



Founded 1876
Incorporated 1899

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

September 2026 Report for August 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).
- ⚙ Performed notarizations for several members of the community and staff.
- ⚙ 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 AC repair at 600 Clark Street.
- ⚙ Attended a virtual meeting with Springbrook to watch and discuss a tutorial of their software.
- ⚙ Completed and submitted the required Annual Indebtedness worksheet before the deadline.

⚙ Permits and Licensing activities for August:

Business Licenses

- 6 Businesses were sent renewal notices.
- 3 Businesses were sent 2nd reminders to renew.
- 6 Businesses sent in their renewal application.
- 3 Businesses applied for a NEW business license.
- 10 Business License renewals were issued.
- 25 Business Licenses are pending approval.
- Spreadsheet of Tour & Mobile Food Vendor License updates attached.

STR Licenses

- No new STR applications were received in August.
- 1 new STR/Vacation Rental License was issued.
- 1 new STR was sent a violation notice for operating without a license.
- 16 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 23+ dwelling units are currently used as licensed STRs.