



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

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

- ❖ Transcribed minutes from Regular and Special Council meetings for June.
- ❖ Transcribed minutes from the Planning and Zoning meeting for June.
- ❖ Took and transcribed minutes from the Design Review Board meeting for June.
- ❖ Assisted Utilities clerk with receiving and posting payments.
- ❖ Updated late fee billing analysis since starting to use Caselle.
- ❖ Processed payables and bank reconciliations.
- ❖ Followed up with special event applicants for missing information as needed.
- ❖ Reviewed special event applications for consideration: Picnic in the Garden and Jerome Ghost Walk
- ❖ Assisted Town Manager, Brett Klein with various projects and forms as requested.
- ❖ Performed monthly elevator maintenance testing for June.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.