TOWN OF JEROME, ARIZONA

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

Founded 1876
Incorporated 1899

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

- Took and Transcribed minutes for Regular October Council 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.
- Continued Upkeep/organization of both office and public bulletin boards.
- Download all batch reconciliation documentation from Xpress Bill Pay for October.
- Auction items re-listed: None – No Sales, Bids or Releases for October.
- Layout and draft new landscape guidelines manual.
- 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.
- Study for teaching AHA BLS for Provider class at Cottonwood VVMC.
- Compiled research and feedback from other municipalities regarding Springbrook and Tyler Technologies ERP systems – turned in results to T.M.
- Reviewed and submitted Application for Special Event – Steve Hopkins Celebration of Life
- Ported old Verizon numbers to new T-Mobile devices for JPD and JFD
- Assisted JFD with Prep for Halloween Dance and other organization.
- Confirmed JFD and JPD phone numbers no longer billing on Verizon account.
- Started IT Training with Four-D - Infosec training w/ Ida
- Began research on Gulch Ln. ROW information/historical data.
- Continued research for Anthony Lozano re: water letter 10 years prior (unable to locate document)

Michele Sharif ☼ Accounting Clerk/Administrative Specialist ☼
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