denial we will tell them the reason. He said other municipalities are having trouble with that. He said we will also tell them that Council would like a physical presence should they decide to apply again.

Dr. Dillenberg said so moved.

Mr. Barber confirmed that this motion was to deny based on lack of TPT. She asked if they could also include the statement about having done research and have seen that their track record has not been great for other towns.

Ms. Moore commented there was no presence at the meeting to ask questions.

Ms. Sheffield seconded the motion.

Ms. Barber confirmed the motion to deny based on no TPT, bad track record and no physical presence at the meeting. She called the question, and the Tour Company Business License for US Ghost Adventures was denied.

**Motion to Deny Tour Company Business License due to lack of AZ TPT license.**

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

After the vote the meeting returned to item 10, To and From the Council.

## 9. NEW BUSINESS

Discussion/Possible Action

### 7:44PM (44:12) A. Consider Proposal and Agreement from Southwestern Environmental Consultants (SEC) for Engineering Drainage Mitigation Plans for Gulch Road

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

Mayor Barber introduced the item for consideration. She said when she was reading the wording there was reference to a flume that was called Gulch Rd and 89A. She asked who was present for the site visit.

Mr. Klein shared that Marty (Boland) was on site with them. He said it's for the overall drainage in that area using grant funding from Yavapai County.

Ms. Barber said there is a master drainage plan and there is quite a bit of things to do. She said the list was pre-covid so everything on the list is going to be 3-4 times more expensive than what the ballpark on that list was. She said we have completed a few things on list, but engineers are expensive.

Ms. Moore remarked Attorneys and Engineers.

Ms. Barber asked Mr. Klein how staff felt about this project.

Mr. Klein shared that it's a good project. It's continuing the work from the Main/Hull drainage improvements that will be wrapping up in the next few weeks. This is another one we can get with almost 100 county grant funding and he's working with them to get it all included in the construction or they may have to phase it over 2 years.

Ms. Moore said ADOT has refused to stop the water from going down the Gulch Rd from the upper end of 89A. She said there had been talks about having a lip there, so it continued down the road and they'd never agreed to it, adding that is the cause of it.

Mr. Klein said it was the same issue with the Main/Hull, but they've allowed the Town to fix it. He said they wouldn't stop it from going into Hotel Jerome.

Ms. Moore said they were going to have to deal with the drainage on 89A. She said she thought one of the reasons they didn't want to do that was because the curve would ice over at times.

Ms. Barber said she had underlined on page 120 an estimation of \$24,000 but when you go into the additions on page 124, she didn't even see \$24,000 there. She said she did see \$53,000.

Mr. Klein clarified that engineering is not to exceed \$24,000 and construction will be \$53,000 for a total of \$77,000. He said we have \$55,000 from Yavapai County and he's trying to get the other \$20,000 and if not, they'll do engineering completed this year and set it aside to start immediately July 1.

Ms. Barber thanked him for his clarification.

Ms. Moore noted there is also an unknown utility location. She said she knows there are water lines going down there that they don't know what they are.

Dr. Dillenberg motioned to approve the proposal from SEC.

Mr. Sharif seconded.

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

**Motion to approve Agreement from SEC for Engineering Drainage Mitigation Plans for Gulch Rd.**

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

After the vote Mayor Barber clarified how much of the project was going to be grant funded versus out of pocket

Mr. Klein answered it will be all grant funded. It would just be a matter if it needed to be done over two years or not.

**7:13 (13:24) B. Consider Approval of the Purchase of a New Flatbed for Public Works from the Previously Received Wildland Fire Truck, in the Amount of, \$5,090.10 From Imperial Trailer Sales and Livestock Supply**

Council will consider and may approve the purchase.

Ms. Barber introduced the item. She asked if everyone had a chance to review it, commenting it seems to be a deal that's been in the works.

Mr. Klein shared it's a win-win for both the Fire Department and Public Works. After getting the quotes he recommended the low quote, adding they were all similar in pricing and product quality.

Ms. Barber said there noted there was a typo on Marty's name. She said she noticed it because on that page it outlines that Marty and Carl were going to do some of the work and save money.

Carl answered the business wanted \$1,000 or more to install the flatbed on the truck, but he and Marty can do it in house for cheaper. He said the point was that the truck has been sitting at the town yard for over a year unused, and they want to get it useable because the Town Crew needs it, remarking that the old flatbed is "on its last wheels". He said the truck had been sitting there and it just needed to get done.

Ms. Barber moved to approve the purchase of the new flatbed, also proposing the correction to Marty's name.

Ms. Sheffield seconded the motion.

Ms. Barber asked if there was any further discussion, there was none. She thanked the Fire Department and Public Works for working together so well. She called the question and the purchase of a new flatbed for public works was approved.

**Motion to approve the purchase of a New Flatbed for Public Works.**

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

After the vote Council returned to the item 2. Financial reports

**7:50PM (50:36) C. Discussion and Possible Staff Direction Regarding Playground Material Suitability in the Jerome Park(s)**

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

Ms. Barber introduced the item for discussion. She said when she was a kid there was sand on the playground. She said Ms. Moore sent her some information.

Ms. Moore said there were a bunch of articles about it.

Ms. Barber said it was about reused tires. She said it's an admirable thing to reuse tires, but to put them on the ground where kids play, adding kids put things in their mouth. She said from rain leeching it into ground water and kids putting it in their mouth we need to get rid of it. She then said some dumps won't even take tires, but we are putting them under our kids to play in. She asked when it changed because she recalled it being wood chips.

Mr. Klein said he wasn't aware of when it changed, but staff would do whatever the Council directed.

Ms. Barber asked if we could get some other options and deferred to Mr. Sharif for a question.

Mr. Sharif asked if something had happened in Town or where this item was coming from.

Ms. Moore said it was just from her doing some research, and it had been talked about in the past, if tire waste was a good thing to have in the park.

