



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA
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May 2025 Staff Report for April 2025 Activity submitted by Kristen Muenz, Finance Director & Deputy Clerk

- ⚙ Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, Post Office, Town Hall).
- ⚙ Assembled packets for and attended Town Council meetings. Posted audio recordings of meetings on Municode and Soundcloud. Completed minutes for some 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.
- ⚙ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙ Maintained files from FY 2025 per the Secretary of State's Retention Schedule, including filing documents in the long-term file room for safety.
- ⚙ Attended Zoom meetings for Financial Legislation Updates.
- ⚙ Attended a Zoom meeting with Southwest Risk on claims reporting.
- ⚙ Put together the May-June issue of the Town of Jerome newsletter.
- ⚙ Filled out the City/Town Budget Forms for FY26 as required by the Arizona Auditor General.
- ⚙ Permits and Licensing activities for April:
 - Business Licenses**
 - 7 Businesses were sent renewal notices.
 - 4 Businesses sent in their renewal application.
 - 1 Business applied for a NEW business license (Wicked City Tours).
 - 7 Business License renewals were issued.
 - 17 Business Licenses are pending approval, including 2 tour businesses.
 - Spreadsheet of Tour & Mobile Food Vendor License updates attached.

Note: 1 Food Vendor License is now closed due to failing to apply for renewal for a calendar year, and 1 new Tour Business License (Wicked City) was issued.

STR Licenses

- 2 new STR applications were received.
- 1 new STR/Vacation Rental License was issued
- 17 Total STR Licenses are currently issued/active.
- 3 STR licenses are still ACTIVE (license was approved and property has not changed hands) but the units are currently long-term or unused.
- The total Jerome STR housing units (whole house or separately available units within the same property) is 23-24, depending on if the owners of 511 School Street rent 1 or 2 units. This will be increased to 25 if the pending license for 39 Paradise Lane is approved and issued.

Note: 2 currently licensed locations are still for sale, the "Grandview" on Hampshire Avenue, and "The Speakeasy" (3 levels) on Main/School Streets.