

For the meeting of December 9, 2025

## **MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL**

*Brett Klein, Town Manager/Clerk*

*My activities have included:*

- Met with Town Attorney to discuss the final steps on the JHS property exchange.
- Presented to the Cottonwood Rotary Club, which originated in Jerome, on the happenings in Jerome.
- Continued work with The Planning Center on the Code revisions and Landscape plan.
- Finalized the packet for submission to USDA on the WWTP upgrade. Following the government shutdown, awaiting their o.k. to send it.
- Met with engineers to finalize plans for the Gulch drainage project and the re-bid of Deception water line.
- Coordinated the retirement celebration for retired Fire Chief Rusty Blair.
- Began work on the FY 2027 budget preparation, beginning with the Capital Improvement Plan.
- Met with Fire Department staff to discuss the transition, operations and administration.
- Submitted pay request number 1 to WIFA as the design planning ramps up for Verde Central, School Street Regulator and Mescal syphon line.
- Conducted follow-up work and research regarding community land trusts.
- Reviewed and compiled responses to the water meter RFP.
- Completed the onboarding of a new police employee and the termination paperwork of a police employee.
- Worked with various individuals on their special event requests.
- Facilitated two public records requests.
- Met with retiring Fire Chief to discuss the analyst role.
- Facilitated the paperwork for receiving a 2018 Chevy Tahoe from Yavapai County.

**\*\* CONGRATULATIONS TO \*\***

David Freeman (Police) on completing 1 year of service effective December 11, 2025.

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