

CITY OF WESTMORLAND

CITY COUNCIL REPORT

DATE: November 6, 2024

FROM: Laura Fischer

SUBJECT: **Staff Report – Part-Time Manager**

Water Projects:

Filter Project. This project is moving forward after Council awarded the construction contract to Cora Construction. We have a fully executed contract with Cora; staff has submitted the documents to the State Drought Funding; staff has a kick-off meeting scheduled with the contractor, engineer and staff was held on October 29th. Staff prepared the Notice to Proceed and the start date for the project is November 4th with a 286 day construction contract.

On the agenda tonight is the award of the construction management contract which is needed as our engineering firm, Dudek is performing the construction engineering services, but not the hands on day to day inspections.

SRF Grant. Staff continues to meet with representatives from the state water board to complete the submission of a grant application for additional improvements to the water plant to include addressing violations for THM exceedances. At the meeting on November, 6th the project will officially be transferred to me to manage as Mr. Hamby is stepping back from the day to day work on this project. I will continue to update you on the project as it develops.

Street Projects:

ICTC Meetings. I am attending the ICTC Management meetings and staff has several reports and resolutions that need to be filed annually. Tami completed the working on the LTA Audit pulling invoices and documents as requested; we are working to get Resolutions and project reports together for the TDA funds; we are submitting project details for LPP funding. Mr. Hamby and Ramiro met with BJ Engineering to discuss the design of our CMAQ project to improve sidewalks in town. Additionally, we have new funding opportunities for LLP and the Regional Early Action Planning grant for housing related funds (through ICTC).

Parks Improvement project:

Restrooms & Drinking Fountain. We are waiting on the contractor to provide a schedule.

Public Safety ½ Cent Sales Tax:

Update on MOE docs. The documents have been submitted to the County for Fiscal Year 2020 through 2025. I am working with the County to make sure they don't need any additional documents or edits.

Finance:

Training Frey Software. We are in training for the accounting software and will train three days this week. We are also taking online training for the invoice cloud, which is the platform we will use for our customer/bank/city interface. The office is still open and we have a person working in the office provided through the Work Force Training program at the County.

Hours worked. My timecard for the past pay period was for a total of 63 hours.

Software Transition & Training
Water plant projects – Filter & SRF
Park Project – PER Capita
Housing Element – LEAP
ICTC Funding requirements – CCMA Meetings
Federal Grant Application – Public Safety
Budget Review 1st qtr.

Respectfully Submitted,
Laura Fischer