



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
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July 2025 Staff Report for June 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 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.
- ⚙ Permits and Licensing activities for June:
 - Business Licenses**
 - 12 Businesses were sent renewal notices.
 - 4 Businesses sent in their renewal application.
 - 4 Businesses applied for a NEW business license.
 - 2 Business License renewals were issued.
 - 25 Business Licenses are pending approval.
 - Spreadsheet of Tour & Mobile Food Vendor License updates attached.
 - STR Licenses**
 - 1 new STR application was received.
 - 1 new STR/Vacation Rental License was issued
 - 18 Total STR Licenses are currently issued/active.
 - 2 STR applications are 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 27-28, depending on if the owners of 511 School Street rent 1 or 2 units. This includes the 2 in pending status.
Note: After sending a follow-up warning notice, the STR that was operating without a license sent in the missing documentation to be able to complete the application process. The STR is now in compliance.