



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

August 2026 Staff Report for July 2026 Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Took and Transcribed minutes for July 14, 2026, Regular Council Meeting.
- ❖ Took and Transcribed minutes for the July 21, 2026, Regular Planning and Zoning Meeting.
- ❖ Processed bank reconciliations in Caselle as needed to assist Finance Director.
- ❖ Monthly reconciliation of petty cash and cash drawer, and quarterly check destruction.
- ❖ 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 July.
- ❖ Auction items re-listed: Miscellaneous wallets and ring for PD, Mavica Camera, ArcSoft Camera
- ❖ JPD Auction Releases: 1 ring and 1 wallet (release likely in August-Pending Payment);

Mavica Camera (release likely in August – Pending Payment)
- ❖ Updating Computers and user profiles for Fire Department.
- ❖ Completed Public Records Requests: Jacobs – FOIA request sent to PD for completion.
- ❖ Attended LCRI Meeting regarding updated reporting requirements for 2027.
- ❖ Attempted to upload new 120Water inventory. – Errors reported, some information not updated.
Attempted to contact support for resolution to upload errors.
- ❖ Completed Personnel Policy section revisions, turned into T.M. for review.
- ❖ Completed Heat Illness Preparedness Plan (HIPP), per AZ guidelines, turned into T.M. for review.
- ❖ Updates to Caselle for new meter installations completed.
- ❖ Draft How-To document; detailing data transfer steps between Metron and Caselle for Utility billing.
- ❖ Attended informal WaterScope (Metron) training via teams with Utilities Clerk.
- ❖ Facilitated meeting with FirstNet about potential future cellular services and connectivity issues for the PD and FD when responding to calls outside of town.