

CITY OF WESTMORLAND

CITY COUNCIL REPORT

DATE: January 22, 2025
FROM: Laura Fischer
SUBJECT: Staff Report – Part-Time Manager

Parks:

Per Capital Park Improvement Project. Restrooms & Drinking Fountain. I haven't received an invoice from A&N, but as soon as I do, I'll prepare the reimbursement request for the PER Capita grant.

Administration:

Housing Element: The zoning changes are on the agenda for action.

Finance:

Public Safety ½ Cent Sales Tax: The documents have been submitted we are waiting payment.

Frey Software. We will go live with our new software and customer interface on Thursday the 23rd. We will wait to post all of the utility bills received by the due date of the 21st, identify customers who should be charged a late fee (not paid by the 21st) and apply the fee on the 22nd. We will then apply the new monthly amounts and process the bills for customers as of the 23rd.

Customers accounts will be updated to the City's website by Invoice Cloud and customers can then start to process their payments online and city staff can assist our customers with payments in the office. Demonstration will be held at the February meeting.

Hours worked. Since my timecard was submitted on January 13th, I have worked 32 hours.

Water plant projects – USDA Grant Application
Park Project – PER Capita – Audit data
Frey Software data input- Accountant meeting

Respectfully Submitted,
Laura Fischer