

For the meeting of November 12, 2024

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Continued work on our Lead Service Line inventory that is due this month. Michele completed and submitted within the time frame requirements.
- Participated in a monitoring audit for the 2021 CDBG Housing Grant.
- Participated in the ADEQ day long facility audit of our WWTP on October 17th.
- Spent considerable time working on a grant for our entire water system through WIFA for a Water Supply Development Grant broken up into two, 2-part projects= Verde Central and Deception; and Mescal Canyon and School Road Regulator Replacements.
- Worked on updating job descriptions, and recruitment materials for a deputy chief, along with Lieutenant San Felice.
- Researched and began work, along with Michele, on a Town Shuttle Policy. Council will get a draft policy for input before it is finalized for consideration.
- Participated in bi-weekly WWTP design status update meetings (Minutes Included)
- Attended a Sustaining Flows Council Verde Area water meeting along with the Mayor and Marty.
- Continued preparation work on the re-write of the Zoning Code.
- Worked with various individuals on their special event requests.
- Coordinated a Town-wide and Town document shredding event with Kristen.
- Facilitated public records requests.
- Continued working on the CDBG Grant with NACOG and submitted remaining grant documentation.
- Prepared for our upcoming annual audit of the Town's Financial Statements.
- Worked on the remaining items necessary for the WWTP upgrade, including easement negotiations.
- Lined up a risk and resilience assessment consultant – USDA Letter of Conditions Requirement, and worked on numerous other LOC requirements so once the Verde Ex easement issue is resolved we are ready to roll.
- Participated in a meeting with ADEQ for completing amendment #3 to our consent decree.
- Worked on an ordinance for real property exchanges in anticipation of a potential property exchange.

**** CONGRATULATIONS TO ****

Tamara Penn (Police) on completing 4 years of service effective November 27, 2024.

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