



TOWN OF JEROME, ARIZONA
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Founded 1876
Incorporated 1899

January 2026 Staff Report for December 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 PTO Pay-out requests for qualifying full-time employees.
- ✿ Attended the Secretary of State's Election Officer Certification Training and Recertification classes and took the Oath of Office to become a Certified Election Official for the 2026 cycle.
- ✿ Permits and Licensing activities for December:

Business Licenses

- 12 Businesses were sent renewal notices.
- 2 Businesses sent in their renewal application.
- 1 Business was issued a NEW business license.
- 4 Business License renewals were issued.
- 28 Business Licenses are pending approval (due to short-staff and vacations).
- Spreadsheet of Tour & Mobile Food Vendor License updates attached.
*Note: Sip Sedona tour business was absorbed into Wine Tours of Sedona as a DBA, we now have only 4 tour companies with a current license, and 2 that are still pending due to lack of information/documentation.

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.