

For the meeting of October 14, 2025

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Attended the welcome reception for new Cottonwood City Manager.
- Met with our old financial brokers for the old retirement plan to transition it to our current plan.
- Participated / coordinated an appeal hearing on ADOT's Deception waterline project demands. It went well – more information to follow.
- Worked with Town Attorney to draft an invitation for bids on 655 Holly and subsequently issued the IFB.
- Conducted extensive work on the USDA Conditions required in order to meet the deadline set by ADEQ per Amendment No. 3 to the Consent Decree.
- Began planning for the pursuit of construction grants for Verde Avenue reconstruction / improvements.
- Participated in the League's STR Workgroup meeting for planning for the upcoming legislative cycle.
- Followed up with FMI to discuss church parking lot and failing retaining wall.
- Finalized all Letter of Condition Items for the WWTP USDA grant.
- Conducted an internal analysis on our cash savings to examine higher yield opportunities.
- Issued the RFP for water meters and responded to multiple requests for information.
- Conducted the HR processing of a potential new police employee.
- Worked with various individuals on their special event requests.
- Facilitated public records requests.
- Followed up on bids for window replacement at 500 Main (Hotel Jerome).

**** CONGRATULATIONS TO ****

Robert Vega (Public Works) on completing 3 years of service effective October 24, 2025.

Following is an accounting of sales tax revenues for August, and a recent water flow report.