



Founded 1876  
Incorporated 1899

**TOWN OF JEROME, ARIZONA**  
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**December 2024 Staff Report for November 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.
- ⚙ Processed annual Fire Per-Call payments for employees and non-employee volunteers; processed annual PTO Buy-Back payments for qualifying employees who requested it.
- ⚙ Worked with CPA Brandi Suda to prep for Annual Audit, including creating/updating spreadsheets for Grant Revenues & Expenses and Wildland Assignments Expenses.
- ⚙ Worked with representatives of Colby & Powell for the Annual Audit.
- ⚙ Supervised a paper shredding event at Town Hall on Saturday, November 16<sup>th</sup>.
- ⚙ Signed up for and saved an Arizona Dept. of Liquor License & Control Processes, Procedures, & Best Practices training put on by the City of Tolleson; this counts towards AMCA training.
- ⚙ Permits and Licensing activities for November:
  - Business Licenses**
    - 11 Businesses were sent renewal notices.
    - 6 Businesses sent in their renewal application.
    - 2 Business License renewals were issued.
    - 9 Business Licenses are pending approval, including 1 tour business.
    - Spreadsheet of Tour & Mobile Food Vendor License updates attached.
  - STR Licenses**
    - 0 new STR/Vacation Rental Licenses were issued and no applications are pending.
    - 18 Total STR Licenses issued currently.

- The total Jerome STR housing units (whole house or separately available units within the same property) is now 26.
- Note: 1 currently licensed location is up for sale (Paradise Lane).
- 511 School Street (permit #12) was sold in November and the new owner has stated that they will not be using it as a STR currently, but may wish to rent the lower units at a later time.
- I was informed by Fire that the unlicensed (application was pending) STR at 222 First Avenue was converted to a long-term rental a few months ago.
- The owner of 715 Clark Street currently has the lower unit available for a long-term rental and, if a renter can be found, will be converted to a long-term rental beginning January of 2025.

Note: this is the first time that the total number of STR units has reduced in number since the beginning of the STR permitting ordinance was put into place.

### **Special Event Permits**

- 1 New Special Event permit was approved for the Annual Cocodona Race; the permit issuance is pending receiving updated COI documents.