



March 26, 2024

Town Clerk – Michelle Oeser

- I was not sure what to expect from grant training, but wow. It was a lot of information, reading, and projects. Most of the people attending were from the Los Angeles Health Department.
- Michelle is working with Patrick to complete the DOLA grant application. The application is due by April 1st.
- Michelle worked on updating all job descriptions to reflect the correct paygrades. Staff have grown several positions which required updating job descriptions to fit the expanded duties.
- Hannah is working to migrate accounts payable vendors whom we have multiple accounts with into one easily accessible login (example: Comcast, CenturyLink, HBS, etc.).
- Hannah is also working with vendors that send paper bills to set up electronic billing to ensure faster payment delivery.
- Allison has sent out business renewal notices to start the renewal process.
- Allison is taking a Caselle training on backflow tracking this week to see if it is something PW could use.
- Michelle and Allison have been working on plans for the Mayor's Tree Lighting in December.
- Dianna is helping to get a jump start on the Mayor's Tree Lighting by ordering the tents. The Elves' tent will have 2 heaters this year.
- Harmony has been contacting various accessibility vendors and the Office of Information Technology regarding the new accessibility laws.
- Harmony is working closely with management to start our accessibility plan.
- Harmony as our Records Manager has destroyed and/or electronically stored 3 banker's boxes of records and cleaned up the first level of branches in our folder tree on our shared electronic drive.