



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

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

- ❖ Took and transcribed minutes from the Special and Regular Council meetings for February 11th.
- ❖ Took and transcribed minutes from Planning and Zoning meeting of February 18th.
- ❖ Took and transcribed minutes from Design Review Board meeting of February 25th.
- ❖ 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.
- ❖ Attended River Overlay and Landscaping water conservation meeting with Verde Valley Communities (Camp Verde, Clarkdale, AZ First)
- ❖ Attended IV Certification training for Jerome Fire Department
- ❖ Secured new elevator Maintenance Company (AES) to replace TKE Elevator to resolve order correction from State of Arizona regarding Town Hall elevator.
- ❖ 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 attended webinar regarding new guidelines due 2027 (next webinar in April)
- ❖ 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, now waiting on pricing
- ❖ Canceled excess wireless lines designated by Police and Fire Departments for phone line consolidation.
- ❖ Assisted with public records request file conversion, review & redaction.