



TOWN OF JEROME

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AGENDA

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

TUESDAY, MARCH 11, 2025, AT 7:00 PM

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

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

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

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

1. CALL TO ORDER/ROLL CALL

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

2. PROCLAMATIONS

A. APS Fire Mitigation Presentation

Representatives from APS will be on hand and provide a presentation for mitigating fire risk.

B. Introduction of Deputy Police Chief Michael Odle

Chief San Felice will introduce new Deputy Police Chief Michael Odle and provide a brief biographical overview.

3. FINANCIAL REPORTS

Discussion/Possible Action

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

Council will consider and may approve the financial reports for month ending February, 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 February 11, 2025, Regular and Special Council Meeting Minutes**

Council will consider and may approve the February 11th 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. Discussion and Possible Staff Direction Regarding the Sale or Lease of Town-Owned Property (655 Holley)**

Council will discuss and may provide staff direction.

- B. Consider Taking the Item from the Table and Discussion and Update / Possible Direction Regarding the Proposed Community Garden and the Community Garden Shed Along with Discussion on Fruit Trees for the Community Garden**

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

9. NEW BUSINESS
Discussion/Possible Action

- A. Consideration of a Request from the Jerome Humane Society for a Council Approved Exception to the Special Event Permit Application in Accordance with Section 10-3-7(D) of the Jerome Town Code to Hold a Fundraiser (St. PETrick's Day) with Proceeds Going to the Jerome Humane Society**

Council will consider the request from the Jerome Humane Society and may approve an exception for a special event permit.

B. Consideration of Bids for the Repair and Necessary Improvements to 621 Main Street (Employee and Workforce Housing)

Council will consider bids and may award a contract for the repair and improvements to 621 Main Street.

C. Consider Approval of a One-Year Professional Services Agreement with Gust Rosenfeld for the Provision of Town Legal Services

Council will consider and may approve the agreement with Gust Rosenfeld to be designated as the Town Attorney.

D. Conduct a Hearing to Consider the Appeal of the Town Manager's Decision to Suspend the Business License of Frosty Cauldron (License #1150)

Council will open the hearing, conduct the appeal hearing, close the hearing, and then will affirm or reverse the decision.

E. Consideration of a New Tenant for 500 Main Street and Setting Terms of the Lease Agreement

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

F. Consider Proposal and Agreement from Southwestern Environmental Consultants (SEC) for Engineering and Design Plans for Mescal Siphon Line and School Street Pressure Regulator (WIFA Grant Funded)

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

10. TO AND FROM THE COUNCIL

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

11. EXECUTIVE SESSION On a public majority vote of the members, Council may enter into executive session in accordance with ARS § 38-431.03 (A)(4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation; and

ARS § 38-431.03 (A)(7) Discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property.

A. Discussion and Negotiations for Easements for the Town's Wastewater Treatment Plant Upgrade

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

B. Consider Action to be Taken from the Executive Session

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

12. 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. APS Fire Mitigation Presentation

Representatives from APS will be on hand and provide a presentation for mitigating fire risk.

Our Current Practices Are Comprehensive and Multi-Faceted

Item A.



Vegetation Management

- Comprehensive right-of-way clearance on maintained cycles
- Defensible space around poles (DSAP)
- Hazard tree program



Grid Hardening Investments

- Ongoing distribution system upgrades
- Mesh pole wrapping
- Non-expulsion fuses
- Steel poles (if truck accessible)



Asset Inspection

- Enhanced line patrols
- Technology deployments
 - Drone use
 - Infra-red scans



Monitoring and Awareness

- Dedicated team of meteorologists
- Advanced fire modeling software
- Cameras and weather stations
- Federal & state agency partnerships



Operational Mitigations

- Non-reclosing strategy
- Public outreach program
- Red Flag Warning protocols
- Public Safety Power Shutoff (PSPS)



Internal: 18-person **fire mitigation department** engages across entire APS organization to plan and implement initiatives
External: Member of 19 **fire mitigation industry associations**



Independent **third-party reviews** of APS wildfire mitigation plan

Public Safety Power Shutoffs

PSPS is just one tool in APS's robust wildfire mitigation toolbox. We work year-round in your community to reduce the risk.

The purpose of a PSPS is to protect our customers, communities and first responders from wildfire.

PSPS is a tool to be used only during extreme high fire-risk conditions.

Public Safety Power Shutoffs impact a limited number of customers in high fire-risk communities to keep people safe.

Public Safety Power Shutoffs

Advance notification

If fire-risk conditions increase to the level where a PSPS might be necessary, we will provide advance notification to impacted customers that we may shut off power.

Planning notification in advance based on extreme weather and fire condition forecasts

Updated timing each day leading up to a shutoff

Event cancellation if weather and fire conditions improve

Status updates with an estimate of when power will turn back on and/or information on resources available.

Public Safety Power Shutoffs

While we work year-round to maintain a reliable and resilient system, outages can occur.

We encourage customers to take simple steps to prepare for an outage of any kind.

Sign up for your county's emergency alert system to get up-to-date information.

File Attachments for Item:

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

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

TOWN OF JEROME
 COMBINED CASH INVESTMENT
 FEBRUARY 28, 2025

Item A.

COMBINED CASH ACCOUNTS

99-00-1003	LGIP	1,874.31
99-00-1011	NBA CHECKING	65,429.98
99-00-1013	OAZ CTL BUSINESS SAVINGS	5.00
99-00-1019	ONE AZ CREDIT UNION CHECKING	244,570.95
99-00-1020	OAZ GENERAL SAVINGS	806,136.47
	TOTAL COMBINED CASH	1,118,016.71
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	(1,117,540.07)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	1,490,802.66
20	ALLOCATION TO UTILITY FUND	793,243.04
30	ALLOCATION TO HURF FUND	(724,140.35)
35	ALLOCATION TO PARKING FUND	160,376.67
40	ALLOCATION TO FIRE DEPT PENSION & RETIREMENT	13,301.40
50	ALLOCATION TO OPERATING GRANTS REVENUE	110,190.90
60	ALLOCATION TO CAPITAL GRANTS FUND	857,965.24
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	1,117,540.07
	ALLOCATION FROM COMBINED CASH FUND - 99-00-1000	(1,117,540.07)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF JEROME
 BALANCE SHEET
 FEBRUARY 28, 2025

Item A.

GENERAL FUND

ASSETS

10-00-1000	CASH - COMBINED FUND	1,490,802.66	
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	465.33	
10-00-1175	ACCOUNTS RECEIVABLE LEASES	121,041.99	
	TOTAL ASSETS		1,719,189.60

LIABILITIES AND EQUITY

LIABILITIES

10-00-2401	FEDERAL WH & FICA	(.03)	
10-00-2403	UNEMPLOYMENT TAXES	443.26	
10-00-2406	HEALTH INSURANCE	4,159.51	
10-00-2409	PSPRS	118.86	
10-00-2410	WAGES PAYABLE	.01	
10-00-2412	HDHP SAVINGS	118.15	
10-00-2413	WORKMAN'S COMP PR LIABILITY	8,288.76	
10-00-2600	CUSTOMER DEPOSITS	5,632.70	
10-00-2940	COURT LIABILITIES	5,164.40	
10-00-2950	FD PER CALL PAYABLE	35,797.50	
10-00-2975	DEFERRED INFLOW LEASES	121,041.99	
	TOTAL LIABILITIES		180,765.11

FUND EQUITY

10-00-3002	UNRESTRICTED FUND BALANCE	1,569,952.58	
	REVENUE OVER EXPENDITURES - YTD	(31,528.09)	
	BALANCE - CURRENT DATE	(31,528.09)	
	TOTAL FUND EQUITY		1,538,424.49
	TOTAL LIABILITIES AND EQUITY		1,719,189.60

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
10-30-4001	PROPERTY TAXES	2,164.10	33,559.05	47,500.00	13,940.95	70.7
10-30-4005	CITY SALES TAXES	77,505.04	682,944.13	1,450,000.00	767,055.87	47.1
10-30-4010	STATE SALES TAXES	7,226.86	44,456.06	71,000.00	26,543.94	62.6
10-30-4030	VEHICLE LICENSE TAX	3,353.46	25,781.70	40,000.00	14,218.30	64.5
10-30-4055	FRANCHISE FEES	3,447.11	9,485.95	17,250.00	7,764.05	55.0
	TOTAL TAX REVENUE	93,696.57	796,226.89	1,625,750.00	829,523.11	49.0
<u>LICENSES, PERMITS&OTHER FEES</u>						
10-31-4040	BUILDING PERMITS	1,697.50	4,579.99	12,500.00	7,920.01	36.6
10-31-4041	PLANNING & ZONING FEES	.00	225.00	3,500.00	3,275.00	6.4
10-31-4045	BUSINESS LICENSES	610.00	3,180.00	5,500.00	2,320.00	57.8
10-31-4071	FEES-SHORT TERM RENTAL LICENSE	.00	150.00	450.00	300.00	33.3
	TOTAL LICENSES, PERMITS&OTHER FEES	2,307.50	8,134.99	21,950.00	13,815.01	37.1
<u>INTERGOVERNMENTAL REVENUE</u>						
10-32-4015	URBAN REVENUE SHARE	26,590.99	212,727.92	330,000.00	117,272.08	64.5
	TOTAL INTERGOVERNMENTAL REVENUE	26,590.99	212,727.92	330,000.00	117,272.08	64.5
<u>LIBRARY REVENUE</u>						
10-33-4020	YAVAPAI COUNTY FOR LIBRARY	.00	9,085.89	18,172.00	9,086.11	50.0
10-33-4070	RENTS-LIBRARY	835.56	6,684.48	10,250.00	3,565.52	65.2
10-33-4200	LIBRARY CONTRIBUTIONS	.00	30.00	2,500.00	2,470.00	1.2
	TOTAL LIBRARY REVENUE	835.56	15,800.37	30,922.00	15,121.63	51.1
<u>POLICE DEPT REVENUE</u>						
10-34-4061	PD PARKING CITATION REVENUE	2,995.00	30,179.00	37,000.00	6,821.00	81.6
10-34-4062	PD REVENUE FROM PARKING FUND	3,333.33	26,666.64	40,000.00	13,333.36	66.7
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	160.99	1,088.23	2,000.00	911.77	54.4
10-34-4065	POLICE SERVICES	175.00	2,105.00	7,000.00	4,895.00	30.1
	TOTAL POLICE DEPT REVENUE	6,664.32	66,812.26	96,000.00	29,187.74	69.6

TOWN OF JEROME
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>COURT REVENUE</u>						
10-35-4035	FINES AND FORFEITURES	4,490.27	30,921.31	59,000.00	28,078.69	52.4
10-35-4037	COURT SECURITY FUND REVENUE	715.00	5,150.00	10,000.00	4,850.00	51.5
	TOTAL COURT REVENUE	5,205.27	36,071.31	69,000.00	32,928.69	52.3
<u>RENTAL REVENUE</u>						
10-36-4070	RENTS-TOWN PROPERTIES	7,010.52	55,015.68	87,000.00	31,984.32	63.2
10-36-4080	UTILITY REIMBURSEMENTS	778.83	3,523.39	5,750.00	2,226.61	61.3
	TOTAL RENTAL REVENUE	7,789.35	58,539.07	92,750.00	34,210.93	63.1
<u>FIRE DEPT REVENUE</u>						
10-37-4053	FIRE DEPT SERVICES REV	.00	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
	TOTAL FIRE DEPT REVENUE	.00	141,804.26	143,000.00	1,195.74	99.2
<u>GENERAL FUND REVENUE</u>						
10-38-4000	FUND BALANCE RESERVES	33,916.67	271,333.36	407,000.00	135,666.64	66.7
10-38-4300	INTEREST	685.11	7,986.69	14,000.00	6,013.31	57.1
10-38-4400	SALE OF ASSETS	.00	.00	12,500.00	12,500.00	.0
10-38-4500	MISCELLANEOUS REVENUES	(16,819.38)	6,688.76	4,500.00	(2,188.76)	148.6
10-38-4510	INS DIVIDENDS,CLAIMS,REIMBURSM	.00	.00	10,000.00	10,000.00	.0
	TOTAL GENERAL FUND REVENUE	17,782.40	286,008.81	448,000.00	161,991.19	63.8
<u>ADMINISTRATIVE CHARGES</u>						
10-39-4600	ADMINISTRATIVE CHARGES	15,962.75	127,702.00	191,623.00	63,921.00	66.6
	TOTAL ADMINISTRATIVE CHARGES	15,962.75	127,702.00	191,623.00	63,921.00	66.6
	TOTAL FUND REVENUE	176,834.71	1,749,827.88	3,048,995.00	1,299,167.12	57.4

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVT EXPENSES</u>					
10-41-5001 SALARIES AND WAGES	20,966.46	175,375.32	282,000.00	106,624.68	62.2
10-41-5006 LONGEVITY BONUS	.00	621.00	2,000.00	1,379.00	31.1
10-41-5010 FICA MATCH	1,572.18	13,210.68	21,750.00	8,539.32	60.7
10-41-5011 RETIREMENT MATCH	2,289.14	19,240.55	30,000.00	10,759.45	64.1
10-41-5012 HEALTH/LIFE INSURANCE	5,045.34	42,885.39	64,000.00	21,114.61	67.0
10-41-5013 WORKERS COMPENSATION	74.28	976.63	1,500.00	523.37	65.1
10-41-5014 UNEMPLOYMENT INSURANCE	20.34	73.06	300.00	226.94	24.4
10-41-6101 ACCOUNTING AND AUDITING	.00	.00	20,000.00	20,000.00	.0
10-41-6105 ADVERTISING, PRINTING, & PUBLI	289.46	620.06	4,250.00	3,629.94	14.6
10-41-6110 CONTRACT SERVICES	1,546.00	8,004.80	32,000.00	23,995.20	25.0
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	134.00	4,535.58	7,500.00	2,964.42	60.5
10-41-6130 ELECTION EXPENSES	.00	1,016.64	2,250.00	1,233.36	45.2
10-41-6145 FUEL	151.61	398.27	650.00	251.73	61.3
10-41-6155 INSURANCE	.00	2,397.12	27,500.00	25,102.88	8.7
10-41-6170 LEGAL EXP - GEN GOV	300.70	6,848.20	13,000.00	6,151.80	52.7
10-41-6185 MISCELLANEOUS	.00	5,850.15	4,000.00	(1,850.15)	146.3
10-41-6186 BANK FEES - GEN ADMIN	155.26	1,325.75	2,000.00	674.25	66.3
10-41-6188 BANK FEES / MERCH SVCS	196.09	1,259.52	4,500.00	3,240.48	28.0
10-41-6190 OFFICE SUPPLIES	262.67	4,686.11	8,500.00	3,813.89	55.1
10-41-6191 COPIER & EQUIP LEASE EXPENSE	357.51	3,325.17	6,000.00	2,674.83	55.4
10-41-6192 SOFTWARE SUPPORT EXP - GG	2,517.79	23,613.78	27,500.00	3,886.22	85.9
10-41-6193 COMPUTER HARDWARE & SERVICE	217.50	217.50	7,000.00	6,782.50	3.1
10-41-6195 OPERATING SUPPLIES - GEN GOV	111.22	837.67	1,500.00	662.33	55.8
10-41-6200 POSTAGE	318.82	2,383.69	4,000.00	1,616.31	59.6
10-41-6220 REP AND MAINT - VEHICLES	.00	.00	1,750.00	1,750.00	.0
10-41-6245 SHUTTLE EXPENSES	212.47	3,201.69	3,500.00	298.31	91.5
10-41-6250 SMALL TOOLS AND EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
10-41-6265 TELEPHONE	218.83	1,807.71	2,750.00	942.29	65.7
10-41-6275 TRAVEL	.00	151.28	1,500.00	1,348.72	10.1
10-41-6285 TOURISM 1% BED TAX	.00	10,466.67	10,000.00	(466.67)	104.7
10-41-6286 COMMUNITY HEALTH	.00	.00	500.00	500.00	.0
10-41-9500 TRANSFERS OUT	24,833.33	198,666.64	298,000.00	99,333.36	66.7
TOTAL GENERAL GOVT EXPENSES	61,791.00	539,053.36	906,700.00	367,646.64	59.5

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAGISTRATE COURT EXPENSES</u>						
10-42-5001	SALARIES AND WAGES	3,925.48	42,921.16	72,000.00	29,078.84	59.6
10-42-5006	LONGEVITY BONUS	.00	70.00	250.00	180.00	28.0
10-42-5010	FICA AND MEDICARE	290.15	3,202.47	5,500.00	2,297.53	58.2
10-42-5011	RETIREMENT	471.06	5,158.97	3,800.00	(1,358.97)	135.8
10-42-5012	HEALTH/LIFE INSURANCE	1,443.50	12,269.75	18,750.00	6,480.25	65.4
10-42-5013	WORKER'S COMPENSATION	8.50	135.85	230.00	94.15	59.1
10-42-5014	UNEMPLOYMENT	10.61	26.27	100.00	73.73	26.3
10-42-6037	COURT SECURITY FUND EXPENSES	82.96	543.72	8,000.00	7,456.28	6.8
10-42-6101	ACCOUNTING AND AUDITING	.00	6,000.00	.00	(6,000.00)	.0
10-42-6110	CONTRACT SERVICES	441.00	6,458.00	6,000.00	(458.00)	107.6
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	.00	33.51	200.00	166.49	16.8
10-42-6190	OFFICE SUPPLIES	.00	67.54	300.00	232.46	22.5
10-42-6191	COPIER & EQUIP LEASE EXP	1,838.54	3,677.08	3,750.00	72.92	98.1
10-42-6195	OPERATING SUPPLIES - COURT	.00	.00	200.00	200.00	.0
10-42-6265	TELEPHONE	75.78	604.04	850.00	245.96	71.1
10-42-6275	TRAVEL	.00	.00	750.00	750.00	.0
TOTAL MAGISTRATE COURT EXPENSES		8,587.58	81,712.85	121,880.00	40,167.15	67.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPT EXPENSES</u>					
10-43-5001 SALARIES AND WAGES	26,362.06	278,478.86	460,000.00	181,521.14	60.5
10-43-5006 LONGEVITY BONUS	.00	1,269.00	2,200.00	931.00	57.7
10-43-5010 FICA AND MEDICARE	1,967.81	20,923.17	36,000.00	15,076.83	58.1
10-43-5011 RETIREMENT	3,978.19	35,689.51	62,000.00	26,310.49	57.6
10-43-5012 HEALTH INSURANCE	4,868.50	47,515.25	70,000.00	22,484.75	67.9
10-43-5013 WORKER'S COMPENSATION	1,172.26	19,124.04	30,000.00	10,875.96	63.8
10-43-5014 UNEMPLOYMENT	8.62	80.75	650.00	569.25	12.4
10-43-6105 ADVERTISING, PRINTING, & PUBLI	.00	90.90	300.00	209.10	30.3
10-43-6110 CONTRACT SERVICES	300.00	845.00	1,000.00	155.00	84.5
10-43-6116 TRAINING & EDUCATION	1,395.00	1,754.00	4,000.00	2,246.00	43.9
10-43-6120 DISPATCH FEES	4,935.32	31,782.56	48,000.00	16,217.44	66.2
10-43-6125 DUES AND SUBSCRIPTIONS	.00	1,745.90	1,500.00	(245.90)	116.4
10-43-6145 FUEL	938.18	6,634.51	11,250.00	4,615.49	59.0
10-43-6172 PROSECUTOR EXP	2,000.00	16,000.00	24,000.00	8,000.00	66.7
10-43-6185 MISCELLANEOUS	.00	138.12	500.00	361.88	27.6
10-43-6192 SOFTWARE SERVICE & SUPPORT	625.43	7,904.09	9,250.00	1,345.91	85.5
10-43-6193 COMPUTER HARDWARE & SERVICE	4,960.32	5,066.67	5,000.00	(66.67)	101.3
10-43-6195 OPERATING SUPPLIES - POLICE	290.00	1,196.55	2,250.00	1,053.45	53.2
10-43-6200 POSTAGE	129.10	165.68	200.00	34.32	82.8
10-43-6220 REP AND MAINT - VEHICLES	212.88	5,903.46	8,000.00	2,096.54	73.8
10-43-6225 REP AND MAINT - EQUIPMENT	.00	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	741.03	5,034.96	7,250.00	2,215.04	69.5
10-43-6280 UNIFORMS	597.39	1,608.17	3,250.00	1,641.83	49.5
10-43-7025 VEHICLES, CAP OUTLAY, POLICE	.00	34,950.00	42,000.00	7,050.00	83.2
TOTAL POLICE DEPT EXPENSES	55,482.09	528,332.39	838,100.00	309,767.61	63.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPT EXPENSES</u>					
10-44-5001 SALARIES AND WAGES	18,028.70	188,545.15	350,000.00	161,454.85	53.9
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	2,340.00	17,261.02	27,500.00	10,238.98	62.8
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	4,783.46	7,400.00	2,616.54	64.6
10-44-5010 FICA AND MEDICARE	1,399.58	18,436.03	29,000.00	10,563.97	63.6
10-44-5011 RETIREMENT	1,634.88	20,879.10	35,000.00	14,120.90	59.7
10-44-5012 HEALTH INSURANCE	3,192.89	32,841.59	75,000.00	42,158.41	43.8
10-44-5013 WORKER'S COMPENSATION	853.54	15,077.38	28,000.00	12,922.62	53.9
10-44-5014 UNEMPLOYMENT	14.79	70.20	800.00	729.80	8.8
10-44-6116 TRAINING & EDUCATION	.00	7,445.58	7,000.00	(445.58)	106.4
10-44-6120 DISPATCH FEES	948.67	5,489.36	8,000.00	2,510.64	68.6
10-44-6125 DUES AND SUBSCRIPTIONS	.00	362.35	750.00	387.65	48.3
10-44-6145 FUEL	479.16	3,258.64	9,000.00	5,741.36	36.2
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	220.33	1,891.50	4,250.00	2,358.50	44.5
10-44-6185 MISCELLANEOUS	83.97	176.28	1,200.00	1,023.72	14.7
10-44-6192 SOFTWARE SERVICE & SUPPORT	358.57	3,198.98	1,850.00	(1,348.98)	172.9
10-44-6193 COMPUTER HARDWARE AND SERVICE	.00	245.49	2,000.00	1,754.51	12.3
10-44-6195 OPERATING SUPPLIES - FIRE DEPT	445.46	445.46	1,500.00	1,054.54	29.7
10-44-6220 REP AND MAINT - VEHICLES	.00	7,943.95	12,500.00	4,556.05	63.6
10-44-6225 REP AND MAINT - EQUIPMENT	62.55	128.43	4,000.00	3,871.57	3.2
10-44-6250 SMALL TOOLS AND EQUIPMENT	76.19	6,435.46	10,000.00	3,564.54	64.4
10-44-6265 TELEPHONE	588.08	2,727.03	3,750.00	1,022.97	72.7
10-44-6270 TRAINING CENTER ASSESSMENT	.00	2,692.00	2,750.00	58.00	97.9
10-44-6276 MISCELLANEOUS WILDLAND	.00	8,295.62	.00	(8,295.62)	.0
TOTAL FIRE DEPT EXPENSES	31,290.12	367,244.39	663,150.00	295,905.61	55.4

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY EXPENSES</u>						
10-45-5001	SALARIES AND WAGES	6,498.13	56,389.29	95,000.00	38,610.71	59.4
10-45-5006	LONGEVITY BONUS	428.00	568.00	650.00	82.00	87.4
10-45-5007	LIBRARY BENEFIT STIPEND	549.56	4,671.26	7,225.00	2,553.74	64.7
10-45-5010	FICA AND MEDICARE	571.38	4,710.35	8,000.00	3,289.65	58.9
10-45-5011	RETIREMENT	566.68	4,560.42	8,000.00	3,439.58	57.0
10-45-5012	HEALTH INSURANCE	42.82	363.97	750.00	386.03	48.5
10-45-5013	WORKER'S COMPENSATION	15.58	211.53	400.00	188.47	52.9
10-45-5014	UNEMPLOYMENT	7.93	30.66	250.00	219.34	12.3
10-45-6110	CONTRACT SERVICES	.00	(298.84)	1,750.00	2,048.84	(17.1)
10-45-6185	MISCELLANEOUS	.00	47.70	250.00	202.30	19.1
10-45-6190	OFFICE SUPPLIES	.00	303.03	300.00	(3.03)	101.0
10-45-6195	OPERATING SUPPLIES - LIBRARY	690.53	2,781.93	4,750.00	1,968.07	58.6
10-45-6205	PRINT AND NON-PRINT MATERIALS	208.30	1,071.26	2,750.00	1,678.74	39.0
10-45-6225	REP AND MAINT - EQUIPMENT	.00	.00	200.00	200.00	.0
10-45-6250	SMALL TOOLS AND EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
10-45-6265	TELEPHONE	70.00	475.14	1,250.00	774.86	38.0
10-45-6266	E-RATE EXP	42.00	399.00	600.00	201.00	66.5
TOTAL LIBRARY EXPENSES		9,690.91	76,284.70	133,625.00	57,340.30	57.1
<u>PLANNING & ZONING EXP</u>						
10-46-5001	SALARIES AND WAGES	4,619.79	39,946.94	70,000.00	30,053.06	57.1
10-46-5006	LONGEVITY BONUS	238.00	238.00	400.00	162.00	59.5
10-46-5010	FICA AND MEDICARE	367.56	3,039.82	5,500.00	2,460.18	55.3
10-46-5011	RETIREMENT	430.08	3,497.43	7,000.00	3,502.57	50.0
10-46-5012	HEALTH INSURANCE	938.96	7,981.16	10,000.00	2,018.84	79.8
10-46-5013	WORKER'S COMPENSATION	19.51	280.88	600.00	319.12	46.8
10-46-5014	UNEMPLOYMENT	6.65	21.68	125.00	103.32	17.3
10-46-6105	ADVERTISING, PRINTING, & PUBLI	.00	.00	100.00	100.00	.0
10-46-6115	CONVENTIONS AND SEMINARS	.00	.00	250.00	250.00	.0
10-46-6116	TRAINING AND EDUCATION	.00	.00	1,250.00	1,250.00	.0
10-46-6170	LEGAL EXP - P&Z	292.50	1,485.00	12,500.00	11,015.00	11.9
10-46-6175	MAP UPGRADES / COPIES	.00	.00	1,000.00	1,000.00	.0
10-46-6185	MISCELLANEOUS	100.00	347.70	20,000.00	19,652.30	1.7
10-46-6192	SOFTWARE MAINTENANCE & SUPPORT	324.00	4,246.60	2,000.00	(2,246.60)	212.3
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	603.90	600.00	(3.90)	100.7
10-46-6275	TRAVEL	.00	.00	250.00	250.00	.0
10-46-6310	HISTORIC PRESERVATION EXP	.00	1,000.00	3,750.00	2,750.00	26.7
TOTAL PLANNING & ZONING EXP		7,430.91	62,789.11	135,525.00	72,735.89	46.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS EXPENSES</u>					
10-47-5001 SALARIES AND WAGES	543.47	4,887.73	8,600.00	3,712.27	56.8
10-47-5006 LONGEVITY BONUS	.00	19.09	40.00	20.91	47.7
10-47-5010 FICA AND MEDICARE	40.31	364.25	700.00	335.75	52.0
10-47-5011 RETIREMENT	55.28	508.47	1,100.00	591.53	46.2
10-47-5012 HEALTH INSURANCE	171.80	1,535.48	2,600.00	1,064.52	59.1
10-47-5013 WORKER'S COMPENSATION	16.87	232.38	420.00	187.62	55.3
10-47-5014 UNEMPLOYMENT	.69	2.26	10.00	7.74	22.6
10-47-6145 FUEL	34.76	340.60	900.00	559.40	37.8
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	32.50	114.07	500.00	385.93	22.8
10-47-6215 REP AND MAINT - BUILDING	.00	.00	100.00	100.00	.0
10-47-6220 REP AND MAINT - VEHICLES	410.41	1,614.88	2,000.00	385.12	80.7
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	36.64	331.66	450.00	118.34	73.7
10-47-6285 UTILITIES	287.74	1,992.08	2,750.00	757.92	72.4
10-47-8040 LEASE PAYMENTS	.00	.00	250.00	250.00	.0
TOTAL PARKS EXPENSES	1,630.47	12,671.67	23,870.00	11,198.33	53.1
<u>PROPERTIES EXPENSES</u>					
10-48-5001 SALARIES AND WAGES	3,364.55	30,257.01	55,000.00	24,742.99	55.0
10-48-5006 LONGEVITY BONUS	.00	118.18	240.00	121.82	49.2
10-48-5010 FICA AND MEDICARE	249.67	2,255.02	4,100.00	1,844.98	55.0
10-48-5011 RETIREMENT	342.25	3,147.77	6,400.00	3,252.23	49.2
10-48-5012 HEALTH INSURANCE	1,063.60	9,505.33	16,500.00	6,994.67	57.6
10-48-5013 WORKER'S COMPENSATION	104.26	1,392.64	2,500.00	1,107.36	55.7
10-48-5014 UNEMPLOYMENT	4.21	13.81	60.00	46.19	23.0
10-48-6110 CONTRACT SERVICES	1,744.60	7,561.14	10,000.00	2,438.86	75.6
10-48-6140 ENGINEERING FEES	.00	8,191.50	7,500.00	(691.50)	109.2
10-48-6145 FUEL	120.27	1,497.74	1,500.00	2.26	99.9
10-48-6185 MISCELLANEOUS	238.81	552.88	1,750.00	1,197.12	31.6
10-48-6192 SOFTWARE SERVICE & SUPPORT	.00	43.92	.00	(43.92)	.0
10-48-6195 OPERATING SUPPLIES - PROPERTIE	32.51	848.24	2,000.00	1,151.76	42.4
10-48-6215 R&M BUILDING - PROPERTIES	297.00	11,047.18	47,000.00	35,952.82	23.5
10-48-6220 REP AND MAINT - VEHICLES	452.91	2,328.00	2,000.00	(328.00)	116.4
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	158.22	811.50	1,500.00	688.50	54.1
10-48-6280 UNIFORM EXP PROPERTIES	36.64	331.67	375.00	43.33	88.5
10-48-6285 UTILITIES	5,547.57	32,584.97	45,500.00	12,915.03	71.6
10-48-8040 LEASE PAYMENTS	.00	.00	275.00	275.00	.0
TOTAL PROPERTIES EXPENSES	13,757.07	113,267.50	225,200.00	111,932.50	50.3

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	189,660.15	1,781,355.97	3,048,050.00	1,266,694.03	58.4
NET REVENUE OVER EXPENDITURES	(12,825.44)	(31,528.09)	945.00	32,473.09	(3336.

TOWN OF JEROME
 BALANCE SHEET
 FEBRUARY 28, 2025

Item A.

