



Founded 1876  
Incorporated 1899

**TOWN OF JEROME, ARIZONA**  
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**July 2024 Staff Report for June 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 an FMLA Basics Webinar.
- ⚙ Assembled the July-August Town of Jerome newsletter.
- ⚙ Permits and Licensing activities for June:

**Business Licenses**

- 13 Businesses were sent renewal notices.
- 3 Businesses sent in their renewal application.
- 0 Businesses applied for a NEW license.
- 0 Business License renewals were issued. Our Building Inspector was on vacation for half the month, so no inspections took place. We will be caught back up shortly.
- 10 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**

- 0 new Special Event Permits were issued in June. One previously approved permit for the Chamber's Music Festival is printed and has not been issued due to waiting on required information.