



Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

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

## September 2024 Staff Report for August Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Took and transcribed minutes from Regular Council meeting for August.
- ❖ Reviewed minutes from Planning and Zoning meeting for August.
- ❖ Redacted private information in public records request according to attorney guidance.
- ❖ Mailed thumb drive with additional public records request files to attorney for review.
- ❖ Assisted Utilities clerk with monthly receiving and posting payments.
- ❖ Updated late fee billing analysis since starting to use Caselle.
- ❖ Processed weekly payables and bank reconciliations.
- ❖ Follow-up email contact with Express BillPay representative. Still waiting for response back (third attempt)
- ❖ Follow-up with special event applicants for insurance documentation as needed.
- ❖ Assisted Town Manager, Brett Klein with various projects and forms as requested.
- ❖ Performed monthly elevator maintenance testing for August.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.
- ❖ Attended 2024 LACT conference.