



Founded 1876
Incorporated 1899

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

September 2024 Staff Report for August 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.
- ⚙ Created a spreadsheet of current/pending/expired tour & mobile food vendor licenses.
- ⚙ Permits and Licensing activities for August:
 - Business Licenses**
 - 4 Businesses were sent renewal notices.
 - 8 Businesses sent in their renewal application.
 - 1 Business applied for a NEW license.
 - 8 Business License renewals were issued.
 - 9 Business Licenses are pending approval.
 - Spreadsheet of Tour & Mobile Food Vendor License updates attached.
 - STR Licenses**
 - 0 new STR/Vacation Rental Licenses were issued.
 - 1 STR License is pending approval.
 - 19 Total STR Licenses issued currently.
 - 1 STR location has changed hands, and our Code Enforcement Officer has contacted the new owner with information about applying for a license.
 - The total Jerome STR housing units (whole house or separately available units within the same property) is now 28.
 - Special Event Permits**
 - 1 New Special Event Liquor License was approved for the annual Fire Auxiliary Halloween Dance; no other Special Events were approved in August.