

For the meeting of April 11, 2022

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Kristen continues to receive training on Caselle financial management software, including payroll functions. She is also being trained on all aspects of the budget process.
- Took over the human resources related functions and scheduled open enrollment.
- Facilitated the FMI requisite training for the contractor and engineer for water tank #2 repair.
- Worked with STRs on licenses and implementing the new regulations. We currently only have one with pending items.
- Prescribed the loyalty oath of office to all new Board and Committee members.
- Received, reviewed and analyzed the Class III study required for the WWTP land area.
- Met with Magistrate Napper to discuss the results of the court security assessment and needed security enhancements to Town Hall and the Court.
- Worked on a dilapidated and nuisance building abatement process.
- Met with FMI reps to discuss a course of action for upcoming water system improvements.
- Met with engineer for project update and ensure approved projects are progressing.
- Began preliminary FY 2024 budget work.
- Continue to recruit for the open finance director job vacancy and added the posting to numerous periodicals and online portals.
- CAT riders for the pilot program are averaging around 11 per week (Thursday)

**** CONGRATULATIONS TO ****

Shawn Maples on completing 1 year of service effective April 4, 2023.

Micheala Brewer on completing 1 year of service effective April 5, 2023.

Nancy Driver on completing 8 years of service effective April 10, 2023.

Following is an accounting of sales tax revenues through February, and a water flow report.