



Founded 1876
Incorporated 1899

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

November 2024 Staff Report for October 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.
- ⚙ Worked with CPA, Brandi Suda, to prep for Annual Audit.
- ⚙ Permits and Licensing activities for October:
 - Business Licenses**
 - 8 Businesses were sent renewal notices.
 - 6 Businesses sent in their renewal application.
 - 1 Business License was filed as OOB due to moving from Jerome (Barbifer).
 - 10 Business License renewals were issued.
 - 5 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.
 - The total Jerome STR housing units (whole house or separately available units within the same property) is now 28.
 - Note: 1 current location is up for sale (Paradise Lane).
 - Special Event Permits**
 - 2 New Special Event permits was approved: 'Light Up the Mountain,' which has been issued, & The Town Christmas Dinner-which has not (pending COI).