Mr. Sharif said a lot of times it's not actual tire waste because the radial has been ground out, adding rubber still isn't the greatest option. He said to Ms. Barber's point, he recalled when his older children were around 10-12 years old was when they switched from wood chips to rubber. You had kids falling getting scratched and stabbed by the wood chips, and what chemicals are on the wood chips so the switch to tires happened. Then it was a 50/50 split whether it was good for you or bad for you.

Ms. Moore asked if he wanted to read the articles.

Mr. Sharif said no he didn't need to, adding he's not for or against it, he was just trying to understand. He questioned, if there weren't any injuries, then were we doing it to be nice to the kids that are playing? If so, then drop some sand for them and we're good to go. If we're worried about the rubber, then let it go.

Ms. Muenz shared from the Public Works Department's perspective; mulch gets kicked from the kids swinging and then it gets run over with the mower, this can damage the equipment. Also, wood mulch attracts pests and is a favorite hiding spot for scorpions. So, one of the reasons they went to tires was the wood mulch attracts pests, but both tend to be kicked into the grass and that's not great for the blades.

Ms. Barber said the wood mulch get kicked and the tires get thrown and it ends up all the way down by the road. She read a little of what Ms. Moore sent her. She reads, "In the United States alone 14 mil discarded tires are ground up and spread over children's playgrounds each year. Double that if you include sports services like athletic fields and tracks. It is estimated that 4mil children in this country run skip and tumble on toxic tire waste that many states won't even allow in their landfills." She expressed since finding out what it's made out of, replacing it, sharing she has grandkids, and they definitely touch it. She said the article said it becomes airborne when it dries out, it's toxic to run on and when the rain hits it, it leeches into ground water. She said what we want to know is what's a better way.

Mr. Klein shared Nike started the use of recycled gym shoes is commonly used now in places that don't want the tire waste. He said or peat gravel or sand.

Ms. Moore said sand is a more natural product and doesn't know if there are any downsides. She just wanted it to be talked about.

Ms. Muenz shared the one downside in her neighborhood is stray cats.

Dr. Dillenberg said the bottom line is what is the safest thing we can do.

Mr. Sharif said right now there is nothing that is safe, because there's a major negative to anything we want to do. He asked what was there now.

Ms. Barber said no, chips are there right now. She said the Town Crew cleans it all up after the kids throw it. She said it's big chunks of rubber, when they were kids, it was sand, then it was mulch. She said maybe we can talk to Public Works and see what they think about it. She said anything we can do to be more environmental and not have toxic stuff is better. She added the article talked about mosquitoes with tires as well.

Mr. Klein and Mr. Sharif answered it's about the water retention.

Ms. Barber asked if we could reach out and find a better way, see if there is something else that can be done. More environmentally sound and better for residents and visitors.

Mr. Klein confirmed that staff can do research.

Ms. Barber confirmed that as staff direction and asked if everyone was ready to move onto the next item.

### **7:57PM (57:02) D. Consideration of the Request from Judy Jaaskelainen, Co-owner of the Jerome Artists Cooperative Gallery, for Two (2) Parking Passes to be Issued to Members / Co-owners**

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

Ms. Barber introduced the item for consideration. She asked for Council input.

Ms. Moore said she understands that they don't want to pay for parking, and they're not being paid to go to work. She continued, the people who get there early get to park in the free spots, but to grant all the people who work there parking passes, and even then, it doesn't guarantee you'll even find a parking space when you get to work.

Mr. Sharif expressed his agreement. He asked if it's someone who pulls up early in the spots in front of the co-op and it's not someone who works there? He said he gets up early but doesn't go into town, continuing it's kind of a catch 22, if you work late in the afternoon and people have already been here.

Ms. Moore said it's true, even with the restaurants, if you have a later shift in the afternoon, you won't have much luck finding parking. She shared what they do at the shop she works at, saying if they work half days then the person that comes in later in the day, they switch places, one pulling out to let the next one come in. She said they can park in the Hotel Jerome parking down the steps, and didn't know if some just didn't want to walk up the steps, adding that she wished the person who suggested this was present.

Ms. Barber clarified it's a Town owned lot down below and she thought that people who worked there knew and would park there. She said there are usually a couple of cars parked there, that she assumed were people who worked at the Artist Co-op. She said according to the letter they are asking for 2 passes to be picked up at the gallery with the artist



coming in and not giving them to everyone.

Mr. Sharif said he frequently sees locals who own businesses put cones out. He asked if they could do that?

Ms. Muenz clarified that if the parking is on private property, then yes, they can do that. If they own the parking spaces then they can put cones in them.

Mr. Sharif said throwing it out there, if we're trying to help the co-op is it give them a cone to reserve one spot but also having a communication about the parking spots that go with that building down below.

Ms. Barber said it is an unpaid lot, but the road is in terrible condition.

Mr. Blodgett said if he could recommend anything it would be to utilize the parking that they already have for the building. He said adding a pass system that doesn't currently exist creates a new set of complications to an already complicated parking system. He said he would encourage them to not use that route but believed there is a suitable way to resolve this.

Ms. Barber said it is a can of worms. If we give it to one, then we have to give it to everyone.

Ms. Muenz said it would set a precedent.

Ms. Barber said we only have so many paid parking places and that is to generate revenue. She said she would do staff direction to have Will talk to them about parking down below.

Ms. Sheffield suggested seeing which cars are regularly parked below the co-op. She said it used to be her neighborhood at one point and a lot of cars ended up parked there without moving for quite some time. She said it's a full lot but doesn't think some people are even driving some of the cars.

Ms. Barber said for clarification it's a Town owned lot, historically it was used for overflow parking for people who live on Rich St. She said it's not their parking, but no one's really said Hey you can't park there, adding we really aren't using the parking lot right now, which would be something that would be utilized if we were using the building to its full potential. To clear off some broken-down vehicles and trailers in that lot might not be a bad thing.

