



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

October 2025 Staff Report for September Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Attended and transcribed minutes for September 9, 2025 Regular Council Meeting
- ❖ Attended and transcribed minutes for September 22, 2025 Special Council Meeting.
- ❖ Performed September bill run for Utilities Clerk on vacation.
- ❖ Processed bank reconciliations in Caselle as needed to assist Finance Director.
- ❖ Monthly reconciliation of petty cash and cash drawer.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.
- ❖ Continued updates to 120Water after surveys received, including updating website based on responses.
- ❖ Download all batch reconciliation documentation from Xpress Bill Pay.
- ❖ Continued sign-ups, auto payment, and paperless billing updates in Xpress Bill Pay.
- ❖ Continued to post, follow-up and release auction items from Jerome Police Department, currently there are 2 active auctions.
- ❖ Continued work on flow chart of special event application process, including a list of scenarios that require and don't require special event permit(s) or may require a temporary use permit.
- ❖ Arranged mobile notary services for easement.
- ❖ Continue research for water security upgrades, referencing other AZ communities.
- ❖ Took and Transcribed minutes from September 23, 2025, Regular Design Review Board meeting.
- ❖ Update ongoing project information on whiteboard in council chambers.
- ❖ Attended and participated in LAFS on behalf of Jerome Fire Department, LAFS shows are scheduled 9/28 – 10/10 there are a total of 14 shows at 13 schools.
- ❖ Reviewed Special Event permit for Jerome Chamber of Commerce – Light Up the Mountain, submitted to Town Manager for inclusion on meeting agenda.
- ❖ Update fee schedule for upcoming changes effective October 1.
- ❖ Identify Caselle meter issues on each meter route.
- ❖ Start commercial sanitation account audit.
- ❖ Attend VVTPO meeting in Cottonwood on September 24, 2025.