



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
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October 2023 Staff Report for September Activity submitted by Kristen Muenz, Finance Director & Deputy Town Clerk

- ⚙ Assisted Zoning Administrator Will Blodgett with BOA, P&Z and DRB-related business, answering general questions, arranging meeting times, and gathering information.
- ⚙ Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, Post Office, Town Hall).
- ⚙ Took and transcribed the minutes for all open sessions of Council. This month, Michele Sharif took and transcribed the minutes for the P&Z meeting.
- ⚙ 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.
- ⚙ Continued training Michele Sharif on Payables, Bank Reconciliation, & other duties.
- ⚙ Attended a Kairos Benefits Update meeting in Prescott Valley
- ⚙ Permits and Licensing activities for July:
 - Business Licenses**
 - 11 Businesses were sent renewal notices.
 - 7 Businesses sent in their renewal application.
 - 1 Business applied for a NEW Business License.
 - 12 Business Licenses were issued.
 - 7 Business Licenses are pending approval.
 - STR Licenses**
 - 0 new STR/Vacation Rental License applications were received.
 - 0 new STR Licenses were issued.
 - 1 STR License is pending approval.
 - 19 Total STR Licenses issued to date.
 - The unlicensed STR is no longer being advertised on AirBnB.
 - Happy to report that 1 STR unit has been converted into Long-Term Rental.
 - Special Event Permits**
 - 1 Special Event permit was issued (Art in the Park).