Ms. Sheffield said at one point the Town asked people to move vehicles because there were some that were inoperable and had been for years.

Ms. Barber asked how they wanted to go about this, have Will talk to them? Council members expressed their agreement.

Ms. Barber said right now to set a precedent, and give out parking passes, is something we have not done. She goes on record to say we have more free parking than we have paid parking in the Town of Jerome. Sometimes you have to go down a crappy dirt road and find a parking space you don't have to pay for.

Ms. Moore said if people get there early and someone comes in to work, maybe they can swap spaces.

### **8:04PM (1:04:02) E. Discussion and Staff Direction for Lease Terms for the Newly Acquired 621 Main Street, Upper, Middle and Lower Units**

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

Ms. Barber introduced the item and asked how Council felt about the staff recommendation.

Mr. Sharif said it seemed reasonable to him based on what the other costs of rent are out there.

Ms. Barber expressed her agreement.

Mr. Sharif asked, regarding the purchase being for workforce housing, if there was a long-term decision on the individual in the middle unit, since they are not a Town employee. He asked if there were any issues with that.

Ms. Barber answered that the lease was until May. She read that staff would like to work with her to keep her terms then prepare it for a town employee. She said housing is really hard right now and doesn't want to kick anyone out, but they would be aware that when the lease is up that we would not be renewing it.

Mr. Klein confirmed she was correct.

Ms. Sheffield said she was curious was the price per square foot was compared to what the market rate is.

Mr. Klein said he's been in the units but doesn't have the layout now. He said they are like 655 Holly, maybe a little smaller. He said the units aren't big and the basement is tiny; to call it anything but a studio is a disservice. He said the middle unit has been refurbished and he can't imagine it being more than 1,000 square feet for the middle and the top units. He said the middle unit is paying \$1200 right now and suggested keeping it there. He said the upper unit might have the added advantage of a currently unfinished attic; they'll work on finishing it. He said between the units bringing in \$2,800 is appropriate for the purpose of the purchase. He gave a comparison of a family renting a home in the same condition for roughly the same amount of rent which he felt was fair.

Ms. Barber thanked him for clarifying the rent for the middle unit because she didn't recall seeing that information in the packet. She stated that this item is staff direction, and asked Mr. Klein if a motion was needed, or if direction was good.

Mr. Klein said they could motion or accept the proposal, either way it will come back to them in the form of a lease for approval.

Ms. Barber confirmed everyone was ready to move on to the next item.

**8:09PM (1:09:02) F. Review of Proposals, Discussion and Staff Direction Regarding the Process for Considering the Proposals Submitted in Response to the Town's Request for Proposals for Legal Services**

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

*Ms. Barber introduced the item for discussion. Before starting the discussion, she asked for clarification regarding our current legal counsel. She sought confirmation that we don't pay a retainer to them; we paid by the hour.*

*Mr. Klein confirmed she was correct. He said this form is commonly used by municipalities and provides the ability to state what the retainer is; however, we would not engage in a retainer and would pay on an hourly basis.*

*Ms. Barber said she saw most of the proposals talking about retainers, but didn't see too much information regarding hourly. She noted that one proposal said they understand the town may not need that but then goes on to outline their retainer being between \$5,000 and \$9,000 monthly.*

*Mr. Klein said they were instructed to provide both an hourly rate as well as retainer. He said the one proposal (Dickenson) was too expensive in his opinion and Fitzgibbons was similar but also has an attorney with the firm that represents our Board of Adjustment.*

*Ms. Moore asked if that person was Tina.*

*Mr. Klein confirmed. He continued Pierce Coleman and Gust Rosenfeld both have a presence in the Verde Valley being legal counsel for Camp Verde and Cottonwood. His recommendation would be to bring Pierce Coleman and Gust Rosenfeld in. He said they are all qualified, but it comes down to how much they know about the Town of Jerome and how much comfort level you have with them, which you will only get by having them in front of you.*

*Ms. Barber asked if there was a ballpark of what is spent monthly on Legal services, or an average over the last 12 months.*

*Mr. Klein said it's in the ballpark of \$4,000-5,000. He said most of them looked at our budget online, and some only looked at the General Fund to build their proposals. He continued, when you talk about the wastewater treatment plant, the general fund, water and sewer, planning and zoning, really all departments use legal. So it's usually in the \$3500-5500 range, adding we are currently down in those expenses compared to years past.*

*Ms. Barber said when we have something big, we have to lean on legal. She said the proposals all talked about coming to meetings and other things we don't really need our legal counsel to do, we just kind of tag them when we need them. She pointed out that Pierce Coleman does mention because of the firm's size they can work with us to develop a cost structure at either an hourly or a flat fee, but again in their breakdown it talks about their retainer, being the smallest out of everyone, at \$5,000 a month. She noticed there isn't a straight hourly rate, but notices others are around \$250 and \$275 an hour so she agrees with Mr. Klein that they should bring in Pierce Coleman.*

*There is some discussion between the Mayor and Vice Mayor where the Vice Mayor pointed out a page in the Pierce Coleman proposals that had hourly rates on it.*

*Mr. Klein said they've all taken the time to prepare the proposal and are all negotiable. He sought to eliminate Dickinson because it was so high. He said they all want to work with the town and keep within the budget and would like our business.*

*Ms. Moore said she wants someone that understands the Town. She said she hasn't seen any of the attorneys we've had in the past few years. She continued, she'd like someone that even if they don't agree with our politics, is still willing to go to bat for the town with some enthusiasm. She would also like someone who has some Land Use and Historic Preservation background. She said she doesn't want someone that looks at a map and sees a 2 dimensional town.*

*Mr. Klein recommended they give 5 minutes for a proposal and then 10 minutes for question and answer, and in that time, Council can determine who has the historic preservation knowledge, or who they feel most comfortable with.*

*Council members expressed their agreement.*

*Ms. Barber confirmed the two firms for consideration were Pierce Coleman and Gust Rosenfeld.*

