For the meeting of November 10, 2026

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Conducted the HR onboarding of new PD employee Neal Gold.
- Issued a conditional offer of employment to a PW employee and the subsequent onboarding of the new employee, Alex Curtner.
- Finalized the zoning code updates and landscape design manual, and submitted for grant payment to the Sonoran Institute.
- Finalized the request for loading / unloading on the corner of Jerome and Main.
- Attended the Transportation Summit in Flagstaff, which is an informal requirement of our RPPL grant for Verde Avenue.
- Spent considerable time on grant closeout reports and documents for the Sonoran Institute's grant.
- Spent considerable time on the closeout requirements for the Deception Water Line project grant.
- Filed all closeout documents and final pay request for the Gulch Drainage project.
- Spent considerable time reviewing the WWTP contract between the Town and Fann and the certification of Owner's and Agency Concurrence.
- Began work on the attainment of easements for the Verde Central Syphon project.
- Started work on the FY 2028 budget by updating the CIP to the extent possible prior to the Council goal setting meeting.
- Worked on obtaining like for like proposal / quotations for a new ERP system.
- Spent considerable time dealing with volunteer FF and auxiliary issues.
- Participated in final training sessions for the conversion to an upgraded agenda management system.
- Submitted for grant reimbursements for seven of our ongoing grants. Managed our seven grant-funded projects.
- Completed the documentation for an 8th grant award through the Greater Arizona Development Authority for utility infrastructure mapping and planning.
- Conducted a follow-up utility coordination meeting with UES representatives for Verde Avenue construction.
- Met with our APS Account Manager about finally adjusting our streetlights and other concerns.
- Began work on a massive public record request.
- Started the process of replacement of IT services due to the retirement of our longtime partner / provider of IT services, Peter DeBlanc.

**** CONGRATULATIONS TO ****

Carlos Godina (Police Department) on completing 1 year of service effective November 16, 2026.

Tamara Lee (PD – Parking) on completing 6 years of service effective November 27, 2026.

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