

For the meeting of July 11, 2023

## MONTHLY STAFF REPORT TO THE MAYOR AND COUNCIL

*Brett Klein, Town Manager/Clerk*

*My activities have included:*

- This was the first new fiscal year using Caselle and first year for Kristen changing over fiscal years and payroll data. This process takes days to complete under ideal circumstances.
- Had a follow-up meeting with Eric Jurison to discuss the potential purchase of Town-owned land adjacent to his restaurant.
- Posted numerous adds for filling open positions within the Town and had some initial interviews for public works crew members.
- Worked with various individuals on their special event requests.
- Attended the periodic Yavapai County Supervisor, Mayors and Managers meeting as well as the Verde Valley meeting, along with Vice Mayor Moore and Councilmember Dillenberg.
- Met with Vice-Mayor Moore and the Clarkdale Mayor and Manager to discuss water service outside of Jerome Town limits and the Town's Cemetery land.
- Completed the FY 2024 budget. Melanie assisted with completing the State budget forms.
- Facilitated several public records requests.
- Continued work on a partial wrap for the new shuttle.
- Submitted restitution forms to Yavapai County Courts for the DUI damage to railing.
- Met with engineer for project update and ensure approved projects are progressing.
- Met with volunteers from Haven United Methodist Church Food Pantry to discuss in greater detail their request for transportation assistance.
- CAT riders for the pilot program are averaging around 12 per week (Thursday).
- Had a status update meeting with CAT to discuss the pilot program and Jerome's needs and future status on June 28<sup>th</sup>.
- Continued to work with Dan Jackson for preliminary data collection for the rate study. Dan was on site to discuss irrigation charges and sanitation charge updates in addition to the work that his firm is completing.
- Met with insurance representatives to discuss our full suite of liability, property and WC coverages for the annual renewal.

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

Allen Muma (Police Dept) on completing 24 years of service effective July 1, 2023.

Scott Kolu (Shuttle Driver) on completing 2 years of service effective July 7, 2023.

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