UTILITY FUND

ASSETS

20-00-1000	CASH - COMBINED FUND	793,243.04	
20-00-1015	UTILITIES A/R	69,931.79	
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>2,297,279.67</u>

LIABILITIES AND EQUITY

LIABILITIES

20-00-2500	SALES TAX PAYABLE	1,091.43	
20-00-2600	CUSTOMER DEPOSITS	33,815.37	
20-00-2700	COMPENSATED ABSENCES	6,083.90	
20-00-2975	ACCRUED INTEREST PAYABLE	72,000.00	
	TOTAL LIABILITIES		112,990.70

FUND EQUITY

20-00-3002	UNRESTRICTED FUND BALANCE	1,416,583.77	
20-00-3051	UNRESTRICTED FUND BALANCE	708,837.33	
20-00-3052	UNRESTRICED FUND BALANCE	(177,378.00)	
	REVENUE OVER EXPENDITURES - YTD	<u>236,245.87</u>	
	BALANCE - CURRENT DATE	<u>236,245.87</u>	
	TOTAL FUND EQUITY		<u>2,184,288.97</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,297,279.67</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 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	133,433.36	200,150.00	66,716.64	66.7
20-50-4085	WATER USAGE FEES	16,577.24	124,199.27	194,000.00	69,800.73	64.0
20-50-4100	WATER CONNECTION FEES	.00	.00	5,000.00	5,000.00	.0
20-50-4500	MISCELLANEOUS	150.00	1,392.49	1,750.00	357.51	79.6
20-50-4900	TRANSFERS IN	12,083.33	96,666.64	145,000.00	48,333.36	66.7
	TOTAL WATER REVENUE	45,489.74	355,691.76	545,900.00	190,208.24	65.2
<u>SEWER REVENUE</u>						
20-51-4050	CONNECTION FEES	.00	.00	5,500.00	5,500.00	.0
20-51-4085	SEWER USAGE FEES	18,402.80	128,329.58	199,000.00	70,670.42	64.5
20-51-4900	TRANSFERS IN	7,500.00	60,000.00	90,000.00	30,000.00	66.7
	TOTAL SEWER REVENUE	25,902.80	188,329.58	294,500.00	106,170.42	64.0
<u>SANITATION REVENUE</u>						
20-52-4085	SANITATION USAGE FEES	14,699.18	118,227.92	193,000.00	74,772.08	61.3
20-52-4500	MISCELLANEOUS	.00	.00	2,750.00	2,750.00	.0
20-52-4900	TRANSFERS IN	5,416.67	43,333.36	65,000.00	21,666.64	66.7
	TOTAL SANITATION REVENUE	20,115.85	161,561.28	260,750.00	99,188.72	62.0
	TOTAL FUND REVENUE	91,508.39	705,582.62	1,101,150.00	395,567.38	64.1

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>						
20-50-5001	SALARIES AND WAGES	5,934.30	53,367.52	94,000.00	40,632.48	56.8
20-50-5006	LONGEVITY BONUS	.00	208.45	430.00	221.55	48.5
20-50-5010	FICA AND MEDICARE	440.44	3,977.55	7,300.00	3,322.45	54.5
20-50-5011	RETIREMENT	603.66	5,552.16	12,000.00	6,447.84	46.3
20-50-5012	HEALTH INSURANCE	1,875.92	16,765.17	30,000.00	13,234.83	55.9
20-50-5013	WORKER'S COMPENSATION	205.88	2,927.37	5,500.00	2,572.63	53.2
20-50-5014	UNEMPLOYMENT	7.41	24.36	100.00	75.64	24.4
20-50-6110	CONTRACT SERVICES	1,415.00	7,565.00	17,000.00	9,435.00	44.5
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	276.51	1,474.78	4,000.00	2,525.22	36.9
20-50-6155	INSURANCE	.00	362.85	12,250.00	11,887.15	3.0
20-50-6170	LEGAL EXP - WATER	.00	.00	24,000.00	24,000.00	.0
20-50-6185	MISCELLANEOUS	.00	1,557.95	800.00	(757.95)	194.7
20-50-6192	SOFTWARE SUPPORT EXP - WATER	343.39	5,957.21	5,750.00	(207.21)	103.6
20-50-6195	OPERATING SUPPLIES - WATER	32.51	2,310.56	5,000.00	2,689.44	46.2
20-50-6215	R&M BUILDING - WATER	.00	.00	250.00	250.00	.0
20-50-6220	REP AND MAINT - VEHICLES	410.40	1,635.15	3,000.00	1,364.85	54.5
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	336.01	17,172.51	240,000.00	222,827.49	7.2
20-50-6232	SPRINGS SECURITY EXP	93.37	745.14	6,000.00	5,254.86	12.4
20-50-6240	SERVICE TESTS/SYSTEM TESTING	15.00	363.00	750.00	387.00	48.4
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	36.64	331.64	350.00	18.36	94.8
20-50-6285	UTILITIES EXP - WATER	42.65	296.21	500.00	203.79	59.2
20-50-6290	ADMINISTRATIVE CHARGE	4,918.00	39,344.00	59,016.00	19,672.00	66.7
20-50-8040	LEASE PAYMENTS	.00	.00	800.00	800.00	.0
	TOTAL WATER EXPENDITURES	16,987.09	168,873.36	539,546.00	370,672.64	31.3

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER EXPENDITURES</u>						
20-51-5001	SALARIES AND WAGES	3,218.48	28,941.48	51,000.00	22,058.52	56.8
20-51-5006	LONGEVITY BONUS	.00	113.03	240.00	126.97	47.1
20-51-5010	FICA AND MEDICARE	238.85	2,157.01	3,900.00	1,742.99	55.3
20-51-5011	RETIREMENT	327.41	3,011.02	6,100.00	3,088.98	49.4
20-51-5012	HEALTH INSURANCE	1,017.42	9,092.19	15,500.00	6,407.81	58.7
20-51-5013	WORKER'S COMPENSATION	110.67	1,539.71	2,750.00	1,210.29	56.0
20-51-5014	UNEMPLOYMENT	4.01	13.20	55.00	41.80	24.0
20-51-6110	CONTRACT SERVICES	3,325.00	23,275.00	47,500.00	24,225.00	49.0
20-51-6135	PERMIT FEE EXP - SEWER	.00	1,498.94	2,250.00	751.06	66.6
20-51-6140	ENGINEERING FEES	.00	3,285.00	14,750.00	11,465.00	22.3
20-51-6145	FUEL	92.15	755.69	3,000.00	2,244.31	25.2
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	6,269.81	6,000.00	(269.81)	104.5
20-51-6195	OPERATING SUPPLIES - SEWER	32.51	7,882.59	12,000.00	4,117.41	65.7
20-51-6215	R&M BUILDING - SEWER	.00	190.64	.00	(190.64)	.0
20-51-6220	REP AND MAINT - VEHICLES	410.41	1,757.60	3,250.00	1,492.40	54.1
20-51-6225	REP AND MAINT - EQUIPMENT	.00	684.59	575.00	(109.59)	119.1
20-51-6230	REP AND MAINT - INFRASTRUCTURE	.00	3,172.81	35,000.00	31,827.19	9.1
20-51-6240	SERVICE TESTS/SYSTEM TESTING	1,701.20	6,425.92	11,000.00	4,574.08	58.4
20-51-6250	SMALL TOOLS & EQUIPMENT (UNDER	50.49	970.92	1,500.00	529.08	64.7
20-51-6280	UNIFORM EXP SEWER	36.64	331.66	450.00	118.34	73.7
20-51-6285	UTILITIES	233.09	1,450.23	2,750.00	1,299.77	52.7
20-51-6290	ADMINISTRATIVE CHARGE	4,918.00	39,344.00	59,016.00	19,672.00	66.7
20-51-8040	LEASE PAYMENTS	.00	.00	900.00	900.00	.0
	TOTAL SEWER EXPENDITURES	16,059.72	144,179.33	293,986.00	149,806.67	49.0

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SANITATION EXPENDITURES</u>					
20-52-5001 SALARIES AND WAGES	5,120.21	46,045.67	82,000.00	35,954.33	56.2
20-52-5006 LONGEVITY BONUS	.00	179.83	380.00	200.17	47.3
20-52-5010 FICA AND MEDICARE	380.00	3,431.79	6,500.00	3,068.21	52.8
20-52-5011 RETIREMENT	520.85	4,790.45	10,000.00	5,209.55	47.9
20-52-5012 HEALTH INSURANCE	1,618.53	14,465.23	25,000.00	10,534.77	57.9
20-52-5013 WORKER'S COMPENSATION	319.93	4,404.48	6,600.00	2,195.52	66.7
20-52-5014 UNEMPLOYMENT	6.39	21.02	90.00	68.98	23.4
20-52-6111 RECYCLING CONTRACT EXP	265.00	1,465.00	1,750.00	285.00	83.7
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	269.37	2,904.12	7,750.00	4,845.88	37.5
20-52-6155 INSURANCE	.00	362.85	12,750.00	12,387.15	2.9
20-52-6165 LANDFILL TIPPING FEES	1,404.40	13,805.03	19,000.00	5,194.97	72.7
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	4,619.44	4,500.00	(119.44)	102.7
20-52-6195 OPERATING SUPPLIES - TRASH	32.51	305.71	450.00	144.29	67.9
20-52-6220 REP AND MAINT - VEHICLES	410.40	7,172.44	7,750.00	577.56	92.6
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	36.63	331.69	350.00	18.31	94.8
20-52-6290 ADMINISTRATIVE CHARGE	4,918.00	39,344.00	59,016.00	19,672.00	66.7
20-52-9500 TRANSFERS OUT	.00	10,000.00	10,000.00	.00	100.0
TOTAL SANITATION EXPENDITURES	15,645.61	156,284.06	265,236.00	108,951.94	58.9
TOTAL FUND EXPENDITURES	48,692.42	469,336.75	1,098,768.00	629,431.25	42.7
NET REVENUE OVER EXPENDITURES	42,815.97	236,245.87	2,382.00	(233,863.87)	9918.0

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

HURF FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>HURF REVENUE</u>						
30-30-4020	HURF REVENUE	4,151.01	27,686.73	48,000.00	20,313.27	57.7
30-30-4300	INTEREST AND INVESTMENT EARNIN	301.15	2,592.97	2,750.00	157.03	94.3
30-30-4900	TRANSFERS IN	15,833.33	126,666.64	190,000.00	63,333.36	66.7
	TOTAL HURF REVENUE	20,285.49	156,946.34	240,750.00	83,803.66	65.2
	TOTAL FUND REVENUE	20,285.49	156,946.34	240,750.00	83,803.66	65.2

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

HURF FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HURF EXPENDITURE</u>					
30-30-5001 SALARIES AND WAGES	4,706.00	41,368.35	44,000.00	2,631.65	94.0
30-30-5006 LONGEVITY BONUS	.00	370.42	200.00	(170.42)	185.2
30-30-5010 FICA AND MEDICARE	353.84	3,137.76	3,500.00	362.24	89.7
30-30-5011 RETIREMENT	276.39	2,541.89	5,300.00	2,758.11	48.0
30-30-5012 HEALTH INSURANCE	858.81	7,675.28	13,000.00	5,324.72	59.0
30-30-5013 WORKER'S COMPENSATION	119.02	1,500.88	2,100.00	599.12	71.5
30-30-5014 UNEMPLOYMENT	8.73	22.39	50.00	27.61	44.8
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	72.46	1,312.20	1,500.00	187.80	87.5
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	999.36	1,575.00	575.64	63.5
30-30-6195 OPERATING SUPPLIES - HURF	32.50	114.04	500.00	385.96	22.8
30-30-6210 PUBLIC RESTROOM SUPPLIES	.00	5,954.98	1,250.00	(4,704.98)	476.4
30-30-6215 REPAIR & MAINTENANCE - BUILDIN	.00	.00	500.00	500.00	.0
30-30-6220 REP AND MAINT - VEHICLES	410.41	1,614.84	1,750.00	135.16	92.3
30-30-6225 REP AND MAINT - EQUIPMENT	.00	684.60	1,000.00	315.40	68.5
30-30-6230 REP AND MAINT - INFRASTRUCTURE	1,243.33	79,852.34	124,000.00	44,147.66	64.4
30-30-6250 SMALL TOOLS AND EQUIPMENT	.00	46.11	500.00	453.89	9.2
30-30-6255 STREET LIGHTS	1,227.12	9,813.57	13,500.00	3,686.43	72.7
30-30-6260 STREET SUPPLIES	.00	1,848.62	4,750.00	2,901.38	38.9
30-30-6280 UNIFORM EXP - HURF	36.63	331.68	400.00	68.32	82.9
30-30-6290 ADMINISTRATIVE CHARGE	729.58	5,836.64	8,755.00	2,918.36	66.7
30-30-8040 LEASE PAYMENTS	.00	.00	200.00	200.00	.0
TOTAL HURF EXPENDITURE	10,189.28	166,024.41	240,730.00	74,705.59	69.0
TOTAL FUND EXPENDITURES	10,189.28	166,024.41	240,730.00	74,705.59	69.0
NET REVENUE OVER EXPENDITURES	10,096.21	(9,078.07)	20.00	9,098.07	(45390)

TOWN OF JEROME
 BALANCE SHEET
 FEBRUARY 28, 2025

Item A.

PARKING FUND

ASSETS

35-00-1000	CASH - COMBINED FUND	160,376.67	
	TOTAL ASSETS		160,376.67

LIABILITIES AND EQUITY

FUND EQUITY

35-00-3002	UNRESTRICTED FUND BALANCE	147,075.51	
	REVENUE OVER EXPENDITURES - YTD	13,301.16	
	BALANCE - CURRENT DATE	13,301.16	
	TOTAL FUND EQUITY		160,376.67
	TOTAL LIABILITIES AND EQUITY		160,376.67

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARKING FUND REVENUE</u>					
35-35-4042 PARKING KIOSK REVENUE	29,890.45	238,087.15	355,000.00	116,912.85	67.1
TOTAL PARKING FUND REVENUE	29,890.45	238,087.15	355,000.00	116,912.85	67.1
 TOTAL FUND REVENUE	 29,890.45	 238,087.15	 355,000.00	 116,912.85	 67.1

TOWN OF JEROME
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

PARKING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKING FUND EXPENDITURE</u>					
35-35-5001 SALARIES AND WAGES	2,484.96	23,518.67	41,000.00	17,481.33	57.4
35-35-5006 LONGEVITY BONUS	.00	100.00	180.00	80.00	55.6
35-35-5010 FICA MATCH	190.10	1,806.87	3,100.00	1,293.13	58.3
35-35-5013 WORKER'S COMPENSATION	43.48	670.46	1,100.00	429.54	61.0
35-35-5014 UNEMPLOYMENT	6.71	19.28	175.00	155.72	11.0
35-35-6145 FUEL	58.49	426.36	1,000.00	573.64	42.6
35-35-6185 MISCELLANEOUS	.00	742.45	1,000.00	257.55	74.3
35-35-6186 BANK CHARGES	48.45	85.45	.00	(85.45)	.0
35-35-6188 CREDIT CARD PROCESSING FEES	2,426.09	20,177.51	27,500.00	7,322.49	73.4
35-35-6192 SOFTWARE SERVICE AND SUPPORT	186.96	12,199.82	27,500.00	15,300.18	44.4
35-35-6195 OPERATING SUPPLIES	.00	2,060.80	2,500.00	439.20	82.4
35-35-6265 TELEPHONE	406.28	4,478.32	5,500.00	1,021.68	81.4
35-35-6290 ADMINISTRATIVE CHARGE	479.17	3,833.36	5,750.00	1,916.64	66.7
35-35-8041 ALLOWANCE FOR ADDITIONAL CAPIT	.00	.00	4,000.00	4,000.00	.0
35-35-9500 TRANSFERS OUT	19,333.33	154,666.64	232,000.00	77,333.36	66.7
TOTAL PARKING FUND EXPENDITURE	25,664.02	224,785.99	352,305.00	127,519.01	63.8
TOTAL FUND EXPENDITURES	25,664.02	224,785.99	352,305.00	127,519.01	63.8
NET REVENUE OVER EXPENDITURES	4,226.43	13,301.16	2,695.00	(10,606.16)	493.6

TOWN OF JEROME
 BALANCE SHEET
 FEBRUARY 28, 2025

Item A.

FIRE DEPT PENSION & RETIREMENT

ASSETS

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

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

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

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

FIRE DEPT PENSION & RETIREMENT

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

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

FIRE DEPT PENSION & RETIREMENT

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

TOWN OF JEROME
 BALANCE SHEET
 FEBRUARY 28, 2025

Item A.

OPERATING GRANTS REVENUE

<u>ASSETS</u>			
50-00-1000	CASH - COMBINED FUND	110,190.90	
50-00-1800	INVENTORY	13,193.06	
		<u> </u>	
	TOTAL ASSETS		<u>123,383.96</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	13,729.40	
		<u> </u>	
	BALANCE - CURRENT DATE	13,729.40	
		<u> </u>	
	TOTAL FUND EQUITY		<u>50,321.84</u>
	TOTAL LIABILITIES AND EQUITY		<u>123,383.96</u>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 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	12,025.08	27,025.08	.00	(27,025.08)	.0
50-40-4067 POLICE DEPT REV - OPR GRANTS	.00	.00	20,000.00	20,000.00	.0
50-40-4068 FIRE DEPT REV - OPR GRANTS	4,000.00	4,000.00	43,000.00	39,000.00	9.3
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	13,362.06	13,362.06	350,000.00	336,637.94	3.8
50-40-4200 MISC. JUDICIAL GRANTS	.00	.00	25,000.00	25,000.00	.0
TOTAL OPERATING GRANTS REVENUE	29,387.14	44,387.14	515,000.00	470,612.86	8.6
TOTAL FUND REVENUE	29,387.14	44,387.14	515,000.00	470,612.86	8.6

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 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	2,683.00	17,683.00	.00	(17,683.00)	.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	11,648.13	12,974.74	43,000.00	30,025.26	30.2
TOTAL OPERATING GRANTS EXPENDITURE	14,331.13	30,657.74	525,000.00	494,342.26	5.8
TOTAL FUND EXPENDITURES	14,331.13	30,657.74	525,000.00	494,342.26	5.8
NET REVENUE OVER EXPENDITURES	15,056.01	13,729.40	(10,000.00)	(23,729.40)	137.3

TOWN OF JEROME
 BALANCE SHEET
 FEBRUARY 28, 2025

Item A.

CAPITAL GRANTS FUND

<u>ASSETS</u>			
60-00-1000	CASH - COMBINED FUND	857,965.24	
	TOTAL ASSETS		857,965.24
<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	2,457.86	
	BALANCE - CURRENT DATE	2,457.86	
	TOTAL FUND EQUITY		140,213.81
	TOTAL LIABILITIES AND EQUITY		857,965.24

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 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	8,657.86	8,657.86	16,000.00	7,342.14	54.1
60-70-4108	FREEPORT MCMORAN - SOCIAL INVE	.00	.00	25,000.00	25,000.00	.0
60-70-4111	LEGISLATIVE FUNDING-CENTER AVE	.00	.00	500,000.00	500,000.00	.0
60-70-4185	MISCELLANEOUS CAPITAL GRANTS	.00	.00	500,000.00	500,000.00	.0
60-70-4200	FEDERAL GRANTS	.00	.00	2,500,000.00	2,500,000.00	.0
	TOTAL CAPITAL GRANTS REVENUE	8,657.86	8,657.86	3,941,000.00	3,932,342.14	.2
	TOTAL FUND REVENUE	8,657.86	8,657.86	3,941,000.00	3,932,342.14	.2

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

CAPITAL GRANTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<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	.00	6,200.00	3,941,000.00	3,934,800.00	.2
TOTAL FUND EXPENDITURES	.00	6,200.00	3,941,000.00	3,934,800.00	.2
NET REVENUE OVER EXPENDITURES	8,657.86	2,457.86	.00	(2,457.86)	.0

TOWN OF JEROME
 BALANCE SHEET
 FEBRUARY 28, 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 8 MONTHS ENDING FEBRUARY 28, 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 8 MONTHS ENDING FEBRUARY 28, 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	.00	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
TOTAL GENERAL FUND CONTINGENCIES EXP	.00	60,768.71	2,425,000.00	2,364,231.29	2.5
TOTAL FUND EXPENDITURES	.00	60,768.71	2,425,000.00	2,364,231.29	2.5
NET REVENUE OVER EXPENDITURES	.00	(50,768.71)	.00	50,768.71	.0

TOWN OF JEROME
BALANCE SHEET
FEBRUARY 28, 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 8 MONTHS ENDING FEBRUARY 28, 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 8 MONTHS ENDING FEBRUARY 28, 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
 FEBRUARY 28, 2025

Item A.

CAPITAL FUND

ASSETS

90-00-1000	CASH - COMBINED FUND	(1,285,056.04)	
90-00-1021	OAZ CAPITAL IMPROVEMENTS		71,784.26	
90-00-1023	ONEAZ WWTP CHECKING		57,794.32	
				<hr/>
	TOTAL ASSETS		(1,155,477.46)
				<hr/> <hr/>

LIABILITIES AND EQUITY

FUND EQUITY

90-00-3002	UNRESTRICTED FUND BALANCE	(518,571.80)	
	REVENUE OVER EXPENDITURES - YTD	(636,905.66)	
				<hr/>
	BALANCE - CURRENT DATE	(636,905.66)	
				<hr/>
	TOTAL FUND EQUITY		(1,155,477.46)
				<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		(1,155,477.46)
				<hr/> <hr/>

TOWN OF JEROME
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2025

Item A.

CAPITAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CAPITAL FUND REVENUES</u>					
90-57-4300 BANK INTEREST - CAPITAL FUND	137.31	458.74	225.00	(233.74)	203.9
90-57-4303 INTEREST - WWTP	4.67	64.71	575.00	510.29	11.3
90-57-4515 INTERIM WWTP LOAN	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL CAPITAL FUND REVENUES	141.98	523.45	2,000,800.00	2,000,276.55	.0
TOTAL FUND REVENUE	141.98	523.45	2,000,800.00	2,000,276.55	.0

TOWN OF JEROME
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 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	7,678.50	94,041.20	.00	(94,041.20)	.0
90-57-7030 INTERIM WWTP LOAN EXP	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL CAPITAL FUND EXPENDITURES	7,678.50	637,429.11	2,000,000.00	1,362,570.89	31.9
TOTAL FUND EXPENDITURES	7,678.50	637,429.11	2,000,000.00	1,362,570.89	31.9
NET REVENUE OVER EXPENDITURES	(7,536.52)	(636,905.66)	800.00	637,705.66	(79613

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	021925KM7	Fuel for January-Fire Dept	1	02/19/2025	350.30	.00	350.30	101828	02/19/2025
		021925KM7	Fuel for January-Parking R	2	02/19/2025	58.49	.00	58.49	101828	02/19/2025
		021925KM7	Fuel for January-Town Truc	3	02/19/2025	59.60	.00	59.60	101828	02/19/2025
		021925KM7	Fuel for January-Old Shuttl	4	02/19/2025	92.01	.00	92.01	101828	02/19/2025
		021925KM7	Fuel for January-PWALL	5	02/19/2025	6.22	.00	6.22	101828	02/19/2025
		021925KM7	Fuel for January-PWALL	6	02/19/2025	6.22	.00	6.22	101828	02/19/2025
		021925KM7	Fuel for January-PWALL	7	02/19/2025	6.22	.00	6.22	101828	02/19/2025
		021925KM7	Fuel for January-PWALL	8	02/19/2025	6.22	.00	6.22	101828	02/19/2025
		021925KM7	Fuel for January-PWALL	9	02/19/2025	6.22	.00	6.22	101828	02/19/2025
		021925KM7	Fuel for January-PWALL	10	02/19/2025	6.23	.00	6.23	101828	02/19/2025
Total 1000:						597.73	.00	597.73		
1030	ALLEN MUMA	20525MS19	Pension Check - A. Muma	1	02/05/2025	17,641.13	.00	17,641.13	101790	02/05/2025
Total 1030:						17,641.13	.00	17,641.13		
1031	ALL-MED EQUIPMENT &	21225MS13	Inv 811087 - Monthly Tank	1	02/12/2025	99.20	.00	99.20	101808	02/12/2025
		21225MS13	Inv 814154 - Monthly Tank	2	02/12/2025	99.20	.00	99.20	101808	02/12/2025
Total 1031:						198.40	.00	198.40		
1050	APS	20525MS17	Acct 1976520000 - Art Co-	1	02/05/2025	238.46	.00	238.46	101791	02/05/2025
		20525MS17	Acct 4246290000 - WWTP	2	02/05/2025	233.09	.00	233.09	101791	02/05/2025
		20525MS17	Acct 3216010000 - Hotel J	3	02/05/2025	43.96	.00	43.96	101791	02/05/2025
		20525MS17	Acct 6109570000 - Perkins	4	02/05/2025	398.24	.00	398.24	101791	02/05/2025
		20525MS17	Acct 6506951000 - PD	5	02/05/2025	254.49	.00	254.49	101791	02/05/2025
		20525MS17	Acct 2353720000 - Gulch F	6	02/05/2025	157.77	.00	157.77	101791	02/05/2025
		20525MS17	Acct 8061950000 - Sunshi	7	02/05/2025	42.65	.00	42.65	101791	02/05/2025
		20525MS17	Acct 0024240000 - Lower	8	02/05/2025	44.66	.00	44.66	101791	02/05/2025
		20525MS17	Acct 0421621000 - FD	9	02/05/2025	524.77	.00	524.77	101791	02/05/2025
		20525MS17	Acct 8468241000 - Middle	10	02/05/2025	43.96	.00	43.96	101791	02/05/2025
		20525MS17	Acct 5613490000 - Upper	11	02/05/2025	63.95	.00	63.95	101791	02/05/2025
		20525MS17	Acct 7575770000 - Town H	12	02/05/2025	1,037.13	.00	1,037.13	101791	02/05/2025
		20525MS17	Acct 7575770000 - Town H	13	02/05/2025	312.50-	.00	312.50-	101791	02/05/2025
		20525MS17	Acct 2383901000 - Upper	14	02/05/2025	72.41	.00	72.41	101791	02/05/2025
		20525MS17	Acct 2839800000 - Hotel J	15	02/05/2025	67.93	.00	67.93	101791	02/05/2025
20525MS18	Acct 3601574879 - Main St	1	02/05/2025	62.76	.00	62.76	101792	02/05/2025		
20525MS18	Acct 9438060000 - Hull Ro	2	02/05/2025	15.78	.00	15.78	101792	02/05/2025		
20525MS18	Acct 4533627223 - Public	3	02/05/2025	123.08	.00	123.08	101792	02/05/2025		
22625MS5	Acct 1490440000 - Street L	1	02/26/2025	1,227.12	.00	1,227.12	101842	02/26/2025		
Total 1050:						4,339.71	.00	4,339.71		
1074	ARIZONA SUPREME COU	21225MS14	Inv 2025-00000214 - Printe	1	02/12/2025	424.28	.00	424.28	101809	02/12/2025
		21225MS14	Inv 2025-00000214 - Lapto	2	02/12/2025	1,414.26	.00	1,414.26	101809	02/12/2025
Total 1074:						1,838.54	.00	1,838.54		
1088	AT&T	20525MS15	Acct 287307080989 - Parki	1	02/05/2025	246.24	.00	246.24	101793	02/05/2025
		20525MS15	Acct 287307080989 Phone	2	02/05/2025	246.25	.00	246.25	101793	02/05/2025
Total 1088:						492.49	.00	492.49		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1158	CANDACE GALLAGHER	20525MS8	Codification & Web Service	1	02/05/2025	525.00	.00	525.00	101794	02/05/2025
		20525MS8	Zoning Code Update 1-25	2	02/05/2025	100.00	.00	100.00	101794	02/05/2025
Total 1158:						625.00	.00	625.00		
1170	CASELLE	21225MS4	INV 139003 - Monthly Sup	1	02/12/2025	1,030.18	.00	1,030.18	101810	02/12/2025
		21225MS4	INV 139003 - Monthly Sup	2	02/12/2025	343.39	.00	343.39	101810	02/12/2025
		21225MS4	INV 139003 - Monthly Sup	3	02/12/2025	343.39	.00	343.39	101810	02/12/2025
		21225MS4	INV 139003 - Monthly Sup	4	02/12/2025	343.39	.00	343.39	101810	02/12/2025
		21225MS4	INV 139003 - Monthly Sup	5	02/12/2025	114.46	.00	114.46	101810	02/12/2025
		21225MS4	INV 139003 - Monthly Sup	6	02/12/2025	114.46	.00	114.46	101810	02/12/2025
Total 1170:						2,289.27	.00	2,289.27		
1174	CDW GOVERNMENT, INC	021925KM5	Inv. CB00918807 Annual M	1	02/19/2025	757.74	.00	757.74	101829	02/19/2025
Total 1174:						757.74	.00	757.74		
1178	CENTURY LINK	021925KM12	ACCT 88707005 Inv. 7244	1	02/19/2025	3.04	.00	3.04	101830	02/19/2025
		22625MS6	ACCT 333832741 Phone S	1	02/26/2025	75.78	.00	75.78	101844	02/26/2025
		22625MS6	ACCT 333832741 Phone S	2	02/26/2025	175.01	.00	175.01	101844	02/26/2025
		22625MS6	ACCT 333832741 Phone S	3	02/26/2025	175.01	.00	175.01	101844	02/26/2025
		22625MS6	ACCT 333832741 Phone S	4	02/26/2025	70.00	.00	70.00	101844	02/26/2025
		22625MS6	ACCT 333832741 Phone S	5	02/26/2025	280.02	.00	280.02	101844	02/26/2025
Total 1178:						778.86	.00	778.86		
1195	CITY OF COTTONWOOD	021925KM6	Inv. 0008282 Annual I-Spy	1	02/19/2025	1,100.00	.00	1,100.00	101831	02/19/2025
		021925KM6	Inv. 0008282 Annual I-Spy	2	02/19/2025	300.00	.00	300.00	101831	02/19/2025
		021925KM6	Inv. 0008243 PD Dispatchi	3	02/19/2025	3,835.32	.00	3,835.32	101831	02/19/2025
		021925KM6	Inv. 0008249 FD Dispatchi	4	02/19/2025	648.67	.00	648.67	101831	02/19/2025
Total 1195:						5,883.99	.00	5,883.99		
1213	CONTRACT WASTEWATE	20525MS6	Inv 1016146 - Water Syste	1	02/05/2025	1,025.00	.00	1,025.00	101795	02/05/2025
		20525MS6	Inv 1016146 - WWTP Oper	2	02/05/2025	3,325.00	.00	3,325.00	101795	02/05/2025
		20525MS6	Inv 1016146 - Sample Tran	3	02/05/2025	130.00	.00	130.00	101795	02/05/2025
		20525MS6	Inv 1016146 - Attenance G	4	02/05/2025	390.00	.00	390.00	101795	02/05/2025
Total 1213:						4,870.00	.00	4,870.00		
1217	COTTONWOOD EXPRES	21225MS20	Inv 104666 - Full Service O	1	02/12/2025	70.96	.00	70.96	101811	02/12/2025
		21225MS20	Inv 104582 - Full Service O	2	02/12/2025	70.96	.00	70.96	101811	02/12/2025
		22625MS8	Inv 104999 - Oil Change U	1	02/26/2025	64.00	.00	64.00	101845	02/26/2025
		22625MS8	Inv 104999 - Oil Change U	2	02/26/2025	6.96	.00	6.96	101845	02/26/2025
Total 1217:						212.88	.00	212.88		
1264	DIESEL DIRECT WEST	021925KM1	INV. 86377560 Fuel for Fe	1	02/19/2025	131.56	.00	131.56	101832	02/19/2025
		021925KM1	INV. 86377560 Fuel for Fe	2	02/19/2025	16.45	.00	16.45	101832	02/19/2025
		021925KM1	INV. 86377560 Fuel for Fe	3	02/19/2025	16.45	.00	16.45	101832	02/19/2025
		20525MS3	INV 18583 - Diesel Fuel Ja	1	02/05/2025	16.45	.00	16.45	101796	02/05/2025
		20525MS3	INV 18583 - Diesel Fuel Ja	2	02/05/2025	16.45	.00	16.45	101796	02/05/2025
		20525MS3	INV 18583 - Diesel Fuel Ja	3	02/05/2025	131.59	.00	131.59	101796	02/05/2025
Total 1264:						328.95	.00	328.95		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1322	FOUR-D LLC	21225MS8	Inv 00000924 - IT SERVIC	1	02/12/2025	2,936.25	.00	2,936.25	101815	02/12/2025
		21225MS8	Inv 00000924 - IT SERVIC	2	02/12/2025	217.50	.00	217.50	101815	02/12/2025
Total 1322:						3,153.75	.00	3,153.75		
1356	HALES ROOFING CO, IN	21225MS10	INV 31183 - Roof Tile Repa	1	02/12/2025	297.00	.00	297.00	101816	02/12/2025
		Total 1356:						297.00	.00	297.00
1380	HUGHES SUPPLY	21225MS16	INV S174123797 - Pex Elb	1	02/12/2025	112.48	.00	112.48	101817	02/12/2025
		21225MS16	INV S174123797 - Collars	2	02/12/2025	63.50	.00	63.50	101817	02/12/2025
		21225MS16	Sales tax	3	02/12/2025	14.70	.00	14.70	101817	02/12/2025
Total 1380:						190.68	.00	190.68		
1419	JC CULLEN INC	21225MS9	Inv 157458 - 911 Port Servi	1	02/12/2025	34.56	.00	34.56	101818	02/12/2025
		21225MS9	Inv 157458 - 911 Port Servi	2	02/12/2025	34.57	.00	34.57	101818	02/12/2025
Total 1419:						69.13	.00	69.13		
1503	LEGEND	021925KM9	Inv. 2502744 Testing Servic	1	02/19/2025	75.00	.00	75.00	101833	02/19/2025
		21225MS2	Inv 2502049 - Testing Servi	1	02/12/2025	75.00	.00	75.00	101819	02/12/2025
		21225MS2	Inv 2501766 - Comprehens	2	02/12/2025	1,144.20	.00	1,144.20	101819	02/12/2025
		22625MS4	Inv 2420435 - WWTP Sink	1	02/26/2025	15.00	.00	15.00	101846	02/26/2025
		22625MS4	Inv 2420435 - Monthly Test	2	02/26/2025	277.00	.00	277.00	101846	02/26/2025
Total 1503:						1,586.20	.00	1,586.20		
1507	LIFE & PROPERTY SAFE	021925KM11	INV. 13650 Annual Inpsecti	1	02/19/2025	330.00	.00	330.00	101834	02/19/2025
		021925KM11	INV. 13650 Recharge and	2	02/19/2025	776.81	.00	776.81	101834	02/19/2025
Total 1507:						1,106.81	.00	1,106.81		
1603	ODP BUSINESS SOLUTIO	021925KM13	Inv. 411371668001 Paper	1	02/19/2025	38.00	.00	38.00	101835	02/19/2025
		021925KM13	Inv. 411370423001 Tabs-St	2	02/19/2025	10.85	.00	10.85	101835	02/19/2025
		20525MS7	Inv 402683333001 - 11x17	1	02/05/2025	64.75	.00	64.75	101799	02/05/2025
		20525MS7	Inv 402699967001 - Winter	2	02/05/2025	17.56	.00	17.56	101799	02/05/2025
Total 1603:						131.16	.00	131.16		
1625	PERSONNEL SAFETY EN	20525MS4	INV 105419 - Medical Sup	1	02/05/2025	111.22	.00	111.22	101800	02/05/2025
		20525MS4	INV 105420 - Medical Sup	2	02/05/2025	110.29	.00	110.29	101800	02/05/2025
		20525MS4	INV 105422 - Medical Sup	3	02/05/2025	121.44	.00	121.44	101800	02/05/2025
		20525MS4	INV 105421 - Medical Sup	4	02/05/2025	32.50	.00	32.50	101800	02/05/2025
		20525MS4	INV 105421 - Medical Sup	5	02/05/2025	32.51	.00	32.51	101800	02/05/2025
		20525MS4	INV 105421 - Medical Sup	6	02/05/2025	32.51	.00	32.51	101800	02/05/2025
		20525MS4	INV 105421 - Medical Sup	7	02/05/2025	32.51	.00	32.51	101800	02/05/2025
		20525MS4	INV 105421 - Medical Sup	8	02/05/2025	32.51	.00	32.51	101800	02/05/2025
		20525MS4	INV 105421 - Medical Sup	9	02/05/2025	32.50	.00	32.50	101800	02/05/2025
Total 1625:						537.99	.00	537.99		
1643	PRESCOTT LAW GROUP,	20525MS11	INV 9261 - Prosecutor Ser	1	02/05/2025	2,000.00	.00	2,000.00	101801	02/05/2025
Total 1643:						2,000.00	.00	2,000.00		
1647	FlexPrint, LLC	21225MS5	INV INV5158262-INT Print	1	02/12/2025	357.51	.00	357.51	101814	02/12/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1647:						357.51	.00	357.51		
1667	RDO EQUIPMENT CO.	021925KM3	Inv. W1894434 Repairs on	1	02/19/2025	116.85	.00	116.85	101836	02/19/2025
		021925KM3	Inv. W1894434 Repairs on	2	02/19/2025	116.86	.00	116.86	101836	02/19/2025
		021925KM3	Inv. W1894434 Repairs on	3	02/19/2025	116.86	.00	116.86	101836	02/19/2025
		021925KM3	Inv. W1894434 Repairs on	4	02/19/2025	116.86	.00	116.86	101836	02/19/2025
		021925KM3	Inv. W1894434 Repairs on	5	02/19/2025	116.86	.00	116.86	101836	02/19/2025
		021925KM3	Inv. W1894434 Repairs on	6	02/19/2025	116.86	.00	116.86	101836	02/19/2025
		021925KM3	Inv. W1894434 Repairs on	7	02/19/2025	268.69	.00	268.69	101836	02/19/2025
		021925KM3	Inv. W1894434 Repairs on	8	02/19/2025	268.69	.00	268.69	101836	02/19/2025
		021925KM3	Inv. W1894434 Repairs on	9	02/19/2025	268.69	.00	268.69	101836	02/19/2025
		021925KM3	Inv. W1894434 Repairs on	10	02/19/2025	268.69	.00	268.69	101836	02/19/2025
		021925KM3	Inv. W1894434 Repairs on	11	02/19/2025	268.69	.00	268.69	101836	02/19/2025
		021925KM3	Inv. W1894434 Repairs on	12	02/19/2025	268.70	.00	268.70	101836	02/19/2025
Total 1667:						2,313.30	.00	2,313.30		
1728	SEDONA RECYCLES, INC	21225MS1	INV JRME 125 - Recycling	1	02/12/2025	265.00	.00	265.00	101822	02/12/2025
Total 1728:						265.00	.00	265.00		
1740	SIMS MACKIN, LTD	021925KM10	INV. 41834 Legal Services-	1	02/19/2025	270.00	.00	270.00	101837	02/19/2025
		021925KM10	INV. 41834 Legal Services-	2	02/19/2025	292.50	.00	292.50	101837	02/19/2025
Total 1740:						562.50	.00	562.50		
1812	TOWN OF JEROME - UTIL	20525MS12	6023.03 - 621 Main St	1	02/05/2025	46.41	.00	46.41	101804	02/05/2025
		20525MS12	1014.03 - 655 Holly Ave	2	02/05/2025	46.41	.00	46.41	101804	02/05/2025
		20525MS12	7002.01 Town Hall Utilities	3	02/05/2025	243.65	.00	243.65	101804	02/05/2025
		20525MS12	7060.01 Public Works Yard	4	02/05/2025	229.58	.00	229.58	101804	02/05/2025
		20525MS12	7054.01 Jerome PD Utilitie	5	02/05/2025	177.32	.00	177.32	101804	02/05/2025
		20525MS12	7015-01 Fire Station	6	02/05/2025	229.58	.00	229.58	101804	02/05/2025
Total 1812:						972.95	.00	972.95		
1813	TOWN OF JEROME PR	021925KM2	Payroll Transfer for Feb-Ma	1	02/19/2025	90,000.00	.00	90,000.00	101838	02/19/2025
		20525MS1	Payroll Transwer for Febru	1	02/05/2025	90,000.00	.00	90,000.00	101805	02/05/2025
Total 1813:						180,000.00	.00	180,000.00		
1820	TRIPLE CROWN PRODU	21225MS6	Inv 378320 - Uniform Polo	1	02/12/2025	52.95	.00	52.95	101823	02/12/2025
		21225MS6	Inv 376915 - Uniform polos	2	02/12/2025	608.16	.00	608.16	101823	02/12/2025
Total 1820:						661.11	.00	661.11		
1827	UNISOURCE ENERGY SE	021925KM8	4353340000 201 Perkinsvil	1	02/19/2025	346.39	.00	346.39	101840	02/19/2025
		021925KM8	7133613001 - 655 Holly -	2	02/19/2025	70.83	.00	70.83	101840	02/19/2025
		021925KM8	0559820000 101 N Main St	3	02/19/2025	333.46	.00	333.46	101840	02/19/2025
		021925KM8	6937260000 303 Main St -	4	02/19/2025	76.91	.00	76.91	101840	02/19/2025
		021925KM8	7505930000 600 Clark St -	5	02/19/2025	898.99	.00	898.99	101840	02/19/2025
		021925KM8	2353340000 502 N Main St	6	02/19/2025	298.93	.00	298.93	101840	02/19/2025
Total 1827:						2,025.51	.00	2,025.51		
1851	VERDE VALLEY HARDWA	21225MS18	Inv 75680 3/8" Nipple & Bal	1	02/12/2025	24.78	.00	24.78	101824	02/12/2025
		21225MS18	Inv 75697 Master Keys & T	2	02/12/2025	75.71	.00	75.71	101824	02/12/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date	
		21225MS18	Inv 75725 Batteries, Red P	3	02/12/2025	124.09	.00	124.09	101824	02/12/2025	
		21225MS18	Inv 75747 - Keys	4	02/12/2025	10.94	.00	10.94	101824	02/12/2025	
		21225MS18	Inv 75768 Fasteners & Mo	5	02/12/2025	76.19	.00	76.19	101824	02/12/2025	
		21225MS18	Inv 75769 Button Battierd -	6	02/12/2025	21.93	.00	21.93	101824	02/12/2025	
		21225MS18	Inv 75993 - Batteries	7	02/12/2025	34.13	.00	34.13	101824	02/12/2025	
		21225MS18	Inv 75999 - Push Brooms -	8	02/12/2025	83.97	.00	83.97	101824	02/12/2025	
		21225MS18	Inv 76161 Galv pipe, coupl	9	02/12/2025	120.55	.00	120.55	101824	02/12/2025	
		21225MS18	Inv 76456 Weed trimmer p	10	02/12/2025	62.55	.00	62.55	101824	02/12/2025	
		21225MS18	Inv 76181 Galv Pipe	11	02/12/2025	.00					
		Total 1851:					634.84	.00	634.84		
1854	VERDE VALLEY NEWSPA	20525MS2	Statement 179807 - Public	1	02/05/2025	119.46	.00	119.46	101806	02/05/2025	
		Total 1854:					119.46	.00	119.46		
1859	VERIZON WIRELESS	20525MS16	Acct 870476021-00001 GG	1	02/05/2025	40.78	.00	40.78	101807	02/05/2025	
		20525MS16	Acct 870476021-00001 PD	2	02/05/2025	80.02	.00	80.02	101807	02/05/2025	
		20525MS16	Acct 870476021-00001 PZ	3	02/05/2025	40.88	.00	40.88	101807	02/05/2025	
		20525MS16	Acct 870476021-00001 FD	4	02/05/2025	173.01	.00	173.01	101807	02/05/2025	
		20525MS16	Acct 870476021-00002 PD	5	02/05/2025	52.98	.00	52.98	101807	02/05/2025	
		20525MS16	Acct 870476021-00002 PZ	6	02/05/2025	52.98	.00	52.98	101807	02/05/2025	
		20525MS16	Acct 870476021-00002 Kio	7	02/05/2025	160.04	.00	160.04	101807	02/05/2025	
		20525MS16	Acct 870476021-00003 FD	8	02/05/2025	245.28	.00	245.28	101807	02/05/2025	
		20525MS16	Acct 870476021-00003 FD	9	02/05/2025	240.06	.00	240.06	101807	02/05/2025	
		20525MS16	Acct 870476021-00003 PD	10	02/05/2025	81.76	.00	81.76	101807	02/05/2025	
		Total 1859:					1,167.79	.00	1,167.79		
1878	WASTE MANAGEMENT O	21225MS3	Inv 0000181-4655-5 - Tras	1	02/12/2025	1,404.40	.00	1,404.40	101826	02/12/2025	
		Total 1878:					1,404.40	.00	1,404.40		
1914	YAVAPAI CO. EDUCATION	21225MS11	Inv 24-2643 - E-rate Intern	1	02/12/2025	42.00	.00	42.00	101827	02/12/2025	
		21225MS11	Inv 24-2642 - Municipal Int	2	02/12/2025	324.00	.00	324.00	101827	02/12/2025	
		21225MS11	Inv 24-2642 - Municipal Int	3	02/12/2025	503.00	.00	503.00	101827	02/12/2025	
		21225MS11	Inv 24-2642 - Municipal Int	4	02/12/2025	324.00	.00	324.00	101827	02/12/2025	
		21225MS11	Inv 24-2642 - Municipal Int	5	02/12/2025	503.00	.00	503.00	101827	02/12/2025	
		Total 1914:					1,696.00	.00	1,696.00		
1956	MARTIN MARIETTA	21225MS15	Inv 44951390 - Sand	1	02/12/2025	152.75	.00	152.75	101820	02/12/2025	
		21225MS15	Inv 44962691 - Sand	2	02/12/2025	139.68	.00	139.68	101820	02/12/2025	
		Total 1956:					292.43	.00	292.43		
1974	MOYER'S HEATING & CO	22625MS3	INV 0000129428 - Quarterl	1	02/26/2025	1,021.00	.00	1,021.00	101847	02/26/2025	
		Total 1974:					1,021.00	.00	1,021.00		
2006	Wired Up Systems LLC	21225MS12	Inv 116974 - Monthly Secur	1	02/12/2025	82.96	.00	82.96	101825	02/12/2025	
		Total 2006:					82.96	.00	82.96		
2016	T2 SYSTEMS, INC.	20525MS5	INV MP000003631 Gatewa	1	02/05/2025	790.63	.00	790.63	101802	02/05/2025	
		20525MS5	INV UPS00055024 - Auto	2	02/05/2025	72.50	.00	72.50	101802	02/05/2025	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 2016:						863.13	.00	863.13		
2027	3 AM INNOVATIONS INC.	20525MS13	INV32 - CAD Integration	1	02/05/2025	4,975.00	.00	4,975.00	101789	02/05/2025
		20525MS13	INV32 - Hydrants	2	02/05/2025	249.00	.00	249.00	101789	02/05/2025
		20525MS13	INV32 - Structures	3	02/05/2025	249.00	.00	249.00	101789	02/05/2025
		20525MS13	INV32 - Hands on Training	4	02/05/2025	999.00	.00	999.00	101789	02/05/2025
		20525MS13	INV32 - Florian License Su	5	02/05/2025	4,250.00	.00	4,250.00	101789	02/05/2025
		20525MS13	INV32 Tax	6	02/05/2025	680.85	.00	680.85	101789	02/05/2025
Total 2027:						11,402.85	.00	11,402.85		
2049	SEAWESTERN	21225MS17	INV SO31097/PO 127304 -	1	02/12/2025	445.46	.00	445.46	101821	02/12/2025
Total 2049:						445.46	.00	445.46		
2052	TERRI CARD	20525MS9	Reimburse for assorted Ca	1	02/05/2025	31.02	.00	31.02	101803	02/05/2025
Total 2052:						31.02	.00	31.02		
2054	TRENCH-ADE, LLC	021925KM4	Inv. TA587925 Steel Road	1	02/19/2025	950.90	.00	950.90	101839	02/19/2025
Total 2054:						950.90	.00	950.90		
2066	FLAGSTAFF BUSINESS S	21225MS19	Inv 02112501 - Polygraph	1	02/12/2025	300.00	.00	300.00	101813	02/12/2025
Total 2066:						300.00	.00	300.00		
2077	GINGER MACKENZIE	20525MS10	Account 2127-06 LMP Ref	1	02/05/2025	155.48	.00	155.48	101797	02/05/2025
Total 2077:						155.48	.00	155.48		
2078	L-TRON CORPORATION	20525MS14	Inv 686033 - LTron 4910LR	1	02/05/2025	450.00	.00	450.00	101798	02/05/2025
Total 2078:						450.00	.00	450.00		
2079	BERRY RIDDELL LLC	20525MS20	INV 9870 - Legal Services	1	02/05/2025	7,678.50	.00	7,678.50	1027	02/05/2025
Total 2079:						7,678.50	.00	7,678.50		
2080	DAIGLE LAW GROUP	21225MS7	INV inv-1230 - UNLIMITED	1	02/12/2025	1,395.00	.00	1,395.00	101812	02/12/2025
Total 2080:						1,395.00	.00	1,395.00		
2081	Arizona Elevator Solutions,	22625MS2	INV 77441 - Preventative	1	02/26/2025	637.79	.00	637.79	101843	02/26/2025
Total 2081:						637.79	.00	637.79		
2082	Victoria H. Carothers	22625MS1	Clerk/Judicial Assistant - M	1	02/26/2025	441.00	.00	441.00	101848	02/26/2025
Total 2082:						441.00	.00	441.00		
2083	10-8 Video LLC	22625MS7	PO 127307/INV 10691 - In	1	02/26/2025	2,683.00	.00	2,683.00	101841	02/26/2025
Total 2083:						2,683.00	.00	2,683.00		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Grand Totals:						<u>270,938.30</u>	<u>.00</u>	<u>270,938.30</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 March 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.
- Followed up with the legal service firm finalists and checked on references.
- Coordinated with Hale's Roofing to repair loose roofing tiles.
- Worked with WIFA staff on completing all elements and follow-up / supplementary information for our \$1.5M grant submission for Verde Central Syphon Line and Deception / Gulch Water line.
- Worked on the HR hiring paperwork for a new police deputy chief and conducted the new employee onboarding.
- Conducted the new employee onboarding for Court Clerk, Eileen Carr.
- Met with VVCDO, Mary Chicoine, and Mark Tuft to discuss a potential community land trust with 655 Holley.
- Worked on recruiting a new tenant for 500 Main Street.
- Met on site on Verde Avenue for the design kick-off meeting with ADOT / Contractors.
- Continued work on the 2024-2025 CDBG Deception waterline project in preparation of going out to bid.
- Met with Condemnation Counsel and Verde Ex legal counsel in attempts to resolve the remaining easements.
- Presented at the WIFA committee meeting in hopes of having our Verde Central and Gulch Water projects recommended for approval to the full board.
- Worked with various individuals on their special event requests.
- Attended the APS bi-annual update.
- Facilitated a massive public records request.
- Participated in a pre-immediate possession hearing conference for necessary easements.
- Received and analyzed bids for repair items at 621 Main Street.

