



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

May 2026 Staff Report for April 2026 Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Took and Transcribed minutes for April 21, 2026, Regular Planning & Zoning Meeting
- ❖ Processed bank reconciliations in Caselle as needed to assist Finance Director
- ❖ Monthly reconciliation of petty cash and cash drawer, and quarterly check destruction
- ❖ Answered phones and assisted at office window as needed.
- ❖ Upkeep/organization of both office and public bulletin boards
- ❖ Download all batch reconciliation documentation from Xpress Bill Pay for April.
- ❖ JFD auctions relisted: 2 JFD Vehicles
- ❖ New Auction items listed: 1 Public Works Vehicle; Miscellaneous wallets and ring for PD
- ❖ JPD Auction Releases: 1 vehicle pending release after title resolution (release likely in May)
- ❖ JFD Auction Releases: 2 FD vehicles released, with 2 additional pending release in May (1 buyer OOS)
- ❖ Public Works Auction Release: 1 PW Vehicle pending release in May (OOS buyer)
- ❖ Ongoing file clean-up and organization for Town Hall and Fire Department.
- ❖ Completed Public Records Requests: Sautua/US Ghost Adventures
- ❖ Attended LCRI Meeting regarding updated reporting requirements for 2027
- ❖ Assisted with JFD Firefighter interviews
- ❖ Assisted FourD and JFD with IT help in regard to OneDrive and new staff email set up
- ❖ Assisted Town Manager and Finance Director with Budget Worksheet preparation.
- ❖ Attended AMRRP Renewal Meeting
- ❖ Compile Opt-Outs and Meter information for meter upgrade/updates
- ❖ Attended PIO meeting for JFD social media pages
- ❖ Attended Verde Valley Fair with LAFS trailer (FD Pub Ed)