



Founded 1876  
Incorporated 1899

**TOWN OF JEROME, ARIZONA**  
POST OFFICE BOX 335, JEROME, ARIZONA 86331  
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**December 2025 Staff Report for November 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.
- ⚙ Processed STR License Applications & performed file updates.
- ⚙ Maintained files from FY 2025 & 2026 per the Secretary of State's Retention Schedule, including filing documents in the long-term file room for safety.
- ⚙ Performed notarizations for members of the public by appointment.
- ⚙ Processed annual Fire Department Per-Call Payments for employees & non-employee volunteers.
- ⚙ Permits and Licensing activities for November:
  - Business Licenses**
    - 8 Businesses were sent renewal notices.
    - 6 Businesses sent in their renewal application.
    - 1 Business applied for a NEW business license.
    - 4 Business License renewals were issued.
    - 27 Business Licenses are pending approval (due to short-staff and vacations).
    - Spreadsheet of Tour & Mobile Food Vendor License updates attached.
  - STR Licenses**
    - No new STR applications were received.
    - No new STR/Vacation Rental Licenses were issued.
    - 19 Total STR Licenses are currently issued/active.

- 2 STR licenses are still in pending status.
- 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 now 26-27, depending on if the owners of 511 School Street rent 1 or 2 units, although 1 active unit may have been converted to a long-term rental recently.
- A notice of compliance with the Business Licensing process was sent to all active Short-Term Rentals and we have received some response:
  - 11 STR units have an active Business License (2 of these are triplexes= 6 units).
  - Of those, 2 STR's have had a new License issued.
  - 1 potential new STR sent in a new Business License Application.
  - A total of 5 STR's applications are pending approvals.