*Mr. Klein agreed and reiterated they both already have a presence in the Verde Valley.*

*Ms. Barber then noted that Gust said they represented the Town in 2022. She asked what they did for us that she wasn't able to recall, referring to page 206 of the packet. She said she was very interested because she didn't recall seeing that name before.*

*Mr. Klein said they could have been utilized by our current legal counsel as assisting counsel, but it also could be likely that all of these are stock forms.*

*Ms. Barber said she didn't see any other proposal mention doing so much for the Town, but that Gust Rosenfeld went all the way back to the 70s. She continued, they had 4 proposals, and believed there was a consensus on which two to bring in. She asked if there was anything else anyone had to add.*

*Ms. Moore said she mentioned one of the Pierce Coleman attorneys represented someone in Town when they sued the Town, but not when they worked for Pierce Coleman. She said she did read reviews online and they are all over the place; some good and some bad.*

*Ms. Muenz confirmed the last payment to them was August of 2022 for the wastewater treatment plant.*

*Ms. Moore said we need somebody.*

*Ms. Barber said we need to talk to Gust Rosenfeld and asked Council about their second choice.*

*Ms. Sheffield said she'd go with Mr. Klein's recommendations.*

*Other council members expressed the same.*

Ms. Barber confirmed their choices as Gust Rosenfeld and Pierce Coleman as the same two proposals being recon by Mr. Klein.

Mr. Klein confirmed adding they are the two firms that did reach out, one provided assistance for the RFQ process, the other drove several hours to hand deliver their proposals.

Ms. Barber confirmed which cities currently utilize these firms as their legal counsel. She confirmed that there was enough direction and moved on to item 8B

## **7:01PM (1:34) G. Consideration of a Tour Company Business License Application for BFC Tours, DBA, Captain Ron's Magical Mystical Tour**

Council may approve the tour company application.

Ms. Barber introduced the item and invited the representative to the podium for introduction. She commented that he seems to have been doing this type of thing for years and knows some of the people around.

Mr. Ronald Yates approached the podium and shared that his mother retired to Sedona in 1989, and he would come visit 5-6 times a year and take his friends on a tour. He said he was working at the Element Hotel where his friend Al does the maps. He said he'd already given over 600 of the guests a tour that went from VOC to Jerome, outlining all of the places to visit and eat. He said a lady, about two months ago, asked him why he doesn't do the tours, so he decided why don't I do a tour. He said it's called Captain Ron's Magical Mystical Tour; they'll be playing Beatles music throughout the tour. He described it as not so much a geological tour but a tour of all of his favorite places; shops, restaurants and galleries. He listed some of his tour stops which will include, the Chapel of Holy Cross, The Pump House, Bearcloud Gallery in the Sedona/VOC area, then they will drive to Old -Town Cottonwood for a few more stops, and then finally onto Jerome where they will stop at the Liberty Theater, Nellie Bly Kaleidoscopes, Tommy Rocks and Gold King Mine.

Ms. Barber asked if anyone had any questions for him.

Ms. Sheffield asked if Nellie Bly was aware that their shop was a stop for this tour.

Mr. Yates said he's been in the shop multiple times and spoken to different managers, he said none of them said it would be a problem.

Ms. Sheffield then asked how many people he anticipated having on the tour.

Mr. Yates answered there would be 2 tours a day, a sunrise tour from 8-12 and a sunset tour from 1-5. He says they've got 14 seats in their van so approximately 28 people per day, and roughly 900 a month. He continued by sharing that when working at the hotel everyone asked him where the best places to go are, so he would share where all the locals go. He said Colt Grill has a coupon for his tour, many of the hotels, motels, and Airbnb's will also have the coupon, and that each person will get a promo code. When that promo code is used by a customer on the tour then that person will receive a \$10 tip, and the client receives the \$10 discount. He said the tips are good, using the hotel he worked as an example of losing employees for \$.50 - \$1 an hour, he said by giving out \$10 tips they'll be putting money in the hands of employers and employees so that they don't leave their place of employment over \$1 an hour. He shared a little of his background with newspaper editors, journalists and photographers. That he was an honorary member of the Patchogue Fire Department and President of their Historical Society, highlighting that when founded the town had a population of about 11,000. He shared a history of his career, starting with a paper for 4 years, when the stock market crashed, he moved to L.A. and started doing publishing work. While living in L.A. he said he was elected for 16 years for the LA Central Committee where he did over 350 political campaigns as a consultant and strategist. He said he moved here to retire, joking that he failed his retirement, and was looking for the next thing to do. He said 2 years ago he had a health issue so he was taking jobs just to keep himself moving, which eventually led to him working at the Element Hotel. He said Jerome is the crown of his tour because he loves the Town.

Ms. Sheffield asked how long he thinks people will be in town.

Mr. Yates answered no more than an hour.

Ms. Moore asked if he would be dropping clients off at each one of the places.

Mr. Yates answered no, he will drop everyone off at the bus stop outside Tommy Rocks. The clients will be shown where the Theater is as they drive up, they will then all walk to the Liberty Theater while he goes to park the bus in the 300 level parking lot. He'll walk back and join them at the theater, where he will then walk with them to Nellie Bly, then they'll walk back to Tommy Rocks while he goes back to get the bus to pick them up at Tommy Rocks and drive them out to the Gold King Mine. He said once he's shown them where to go, they'll come back.

Mr. Sharif noted on their TPT that the only city listed is Cornville, he asked if Mr. Yates could consider adding Jerome to the TPT license so that it might help funnel some of the taxes back to Jerome. He further said if they're here for an hour, hopefully they do come back. However if they don't then he and Cornville reap the benefits, so he thought that might be another way to be supportive and helpful to the Town.

Mr. Yates answered to tell him how to do it and he would.

Ms. Barber thanked Mr. Sharif for his question, and he responded that he had nothing further to ask.

Mr. Yates said that he'd be giving a respectful, educated tour, nothing intrusive, sharing that he'd heard about prior issues with other companies having people enter private properties.

