



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA
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April 2025 Staff Report for March 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.
- ⚙ 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 the Verde Valley Finance lunch held at Belfry Brewery. These meetings would take place every month or so before, but stopped when the Finance Manager from Sedona moved to take a different position. Now they have started again.
- ⚙ Reached out to Sedona's City Clerk's Office to research how their Business Licensing Department handles Special Event locations.
- ⚙ Permits and Licensing activities for March:
 - Business Licenses**
 - 7 Businesses were sent renewal notices.
 - 10 Businesses sent in their renewal application.
 - 2 Businesses applied for a NEW business license.
 - 8 Business License renewals were issued.
 - 21 Business Licenses are pending approval, including 2 tour businesses.
 - Spreadsheet of Tour & Mobile Food Vendor License updates attached.
 - STR Licenses**
 - 0 new STR/Vacation Rental Licenses were issued

- 1 new STR application was received, but the information was not complete. The application was returned with instructions on completing the steps.
- 18 Total STR Licenses issued currently.
- The total Jerome STR housing units (whole house or separately available units within the same property) is now technically 23 as 1 licensed STR is not currently available due to remodeling- "local's retreat."
- Note: 1 currently licensed location is still for sale (Hampshire Avenue) and another (The "Speakeasy") was just put on the market. The licensed house on Paradise Lane was removed from the market.