



#Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

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

- ❖ Took and transcribed minutes from Regular Council meeting for August.
- ❖ Final redaction review for public records request according to attorney guidance.
- ❖ Prepped public records thumb drive for pickup by requestor.
- ❖ 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.
- ❖ Reviewed submitted special event applications for Light up the Mountain and the Town Christmas Dinner.
- ❖ Assisted in last minute special event application for Sk84Life – rescheduled from Spook Hall to the basketball courts.
- ❖ Assisted Town Manager, Brett Klein with various projects and forms as requested.
- ❖ Performed monthly elevator maintenance testing for September.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.
- ❖ Water Line inventory started for AZDEQ project.
- ❖ Concluded searching for easement information in regard to WWTP easements.
- ❖ Attend EMT school Tuesdays and Thursdays.