



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

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

- ❖ Transcribed minutes from Regular and Special Council meetings for February.
- ❖ Took and transcribed minutes from the Design Review Board meeting for February.
- ❖ Assisted with Utility Billing Mailing.
- ❖ Assisted Utilities clerk with receiving and posting payments.
- ❖ Processed payables and bank reconciliations.
- ❖ Attended Budget training by the League of Arizona Cities and Town with Kristen
- ❖ Assisted Town Manager, Brett Klein with various projects and forms as needed and requested.
- ❖ Reviewed special event application for Cocodona '24, informing Brett of any information that may be missing or needed, the old application was used, site plan was provided.
- ❖ Reviewed special event application for Sk8 4 Life event(s), informing Brett of any missing information, there was none.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Provided draft updates to the Lighting Ordinance including applicable tables
- ❖ Continued organization of bookshelves in office of adopted codes for public review
- ❖ Collected Oaths of Office for newly appointed Design Review Board Members
- ❖ Prepared AELR Home Rule timeline.