



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

June 2024 Staff Report for May Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Transcribed minutes from Regular and Special Council meetings for May.
- ❖ Took and transcribed minutes from the Planning and Zoning meeting for May.
- ❖ Transcribed minutes from the Design Review Board meeting for May.
- ❖ Assisted Utilities clerk with receiving and posting payments.
- ❖ Review and update of active Utility account name(s) in Caselle.
- ❖ Processed payables and bank reconciliations.
- ❖ Assisted Town Manager, Brett Klein with various projects and forms as needed and requested.
- ❖ Reviewed special event insurance and requested updated form for next Sk84Life Event in July.
- ❖ Performed monthly elevator maintenance testing for May.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued organization of bulletin boards and bookshelves.
- ❖ Assisted with Budget worksheets as requested.
- ❖ Updated AELR Home Rule and Runbeck timelines with completed tasks.