**** CONGRATULATIONS TO ****

Terri Card (Utility Clerk) on completing 3 years of service effective March 14, 2025.

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

WATER FLOWS REPORT

Item A.

Reading Date	WALNUT GPM	VERDE GPM
6-Nov	101	214
13-Nov	101	206
20-Nov	101	225
27-Nov	89	215
4-Dec	95	214
11-Dec	108	220
18-Dec	101	222
26-Dec	101	223
2024 02-Jan	101	226
08-Jan	101	223
16-Jan	101	248
22-Jan	95	140
29-Jan	95	140
05-Feb	95	140
12-Feb	75	136
20-Feb	75	139
26-Feb	75	140
4-Mar	88	140
11-Mar	88	231
18-Mar	88	233
25-Mar	171	244
1-April	83	250
8-April	171	328
16-April	95	211
22-April	82	163
30-April	201	144
6-May	157	131
13-May	83	116
20-May	153	124
28-May	83	260
3-June	68	250
10-June	71	240
17-June	66	235
24-June	66	230
1-July	57	219
8-July	52	210
15-July	57	262
22-July	55	427
29-July	57	312
5-Aug	57	302
12-Aug	57	292
19-Aug	61	295
26-Aug	61	295
3-Sept	61	281
9-Sept	61	345
16-Sept	57	320
23-Sept	57	288
1-Oct	57	306
7-Oct	57	300
14-Oct	57	300
21-Oct	66	289
28-Oct	57	295
4-Nov	61	300
12-Nov	57	275
18-Nov	57	275
25-Nov	57	275
2-Dec	61	275
9-Dec	57	280
16-Dec	61	274
23-Dec	61	271
30-Dec	60	280
2025 6-Jan	61	273
13-Jan	57	265
21-Jan	57	180
27-Jan	57	195
3-Feb	57	200
10-Feb	57	200
18-Feb	57	230
24-Feb	57	198
3-Mar	57	203

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

	FY2025 Actual - (based on to-date DOR website)	FY2024 Actual - (based on DOR website)	Actually Received Thus Far
July	110,631	106,085	31,365
August	89,419	130,622	160,198
September	91,512	79,411	257,718
October	120,090	115,250	343,309
November	133,502	78,059	420,679
December	100,280	116,459	508,880
January	96,559	106,378	605,439
February	114,868	89,204	682,944
March		105,419	
April		150,319	
May		130,160	
June		109,691	
Total YTD	856,861	1,317,058	682,944

TOWN OF JEROME, AZ

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

	RESTAURANTS/BARS (Bus Class 11)			ACCOMMODATION (Bus Class 44/144)			RETAIL (Bus Class 17)		
	FY2025 actual	FY2024 actual	+/- Compared to Last Yr	FY2025 actual	FY2024 actual	+/-	FY2025 actual	FY2024 actual	+/-
July	38302	34,660	3,642	16719	17,969	(1,250)	39902	36,125	3,777
August	35053	37,999	(2,946)	15495	16,130	(635)	30,560	65,439	(34,879)
September	38,469	30,432	8,037	18570	14,875	3,695	25196	27,037	(1,841)
October	40220	43,194	(2,974)	17090	17,207	(117)	45030	39,382	5,648
November	45587	52,665	(7,078)	25020	24,990	30	54553	42,307	12,246
December	40137	38,505	1,632	16021	18,188	(2,167)	33812	43,845	(10,033)
January	36643	38,694	(2,051)	15354	15,472	(118)	43836	43,489	347
February		29,730			13,973			28,100	
March		41,146			16,248			36,289	
April		50,719			26,020			52,465	
May		47,169			21,601			50,136	
June		45,893			20,289			34,359	
Total YTD	274,411	490,806	(1,738)	124,269	222,962	(562)	272,889	498,973	(24,735)

Added 1% Bed Tax

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



Founded 1876
Incorporated 1899

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

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

- ⚙️ Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, Post Office, Town Hall).
- ⚙️ Assembled packets for and attended Town Council meetings. Posted audio recordings of meetings on Municode and Soundcloud.
- ⚙️ Assisted staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and helped answer the phone when needed.
- ⚙️ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙️ Maintained files from FY 2025 per the Secretary of State's Retention Schedule, including filing documents in the long-term file room for safety.
- ⚙️ Attended Zoom meetings for Financial Legislation Updates.
- ⚙️ Completed and submitted annual employee 1094/1095s per ACA requirements.
- ⚙️ Permits and Licensing activities for February:
 - Business Licenses**
 - 10 Businesses were sent renewal notices.
 - 12 Businesses sent in their renewal application.
 - 3 Business applied for a NEW business license.
 - 20 Business License renewals were issued.
 - 18 Business Licenses are pending approval, including 2 tour businesses.
 - Spreadsheet of Tour & Mobile Food Vendor License updates attached.
 - Note: 1 MFV License was suspended and is under appeal.
 - 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."
 - Note: 1 currently licensed location is pending sale (Paradise Lane).

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	E24	Frosty Cauldron	#	Food Truck	Sep	8/29/2024	2024	29-Aug	9/3/2024	X	9/24/2024	Beige	9/25/2025	Suspended pending appeal
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	2/11/2025	Beige Su	12-Feb	States the approved routes have not changed
0	0	US Ghost Adventures (not approved)	0	TOUR	TBD	na	na	na	na	X	na	na	na	Council voted to deny 1-14-25
0	N25	Capt. Ron's Magical Mystery Tour	#	TOUR	TBD	12/30/2024	2025	na	12/30/2024	X	TBD	TBD	TBD	Approved 1-14-25/Waiting on COI before Issuing License

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.

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

- ❖ Took and transcribed minutes from the Special and Regular Council meetings for February 11th.
- ❖ Took and transcribed minutes from Planning and Zoning meeting of February 18th.
- ❖ Took and transcribed minutes from Design Review Board meeting of February 25th.
- ❖ Assisted Utilities Clerk with monthly receiving and posting payments.
- ❖ Processed weekly payables as needed to assist Finance Director.
- ❖ Processed bank reconciliations in Caselle.
- ❖ Monthly reconciliation of petty cash and cash drawer.
- ❖ Attended River Overlay and Landscaping water conservation meeting with Verde Valley Communities (Camp Verde, Clarkdale, AZ First)
- ❖ Attended IV Certification training for Jerome Fire Department
- ❖ Secured new elevator Maintenance Company (AES) to replace TKE Elevator to resolve order correction from State of Arizona regarding Town Hall elevator.
- ❖ 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 attended webinar regarding new guidelines due 2027 (next webinar in April)
- ❖ 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, now waiting on pricing
- ❖ Canceled excess wireless lines designated by Police and Fire Departments for phone line consolidation.
- ❖ Assisted with public records request file conversion, review & redaction.



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TOWN OF JEROME, ARIZONA

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

Item A.

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

- Current debt (45 days past due):

11 accounts were on the shut-off list at the beginning of February. 6 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 March billing: \$1598.96

Balance owed at end of February: \$5709.38

Late fees: \$110.00

- A copy of the March 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	02/28/2025	01/31/2025	12/31/2024	11/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1000.01	108.38	87.56	20.82	.00	.00	02/03/25	250.00-		
1001.03	307.58-	307.58-	.00	.00	.00	11/06/24	1,183.24-		
1003.02	123.94	123.94	.00	.00	.00	02/18/25	123.94-		
1006.02	526.19-	526.19-	.00	.00	.00	02/10/25	750.00-		
1007.02	155.80	155.80	.00	.00	.00	02/25/25	155.80-		
1008.02	92.13	92.13	.00	.00	.00	02/19/25	92.13-		
1009.05	149.23	56.41	46.41	46.41	.00	12/02/24	92.82-		
1010.01	92.13	92.13	.00	.00	.00	02/18/25	92.13-		
1011.01	138.06	76.90	44.71	16.45	.00	08/21/24	500.00-		
1013.01	184.26	92.13	92.13	.00	.00	01/13/25	169.06-		
1014.03	46.41	46.41	.00	.00	.00	02/05/25	46.41-		
1015.01	92.13	92.13	.00	.00	.00	02/24/25	92.13-		
1016.01	46.41	46.41	.00	.00	.00	02/20/25	46.41-		
1018.03	155.80	155.80	.00	.00	.00	02/13/25	299.28-		
1021.01	44.77-	44.77-	.00	.00	.00		.00		
1022.01	92.13	92.13	.00	.00	.00	02/10/25	92.13-		
1024.01	3.67	3.67	.00	.00	.00	02/11/25	114.00-		
1025.01	99.73	92.13	7.60	.00	.00	02/19/25	84.53-		
1026.01	92.13	92.13	.00	.00	.00	02/10/25	92.13-		
1027.01	184.26	92.13	92.13	.00	.00	01/14/25	84.53-		
1028.04	92.13	92.13	.00	.00	.00	02/12/25	92.13-		
1029.01	312.47	155.80	155.80	.87	.00	01/09/25	583.05-		
1030.02	17.54	17.54	.00	.00	.00	02/12/25	17.54-		
1031.03	.02	.00	.00	.00	.02		.00	Final	06/01/12
1031.11	123.94	123.81	.13	.00	.00	02/12/25	361.94-		
1032.01	92.13	92.13	.00	.00	.00	02/13/25	92.13-		
1036.09	123.94	123.94	.00	.00	.00	02/20/25	237.94-		
1038.02	95.97	92.13	3.84	.00	.00	02/03/25	85.00-		
1040.01	17.34	17.34	.00	.00	.00	02/18/25	17.34-		
1042.01	271.60	271.60	.00	.00	.00	02/18/25	271.60-		
1044.02	164.49	164.49	.00	.00	.00	02/13/25	164.49-		
1051.02	1,067.08-	1,401.33-	59.16	54.78	220.31	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	02/24/25	92.13-		
1056.02	92.13	92.13	.00	.00	.00	02/11/25	92.13-		
1057.01	92.13	92.13	.00	.00	.00	02/13/25	92.13-		
1058.05	92.13	92.13	.00	.00	.00	02/20/25	92.13-		
1059.02	123.88	119.88	4.00	.00	.00	02/10/25	10.00-		
1060.02	92.13	92.13	.00	.00	.00	02/12/25	92.13-		
1061.01	123.94	123.94	.00	.00	.00	02/19/25	123.94-		
1062.03	46.41	46.41	.00	.00	.00	02/12/25	46.41-		
1063.02	278.79	102.13	92.13	84.53	.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	328.98	164.49	164.49	.00	.00	01/14/25	304.34-		
1065.01	78.78-	78.78-	.00	.00	.00		.00		
1066.01	15.20	15.20	.00	.00	.00	02/19/25	84.53-		
1069.02	133.88	123.94	9.94	.00	.00	02/19/25	114.00-		
1071.05	130.66	130.66	.00	.00	.00		.00		
1073.01	94.12-	94.12-	.00	.00	.00	02/26/25	114.00-		
1074.01	184.26	92.13	92.13	.00	.00	01/15/25	84.53-		
1075.01	52.69	46.41	6.28	.00	.00	01/27/25	45.00-		

Customer Number	Balance	02/28/2025	01/31/2025	12/31/2024	11/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1076.01	73.47	.00	.00	.00	73.47		.00	Final	04/26/22
1076.02	92.82-	92.82-	.00	.00	.00		.00	Final	10/31/22
1076.04	149.23	.00	.00	.00	149.23	09/28/23	149.23-	Final	12/01/23
1076.05	356.64	173.32	183.32	.00	.00	02/10/25	317.70-		
1077.01	64.03	64.03	.00	.00	.00	02/11/25	66.80-		
1078.02	133.58	66.79	66.79	.00	.00	01/13/25	128.10-		
1079.02	309.11	309.11	.00	.00	.00	02/18/25	309.11-		
1080.01	66.79	66.79	.00	.00	.00	02/24/25	66.79-		
1081.01	68.58	68.58	.00	.00	.00	02/06/25	68.56-		
1082.01	30.75	30.75	.00	.00	.00	02/18/25	100.00-		
1083.05	96.55	49.84	46.71	.00	.00	01/16/25	150.00-		
1084.01	22.49	22.49	.00	.00	.00	02/05/25	124.00-		
1085.02	42.56-	42.56-	.00	.00	.00		.00	Final	10/02/13
1085.04	99.68	49.84	49.84	.00	.00	01/28/25	152.29-		
1086.02	68.58	68.58	.00	.00	.00	02/20/25	68.58-		
1087.01	49.84	49.84	.00	.00	.00	02/18/25	49.84-		
1090.04	123.94	113.29	10.65	.00	.00	02/24/25	353.94-		
1091.02	94.76	94.76	.00	.00	.00	02/06/25	94.76-		
1093.02	68.58	68.58	.00	.00	.00	02/04/25	134.02-		
1094.01	49.84	49.84	.00	.00	.00	02/20/25	49.84-		
1096.02	71.72	68.58	3.14	.00	.00	02/19/25	65.44-		
1097.03	68.58	68.58	.00	.00	.00	02/12/25	68.58-		
1098.01	42.56	.00	.00	.00	42.56		.00	Final	06/24/13
1098.02	1.84-	1.84-	.00	.00	.00		.00	Final	12/23/21
1098.03	197.60	.00	.00	.00	197.60	02/26/24	100.00-	Final	03/31/24
1098.04	242.84	97.35	97.12	48.37	.00	02/12/25	200.00-		
1099.02	2,092.13	1,091.60	1,000.53	.00	.00	02/18/25	92.13-		
1100.02	68.58	68.58	.00	.00	.00	02/18/25	68.58-		
1104.08	19.45	.00	.00	.00	19.45		.00	Final	07/01/22
1109.01	30.53	27.12	3.41	.00	.00	12/10/24	300.00-		
1125.03	118.73-	118.73-	.00	.00	.00	02/18/25	100.00-		
1131.01	66.79	66.79	.00	.00	.00	02/19/25	2.74-		
1132.01	99.73	92.13	7.60	.00	.00	02/26/25	84.53-		
1133.01	184.26	92.13	92.13	.00	.00	02/03/25	84.53-		
1135.02	417.41	.00	.00	.00	417.41		.00	Final	01/01/14
1135.03	338.16	78.58	78.58	75.44	105.56	02/27/25	100.00-		
1139.01	184.26	92.13	92.13	.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	02/06/25	49.84-		
1151.02	99.68	49.84	49.84	.00	.00	01/06/25	94.86-		
1160.02	99.73	42.98	44.85	11.90	.00	06/13/24	591.71-		
1162.03	133.88	123.94	9.94	.00	.00	02/11/25	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	02/12/25	92.13-		
1166.02	98.65	94.76	3.89	.00	.00	02/19/25	90.87-		
1167.01	4.70	4.70	.00	.00	.00	02/19/25	86.00-		
1167.16	82.44-	82.44-	.00	.00	.00	08/19/24	82.44-	Final	07/01/22
1168.01	92.14	92.13	.01	.00	.00	02/11/25	92.12-		
1169.02	123.94	123.94	.00	.00	.00	02/24/25	123.94-		
1170.01	69.53	50.89	18.64	.00	.00	11/18/24	256.20-		
1171.05	92.13	90.62	1.51	.00	.00	02/11/25	7.60-		
1173.06	52.01-	52.01-	.00	.00	.00	02/10/25	77.74-		
1174.02	92.13	92.13	.00	.00	.00	02/19/25	92.13-		
1176.01	123.94-	123.94-	.00	.00	.00	02/10/25	371.82-		
1177.01	536.65	.00	.00	.00	536.65		.00	Final	10/31/16
1178.01	92.13	92.13	.00	.00	.00	02/13/25	92.13-		
1312.04	522.70	.00	.00	.00	522.70		.00	Final	08/21/12
1312.10	123.94	123.94	.00	.00	.00	02/26/25	237.94-		

Customer Number	Balance	02/28/2025	01/31/2025	12/31/2024	11/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
1313.04	557.60	.00	.00	.00	557.60		.00	Final	03/01/12
1313.10	3.81	.00	.00	.00	3.81	10/14/24	57.00-	Final	10/01/24
1313.11	92.13	92.13	.00	.00	.00	02/25/25	176.66-		
1314.05	68.58	68.58	.00	.00	.00	02/19/25	68.58-		
1334.01	762.67	.00	.00	.00	762.67		.00	Final	01/01/22
1341.01	261.26-	261.26-	.00	.00	.00		.00	Final	01/01/22
1342.05	52.41	52.41	.00	.00	.00	02/13/25	100.93-		
1343.04	123.94	123.94	.00	.00	.00	02/18/25	123.94-		
2000.01	162.95	162.95	.00	.00	.00	02/10/25	162.95-		
2001.01	467.24	.00	.00	.00	467.24		.00	Final	10/01/18
2001.02	155.80	155.80	.00	.00	.00	02/10/25	346.98-		
2002.03	92.82	46.41	46.41	.00	.00	02/18/25	46.41-		
2003.02	92.13	92.13	.00	.00	.00	02/12/25	92.13-		
2004.01	1.29	1.29	.00	.00	.00	02/24/25	237.94-	Final	02/01/25
2005.01	92.13	90.62	1.51	.00	.00	02/11/25	7.60-		
2006.03	123.94	123.94	.00	.00	.00	02/10/25	123.94-		
2007.02	184.24	184.24	.00	.00	.00	02/11/25	184.24-		
2008.01	123.94	123.94	.00	.00	.00	02/19/25	123.94-		
2009.01	123.94	123.94	.00	.00	.00	02/11/25	123.94-		
2010.03	123.94	123.94	.00	.00	.00	02/03/25	123.93-		
2011.05	92.13	92.13	.00	.00	.00	02/24/25	92.11-		
2013.01	123.94	123.94	.00	.00	.00	02/10/25	123.94-		
2014.01	123.94	123.94	.00	.00	.00	02/11/25	123.94-		
2015.02	22.37-	289.06-	38.72	35.86	192.11	03/21/24	1,400.00-		
2016.05	206.10	.00	.00	.00	206.10		.00	Final	02/02/20
2016.06	371.88	133.94	123.94	114.00	.00	01/02/25	114.00-		
2017.01	92.13	92.13	.00	.00	.00	02/26/25	92.13-		
2018.01	99.73	92.13	7.60	.00	.00	02/11/25	84.53-		
2019.02	155.80	155.80	.00	.00	.00	02/18/25	155.80-		
2020.01	155.80	155.80	.00	.00	.00	02/18/25	155.80-		
2021.06	471.26	.00	.00	.00	471.26		.00	Final	08/30/20
2021.07	7.88	7.88	.00	.00	.00	01/15/25	60.66-		
2022.01	155.80	155.80	.00	.00	.00	02/10/25	155.80-		
2023.03	123.94	123.94	.00	.00	.00	02/04/25	123.94-		
2024.01	123.94	123.94	.00	.00	.00	02/04/25	123.94-		
2025.02	123.94	123.94	.00	.00	.00	02/19/25	92.13-		
2026.02	247.88	123.94	123.94	.00	.00	01/28/25	352.00-		
2028.01	123.81	123.81	.00	.00	.00	02/11/25	123.93-		
2029.01	123.94	123.94	.00	.00	.00	02/10/25	123.94-		
2030.01	92.13	92.13	.00	.00	.00	02/18/25	92.13-		
2031.01	162.95	162.95	.00	.00	.00	02/26/25	162.95-		
2032.03	92.13	92.13	.00	.00	.00	02/06/25	176.66-		
2034.01	92.13	92.13	.00	.00	.00	02/10/25	92.13-		
2037.03	123.94	123.94	.00	.00	.00	02/12/25	123.94-		
2038.01	92.13	92.13	.00	.00	.00	02/24/25	92.13-		
2042.01	55.29-	55.29-	.00	.00	.00		.00	Final	04/22/21
2042.02	123.86	123.85	.01	.00	.00	02/11/25	123.93-		
2043.03	123.94	123.94	.00	.00	.00	02/18/25	123.94-		
2044.01	84.55	84.55	.00	.00	.00	02/11/25	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	149.58	74.79	74.79	.00	.00	01/07/25	134.38-		
2047.02	155.80	155.80	.00	.00	.00	02/24/25	155.80-		
2054.01	434.17	174.49	174.49	85.19	.00	02/24/25	200.00-		
2055.01	181.21	92.13	89.08	.00	.00	02/11/25	77.74-		
2059.01	247.88	123.94	123.94	.00	.00	02/04/25	228.00-		
2061.02	162.95	162.95	.00	.00	.00	02/12/25	162.95-		
2062.01	65.46	65.46	.00	.00	.00	02/13/25	68.57-		

Customer Number	Balance	02/28/2025	01/31/2025	12/31/2024	11/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
2063.01	68.58	68.58	.00	.00	.00	02/12/25	68.58-		
2065.04	99.45	49.84	49.61	.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	02/27/25	68.58-		
2069.02	52.25	38.60	13.65	.00	.00	01/13/25	94.86-		
2070.01	109.98-	109.98-	.00	.00	.00	02/24/25	65.43-		
2071.01	42.61-	42.61-	.00	.00	.00	01/22/25	189.72-		
2073.02	590.67	131.05	121.05	118.73	219.84	01/30/25	100.00-		
2077.01	49.84	49.84	.00	.00	.00	02/13/25	46.89-		
2078.01	94.76	94.76	.00	.00	.00	02/13/25	94.76-		
2079.03	157.11	59.84	49.84	47.43	.00	12/04/24	152.29-		
2080.01	92.82	46.41	46.41	.00	.00	01/15/25	46.41-		
2081.01	55.40-	55.40-	.00	.00	.00	12/19/24	300.00-		
2083.01	182.18-	215.68-	29.58	3.92	.00	10/23/24	500.00-		
2084.01	123.94	123.94	.00	.00	.00	02/05/25	123.94-		
2085.02	379.13	379.13	.00	.00	.00	02/13/25	757.47-		
2086.01	92.13	92.13	.00	.00	.00	02/18/25	92.13-		
2089.03	176.75	113.85	62.90	.00	.00	11/07/24	304.37-		
2093.02	397.02	.00	.00	.00	397.02	10/30/24	605.53-	Final	12/01/24
2093.03	482.76	265.44	217.32	.00	.00	02/06/25	306.51-		
2100.01	83.53-	83.53-	.00	.00	.00	02/11/25	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	02/24/25	123.94-		
2103.01	371.88	133.94	123.94	114.00	.00	01/21/25	114.00-		
2104.08	92.13	92.11	.02	.00	.00	02/27/25	92.13-		
2105.03	.38-	.38-	.00	.00	.00		.00	Final	02/05/21
2105.04	328.98	160.43	164.49	4.06	.00	02/03/25	152.17-		
2106.01	126.30	123.94	2.36	.00	.00	02/11/25	105.11-		
2107.01	66.06	66.06	.00	.00	.00	02/25/25	66.06-		
2109.03	92.13	92.13	.00	.00	.00	02/18/25	92.13-		
2110.01	1,263.99-	1,263.99-	.00	.00	.00	08/07/23	3,000.00-		
2113.01	123.94	123.94	.00	.00	.00	02/24/25	123.94-		
2115.01	123.94	123.94	.00	.00	.00	02/19/25	114.01-		
2119.05	123.94	123.94	.00	.00	.00	02/24/25	123.94-		
2120.01	247.88	123.94	123.94	.00	.00	01/27/25	352.00-		
2121.02	68.58	68.58	.00	.00	.00	02/18/25	53.86-		
2122.05	216.05	216.05	.00	.00	.00	02/18/25	216.05-		
2123.01	31.61-	31.61-	.00	.00	.00	02/11/25	105.11-		
2124.01	123.94	123.94	.00	.00	.00	02/19/25	123.94-		
2125.02	68.58	68.58	.00	.00	.00	02/06/25	68.58-		
2126.06	184.26	92.13	92.13	.00	.00	01/27/25	84.53-		
2128.02	848.10	133.94	133.94	124.00	456.22	01/06/25	160.00-		
2130.06	216.05	216.05	.00	.00	.00	02/04/25	216.05-		
2131.02	583.02	.00	.00	.00	583.02		.00	Final	11/01/11
2131.04	42.56-	42.56-	.00	.00	.00		.00	Final	11/01/12
2131.09	89.87	.00	.00	.00	89.87	01/02/24	283.93-	Final	03/31/24
2131.10	68.58	68.58	.00	.00	.00	02/27/25	68.58-		
2132.02	123.94	123.94	.00	.00	.00	02/18/25	123.94-		
3000.03	368.48	184.24	184.24	.00	.00	02/06/25	169.06-		
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	02/18/25	92.13-		
3004.01	290.68	.00	.00	.00	290.68		.00	Final	11/05/13
3004.07	52.41	52.41	.00	.00	.00	02/13/25	100.93-		
3005.02	123.94	123.94	.00	.00	.00	02/18/25	123.94-		
3007.01	133.58	66.79	66.79	.00	.00	01/15/25	64.05-		
3009.01	156.10	155.80	.30	.00	.00	02/18/25	155.50-		
3010.01	247.88	123.94	123.94	.00	.00	01/23/25	114.00-		

