



TOWN OF JEROME, ARIZONA

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(928) 634-7943

Founded 1876
Incorporated 1899

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

- ❖ Transcribed minutes for December 16, 2025, Regular P&Z 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
- ❖ Download all batch reconciliation documentation from Xpress Bill Pay for January.
- ❖ JPD auctions relisted: 1 Sony Camera
- ❖ JPD auction released: 2014 Taurus, 4 Laptops, Desk Lamp, Polaroid release is pending receipt of prepaid label from auction winner.
- ❖ Attend AMRRP Property Appraisal Meeting – Property Appraisal scheduled for 2026, date TBD
- ❖ Ongoing file clean-up and organization for Town Hall and Fire Department.
- ❖ Process Public Records Requests: Mills & Jacobs
- ❖ JFD SharePoint site; transfer files
- ❖ Attended LCRI Meeting regarding updated reporting requirements for 2027
- ❖ Attended grant submission meeting for Hotel Jerome
- ❖ Submitted for EPA multipurpose grant for Hotel Jerome 1/28/26
- ❖ Processed special event application: 2026 Pride Tour at Spook Hall (March 2026)
- ❖ Assisted Fire Department with password changes and computer updates after staff departure.
- ❖ Processed JFD Auction items: Tablet Covers, Mag Lite Flashlights, 3 Laptops
- ❖ Attend Fire hydrant demo with Fire Department and Public Works.
- ❖ Completed certifications for L-180, S-190, S-110 towards Wildland Fire certification.