

For the meeting of September 9, 2026

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Met with a final ERP candidate in our pursuit of transitioning away from Caselle, and to a more customer service and financially friendlier system.
- Participated in NACOG's TSC Meeting in which we were informed we were awarded the \$3.4M~ RPPL grant for the construction of Verde Avenue, pending legislative concurrence.
- Held a pre-construction meeting with the contractor, engineer and staff for the School Street Regulator project.
- Coordinated and participated in a Verde Avenue near final design utility conflicts resolution meeting.
- Sought out Brad Lancaster about procuring his services for middle park planning focusing on rain water harvesting and runoff mitigation, etc.
- Received the \$100,000 funding from the Richard J Martin Revocable Trust for the Middle Park and met with Kristen re restricting / designating these funds and the accounting of these funds.
- Continued extensive work on the zoning code update.
- Worked with our auditors and scheduled our FY 2026 Audit.
- Attended the League of Arizona Cities and Towns annual conference.
- Participated in a kick-off meeting for conversion to an upgraded version, at the same cost, of our agenda management software.
- Conducted a further PSPRS analysis, along with our FY 2026 budget to actual report, and initiated a third catch-up payment in the amount of \$10,000 for the PSPRS plan to reach our funding goals.
- Submitted for grant reimbursements for six of our ongoing grants. Managed our six grant-funded projects.
- Conducted the orientation and onboarding of a new fire dept. part-time employee.
- Coordinated and participated in the annual AZDOR Confidentiality Training.
- Worked with legal counsel and our risk / liability carrier on a citizen's lawsuit threat and began to collect documentation.
- Worked with Michele on completing a much-needed employee policy manual / handbook draft.

**** CONGRATULATIONS TO ****

Carl Whiting (Fire) on completing 6 years of service effective September 1, 2026.

Janice Pontious (Police) on completing 9 years of seasonal service effective September 7, 2026.

Kristen Muenz (Town Hall) on completing 7 years of service effective September 10, 2026.

Kelly Randazzo (Library) on completing 2 years of service effective September 23, 2026

[Following is an accounting of sales tax revenues for July, and a recent water flow report.](#)