

For the meeting of August 11, 2026

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Worked on straightening out the inconsistencies and informalities of the School St. Regulator contract and bonds.
- Spent considerable time working on the reconciliation of WWTP expenses, and obtaining cost overrun approval from USDA.
- Researched and explored membership in AzWARN; a statewide mutual assistance for water and wastewater utilities through Yavapai County EOC.
- Coordinated and participated in a pre-final design scoping for the Verde Central Syphon Line project.
- Secured the ballot drop box on Primary Election Day, July 21, 2026, at 7:00 p.m.
- Held a meeting with Yavapai College officials in reference to their massive EMT and public safety related course tuition rate hike.
- Met with another ERP in preparation of hopefully transitioning away from Caselle and their poor customer service and large annual rate increases.
- Completed all grant paperwork and reimbursement requests for closing out the Water Conservation Grant through WIFA.
- Initiated the lengthy bureaucratic closeout process for the SLFRF (COVID) grant and will hopefully be done with these compliance reports this year.
- Continued researching funding opportunities and available funds for completion of the Clark Street Regulator replacement project along with a new water tank and GIS mapping of utilities.
- Submitted for grant reimbursements for six of our ongoing grants. Managed our six grant-funded projects.
- Conducted the orientation and onboarding of a new police part-time employee.
- Participated in a Verde Avenue design update meeting centering on geotechnical reporting and utility conflicts.
- 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 which should be completed by September.

**** CONGRATULATIONS TO ****

Marty Boland (Public Works) on completing 10 years of service effective August 1, 2026.

John McDonald (Facilities) on completing 21 years of seasonal service effective August 8, 2026.

Wendy Schall (Library) on completing 19 years of service effective August 14, 2026.

Michele Sharif (Town Hall) on completing 3 years of service effective August 14, 2026.

Leo Shakespeare (Library) on completing 9 years of service effective August 17, 2026

Russell San Felice (police) on completing 14 years of service effective August 27, 2026.

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