



Founded 1876
Incorporated 1899

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

August 2023 Staff Report for July Activity 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).
- ⚙ 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 maintaining proper records of agendas and drafted minutes.
- ⚙ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙ Updated General Ledger in Caselle to reflect Fiscal Year 2023-2024 Budget.
- ⚙ Permits and Licensing activities for July:
 - Business Licenses**
 - 6 Businesses were sent renewal notices.
 - 6 Businesses sent in their renewal application.
 - No Businesses applied for a NEW Business License.
 - 5 Business Licenses were issued.
 - 8 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.
 - There is 1 NEW STR inside Town Limits that has not applied for a license yet.
 - Special Event Permits**
 - No Special Event permits were issued.