



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

May 2026 Report for April 2026 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.
- ⚙️ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙️ Processed all License Applications & performed file updates and adjustments.
- ⚙️ 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 file clean-up and maintenance of older files, and some general tidying of my office.
- ⚙️ Traveled to Flagstaff to take the State mandated Notary Public recertification test.
- ⚙️ Permits and Licensing activities for April:
 - Business Licenses**
 - Businesses were sent renewal notices.
 - No Businesses were sent 2nd reminders to renew.
 - 13 Businesses sent in their renewal application.
 - 3 Businesses applied for a NEW business license.
 - 14 Business License renewals were issued.
 - 25 Business Licenses are pending approval.
 - 2 Businesses that are suspected of operating without a license were sent a letter requesting they come into compliance.
 - 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.
 - 19 Total STR Licenses are currently issued and/or active.
 - 1 STR licenses are 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.