Ms. Moore confirmed that he has agreements with all of the people about his tour.

Mr. Yates answered yes, for the most part they're all excited. He commented that he's like a free Chamber of Commerce, that the clients will know the lay of the land when they return for extended visits.

Dr. Dillenberg made the motion to approve the Business License.

Mr. Sharif seconded the motion.

Ms. Barber asked if there was any further discussion.

Ms. Moore said she had one comment. She said this is a little different than the other tour companies they've seen before, because they're bringing people here like a shuttle service, having been picked up somewhere else.

Dr. Dillenberg commented that he thought it was a great option.

Ms. Barber said she wanted to point out in the packet that he spelled out his entire plan the tour in Town limits, so respectful was the first thing she thought of. She thanked Mr. Yates for that and continued that there are a couple of wine tour companies that do something similar with the Van. She then deferred to Ms. Sheffield for further comment.

Ms. Sheffield commented that it's likely that clients will come back. She continued that it's different than other tour companies because with those companies bring people to Town and they have free range to walk around town for a while, where this one is selective of what businesses they are visiting, and doesn't sound like they'll have any other time to explore.

Mr. Yates tried to clarify that he'll be pointing out all of the other stores.

Ms. Sheffield commented that it's just a point that she's making. She continued that it's a lot different than when a tour company drops people off so they can visit all the businesses on Main St. versus just 3 locations. She stressed that she wants all the businesses in Town to do well.

Dr. Dillenberg commented he thinks it's a great opportunity.

Ms. Barber asked if there was anything else, there was not. She called the question and the tour company business license for Captain Ron's Magical Mystery Tour was approved.

**Motion to Approve Tour Company Business License for Captain Ron's Magical Mystery Tour.**

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

After the vote item 9B was addressed.

**8:26PM (1:26:00) 10. TO AND FROM THE COUNCIL**

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

Ms. Barber introduced To and From the Council. She went down the line to ask each council member if they had anything to add or update.

No one had anything to add so the meeting moved on to adjournment.

**8:26PM (1:26:19) 11. ADJOURNMENT**

Dr. Dillenberg made the motion to adjourn the meeting.

Ms. Barber and Mr. Sharif seconded the motion.

Ms. Barber called the question, and the meeting adjourned at 8:26p.m.

**Motion to adjourn at 8:26 p.m.**

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

APPROVE:

ATTEST:

\_\_\_\_\_  
Alex Barber, Mayor

\_\_\_\_\_  
Brett Klein, Town Manager

**File Attachments for Item:**

**A. Consideration / Discussion Regarding Request for Street Light Shading from Residents on and Around Verde Avenue**

Council will consider the request and may provide staff direction.

Request for Streetlight Shades on Verde Ave.

received  
1/27/25  
Item A.

WE the Jerome residents in and around Verde Ave request street lamp shades at 2 locations. 3rd St and Verde Ave and Verde at 89A There is a Full Shade at 2nd St for example of what's in practice.

Jonny Glassman 715 Verde Ave.

01/26/2025

Ann Wilson 679 Verde Ave

1/26/2025

~~Sally Stricker 649 Verde Ave~~

~~1-26-25~~

~~Steve Botterweg 649 Verde~~  
~~Stacy B...~~

~~1-26-25~~

Dani Vorves 668 Verde Ave 1/26/25

Dani Vorves

Gail Holthausen 643 Verde Ave 1/26/25

Gail Holthausen

CHARLIE HOLTHAUSEN

~~Charlie Holthausen~~

~~1-26-25~~

Jeanette Vorves 668 Verde

Jeanette Vorves

1-26-25

Request for Streetlight Shades on Verde Ave.

received  
1/27/25  
Item A.

mm

WE the Jerome residents in and around Verde Ave request street lamp shades at 2 locations. 3rd St and Verde Ave and Verde at 89A There is a Full Shade at 2nd St for example of what's in practice.

Sheila Conlin 680 Verde Ave

Sheila Conlin 1-26-25

John Bracchi 628 VERDE AVE

John Bracchi 26 JAN 25

Rick Lovelace 701 Verde ave 1-26-25

TAMRA LOVELACE 701 VERDE AVE, 1-26-25

JOSEPH LAZARO 665

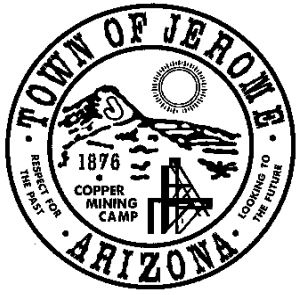
JOE LAZARO VERDE AVE 1-26-25

**File Attachments for Item:**

**A. Consider Board and Commission Appointments**

Council may consider and make appointments / reappointments to fill open seats on the Planning and Zoning Commission and Board of Adjustment.





# TOWN OF JEROME

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

Founded 1876  
Incorporated 1899

## STAFF SUMMARY REPORT

**FROM:** Brett Klein, Town Manager/Clerk  
**ITEM:** **Item: Consider Board and Commission Appointments**  
**MEETING DATE:** February 11, 2025

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**Summary:**

The following Board members’ terms are expiring as of February 28, 2025, along with an indication if they are willing to be reappointed:

**Planning and Zoning Commission:**

**Lance Schall** and he has indicated a desire to be reappointed.

**Design Review Board:**

No expiring terms nor vacancies.

**Board of Adjustment:**

**Gary Shapiro** has an expiring term and indicated that he does not wish to be reappointed.

We have no other vacancies, but also solicited for volunteers during the past two months and received no applications.

**Fiscal Impact:**

None.

**Recommendation**

Staff recommend approval of the (1) willing to be reappointed for the Planning and Zoning Commission and staff will continue to recruit for a Board of Adjustment member.

