

For the meeting of September 10, 2024

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Met with AMRRP representatives to discuss workplace safety and our recent safety record.
- Began / Continued work on the required Lead Service Line Inventory due October 16, 2024.
- Worked with our Financial Advisor to issue a RFP for the interim USDA WWTP loan.
- Conducted the HR orientation / hiring forms, and process for a new Fuels Abatement employee.
- Reviewed bids received for our interim USDA WWTP Loan.
- Participated in bi-weekly WWTP design status update meetings (Minutes Included)
- Facilitated second steering meeting for the re-write of the Zoning Code.
- Worked with various individuals on their special event requests.
- Participated in the ADOT Verde Avenue Kick-off Meeting.
- Facilitated multiple public records requests including a very time-intensive request.
- Continued working on the CDBG Grant with NACOG and submitted remaining grant documentation.
- Submitted the PSPRS annual funding policy.
- Participated in a Bid Document Prep meeting for USDA Loan for the WWTP with PACE financial reps.
- Submitted the Craig Tiger Act Form to the State.
- Met with engineer for project update and ensure approved projects are progressing.
- Continued work on title research and coordinated the Condition of Title for the Town's "Cemetery Land" in anticipation of an appraisal.
- Attended the League's Annual Conference and participated in multiple training sessions.

**** CONGRATULATIONS TO ****

Carl Whiting (Fire) on completing 4 years of service effective September 1, 2024.

Janice Pontious (Police) on completing 7 years of service effective September 7, 2024.

Kristen Muenz (Town Hall) on completing 5 years of service effective September 10, 2024.

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