

For the meeting of October 13, 2026

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Participated in an ADOT scoping update meeting.
- Spent considerable time finalizing our grant RPPL portfolio for the final hurdle of approval from the legislature for Verde Avenue Construction Project.
- Had cost analysis meetings with the two ERP (financial software) finalist candidates.
- Engaged in discussions with the ADOT Northwest District Administrator regarding the request for loading / unloading on the corner of Jerome and Main.
- Conducted the onboarding of a new fire department employee.
- Met with Planning Center representatives to debrief public meeting #1 and prepare for public meeting #2.
- Worked on final elements, including funding / financing requirements for our USDA Grant / Loan for the WWTP Upgrade.
- Closed out the CDBG Deception Water Line project.
- Attended training for administrative functions of our updated agenda management software and configured settings and users.
- Registered Becca and Tyler for the newly elected official training sponsored by the League.
- Started working with the Community Health Center of Yavapai County Staff for a virtual behavioral health services opportunity in Jerome. This would dovetail on preliminary stages of starting a paramedicine program through the FD and NAH which would significantly enhance healthcare opportunities here in the Town. More to follow as this is in the infancy stages.
- Participated in multiple training sessions for conversion to an upgraded agenda management system.
- Spent considerable time with the HR initiating / onboarding of our new PD/FD hybrid employee.
- Submitted for grant reimbursements for seven of our ongoing grants. Managed our seven grant-funded projects.
- Conducted a utility coordination meeting with UES representatives for Verde Avenue construction.
- Began work on a massive public record request.
- Worked with Michele on vetting the final two ERP financial software programs.

**** CONGRATULATIONS TO ****

Robert Vega (Public Works) on completing 4 years of service effective October 24, 2026.

[Following is an accounting of sales tax revenues for August, and a recent water flow report.](#)