**File Attachments for Item:**

**B. Confirmation of Chief Blair's Appointment of Carl Whiting to Assistant Fire Chief to Include Consideration of a \$2.00 / Hour Wage Increase**

Per Code the appointment is the responsibility of the Fire Chief and Town Manager. Council will consider and may approve the wage adjustment.

# TOWN OF JEROME

## STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council

**From:** Jerome Fire Department

**Date:**02/05/2025

**Meeting Date:**02/11/2025

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**TITLE:** Fire Department Assistant Chief

**ACTION RECOMMENDED:** Promote Carl Whiting to the position of Assistant Fire Chief

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### **ACTION SUMMARY:**

Carl Whiting has been with the Jerome Fire Department as a paid employee for a little over four years. Due to his experience as a captain with other fire departments and in the field of Wildland fire, Carl was moved into a captain's position almost immediately. After reviewing his resume, discussion with my former Assistant Chief Allen Muma and other officers in the department, it was decided to promote Carl Whiting to the rank of Battalion Chief in 2022. With the position of Assistant Chief becoming available I would like to promote Carl to the position of Assistant Chief.

### **DISCUSSION:**

#### **Background/History:**

Carl Whiting has learned about the town's structure and has got to know many of the residents. Carl has been our engine boss and has been out with our Wildland type 6 truck all over the country dozens of times since his employment. Carl is very knowledgeable and experienced with command structure and capable of taking charge of an incident. Carl will be able to step into the command position when I am not available

#### **Key Considerations:**

To have another qualified person available to handle complex incidents when needed. Carl Whiting is a full-time resident of Jerome at this point. I do not have the budget to hire from outside the current fire department structure.

#### **Community Benefits and Considerations:**

#### **Community Involvement:**

None

**Financial Implications:** \$2.00 an hour added to his existing wage.

**Options and Alternatives:** Post the position and bring in a person from outside the area.

**Attachments/Exhibits:**

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

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

DATE OF COUNCIL APPROVAL: \_\_\_\_\_

**File Attachments for Item:**

**C. Consideration of a 2-year Lease for Employee Housing at 621 Main Street for the Upper Unit and Garage Between The Town of Jerome and Zachary MacGregor**

Council will consider and may approve the lease.

**Town of Jerome 621 Main Street Upper Unit and Garage****EMPLOYEE RENTAL AGREEMENT for RESIDENTIAL  
PROPERTY of TOWN-OWNED HOUSE**

The Town of Jerome, herein referred to as LESSOR, does hereby authorize the Town employee Zachary MacGregor as LESSEE, to occupy 621 Main Street, Upper Unit (Subject Property) and Garage in the Town of Jerome.

THIS AGREEMENT IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

**1) Term of the Agreement**

That the term of this agreement will be for a period of Two **(2) years**, commencing January 1, 2025. Either party may terminate this lease by sending written notice of such action at least one (1) month prior to the intended effective date of cancellation. Following the initial two (2) year period, the lease agreement will be month-to-month with either party able to terminate with a 2-week written notice.

**2) Rental Rate**

The rental rate is established by the Town of Jerome at \$1,000.00 month, payable by check or money order made payable to **The Town of Jerome**. The rent will become due and payable commencing January 1, 2025, and be due by the first day of each month thereafter. The Town may adjust the rental rate no more than once annually.

**3) Rental Rate Adjustment**

Both parties agree that there is a mutual benefit to updating and providing general maintenance on the home at 621 Main Street, Upper Unit. In recognition of such, the amount of monthly rent will be adjusted based on the amount of updating and general maintenance provided by the Lessee. The Lessee will track and record hours of work and type of work performed in accordance with the attached maintenance list (Exhibit A). Reconciliation of the monthly rent will occur by the last business day of the preceding month between the Lessee and the Town Manager with the adjusted rental amount due by the first day of the following month for which work was performed. Upon satisfaction of a particular maintenance / update item as expressed by the Town Manager in writing, or whatever comes first if the not-to-exceed maximum cost item is reached, there will be no further rent adjustments for that particular item.

**4) Cancellation Clause**

That this agreement is subject to cancellation based on the terms outlined in this agreement and within 60-days upon separation of employment by the lessee with the Town of Jerome.

**5) Use of Subject Property**

That the Upper Unit of the property is for the sole use of Lessee, and shall only be used for the purpose of in-Town housing for the lessee and immediate family. Lessee shall make no alterations, addition or improvement or demolition without first obtaining written permission from

the Lessor. Lessee also agrees to use said property without creating or causing to be created, nuisances or hazards to the public health or safety and also not to use or permit any use of property for any illegal or immoral purposes and to comply with all State laws or local ordinances concerning said property and the use thereof. Lessee agrees that use of subject property shall be conducted in such manner so as to insure the quiet enjoyment of the neighboring properties and other units of the building. Lessee understands and agrees to the parking regulations and will only use the designated parking area provided by the lessor.

## **6) Improvements to Subject Property**

If Lessee desires to construct improvements on the subject property outside of Exhibit A, lessee shall first submit a request in writing to Lessor. Moreover, all new permanent / semi-permanent fixtures purchased and installed in the home in accordance with Exhibit B or outside of Exhibit B, must be approved by the Town Manager, including but not limited to: plumbing fixtures, electrical fixtures, flooring, doors, windows, counters, vanities, cabinets and doors. Upon approval, the Town will pay directly for said fixtures. Lessee shall have written permission from Lessor prior to the start of any said construction that is not in accordance with Exhibit A and the provisions of this agreement. On or before termination of this Rental Agreement, if directed by the Lessor, Lessee at Lessee's expense shall remove any and all improvements placed on said parcel by Lessee. If removal of said improvements defaces the subject property, Lessee at Lessee's expense, shall be responsible for replacing or repairing any damage caused by such removal prior to termination of this agreement. Should it be the Lessee's desire to allow said improvements to remain on the lease property and the Lessor does not object to said improvements remaining on the leased property, the improvements shall become the sole and separate property of the Lessor at no cost to Lessor.

