



Founded 1876
Incorporated 1899

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

March 2025 Staff Report for February 2025 Activity submitted 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.
- ⚙ Assisted staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and helped answer the phone when needed.
- ⚙ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙ Maintained files from FY 2025 per the Secretary of State's Retention Schedule, including filing documents in the long-term file room for safety.
- ⚙ Attended Zoom meetings for Financial Legislation Updates.
- ⚙ Completed and submitted annual employee 1094/1095s per ACA requirements.
- ⚙ Permits and Licensing activities for February:
 - Business Licenses**
 - 10 Businesses were sent renewal notices.
 - 12 Businesses sent in their renewal application.
 - 3 Business applied for a NEW business license.
 - 20 Business License renewals were issued.
 - 18 Business Licenses are pending approval, including 2 tour businesses.
 - Spreadsheet of Tour & Mobile Food Vendor License updates attached.
 - Note: 1 MFV License was suspended and is under appeal.
 - STR Licenses**
 - 0 new STR/Vacation Rental Licenses were issued, and no applications are pending.
 - 18 Total STR Licenses issued currently.
 - The total Jerome STR housing units (whole house or separately available units within the same property) is now technically 23 as 1 licensed STR is not currently available due to remodeling- "local's retreat."
 - Note: 1 currently licensed location is pending sale (Paradise Lane).