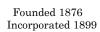
# TOWN OF JEROME, ARIZONA POST OFFICE BOX 335, JEROME, ARIZONA 86331 (928) 634-7943 FAX (928) 634-0715



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

- Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, Post Office, Town Hall).
- Assembled packets for and attended Town Council meetings. Posted audio recordings of meetings on Municode and Soundcloud.
- Assisted staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and helped answer the phone when needed.
- Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- Maintained files from FY 2024 per the Secretary of State's Retention Schedule, including filing documents in the long-term file room for safety.
- Performed Notarizations for private citizens by appointment.
- Attended AMCA's Fall Best Practices webinars and submitted essays to earn educational credits that will count toward IIMC's educational requirements.
- Renewed the Town of Jerome's TPT License for 2025.
- Created and submitted employee W-2 reports per State and Federal requirements.
- Permits and Licensing activities for December:

#### **Business Licenses**

- 10 Businesses were sent renewal notices.
- 6 Businesses sent in their renewal application.
- 5 Businesses applied for a NEW business license.
- 2 Business License renewals were issued.
- 19 Business Licenses are pending approval, including 2 tour businesses.
- Spreadsheet of Tour & Mobile Food Vendor License updates attached.

### **STR Licenses**

- o new STR/Vacation Rental Licenses were issued and no applications are pending.
- 18 Total STR Licenses issued currently.
- The total Jerome STR housing units (whole house or separately available units within the same property) is now 25.

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

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

## **Special Event Permits**

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