## **7) Repairs to Subject Property**

That Lessor will perform repairs and maintenance necessary to keep the subject property in a fit and habitable condition. Lessee is expected to perform all repairs and maintenance as may from time to time be required, except those required as a result of Town action. The Town Manager will determine if the maintenance / repair is part of the initial maintenance improvements (Exhibit A), in which case the Town will pay for said repairs, or from general day-to-day wear from the lessee, in which case the lessee will pay for said repair.

## **8) Zoning and Permits Required**

When applicable the Lessee shall obtain zoning clearance and/or building permits from all governmental agencies having jurisdiction over subject property prior to the start of activities as detailed in the paragraph entitled IMPROVEMENT TO SUBJECT PROPERTY. Copies of the documents shall be provided to Lessor by Lessee. Lessee further agrees that said zoning clearance an/or building permits shall be obtained at no cost to Lessor or Lessee.

## **9) Maintenance of Subject Property**

That Lessee will keep property in a neat, clean and orderly condition at all times during occupancy, including the watering, weeding and trimming of shrubs, trees, lawns, planters, and other landscaped areas and not permit debris to accumulate at any time, not to commit, suffer or permit any waste of said property or any acts to be committed in violation of any laws or ordinances.

## **10) Mechanics Liens**

That Lessee shall keep the property free from any liens arising from work performed, materials furnished or obligations incurred by Lessee and shall indemnify, hold harmless and defend Lessor from any liens and encumbrances arising from any work performed or materials furnished by or at the direction of Lessee. Upon completion of any approved construction activity, copies of signed lien waivers shall be supplied to Lessor by Lessee.

### **11) Untenantable Property Due to Damage**

That in the event the property is partially damaged or totally destroyed by flood, accident or acts of God, the Lessor shall have the option to terminate this agreement by delivering written Notice of Immediate Termination to Lessee.

### **12) Right of Entry by Lessor**

The Lessee acknowledges that Lessor's needs and requirements may necessitate survey or preliminary engineering studies to be made from time to time, thereby Lessor specifically reserves a right of entry to occupied lands at any and all reasonable times, with 48-hours notice for such purposes as shall be required by Lessor.

### **13) Inspections by Lessor**

That Lessor reserves the right to inspect the premises periodically to determine the general condition and upkeep of the property. Lessor will give Lessee not less than two-days notice of such inspection. Lessee will not unreasonably withhold permission for such inspection

### **14) Liability of Lessor**

This agreement is made upon the express condition that Lessor does not protect or insure against loss of personal property or improvements owned by Lessee. Lessee waives the right to claim damages from Lessor for any damage resulting to said property in the event that property is damaged or destroyed by fire or any other perils that is not the direct result of negligence by the Lessor. The Lessee assumes full responsibility for any damage to, or loss of, any ADOT property leased hereunder, due to personal negligence or that of individuals whom they are legally responsible.

Lessee shall hold and save harmless Lessor, or any of its departments, agencies, board commissions, agents, or employees from all cost and damages to any person arising out of any injuries or losses caused by Lessee, its agents or employees, licensees, invitees, trespassers or any third parties willful or negligent act during occupancy of the subject property.

The Lessee shall provide evidence of liability insurance by submitting a certificate of insurance that shall name the Town of Jerome as additional insured and shall be provided to the Town Manager along with this signed agreement prior to occupying the assigned housing unit.

Liability - \$300,000.00

Medical Payments to Others - \$10,000.00

And Personal Property Rental Contents insurance suitable to cover lessee's contents and personal property.

The insurance requirements herein are minimum requirements for this lease and in no way limit the indemnity covenants contained in this lease. The Town of Jerome in no way warrants that the minimum limits contained herein are sufficient to protect the Lessee entirely from any



injuries or losses caused by Lessee, its agents or employees, licensees, invitees, trespassers or any third parties willful or negligent act during occupancy of the subject property.

### **15) Utilities**

That the Lessee is responsible for connecting all utilities to the site and paying for all utility costs during the term of this agreement. The utilities to the Upper Unit will be in the name of the Lessee and the Lessee will directly pay for all utilities during the term of this agreement.

### **16) Prior Lease and Agreements**

That in the event there is any prior or existing lease or rental agreement covering the subject property and dwelling, this Rental Agreement shall cancel and terminate said prior lease or rental agreement as of the effective date of this Rental Agreement.

### **17) Relocation Provisions**

That notwithstanding anything to the contrary, this Rental Agreement is not subject to the provisions of A.R.S. §28\*-1841, et seq. and rules promulgated there under and 42 U.S.C. 4601-4639 and regulations promulgated there under both as now existing or as may hereafter be amended during the term of this Rental Agreement. This clause shall not extend any right to Lessee or impose any liability or duty upon Lessor provided for the herein referenced statutes and regulations.

### **18) Sale or Rental of Subject Property by Lessor**

Lessee agrees in the event Lessor desires to sell said property, Lessee will make no claim to prevent such sale. Lessee further agrees that in the event the Lessor requires the property to be rented to a Town employee who has a residency requirement and desires use of the home / property that Lessee will make no claim to prevent such lease.

### **19) Assignment of Agreement of Lessee**

That Lessee shall not assign his interest herein, and shall not sublease the aforesaid premises or permit same to be used by unauthorized person or firm.

### **20) Nondiscrimination Regulations**

That Lessee for him/herself, his/her personal representatives, successors in interest and assigns as a part of the consideration hereof, do hereby covenant and agree as a covenant running with the land that (1) no person on the grounds of race, color, creed, sex, age, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) in the construction of any improvements on, over or under such land and the furnishings of services thereon, no person on the grounds of race, color, creed, sex, age or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination. (3) Lessee shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation. Subtitle A, Office of the Secretary, Part 21, Nondiscrimination conveyances, Lessor shall have the right to terminate this Rental Agreement and to re-enter and repossess said land and dwelling thereon, and hold the same as if said Rental Agreement had never been made or issued.

