

# **CITY OF WESTMORLAND**

## **REPORT TO CITY COUNCIL**

**MEETING DATE:** October 2, 2024

**From:** Laura Fischer, Manager

**Regarding:** Training Schedule for Frey Municipal Accounting Software

**INFORMATION ONLY:**

Training schedule for Frey Municipal Accounting Software will start on October 7<sup>th</sup> through 11<sup>th</sup> and October 21<sup>st</sup> through the 25<sup>th</sup>.

Training is for 6-8 hours per day. The City will continue to keep the front office open with the help of Council Member Cruz and one of the lifeguards from the summer that is currently employed by the City who has worked in retail.

The office staff being trained will be the City Treasurer, City Clerk and Manager. Training will be held in the Council chamber. Staff will set up tables with computer and monitors to facilitate the training which will be provided by Frey.

Respectfully Submitted,  
Laura Fischer, Manager