



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

October 2026 Staff Report for September 2026 Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Processed bank reconciliations in Caselle as needed to assist Finance Director.
- ❖ Monthly reconciliation of petty cash and cash drawer.
- ❖ 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 September.
- ❖ Auction items re-listed: None – No Sales, Bids or Releases for September.
- ❖ Collect current JFD SOPs/SOGs for revision/update(s).
- ❖ Attended LCRI Meetings regarding updates and new requirements for next reporting deadline.
- ❖ Completed collection of acknowledgements and signatures for updated and adopted Personnel Policy and Heat Illness Prevention Plan.
- ❖ Attended meeting with Atlas group regarding next steps for \$1mil Brownfields Grant.
- ❖ Attended AHA BLS Instructor Training at Flagstaff Medical Center
- ❖ Began due diligence research for Springbrook and Tyler Technologies ERP systems.
- ❖ Reviewed and submitted Application for Special Event – Light up the Mountain
– Town Potluck Dinner
- ❖ Completed and submitted back to T.M. Encroachment permit for loading zone on Main St.
- ❖ Completed personnel set up on JFD computers for J. Foster
- ❖ Drafted flyers for JFD Town Picnic and Halloween Dance.
- ❖ Met with JFD, JPD and T-Mobile regarding upgraded devices for PD and FD with a PTT option, and failover to Starlink when cellular service is unavailable.

Porting old Verizon numbers to T-Mobile to begin in October.