Customer Number	Balance	02/28/2025	01/31/2025	12/31/2024	11/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
3011.01	247.88	123.94	123.94	.00	.00	01/22/25	114.00-		
3012.03	.02	.02	.00	.00	.00	01/07/25	282.00-		
3013.01	123.94	123.94	.00	.00	.00	02/11/25	9.94-		
3014.01	99.73	92.13	7.60	.00	.00	02/19/25	84.53-		
3015.01	182.01	182.01	.00	.00	.00	02/27/25	182.01-		
3016.01	123.72	123.72	.00	.00	.00	02/04/25	124.00-		
3017.01	460.82	.00	.00	.00	460.82		.00	Final	03/20/13
3017.03	92.13	92.13	.00	.00	.00	02/20/25	92.13-		
3018.01	123.94	123.94	.00	.00	.00	02/18/25	123.94-		
3019.01	96.04	96.04	.00	.00	.00	02/24/25	96.04-		
3021.01	49.84	49.84	.00	.00	.00	02/18/25	49.84-		
3022.03	68.58	68.58	.00	.00	.00	02/18/25	68.58-		
3023.01	294.89	.00	.00	.00	294.89		.00	Final	05/01/11
3023.05	66.06	66.06	.00	.00	.00	02/05/25	66.06-		
3024.02	46.41	46.41	.00	.00	.00	02/19/25	46.41-		
3025.02	123.94	123.94	.00	.00	.00	02/04/25	123.94-		
3026.01	92.13	92.13	.00	.00	.00	02/19/25	92.13-		
3029.01	.02	239.08-	85.22	78.14	75.74	01/07/25	361.86-		
3030.08	92.13	92.13	.00	.00	.00	02/18/25	92.13-		
3032.12	176.81	164.49	12.32	.00	.00	02/18/25	152.17-		
3035.01	247.88	123.94	123.94	.00	.00	01/27/25	291.00-		
3038.01	133.88	123.94	9.94	.00	.00	02/11/25	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	02/13/25	219.61-		
3040.01	119.39	119.39	.00	.00	.00	02/13/25	119.39-		
4000.01	164.49	164.49	.00	.00	.00	02/12/25	164.49-		
4001.01	528.96	.00	.00	.00	528.96		.00	Final	02/22/18
5000.04	94.12-	94.12-	.00	.00	.00	10/23/24	912.00-		
5001.01	384.39	.00	.00	.00	384.39	10/15/24	210.83-	Final	11/07/24
5001.02	152.75	152.75	.00	.00	.00		.00		
5005.01	44.72	44.72	.00	.00	.00	02/10/25	44.72-		
5006.01	229.58	229.58	.00	.00	.00	02/12/25	229.58-		
5007.01	260.54	260.54	.00	.00	.00	02/24/25	301.37-		
5008.03	229.58	229.58	.00	.00	.00	02/11/25	229.58-		
5009.02	256.37	256.37	.00	.00	.00	02/19/25	256.37-		
5010.01	254.28	254.28	.00	.00	.00	02/18/25	254.28-		
5011.02	459.16	229.58	225.73	3.85	.00	12/31/24	421.66-		
5012.01	229.58	229.58	.00	.00	.00	02/13/25	229.58-		
5013.01	483.52	483.52	.00	.00	.00	02/13/25	483.52-		
5014.01	229.58	229.58	.00	.00	.00	02/13/25	229.58-		
5015.01	74.79	74.79	.00	.00	.00	02/05/25	89.79-		
5016.01	414.49	414.49	.00	.00	.00	02/13/25	414.49-		
5016.02	92.13	92.13	.00	.00	.00	02/25/25	92.13-		
5016.03	92.13	92.13	.00	.00	.00	02/18/25	92.13-		
5017.04	229.58	229.58	.00	.00	.00	02/06/25	229.58-		
5018.03	622.15	622.15	.00	.00	.00	02/20/25	754.59-		
5019.03	236.94	236.94	.00	.00	.00	02/19/25	236.94-		
5020.01	89.44	44.72	44.72	.00	.00	01/22/25	44.72-		
5021.01	133.88	123.94	9.94	.00	.00	02/19/25	114.00-		
5022.01	44.72	44.72	.00	.00	.00	02/19/25	44.72-		
5023.02	229.58	229.58	.00	.00	.00	02/11/25	229.58-		
5025.01	123.94	123.94	.00	.00	.00	02/18/25	123.94-		
5027.01	44.50	44.50	.00	.00	.00	02/18/25	44.50-		
5029.01	352.92	352.92	.00	.00	.00	02/18/25	330.84-		
5031.06	229.58	201.73	27.85	.00	.00	02/10/25	661.24-		
5039.01	229.58	229.58	.00	.00	.00	02/10/25	229.58-		
5041.03	319.02	319.02	.00	.00	.00	02/11/25	63.47-		
5043.01	2,911.73	2,911.73	.00	.00	.00	02/18/25	1,212.06-		

Customer Number	Balance	02/28/2025	01/31/2025	12/31/2024	11/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
5046.03	184.86	184.86	.00	.00	.00	02/13/25	184.86-		
5046.04	44.72	44.72	.00	.00	.00	02/18/25	44.72-		
5047.01	1,173.14	1,173.14	.00	.00	.00	02/11/25	1,173.14-		
5049.04	229.58	229.58	.00	.00	.00	02/13/25	229.58-		
5052.06	44.72	44.72	.00	.00	.00	02/26/25	44.72-		
5055.01	421.87-	421.87-	.00	.00	.00	02/18/25	2,100.00-		
5057.01	689.98	689.98	.00	.00	.00	02/18/25	656.87-		
5058.02	458.90	458.90	.00	.00	.00	02/18/25	249.20-		
5059.04	459.16	229.58	229.58	.00	.00	01/15/25	210.83-		
5061.01	203.61	184.86	18.75	.00	.00	02/11/25	166.11-		
5062.01	178.14	178.14	.00	.00	.00	02/10/25	178.14-		
5064.02	246.92	246.92	.00	.00	.00	02/18/25	246.92-		
5067.04	229.58	229.58	.00	.00	.00	02/20/25	229.58-		
5074.06	2,840.88-	2,840.88-	.00	.00	.00	02/11/25	450.00-		
5076.01	712.63	712.63	.00	.00	.00	02/19/25	712.63-		
5077.03	229.58	229.58	.00	.00	.00	02/06/25	229.58-		
5078.02	234.23	.00	.00	.00	234.23		.00	Final	07/01/15
5080.01	459.16	229.58	229.58	.00	.00	01/13/25	642.49-		
5089.01	485.20	242.60	242.60	.00	.00	01/30/25	353.95-		
5092.01	229.16	229.16	.00	.00	.00	02/24/25	230.00-		
5093.01	1,466.35	.00	.00	.00	1,466.35		.00	Final	09/15/12
5093.04	1,699.26	.00	.00	.00	1,699.26	06/24/24	500.00-	Final	10/01/24
5093.05	46.41	46.41	.00	.00	.00	02/26/25	46.41-		
5094.02	235.30	235.30	.00	.00	.00	02/18/25	235.30-		
5095.02	638.17	638.17	.00	.00	.00	02/18/25	605.13-		
5096.03	229.58	213.87	15.71	.00	.00	02/26/25	229.58-		
5097.01	229.58	229.58	.00	.00	.00	02/24/25	671.24-		
5100.04	75.10-	75.10-	.00	.00	.00		.00	Final	07/01/12
5100.06	322.29	84.35	123.94	114.00	.00	12/17/24	114.00-		
6000.02	360.28	360.28	.00	.00	.00	02/10/25	360.28-		
6001.01	276.38	276.38	.00	.00	.00	02/12/25	276.38-		
6003.01	164.49	164.49	.00	.00	.00	02/27/25	164.49-		
6004.02	92.14	92.13	.01	.00	.00	02/11/25	92.12-		
6005.03	123.94	123.94	.00	.00	.00	02/24/25	9.94-		
6006.01	184.24	184.24	.00	.00	.00	02/24/25	184.24-		
6007.02	274.30	274.30	.00	.00	.00	02/18/25	274.30-		
6008.01	572.41	572.41	.00	.00	.00	02/18/25	572.41-		
6009.03	255.62	255.62	.00	.00	.00	02/11/25	255.62-		
6010.03	46.41	46.41	.00	.00	.00	02/18/25	46.41-		
6011.02	279.73	279.73	.00	.00	.00	02/24/25	123.94-		
6012.01	92.13	92.13	.00	.00	.00	02/18/25	92.13-		
6013.02	123.94	123.94	.00	.00	.00	02/10/25	123.94-		
6014.01	347.92	165.80	165.80	16.32	.00	02/24/25	200.00-		
6015.01	87.35	87.35	.00	.00	.00	02/18/25	87.35-		
6016.08	92.13	92.13	.00	.00	.00	02/18/25	92.13-		
6017.02	184.24	184.24	.00	.00	.00	02/13/25	184.24-		
6018.01	288.97	288.97	.00	.00	.00	02/10/25	288.97-		
6019.02	271.60	271.60	.00	.00	.00	02/18/25	271.60-		
6020.05	133.88	123.94	9.94	.00	.00	02/19/25	114.00-		
6021.03	26.75	26.75	.00	.00	.00	02/10/25	46.41-	Final	02/19/25
6022.02	46.41	46.41	.00	.00	.00	02/19/25	47.31-		
6023.02	125.35	125.35	.00	.00	.00	02/06/25	1,473.47-		
6023.03	46.41	46.41	.00	.00	.00	02/05/25	46.41-		
6025.03	87.51	.00	.00	.00	87.51	01/09/24	125.02-	Final	01/01/24
6025.04	99.68	49.84	49.84	.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	4,018.68	2,147.31	1,871.37	.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	02/28/2025	01/31/2025	12/31/2024	11/30/2024	Last Pmt Date	Last Pmt Amount	Msg	Final Bill Date
6027.04	68.58	68.58	.00	.00	.00	02/26/25	134.02-		
6028.08	92.13	92.13	.00	.00	.00	02/13/25	176.66-		
6029.01	130.21-	130.21-	.00	.00	.00	02/19/25	80.00-		
6031.02	92.13	92.13	.00	.00	.00	02/18/25	92.13-		
6032.01	255.62	255.62	.00	.00	.00	02/13/25	255.62-		
6033.03	229.58	229.58	.00	.00	.00	02/18/25	229.58-		
6033.04	274.30	274.30	.00	.00	.00	02/18/25	274.30-		
6040.03	697.60	.00	.00	.00	697.60		.00	Final	10/01/11
6040.04	92.13	92.13	.00	.00	.00	02/18/25	176.66-		
6041.02	123.94	123.94	.00	.00	.00	02/19/25	123.94-		
7001.06	299.64	155.80	143.84	.00	.00	02/05/25	132.52-		
7002.01	243.65	243.65	.00	.00	.00	02/05/25	243.65-		
7004.01	92.13	92.13	.00	.00	.00	02/20/25	92.13-		
7005.04	670.09	.00	.00	.00	670.09		.00	Final	05/03/12
7005.05	37.27-	37.27-	.00	.00	.00		.00	Final	11/01/13
7005.10	44.72	44.72	.00	.00	.00	02/19/25	104.44-		
7006.01	62.51-	62.51-	.00	.00	.00	04/17/23	62.51-	Final	09/08/11
7006.11	109.44	16.86	38.72	35.86	18.00	07/09/24	500.00-		
7009.01	99.18	49.84	49.34	.00	.00	01/29/25	142.79-		
7010.01	542.62	542.62	.00	.00	.00	02/13/25	542.62-		
7015.01	229.58	229.58	.00	.00	.00	02/05/25	229.58-		
7017.02	33.28	16.14-	29.58	19.84	.00	10/07/24	105.00-		
7022.01	44.72	44.72	.00	.00	.00	02/05/25	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	02/06/25	92.13-		
7026.04	123.94	123.94	.00	.00	.00	02/04/25	361.94-		
7029.01	26.30	.00	.00	.00	26.30	02/02/23	92.82-	Final	02/17/23
7029.02	247.88	123.94	123.94	.00	.00	02/06/25	114.00-		
7040.03	440.77	.00	.00	.00	440.77		.00	Final	02/02/17
7040.05	44.72	44.72	.00	.00	.00	02/11/25	89.44-		
7044.02	144.16	54.72	44.72	44.72	.00	12/26/24	44.72-		
7046.02	491.15	174.49	164.49	152.17	.00	12/04/24	304.34-		
7047.01	44.72	44.72	.00	.00	.00	02/10/25	44.72-		
7052.02	92.13	79.82	12.31	.00	.00	02/13/25	92.13-		
7053.02	320.01	.00	.00	.00	320.01		.00	Final	12/01/18
7053.07	123.94	123.94	.00	.00	.00	02/12/25	123.94-		
7054.01	177.32	177.32	.00	.00	.00	02/05/25	177.32-		
7057.02	26.04	26.04	.00	.00	.00	02/19/25	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	9.59-	9.59-	.00	.00	.00	02/11/25	47.41-		
7060.01	229.58	229.58	.00	.00	.00	02/05/25	229.58-		
8001.01	2,339.93	2,339.93	.00	.00	.00	02/10/25	2,260.48-		
8008.01	12.10	12.10	.00	.00	.00	01/08/25	170.85-		
8010.01	52.20-	52.20-	.00	.00	.00	02/10/25	60.78-		
8012.03	60.00	37.59	22.41	.00	.00	02/10/25	60.00-		
8014.03	290.84	290.84	.00	.00	.00	02/10/25	882.52-		
8015.03	277.20	277.20	.00	.00	.00	01/09/25	554.40-		
8022.03	2,844.00	2,844.00	.00	.00	.00	02/05/25	2,844.00-		
8023.03	267.52	267.52	.00	.00	.00	01/29/25	267.52-		
8028.01	347.36	.00	.00	.00	347.36		.00	Final	03/31/12
9999.01	8,784.02-	8,784.02-	.00	.00	.00		.00	Final	01/01/22
10100.01	123.94	123.94	.00	.00	.00	02/24/25	123.94-		

Town of Jerome

Aging Report - Acct number only
Report Date: 02/28/2025

Mar 03, 2025 7:45AM

Grand Totals:

<u>69,263.85</u>	<u>34,583.08</u>	<u>9,420.88</u>	<u>1,450.84</u>	<u>23,809.05</u>
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MONTHLY REVENUE REMITTANCE

Jan 2025

Item A.
TOTAL DISBURSEMENTS **9,659.82**

SUBTOTALS: 56.00 4,244.08 5,328.83 30.91
JCEF 56.00 4,978.27 Gen Fund
FTG 0.00 323.56 Splits

FUND	CODE	GL ACCT	OTH AGY	STATE	TOWN	COUNTY	
Jud Collect Enhan Fnd (Local TPF 12-116 - \$7 Court)	ZJCL	4-13-03	56.00				
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					(52 WRITE-IN)
ADPS Forensic Fund	ZADPS	2-14-08		179.06			181.76 ZADPS & ZDNAS
Arson Detection Reward Fund - Title 22 Fees	ZADRF	2-13-05					0.00 ZADRF
Arson Detection Reward Fund	ZADRF	2-11-05					
Address Confidentiality Program Assmt 12-116.05	ZCAA1	2-15-33					0.00 ZCAA1, ZDVSF & ZTECH
Citz Clean Elect Fund (10% Base) - 16-949D, 954C (NOT Photo)	ZCEF	2-14-03		303.11			
Crim Jstc Enhnc Fnd Penalty (47% Base) - 12-116.01A, 41-2401	ZCJEF	2-14-01		1,275.44			
Child Passenger Restraint Fund 28-907C	ZCPRF	2-11-11					
Drug & Gang Enforcement Acct - 13-34xx, 13-811C	ZDECI	2-11-25					
DNA 3% of Base Fine - 12-116.01C	ZDNAS	2-14-05		2.70			
DUI Abatement Fnd - 28-1304A, 1382,3 (Extrm DUI, \$250)	ZDUJA	2-15-11					
DV Shelter Services Fund (DV Assmt) 12-116.06, 12-284.03A2	ZDVSF	2-15-34					(52 WRITE-IN)
FARE Fee Special Collections (19%) AO 2003-126	ZFAR1	2-13-23		47.90			131.42 ZFAR 1 & 3
FARE Delinquency Fee (\$35.00 Fee) AO 2003-126	ZFAR2	2-13-22		35.00			35.00 ZFAR 2 & 4
FARE Enhanced Spec Collection Fee	ZFAR3	2-13-25		83.52			
FARE Enhanced Delinquency Fee	ZFAR4	2-13-24					
FTG Penalty Assmt (7% of Base) - 12-116.01B, 41-2421J	ZFTGS	2-14-04		212.17			
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		88.00			104.00 ZJCS 52 & ZJCS 53
Jud Collect Enhan Fnd (ST TP - \$2 PubDef Trng) 12-116	ZJCS	2-13-53		16.00			
Jud Collect Enhan Fnd (CVLTP) Title 22-281C1 (18.39% of Fee)	ZJCSF	2-13-51					
Medical Srvs Enhan Fnd (13% Base) 12-116.02F, 36-2219.01	ZMSEF	2-14-02		394.05			
2011 Additional Assemt (\$8) 12-116.04C	ZOS1	2-15-31		247.15			401.62 ZOS 1-99
Prison Construction & Operations Fnd 5-395.01A4, 41-1651	ZPCOF	2-15-13		95.00			
Peace Officer Training Equip Fnd (2019-\$4) 12-116.10, 41-1731	ZPOTE	2-15-42		116.99			
Probation Surcharge (\$5) 12-114.01	ZPRSU/6/9	2-14-06		617.93			
Public Safety Equipment Fnd 5-395-397, 28-1381-88, 41-1723	ZPSEF	2-15-14		167.00			167.00 ZGFUDU & 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		102.76			273.53 ZVCAF & ZVRF
Victims Rights Enforcement Fund (\$2) 12-116.09, 41-1722	ZVREA	2-15-37		61.79			
Victim Rights Penalty (2019 - \$9) 12-116.08 (62.4%)	ZVRF	2-15-44		170.77			
Forfeited Overpayments		4-91-04					
Installment Payment Fee		4-39-08					
Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01		200.00			200.00 ZATT & ZPUBZ
Confidential Address Assmt - LOCAL DV/Sx (5%) 12-116.05	ZCAA2	4-29-22					
Court Enhancement Fee	ZCE	4-30-04		0.00			3,086.16 ZCAA2 & ZFINES
Defensive Driving School Fee 28-3396	ZDDS	4-31-01		660.00			
Default Fees - LOCAL	ZDEFF	4-32-01		264.93			264.93 ZDEFF & ZWARF
Deferred Prosecution Fees	ZDFEE	4-31-02		240.00			
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10		1,175.56			
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30		251.05			3,086.16 ALL ZFINES
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10		117.03			
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20		143.35			
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95		45.03			
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04					
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07		1,354.14			
TITLE 22 OTHER FEES (LOCAL JCEF)	ZJCLF	4-13-02					
COURT SECURITY FEE	ZMCSF	4-30-25		715.00			
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01					742.00 ZJCL & ZMISC
Miscellaneous (T22) Other Fees 22-281C3	ZMISC	4-11-02					
2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03					
Officer Safety Equip - LOCAL PD 12-116.04D	ZOS3	4-23-03		123.56			
2011 Additional Assmt - State Citing Agencies	ZOS5	2-15-32					
Non-Refundable Overpayments	ZOVF	4-91-02					
Public Defender Fees	ZPUBZ	4-39-71					(53 WRITE-IN)
License Plate Violation (Susp/Dispay) 28-4139	ZSLPX/ZHRFC	4-23-02		12.18			
Warrant Fee	ZWARF	4-32-03					
Jail (Incarceration) Fees	ZJF	4-33-21					
2011 Additional Assmt - Justice Courts Share	ZOS2	2-21-53					30.91
CITIZENS CLEAN ELCTIONS FUND 1%	ZCEF2	2-14-09		27.74			

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

TOTAL REVENUE FOR DISBURSEMENT		\$9,549.08
JCEF account	\$56.00	
FTG account	\$0.00	
State Revenue	\$4,244.08	
City/Town	\$5,328.83	
Yavapai County	\$30.91	
Other Agencies		
TOTAL DISBURSEMENTS		\$9,659.82
PASS-THROUGH MONIES:		\$0.00
Overpayment Refunds	\$0.00	
Unapplied Payments	\$0.00	
Bonds (ZBND)	\$0.00	
Restitution (ZREST)	\$0.00	
Agency Not Assigned - not yet allocated	\$0.00	

SABA TOTAL (Total Revenue) \$9,659.82

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: **January-25**

Signature

Micheala Brewer

Verified by:

[Signature]

Second Verification:

Town Staff

JEROME MUNICIPAL COURT

CITY/TOWN DISBURSEMENT

45658

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	264.93
Deferred Prosecution Fees	ZDFEE	4-31-02	240.00
Fines - CT Penalties - 13-811A & 28-1554B	ZFINE	4-21-10	1,175.56
Fines - CR (NT) Penalties - 13-811A & 28-1554B	ZFINE	4-22-30	251.05
Fines - CR T (DUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-10	117.03
Fines - CR T (NDUI) Penalties - 13-811A & 28-1554B	ZFINE	4-22-20	143.35
Fines - CR T (GBSE) Penalties - 13-811A & 28-1554B	ZFINE	4-21-95	45.03
Fines - CR Penalties - 13-811A & 28-1554B	ZFINE	4-59-04	0.00
Fines - LOCAL CIVIL TRAFFIC	ZFINE	4-49-07	1,354.14
TITLE 22 OTHER FEES (LOCAL JCEF)	ZJCLF	4-13-02	0.00
Jud Collect Enhan Fnd (LOCAL T22) (Other Fees)	ZJCLF	4-13-02	0.00
COURT SECURITY FEE	ZMCSF	4-30-25	715.00
Miscellaneous (T22) Filing/Answer Fees 22-281C3	ZMISC	4-11-01	0.00
Miscellaneous (T22) Other Fees 22-281C3	ZMISC	4-11-02	
Non-Refundable Overpayments	ZOVF	4-91-02	0.00
License Plate Violation (Susp/Dispaly) 28-4139	ZSLPX/ZHRFC	4-23-02	12.18
Warrant Fee	ZWARF	4-32-03	0.00
OTHER CLERK FEES	ZLCL	4-39-09	27.00

SUBTOTAL - City/Town, General Fund **\$5,005.27**

Attorney Reimbursement Fees (Indigent Defense)	ZATT	2-31-01	200.00	200.00
Public Defender Fees	ZPUBZ	4-39-71	0.00	

Court Enhancement Fee	ZCE	4-30-04	0.00
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Officer Safety Equip - LCOAL PD 12-116.04D	ZOS3	4-23-03	123.56
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2011 Additional Assmt - Citing Agcy Share	ZOS	2-51-03	
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SUBTOTAL - City/Town, Split Accounts **\$323.56**

City/Town TOTAL: **\$5,328.83**

2023-2024

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

2024-2025

	<u>Gross</u>	<u>ZOS3 4-23-03</u> <u>off. safety equip.</u>	<u>ZMCSF 4-30-25</u> <u>ct. security fee</u>	<u>June - May</u> <u>NET to Town</u>
July	\$ 4,964.02	\$ 125.26	\$ 671.00	\$ 4,167.76
August	\$ 4,116.59	\$ 91.39	\$ 565.00	\$ 3,460.20
Sept	\$ 4,642.07	\$ 123.13	\$ 539.00	\$ 3,979.94
October	\$ 5,170.06	\$ 156.94	\$ 820.00	\$ 4,193.12
November	\$ 2,963.61	\$ 78.03	\$ 500.00	\$ 2,385.58
December	\$ 3,352.47	\$ 58.18	\$ 420.00	\$ 2,874.29
2025				
January	\$ 5,328.83	\$ 123.56	\$ 715.00	\$ 4,490.27
February				
March				
April				
May				
June				
TOTAL	\$ 30,537.65	\$ 756.49	\$ 4,230.00	\$ 25,551.16

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

2024		2025	
		JAN	\$ 123.56
JULY	\$ 125.26	FEB	
AUG	\$ 91.39	MAR	
SEPT	\$ 123.13	APR	
OCT	\$ 156.94	MAY	
NOV	\$ 78.03	JUNE	
DEC	\$ 58.18	YTD (fiscal)	\$ 756.49



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



March 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 February 2025.

During the month of February, the police department responded to 258 calls for service. Of significance was a stolen auto case. This involved a GPS ping of a vehicle stolen out of Mesa showing on Clark St. in Jerome. Officers were able to communicate through dispatch and located the vehicle headed out of Jerome. Two occupants were apprehended and linked to a burglary of the car lot and two stolen vehicles. Outstanding job by Jerome officers on the apprehension and follow-up investigation. New employee Michael Odle cleared background and has been hired as the new Deputy Chief. He is a retired Captain from LAPD and brings a plethora of experience with him. Michael is still in the process of obtaining his Arizona Peace Officer Certification. I look forward to introducing him to Council.

Jerome Police Officers and Parking Officers conducted several enforcement actions over the month of February. There were 230 parking citations written and 8 parking violation warning. There were 62 citations and 19 warnings for various moving traffic violations.

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

February 2025: \$32,199.30

February 2024: \$28,952.50

Current Fiscal year total (July 1, 2024-June 30, 2025): \$\$238,973.30

Respectfully,

Russell J. San Felice
Chief of Police

JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331

(928) 634-8992

Date : 03/03/2025

Page :

Agency :

JPD

Item A.

Calls For Service Totals By Call Type

02/01/2025 to 02/28/2025

Call Type	Totals
10-34 Motorist Assist	2
247 Civil Problem	1
390 Man Down	1
410 Criminal Damage	2
459A Burglar Alarm	1
500 Welfare Check	3
509 Stolen Vehicle	1
585 Traffic Hazard	1
647A Suspicious Person	2
667 Missing Person Adult	1
903 Follow-Up	133
908F Found Property	2
917 Abandoned Vehicle	1
961 Accident - No injuries	1
AA Agency Assist	1
ACP Assist Cottonwood PD	1
ACPD Assist Clarkdale PD	2
AF Assist Fire Department	4
AYCSO Assist YCSO	8
BD Barking Dog Complaint	1
BI Background Investigation	2
CA Citizen Assist	2
CAMP Illegal Camping Complaint	1
CSEC Court Security	2
DIS Disorderly Conduct	1
FP Foot Patrol	1
HR Hit & Run Accident	1
HSE Hampshire Speed Enforcement	2
INFO Information	4
OA Officer Assist	3
OT Oversize Truck	6
PE Parking Enforcement	17
PKM Parking Kiosk Maintenance	1
SC Security Check	25
SLC Street Light Check	2
T/S Traffic Stop	1
TF Trip & Fall / Slip & Fall	1
TO Traffic Offense	4

JEROME POLICE DEPARTMENT

305 MAIN STREET

JEROME, AZ 86331

(928) 634-8992

Date : 03/03/2025

Page :

Agency :

JPD

Item A.

Calls For Service Totals By Call Type

02/01/2025 to 02/28/2025

Call Type		Totals
TRN	Training	8
VM	Vehicle Maintenance	3
VTC	Violation of Town Code	1
WA	Warrant Arrest	1
Grand Total for all calls		258



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: February Year: 2025

Calls by Type	Number	Resident	Non-Resident
EMS Calls	12	6	6
Residential Fire	1	0	1
Commercial Fire	0	0	0
Wildland	4	2	2
Still Assignment	3	3	0
Station Staffing	3	3	0
Citizen Assist	0	0	0
Agency Assist	4	3	1
Special Duty	3	3	0
Snake Removal	0	0	0
Tech Rope Rescue	0	0	0
MVA/Rescue	5	0	5
HazMat	3	3	0
Dispatch Error	0	0	0
Totals:	38	23	15
Total Calls Chief on Scene	33		
Total JFD Meetings Chief Attended	7		

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: 399:57
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Meetings	Date
Station 12 Meeting – Blair/Whiting	2/5/25
Verde Valley Chief's Meeting – Blair/Whiting	2/2/25
NAEMS Meeting – Hernandez	2/7/25
Yavapai County Firewise-Whiting	2/6/25
VVFM Meeting – Blair/Whiting	2/27/25

Education, Spring Semester:

- After several years of conversation with medical direction. Carl Whiting, Zach McGregor, Kerry Lee and Michele Sharif completed an IV Course on the 10th of February. This is a specialized training course that allows our EMTs to provide IV's (under direction from medical control) as we often have a long response time for ALS to arrive on emergency scenes. Jerome Fire has also received the approval from our medical direction to start this program.
- John Krmopotich is entering his mid-term exams at Yavapai college for Firefighter 1&2. He will finish his Hazardous materials class in the next few weeks. John is one of our most dedicated responders, we are fortunate to have him on our team. We are excited that he has decided to further his education and fully support him.
- Carl Whiting, Rick Hernandez and John Krmopotich have enrolled at the Arizona Wildland Academy on the 17th to the 19th of March. This academy allows our responders specialized classes in the Wildland fire response.

Weekly Training:

- Thursday February 6th – Blair/Rick Hernandez business meeting, electronic patient care reporting program
- Thursday February 13th – Kerry Lee - Ropes / Knots
- Thursday February 20th – Jason Supple – Drone Operations Overview
- Saturday February 22nd – Kerry Lee – High Angle Offset tracking lines.
- Thursday February 27th - Carl Whiting – Review of the IC System and ICS 100,200,700

Department Affairs and Ongoing Projects

- Our February call volume is down by 3 over last February's 41 calls, totaling 38 calls this month. Our Fire Department personnel perform their tasks in a professional manner with no injuries occurring.
- On February 5th and 6th, we hosted our annual Fire extinguisher service. We received a great turnout, with many residents and businesses refreshing their Extinguishers.
- February is also the beginning of our budget process.
- Jerome Fire Department and Niles Radio are working to fix the town sirens. In the past it was set to sound during significant emergencies. Last year it stopped working. The system requires a new radio receiver. Niles radio is currently building a new system, and it should be installed and operational mid-March.
- 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.
- We have been able to close out our Tittle III grant and have received our reimbursement. We are also continuing to work on the Communications grant. This has been a challenge for us as we had to take over the management of the grant after Chief Muma's retirement. We have been able to catch up and get a good handle on it. We have submitted for and been approved for a reimbursement.
- On February 1st, 2nd and the 15th the Fire department hosted the girl scout's cookie sale. The girls sold out every day! We would like to thank our residents and visitors for the support for the local girl scouts.

Prevention

- We had a total of 121 loads with a total of 175 combined hours from our citizens and fuels crew.
- 27 Firewise activities
- 1 Firewise home assessment
- 1 burn permit was issued
- 13 Business license inspections.

February Fire Department Activities and Run Report:

Incident	Date	Time	Day	Select Type	Description	#
25-15	2/1/25	16:36	Sat	EMS Non-Resident	78 YOF- Fall W/ Injury	6
25-16	2/2/25	11:55	Sun	EMS Non-Resident	Assist 90 YOF	7
J-23	2/2/25	12:39	Sun	Agency Assist Non-Resident	Assist JPD W/ traffic Accident	2
25-17	2/3/25	10:58	Mon	EMS Resident	80 YOM - Chest Pain	5
J-24	2/3/25	15:30	Mon	Still Assignment Resident	Report of smoke	1
25-18	2/3/25	15:54	Mon	EMS Non-Resident	50 YOF - Chest Pain	6
J-25	2/5/25	9:00	Wed	Wildland Resident	Unpermitted brush pile burn	4
J-26	2/5/25	9:00	Wed	Special Duty Resident	Assist with Extinguisher Refresher	3
J-27	2/5/25	9:30	Wed	Agency Assist Resident	Assist JPD W/ Traffic Control	3
J-28	2/6/25	8:30	Thu	Still Assignment Resident	Report of Smell of gas	3
J-29	2/6/25	9:00	Thu	Special Duty Resident	Assist with Extinguisher Refresher	3
J-30	2/6/25	17:00	Thu	MVA/Rescue Non-Resident	Assisted JPD W/ Oversized truck	3
J-31	2/7/25	9:30	Fri	Station Staffing Resident	Station Staffing	6
J-32	2/7/25	13:30	Fri	Still Assignment Resident	Check for CO	4
25-19	2/7/25	15:18	Fri	Residential Fire Non-Resident	Canceled Enroute	12
25-20	2/7/25	15:59	Fri	EMS Non-Resident	29 YOF - Feeling Ill	7
25-21	2/9/25	12:37	Sun	EMS Resident	88 YOF - Abdominal Pain	4
J-33	2/12/25	16:00	Wed	Hazmat Resident	Clean Up Oil Spill	2
J-34	2/13/25	22:00	Thu	Station Staffing Resident	Station Staffing	1
J-35	2/14/25	8:00	Fri	Wildland Resident	Burnt Burn Pile	4
J-36	2/14/25	18:33	Fri	MVA/Rescue Non-Resident	Non-Injury accident	1
J-37	2/14/25	22:00	Fri	Station Staffing Resident	Station Staffing	1
J-38	2/15/25	15:14	Sat	MVA/Rescue Non-Resident	Stuck Box Truck	4
J-39	2/16/25	17:30	Sun	EMS Resident	76 YOM - Welfare check	1
25-22	2/16/25	19:24	Sun	EMS Non-Resident	Canceled Enroute	7
25-23	2/17/25	14:26	Mon	MVA/Rescue Non-Resident	18 YOM - Motorcycle down	8
J-40	2/18/25	11:00	Tue	Hazmat Resident	Clean Up Biohazard	3
J-41	2/20/25	11:40	Thu	EMS Non-Resident	50 YOF- Cut Hand - Basic First aid	3
25-24	2/20/25	16:11	Thu	EMS Resident	70 YOF - ETOH	7
J-42	2/21/25	8:00	Fri	Agency Assist Resident	Assist W/ Oversized	1
25-25	2/21/25	8:36	Fri	EMS Resident	False Activation	8
J-43	2/21/25	10:00	Fri	Hazmat Resident	Cleaned Oil Spill	3
J-44	2/21/25	11:00	Fri	Special Duty Resident	Skunk Removal	2
25-26	2/22/25	18:06	Sat	Wildland Non-Resident	False Alarm	8

25-27	2/24/25	5:54	Mon	MVA/Rescue Non-Resident	32 YOM - Bicycle Vs wall	11
J-45	2/24/25	22:00	Mon	Agency Assist Resident	JPW - Checked on water Leak.	1
25-28	2/27/25	5:07	Thu	EMS Resident	73 YOM - Possible Stroke	6
25-29	2/28/25	11:40	Fri	Wildland Non-Resident	Canceled Enroute	6

February 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.
2/3/2025	867 Hampshire				0	10	2	8	16
2/4/2025	Hampshire		1	2	2	8			0
2/5/2025	111 Deception Ln.				0	2	1	2	2
2/5/2025	88 Hampshire				0	2	1	2	2
2/5/2025	Douglas Rd.		1	2	2	1			0
2/5/2025	Diaz		1	6	6	8			0
2/6/2025	842 Gulch				0	1	1	2	2
2/6/2025	Diaz		1	3	3	5			0
2/6/2025	Fourth		3	4	12	0			0
2/7/2025	295 Dundee				0	1	2	2	4
2/7/2025	248 Dundee				0	2	2	4	8
2/7/2025	222 4th St.				0	1	2	4	8
2/7/2025	Fourth		1	8	8	10			0
2/11/2025	114 Jerome Ave.				0	15	4	6	24
2/11/2025	Diaz		1	8	8	20			0
2/19/2025	2nd and Center		1	8	8	2			0
2/20/2025	Fourth St		1	8	8	2			0
2/21/2025	Town Yard		1	8	8	7			0
2/22/2025	Town Yard		1	8	8	8			0
2/24/2025	701 East Ave.				0	2	2	2	4
2/26/2025	222 First Ave.				0	1	1	1	1
2/26/2025	640 Center				0	6	2	8	16
2/27/2025	659 Giroux				0	1	1	2	2
2/27/2025	100 Douglas				0	2	2	2	4
2/28/2025	633 Clark				0	1	2	2	4
2/28/2025	100 Douglas				0	1	1	1	1
2/28/2025	105 3rd St				0	2	2	2	4
		0	13	65	73	121	28	50	102
	Jerome Citizen Hours-	Adult Prob.	Firewise	FW Hrs.	Firewise Total Hrs.	# Loads	JC# Crew	JC# Hrs.	JC Total Hrs.

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



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Celebrating Our 124th Anniversary
1899 - 2024

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

- A lot of time spent for the drain on Main St.
- Brakes on the F350 and the shuttle van.
- Brake light repair on the F150.
- Load up and haul forms back to Harry Stewart.
- Oil changes on all the town vehicles we maintain.
- Repair the sewer snake.
- Sewer repairs through town.
- Repair the trash can cage behind town Hall.
- Weld a new wheel on one of the trash bins for the recycle trailer.
- Hike around with someone for a quote on new meters.
- Test sprinklers in the park and rake up all of the leaves.

File Attachments for Item:

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



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Town of Jerome, Zoning Administrators Report

Town Council: Tuesday, March 11, 2025

Prepared by: William Blodgett, Zoning Administrator

Planning & Zoning Commission- The regular meeting of the Planning & Zoning Commission met in February to approve minutes and do housekeeping for the board. No items for review were on this agenda.

