



Founded 1876
Incorporated 1899

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

July 2026 Report for June 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 July - August 2026 Newsletter.
- ⚙ Permits and Licensing activities for June:

Business Licenses

- 8 Businesses were sent renewal notices.
- No Businesses were sent 2nd reminders to renew.
- 7 Businesses sent in their renewal application.
- 2 Businesses applied for a NEW business license.
- 12 Business License renewals were issued.
- 21 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.
- 1 STR owner has decided to CLOSE their license.
- 18 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 25+ dwelling units are currently used as STRs.