



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

April 2024 Staff Report for March Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Transcribed minutes from Regular and Special Council meetings for March.
- ❖ Took and transcribed minutes from the Planning and Zoning meeting for March.
- ❖ Transcribed minutes from the Design Review Board meeting for March.
- ❖ Assisted Utilities clerk with receiving and posting payments.
- ❖ Processed payables and bank reconciliations.
- ❖ Assisted Town Manager, Brett Klein with various projects and forms as needed and requested.
- ❖ Reviewed special event application for The Carpetbag Brigade and Sk8 4 Life events, informing Brett of any information that may be missing or needed.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued organization of bookshelves in office of adopted codes for public review
- ❖ Assisted with Budget worksheets.
- ❖ Updated AELR Home Rule timeline with completed tasks.