Design Review Board- The Regular meeting of the town of Jerome's Design Review Board reviewed and approved two new signs, one for Cabal Cellars' 2nd location, and the other for a new business, "The Ravens Nest Apothecary".

Code Enforcement-

February saw a handful of Code Enforcement issues with a significant amount of time spent dealing with a mobile food vendor. Field citation books have been acquired and on-spot citation for Code enforcement violations is starting.

Administrative Approvals-

No administrative approvals in the prior 30 days to report.

Other Business-

Beyond what was listed above, I am obtaining the final permissions for Artwork used in my draft Design Review Guide, which is agendaized for recommendation to Council on March's Design Review Board Meeting. Planning & Zoning will be reviewing a Re-zone on School Street for Scott McCoy. This is a recommendation put forth by myself in order to fix a use-by-right issue with the Zoning on School Street. The solution is to dual-zone the residential property, which is currently zoned Commercial requiring a CUP to use, rather than residential use-by-right.

Discussions are underway to craft a Historic Preservation Ordinance for the Town to bolster areas where the Federal Laws we have relied on, after they potentially are rescinded. Additionally, I have spent some time to try to improve the situation for mobile food vendors in the future by identifying possible preferred locations for their operations. This analysis is separate from this report.



TOWN OF JEROME

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MINUTES

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

TUESDAY, FEBRUARY 18, 2025, AT 6:00 PM

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

6:14PM (0:22) 1. CALL TO ORDER

Present were Chair Lance Schall, and commissioners Rebecca "Becca" Miller, Jera Peterson & Jeanie Ready.
 Staff present included Zoning Administrator Will Blodgett and Accounting Clerk/Administrative Specialist Michele Sharif.

6:14PM (0:39) 2. APPROVAL OF MINUTES

A. Minutes from the regular meeting of 1/21/25
 Chair Schall introduced the minutes and asked if anyone had any questions or corrections to request.
 There were none.
 Mr. Schall made a motion to approve the minutes.
 Ms. Ready seconded the motion.
 Mr. Schall called the question, and the meeting minutes were approved.

Motion to approve meeting minutes for January 21, 2025.

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

6:15PM (1:37) 3. OLD BUSINESS

There was no old business to address.

6:15PM (1:44) 4. NEW BUSINESS

A. The board will discuss and vote to appoint a new vice-chair.
 Mr. Schall introduced the item. He said regarding the item that he would like the commission to consider tabling this item to the next meeting in March. He said it could be argued that March is the more appropriate time to do it and hoped that there would be a full board present, additionally it would be an appropriate time to vote and appoint a new Chair and Vice Chair at the same time.
 Mr. Schall made the motion to table the item to next month.
 Ms. Miller seconded the motion.
 Mr. Schall called the question, and the item was tabled until the March meeting.

Motion to table until March meeting.

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

6:16PM (2:42) 5. NEXT MEETING ITEMS

Mr. Schall introduced the item.
 Mr. Blodgett gave a quick update that he had a lot combination to consider at the next meeting, and hoped he would have some other projects ready for presentation, however at this time he was unsure if that would be the case. He shared a brief update regarding the

Item A.

unfolding Federal landscape and said he would keep the Planning and Zoning Commission as well as the Design Review Board updated should any of the changes at the Federal level begin to impact the Town at the local level.

6:17PM (3:24) 6. ADJOURNMENT

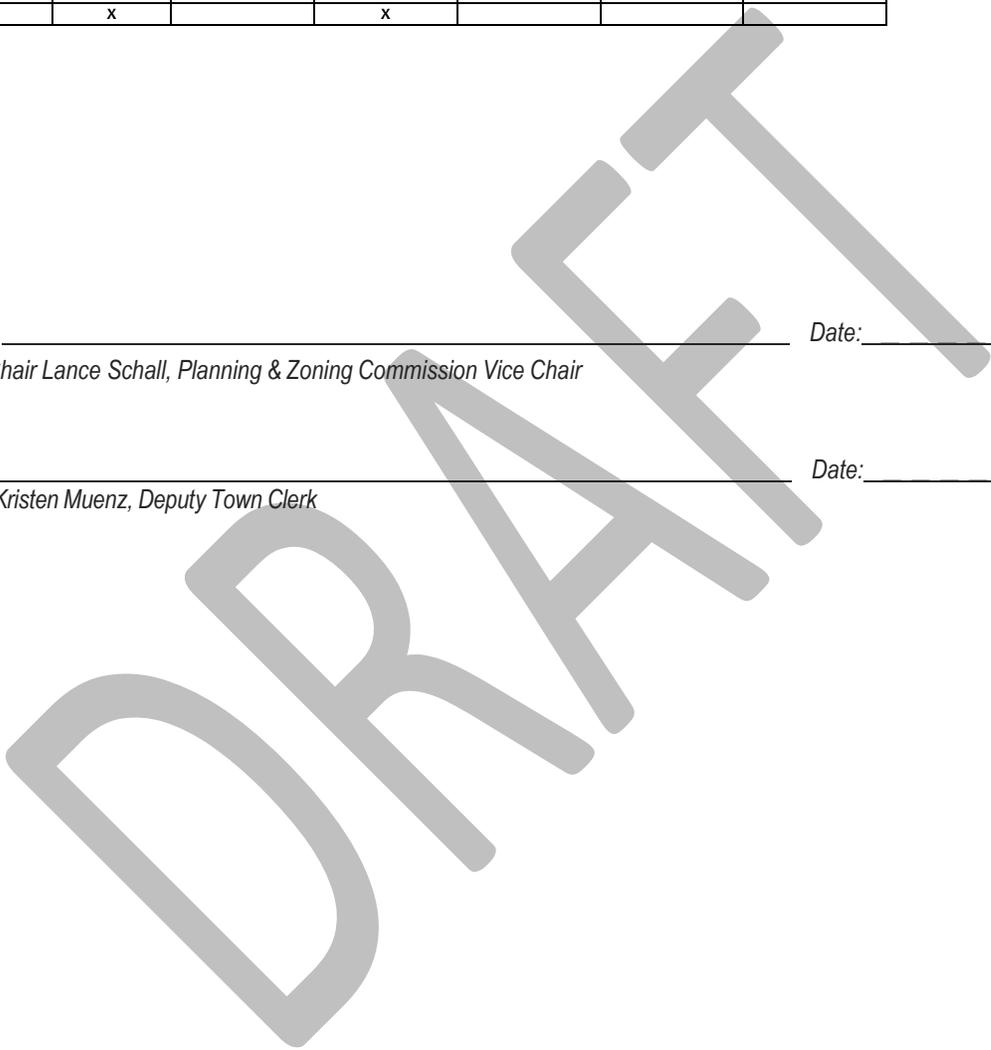
Mr. Schall introduced item 6. He made the motion to adjourn the meeting.
 Ms. Ready seconded the motion.
 Mr. Schall called the question and meeting adjourned at 6:17p.m.

Motion to adjourn at 6:17p.m.

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

Approved: _____ Date: _____
 Chair Lance Schall, Planning & Zoning Commission Vice Chair

Attest: _____ Date: _____
 Kristen Muenz, Deputy Town Clerk





TOWN OF JEROME

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MINUTES

REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF JEROME

600 CLARK STREET

600 CLARK STREET, JEROME, ARIZONA

TUESDAY, FEBRUARY 25, 2025, AT 6:00 PM

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

6:01PM (0:24) 1. CALL TO ORDER/ROLL CALL

Present were Chair Tyler Christensen and board members Mark Krmpotich, Devon Kunde and Scott Staab. Staff present included Zoning Administrator Will Blodgett and Accounting Clerk/Administrative Specialist Michele Sharif. During roll call Mr. Blodgett shared that Vice Chair Carol Wittner had resigned from the board. Mr. Christensen said he'd like to make a comment and thanked Ms. Wittner for her service.

6:02PM (1:07) 2. PETITIONS FROM THE PUBLIC

There were none.

6:02PM (1:15) 3. APPROVAL OF MINUTES

A. The Board will vote on approval of the minutes of the regular meeting of 01-28-2025.

Chair Christensen introduced the minutes and asked if anyone had any comments questions or changes to request. There were none. Mr. Christensen made the motion to approve the meeting minutes from the January 28th regular meeting.

Mr. Staab seconded the motion.

Mr. Christensen called the question, and the minutes were approved.

Motion to approve minutes from regular meeting of January 28, 2025.

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

6:02PM 4. NEW BUSINESS

6:02PM (1:51) A. New sign for 412 Main street, Cabal Cellars

Mr. Christensen introduced item 4A for consideration and deferred to Mr. Blodgett for further information.

Mr. Blodgett shared that this sign was supposed to be included in last month's meeting, and that he did give administrative approval to hang a temporary sign. He shared that he felt confident in allowing it because the mounting being used is already in place. He then shared the details of the sign from his written recommendation to the board.

Ms. Kunde asked if this was a second location where the Bordello restaurant used to be. She thought it was going to be a sign that would point you to the location of where they are.

Mr. Blodgett answered that it is a second location.

It was also confirmed that there is no internal connection between the two locations.

Mr. Christensen asked if there was anything to stop someone from opening the same store in every possible storefront, they could get their hands on.

Ms. Sharif shared that in regard to this particular business the owner is limited due to their liquor license type and the number of secondary locations they can have based on that type.

Mr. Christensen then asked aside from liquor licenses is there anything else stopping any other type of business opening the same shop. For example someone buys a block of buildings and opens the same type of store in every shop.

Mr. Blodgett answered, based on that hypothetical situation he would have to do a little more research regarding how to consider the overall square footage and surface area of the signage, as well as consider other factors including business licensing and TPT information. He said in this instance this is a separate business and therefore did not feel that he should combine the signage surface area for both locations.

There was additional brief discussion on the topic.

Mr. Krmpotich shared he walked by and saw the signage and has no issues. He then made the motion to approve the sign as presented.

Mr. Staab seconded the motion.

Mr. Christensen called the question, and the sign for Cabal Cellars was approved.

Motion to approve sign as presented.

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

6:08PM (7:18) B. New sign for "The Ravens Nest" Apothecary at 327/329 Main Street

Mr. Christensen introduced item B for consideration.

There was brief discussion regarding the two addresses.

Mr. Blodgett shared information from his written report to the board. He shared that the designer of the sign is present for any other questions.

Mr. John Alvey from Alvey's Signs was invited to sit at the table with Mr. Blodgett.

Mr. Alvey introduced himself on behalf of the applicant Mike Caruso at the Raven's Nest. He introduced the material that would be used for the sign, called Dibond. He explained what each part of the sign would be comprised of and how they would all be connected to each other as well as the building to withstand any potential high winds.

Using the mechanical drawing he pointed out the support cables that will provide additional sign stability.

Mr. Christensen asked a question regarding the UV resistance.

Mr. Alvey explained his process for UV protection of the sign, using a water based UV laminate that he paints on. He provided examples of other signs he's used the process on, which were the sign on Holy Family Church, and Whitten Printers.

There was brief discussion of working going on inside of the building as well as excitement for the new business to open.

Mr. Krmpotich made the motion to approve the sign.

Ms. Kunde seconded the motion.

Mr. Christensen called the question and the sign for The Raven's Nest was approved as presented.

Motion to approve sign as presented.

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

6:17PM (16:24) 5. MEETING UPDATES

Mr. Blodgett shared that next month's meeting should see more items on the agenda for review, as well as the vote for Chair and Vice Chair. He said he hopes by that meeting time to have a new volunteer for the vacant board seat.

Mr. Christensen said he was unable to recall when he was voted in as chair and believed they would need to vote for both seats at the next meeting.

Ms. Sharif confirmed the bylaws of voting and the ability to serve only 2 consecutive terms as either Chair or Vice-Chair.

Mr. Blodgett gave a brief update regarding the current federal protections and their potential impact at the local level, including the current work being done on some local ordinance and zoning language to further protect the Town.

Ms. Kunde asked if that was something the public would vote on.

Mr. Blodgett answered that it was likely something that would go before Council for a vote.

There was some continued question and answer regarding establishing local protections.

Ms. Kunde further inquired if these changes at the federal level might impact residents in Town who may receive certain tax breaks or incentives on their historic homes.

Mr. Blodgett shared he was unsure at this time adding that it would take a lot to dismantle something like that. He expressed that individuals at the state and county level are also currently unsure.

Mr. Christensen said he believed an item from his own project would be on the agenda, but thought that they would have a quorum for the meeting.

Mr. Blodgett confirmed that even if the vacancy was not filled by next month's meeting, there would still be a quorum of board members.

6:21PM (20:38) 6. ADJOURNMENT –

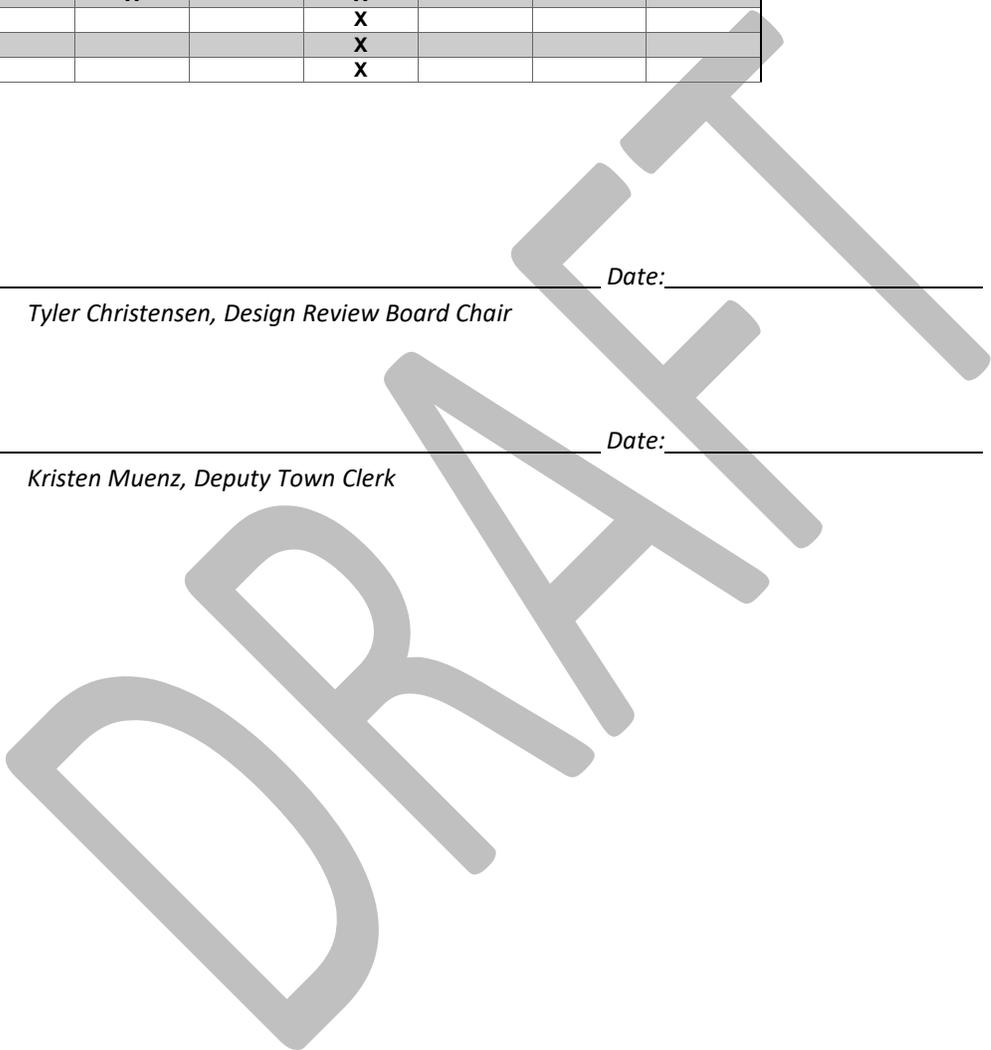
Mr. Christensen introduced item #6 and called the question to adjourn the meeting at 6:22, the time was actually 6:21p.m. With 4 ayes the meeting adjourned at 6:21p.m.

Motion to adjourn at 6:21p.m.

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

Approved: _____ Date: _____
 Tyler Christensen, Design Review Board Chair

Attest: _____ Date: _____
 Kristen Muenz, Deputy Town Clerk



File Attachments for Item:

A. Consider Approval of the February 11, 2025, Regular and Special Council Meeting Minutes

Council will consider and may approve the February 11th Regular and Special Council Meeting minutes.



TOWN OF JEROME

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MINUTES

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

TUESDAY, FEBRUARY 11, 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 (0:24) 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 Administrative Specialist/Accounting Clerk Michele Sharif.

Before moving on to item #2 in the agenda Mayor Barber proposed addressing item 9B first.

7:15PM (15:48) 2. PROCLAMATIONS

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

Mayor Barber will read or summarize the proclamation.

Ms. Barber introduced the item and read some of the key points of the proclamation.

7:17PM (17:44) 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.

Ms. Barber introduced the financial reports asking if anyone on Council had any questions. There were none.

Ms. Barber moved to approve the financial reports.

Dr. Dillenberg seconded the motion.

Ms. Barber called the question, and the financial reports for January 2025 were approved.

Motion to approve financial reports for January 2025.

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

7:18PM (18:15) 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.

Ms. Barber introduced item 4 and deferring to Mr. Klein for further presentation.

Mr. Klein shared that during the day there was an onsite kickoff for Verde Ave. He said Ardurra, who handles a lot of

ADOT projects, said they found it to be one of the most unique roadways they have ever worked on. He said they will be doing everything they can to preserve and reuse the cobblestone in some capacity in the project. He continued that also during the day representatives from Verde Exploration had expressed an interest in discussing our statutorily required offer letter issued in terms of acquiring easements. He said it would be best to have Council representatives, such as Vice Mayor or the Mayor, at the meeting along with condemnation legal counsel and that there is a hope to avoid court. He said he was a little skeptical, but they said they are in our ballpark of the offer, but he is unsure of what that means until the meeting.

Ms. Barber congratulated Kathleen Jarvis, Librarian, for 22 years of service effective February 1st, Will Blodgett, Planning and Zoning for 3 years effective February 7th, and to Rick Hernandez, Fire Department, for 5 years of service effective Feb 24th. She asked if anyone else on Council had a report.

Ms. Moore shared that a bunch of people attended the Growing Water Smart Workshop and that it was informative and interesting.

Mr. Sharif shared that he and the Mayor attended the APS meeting about power, and he found it interesting to learn how it's created and how much is purchased. He said when he asked about solar and the possibility of them assisting towns to bring solar in, he was skeptical about their answer that commercial solar is better than residential solar, but it would be something to discuss. He thought it would be beneficial to share with residents, other information regarding cost savings or billing reduction.

Ms. Barber followed up regarding the APS meeting that she was surprised to hear the number of data centers coming into the state and when she asked about how much water they use at the data centers for cooling, or if there was another way besides wasting that much water in Arizona, the answer was air cooled. She said they mentioned the fact that they're pushing data centers and not letting them start up because the grid is unable to support them yet. She invited the public to do their own research about the cooling of data centers. Following up on the Growing Water Smart Workshop, she said data centers seem pretty anti-water smart. She asked if anyone else had an update, there was none and she made the motion to approve the staff and council reports.

Dr. Dillenberg seconded the motion.

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

Motion to approve staff and council reports.

CONCILI MEMBER	YEAS	AYE	NAY	ABSENT	ABSTAIN
BARBER	X	X			
DILLENBERG		X			
MOORE		X			
SHARIF		X			
SHEFFIELD		X			

7:23PM (23:27) 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

Ms. Barber introduced the item.

Mr. Blodgett shared his report was short this month, but the month was busy. He gave an update on an accessory building on Dundee as well as a number of signs and Design Review projects to catch up on. He anticipates an increase due to spring and summer projects. He shared that he also attended the workshop and found it very informative as well, and that it also led to some additional collaborative meetings with communities in the valley. He said there are some projects wrapping up and will have them in a presentable format shortly.

Ms. Moore asked a question regarding the minutes where he mentioned there was only 1 agricultural use in the agricultural zone. She asked if he was referring to people growing things, adding there is more than one use in the agricultural zone.

Mr. Blodgett clarified that he was referring to it being the only one being used as an income source in a commercial capacity.

Ms. Barber asked if there were any other questions for Mr. Blodgett; there were none.

7:26PM (26:13) 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.

Ms. Barber introduced the minutes and asked if there would be a reason to split them up or could they be voted on together.

Councilmembers expressed they could be done together.

Ms. Barber asked if there were any questions or typos for correction.

Ms. Moore said there was one typo on page 106, under item F there was a d added to the end of Coleman. She makes a motion to approve the minutes.

Dr. Dillenberg seconded Ms. Moore's motion.

Ms. Barber called the question, and the meeting minutes from the January 14th, 2025, Regular and Special Council meetings are approved.

Motion to approve meeting minutes for January 14, 2025 Regular and Special Council meetings, with typo correction.

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

7:03PM (2:37) 7. PETITIONS FROM THE PUBLIC

Ms. Barber introduced the item.

Mr. Klein originally indicated that there were no petitions from the public, however there was one from Jeff Koppelmaa representing the Jerome Humane Society.

Ms. Barber invited Mr. Koppelmaa to the podium and informed him of the 3 minute time limit.

Mr. Koppelmaa said he was present, along with Sally Dryer, on behalf of the Jerome Humane Society regarding the current zoning ordinance for Town regarding animal related issues. They believe the current ordinance is outdated and ineffective. He proposed to Council that they would like to look at the zoning code and work with legal counsel to generate a draft resolution for Council's consideration. He said they would do all the research and will bring to Council a set of ideas to be considered.

Dr. Dillenberg thanked the Humane Society team for all that they do for the Town and believes it would be great if they could help find a way to be more effective.

Ms. Barber wished Ms. Dryer a happy birthday and encouraged Mr. Koppelmaa to proceed and bring whatever they prepare to Mr. Klein so that it can be formally presented to Council.

After the presentation the meeting moved to item #8 before returning to item #2 on the agenda.

7:05PM (5:49) 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.

Ms. Barber introduced item 8 and asked Mr. Klein if APS had come to turn down the streetlights that are currently set at 80 watts.

Mr. Klein answered they had not and had sent an email earlier in the day. He said they are aware how important this is to residents and Council.

Dr. Dillenberg asked if APS had given a date that it would be completed.

Mr. Klein answered no, no date has been given.

Ms. Barber clarified that there had been some mixed messages regarding shades. She elaborated, originally, we were told they could not put new shields up, that if there was one it would stay, but if there was not one present, they could not give us another one. She asked Mr. Klein if this was still their stance.

Mr. Klein confirmed in a prior meeting they seemed willing to entertain the possibility of letting us fabricate one that they would need to approve and would then install.

Ms. Barber said we are hoping in the next month they'll come and turn down the 80 watt bulbs to 50 watts.

Mr. Klein confirmed yes, that is the first and foremost priority and then on to the shielded lights.

Ms. Barber further clarified that they were assured that the bulbs were 50 watts and met Dark Sky, but there was some confusion within the chain of APS contacts, and it was discovered through Mr. Sharif taking photos of the new light bulbs that there were switches on the bulbs and they were not 50 watts. She said the way she looks at this is we are hoping APS will come out and turn down the lights as soon as possible and if they are still offensive then we will move on to the shading.

Mr. Klein confirmed that she was correct.

Ms. Moore asked if it looked like the shades would fit with the new fixtures.

Mr. Sharif answered while photographing the bulbs, he noticed the new bulbs from GE are about 4" in diameter,

compared to some of the older original bulbs that are a 6", so there is no issue with new lights not working within the parameters of the shields. He noted also that the new bulbs there are switches, one for wattage and one for color temperature, and believes that based on the Dark Sky ordinance once they change those switches, he believes they would be more in line and mimic the older bulbs already around town. He said if the residents are not happy with the changes once complete, then we will have to figure out the means to fabricate shades. He then shared that during his investigative work he also noted two different style shades and believed that they may have been due to the older, larger fixtures being replaced by a slightly smaller one, however they should still be able to facilitate a shade.

Ms. Barber asked if there was anyone in the audience who wanted to speak on the topic.

Mr. Joe Lazaro approached the podium and thanked Council for considering the petition he put together with his neighbors. He said as far as the fabrication, it's sheet metal and felt like a fabricator might be able to create one for \$10-20 each if ordered in bulk, and they could use an existing one for a model. He said he would not be averse to putting money towards this out of his own pocket because he would benefit from it.

Mr. Chad Hembrough approached the podium and said he wanted to bring awareness to 3 other locations to be considered for shields. Those locations are, here in the Town Hall parking lot, the streetside of what he thought to be 472 Clark street, below the clubhouse, and the last one at the beginning of School Street and 89A. He said he felt like all 3 areas could benefit from lower light bulbs and shielding.

Mr. Mansel Matthews said his understanding was at the last meeting where an APS representative was present, they were super hesitant to work on the fixture. He said he thought it was because it was an enameled steel umbrella and maybe they didn't have the high speed tool to do it correctly. He continued that the cost is nothing to make out of sheet metal and he'd volunteer to help work on the new shades, however they have the old design, and it works but he feels like they're just too scared to touch it.

Ms. Barber shared that during the meeting it was mentioned that when it rains some of the bulbs get wet and they burn out.

Mr. Klein recalled it being said.

Mr. Sharif also confirmed his recollection of the statement and said he responded to APS with a possible solution to use rubber gromets. He continued that with each argument APS had he tried to respond with an appropriate solution.

Ms. Barber said for the public record, when you leave the meeting tonight look at the light at the top of the Town Hall parking lot. She said that is what they are offering to change all of the lights out to, which we do not want. She shared they worked with the Town to come up with a solution for light bulbs, and then didn't realize the new bulbs were replaced by another new bulb that they were not aware had switches. She said the hope is that when APS comes to change the bulbs and turn down the new ones it will look a lot like our old bulbs and will satisfy everyone. If that does not work then we will work towards shielding. She asked if anyone else had commentary on the lighting.

Ms. Sally Dryer approached the podium to share that she had a brain bur that comes in her window from Gulch Rd. and wasn't sure if that was an issue as well.

After this discussion the meeting returned to item #2 and continues in the order of appearance on the agenda.

9. NEW BUSINESS

Discussion/Possible Action

9:27PM (27:32) 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.

Ms. Barber introduced item 9A to reappoint Mr. Lance Schall to Planning and Zoning and release Gary Shapiro from Board of Adjustment. She said unless someone has something else to add that she would suggest they reappoint Mr. Schall. She asked if Mr. Blodgett had any applicants to fill the new vacancy on Board of Adjustment.

Mr. Blodgett shared that he did not but was actively working on it.

Ms. Barber shared anyone that would like to be a Board of Adjustment member to go ahead and apply. She said it would also be shared to the website.

Mr. Klein confirmed it is currently posted and has been for the last 3 months.

Ms. Barber asked if they both expire on February 28th.

Mr. Klein confirmed that was correct.

Ms. Barber moved to reappoint Lance Schall to the Planning and Zoning Commission and give Gary Shapiro the time that he deserves.

Ms. Sheffield seconded the motion.

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

Motion to reseat Lance Schall to Planning and Zoning Commission and release Gary Shapiro from Board of Adjustment as requested.

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

7:01PM (0:43) 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.

Mayor Barber introduced the item.

Chief Blair and Battalion Chief Whiting approached the front of Council chambers. Mr. Blair gave a brief speech and presented Mr. Whiting with a pin for Assistant Fire Chief.

Mr. Sharif motioned to approve the appointment of Carl Whiting to Assistant Fire Chief.

Dr. Dillenberg seconded the motion.

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

Motion to approve appointing Carl Whiting to Assistant Fire Chief.

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

After the vote the meeting moved to Item #7.

7:29PM (29:00) 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.

Mayor Barber introduced the lease for consideration. She asked if there were questions or comments. There were none. She noted that the lease does mention Mr. MacGregor keeping the yard alive. She asked if Mr. Klein was aware there were sprinklers in the yard.

Mr. Klein shared there is water that the former owner had run through it. He said Mr. MacGregor has access to the water and had agreed to the property maintenance in exchange for use of the garage and driveway.

Ms. Barber remarked about the flowers and fruit tree that grow on that property.

Dr. Dillenberg moved to approve the lease.

Mr. Sharif seconded the motion.

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

Motion to approve lease for 621 Main Street upper unit.

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

7:30PM (30:31) 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.

Ms. Barber introduced item 9D. She said there had been talk last meeting regarding raises, but according to the staff summary report the Town Manager feels the budget can handle this.

Mr. Klein shared that due to the generosity from Council the last couple of years there was not much need to change the fringe benefit package. Also due to staff turnover and retirements the wages line will actually decrease; this is approximately 20-25% of what the last 2 years have been overall with the benefit and compensation package. He pointed out that the \$27,000 figure is for every employee both full and part time and includes the benefit enhancements for the

entire year.

Ms. Barber said the proposal of a tiered system to help families has been something they've been striving to do. She asked how the council feels about this impact to the budget.

Ms. Barber made the motion to put this in the budget.

Ms. Sheffield seconded the motion.

Ms. Barber confirmed this was not the final approval of the budget and asked if there was any further commentary.

Ms. Sheffield said the town staff and the amount they accomplish and are on top of is amazing. She said she did not work with the previous town manager, but she feels like if it wasn't for the staff that we have we wouldn't be making the progress we do even though sometimes it feels like we are trudging through mud.

Council members expressed their agreement.

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

Motion to approve adding to the budget.

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

7:34PM (34:20) 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.

Ms. Barber introduced the item.

Mr. Klein asked the Council to consider a motion to table this item until the March meeting. He said due to some upcoming meetings and he felt that he'd have more information and a full report at the March meeting.

Ms. Barber made the motion to table the item until the March meeting.

Dr. Dillenberg seconded the motion.

Motion to table to next meeting.

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

7:35PM (35:28) 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.

Ms. Barber introduced the item, adding that she didn't feel that they asked enough questions.

Dr. Dillenberg commented they were both great candidates and it would be difficult to determine which one was better.

Ms. Moore said she was torn.

Ms. Sheffield asked how long the agreement with them is once sent.

Mr. Klein said they could make the terms as they'd like them, but he would recommend at least a year. He said he vetted them thoroughly and there's not an attorney in the State that he has talked with that doesn't speak highly of both firms.

Dr. Dillenberg asked who Mr. Klein recommended.

Mr. Klein shared they both do a great job, both have ties to the Verde Valley, both have some historic preservation and infrastructure experience, so it really comes down to comfort level. He said with Council's direction he can reach out and look into their pricing, but both also explained how their rate structure would work and might fit into the budget.

Ms. Barber revisited each of the firm's proposals from the prior meeting. She noted that one was slightly more expensive, but the decision was still hard.

Ms. Sheffield said it might be useful to consider the major obstacles we might need them for in the immediate future and use those as the criteria for selection.

Mr. Sharif said he was leaning toward Pierce Coleman based on their work with Bisbee. He felt that efforts used in

Bisbee, as our sister city, could also be used in Jerome.

Ms. Moore said she thinks there were some zoning updates, legalities and enforcement issues that had been on the backburner, she noted that one said they'd like to be present at the meetings. She also noticed that both were around \$5,000 per month and asked if we are usually around that amount.

Mr. Klein shared that both firms looked at the budget. He said when you look at prosecution and everything else, we are usually around that amount. He said they don't want a retainer, most don't, and we don't want that either right now. He said one said they are willing to work with the structure of what our current attorney charges and the other one didn't mention it but seems like they might as well.

Ms. Moore said she likes the idea of an attorney being present with them at meetings and being ready to go. She also liked the fact that Gust Rosenfeld had the experience of dealing with the island that had similar tourism issues, but it was a tough decision.

Ms. Barber said she wanted to point out something that was a little confusing. Gust Rosenfeld said they are prosecuting attorneys and the most recent municipalities they've represented were Bisbee, Cottonwood, Sedona, but then you look at Pierce Coleman it says the firm has represented most of the municipalities in Arizona and also lists Bisbee and Camp Verde. She said they've both worked with Bisbee apparently, but this is a really hard decision.

Resident, Mark Krmpotich suggested from the audience that they call one of the cities and see how the firms have performed.

Ms. Barber asked if they could have Mr. Klein do more research and table the decision until next month.

Mr. Klein said they could, but time is of the essence and would suggest if they are going to do more vetting that Council assigns a committee of 2 that you trust to bring back a decision at the next meeting.

Ms. Barber asked if Council wanted to make a decision right now.

Dr. Dillenberg said he liked Pierce Coleman but wouldn't be disappointed with either one.

Ms. Barber said she also liked Pierce Coleman.

Mr. Sharif remarked that Pierce Coleman did their research but felt like Gust Rosenfeld was quieter and more reserved. He said he also felt that Mr. Gaylor was assuming his question instead of answering it. He said when he looked at their proposals, he was reading it as if Gust Rosenfeld had previously represented Bisbee but wasn't currently.

Ms. Barber said it seems like 3 for Pierce Coleman.

Mr. Klein said there have been a few things that have transpired at the local level and thought that one of those firms might not be with their municipality much longer. He said he would like to get some input on that and present it to a couple of members.

Ms. Moore asked if he would also reach out to Bisbee regarding who their legal counsel currently is.

Ms. Barber remarked that she didn't feel that an attorney needed to be present at every meeting. She said she felt that we should bring in Pierce Coleman, but the decision was hard.

Ms. Moore said she would like to wait until there were some other questions answered.

There was brief conversation to select a Council committee of two people. The final decision was for Mayor Barber and Mr. Sharif to be the Council committee.

Mr. Klein said they would be vetted through Camp Verde, Cottonwood and Bisbee and information would be presented at the next meeting.

There was additional brief discussion before moving onto the next item.

7:48PM (47:41) 10. TO AND FROM THE COUNCIL

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

Ms. Barber introduced the item, and starting with Ms. Sheffield asked if she had anything to present.

Ms. Sheffield remarked that the Growing Water Smart workshop was fun. She said it was the longest she'd sat and interacted with town staff; being aware of what they do, it was great to spend that kind of time with them.

Ms. Barber added that it was a good team building experience. She then asked if Dr. Dillenberg had anything to add.

Dr. Dillenberg said it was great to see everyone in the audience.

Ms. Barber said she had nothing to add herself and moved on to Ms. Moore.

Ms. Moore said potholes, potholes and potholes. She said she's been getting emails and photos of potholes, especially the ones on Holly Street.

Mr. Klein shared that Marty had been going to do patchwork. He said that along with East Ave are the most recent additions to the Capital Improvement Plan.

Ms. Moore asked if anyone on the staff had received those emails as well.

Mr. Blodgett shared that he's had a lot of interaction regarding them but not via email.

Mr. Sharif commented that maybe they could use the mixture in the two swimming pools at the 300 level parking lot.

Mr. Blodgett shared that it is clean out from the concrete trucks.

Mr. Sharif said it was awesome to see so many people in the audience tonight and encouraged them to keep coming in.

He then asked about the cart that keeps showing up in front of and encroaching on the dumpsters. He said he was aware of some things being worked on with this particular vendor, but he hoped that it could be figured out to not put our tourists

in danger.

Mr. Blodgett shared that he is hoping by the next council meeting to identify a couple of areas for proposed parking for these specific uses. He said that he's also been working on some outstanding code enforcement issues as well but hopes to have it all resolved by the next council meeting.

Ms. Barber said she thinks that the vendor he's speaking of is in the food vendors. She said to be careful due to the law that was passed approximately 5-6 years ago regarding food trucks. She thought that if they paid to park in a spot that Town might be stuck in letting them park there but reiterated to do whatever can be done to resolve it within the allowance of state law.

7:52PM (52:15) 11. ADJOURNMENT –

Dr. Dillenberg asked if he could move to adjourn.

Ms. Barber answered he may if everyone is done presenting. She asked if there was any additional dialogue; there was none.

Dr. Dillenberg moved to adjourn the meeting.

Ms. Barber seconded the motion. She called the question, and the meeting was adjourned at 7:52p.m.

