



Founded 1876
Incorporated 1899

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

March 2026 Report for February 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.
- ⚙ Attended virtual Finance Legislative Update meetings every Monday.
- ⚙ Processed and filed 1095 forms for all eligible employees per ACA requirements.
- ⚙ Assembled articles and images for the March-April Town of Jerome Newsletter.
- ⚙ Permits and Licensing activities for February:
 - Business Licenses**
 - 13 Businesses were sent renewal notices.
 - 11 Businesses sent in their renewal application.
 - No Businesses were issued a NEW business license.
 - 5 Business License renewals were issued.
 - 29 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.
 - 2 STR licenses are still in pending status.
 - 3 STR licenses are still ACTIVE (license was approved and property has not changed hands) but the units are currently long-term or unused.