



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA
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April 2023 Staff Report for March activity

Respectfully submitted by Kristen Muenz, 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). Special Thank You to Will Blodgett for posting the agendas for P&Z and DRB!
- ⚙ Took and transcribed the minutes for all open sessions of Council, P&Z, and DRB 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. Continued to work on organizing physical files and maintain proper records of agendas and drafted minutes.
- ⚙ Cross-trained with Finance Manager Melanie Atkin on Payroll, Journal Entries, Accounts Payable, and Daily Bank Reconciliation.
- ⚙ Processed Payables, Payroll, Check & Cash Deposits, Journal Entries and Bank Reconciliation. Though no longer with us as an employee, I would like to express my gratitude to Melanie Atkin for continuing to support me by answering my many questions via phone and text. Thanks!
- ⚙ Permits and Licensing activities for February:
 - Business Licenses
 - 10 Businesses were sent renewal notices.
 - 9 Businesses sent in their renewal application.
 - 2 Businesses applied for a NEW Business License.
 - 16 Business Licenses were issued (Thank you Rusty, Ricky & Barry for making a big effort to help us get caught up!)
 - 13 Business Licenses are pending approval.
 - STR Licenses
 - 1 new STR/Vacation Rental License application was received.
 - 3 STR Licenses were issued.
 - 1 STR License is pending approval.
 - 18 Total STR Licenses issued to date. (See Excel Spreadsheet)
 - Special Event Permits
 - No Special Event permits were issued.