



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
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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**
 - 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 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.