

For the meeting of October 8, 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 later in the fall.
- Marty Boland attended water operator training at Yavapai College.
- Spent considerable time working on a grant for our entire water system through WIFA.
- Conducted the HR orientation / hiring forms, and process for a new temporary library employee.
- Coordinated with our credit card processing company and our new kiosk to get it up and running.
- Participated in bi-weekly WWTP design status update meetings (Minutes Included)
- 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 an audit of an old housing rehab program through CDBG.
- 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.
- Completed the ADOR's annual confidentiality recertification training.
- Worked on an ordinance for real property exchanges.

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

Charles Harris (Police) on completing 5 years of service effective October 17, 2024.

Eric Jackson (Fire) on completing 1 year of service effective October 23, 2024.

Robert Vega (Public Works) on completing 2 years of service effective October 24, 2024.

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