



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

July 2025 Staff Report for June Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Took and transcribed minutes from the Planning and Zoning Meeting on June 17, 2025.
- ❖ Took and transcribed minutes from the Design Review Board Meeting on June 24, 2025.
- ❖ Continued work on flow chart of special event application process.
- ❖ Continued research and drafting of Town Shuttle Policy.
- ❖ 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.
- ❖ Followed up and obtained elevator compliance certificate from the State.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.
- ❖ Preparation of 120Water surveys for water customers who have not submitted their waterline inventory surveys. Next round of surveys will be mailed the first week of July.
- ❖ Attended virtual 120Water meetings
- ❖ Ensured first month of Xpress Bill Pay invoicing was processed with no errors.
- ❖ Monitoring new account sign-ups, automatic payment sign-ups and paperless billing sign-ups in Xpress Bill Pay.
- ❖ Posted, follow-up and release of auction items from Jerome Police Department.
- ❖ Drafted code enforcement letter for property owner in violation of Town Zoning and Code – failure to obtain CUP for residential use in a commercial zone.
- ❖ Drafted STR letter to owners regarding enforcement of annual Business License renewals for STRs beginning July 31, 2025. After legal review and Town Manager approval the letters were mailed the last week of June.
- ❖ Drafted and mailed STR notice for Planning & Zoning department to be sent to STR owner in violation of ordinance – Failure to obtain STR license prior to rental.