

For the meeting of January 13, 2026

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

*Brett Klein, Town Manager/Clerk*

*My activities have included:*

- Researched STR deed restrictions and conferred with Town Attorney for the revised ad and STR requirements.
- Met with representatives of Metron for the water meter agreement and cost proposal.
- Transitioned the Town's P-card system to a new revenue / rewards system.
- Submitted to USDA the final packet for the WWTP upgrade.
- Coordinated the Town's employee appreciation luncheon.
- Updated and issued the new 2026 TOJ councilmember election packets.
- Began work on the FY 2027 budget preparation, beginning with the Capital Improvement Plan along with wages and benefits.
- Issued two FMLA packets for employees who will be out for a considerable amount of time (8+ weeks).
- Began preparation for the recruitment of a full-time fire fighter.
- Strategized the requisite construction grant application opportunities for Verde Avenue.
- Researched labor and material donation receipt for towns.
- Met with a resident to discuss the resident / business owner's potential interest in a donation to the Town for a waste hauling truck.
- Worked on the land swap with the Jerome Historical Society and Town Attorney.
- Worked with various individuals on their special event requests.
- Facilitated two public records requests.
- Facilitated the paperwork for receiving a 2018 Chevy Tahoe from Yavapai County for the Police Department.
- Met with ADOT officials to wrap up all requirements in order to proceed with Gulch Drainage.

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

Kerry Lee (Police) on completing 12 years of service effective January 6, 2026.

Angela Napper (Magistrate) on completing 4 years of service effective January 6, 2026.

William Lionberger (Occasional PT) on completing 15 years of service effective January 26, 2026.

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