



Founded 1876  
Incorporated 1899

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

**November 2023 Staff Report for October 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.
- ⚙ Began training in Caselle end-of-year processes. Mailed W-9s to all new non-employees who provided services during 2023 in preparation for end-of-year and updated vendor information.
- ⚙ Permits and Licensing activities for October:
  - Business Licenses**
    - 8 Businesses were sent renewal notices.
    - 11 Businesses sent in their renewal application.
    - 2 Businesses applied for a NEW Business License.
    - 2 Business License renewals were issued.
    - 16 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 owner of the pending STR application stated he was searching for a long-term renter for Unit C as of November. Waiting for confirmation of this.
  - Special Event Permits**
    - No new Special Event Permits were issued in October.