



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943

May 2025 Staff Report for April Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Transcribed minutes from the Regular Council meetings for April 8, 2025.
- ❖ Research on AZ Statutes regarding busking and special events.
- ❖ Assisted Utilities Clerk with monthly receiving and posting payments.
- ❖ Processed weekly payables as needed to assist Finance Director.
- ❖ Processed bank reconciliations in Caselle.
- ❖ Monthly reconciliation of petty cash and cash drawer.
- ❖ Submitted repairs made by AES to State Rep in compliance with State of Arizona regulation.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.
- ❖ Updates to water line inventory on 120Water website as new data has been turned in by residents and business owners.
- ❖ Executed agreement with Xpress Bill Pay for online utility payments.
- ❖ Scheduled training for Xpress Bill Pay. Training is scheduled for May 6th.
- ❖ Verified all wireless lines cancelled and credited from previous requests, Finance Director advised regarding ex police chief's number still on AT&T account.
- ❖ Reviewed emails & special events applications to be released for public records request from AZ ACLU.
- ❖ Reviewed list of STR information to be released for public records request from Fastapp and Yavapai County Development Services.
- ❖ Released and shipped JPD auction items as payment and necessary documentation has been received.