### **21) Default by Lessee**

That should Lessee default on any term or condition of this agreement, specifically failure to submit the monthly rental payment as specified, the agreement shall terminate in thirty (30) days. In the event of default by Lessee due to excessive damage to the house or illegal activity being conducted, the agreement shall terminate in seven (7) days. In the event of default by Lessee, Lessor shall have all remedies as provided by law. Unless otherwise provided by statute, Lessor lessee will pay the prevailing party, courts costs and attorney's fees in a reasonable sum in any legal action relating to the lease.

**22) Return of Subject Property to Lessor**

That upon vacating, Lessee agrees to leave the premises in as good a condition or better than existed upon completion of the maintenance / update items in Exhibit A, allowing for ordinary and normal usage during occupancy, and to reimburse Lessor for any damage done to said property caused by Lessee's occupation or tenancy, other than due to normal use. Nothing herein shall be deemed a waiver of any rights to Lessor to demand and obtain possession of said premises in accordance with the law in the event of a violation on part of Lessee of any of the terms and conditions hereof.

**23) Addenda**

That any addenda to this Rental Agreement are by this reference made a part hereof as though fully set forth herein.

**24) Use of Garage**

Lessee desires to utilize the on-site detached garage. In exchange for sole use of the garage during the term of this agreement, the Lessee will provide yard upkeep to include mowing, trimming of shrubs, shoveling snow and laying salt / sand when needed. Lessor will also alert Lessor to any property maintenance issues throughout the entirety of the property. If Lessor deems Lessee was unsatisfactory in carrying out this responsibility, the Lessor can provide two-week's notice to vacate the garage and return it to the condition it was in prior to Lessee utilizing the garage, normal wear and tear excepted.

**25) Addresses of Lessor and Lessee**

That any notices to or demand upon either party hereto by the other pursuant to this Rental Agreement shall be in writing and shall be delivered to the other party or forwarded by registered mail, postage paid, addressed as follows:

**To Lessor at:**

**Town of Jerome  
Town Manager's Office  
P.O. Box 335  
Jerome, AZ 86331  
(928) 634-7943**

**To Lessee at:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
( ) \_\_\_\_\_

\_\_\_\_\_

**Signature (Lessee)**

**Signature (Lessor-Town Manager)**

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

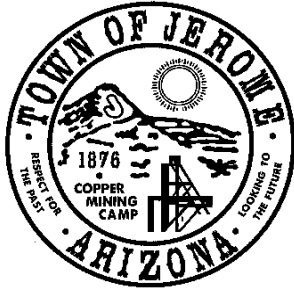
**Exhibit A to 621 Main Street Lease Agreement**

<b>Item / Action</b>	<b>Hourly Estimate</b>	<b>Hourly Wage</b>	<b>Maximum Cost</b>	<b>Notes</b>
Full Cleaning and Sanitizing	16-24 Hours	\$30.00	720.00	
Repair and Replace Doors	4-12 Hours	\$30.00	360.00	
Preparation and Interior Painting	20-30 Hours	\$30.00	900.00	
Repair / complete trim work incl baseboards	8-12 Hours	\$30.00	360.00	
Refinish Bathroom Tub	4-8 Hours	\$30.00	240.00	
Miscellaneous Repair Items (will be itemized)	6-12 Hours	\$30.00	360.00	
Maximum Total In-kind Lease Deduction:			<u>2,940.00</u>	

**File Attachments for Item:**

**D. Continued Budget Discussions Regarding Personnel Costs and Council Authorization for the FY 2025-2026 Fiscal Year Budget**

Council will consider the staff proposal regarding wage and benefit adjustments for FY26 and may approve or provide alternate staff direction in preparation of the FY26 Budget creation.



# TOWN OF JEROME

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Founded 1876  
Incorporated 1899

## STAFF SUMMARY REPORT

**FROM:** Brett Klein, Town Manager/Clerk  
**ITEM:** **Item: Consider Approval of FY 2025-2026 Personnel Budget Wages and Benefits**  
**MEETING DATE:** February 11, 2025

**Summary:**

During the January 14<sup>th</sup> Budget Meeting Staff introduced the proposal for FY 25-26 wage and benefit adjustments as follows: This year the SSA COLA is 2.5% and the CPI-U All is 4.1%. In talking with colleagues in other Verde Valley communities, most are seeking an average of a 4% annual adjustment. The Town is still a bit behind in terms of other benefits, with surrounding communities paying 85-98% of dependent insurance premiums. The Town is also the only community in the area that does not participate in the Arizona State Retirement System. Those contributions are set at 12.27% for cities and towns. The current contribution for the Town of Jerome is 10% with the potential of 12% based on employee matching.

Provided the budget numbers can sustain the fiscal impact, staff are recommending the following: 1) A modest 3.75% wage adjustment for non-public works employees, with public works employees receiving 4.75% across the board; 2) Increasing the dependent insurance premiums to a flat 85% from the current 80%; and 3) Addressing the disparity in the funding portion of the Health Savings Account. For years it has been set at \$118.15 per pay period regardless of whether an employee has family, single or single plus. This is contrary to common practice and does not provide an incentive for employees to utilize the High Deductible Health Plan, which is far less costly for the Town. Staff are proposing a tiered system consistent with all other communities and the private sector with \$118 / pay period for single; \$140 / pay period for single plus and \$170 / pay period for family.

**Fiscal Impact:**

The overall cost of this proposal is as follows: The total insurance adjustment is ~\$25,000. The HSA portion due to the proposed structured change is ~\$7,000. Due to retirements or separation of long-tenured staff and other turnover, the wages will actually decrease overall by ~\$5,000 for a grant total annual fiscal impact of ~\$27,000 pending health insurance premium costs, which haven't changed much the last few years. Conversely, last year's wage and benefit package was ~\$150,000.

**Recommendation:**

Staff recommend approval of the competitive adjustments with the modest impact to the budget.