



Founded 1876
Incorporated 1899

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

October 2026 Report for September 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).
- ⚙ 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's 2026 & 2027 per the Secretary of State's Retention Schedule, including filing documents in the long-term file room for safety.
- ⚙ Scheduled and ran the Annual Document Shredding Day, along with the help of Mr. Blodgett. We successfully and safely shredded old documents per the State Retention Schedule. During this, I discovered a previously unlabeled box of council packets from 2009-2010 and properly labeled them as Do Not Destroy.
- ⚙ Performed property management tasks including scheduling furnace repair at 621 Main Street.
- ⚙ Permits and Licensing activities for September:

Business Licenses

- 6 Businesses were sent renewal notices.
- 3 Businesses received 2nd reminders to renew, along with a \$10 late fee.
- 9 Businesses sent in their renewal application, including 2 that were overdue.
- 1 Business applied for a NEW business license, and 1 Business moved locations.
- 4 Business License renewals were issued.
- 30 Business Licenses are pending approval.
- Spreadsheet of Tour & Mobile Food Vendor License updates attached.

STR Licenses

- 1 new STR application was received in September.
- 1 new STR/Vacation Rental License was issued.
- 1 STR has been contacted by Code Enforcement on operating without license.
- 17 Total STR Licenses are currently issued and/or 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.
- A total of 24+ dwelling units are currently used as licensed STRs.