



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

February 2024 Staff Report for January Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Transcribed minutes from Regular and Special Council meetings for January.
- ❖ Transcribed minutes from Planning and Zoning meeting for January.
- ❖ Took and transcribed minutes from the Design Review Board meeting for January.
- ❖ Performed January Utility Billing (December service dates) and Mailing.
- ❖ Assisted Utilities clerk with receiving and posting utility payments.
- ❖ Processed payables and bank reconciliations.
- ❖ Additional training with Utilities Clerk, Terri Card on meter reading and route programming/processing.
- ❖ Assisted Town Manager, Brett Klein with various projects and forms as needed and requested.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Provided rough draft for updates to the lighting ordinance with applicable tables
- ❖ Updated Town Hall bulletin boards for compliance with state and federal posting requirements.