Motion to adjourn at 7:52p.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



TOWN OF JEROME

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MINUTES

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

TUESDAY, FEBRUARY 11, 2025, AT 6:15 PM

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

6:17PM (0:26) 1. CALL TO ORDER/ROLL CALL

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

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

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

6:17PM (0:37) 2. NEW BUSINESS

Discussion/Possible Action

A. Introduction, Presentation and Interview of Finalist Respondents to the Town's RFP for Legal Services

- At 6:15 the Town Council will hear from representatives from Pierce Coleman for 20-minutes, followed by representatives from Gust Rosenfeld for 20-minutes. No further action will be taken at this meeting.

Mayor Barber introduced the item, inviting representatives from Pierce Coleman to the podium for their presentation.

(1:24 – 12:20) Trish Stuhan and Michelle Stinson, Pierce Coleman Attorneys, presented to the Council. They provided a PowerPoint presentation to accompany their verbal presentation.

(12:26) Ms. Moore asked questions regarding opinions on historic preservation, if they had litigated on behalf of towns regarding zoning ordinances, and their opinion regarding Airbnb's in certain communities and their willingness to work with the Town in that regard.

(18:10) Mr. Sharif asked if they had worked with other municipalities on a tax to offset the stress on town infrastructure. He asked how many cities and towns under a population of 10k they work with.

Mr. Klein escorted the Pierce Coleman attorneys from the room, inviting attorneys from Gust Rosenfeld into Council Chambers for their presentation.

(23:01 – 27:20) John Gaylord, Attorney for Gust Rosenfeld, presented to Council. They did not provide any additional visual presentation with their verbal presentation.

(27:42) Mr. Sharif asked the same question regarding a tourism or infrastructure tax as well as how many cities or towns they represent are under a population of 10K.

(30:03) Ms. Moore asked the same questions regarding historic preservation, litigation on behalf of a Town regarding zoning or ordinance as well as their willingness to work with the town regarding Airbnb's. She asked if they had any experience with water law and negotiations with mining companies.

After questions from Council Mr. Gaylord asked for 2 minutes to allow his colleague to introduce himself.

(34:55) Michael Goodman introduced himself to the Council and gave a quick background of his expertise regarding environmental related law and his family history in Arizona.

Mr. Klein then asked the gentlemen to provide a quick summary of how they would work as a team.

Mr. Gaylord answered that they would prefer to attend meetings when necessary so they can proactively head off problems. He said he would be the primary and that Mr. Goodman would likely be the backup. He added that if they need a different attorney for a specialty then they could consult with someone within their firm.

6:56PM (39:24)3. ADJOURNMENT

Mayor Barber motioned to adjourn the meeting.

Ms. Sheffield seconded.

Ms. Barber called the question, and the meeting adjourned at 6:56p.m.

Motion to adjourn 6:56 p.m.

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

APPROVE:

ATTEST:

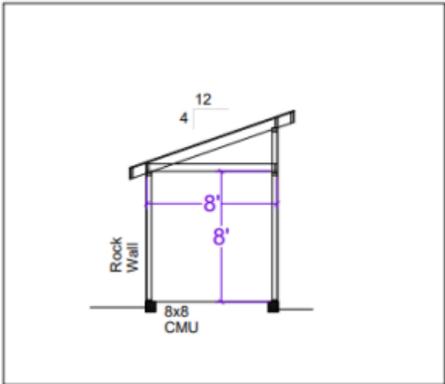
Alex Barber, Mayor

Brett Klein, Town Manager

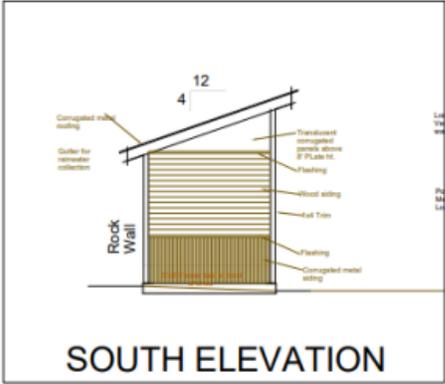
File Attachments for Item:

B. Consider Taking the Item from the Table and Discussion and Update / Possible Direction Regarding the Proposed Community Garden and the Community Garden Shed Along with Discussion on Fruit Trees for the Community Garden

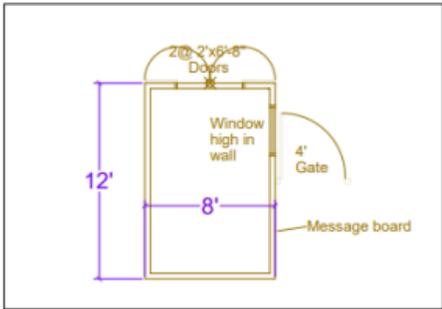
Council will be provided an update regarding the proposed community garden and shed, and may provide staff direction, along with discussing fruit tree additions to the community garden.



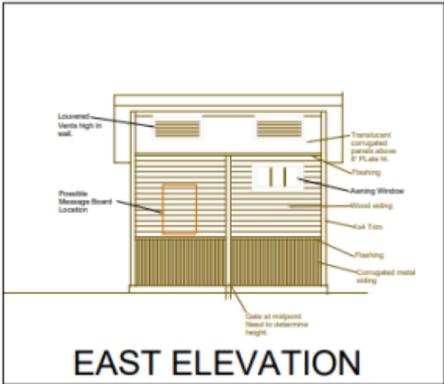
SHED SECTION



SOUTH ELEVATION



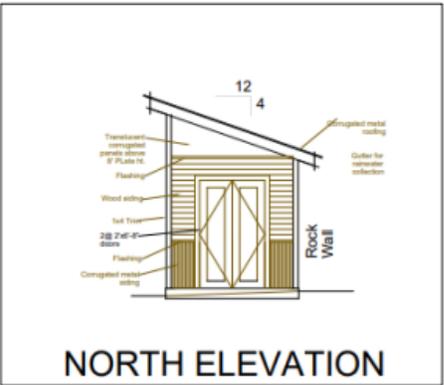
SHED PLAN



EAST ELEVATION

Jerome Community Garden
Proposed Garden Shed
Option 2

Date: 2020-08-20
Drawn by: WIM
Scale: 1/8" = 1'-0"



NORTH ELEVATION

File Attachments for Item:

A. Consideration of a Request from the Jerome Humane Society for a Council Approved Exception to the Special Event Permit Application in Accordance with Section 10-3-7(D) of the Jerome Town Code to Hold a Fundraiser (St. PETrick's Day) with Proceeds Going to the Jerome Humane Society

Council will consider the request from the Jerome Humane Society and may approve an exception for a special event permit.



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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Item A.

ORDINANCE NO. 489

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 10-3, "SPECIAL EVENTS", BY REPLACING IT IN ITS ENTIRETY

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

Section 1. Article 10-3, is hereby amended to read as follows:

ARTICLE 10-3 **Special Events**

- 10-3-1 Purpose and Intent
- 10-3-2 Permit Required
- 10-3-3 Special Event Permit Application
- 10-3-4 Restrictions and Limitations
- 10-3-5 Signage
- 10-3-6 Fee and Insurance Requirements
- 10-3-7 Exceptions
- 10-3-8 Appeals
- 10-3-9 Violations and Penalty

Section 10-3-1 Purpose and Intent

A. The Purpose of this Article is to provide specific requirements, provisions, limitations, restrictions, and conditions for approval for special events occurring in the Town of Jerome to ensure the general health, safety, and welfare of the community and compatibility of the event with the location and facility.

[Ord. No. 475, 11/9/21]

Section 10-3-2 Permit Required

A. Unless otherwise exempted by Section 10-3-4, a Special Event Permit is required for an event with any of the following components:

1. Occurs on a Town right-of-way or on property owned or leased by the Town;
2. Uses outdoor, amplified sound;
3. Uses tents or canopies;

4. Is advertised for attendance by the general public;
5. Has an admission or registration fee;
6. Offers food, drink, goods, or merchandise for sale or by donation.

[Ord. No. 475, 11/9/21]

Section 10-3-3 Special Event Permit Application

A. Special Event Permit applications shall be submitted to the Town, on forms provided by the Town, for review and approval. Special event permit applications must be submitted at least sixty (60) days prior to the event.

1. All special event applications must be reviewed and approved by the Town Manager, in consultation as needed with the Fire Inspector, Police Chief, Zoning Administrator, Building Inspector, and/or Public Works Director. All special event permit applications that involve serving of any type of alcoholic beverage, cover multiple days, utilize multiple Town-owned venues or amplification of sound and music, are required to be reviewed and approved by the Town Council.
2. Separate permits or approvals may be required by County or State agencies, such as the Yavapai County Environmental Health Department, Arizona Department of Transportation, and Arizona Department of Liquor Licenses and Control. Documentation of such approval, if applicable, must be provided to the Town Clerk at least thirty (30) days prior to the beginning of the event.

B. The Special Event Permit application must include:

1. **Site Plan:** Applicants must submit an event site plan with a Special Event Permit Application that includes the complete area and route. Applications will not be accepted without the event site plan. Electrical panels and fire hydrants must remain accessible from the street at all times. Any changes to the event site plan after initial submittal must immediately be communicated to the Town Hall staff and a new illustrated event site plan must be provided and go through the approval process. Use the following guidelines to submit your event site plan.
 - a. Submit the event site plan on 8 ½" x 11" or 8 ½" x 14" formats.
 - b. Indicate the location of equipment, specific activity areas, locations of fencing or blockage of any area.
 - c. Indicate the location of equipment and parking and include the placement of any vehicles and/or trailers.
 - d. Indicate the location of set up/tear down equipment as well as parking for those setting up the event.
 - e. If the event includes a moving route of any kind, indicate the direction of travel and any street or lane closures.
 - f. Indicate the location of fencing, including type and height, barriers and/or barricades. Indicate any removable fencing for emergency access.

- g. If the event involves the closure of any street, indicate the provision of minimum fifteen feet (15') emergency access lanes throughout the event venue.
- h. Indicate the location of first aid facilities and ambulance staging area, if necessary as ordered by the Fire Chief or his / her designee.
- i. Indicate the location of all stages, amplified stage equipment, generators and/or sources for electricity, platforms, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, carnival/amusement rides, merchandise vendors, control access/admission areas, and other temporary structures or activities.
- j. Indicate the direction that speakers will be pointing.
- k. For events that are fenced and/or locations within tents and tent structures, clearly indicate paths of ingress and egress.
- l. Flags may fly on applicant owned flagpole structure if approved on site plan. Flags on applicant owned flagpole structures must not be flown higher than ten feet (10') off the ground.

Town staff have the right to adjust event site plans in order to protect public the well-being of the public, prevent damage to public resources, and not impede the use of public property adjacent to the event location.

2. **Accessibility and Traffic Control Plans:** If applicable as requested by Town staff or as required by Town Code, the event applicant must submit with the Special Event Permit Application, a Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, barricades and street closures.
 - a. The Traffic Control Plan must be developed by a licensed and bonded barricade company. Once approved the Traffic Control Plan must be executed by a certified technician from the barricade company.
 - b. Include/indicate the proposed parade/race route, if applicable.
 - c. Traffic Control Plans must be dated and approved for the current year.
 - d. Traffic Control Plans must comply with the current Manual of Uniform Traffic Control Devices.
 - e. The event applicant is responsible for providing all required barricades and traffic control signs.
 - f. Traffic Control Plans must be finalized and approved by the Town of Manager 30 days prior to event.
 - g. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities including without limitation compliance with the American's with Disabilities Act ("ADA").
 - h. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible area. It cannot, however, be offered only to patrons with disabilities.

- i. Disability access shall include parking, restrooms, clear paths of travel, transportation, signage, accessible vendors and booths.

3. **Community Outreach:** It is recommended that event organizers conduct community outreach in neighborhood(s) surrounding the event location prior to the event and will be required in many instances.

4. **Restrooms Plan:**

- a. Portable restrooms are required for any event estimating an attendance of 100 or more people. If no permanent restrooms are on-site and the event expects less than 100 attendees, portable restroom requirements may still be required on a case-by-case basis.
- b. For multiple day events, restrooms must be cleaned at the end of each day or prior to the next event date in order to maintain health and sanitation standards.
- c. The Americans with Disability Act requires that 5% of all portable toilet units ordered be wheelchair accessible or a minimum of one per order, whichever is greater.
- d. The town will charge the event applicant for associated costs when the Town of Jerome provided restrooms are not cleaned and restocked following use.
- e. If a Town site includes permanent restrooms, it is the responsibility of the event applicant to clean and restock the restrooms during the event. Additional portable restrooms may be required.
- f. Portable restrooms may not be placed on sidewalks or grass areas. The proposed location must be clearly indicated on the site plan.

5. **Trash and Waste Removal Plan:**

- a. Additional trash and recycling services are required for any event estimating attendance of 100 or more people.
- b. Event applicant is responsible for removal of all trash generated by the event. If Town staff finds the receptacles full or overflowing, and/or additional waste found within the park(s) or other public venues, after the take-down time stated on the permit, event applicant may be billed an additional service charge to be determined according to time spent cleaning the waste.
- c. Please contact the Town of Jerome for assistance in determining trash needs when preparing the special event application.

6. **Transaction Privilege Tax License Requirements:** The event applicant must submit a list of all participating vendors to the Town of Jerome Manager prior to the event. List must include vendors' business name(s) (dba), owner(s) name(s), physical

location of business, contact telephone number(s), and vendor's Transaction Sales Tax License number with Jerome listed as a Region Code. Services to register, file and pay are available online at AZTaxes.gov.

7. Alcohol License Required:

- a. If required for the event, Special Event Liquor License applications are available online at:
https://azliquor.gov/forms/lic_specialeventapp_access.pdf
- b. After completing the application, the event applicant must deliver or send the application to the Police Department and Town Clerk for review no later than sixty (60) days prior to the event.

8. Licenses and Permits: Copies of any required State or local licenses, or application submitted for State or local licenses for any business attending, including Town of Jerome Business licenses when required shall be delivered to the Town Manager no later than seven (7) days prior to the start of the special event. See Article 8-3 of the Jerome Town Code.

9. Parades, Walks and Race Routes:

- a. Detailed illustration of event routes must be included in the event site plan. Proposed street closures must include a traffic control plan from a licensed barricade company.
- b. Throwing any items from parade floats or other motorized vehicles is strictly prohibited.
- c. When an event route extends beyond Town limits/jurisdiction, written approval for property use is required from the associated agency. (AZ State highways, railroad, National Forest Service, Yavapai County, etc.)
- d. The event applicant is responsible for cleaning the parade, motorcade, walk or race route. Removing trash from spectator areas (i.e. sidewalks) is also the responsibility of the event producer.

10. Guidebook Provisions: All provisions of the Town of Jerome Special Event Guidebook must be adhered to and included in a special event application.

C. Special events which occur on a Town right-of-way or on property owned or leased by the Town require an "Application for Facility Use." This application must be submitted along with the Special Event Permit application at the same time of submission.

[Ord. No. 475, 11/9/21; Ord No. 486, 12/13/22]

Section 10-3-4 Restrictions and Limitations

A. Special events conducted within the Town shall be in compliance with applicable Town ordinances and State and County regulations.

- B. The Town reserves the right to limit the hours of the special event to avoid unreasonable interference with adjacent properties.
- C. No special event shall be detrimental to the public health, safety, peace, convenience, comfort and general welfare of persons residing or working in the neighborhood of such event or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the Town.
- D. The special event must not disrupt parking access, traffic flow, pedestrian access or landscaped areas.
- E. Cleanup of the site, including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the special event or as otherwise provided for in the Special Event Permit.
- F. No special event shall continue for longer than two consecutive days without explicit permission from the Jerome Town Council.
- G. Any event where attendance is anticipated by more people than the building's current occupancy limit will allow, and where attendees will spill out on the Town's sidewalks or streets, must arrange for a law enforcement officer to provide crowd control. This applies to exempt events described in section 10-3-7 as well as non-exempt events.

[Ord. No. 475, 11/9/21]

Section 10-3-5 Signage

- A. All signage must comply with Section 509 of the Jerome Zoning Ordinance.
- B. A separate sign permit is not required for special event signs.

[Ord. No. 475, 11/9/21]

Section 10-3-6 Fee and Insurance Requirements

- A. The application for a Special Event Permit shall be accompanied by a filing fee in an amount established by a schedule adopted by resolution of the Council. No part of the application fee shall be returnable. Payment of the application fee shall be waived when the petitioner is representing Yavapai County, State or Federal Government.
- B. The applicant shall execute an indemnify and hold harmless agreement indemnifying the Town and its officials, officers, employees, and agents, from any liability related to personal injury, death or property damage as a result of the special event.

C. Insurance Requirements as follows:

1. For events and series of events occurring on Town-owned property, the Applicant/Event Organizer must provide a certificate of insurance for commercial general liability, auto liability (if applicable), and liquor liability (if applicable) naming the Town of Jerome as additionally insured.
2. The Certificate of Insurance naming the Town and its officers, officials, agents and employees as additional insured MUST be accompanied by a broad form additional insured endorsement that is acceptable to the Town of Jerome.
3. Insurance coverage must be maintained for the duration of the event including set-up and take-down dates.
4. The certificate must indicate the dates, times and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer.
5. For event series or organizations with multiple events throughout the year, the Event Organizer may use the following verbiage: "Town of Jerome is listed as additional insured for any and all events held on Town Property."
6. Certificate of Insurance and Endorsement shall be addressed to the attention of the Town of Jerome and submitted with the Special Event Permit Application.
7. Finalized certificates of insurance and endorsements must be submitted at minimum 30 days prior to the event date.
8. Minimums are as follows:
 - a. \$1,000,000 per occurrence
 - b. \$1,000,000 aggregate
 - c. \$1,000,000 automobile liability (or non-owned automobile liability) (if applicable)
 - d. \$1,000,000 liquor liability insurance (if applicable)
9. Workers' Compensation statutory coverage with basic employers' liability limits (if applicable)
 - a. \$100,000 per occurrence for bodily injury
 - b. \$100,000 per employee for bodily injury by disease
10. \$500,000 aggregate for bodily injury by disease
11. Additional limits may be required after review.
12. Providing the above listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnify agreement, described in the Special Event Permit Application as Affidavit of Applicant/Event Organizer.
13. Insurance coverage provided by the applicant must be primary and non-contributory insurance with respect to the Town, its officers, officials, agents and employees. Any insurance or self-insurance maintained by the Town, its officers, officials, agents or employees must be in excess of the coverage provided by the applicant and must not contribute to such coverage.

[Ord. No. 475, 11/9/21]

Section 10-3-7 Exceptions

- A. The following activities shall be considered exempt from the requirements for a Special Event Permit where such activities are conducted entirely on private property or permitted public facilities. Activities listed as exempt are required to be in compliance with all applicable Town codes, ordinances and regulations at all times, including those pertaining to noise, signs, and off-premise activities.
1. Weddings and funeral ceremonies. Weddings, funerals and similar religious ceremonies conducted at churches, cemeteries, private facilities or residences.
 2. Yard and garage sales. Sale Events conducted at residential properties by and for the residents to allow disposal of miscellaneous used personal property, where such events are otherwise in compliance with all applicable Town codes, ordinances and regulations.
 3. Election activities and political rallies. Activities, meetings, and gatherings of a political nature.
 4. Events conducted entirely on private property at a single location that are also otherwise exempt from obtaining a Special Event Permit.
 5. Private events held in a Town park, attended by no more than 20 people, and where no alcohol is served or consumed.
 6. Town-sponsored or Town co-sponsored activities and events.
- B. Regardless of exemption status, any event where attendance is anticipated by more people than the building's current occupancy limit will allow, and where attendees are expected to spill out on the Town's sidewalks or streets, must arrange for a law enforcement officer to provide crowd control.
- C. Regardless of exemption status, for any event having more than 75 attendees, attendees are encouraged to park at the 300 level parking area or arrange to be shuttled in.
- D. Events which would otherwise require a permit, but which are conducted for the exclusive benefit of a non-profit organization, charitable cause or as a fundraiser for a resident in need, may apply to the Town Council for a special exemption.

[Ord. No. 475, 11/9/21; Ord. No. 486, 12/13/22]

Section 10-3-8 Appeals

- A. Any person may file an appeal with the Town Council over any decision of the Town Manager and/or Staff regarding the granting or denying of a Special Event Permit. If no appeal is filed within fifteen (15) days after the Town's action, the action shall be considered final.
- B. A written appeal shall be filed with the Town Clerk who shall then schedule the item for consideration by the Town Council. The Council shall consider the appeal at a public meeting and shall either uphold the action of the Town Manager, reverse that action, or make a decision of its own findings. The Council's decision shall be final.

[Ord. No. 475, 11/9/21]

Section 10-3-9 Violations and Penalty

- A. Special Events requiring a permit as set forth in this Article and occurring without a valid permit shall be subject to immediate cessation pursuant to notice from the Town Manager or designee. It shall be unlawful to continue event activities after notice of a violation has been issued.
- B. Failure to comply with the requirements of this section or with any stipulations of the Special Event Permit is a Class 2 misdemeanor offense and may be punishable by a fine in an amount up to seven hundred fifty dollars (\$750.00) plus applicable surcharges, imprisonment for a period up to four (4) months, and probation for a period up to two (2) years.

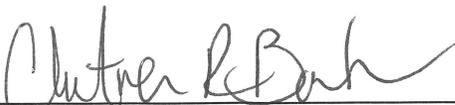
[Ord. No. 475, 11/9/21]

Section 2. Following its adoption, this Ordinance shall be published by the Town Clerk in accordance with the requirements of A.R.S. § 39-203 *et seq.*

Section 3. All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency herewith.

Section 4. Should any section or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance, any provision incorporated by reference and any other provision of the Town Code as a whole or any part thereof other than the part so declared invalid.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, THIS 12th DAY OF DECEMBER, 2023.



 Christina R. Barber, Mayor

ATTEST:

APPROVED AS TO FORM:



 Brett Klein, Town Manager/Clerk



 William J. Sims, Esq. Town Attorney

Date of first reading:

Dates of publication:

Date of adoption:

Date of posting:

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG			X			
HARVEY	X		X			
MOORE			X			
SHEFFIELD		X	X			

File Attachments for Item:

B. Consideration of Bids for the Repair and Necessary Improvements to 621 Main Street (Employee and Workforce Housing)

Council will consider bids and may award a contract for the repair and improvements to 621 Main Street.



TOWN OF JEROME

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

Founded 1876
Incorporated 1899

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consideration of Bids for Repair and Improvements to 621 Main Street**

MEETING DATE: March 11, 2025

Summary:

In December, 2024, the Town purchased 621 Main Street for employee and workforce housing. The purchase price of the home was set knowing that there were necessary repairs to be made. Dozens of calls and emails were made to local contractors and after substantial efforts were made, we were unable to obtain three quotes. The Town does have two quotes to consider, one from J.D.S. Improvements and one from Tile, Perfected. From the perspective of safety, sustainability and longevity, the following items should be completed as soon as possible: the siding, stairways, landings and lower unit flooring. The loft can wait, and / or staff can complete.

Fiscal Impact:

\$31,500~.

Recommendation:

Staff recommend approval of the bid from Tile, Perfected, with the exception of the work in the upper unit loft.

J.D.S Improvements LLC
 ROC#328514
 290 South 6th Place
 Cottonwood, AZ 86326
 US
 jds@jdsimprovements.co
 m
 www.jdsimprovements.co
 m



Invoice 2059

BILL TO
 Russell J San Felice
 1571 S. Aspaas Rd.
 Cornville, AZ 86325

DATE
 02/04/2025

PLEASE PAY
 \$95,000.00

DUE DATE
 02/04/2025

DATE	DESCRIPTION	AMOUNT
	This is an estimated cost for completion of project This is pending final city requirments and may be adjusted	
	Hardy bucket concetete siding grey non painted siding as existing	23,000.00
	Need plans for final bid support faing foundation in bedroom. JDS is sugesting an engineered approved concept of checkard board footing to secure falling fundation but pending Berry's design	38,000.00
	Loft Remove and install proper t&G ceiling Drywall tape and texture Paint drywall (Color TBD)	17,000.00
	Stairs Remove and replace stairs Sercure landing and proper footings	17,000.00
	These are preliminary numbers but will be based on a time and material contract This will be billed at \$85 per man power hours plus materials \$20,000 retainer Once retainer is hit another draw will be required to stay in positive stadhings.	

621 Main St
 Jerome, AZ 86331

TOTAL DUE

\$95,000.00

~God Bless you always~

~And~

~Thank you for your business~

THANK YOU.

Client: Town of Jerome

Job Location: 621 Main St
Jerome, AZ 86331

Submitted on
1/3/2025

Estimate For: Finish of loft drywall and paint. Removal and replace siding on one side of home. Remodel of 3 flights of existing exterior stairs. Remodel of Existing Floor covering to lower level of home. Expires on 03/31/2025



Luxury Tile, Installed Perfectly

San Felice Group LLC DBA Tile, Perfected
3298 N Glassford Hill Rd
Ste 104 PMB 1030
Prescott Valley, AZ 86314

(928) 910 1959

Tony@TilePerfected.com

Scope of Work:

The contractor will remove and replace the existing exterior stairs using metal stringers, composite decking treads and metal railings, including new stair footings where necessary. The contractor will remove and replace the existing flooring and subfloor in lower level kitchen and bedroom, diagnose subfloor failures and repair floor system where necessary and install new plank flooring. The contractor will remove and replace existing siding, using composite siding boards, to one side of home, including new house wrap, window flashing and weatherproofing where necessary, paint and reassemble fixtures. The contractor will hang and repair drywall where necessary in the upper level loft of the home, joint tape and secure all joints, corners and abutments to a level 3 drywall finish, texture, prime and paint two coats of any single color of paint.

Supplies and Materials

All materials required within proposed scope are included in estimate and will be provided by the contractor

Indemnification:

This contract represents a guarantee of workmanship in accordance with the Arizona Registrar of Contractors. The contractor will be indemnified from all errors and damages before, during or after installation that may arise from the client or their agents, as well as any other future trade companies or their agents. The contractor will be indemnified from movements of Earth and/or shifting building foundations. Tile, Perfected has the ability to charge a Change Order for any significant modifications to design or unforeseen additional work.

Pricing & Payments

A deposit will be required equal to 1/2 of the combined total price of each installation, separately, to be paid upon scheduling a start date of each work phase. A single deposit payment to cover all installations is also acceptable. A progress payment may be required for completed installations before moving on to the next work phase.

San Felice Group, LLC
5105 N Paisley Pl
Prescott Valley, AZ 86314

Checks and Payments to be made payable to :

Installation by Work Phase	Cost/	Size/Qty		SubTotal
Drywall & Paint Loft				
Hang/Repair Drywall T&M**	\$45.00	8 --work hours	\$360.00	
Drywall Finish Level 3			\$1,080.00	
Standard Texture			\$875.00	
Primer	\$300.00	1 coat	\$300.00	
Paint (1 Color)	\$400.00	2 coats	\$800.00	\$3,415.00
Materials**				
Drywall	\$20.80	3 4'x8'x1/2'	\$62.40	
Joint Compound	\$18.41	3 Gallons	\$55.23	
Wall Texture	\$26.90	2 Gallons	\$53.80	
Installation Supplies			\$100.00	
Handling/Delivery			\$250.00	\$521.43
				\$3,936.43
Siding				
Scaffolding and Site Prep			\$950.00	
Demo and Disposal			\$3,000.00	
New Housewrap	\$2.00	576 ft²	\$1,152.00	
New Window Flashing	\$95.00	6 windows	\$570.00	
New Siding Installation	\$5.50	576 ft²	\$3,168.00	
Paint	\$2.25	576 ft²	\$1,296.00	
Fixture Reassembly			\$895.00	
Accessibility Fee			\$750.00	\$11,781.00
Materials**				
Housewrap	\$150.00	1 9'x150' roll	\$150.00	
Flashing			\$100.00	
LP Composite Siding	\$15.40	84 8" Plank	\$1,293.60	
Siding Trim			\$500.00	
Premium Exterior Paint	\$85.00	5 gallons	\$425.00	
Installation Supplies			\$350.00	
Handling/Delivery			\$400.00	\$3,218.60
				\$14,999.60
Exterior Stairs - Metal Frame				
Demo and Disposal			\$895.00	
Upper Level Landing				
New Footing			\$400.00	

Item B.

New Stair Installation	\$75.00	6 steps	\$450.00		
Single Hand Rail	\$50.00	6 steps	\$300.00		
Middle Level Landing					
New Stair Installation	\$75.00	9 steps	\$675.00		
Single Hand Rail	\$50.00	9 steps	\$450.00		
Lower Level Landing					
New Stair Installation	\$90.00	12 steps	\$1,080.00		
Double Hand Rail	\$75.00	12 steps	\$900.00	\$5,150.00	
Materials**					
Metal Stair Stringer	\$118.00	15 Stringers	\$1,770.00		
Lumber			\$175.00		
Composite Stair Tread	\$38.00	27 steps	\$1,026.00		
Upper Metal Hand Rail			\$415.00		
Middle Metal Hand Rail			\$625.00		
Lower Metal Double Hand Rail			\$1,675.00		
Hardware			\$300.00		
Installation Supplies			\$300.00	\$6,286.00	\$11,436.00
Flooring Installation					
Est. Demo and Disposal**			\$750.00		
Est. Subfloor Repair**			\$750.00		
Floor Plank Installation	\$3.75	370 ft ²	\$1,387.50		
Transition Strips	\$25.00	4 pieces	\$100.00	\$2,987.50	
Materials**					
Standard LVP/Laminate	\$3.50	425 ft ²	\$1,487.50		
Moisture Barrier	\$0.30	425 ft ²	\$127.50		
Transition Strips	\$50.00	4 pieces	\$200.00		
Installation Supplies			\$150.00	\$1,965.00	\$4,952.50

Notes:**Materials are estimated based on standard product cost and may fluctuate according to the client's final material selections ** Time and Materials "T&M" are billed when The Contractor's scope is to finish projects that had been started by The Client or any other party prior to The Contractor's start date.

Total Estimated Cost \$35,325

File Attachments for Item:

C. Consider Approval of a One-Year Professional Services Agreement with Gust Rosenfeld for the Provision of Town Legal Services

Council will consider and may approve the agreement with Gust Rosenfeld to be designated as the Town Attorney.

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE TOWN OF JEROME
AND
GUST ROSENFELD P.L.C.**

THIS PROFESSIONAL SERVICES AGREEMENT (this “Agreement”) is entered into as of _____, 2025, between the Town of Jerome, an Arizona municipal corporation (the “Town”), and Gust Rosenfeld P.L.C., an Arizona professional limited liability company (the “Firm”). The Town and Firm are the only parties to this Agreement; they are referred to in this Agreement collectively as the “Parties,” and each individually as a “Party.”

RECITALS

- A. The Town desires to retain the Firm to act as its Town Attorney and to carry out the responsibilities of that position as they are described in the Jerome Town Code (the “Services”).
- B. The Firm desires to provide the Services, and possesses the skill and experience required to do so.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing introduction and recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town and the Firm hereby agree as follows:

1. Term of Agreement.

1.1 Initial Term. This Agreement shall be effective as of the date first set forth above and shall remain in full force and effect until _____, 2026 (the “Initial Term”), unless terminated as otherwise provided in this Agreement.

1.2 Renewal Terms. After the expiration of the Initial Term, this Agreement may be renewed for successive one-year terms (each, a “Renewal Term”) if it is deemed in the best interest of the Town, subject to availability and appropriation of funds for renewal in each subsequent year. The Initial Term and any Renewal Term(s) are collectively referred to herein as the “Term.” Upon renewal, the terms and conditions of this Agreement shall remain in full force and effect.

1.3 Non-Default. By requesting extension for a Renewal Term as set forth above, or by consenting to a Renewal Term in any manner, the Firm shall be deemed to affirmatively assert that (A) the Town is not currently in default, nor has been in default at any time prior to the Renewal Term, under any of the terms or conditions of the Agreement, and (B) any and all Firm claims, known and unknown, relating to this Agreement and existing on or before the commencement date of the Renewal Term are forever waived.

2. Scope of Work. The Firm shall provide the Services as set forth in Section 3-2-3 of the Town Code. Specific duties shall include overseeing all legal services provided to the Town, approving the

form of all legal documents, and providing advice to the Mayor, the Town Council, the Town Manager, and the heads of Town departments subject to the direction of the Town Manager. The Firm shall be responsible for all means, methods, techniques, sequences, and proceedings associated with the Services, and for the acts and omissions of its employees, agents, and other persons performing any of the Services under a contract with the Firm. Public finance services, which include serving as bond or underwriters' council or preparing WIFA opinions, are excluded from the Services unless agreed in advance and governed by a separate agreement.

3. Standard Response Times. The Firm will endeavor to review all Town communications within 24 hours to determine the urgency of the subject matter. For emergency matters, the Town will contact the Firm by phone in addition to email, and the Firm will respond as soon as possible with the expectation of a same-day response. In general, the Town will expect a response in 48 hours or less for items the Town has communicated to be urgent but falling short of emergencies, and in 3-5 working days for routine matters.

4. Compensation.

4.1 Hourly Rate. The Town shall pay the Firm at a rate of \$250 per hour for attorneys and \$125 for paralegals, with the expectation that the Town will require approximately 20 hours of Services per month. Should the workload regularly or significantly exceed this level, the Parties will consult in good faith to determine whether a separate rate should be established for hours exceeding 20 per month.

4.2 Payments. The Town shall pay the Firm upon the presentation of invoices for services rendered, payable in arrears not later than 30 days after the date of the invoice from the Firm for the prior month's services.

4.3 Timekeeping. Each monthly invoice shall document and itemize legal work completed during that month.

5. Firm Personnel.

5.1 Town Attorney. John Gaylord shall serve as Town Attorney; he shall manage the Services and shall be the Town's primary contact with the Firm.

5.2 Additional Attorneys. The Firm shall provide an adequate number of experienced personnel capable of and devoted to the successful performance of the Services under this Agreement. Michael C.S.J. Goodman and Nathan Schott shall be the primary backup attorneys, and other Firm attorneys, including Andrew McGuire, shall provide support where needed and appropriate based on their respective areas of expertise. Dina Horsman (paralegal) shall provide direct support for public record request processing, when requested.

5.3 Replacement Personnel. The Firm agrees that the Town Attorney will not be removed or replaced without prior written notice to the Town. If key personnel are not available to perform the Services for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the Services than initially anticipated, the Firm shall immediately notify the Town of same and shall, subject to the concurrence of the Town, replace such personnel with personnel possessing substantially equal ability and qualifications.

6. Documents. All documents, including any intellectual property rights thereto, prepared and submitted to the Town pursuant to this Agreement shall be the property of the Town. The Town may use such documents for other purposes without further compensation to the Firm; however, any reuse without written verification or adaptation by the Firm for the specific purpose intended will be at the Town's sole risk and without liability or legal exposure to the Firm.

7. Inspection; Acceptance. All work shall be subject to inspection and acceptance by the Town at reasonable times during the Firm's performance. The Firm shall provide and maintain a self-inspection system that is acceptable to the Town.

8. Licenses. The Firm shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Firm. The Town has no obligation to provide the Firm, its employees, or subcontractors any business registrations or licenses required to perform the specific services set forth in this Agreement.

9. Materials; Equipment. The Firm shall provide, pay for, and insure under the requisite laws and regulations all labor, materials, equipment, tools, transportation, and other facilities and services necessary for the proper execution and completion of the Services.

10. Performance Warranty. The Firm warrants that the Services rendered will conform to the requirements of this Agreement and shall be carried out with the care and skill ordinarily used by members of the legal profession practicing under similar circumstances at the same time and in the same locality.

11. Insurance.

11.1 For the duration of the Term of this Agreement, Firm shall procure and maintain insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of all work pursuant to this Agreement. Such insurance shall cover Firm, its agent(s), representative(s), or employee(s).

11.2 Minimum Scope and Limit of Insurance. The insurance requirements herein are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement. The Town does not warrant that the minimum limits contained herein are sufficient to protect the Firm from liabilities that might arise out of the performance of the work under this Agreement, and the Firm is free to purchase additional insurance as many be determined to be necessary.

