



REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF WESTMORLAND

WEDNESDAY, OCTOBER 15, 2025

6:00 PM

City Council Chambers
355 South Center Street
Westmorland, CA 92281

Mayor's Message

This is a public meeting. You may be heard on an agenda item before the Council takes action on the item upon being recognized by the mayor. During the oral communications portion of the agenda, you may address the Council on items that do not appear on the agenda that are within the subject matter jurisdiction of the Council. Personal attacks on individuals, slanderous comments, or comments, which may invade an individual's privacy, are prohibited. The mayor reserves the right to limit the speaker's time. Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting City Hall at (760) 344-3411. Please note that 48 hours advance notice will be necessary to honor your request.

Brown Act AB 361:

Location: Westmorland City Hall Council Chambers 355 S Center Street

Judith Rivera- Mayor

Justina Cruz - Mayor Pro- Tem

Ana Beltran- Council Member

Xavier Mendez - Council Member

Ray Gutierrez- Council Member

Call to Order:

Pledge of Allegiance & Invocation:

Roll Call:

Oral Communication-Public Comment: Now is the time for any member of the public to speak to the Council. Please step to the podium and state your name and address for the record. Three (3) minute maximum time.

Reports from Council Members Non-Action Items:

Staff Reports Non-Action Items:

Fire Department – Chief Sergio Cruz

Police Department – Chief Lynn Mara

City Manager- Laura Fischer

Public Works Director - Ramiro Barajas

Consent Agenda: Approve the Consent Agenda Items 1-2.

1. Approval of Meeting Minutes of October 1, 2025
2. Approval of City Warrant List.

Regular Business:

1. Discussion & Action adopt Resolution 2025-17 to adopt the 2025-2026 Fiscal Reserve Policy- Laura Fischer, Manager
2. Discussion & Action to award the contract to plant trees in the Westmorland City Park. Laura Fischer, Manager
3. Information Only: Employee medical insurance cost increase. Laura Fischer, Manager
4. Information Only: REAP Grant Downtown Overlay Outreach and Engagement Plan. Laura Fischer, Manager

Closed Session:

- Public Service Employees Job descriptions and salary scales, as well as Appointment, Employment, or evaluation (Gov't. Code §54957(b)(1).)
- Significant exposure to litigation pursuant to § 54956.9(b): (1 case)
- Discussion of litigation pursuant to § 54956.9(b): (1 case)
Philadelphia Insurance

Adjournment: Next regular scheduled meeting November 5, 2025.

Council meetings are Open to the Public
If you need further assistance, please email the City Clerk
cityclerk@cityofwestmorland.net



CITY OF WESTMORLAND

CITY COUNCIL REPORT

DATE: October 15, 2025
FROM: Laura Fischer
SUBJECT: Staff Report – Part-Time Manager

Accounting Specialist Position

The Accounting Specialist hired by the City will start work on October 20, 2025. We have set up her office next to Tami's as Tami will be training her on her duties. I have moved in with Ramiro to have more time to train him in his administrative role.

City Future Public Safety Building:

No new update, however our possible Congressional Funding has been, once again, put on hold due to the government shutdown. Our local USDA offices have been shut down and staff are not working. We have prepared a press release for the project, but we will wait until the government is back online prior to issuing.

We don't have an update on the estimated cost to upgrade the building to use for our police department. Tami met with a couple of contractors and they will turn in their proposal this Friday. We anticipate the cost not exceeding \$35,000.

CDBG Program Income Reporting:

I had a zoom meeting with our CDBG representative and I modified the documents and resubmitted.

PHLA Permanent Housing Funds. I attended a meeting with ILG and representatives from the PHLA to see what elements and or programs from our Housing Element can be funded by PHLA. I should have additional information at the next meeting so you to make recommendations on the program that may be most beneficial and that does not require long term follow up for staff.

Per Capital Park Improvement Project. Restrooms & Drinking Fountain. I had a phone call with the State Parks representative and our funding request was moved forward. We have not received the final reimbursement from the PER Capital park improvement project.

REAP Grant. Still on track. Staff met with representatives from SCAG and our consulting firm MIG for a kick off meeting to review project goals. We have established a timeline that includes a presentation from MIG at the October 15, 2025 council meeting and includes a public engagement session at the Honey Festival held in November. I would like a Council member to attend our progress meetings and the city walk through on October 15th. Attached is the meeting agenda for your consideration.

Expedited Drinking Water Grant (EDWG). Ramiro is the lead on this project and may have an update. Since Council approved an agreement with The Holt Group for Construction Management and Psomas for Project Engineering services, I am working to get the contracts (Professional Service Agreement) approved by our attorney and signed.

We held a project meeting last week and determined that the project cannot start bidding or awarding contracts until the rate study has been completed.

Rate Study.

Staff has been working with LT Municipal Consultants to develop our rate study. We have submitted several sets of data to them and answered questions regarding the design of our rates. We have our next meeting on October 23, 2025 to review the draft.

