



Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

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

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

- ❖ Transcribed minutes from Regular and Special Council meetings for April.
- ❖ Took and transcribed minutes from the Planning and Zoning meeting and public hearing for April.
- ❖ 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 applications for Art in the Park, Jerome Music and Arts Festival and Nikki Check's Birthday.
- ❖ Turns Special Event applications into once complete.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued organization of office areas, bulletin boards and bookshelves.
- ❖ Assisted with Budget worksheets.
- ❖ Updated AELR Home Rule and Runbeck timelines with completed tasks.