



Founded 1876
Incorporated 1899

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

March 2024 Staff Report for February 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.
- ⚙ 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.
- ⚙ Maintained record retention duties for Ordinances, Resolutions and Minutes.
- ⚙ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙ Received access to the Caselle HR module and entered employee information to create forms for ACA 1094/1095 reporting.
- ⚙ Attended an AZ League training webinar on Budgeting.
- ⚙ Permits and Licensing activities for January:
 - Business Licenses**
 - 11 Businesses were sent renewal notices.
 - 5 Businesses sent in their renewal application.
 - 1 Businesses applied for a NEW Business License.
 - 10 Business License renewals were issued.
 - 7 Business Licenses are pending approval.
 - I have asked Michele to begin sending 2nd notices to businesses which are overdue.
 - STR Licenses**
 - 0 new STR/Vacation Rental License applications were received or issued.
 - 1 STR License is pending approval.
 - 19 Total STR Licenses issued to date.
 - 1 unlicensed STR was discovered online, and the information was given to Mr. Blodgett for follow-up.
 - Special Event Permits**
 - One Special Event Permit was issued in February for the 125th Anniversary.