



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

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

- ❖ Took and Transcribed minutes for March 17, 2026, Regular Planning & Zoning 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.
- ❖ Fill in support of all Utility Clerk duties while T. Card out on leave.
- ❖ Upkeep/organization of both office and public bulletin boards
- ❖ Download all batch reconciliation documentation from Xpress Bill Pay for March.
- ❖ JPD auctions relisted: 1 Sony Camera
- ❖ JFD auction relisted: 3 Laptops, Mag-Lites, tablet protectors.
- ❖ New Auction items listed: 1 JPD vehicle, 4 JFD vehicles, iPad Mini, Samsung Tablet, miscellaneous office supplies from Town Hall.
- ❖ Ongoing file clean-up and organization for Town Hall and Fire Department.
- ❖ Completed Public Records Requests: Smith/Cretti
- ❖ Attended LCRI Meeting regarding updated reporting requirements for 2027
- ❖ Attend Open Meeting Law, Public Records, Conflict of Interest training (LACT).
- ❖ Fill in janitorial support for J. McDonald while out on leave; morning unlocking and restocking bathrooms during the week/end; feeding/caring/medicating town hall cats morning and evening during the week/end.
- ❖ Assist with Fire Department interviews
- ❖ Assisted Town Manager with Budget Worksheet preparation.
- ❖ Assist with AMRRP Town-owned property appraisal.