

For the meeting of May 9, 2023

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 completed open enrollment.
- Prepared the Annual ARPA federal report. They are having issues with their system and as of the time of this report we have not been able to submit. The deadline is April 30th and they only open the portal one week prior.
- Worked with various individuals on their special event requests.
- Revised the WWTP schedule and reported the same to ADEQ.
- Began to work on formulating the FY 2024 budget. Numerous issues to work through based on the transition to the new financial management software.
- Facilitated several public records requests.
- Placed the new shuttle into service and began work on a partial wrap.
- Submitted the Annual Expenditure Limitation Report.
- Met with engineer for project update and ensure approved projects are progressing.
- Continued 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 14 per week (Thursday) with a high of 17 last week.
- Worked with Dan Jackson for preliminary data collection for the rate study.

**** CONGRATULATIONS TO ****

Lyle Keith (Public Works) on completing 6 years of service effective May 1, 2023.

Jason Lohman (Police Dept) on completing 6 years of service effective May 4, 2023.

Barry Wolstencroft (Building Inspector) on completing 10 years of service effective May 9, 2023.

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