11.3 Commercial General Liability (CGL). Insurance with limits of no less than \$2,000,000 per occurrence for bodily injury, personal injury, and property damage. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. This commercial general liability insurance must include independent contractors' liability, contractual liability, broad form property coverage, and a separation of insurance provision.

11.4 Automobile Liability. A business auto policy providing a liability limit of at least \$2,000,000 per accident and covering owned, non-owned and hired automobiles.

11.5 Workers' Compensation. The Firm must maintain Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of the Firm's employees engaged in the performance of work or services under this Agreement, and must also maintain Employers' Liability Insurance of not less than \$500,000 for each accident, \$500,000 disease for each employee and \$1,000,000 disease policy limit. Policy shall contain a waiver of subrogation against Town and Additional Insureds.

11.6 Professional Liability. Firm must maintain a Professional Liability insurance covering errors and omissions arising out of the work or services performed by Firm, or anyone employed by Firm, or anyone for whose acts, mistakes, errors and omissions Firm is legally liable, with a liability insurance limit of \$1,000,000 for each claim and a \$2,000,000 annual aggregate limit.

11.7 Endorsements. The insurance policies required by the Section above must contain, or be endorsed to contain the following insurance provisions:

A. The Town, its officers, officials, employees and volunteers are to be covered as additional insureds of the CGL and automobile policies for any liability arising from or in connection with the performance of all tasks or work pursuant to this Agreement. Such liability may arise, but is not limited to, liability for work performed by Firm or on its behalf and for liability arising from automobiles owned, leased, hired or borrowed on behalf of the Firm.

B. For any claims related to this Project, the Firm's insurance coverage shall be primary insurance with respect to the Town, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Town, its officers, officials, employees or volunteers shall be in excess of the Firm's insurance and shall not contribute with it.

C. Each insurance policy required by this Section shall provide that coverage shall not be canceled, except after providing notice to the Town.

11.8 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of no less than A-, unless the Firm has obtained prior approval from the Town stating that a non-conforming insurer is acceptable to the Town.

11.9 Waiver of Subrogation. Firm hereby agrees to waive its rights of subrogation which any insurer may acquire from Firm by virtue of the payment of any loss. Firm agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation Policy shall be endorsed with a waiver of subrogation in favor of the Town for all work performed by the Firm, its employees, agent(s) and subcontractor(s).

11.10 Verification of Coverage. Within 15 days of the Effective Date of this Agreement or before work begins, whichever is earlier, Firm shall furnish the Town with original certificates and amendatory endorsements, or copies of any applicable insurance language making the coverage required by this Agreement effective. The Town reserves the right to require complete, certified copies of all required insurance policies, including any endorsements or amendments, required by this Agreement at any time during the Term or any Renewal Term.

11.11 Firm's Failure to Obtain. Firm's failure to obtain or submit required insurance policies, certificates or endorsements shall not be considered a Force Majeure or defense for any failure by the Firm to comply with the terms and conditions of the Agreement.

11.12 Subcontractors. Firm shall require and shall verify that all subcontractors maintain insurance meeting all requirements of this Agreement.

12. Termination; Cancellation. The Town may, by written notice to the Firm as set forth in this Section, terminate this Agreement in whole or in part.

12.1 For Town's Convenience. This Agreement is for the convenience of the Town and, as such, may be terminated without cause after receipt by the Firm of written notice by the Town. Upon termination for convenience, the Firm shall be paid for all undisputed Services performed to the termination date.

12.2 For Cause. If either Party fails to perform any obligation pursuant to this Agreement and such Party fails to cure its nonperformance within 30 days after notice of nonperformance is given by the non-defaulting Party, such Party will be in default. In the event of such default, the non-defaulting Party may terminate this Agreement immediately for cause and will have all remedies available to it at law or in equity, including, without limitation, the remedy of specific performance. If the nature of the defaulting Party's nonperformance is such that it cannot reasonably be cured within 30 days, then the defaulting Party will have such additional periods of time as may be reasonably necessary under the circumstances, provided the defaulting Party immediately (A) provides written notice to the non-defaulting Party and (B) commences to cure its nonperformance and thereafter diligently continues to completion the cure of its nonperformance. In no event shall any such cure period exceed 90 days. In the event of such termination for cause, the Town shall make payment to the Firm for the undisputed portion of its fee due as of the termination date.

12.3 Due to Work Stoppage. The Town may terminate this Agreement upon 30 days' written notice to the Firm in the event that the Services are permanently abandoned. If the Firm abandons the Services without the consent of the Town, the Firm shall be liable for all actual, incidental, and consequential damages arising from or related to said abandonment, including, but not limited to (A) the difference between the cost of a replacement Firm to complete the Services and the contract price for the Firm under this Agreement; and (B) any additional charges, costs, fees or expenses for labor, materials or professional services incurred by the Town as a result of delays caused by abandonment of the Services by the Firm. The Town shall use its best efforts to replace the Firm within a reasonable time.

12.4 Conflict of Interest. This Agreement is subject to the provisions of ARIZ. REV. STAT. § 38-511. The Town may cancel this Agreement without penalty or further obligations by the Town or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement on behalf of the Town or any of its departments or agencies is, at any time while this Agreement or any extension of this Agreement is in effect, an employee of any other Party to this Agreement in any capacity or a consultant to any other Party of this Agreement with respect to the subject matter of this Agreement.

12.5 Gratuities. The Town may, by written notice to the Firm, cancel this Agreement if it is found by the Town that gratuities, in the form of economic opportunity, future employment, entertainment, gifts, or otherwise, were offered or given by the Firm or any agent or representative of the Firm to any officer, agent or employee of the Town for the purpose of securing this Agreement. In the event this Agreement is canceled by the Town pursuant to this provision, the Town shall be entitled, in addition to any other rights and remedies, to recover and withhold from the Firm an amount equal to 150% of the gratuity.

12.6 Agreement Subject to Appropriation. The Town is obligated only to pay its obligations set forth in this Agreement as may lawfully be made from funds appropriated and budgeted for that purpose during the Town’s then-current fiscal year. The Town’s obligations under this Agreement are current expenses subject to the “budget law” and the unfettered legislative discretion of the Town concerning budgeted purposes and appropriation of funds. Should the Town elect not to appropriate and budget funds to pay its Agreement obligations, this Agreement shall be deemed terminated at the end of the then-current fiscal year term for which such funds were appropriated and budgeted for such purpose, and the Town shall be relieved of any subsequent obligation under this Agreement. The Parties agree that the Town has no obligation or duty of good faith to budget or appropriate the payment of the Town’s obligations set forth in this Agreement in any budget in any fiscal year other than the fiscal year in which this Agreement is executed and delivered. The Town shall be the sole judge and authority in determining the availability of funds for its obligations under this Agreement. The Town shall keep the Firm informed as to the availability of funds for this Agreement. The obligation of the Town to make any payment pursuant to this Agreement is not a general obligation or indebtedness of the Town. The Firm hereby waives any and all rights to bring any claim against the Town from or relating in any way to the Town’s termination of this Agreement pursuant to this Section.

12.7 Obligations Upon Receipt of Termination Notice. Upon receipt of a notice of termination as set forth above, the Firm shall (A) immediately discontinue all Services affected (unless the notice directs otherwise), and (B) deliver to the Town copies of all data, reports, calculations, drawings, specifications, and estimates entirely or partially completed, together with all unused materials supplied by the Town, related to the Services including any completed divisible part of the Services which can be deemed to stand alone (the completed divisible parts of the Services will be determined by both Parties at the time of termination). Such termination shall not relieve the Firm of liability for errors and omissions. Any use of incomplete documents for the Services or for any other project without the specific written authorization by the Firm will be without liability or legal exposure to the Firm. The Firm shall appraise the work it has completed and submit the appraisal to the Town for evaluation.

13. Suspension of Work.

13.1 Order to Suspend. The Town may, for its convenience, order the Firm, in writing, to suspend all or any part of the Services for such period of time as it may determine to be appropriate.

13.2 Adjustment to Contract Sum. If the performance of all or any part of the Services is, for any unreasonable period of time, suspended or delayed by an act of the Town in the administration of this Agreement, or by its failure to act within the time specified in this Agreement (or if no time is specified, within a reasonable time), an adjustment shall be made for any increase in the cost of performance of this Agreement necessarily caused by such unreasonable suspension or

modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension or delay (A) to the extent that performance was suspended or delayed for any other cause, including the fault or negligence of the Firm, or (B) for which a change order is executed.

14. Miscellaneous.

14.1 Independent Contractor. It is clearly understood that each Party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one Party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Firm acknowledges and agrees that the Services provided under this Agreement are being provided as an independent contractor, not as an employee or agent of the Town. The Firm, its employees, and subcontractors are not entitled to workers' compensation benefits from the Town. The Town does not have the authority to supervise or control the actual work of the Firm, its employees, or subcontractors. The Firm, and not the Town, shall determine the time of its performance of the services provided under this Agreement so long as the Firm meets the requirements of its agreed Scope of Work as set forth in Section 2. The Firm is neither prohibited from entering into other contracts nor prohibited from practicing its profession elsewhere. The Town and the Firm do not intend to, nor will they, combine business operations under this Agreement.

14.2 Applicable Law; Venue. This Agreement shall be governed by the laws of the State of Arizona, and suit pertaining to this Agreement may be brought only in courts in Yavapai County, Arizona.

14.3 Laws and Regulations. The Firm shall keep fully informed and shall at all times during the performance of its duties under this Agreement ensure that it and any person for whom the Firm is responsible abides by, and remains in compliance with, all rules, regulations, ordinances, statutes, or laws affecting the Services, including, but not limited to, (A) existing and future Town and County ordinances and regulations, (B) existing and future State and Federal laws, and (C) existing and future OSHA standards.

14.4 Amendments. This Agreement may be modified only by a written amendment signed by persons duly authorized to enter into contracts on behalf of the Town and the Firm.

14.5 Provisions Required by Law. Each and every provision of law and any clause required by law to be in this Agreement will be read and enforced as though it were included herein and, if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either Party, this Agreement will promptly be physically amended to make such insertion or correction.

14.6 Severability. The provisions of this Agreement are severable to the extent that any provision or application held to be invalid by a Court of competent jurisdiction shall not affect any other provision or application of this Agreement that may remain in effect without the invalid provision or application.

14.7 Entire Agreement; Interpretation; Parol Evidence. This Agreement represents the entire agreement of the Parties with respect to its subject matter, and all previous agreements, whether oral or written, entered into prior to this Agreement are hereby revoked and superseded by this Agreement. No representations, warranties, inducements, or oral agreements have been made

by any of the Parties except as expressly set forth herein, or in any other contemporaneous written agreement executed for the purposes of carrying out the provisions of this Agreement. This Agreement shall be construed and interpreted according to its plain meaning, and no presumption shall be deemed to apply in favor of, or against the Party drafting this Agreement. The Parties acknowledge and agree that each has had the opportunity to seek and utilize legal counsel in the drafting and reviewing of, and entry into, this Agreement.

14.8 Assignment; Delegation. No right or interest in this Agreement shall be assigned or delegated by the Firm without prior, written permission of the Town, signed by the Town Manager. Any attempted assignment or delegation by the Firm in violation of this provision shall be a breach of this Agreement by the Firm.

14.9 Subcontracts. No subcontract shall be entered into by the Firm with any other Party to furnish any of the material or services specified herein without the prior written approval of the Town. The Firm is responsible for performance under this Agreement whether or not subcontractors are used. Failure to pay subcontractors in a timely manner pursuant to any subcontract shall be a material breach of this Agreement by the Firm.

14.10 Rights and Remedies. No provision in this Agreement shall be construed, expressly or by implication, as waiver by the Town of any existing or future right and/or remedy available by law in the event of any claim of default or breach of this Agreement. The failure of the Town to insist upon the strict performance of any term or condition of this Agreement or to exercise or delay the exercise of any right or remedy provided in this Agreement, or by law, or the Town's acceptance of and payment for Services, shall not release the Firm from any responsibilities or obligations imposed by this Agreement or by law, and shall not be deemed a waiver of any right of the Town to insist upon the strict performance of this Agreement.

14.11 Attorneys' Fees. In the event either Party brings any action for any relief, declaratory or otherwise, arising out of this Agreement or on account of any breach or default hereof, the prevailing Party shall be entitled to receive from the other Party reasonable attorneys' fees and reasonable costs and expenses, determined by the court sitting without a jury, which shall be deemed to have accrued on the commencement of such action and shall be enforced whether or not such action is prosecuted through judgment.

14.12 Liens. All materials or services shall be free of all liens and, if the Town requests, a formal release of all liens shall be delivered to the Town.

14.13 Offset.

A. Offset for Damages. In addition to all other remedies at law or equity, the Town may offset from any money due to the Firm any amounts the Firm owes to the Town for damages that have been reduced to a judgment resulting from breach or deficiencies in performance or breach of any obligation under this Agreement.

B. Offset for Delinquent Fees or Taxes. The Town may offset from any money due to the Firm any amounts the Firm owes to the Town for delinquent fees, transaction privilege use taxes, and property taxes, including any interest or penalties.

14.14 Notices and Requests. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (A) delivered to the Party at the address set forth below, (B) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below, or (C) given to a recognized and reputable overnight delivery service, to the address set forth below, or at such other address, and to the attention of such other person or officer, as any Party may designate in writing by notice duly given pursuant to this subsection:

If to the Town: Town of Jerome
600 Clark Street 89A
Jerome, Arizona 86331-0335
Attn: Brett Klein, Town Manager

If to the Firm: Gust Rosenfeld P.L.C.
One East Washington Street, Suite 1600
Phoenix, Arizona 85004-2553
Attn: John Gaylord

Notices shall be deemed received (A) when delivered to the Party, (B) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage, or (C) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day. If a copy of a notice is also given to a Party’s counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a Party shall mean and refer to the date on which the Party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

14.15 Confidentiality of Records. The Firm shall establish and maintain procedures and controls that are acceptable to the Town for the purpose of ensuring that information contained in its records or obtained from the Town or from others in carrying out its obligations under this Agreement shall not be used or disclosed by it, its agents, officers, or employees, except as required to perform the Firm’s duties under this Agreement. Persons requesting such information should be referred to the Town. The Firm also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Firm as needed for the performance of duties under this Agreement.

14.16 Records and Audit Rights. To ensure that the Firm and its subcontractors are complying with the warranty under subsection 13.17, the Firm’s and its subcontractors’ books, records, correspondence, accounting procedures and practices, and any other supporting evidence relating to this Agreement, including the papers of any of the Firm’s and its subcontractors’ employees who perform any work or services pursuant to this Agreement (all of the foregoing hereinafter referred to as “Records”), shall be open to inspection and subject to audit and/or reproduction during normal working hours by the Town, to the extent necessary to adequately permit evaluation of the Firm’s and its subcontractors’ compliance with the Arizona employer sanctions laws referenced in subsection 13.17.

14.17 E-Verify Requirements. To the extent applicable under ARIZ. REV. STAT. § 41-4401, the Firm and its subcontractors warrant compliance with all federal immigration laws and regulations

that relate to their employees and their compliance with the E-Verify requirements under ARIZ. REV. STAT. § 23-214(A). The Firm's or its subcontractors' failure to comply with such warranty shall be deemed a material breach of this Agreement and may result in the termination of this Agreement by the Town.

14.18 Israel. To the extent ARIZ. REV. STAT. § 35-393 through § 35-393.03 are applicable, the Parties hereby certify that they are not currently engaged in, and agree to not engage in for the duration of this Agreement, a "boycott" of goods or services from Israel, as that term is defined in ARIZ. REV. STAT. § 35-393.

14.19 Conflicting Terms. [Reserved]

14.20 Time is of the Essence. The timely completion of the Services is of critical importance to the economic circumstances of the Town.

14.21 Meaning of Terms. References made in the singular shall include the plural, and the masculine shall include the feminine or the neuter.

14.22 Non-Exclusive Contract. This Agreement is entered into with the understanding and agreement that it is for the sole convenience of the Town. The Town reserves the right to obtain like goods and services from another source when necessary.

14.23 Forced Labor of Ethnic Uyghurs. To the extent applicable under ARIZ. REV. STAT. § 35-394, the Firm warrants and certifies that it does not currently, and agrees that it will not for the duration of this Agreement use the forced labor, any goods or services produced by the forced labor, or any contractors, subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If the Firm becomes aware that it is not in compliance with this paragraph, the Firm shall notify the Town of the noncompliance within five business days of becoming aware of it. If the Firm fails to provide a written certification that it has remedied the noncompliance within 180 days after that, this Agreement shall terminate unless the termination date of this Agreement occurs before the end of the remedy, in which case this Agreement terminates on its termination date.

14.24 Excluded Terms. Terms and conditions not fully outlined in this Agreement, provided to the Town only by reference to one or more websites, or provided to the Town only as "clickwrap" or "clickthrough" terms when using or attempting to use a site or service, are not binding upon the Town.

14.25 Licensing and Registration. The Firm warrants that it is registered with the Arizona Corporation Commission to do business in Arizona and, upon request, will provide proof thereof to the Town.

14.26 Counterparts. This Agreement may be executed simultaneously or in counterparts, each of which constitutes an original, but all of which together constitute one and the same agreement.

[SIGNATURES ON THE FOLLOWING PAGE]

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

“TOWN”

TOWN OF JEROME,
an Arizona municipal corporation

Christina “Alex” Barber, Mayor

ATTEST:

Brett Klein, Town Clerk

“FIRM”

GUST ROSENFELD P.L.C.,
an Arizona professional limited liability
company

By: _____
Name: John A. Gaylord
Title: Member

EXHIBIT A
TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE TOWN OF JEROME
AND
GUST ROSENFELD P.L.C.

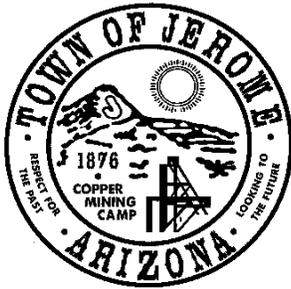
[Firm's Letter of Engagement]

See following pages.

File Attachments for Item:

D. Conduct a Hearing to Consider the Appeal of the Town Manager's Decision to Suspend the Business License of Frosty Cauldron (License #1150)

Council will open the hearing, conduct the appeal hearing, close the hearing, and then will affirm or reverse the decision.



TOWN OF JEROME

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

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STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consideration of Appeal of the Town Manager’s Decision to Suspend the Business License of the Frosty Cauldron**

MEETING DATE: March 11, 2025

Summary:

On February 6, 2025, Zoning Administrator Will Blodgett issued a notice of violation to the owner of the Frosty Cauldron (Ms. Books) due to operating a mobile food unit in violation of several sections of Jerome Town Code (See attached notice of violation). On February 18, 2025, the business license for the Frosty Cauldron was suspended due to not coming into compliance with the terms of the notice of violation, and failure to provide the necessary and required information, including: not having a valid and current TPT License; not providing an updated certificate of insurance; not providing a copy of the health license issued by Yavapai County (see attached). Also attached are numerous email correspondences in which staff have attempted to assist Ms. Books regarding coming into compliance well before the notice of violation was issued, after it was issued, and after the suspension was issued. Staff have spent hours with Ms. Books explaining the process and regulations and attempting to assist her. No other mobile food vendor has provided staff with the immense amount of issues Ms. Books is having with following the Town regulations.

Subsequent to the suspension letter Ms. Books was issued, staff have continued to try to work with her as evidence from the attached emails, and provided her the mechanism for appealing the suspension to the Town Council. On February 26, 2025, Ms. Books filed an appeal to the Town Council. Per Town Code, Ms. Books has appropriately followed the appeal procedures and the Council shall hear the appeal at a hearing during the next regularly scheduled meeting (see attached Section 8-3-9 Appeal Procedures). The Town Council will hear from staff and Ms. Books and examine the factual nature of the grounds and determine whether such grounds are sufficient to sustain or reverse the decision of the Town Manager.

Fiscal Impact:

Recommendation:

Conduct the appeal hearing and affirm or reverse the decision of the Town Manager based on the factual record of the case.



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Item D.

February 6, 2025

NOTICE

Danielle Books
Frosty Cauldro

Re: Notice of Violation

Dear Ms. Books,

This letter serves as official notification that our office has received several complaints regarding your business. All complaints received are thoroughly investigated to ensure that all businesses are treated fairly and according to the regulations in place per Town Code and Ordinance.

Based on the complaints received we would like to remind you that violations of Town Code or Ordinance can lead to suspension or revocation of your business license. If your business license is revoked, per section 8-3-11, the business and/or owner "may not be issued a license for a period of twelve (12) months after the revocation." Other penalties could include, but are not limited to, fines and/or fees, or other enforcement as allowed by law.

Per our records your original business application was submitted with a temporary/provisional health license issued by Yavapai County, which is now expired as of the end of December 2024. The Deputy Clerk has requested a new copy of your health license and received a narrative report for a second provisional health license, which are aware will expire at the end of February. We are formally requesting a copy of the provisional license, not the narrative report, and will need a copy of your regular health license once your necessary inspection(s) are complete, and would like to remind you that per Town Code section 8-3-2, C "Where any business activity is subject to a certificate of health or sanitary examination, before commencing operation, the applicant must produce a current license, certificate or permit from Yavapai County Community Health Services, a copy of which shall be kept on file in the Town Clerk's office." Additionally your TPT license on file also expired as of December 2024, therefore you will also need to submit to the Deputy Clerk proof of a current, unexpired, TPT license.

Failure to provide a copy when requested may result in the suspension of both your business license, and the operation of your business within town limits, until the request for documentation has been resolved satisfactorily.

For your information, several of the complaints we've received are as follows:

1. The placement of your trailer. It has been seen many times parked outside of a legal parking space and has been left parked overnight on more than one occasion;
2. The serving line. Several complaints have reported a line that has extend into, or blocked, both the highway (89a) and First Ave. This complaint in particular is a major safety concern;
3. Blocking dumpsters from being used by area businesses. Additionally, the placement has, more than once, impeded Public Works personnel from completing their job duties, despite conspicuously placed signage. The businesses in the area pay for the use of the dumpsters with their utility accounts. Therefore we'd also like to take this opportunity to remind you that as a mobile food vendor, any dumpsters, regardless of their location are not used by mobile food vendors, as also outlined in Jerome Town Code section 8-6-5 "Operational Requirements"

As review, per Jerome Town Code section 8-6-5, H (2) "A mobile food vendor shall only operate in a legal parking space. If the mobile food vendor desires to operate on Town of Jerome property other than a legal parking space, the mobile food vendor shall obtain permission from the Jerome Town Council." There is no record of a Town Council decision granting permission to park in front of dumpsters or anywhere else outside of a legal parking space, furthermore the above named complaints are evidence of violation of Town Code. For your further review, section 8-6-5, I (1-6) in its entirety reads, "A mobile food unit shall comply with this subsection and applicable law as it pertains to parking.

1. A mobile food unit shall only operate in a legal parking space or on private property or Town property as authorized by this Article.



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2. *A mobile food unit, including any semi-permanent structure used or associated with the mobile food unit, may use no more than one (1) legal parking space, unless the mobile food vendor has a separate agreement with the Town of Jerome to use additional legal parking spaces.*
3. *No mobile food unit exceeding twenty-four (24) feet may park diagonally in a diagonal parking space or park in any manner that occupies more than one (1) diagonal parking space.*
4. *No mobile food unit shall operate with the serving window facing street traffic.*
5. *A mobile food unit shall abide by all parking regulations, including posted time limits. A mobile food unit shall not occupy a legal parking space for more than six (6) hours in a twenty-four (24) hour period. "Occupy" within this subsection means within one hundred (100) feet of the place in which the mobile food unit was initially parked.*
6. *A mobile food vendor shall not claim or attempt to establish any exclusive right to park at a particular street location, unless the parking space is part of a permitted event.*

We understand that placement of mobile food vendors throughout town can be difficult and would like to work with you to achieve a mutually acceptable alternative. Moving forward you will no longer be allowed to park your mobile vending trailer in front of any dumpsters. Additionally you will be required to abide by Town Code and Ordinance while operating within Town limits, including parking in a legal parking space as outlined in Town Code and reiterated in this letter above.

If you have any additional inquiries or need other assistance, please call us via telephone at 928-634-7943 or visit us in person at Town Hall located at 600 Clark Street between the hours of 8 a.m. and 5 p.m., Monday through Thursday.

Respectfully,

William Blodgett,
Code Enforcement & Zoning Administrator

cc: Business License File
Brett Klein, Town Manager
Kristen Muenz, Deputy Clerk
Rusty Blair, Fire Chief
Rusty San Felice, Police Chief



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February 18, 2025

Business License Suspension

Danielle Books
Frosty Cauldron

Re: Business License Suspension/Revocation

Dear Ms. Books,

This letter serves as official notification of the immediate suspension and possible revocation of your business license. We have received numerous complaints about the placement as well as the abandonment of your Mobile Food Vending Unit. You have been advised on multiple occasions that this is in direct violation of several sections of Jerome Town Code, which were outlined for you in a letter dated 2/6/25, sent by the Zoning Administrator, and is attached for your reference. In addition to the numerous complaints, you have also failed to provide necessary documentation as is outlined, and required, per Town Code with regard to Mobile Food Vendors. The missing documentation has been requested on more than one occasion by both the Zoning Administrator as well as the Deputy Clerk. As of the date of this letter the following documentation has not been received:

1. Current TPT license – the copy we have on file expired as of 12/31/2024, though requested we have yet to receive a copy of your current TPT license.
2. Certificate of Insurance – A copy of this document has never been on file with the Town of Jerome, nor was it submitted with your original business license application. This certificate of insurance is a requirement for all mobile food vendors that park on Town-owned property or right(s)-of-way, as well as when participating in any special events within Town limits.
3. Health License issued by Yavapai County – We are aware that you recently completed a health inspection, however a copy of that license has not been provided to the Town of Jerome when requested.

We'd like to remind you again that failure to provide a copy of these documents, when requested, may result in the suspension of both your business license, and the operation of your business within town limits, until the request for documentation has been resolved satisfactorily.

Due to missing documentation, as well as the violations of Town Code, your business license is hereby suspended effective immediately. You have until March 14, 2025 (15 business days), to appeal this decision. If by the same date you have been unable to provide the requested documentation, and have continued to violate Town Code, your business license will be revoked. Once your business license is revoked if you are seen operating within Town limits you will be considered trespassing and may be cited accordingly, along with your trailer potentially being towed at your (owner's) expense.

For your information, the appeal procedure has been provided to you on the next page.

Respectfully,

Brett Klein
Town Manager



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Item D.

Section 8-3-9 A. Appeal Procedure.

- A. Appeals of the Town Manager's decision to deny, suspend or revoke a license may be made by filing a notice of appeal with the Town Clerk within 15 days of receipt of the notice of denial, suspension or revocation. B. C. D. E. F. G. H. I.
- B. The notice of appeal shall be in writing, and shall set forth with specificity the reasons for which the appeal is taken.
- C. After the notice of appeal is determined to be complete, the Town Clerk shall schedule a hearing before the Town Council at their next regular meeting. Prior to the hearing, the Town Manager shall transmit to the Town Council all papers constituting the record of the action which is appealed.
- D. At the hearing, the Town Manager, or his/her designee, shall present the reasons for the decision to deny, suspend or revoke the license.
- E. The applicant or licensee, in person or through his or her attorney, may then present any evidence showing reasons why the decision was in error.
- F. If the denial, suspension or revocation appealed from is based on a finding by the Building Official, Zoning Administrator, Fire Chief, County Health Department or Police Department that the business was or would be in violation of any applicable law, including (without limitation) ordinances or regulations, then that finding shall be conclusive on the Town Council, and the Council's decision may be based only on whether the license was properly denied, suspended or revoked because of the Building Official, Zoning Administrator, Fire Chief, County Health Department or Police Department' finding.
- G. If the denial, suspension or revocation appealed from is based on a determination by the Town Manager that grounds existed pursuant to the Town Code, the Town Council may examine the factual nature of the grounds and determine whether such grounds are sufficient to sustain the decision of the Town Manager.
- H. The Town Council may affirm or reverse the decision of the Town Manager. The decision shall be in writing and shall be based only upon findings of fact. After the Town Council makes a decision, the Town Manager shall give the applicant or licensee written notice of the decision.
- I. Any decision of the Town Council may be appealed by the applicant or licensee to the Superior Court within thirty (30) days from the date of the written decision.

[Ord. 416, 5/12/2015]

Section 8-3-10 Validity of Business License During Appeal.

Throughout the administrative appeal process outlined herein, a licensee holding a suspended or revoked license may continue to operate his or her business pending final decision on the appeal, or until the time for appeal has passed, whichever occurs first.

[Ord. 416, 5/12/2015]

cc:

Business License File
Will Blodgett, Code Enforcement/Zoning Administrator
Kristen Muenz, Deputy Clerk
Rusty San Felice, Police Chief

8/6/2024

Received a voicemail from Danielle stating she has constructed her food truck and received a health license and would like to operate in Jerome.

*I responded to this voicemail with a phone call, giving Ms. Books verbal instructions on filling out a business license application, reading the Town ordinances, and other important information.

8/28/2024 email with images:

Hi Kristen,

We spoke a couple of weeks ago, and I'm now submitting everything to you for obtaining a business license for The Frosty Cauldron (botanical and festive beverages - non alcoholic). Im sending a copy of the temporary paperwork from Yavapai County, as the actual hard copy license is processing. Please let me know if I am missing anything. Also, I want to make sure of the application fee as well as who I should make it payable to and the best way to deliver it.

Thank you so much for all of your information!

Danielle Books

Frosty Cauldron LLC

(Images include a Town of Jerome Business License Application, an Arizona TPT License for Frosty Cauldron with issue date 8/9/2024 and expiration date 12/31/2024, a Food Manager Certification from State Food Safety, and a Yavapai County Health Services Narrative Report stating that payment has been received for a 90-day Provisional Permit and "Health Approval is given to operate.")

8/29/2024 response:

Danielle,

You can make a payment for the application fee out to "Town of Jerome."

If you are sending a check or money order, you can mail it to PO Box 335, Jerome, AZ 86331.

Cash is best paid in person or dropped in the payment box outside of Town Hall at 600 Clark Street, Jerome.

Thank you,

8/29/2024 email:

Hi Kristen,

This is the email that I'll be using for the business, and if you need to communicate via email with me, this is the email to do so. I didn't realize I was logged into an old email when I messaged you initially and I never actually check that email. Thank you for your information, and I'm going to mail a check today.

Danielle

9/4/2024 email:

Hi again,

I was wondering how I will be contacted regarding the business license I applied for. Should I look out in the mail? Also what is the usual time frame?

Thank you

Danielle

9/4/2024 my response:

It usually takes at least a week or two for processing.
Once the application is approved, it will be sent through the mail to you.

9/4/2024 email:

Perfect, thank you for the information 😊

9/20/2024 email:

Hi Kristen,
I'm following up with you to check the status of the business license. Please let me know if you have any updates.
Thank you,
Danielle Books

I reached out to Fire for status on inspections.

9/25/2024 response:

Danielle,

I received your approved application from our department heads yesterday afternoon.
I will be printing your business license today, and it should go out in the mail tomorrow. Look for it to get to you within the next week, depending on the post office.

Thank you,

9/25/2024 email:

Awesome, thank you so much!

10/21/2024 email:

Hi Kristen,
So, today I'm here across from the Spirit Room in the first parking space where the hot dog guy used to park. My serving window is facing the lane for motorcycle traffic. I believe this is how I'm supposed to be parked, but I just want to make certain. The primary reason I ask is that as someone who has worked as an RN for the last 19 years, "safety first" has been etched into my brain very deeply... and I cannot see how parking this way isn't at least potentially dangerous for the motorcyclists and or customers of the gypsy wagon.
Any potential customer would have to stand in the middle of the motorcycle parking to order from my wagon. If a motorcyclist driver is coming from the direction of the Spirit Room they would make a blind turn around my wagon and potentially hit a customer.
I had set up the wagon a few times where my service window was on the other side of the same exact parking space... (facing the parking spaces) and I paid for the space next to the wagon as well as the space with the wagon. This worked great and was safe for everyone but I was told I couldn't park like that because I was taking up two parking spaces. The wagon itself was not taking up two spaces. But I was because I was keeping the space next to the wagon clear for customers. Do you know for certain if that is how "taking up two spaces" is interpreted? It seems much safer that way. I really want to follow whatever rules I need to operate in Jerome, but also I do not want to create an accident. I'll send some pics in the next email.

Thanks
Danielle

10/21/2024 response with attachment of Town Code Article 8-6 Mobile Food Vendors:
Danielle,

Yes, I did leave you a message about this before we issued your business license, but you must not have received it.

Our Town Manager said that we cannot allow the paid parking spaces to be utilized for purposes other than parking because there is no allowance for that in the Ordinance.

I am attaching the ordinance; please see section I on parking. It states that a Food Truck/cart may only use 1 legal space unless they have received special prior permission from the Town; this would be from Town Council specifically.

Because of this, we cannot grant special permission to use a parking space for standing/sitting or other non-parking uses.

I understand your concerns for the safety of your customers. Unfortunately, there is no perfect solution for parking a vending truck at this time.

As always, feel free to reach out if you have any other questions,

10/21/2024 email:

Thank you so much for your quick and thorough response. How would I go about talking with the City Council about this?

10/21/2024 response:

My suggestion would be to send an email or letter.

You can send an email to me, or a letter to the Town at:

P.O. Box 335, Jerome, AZ 86331

10/21/2024 email:

Thanks Kristen, I will do that

*At this point, I was receiving correspondence both in email and in person from other sources (the public & staff) with concerns about parking, blocking dumpsters and easements, customers queuing into the highway, and expired documentation but did not hear from Ms. Books).

1/9/2025 from myself:

Danielle,

When you first applied for your business license, you provided a county Health License Report. That report stated it was for a 90-day provisional permit, which would have since expired.

Have you received your full Health License yet? We need to keep a current copy of the Health License on file for all restaurants and food vendors that operate in Jerome.

Thank you,

1/21/2025 email:

Hi Kristin,

Yes, here is a picture of my provisional license #2. Sorry I wasn't checking my email this last week or so, as I had some other family issues taking my attention. If you ever need to get a hold of me ASAP, text or calling is the fastest way. Sorry about that!

(An image is attached of Yavapai County Health Services Narrative Report with inspection Date of 12/11/2024 with Comments "Received completed Health License application along with payment for 90-day provisional license. Mobile food unit remains the same. Proper business identification observed on 3-sides of the unit. Refrigeration holding at 36.7 F this date. Commissary agreement is existing with Main Stage Bar. Food manager certificate is current. Health approval to given to operate with new license.)

*Note: again, this is a Narrative Report, not the Provisional Permit

1/21/25 email:

Hi Again,

Also I didn't mean to not send you the new provisional license... I knew I had to send you the actual license when I got it, but since we went with provisional Again, I didn't think about it being necessary. I havent been the sharpest tool since menopause has kicked. Sorry again, and Thanks



*Around this time, Code Enforcement Officer Will Blodgett spoke with Ms. Books again to ask to see her Provisional Permit or Health License. Mr. Blodgett also informed Ms. Books that, due to her parking on Town Property, we needed to have a copy of her liability insurance on file per the Mobile Food ordinance. In addition, her 2024 TPT license was expired; we must have a current copy.

2/13/2025 email:

Hi Kristen.

This is a report from the Health Department after my 1st of 2 inspections for the provisional license that I have for the Frosty Cauldron. The next inspection should be by the end of February and then I will have my license.

Thank you

Danielle Books

(3 screenshots are attached showing the Yavapai County Health Services Food Service Establishment Report Dated 2/12/2025 with 1 listed violation, #4-302.14-Sanitizing Solutions, Testing Devices stating the sanitizer strength needs to be maintained at a service level and this needs to be corrected by 2/12/2025. The report also states that all products must be labeled and a follow up inspection will need to be held by the end of February.)

