



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA
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June 2025 Staff Report for May 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.
- ⚙ Processed Business License Applications & performed file updates and adjustments.
- ⚙ 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 an all-day training for Xpress Billpay and a Microsoft Teams meeting for Verde Valley Transportation.
- ⚙ Performed notarizations for members of the public by appointment.
- ⚙ Filled out the City/Town Budget Forms for FY26 as required by the Arizona Auditor General.
- ⚙ Permits and Licensing activities for May:
 - Business Licenses**
 - 6 Businesses were sent renewal notices.
 - 9 Businesses sent in their renewal application.
 - 2 Businesses applied for a NEW business license.
 - 9 Business License renewals were issued.
 - 19 Business Licenses are pending approval.
 - Spreadsheet of Tour & Mobile Food Vendor License updates attached.

STR Licenses

- No new STR applications were received.
- No new STR/Vacation Rental License was issued
- 17 Total STR Licenses are currently issued/active.

- 2 STR licenses are still in pending status.
- 4 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 now 25-26, depending on if the owners of 511 School Street rent 1 or 2 units. This includes the 2 in pending status.

Note: 1 of the STR units that is still in pending status and has NOT had a STR License issued is already operating. The owner was sent a cease-and-desist letter from Will Blodgett on April 30th asking for the missing documents so that the license process could be completed. To this date, we have not received a TPT showing that address (39 Magnolia) or a Certificate of Insurance with adequate liability coverage. We are sending a secondary letter, signed by Town Manager Brett Klein.