



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

March 2026 Staff Report for February 2026 Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Took and Transcribed minutes for February 10, 2026, Regular 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
- ❖ Upkeep/organization of both office and public bulletin boards
- ❖ Download all batch reconciliation documentation from Xpress Bill Pay for February.
- ❖ JPD auctions relisted: 1 Sony Camera
- ❖ JFD auction listed: 3 Laptops, Mag-Lites, tablet protectors.
- ❖ Facilitated decommissioning of other JPD & JFD vehicles for auction.
- ❖ Ongoing file clean-up and organization for Town Hall and Fire Department.
- ❖ Process Public Records Requests: Mills & Smith/Cretti
- ❖ Attended LCRI Meeting regarding updated reporting requirements for 2027
- ❖ Fire Department IT support, including install of new printer.
- ❖ Prepared and released laptop to R. Blair consulting duties.
- ❖ Processed TOJ Auction items: Camera, Misc. Office Accessories/Equipment, obsolete notebook computer, Samsung Tablet.
- ❖ Assisted Town Manager with Budget Worksheet preparation for wages and employee benefits.
- ❖ Assisted Town Manager with compiling updated fees by department for Fee Schedule.
- ❖ Attended VVTPO ADOT Roadshow meeting via Teams.
- ❖ Drafted 4th of July poster for FD approval.