



Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

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

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

- ❖ Took and transcribed minutes from the Regular Council Meeting on July 8, 2025.
- ❖ Completed rough drafting of Town Shuttle Policy with revisions.
- ❖ Assisted Utilities Clerk with monthly receiving and posting payments.
- ❖ Processed payables as needed to assist Finance Director.
- ❖ Processed bank reconciliations in Caselle.
- ❖ Monthly reconciliation of petty cash and cash drawer.
- ❖ Followed up on elevator phone line down and floor 3 lockout options for Court security.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.
- ❖ Sent Second Notice 120Water surveys, updating website based on responses as received.
- ❖ Attended virtual 120Water meetings
- ❖ Download all batch reconciliation documentation from Xpress Bill Pay
- ❖ Continued sign-ups, auto payment, and paperless billing updates in Xpress Bill Pay
- ❖ Posted, follow-up and release of auction items from Jerome Police Department.
- ❖ Continued work on flow chart of special event application process.
- ❖ Drafted and mailed notice to EK Elevator ceasing attempts to bill for cancelled contract.
- ❖ Attended grant workshop for ACF of Sedona, grant cycle to open August 4<sup>th</sup>.
- ❖ Start research for water security upgrades.
- ❖ Start RFP drafting for water meters.