

For the meeting of July 14, 2026

MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

Brett Klein, Town Manager/Clerk

My activities have included:

- Completed the full FY 2026-2027 budget and all requisite notices and publications.
- Conducted the WWTP bid opening.
- Had numerous correspondences with USDA; ADEQ; and WIFA regarding the WWTP bids and funding opportunities.
- Held the second School Street Regulator Bid Opening.
- Attended a CivicPlus Agenda Management migration / implementation meeting for the updated (at no extra cost) agenda platform.
- Conducted a zoning code status update and master schedule / implementation meeting.
- Fulfilled a MASSIVE public record request from a local citizen, which took over 40+ staff hours to fulfill.
- Completed all grant paperwork and reimbursement requests for closing out the Water Conservation Grant through WIFA.
- Completed a conditional offer for a fire fighter and assisted with the hiring process. Completed the onboarding of the new fire fighter.
- Researched funding opportunities and available funds for completion of the Clark Street Regulator replacement project.
- Submitted for grant reimbursements for six of our ongoing grants. Managed our six grant-funded projects.
- Participated in a surveying coordination meeting with FMI, their surveying team and other consultants regarding the inconsistencies of surveys and County data.
- Continued work on straightening out the issues surrounding our volunteer fire fighter pension.
- 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.
- Drafted language for the fire chief applicant response letters.
- Coordinated with Yavapai College for affordable EMT training solutions.

**** CONGRATULATIONS TO ****

Scott Kolu (Shuttle) on completing 5 years of service effective July 7, 2026.

Kirt DeMichele (Police) on completing 2 years of seasonal service effective July 7, 2026.

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