

For the meeting of November 14, 2023

## **MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL**

*Brett Klein, Town Manager/Clerk*

*My activities have included:*

- Conducted onboarding of new Fuels Abatement Technician Eric Jackson.
- Participated in bi-weekly WWTP design status update meetings (Minutes Included)
- Participated in a pre-application meeting with the Town's design team and ADEQ for the WWTP.
- Worked with various individuals on their special event requests.
- Met with NACOG and our transit partners for a CAT status follow-up meeting.
- Developed with NACOG and CAT, and circulated a transit survey for Jerome.
- Attended a benefits stewardship meeting with the Town's healthcare benefits provider.
- Worked on a CDBG Grant with NACOG.
- Participated in Regional Clerks meeting and will be hosting the in-person meeting in April.
- Processed two On the Job (OTJ) injuries and risk management follow-up.
- Participated in an Electoral College Reform Act update and election scheduling effects in AZ.
- Facilitated multiple public records request.
- Participated in an AZ DOT Planning meeting for the Verde Avenue project and the vote from the PPAC Committee was to approve our grant application.
- Participated in a cyber readiness grant informational meeting. We already have the State funding for these items. It was to discuss which programs are beneficial and logistics / cost for set-up.
- Met with engineer for project update and ensure approved projects are progressing.
- Solicited bids for the 2023-2024 asphalt paving projects.
- CAT riders for the pilot program are averaging around 10 per week (Thursday).
- Worked on drafting a new dark sky compliant outdoor lighting requirement ordinance along with Michelle.

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

Tamara Penn (Police) on completing 3 years of service effective November 27, 2023.

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