



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

September 2026 Staff Report for August 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 August.
 - ❖ Auction items re-listed: None – No Sales, Bids or Releases for August.
 - ❖ Assisted with JFD Bylaw draft update. To be presented to Council in October.
 - ❖ Completed Public Records Requests: Cedargale – FOIA request sent to PD for completion
- Cheifetz – Flash drive provided.
- ❖ Attended LCRI Meetings regarding updates requirements for 2027.
 - ❖ Completed Personnel Policy drafts, turned in to T.M. for legal and Council review and approval.
 - ❖ Updates to Caselle for opt-out meter installations completed.
 - ❖ Verify Ziptility, WaterScope and Caselle data all match for completed water meter installations.
 - ❖ Compiled staff and council Summer apparel order. Order received 8/31 and distributed to all parties.
 - ❖ Completed and submitted Title III grant for JFD to Fire Chief. Fire Chief submitted grant, awards and recipients to be notified of grant results in December.
 - ❖ Attended Annual League of Arizona Cities and Towns (LACT) Conference in Phoenix.
 - ❖ Attended demonstrations for Springbrook and Tyler Technologies ERP systems.
 - ❖ Reviewed and submitted Application for Special Event – Mariachi on Town Steps.
 - ❖ Drafted Town Potluck and JFD Halloween Dance posters, turned into Fire Chief.