2/13/2025 email:

This is my insurance policy for your records. Also, my tpt license is active and current per the az tax government agency. I was on the phone with them this morning. However I've been locked out of my account so i cannot at this time send you any screenshot. But the copy of the license that I sent you is still valid. I'll send you further proof when I can. Thank you

Daniellebooks

FrostyCauldron

2/18/2025 my response:

Danielle,

The only TPT certificate I have on file expired on 12/31/2024 and is no longer valid. If you have renewed it, you should have received the new certificate from ADOR; it will have an expiration of 12/31/2025.

As for your policy, we a copy of your Certificate of Insurance to keep on file so that we can verify your coverage is adequate and up to date, and the Town of Jerome must be listed as additional insured if you are going to park on town property/rights-of-way.

Also, I would like to bring up complaints that I have received that you are parking your mobile food trailer and leaving it unattended. Please do not do this, and especially not overnight as that would violate the Mobile Food Vendor ordinance on parking limits. You can park your vehicle in a legal parking space for no longer than 6 hours at a time, and you must not block any sidewalks or dumpsters.

I recognize that parking in Jerome is difficult, but we must maintain health and safety measures for the sake of everyone who visits Jerome.

2/24/2025 email:

Hi Kristen,

I understand that my response is lengthy, and could take a few minutes to get through. In the event that you don't read it all at once, I do need to ask most importantly about what I am supposed to do regarding the fact that I have my final inspection with yavapai county health department scheduled for tomorrow in jerome.

I just received the Suspension of License form. Is there somewhere that I could get a copy of the rules and regulations of MFU's, because I appear to be breaking rules that I have never heard of. It was a Police Officer that suggested that I park the Wagon where I have been parking it, and I believed him to be an accurate source of information and direction. He also told me it wouldn't be a big deal if i spent the night, because i have something like 36 hours legally to park there. It was Will who informed me that i shouldnt spend the night, and i have not spent the night since that conversation with him, with exception of when ive been locked in by the car next to me. Also, i have never heard of the rule that I can only park for 6 hours at a time. It would be great to know what the rules are, so that I can follow them, in the future, in the event that I can continue to operate out of Jerome.

I am not sure what you are asking for in relation to the insurance. I have provided to you and Will a copy of my Business Insurance. I can call the Insurance Company and have it amended to list Jerome as an additional insured, if that is what is needed. I apologize for not getting you another copy of a more recent TPT license. As I have informed Will via text, I was locked out of my aztaxes.gov account, however the license is still active per the Agency, as I only bought it about 6 months ago and it is active for a year, even if you have to renew in January. I will send you a copy of the more recently issued TPT license, though the previous one is active per the government agency.

I also sent a copy of my Health License to you via email, and Robert Mumper who is the Health Inspector said that he specifically was going to contact Town Hall, to clarify any questions you had regarding validity of a Provisional License. I actually have an appointment set up for tomorrow with Robert to do my final inspection in Jerome. What do you recommend I do, as Jerome needs to be the place I get inspected, because it is the Town I have a license in?

I am a single female attempting to start a small business. I have put a lot of work into creating this business, and I am not sure how to read the intentions of the Town of Jerome at this point. When I called and spoke to you about my idea of a magical beverage wagon in Jerome a year and a half ago, you were very supportive and welcoming. Now that I'm there, I feel like my business is being derailed because of issues that were never issues until it's too late, and punitive consequences have already been set in place. I understand that certain members of the Jerome community feel invaded by new businesses and the onslaught of tourists. I understand that feeling, as I have also had my home of 31 years in Sedona taken over by corporate greed and arrogant money. I, however am a local woman and artist who is trying to simply exist in my community.

I contacted Town Hall before I built the wagon to see if it would be welcomed and wanted. I do not serve anything that other businesses in Jerome serve, because i didnt want to come into town and take away from other, already existing businesses. I wanted to add to Jerome, not take from it. I feel like I have, in that there are people constant taking pictures of the wagon and having the spirit of old time magic lit inside of them. Unfortunately however, I cannot survive as a small business if I get punitive action against me without warning, for breaking rules that have never been informed of. Or if I cannot provide the right paperwork, even though I do provide the paperwork that is asked of me. If there is nothing I can do to function inside of the town of Jerome correctly, it would be appreciated if I was given a heads up of this reality, because I have a mortgage that is due on the 1st, and no other means to pay it than the Frosty Cauldron in Jerome. It would be helpful to know what is expected of me, or who to listen to when i follow direction of police officers, but then get into trouble with the town for doing so. I would appreciate if you could inform me if providing you with the paperwork could reinstate my license, and when, so that i could prepare for a different means to pay my bills, as opposed to being side swept with a loss of my income and business without warning.

I will send another email after this with screenshots of what I have sent to town hall. Perhaps it got lost somewhere? In the meantime, i have an appointment set up for tomorrow to have my final inspection with the health department, In Jerome. What do you suggest I do?

Sincerely,
Danielle Books
Frosty Cauldron

2/24/2025 email:

Ms. Books sent a Geico Certificate of Insurance with liability limits of \$1,000,000 per occurrence, listing the Town of Jerome as additional insured. This is adequate for the requirements of the ordinance.

2/25/25 my response:

Ms. Books,

In response to your questions, please see the following responses.

Q: Is there somewhere that I could get a copy of the rules and regulations of MFU's, because I appear to be breaking rules that I have never heard of.

A: Yes, Town Code, Chapter 8, Article 8-6 "Mobile Food Vendors."

I will attach it for your review again. I sent the entire Article to you on October 21, 2024, in response to your questions on parking. Code Enforcement Officer Blodgett also sent you this information in his letter dated February 6, 2025. Here is the section on parking again, including time limits:
**I removed this section of the email for brevity in this report.*

Q: As I have informed Will via text, I was locked out of my aztaxes.gov account, however the license is still active per the Agency, as I only bought it about 6 months ago and it is active for a year, even if you have to renew in January. I will send you a copy of the more recently issued TPT license, though the previous one is active per the government agency.

A: As I informed you on February 18th, the TPT license you provided previously has an expiration date of 12/31/2024 and is no longer valid. If you renewed, you should have received a new certificate from ADOR. Arizona TPT licenses are issued for Calendar Years, i.e. from January to December of that year, regardless of when it was applied for and issued. If you look at your license from 2024, you will see that it was issued 08/09/2024 but still expires on the last day of 2024. Yesterday, I received screenshots showing that you have applied for a renewal. Have you received a TPT yet, or did you just do that recently?

Q: I am not sure what you are asking for in relation to the insurance.

A: On February 24, 2025, you sent a Certificate of Insurance from Geico with effective policy date of 2/14/2025 listing the Town of Jerome as additional insured. This is the document that I asked you for previously. The previous screenshots sent by you did not show your name, your business name, the liability coverage, or the effective date which is why I explained that it was not adequate information in my email from February 18th, 2025.

Q: What do you recommend I do, as Jerome needs to be the place I get inspected, because it is the Town I have a license in?

A: I would suggest that you keep your appointment for your inspection. You are still able to park in Jerome, so long as you are not conducting business without licensing. Please follow all applicable parking regulations, including parking inside a public space or lot.

Again, our Business License Application requires all businesses that are subject to a County Health Certificate to comply. This is the exact wording:

If your business is subject to a certificate of health or sanitary examination, please include a copy of your current license from Yavapai County Community Health Services. Where any business activity is subject to a certificate of health or sanitary examination, before commencing operation, the applicant must produce a current license, certificate or permit from Yavapai County Community Health Services. Failure to do so is grounds for revocation or suspension of the license. Your initial Provisional Permit expired after 90 days, which is why we requested a Health License Certificate from you to continue to operate. What you sent in response was only the Narrative Report, not a License or Permit.

Since then, you have sent another Provisional Permit from Yavapai County with an expiration of February 28, 2025, for which you must pass the inspection in order to get the full Health License Certificate.

Q: It would be helpful to know what is expected of me, or who to listen to when I follow direction of police officers, but then get into trouble with the town for doing so. I would appreciate if you could inform me if providing you with the paperwork could reinstate my license, and when, so that I could prepare for a different means to pay my bills, as opposed to being side swept with a loss of my income and business without warning.

A: The letter sent to you, dated February 18, 2025, RE: Suspension of License included the Appeal Process. The letter spells out the documents that you would need to present in order for Town Council to consider your appeal.

2/25/2025 email:

Good Morning Kristen,

Thank you for your timely response, I do appreciate it. I want to respond here to these issues, in hopes of clarification. I did receive your email on October 21st. It had two attachments that open but do not lead to anything related to mobile food units. In the future I want to use my yahoo account when corresponding with you, if that is possible. *****. I see also that I sent you an email last week, from ***** , but it's not in my 'Sent' box. I don't believe that there is a problem with Gmail, but I do think that between the phone I'm using and my lack of experience of navigating Gmail, I may be unknowingly causing inconsistent communication with you, and I apologize.

I did receive the letter from Officer Blodgett, and because of the attachments from your email not opening properly, that was the first time I had heard of the 6 hour rule.

In regards to my TPT license- this is the full story: I went to apply for a new license around the first of the year, but got locked out of my account in the process. It took quite a while to be able to gain access again. During this time, I talked to the az tax gov agency, who informed me that my license was still active. When I did gain access to my account again, I could see that my application for a new license was "in progress". (i have provided you a screen shot of this). However, it wasn't me or anybody I know who paid for a new license. So. I do not know why it says that it's in progress, and neither does the agency. I cannot buy another renewal because the system already thinks I've purchased one. I have not received any new physical license in the mail at this time. I have been told by the Agency that it "should come". I've also been told that it is "active' and would be, because i havent purchased it over a year ago, and even though it says "expired", its actually still active. They also have stated that this can be verified. In order to get this matter potentially taken care of at a higher level, I get a call back. They call one time and leave a message without a return phone number. So, if I miss their call, as I have, I have to start the whole process again. I will send another screen shot of what the site says today when I log in. It just says "Active". I'm not sure at this point what to do about it, but I've been up until this point, taking the operators advice and waiting for a physical copy in the mail while relying on the web site saying that it's active.

Last week I sent the email that I referred to in the first paragraph that is not in my SENT box. It had all of the insurance information. I sent it to you again yesterday. Do you still need it at this time, or do you see all of the information?

I am not having my inspection today as I wasn't able to get a hold of the Inspector with an answer as to if I could have the inspection, per Jerome, before he went out on the field for the day. I do not know if he will agree to an inspection when I'm not actually open. I hope that I can at least look open but not charge a customer for a drink if they order one...? I know I have until February 28th and then that Provisional license will expire, and I will have to purchase another one (if that's even possible), for at least \$700.00. Please let me know if its possible to just hand out drinks, or if having

my license reinstated would be possible before 2/28. If so, I can handle deliver whatever paperwork you still need. At this point I'm unsure If there is anything else.

Attached should be the screenshot of the tpt az tax government site, as of today
Thank you for your time,

Danielle Books

2/25/2025 my response:

Ms. Books,

I cannot override the Town Manager's decision on the Suspension of your Business License. However, you can follow the steps to appeal that decision outlined in the letter that was sent to you. And as for continuing to operate while your provisional health permit is still valid, please notice this section:

Section 8-3-10 Validity of Business License During Appeal.

Throughout the administrative appeal process outlined herein, a licensee holding a suspended or revoked license may continue to operate his or her business pending final decision on the appeal, or until the time for appeal has passed, whichever occurs first.

[Ord. 416, 5/12/2015]

2/25/2025 email:

Kristen,

Again thank you for your timely response. My questions would be;

Is the evidence I have provided to you of an Active TPT license adequate at this time, and at what point would it not longer be adequate?

Is there any other paperwork that I need to provide to you at this time?

Is there a way to get a hold of the County Clerk, and what form do I need to fill out for an appeal?

During the Appeal Process, where should I park the Wagon? Is there a designated spot? Will had thanked me for no longer parking in the spot that was designated by you, across from the Spirit Room, so I was under the assumption that where I have been parking across from the police station was a better space than the spot across from the Spirit Room. Is this correct or false?

I know you are aware, parking in Jerome is hard to get, and that is why I have in the past parked in a spot early in the morning, then returned to the wagon a few hours later to operate the business. I am guessing that the 6 hours of parking includes all parking and not just operating. Is this correct?

It seems that in one calendar day, if i was to change to a different parking spot more than 100 feet away from my original parking spot of the day, I would be allowed to operate in the new space on the same day. Is this correct?

Thank you,

Danielle Books

2/25/2025 my response:

Ms. Books,

We need to see the actual TPT certificate from the State that has the issue/expiration dates and the name of the business on it. A screenshot of it will suffice, so long as the entire license is visible in the image.

If you would like to appeal, you need to send the Notice of Appeal to the Town Clerk, not the County. You can mail it to P.O. Box 335, Jerome, AZ 86331 or email it to Brett Klein at b.klein@jerome.az.gov

As for parking in Jerome, the normal parking regulations apply; Mobile Food Units have a time limit of 6 hours in a legal parking space. Could you move a unit to a different parking space not less than 100 feet away to avoid going over the time limit? Potentially, if you can find another legal parking space in that time frame. As you have stated, parking can be hard to find in Jerome.

2/26/2025 email:

Hi Kristen,

Thank you for your information. If you can, please specify what parking spaces I can use.

Thank you

2/26/2025 email:

Hello Kristen,

I am curious if the fairly large parking lot down and next to Jerome Winery is a place I could park? It's also kitty corner from the Bobbys BBQ.

OR

On what I believe is First Ave (the one way street/steep public bathrooms).. either directly on the side of the street in one of those parking spaces, or in one of the spaces in front of the public restrooms.

2/26/2025 my response:

Ms. Books,

If you are referring to the parking spaces that are next to Original Jerome Winery, that is their private property. You could only park there with the owner's permission.

As for First Street, they are public spaces but you would have to be sure your service window is not facing into the street.

2/26/2025 email:

Hi Kristen,

Thank you for the information you have given. Shortly I am going to send an email of Appeal to Brent Klein. I am assuming that once the Appeal email is sent, that would be the beginning of the time that the Appeal is active, and therefore I could be open for my rescheduled inspection tomorrow with the health department.

I am also at this point assuming that you or Town Hall does not need anything more from me in the form of paperwork with the exception of a copy or photo of my full TPT license when it is delivered, and that I may continue to work with the photos that I have supplied to you until then, or until further notice. If I am assuming incorrectly with any of this i hope I will be informed.

Also, I will attach a screenshot of the az taxes gov page that shows that my license is active that was timestamped last night. Also, I spoke with the Agency last night again, and according to their records the license has been mailed out.

Thank you

Danielle

*(Attached screenshot of the AZtaxes License Verification page showing license #***** matching Frosty Cauldron's 2024 TPT license is valid as of 2/25/2025.)*

Brett Klein

From: Frosty Cauldron
Sent: Wednesday, February 26, 2025 2:33 PM
To: Brett Klein
Subject: Letter of Appeal

February 26 2025

To: Town Clerk Brett Klein, and Members of Town Hall,

This is my formal Letter of Appeal to the Town of Jerome, for the Suspension of my Business License of the Frosty Cauldron LLC. With this letter I hope to regain the privilege to work inside of town limits as a creator of magical beverages in the Frosty Cauldron Gypsy Wagon.

I have never purposely or knowingly broke any rules of the Town of Jerome. Honestly, I was simply doing what I thought I should be doing at all times. With the exception of the one or two isolated events, after Officer Will Blodgett spoke with me about not leaving the Wagon overnight. What happened in this instance was that Wagon was trapped in it's parking space, by a car in the next or second to next parking space, making it impossible to hitch the wagon and take it back home for the night. I texted Mr Blodgett when this happened to explain why the Wagon had spent the night. Also, it caused me a lot of stress knowing that I was breaking the rules, but being unable to do anything about it. It was by no means done intentionally.

I believed that all of my paperwork was delivered to everyone who needed it, and was fully visible in the screenshots provided. I apologize that it wasn't. I am, and have been practicing legally, and was not intentionally not providing fully visible paperwork to everyone involved.

At this point, I do believe that Kristen Muenz has all forms of paperwork that is needed at this time. I will provide more paperwork when it is asked of me. I am hopeful that my email address of _____ s used either in conjunction with _____ [com](#), or on its own to avoid further miscommunication. Also, i am most easily reached by my texting my phone numbe _____ if I have not responded in a swift manner to an email. I am always willing to communicate, but not technologically sharp, or active.

I am told as of today that I can park the Frosty Cauldron in one of the spaces on First Avenue. This is my intention for this interim time of processing the Appeal, unless I am told otherwise.

I do apologize for causing any distress among the members of Town Hall in regards to this. I love Jerome and do not want to be a point of any negativity for the Town or it's members.

I have never formally written an appeal before. From my research, I believe I am presenting the information that you would be looking for in an Appeal. If I am incorrect, and there is something more you need from me, it would be appreciated if I was made aware of that, so that I could create an Addendum.

Also, I would like to add that I am a reasonable person, and there are other towns within close proximity that I can operate the Frosty Cauldron from. If it is found by the Members of the Town of Jerome that

there isn't a place in town for my operation. I can receive that information and respond appropriately. Item D.
course it would be disappointing. because it was the Spirit of Jerome that built the Frosty Cauldron.
However, it would be appreciated if I was still able to perhaps bring it up for special events, and also be
able to continue working in Jerome until i am able to put other plans into place, which would probably
take until the end of March.

Thank you for your time,

Danielle Books
Frosty Cauldron, LLC

File Attachments for Item:

E. Consideration of a New Tenant for 500 Main Street and Setting Terms of the Lease Agreement

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



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: Consideration of a New Tenant and Lease Terms for 500 Main Street**

MEETING DATE: March 11, 2025

Summary:

In December, 2024, Jerome Ghost Pepper terminated the lease with the Town. Subsequent to the termination of the lease, an ad was placed soliciting potential tenants. There has been a lot of interest, but to date we have only received the two attached letters of intent, one from Eclpst, LLC and one from The Golden Horse Emporium LLC, DBA Mockingbird. They have both provided a brief overview of their business and their proposed hours of operation if selected for the unit. At the time of the lease termination, the monthly rent amount was \$1,300, or \$1.61 per square foot, which was just raised nearly ten percent after a considerable time with no increases prior.

Fiscal Impact:

Recommendation:

Staff recommend a 2-year lease with the tenant the Council feels is the best fit for the space, with a monthly rent amount of \$1,300 as has been established already. We ordinarily enter into a 3-year lease, but this will be a new tenant so a 2-year term is recommended.



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

Item E.

December 20, 2024

Hotel Jerome Main Floor Street Level Space Available

The Town of Jerome has an immediate availability for rental of a commercial retail space at Hotel Jerome – 500 Main Street. The space has Main Street level access, with plenty of windows providing ample amount of natural lighting. The space is ~square in shape and is approximately 806 square feet. The anticipated rental fee will be \$1.60-\$1.75 / square foot per month, but will be set by the Town Council and may differ based on proposed usage and Town needs.

If you are interested, please submit a letter of interest to Town Manager Brett Klein (b.klein@jerome.az.gov) as soon as possible. The letter of interest must include your complete name, address, phone number and e-mail, along with a detailed description of your proposed use and anticipated days / hours of use. Please include as much detailed information as possible. If your application is considered, you will need to provide a suitable amount of references upon request.

For questions please call Town Manager Brett Klein at (928) 634-7943.

Tamara Lee
The Golden Horse Emporium LLC
DBA – Mockingbird
509 Main Street / P.O. Box 763
Jerome, AZ 86331

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

February 5, 2025

Dear Mr. Klein and Jerome Town Council,

I would like to apply to rent the commercial space at 500 Main Street. I would like to move my shop Mockingbird from 509 Main Street.

My business is a retail gift shop, featuring jewelry, books, accessories and home goods, art and local art.

My hours of operation are “Every Day, 7 days a week”, occasionally closing on Tuesdays as needed for personal appointments. Hours are typically 11-5, sometimes opening earlier and often staying open later until 6:00 p.m. or later.

My business insurance was previously with The Hartford (see attached) and I have received a quote to start coverage at 500 Main Street as soon as it would be needed. I will initiate that policy as soon as I know that my application has been accepted.

The “end of March” as you indicated in your email reply would work perfectly for me. I anticipate a quick move and would be able to start business very quickly in the new location, should we enter into a lease agreement. I am very excited about the possibility of moving into the space, and hope that you and the members of the Jerome Town Council will approve my application.

Sincerely,

Tamara Lee

Dustin Coressel
Eclpst LLC

Sedona, AZ 86351

February 12, 2025

Brett Klein, Town Manager
Town of Jerome
500 Main Street
Jerome, AZ 86331
Email: b.klein@jerome.az.gov

Subject: Letter of Interest – Hotel Jerome Main Floor Street Level Space

Dear Mr. Klein,

I am writing to formally express my interest in leasing the commercial retail space at Hotel Jerome, 500 Main Street. My company, Eclpst LLC, is a full-service web design and marketing firm dedicated to helping small businesses and entrepreneurs access the tools, services, and expertise they need to compete in today's digital landscape.

Business Overview & Proposed Use

Eclpst specializes in web design, digital marketing, branding, videography, photography, and business development. We provide fully responsive, mobile-friendly marketing strategies, custom websites, mobile applications, and high-quality 4K video production to help businesses grow and reach their full potential.

Our vision for this space is to create a collaborative marketing studio where businesses can learn, network, and gain access to cutting-edge marketing solutions. The Main Street-level location with large windows provides an ideal setting for photo and video shoots, client meetings, and community engagement events. We want to make this a dynamic space where local entrepreneurs can come for professional branding solutions, strategy sessions, and networking opportunities.

Days & Hours of Operation

We anticipate operating Monday – Saturday from 9:00 AM to 5:00 PM, with occasional evening events or workshops.

Community Engagement & Events

Beyond providing marketing services, we plan to host business mixers, workshops, and educational sessions to share insights on branding, lead generation, and digital marketing trends. We are excited about the opportunity to be part of the Jerome business community and contribute to the town's creative and entrepreneurial spirit.

Experience & References

Eclpst has been in business for over nine years, operating in Sedona and working with a diverse range of clients. With over 40 years of combined experience in graphic design, website development, marketing, photography, and SEO, we bring a results-driven approach to our work. We can provide references upon request.

Conclusion

We are eager to discuss this opportunity further and appreciate your time in reviewing our interest. Please let us know if any additional information is needed. We look forward to the possibility of joining the Jerome business community and making this space a hub for creativity and growth.

Best regards,

Dustin Coressel
Eclpst LLC

File Attachments for Item:

F. Consider Proposal and Agreement from Southwestern Environmental Consultants (SEC) for Engineering and Design Plans for Mescal Siphon Line and School Street Pressure Regulator (WIFA Grant Funded)

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



**SOUTHWESTERN
ENVIRONMENTAL
CONSULTANTS, INC.**

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

825 COVE PARKWAY
COTTONWOOD, ARIZONA 86326
(928) 634-5889
Fax: 634-2222

Item F.

February 26, 2025

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

RE Town of Jerome, Mescal Wash & Scholl Street water improvements

Dear Brett,

SEC is pleased to provide a proposal for water distribution improvements for Mescal wash and School Street. The water line crossing Mescal wash (Siphon) & pressure regulator and control system at School Street will be reviewed under the proposed work. SEC proposes to provide the following work.

Water line across Mescal Wash

Preliminary design

- Onsite investigations
- Topographic survey – Any blue stake to be coordinated by the Town. Town to provide potholes, if required. SEC crew will pick up the as builts.
- Exclude boundary survey

30% Design

- Develop Horizontal layout
- Develop vertical profile

60% Design

- Develop Plan & Profile drawings
- Start the development of details and specifications
- Start initial cost estimate
- Water report is excluded- As this project consists of replacing existing water lines, it is assumed that additional water modeling and reports would not be required.

90% Design

- Update Plan & Profile drawings
- Update to the development of details and specifications
- update to cost estimate



- Water report is excluded- As this project consists of replacing existing water lines, it is assumed that additional water modeling and reports would not be required.

Final Design

- Final Plan & Profile drawings
- Final details and specifications
- Final cost estimate
- Water report is excluded- As this project consists of replacing existing water lines, it is assumed that additional water modeling and reports would not be required.
- Assist the Town to obtain Approval to Construct Application (ATC)

School Street Regulator

Preliminary design

- Onsite investigations
- Topographic survey- Any blue stake to be coordinated by the Town. Town to provide potholes, if required. SEC crew will pick up the as builts.
- Exclude boundary survey

30% Design

- Develop concept layouts
- Review existing utilities (The town will coordinate with the utility companies. Any pot holing to be provided by the Twon)

60% Design

- Develop Plans
- Start the development of details and specifications
- Start initial cost estimate
- Water report is excluded- As this project consists of replacing existing water line components, it is assumed that additional water modeling and reports would not be required.

90% Design

- Update drawings
- Update to the development of details and specifications
- update to cost estimate
- Water report is excluded- As this project consists of replacing existing water line components, it is assumed that additional water modeling and reports would not be required.

Final Design

- Final drawings



**SOUTHWESTERN
ENVIRONMENTAL
CONSULTANTS, INC.**

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825 COVE PARKWAY
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(928) 634-5889
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Item F.

- Final details and specifications
- Final cost estimate
- Water report is excluded- As this project consists of replacing existing water line components, it is assumed that additional water modeling and reports would not be required.
- Assist the Town to obtain Approval to Construct Application (ATC)

The proposal excludes geotechnical, structural or Traffic engineering. Construction staking, post design services or certification are not part of this proposal. Based on our understanding, we propose providing the above services for an estimated **cost of \$188,740.00**. All work will be billed at current Time & Material rates.

If this meets your approval, please sign the attached Work Order and return it to our records. Schedule A & B is for your records. We look forward to working with the Town on this project. Please feel free to contact me at kginige@sec-landmgt.com or 928-634-5889 if I can be of assistance.

Sincerely,

Krishan Ginige, P.E., MS, CFM
President





WORK ORDER

Date Opened 2-26-2025 Date Required ASAP

Project Name TOJ/ Mescal & School Water Improvement Project No. _____

Ordered by Brett Klein - Town Manger/Clerk Email b.klein@jerome.az.gov

Bill to TOJ C/O Brett Klein Phone (928) 634-7943

Street PO Box 335 City Jerome State AZ Zip 86331

Received by Krishan Ginige Office Letter Phone Other

PROJECT LOCATION Yavapai County Town of Jerome

PROJECT DESCRIPTION TOJ Engineering and Surveying – Mescal & School Water Improvements

- 1) Per attached SEC Proposal Letter, dated 2/26/25, attached hereto and made a part of this Work Order.
- 2) Any additional requests will be billed as "extra" items at current Time & Materials rates. Prior approval will be obtained before proceeding.

SEC, Inc. agrees to perform the work outlined herein under the terms and conditions set forth in Schedules A and B, attached hereto and made a part hereof. Client agrees to pay an estimated fee of **\$ 188,740.00** plus any direct expenses. This is an estimated fee only, based upon information provided to SEC, Inc. by client, and in the event the information is inaccurate, or in the event of unforeseen circumstances, this estimate may change. Estimate may become void if Work Order is not received by 5/26/2025.

If additional work is requested during the project agreed to be performed under this agreement, fees will be based on the current SEC, Inc., hourly rate schedule. A retainer is to be remitted with this Work Order in the amount of \$__. The balance due SEC, Inc., shall be paid upon completion, or in payments during the course of the project. All past due accounts after deducting current payments and credits, shall bear interest at the rate of 1³/₄ percent per month, compounded, which is an annual percentage rate of 21 percent. Client agrees to pay all costs of collection, including reasonable attorney fees. Liability for errors and omissions in the work is limited to the amount of the fee.

Acknowledgement and authorization:

Client Signature

Date

RATE SCHEDULE - SCHEDULE A

Professional Services
(effective January 1, 2012)

The cost of services, provided by SEC, Inc., are determined as basic direct wages times a cost multiplier for overhead expenses. Hourly charges for different disciplines are as follows:

Table with 2 columns: Functions and Hourly Rate (\$). Rows include Principal Engineer / Company Officer (175.00), Project Engineer (145.00), Senior Civil Engineer / Planner Level VI (135.00), CE Level IV / Registered Land Surveyor II (120.00), CE Level III / Registered Land Survey I or / Technician Level V / Planner Level V (105.00), CE Level II / Survey Chief III / Technician Level IV / Planner Level IV (95.00), CE Level I / Survey Chief II / Technician Level III / Planner Level III (85.00), Survey Chief I / Technician Level II / Planner Level II (75.00), Technician Level I / Planner Level I (60.00), Laborer (50.00), CADD Designer Level II (87.00), CADD Designer Level I (70.00), GIS - Level II (85.00), GIS - Level I (70.00), CADD Drafter (65.00), Secretary / Non-professional Research (min 1 hour) (50.00).

See Natural Resource Rate SCHEDULE A, if applicable

Overtime/Expert Witness

Overtime for all disciplines will be charged at the rate of 1.5 times the hourly rate and 2.0 times the hourly rate for Sundays and holidays. Expert Witness will be charged at 2.0 times the hourly rate for that professional.

Equipment and Materials

Table with 2 columns: Item and Rate. Rows include Vehicles (0.70/mile), Field Materials (Cost plus 20%), Robotic Total Station (\$22/hr), GPS Receiver (\$26/hr), Special Service(s) & Equipment Rental (Cost plus 20%), Blackline Prints (0.25/sf (Public 1.00/sf)), Color Prints: 11" x 17" (3.50 each), Mylar: 18" x 24" (7.50 each), 24" x 36" (12.50 each), Xerox Copies, Letter & Legal: single/double sided (0.15/0.20 each), Xerox Copies: 11" x 17" or Color 8 1/2" x 11" (0.75 each), Color Prints/Plots (24" x 36") (15.00 each), Check Plots (.20¢/sf), CD copy (\$20.00 each), Miscellaneous (Cost plus 20%).

Note: Above fee schedule rates are subject to change without notice. Equipment and material costs are subject to change without prior notice, to reflect supplier price changes.

On projects that require a field crew(s) to stay out of town, per diem expenses (meals, lodging) will be billed on basis of "costs" plus 20%. On all survey jobs, a minimum charge of 2 hours at the current rates will be applied to each job for field work.

**TERMS AND CONDITIONS OF AGREEMENT
BETWEEN CLIENT AND SEC, INC.**

Item F.

(SCHEDULE B)

1. **AUTHORIZATION TO PROCEED.** Client's signing of this Work Order constitutes authorization for SEC to proceed with the described services and also constitutes acknowledgment and ratification of services previously rendered at Client's request to the extent they fall within the scope of services described on the Work Order.
2. **RETAINER.** Before SEC begins rendering services, Client shall pay a retainer in the amount set forth on the Work Order. As the retainer is depleted, additional funds will be requested to replenish the retainer balance. Any credit balance in retainer will be adjusted in the final invoice and any amounts due to the Client will be refunded at that time.
3. **INVOICES.** SEC will submit invoices to Client from time to time as services are provided. Invoices are due and payable upon receipt. Client shall promptly review invoices and notify SEC of any objection thereto; absent such objection in writing within ten (10) days of the date of the invoice, the invoice shall be deemed proper and acceptable.
4. **FEES.** Fees are based either on an estimate, quote, or on a time and material (T&M) basis as so stated on the Work Order. Rates are based on the current SEC Rate Schedule (Schedule A). Client shall pay the costs of all materials and direct expenses such as fees, permits, bond premiums, title company charges, delivery charges, travel, lodging, subsistence, blueprints and reproductions, and all other charges and expenses related to completion of the project not specifically covered by the terms of this agreement. In the event such reimbursable items are paid directly by SEC, then such charges and expenses will be invoiced to the Client at direct cost plus twenty (20) percent for handling. A minimum charge of two hours at current rates will be assessed to each survey job.
5. **LIMITATION OF FEES.** SEC's fees shall be limited to the amount set forth in the Work Order. SEC's estimate of the total fees is not a guarantee that all the described services can be performed for that amount but represents its good faith estimation of the approximate total fees that will be earned, based on the information available at the time. However, should the estimated fee amount be reached prior to the limit of services under this Agreement, SEC can limit its services to that amount. If all the services described are not completed, SEC shall provide Client with a revised estimate and proceed to completion only upon Client's authorization (either written or verbal).
6. **EXTRAS.** Client shall pay for any additional work agreed to be performed by SEC at the request of Client, in addition to those set forth herein. The additional work will be charged as extras based on the current SEC hourly rate schedule.
7. **PAYMENT.** Payment for invoices tendered by SEC, are net due upon receipt of the invoice. In the event any invoice is not paid within thirty (30) days, it shall commence bearing compound interest. Beginning on the date the invoice was rendered, compound interest will be calculated at the rate 1.75% per month, (twenty-one (21) percent per annum -- or such rates as may be maximum interest permissible under applicable law, -- whichever is lower). Client agrees to pay all accrued interest together with the charges for services rendered. SEC reserves the right to terminate work on the project until any amounts outstanding are paid in full.
8. **TERMINATION.** Either party may terminate this Agreement with or without cause, upon ten (10) working days written notice to the other. In the event any invoice submitted under this Agreement or under any other agreement between Client and SEC, is not paid in full within forty-five (45) days after rendering, Client agrees that SEC shall have the right to consider said default a material breach of this Agreement. Client shall have ten (10) days thereafter in which to cure said default. If said default is not cured by Client, SEC shall have the right, in addition to all other available rights and remedies, to terminate this Agreement even if the default is in payment of an invoice submitted under another agreement, and to terminate all other agreements between Client and SEC. Upon early termination, Client shall then promptly pay SEC for all of the fees and charges for all services rendered and costs incurred by SEC to the effective date of termination.
9. **CLIENT RESPONSIBILITIES.** Client shall cooperate with SEC by providing everything reasonably necessary for SEC to be able to provide its services., including but not limited to, all necessary information concerning the project and Clients requirements including design criteria, necessary access to public and private lands, legal accounting, insurance services required for the project, necessary permits, and approval of governmental authorities and other individuals.
10. **OWNERSHIP OF DOCUMENTS.** All documents prepared by SEC pursuant to this Agreement are prepared specifically for use in connection with this project. Originals of all such documents are and remain the property of SEC. SEC shall furnish Client with sufficient copies of such documents for its purposes at associated costs. All such documents are not intended or represented to be suitable for reuse by the Client or others on extensions of this project or on any other work. The Client may use such documents for other purposes without further compensation to SEC; however, any reuse without written verification or adaptation by SEC for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to SEC. Client agrees to indemnify and hold harmless SEC from all claims, damage, losses, and expenses, including attorney's fees, arising out of or resulting from the Client's use of the documents for any purpose other than in connection with this project. Any verification or adaptation of the documents by SEC for other purposes will entitle SEC to further compensation as agreed upon between the parties.
11. **CONSTRUCTION COST ESTIMATES.** SEC has no control over actual project construction costs and estimates of such probable costs represent SEC's good faith estimation only of the approximate, probable cost to construct the project, based on the information available at the time. SEC cannot and does not represent or guarantee that actual project construction costs will not vary substantially from its estimate of probable costs.
12. **ARBITRATION AND LEGAL EXPENSES.** Any controversy of claim relating to this Agreement will be settled by arbitration upon the mutual agreement of the parties. Such arbitration shall be conducted in accordance with the rules of the American Arbitration Association in effect at the time of the arbitration, unless the parties mutually agree to conduct such arbitration by a different procedure. Judgment on the award or decision rendered may be entered in any court having jurisdiction over the matter. In the event of any legal action between the parties to enforce any of the terms of this Agreement, the party in whose favor judgment is rendered, shall be paid by the non-successful party, all costs and expenses incurred, including a reasonable attorney's fee.
13. **LIMITATION OF LIABILITY.** SEC's liability to the Client for any cause or combination of causes is, in the aggregate, limited to an amount no greater than the fee earned under this Agreement.
14. **BINDING EFFECT.** The terms and conditions of this Agreement shall inure to the benefit of and be binding upon the parties and their respective heirs, successors, and assigns. This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona. If any of the provisions of this Agreement are declared invalid, such declarations shall not affect the validity of the remainder of this Agreement.
15. **CAPTIONS.** The paragraph captions used in this Agreement are for convenience only; they are not construed as part of this Agreement; and they in no way define, limit or amplify the provision of this Agreement.