



Founded 1876  
Incorporated 1899

**TOWN OF JEROME, ARIZONA**  
POST OFFICE BOX 335, JEROME, ARIZONA 86331  
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**April 2024 Staff Report for March Activity submitted by Kristen Muenz, Finance Director & Deputy Clerk**

- ⚙ Assisted Zoning Administrator Will Blodgett with BOA, P&Z and DRB-related business.
- ⚙ 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 & DRB 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.
- ⚙ Submitted annual ACA reports to the IRS.
- ⚙ Attended a Worker's Compensation updates webinar.
- ⚙ Permits and Licensing activities for March:
  - Business Licenses**
    - 9 Businesses were sent renewal notices.
    - 14 Businesses sent in their renewal application, including 3 that were overdue.
    - 1 Businesses applied for a NEW Business License.
    - 6 Business License renewals were issued.
    - 16 Business Licenses are pending approval.
  - STR Licenses**
    - 1 new STR/Vacation Rental License was issued, for a property that was previously a STR under a different owner.
    - 1 STR License is pending approval.
    - 19 Total STR Licenses issued to date.
    - 1 unlicensed STR was discovered online, and the information was given to Mr. Blodgett for follow-up.
    - Two STR locations added a new, separate unit increasing the total number to 29.
  - Special Event Permits**
    - 1 new Special Event Permit was issued for Cocodona.