



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

February 2025 Staff Report for January Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Took and transcribed minutes from the Special and Regular Council meetings for January 14th.
- ❖ Took and transcribed minutes from Planning and Zoning meeting of January 21st.
- ❖ Took and transcribed minutes from Design Review Board meeting of January 28th.
- ❖ Assisted Utilities clerk with monthly receiving and posting payments.
- ❖ Updated late-fee billing analysis since starting to use Caselle.
- ❖ Processed weekly payables as needed to assist Finance Director.
- ❖ Processed bank reconciliations in Caselle.
- ❖ Monthly reconciliation of Petty Cash and Cash Drawer.
- ❖ Attended Growing Water Smart Conference in Clarkdale January 22nd – 24th
- ❖ Assisted Town Manager with various projects and forms as requested.
- ❖ Performed monthly elevator maintenance testing for January.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.
- ❖ Additional updating of Water Line inventory on 120Water website, and registered for upcoming webinar regarding new guidelines due 2027.
- ❖ Continued drafting of new Town Shuttle Policy.
- ❖ Followed up with Caselle/Xpress Bill Pay rep regarding the quote for online and automatic utility payment option.
- ❖ Work with Police and Fire Departments to determine phone line consolidation.