



Founded 1876  
Incorporated 1899

**TOWN OF JEROME, ARIZONA**  
POST OFFICE BOX 335, JEROME, ARIZONA 86331  
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**August 2024 Staff Report for July 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.
- ⚙ Processed and submitted State and Federal quarterly payroll tax forms.
- ⚙ 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 PDF map prototype for a sign on the new restroom building.
- ⚙ Permits and Licensing activities for July:
  - Business Licenses**
    - 4 Businesses were sent renewal notices.
    - 6 Businesses sent in their renewal application.
    - 1 Business applied for a NEW license.
    - 8 Business License renewals were issued.
    - 8 Business Licenses are pending approval.
  - 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**
    - 2 new Special Event Permits were issued in July; the Picnic in the Garden on August 24<sup>th</sup>, and the Ghost Walk on October 3<sup>rd</sup> through the 5<sup>th</sup>.