



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
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September 2025 Staff Report for August 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.
- ⚙ Permits and Licensing activities for August:

Business Licenses

- 5 Businesses were sent renewal notices.
- 5 Businesses sent in their renewal application.
- 1 Business applied for a NEW business license.
- 13 Business License renewals were issued.
- 16 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 Licenses were issued.
- 18 Total STR Licenses are currently issued/active.
- 1 STR license is 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.
- A notice of compliance with the Business Licensing process was sent to all active Short-Term Rentals and we have received some response.
 - 4 STR's have an active Business License.
 - 1 STR sent in a new Business License Application.
 - A total of 6 STR's applications are pending approvals.