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

Founded 1876
Incorporated 1899

November 2026 Report for October 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.

- Performed property management tasks Including scheduling pest control to remove a wasp nest from the third floor of 600 Clark Street.

- Permits and Licensing activities for October:

Business Licenses

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

STR Licenses

- No new STR applications were received in October.
- No new STR/Vacation Rental Licenses were issued.
- 1 STR has been informed they are operating without a license.
- 16 Total STR Licenses are currently issued and/or active.
- 1 STR license is still in pending status.
- 1 STR owner informed us that they have a long-term tenant and to close their STR license as they will no longer be short-term renting.
- 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 22 dwelling units are currently used as licensed STRs.