



# TOWN OF JEROME, ARIZONA

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

Founded 1876  
Incorporated 1899

## January 2026 Staff Report for December 2025 Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Attended and transcribed minutes for December 9, 2025, Regular Council Meeting
- ❖ Attended and transcribed minutes for December 16, 2025, Regular P&Z Meeting
- ❖ Attended and transcribed minutes for December 16, 2025, Regular DRB Meeting
- ❖ 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
- ❖ Organize RFP summary from water meter RFP responses
- ❖ Update Water Meter location information from meter Ride-a-longs with Public Works.
- ❖ Download all batch reconciliation documentation from Xpress Bill Pay for December.
- ❖ JPD auctions relisted: desk lamp, 2 cameras, 4 laptops; JPD New Listing: 2014 Taurus
- ❖ JPD auction released: 4 laptops – shipped via prepaid UPS label.
- ❖ Updated accounts and mailed letters to commercial sanitation users with updates due to audit.
- ❖ Attend VVTPO meeting via zoom November 12, 2025
- ❖ Continued document clean-up and organization on shared drive, project will be ongoing.
- ❖ Process Public Records Requests: Bauer, Blair, Darden
- ❖ Compiled and organized C1 parking inventory. Provided information to Town Manager.
- ❖ Created JFD SharePoint site; started electronic and physical file clean-up
- ❖ Attended/served jury duty, December 11<sup>th</sup>
- ❖ Compile and organize TOJ staff apparel orders.
- ❖ Ordered new 2026 Town seals from Deluxe
- ❖ Processed special event application: Vernetti Wedding on Town Steps (April 2026)

Michele Sharif ☼ Accounting Clerk/Administrative Specialist ☼

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