



Founded 1876  
Incorporated 1899

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

**February 2025 Staff Report for January 2024 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.
- ⚙ Performed Notarizations for private citizens by appointment.
- ⚙ Attended the Verde Valley Transportation Plan meeting in Cottonwood on January 29<sup>th</sup>.
- ⚙ Attended Friday STR Workgroup meetings by Zoom from home.
- ⚙ Created and submitted Nonemployee 1099 reports per State and Federal requirements.
- ⚙ Completed Quarterly Payroll reporting as well as the Annual Reconciliation Report for State.
- ⚙ Permits and Licensing activities for January:
  - Business Licenses**
    - 14 Businesses were sent renewal notices.
    - 15 Businesses sent in their renewal application.
    - 1 Business applied for a NEW business license.
    - 7 Business License renewals were issued.
    - 25 Business Licenses are pending approval, including 2 tour businesses.
    - Spreadsheet of Tour & Mobile Food Vendor License updates attached.
    - Note: Worked with Will on code enforcement for 1 Food Vendor not in compliance.
  - 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 technically 23 as 1 licensed STR is not currently available due to remodeling- "local's retreat."
- 715 Clark Street now has a long-term renter, and it no longer appears on AirBnbB.
- Note: 1 currently licensed location is still up for sale (Paradise Lane).

### **Special Event Permits**

- No New Special Event permits were approved in January. We received updated COI documents from Aravapai Running, the only item from their application packet that was outstanding, and the Cocodona 2025 permit was issued.