



Founded 1876  
Incorporated 1899

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

**February 2026 Report for January 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.
- ⚙ Assisted Will & Michele in gathering and submitting required information for the Brownfield Grant application.
- ⚙ 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.
- ⚙ Processed and filed W-2s for 2025 for all town employees and volunteers.
- ⚙ Processed and filed 1099s for all non-employee vendors and retirement payouts.
- ⚙ Processed and filed Quarterly Payroll reports for 2025 Payroll Q4, and annual State Reconciliation.
- ⚙ Permits and Licensing activities for December:
  - Business Licenses**
    - 12 Businesses were sent renewal notices.
    - 11 Businesses sent in their renewal application.
    - 2 Businesses were issued a NEW business license.
    - 7 Business License renewals were issued.
    - 29 Business Licenses are pending approval.
    - Spreadsheet of Tour & Mobile Food Vendor License updates attached.
  - \*Note: Though we have more catching up to do, I would like to have in a writing a big **THANK YOU** to Carl Whiting for taking on the Fire Inspections for Business License applications and helping us to make strides in getting caught up after months of delays. Also, I have implemented the internal process of closing out overdue business licenses that have gone a full 12 months with no renewal. These businesses will need to submit a new application if they would like to operate in

Jerome again. This helps to clear out my spreadsheet and Caselle of inactive and potentially out-of-business accounts.

### **STR Licenses**

- No new STR applications were received.
- No new STR/Vacation Rental Licenses were issued.
- 19 Total STR Licenses are currently issued/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.
- The total Jerome STR housing units (whole house or separately available units within the same property) is now 26-27, depending on if the owners of 511 School Street rent 1 or 2 units, although 1 active unit may have been converted to a long-term rental recently.