



Founded 1876  
Incorporated 1899

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

**June 2026 Report for May 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.
- ⚙ Assembled the Town of Jerome May-June 2026 Newsletter.
- ⚙ Permits and Licensing activities for May:
  - Business Licenses**
    - 7 Businesses were sent renewal notices.
    - 3 Businesses were sent 2<sup>nd</sup> reminders to renew.
    - 3 Businesses sent in their renewal application.
    - NO Businesses applied for a NEW business license.
    - 15 Business License renewals were issued.
    - 13 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.
    - 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.
    - The town did receive 1 query on the STR permitting process for a property not currently utilized as a Short-Term Rental.