



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
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December 2023 Staff Report for November Activity submitted by Kristen Muenz, Finance Director & Deputy Town Clerk

- ⚙ Assisted Zoning Administrator Will Blodgett with BOA, P&Z and DRB-related business, answering general questions, arranging meeting times, and gathering information.
- ⚙ Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, Post Office, Town Hall).
- ⚙ Took the minutes for the regular and special Town Council meetings.
- ⚙ Assisted staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and helped answer the phone when needed.
- ⚙ Maintained record retention duties for Ordinances, Resolutions and Minutes.
- ⚙ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙ Began preparations for the annual audit, including year-end Journal Entries, gathering information, and working with a CPA to go over accounts.
- ⚙ Permits and Licensing activities for November:
 - Business Licenses**
 - 12 Businesses were sent renewal notices.
 - 6 Businesses sent in their renewal application.
 - 1 Business applied for a NEW Business License.
 - 9 Business License renewals were issued.
 - 12 Business Licenses are pending approval.
 - STR Licenses**
 - 0 new STR/Vacation Rental License applications were received.
 - 0 new STR Licenses were issued.
 - 1 STR License is pending approval.
 - 19 Total STR Licenses issued to date.
 - The owner of the pending STR application stated he was searching for a long-term renter for Unit C as of November. Waiting for confirmation of this.
 - Special Event Permits**
 - 2 new Special Event Permits were issued in November, both for the Chamber of Commerce: Light Up the Mountain & Town Christmas Luau