



Founded 1876
Incorporated 1899

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

June 2024 Staff Report for May 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. 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.
- ⚙ Attended the regional AMCA meeting in Clarkdale and the AMCA's Spring Best Practices webinar.
- ⚙ Permits and Licensing activities for May:
 - Business Licenses**
 - 11 Businesses were sent renewal notices.
 - 8 Businesses sent in their renewal application. We have made significant progress in getting overdue renewals caught up.
 - 2 Businesses applied for a Business License under a NEW name.
 - 11 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.
 - The total of Jerome STR housing units (whole house or separately available units within the same property) is now 28.
 - Special Event Permits**
 - 3 new Special Event Permits were printed and are pending issuance due to COI & TPT requirements: Chamber of Commerce's Art in the Park and Music Festival, Nikki Check's Birthday Party.