



Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

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

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

- ❖ Took and transcribed minutes from the Regular Council meetings for March 11<sup>th</sup>.
- ❖ Transcribed minutes from Planning and Zoning meeting of March 18<sup>th</sup>.
- ❖ Transcribed minutes from Design Review Board meeting of March 25<sup>th</sup>.
- ❖ 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.
- ❖ Scheduled necessary repairs with AES to comply 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.
- ❖ Additional updating of water line inventory on 120Water website.
- ❖ Received quotes from Caselle/Xpress Bill Pay regarding online utility payment option, information was shared with the Town Manager.
- ❖ Verified that all pertinent wireless lines were cancelled as previously requested.
- ❖ Reviewed emails to be released to legal counsel for public records request.
- ❖ Released first batch of reviewed emails and additional files, as authorized by Town Manager, to new Town legal counsel for review.