



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
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August 2026 Report for July 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.
- ⚙ Attended an Arizona State Library training on Record Retention best practices.
- ⚙ Completed personnel updates to reflect wage and benefit changes for FY 2027, including updating the PSPRS rates for tiers 1 through 3.
- ⚙ Performed property management tasks including scheduling AC repair at 301 Main Street and scheduling pest control at Town Hall.
- ⚙ Attended a virtual meeting with Tyler Tech to watch and discuss a tutorial of their software.
- ⚙ Updated the Business License module in Caselle to reflect the new business types and rates.
- ⚙ Permits and Licensing activities for July:
 - Business Licenses**
 - 19 Businesses were sent renewal notices.
 - No Businesses were sent 2nd reminders to renew.
 - 12 Businesses sent in their renewal application.
 - 1 Business applied for a NEW business license.
 - 6 Business License renewals were issued.
 - 27 Business Licenses are pending approval.
 - Spreadsheet of Tour & Mobile Food Vendor License updates attached.

STR Licenses

- 1 new STR application was received by the potential purchaser of the Flatiron.
- NO new STR/Vacation Rental Licenses were issued.
- 1 STR license was CLOSED because the owner clarified that they have enough rental units (5) to be considered a lodging business rather than an STR.
- 1 STR license was CLOSED because the property owner sent a notification that the property was SOLD and we have not received an application from the new owners.
- 16 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.
- A total of 23+ dwelling units are currently used as STRs.