



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
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February 2024 Staff Report for January 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 & P&Z 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.
- ⚙ Processed and submitted 2023 W-2s, 1099s, 945 report and annual Arizona Withholding reconciliation by the deadline on January 31st, 2024.
- ⚙ Attended Caselle Webinars on ACA Reporting Requirements and an AMCA clerk meeting.
- ⚙ Permits and Licensing activities for January:
 - Business Licenses**
 - 15 Businesses were sent renewal notices.
 - 10 Businesses sent in their renewal application.
 - 1 Businesses applied for a NEW Business License.
 - 10 Business License renewals were issued.
 - 13 Business Licenses are pending approval.
 - STR Licenses**
 - 0 new STR/Vacation Rental License applications were received.
 - 0 new STR Licenses were issued.
 - 1 STR License is pending approval.
 - 19 Total STR Licenses issued to date.
 - The trend of 0 additional STR application submitted continued in January.
 - Special Event Permits**
 - There were no permits for Special Event Permits issued in January .