



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

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

- ❖ Followed up with Zoning Administrator regarding sending letter to property owner who failed to obtain their CUP.
- ❖ Assisted Utilities Clerk with monthly receiving and posting payments.
- ❖ Processed bank reconciliations in Caselle as needed to assist Finance Director.
- ❖ Monthly reconciliation of petty cash and cash drawer.
- ❖ Followed up on elevator phone line down and floor 3 lockout options for Court security. AES gave options to K. Muenz for consideration.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.
- ❖ Continued updates to 120Water after surveys received, including updating website based on responses.
- ❖ Download all batch reconciliation documentation from Xpress Bill Pay.
- ❖ Continued sign-ups, auto payment, and paperless billing updates in Xpress Bill Pay. Including assisting residents to set up their Xpress accounts.
- ❖ Continued to post, follow-up and release auction items from Jerome Police Department, currently there are 2 active auctions and 1 that closed with no bid.
- ❖ Continued work on flow chart of special event application process, including a list of scenarios that require and don't require special event permit(s).
- ❖ Mailed final notice to TK Elevator regarding ceasing attempts to bill for cancelled contract, after legal review.
- ❖ Submitted grant for ACF of Sedona, grant cycle closed 8/22/25.
- ❖ Continue research for water security upgrades, referencing other AZ communities.
- ❖ Completed RFP draft for water meters, submitted to Town Manager for next step(s).
- ❖ Assisted Town Manager with new Council Chambers whiteboard.
- ❖ Attended and participated in LAFS on behalf of Jerome Fire Department.
- ❖ Reviewed Special Event permit for Jerome Historical Society – Mariachi Band, submitted to Town Manager for inclusion on meeting agenda.
- ❖ Obtain necessary key copies for rear door Town Hall Knox box, as requested by Jerome Fire and Jerome Police Department.
- ❖ Attended 2025 Annual LACT conference in Scottsdale.