

For the meeting of May 14, 2024

## MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

*Brett Klein, Town Manager/Clerk*

*My activities have included:*

- Facilitated all staff open enrollment with our benefits partner Kairos.
- Participated in bi-weekly WWTP design status update meetings (Minutes Included)
- Worked on the Home Rule Option for the Alternative Expenditure Limitation (every 4-years), which will be on the ballot in July and submitted analyses to the Auditor General. Began work on Publicity Pamphlet.
- Participated in a meeting with Jerome Verde Ex representatives regarding necessary easements for the WWTP. Participated in a follow-up meeting with Verde Ex and the State Parks to facilitate the easements necessary.
- Worked with various individuals on their special event requests.
- Worked on the revised CDBG funding application.
- Completed the FY 2024-25 budget pending Council approval.
- Participated in a Verde Avenue pre-bid design meeting with ADOT representatives.
- Worked on the CDBG Grant with NACOG and submitted remaining grant documentation.
- Facilitated multiple public records requests.
- Solicited quotes / proposals for replacing windows at Hotel Jerome – Artists Coop off of Main Street..
- Began work on bid documents for Verde Central line replacement.
- Met with engineer for project update and ensure approved projects are progressing.
- Finalized ballots and ballot language with Yavapai County Elections.
- Continued work on title research and coordinated the Condition of Title for the Town's "Cemetery Land" in anticipation of an appraisal.

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

Lyle Keith (Public Works) on completing 7 years of service effective May 1, 2024.

Jason Lohman (Police) on completing 7 years of service effective May 4, 2024.

Barry Wolstencroft (Planning) on completing 11 years of service effective May 9, 2024.

Zach MacGregor (Police) on completing 1 year of service effective May 11, 2024

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