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

Founded 1876
Incorporated 1899

March 2023 Staff Report for February 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).

- ✪ Prepared agenda packets for P&Z and DRB meeting with support from Will Blodgett and assisted in preparing the Council meeting agenda packets. Took and transcribed the minutes for all open sessions of Council, P&Z, BOA, and DRB meetings (P&Z and DRB cancelled).

- ✪ 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.

- ✪ Attended a Zoom meeting with the League of Arizona Cities and Towns for training on the Basics of Municipal Budget Preparation in Arizona.

- ✪ Cross-trained with Finance Manager Melanie Atkin on Payroll, Journal Entries, Accounts Payable, and Daily Bank Reconciliation.

- ✪ Permits and Licensing activities for February:
  Business Licenses
      - 12 Businesses were sent renewal notices.
      - 9 Businesses sent in their renewal application.
      - 0 Business applied for a NEW Business License.
      - 0 Business Licenses were issued.
      - 19 Business Licenses are pending approval.
  STR Licenses
      - 1 new STR/Vacation Rental License application was received.
      - 2 STR Licenses were issued.
      - 2 STR Licenses are pending approval.
      - 15 Total STR License Permits issued to date. (See Excel Spreadsheet)
  Special Event Permits
      - No Special Event permits were issued.