Open Grants Awarded:

The City has several grants open including:

Water – Drought Relief Funding of new filter at Water Plant and pipeline install - \$2.9 M

Mr. Hamby has prepared several written reports updating you on the project. The overall project is over budget by an approximate amount of \$140,000. Once the final reimbursement has been received and the final contract obligations paid, we will bring back for your approval the final budget overrun and the authorization to use water fund reserves for this project. We have included funds in the Reserve Resolution on the agenda for this evening.

Water – Expedited Drinking Water Grant for Non-Compliance / New Tanks - \$11 M

Ramiro will have an update for Council as well as my notes above. Our next virtual meeting is Thursday the 16th.

Fire/Police – USDA Disaster Relief Grant for Public Safety Building \$2.7 M

The USDA offices are shut down due to the government shut down. Our Boost partners, Institute for Local Government has secured a consultant to prepare the Architectural Significance Evaluation of the building, which is part of the USDA requirements for funding. We have drafted a press release to be issued after the USDA offices are re-opened. We have asked our Police Department to take photos to send along with the press release.

Parks - PER Capita Grant – near completion of **new restrooms at park - \$176,952**. Waiting for reimbursement.

Planning -REAP Grant – **Planning and Development for Housing - \$176,000**. Meet with consultant today.

Sidewalk - CMAQ – The City has a CMAQ project due by the end of 2026, which includes **sidewalk curb and gutter** on various areas in the city. The Holt Group has been engaged to design the project and to coordinate with ICTC for funding requirements.

Parks - **IID Tree for All Grant Opportunity**. This item is on the agenda for tonight.

AB 617:

We have put together a team to work on these applications. Hanna from ILG, Fumi from THG, Ramiro and me are working on the applications. We are meeting weekly, or more if needed, to prepare the narrative, get measurements, cost estimates and other information needed. We are on track to have the applications ready for submitting by October 30th.

The AB617 Committee has an opening and it would be beneficial for a representative from the city be on the committee. Please consider applying.

Finance:

Public Safety ½ Cent Sales Tax. We have received a total of \$58,646 for three years. That is an additional \$29,323 in Fire and the same amount in Police. The next submission for FY 25-26 is due to the County. I received the forms for this year via email and will work on getting them submitted.

Auditors and Accountants. I have received a data request from the firm preparing our audit and have executed and sent the Agreement with our new auditing firm. We have met with our auditors and they sent us several data requests and documents to sign. Some of them need to be completed by Council. We will have them available at the meeting tonight.

Rate Study. Tami and I have attended a telecommunication meeting with the consulting firm preparing the Rate Study. Tami and Christine have been submitting the document request. We held a meeting and they gave us a list of items that need to be turned in to them with a schedule. Our next meeting is October 23rd.

Imperial County Transportation Commission. Attend monthly meetings to stay informed about street funding and projects.

Imperial County City County Managers Association. Attend monthly meetings.

Other administrative items in the works.

- RDA ROPS – Close out and dissolution requirements
- AB 617 – data collection – measurements – IID
- Trees at City Park – intern – mapping and information
- REAP – meeting in person with MIG – data collection
- Rate Study – teleconference with LT – data collection
- USDA – ILG and USDA to review status
- Audit – data collection – draft
- Annual Street Report – virtual meeting and data collection list
- CMAQ – engineers THG and Ramiro – engaged engineers
- Loves – Company officials virtual
- PLHA & ILG – attended meeting ILG is working on the application for funds.
- RDA – ROPS Administration – virtual with Steve Dukett
- ICTC & City Managers – on going projects
- Mr. Hamby – re: 7th Street
- ILG – Boost update

Hours worked.

My timecard submitted on 10/6 recorded 54 hours.

Respectfully submitted,

Laura Fischer



**MINUTES OF THE
REGULAR MEETING OF THE
CITY COUNCIL OF THE
CITY OF WESTMORLAND
WEDNESDAY, OCTOBER 1, 2025, 6:00 PM
City Council Chambers
355 South Center Street
Westmorland, CA 92281**

Mayor's Message

This is a public meeting. You may be heard on an agenda item before the Council takes action on the item upon being recognized by the mayor. During the oral communications portion of the agenda, you may address the Council on items that do not appear on the agenda that are within the subject matter jurisdiction of the Council. Personal attacks on individuals, slanderous comments, or comments, which may invade an individual's privacy, are prohibited. The mayor reserves the right to limit the speaker's time. Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting City Hall at (760) 344-3411. Please note that 48 hours advance notice will be necessary to honor your request.

Brown Act AB 361:

Location: Westmorland City Hall Council Chambers 355 S Center Street

Judith Rivera- Mayor

Justina Cruz - Mayor Pro- Tem

Ana Beltran- Council Member

Xavier Mendez - Council Member

Ray Gutierrez- Council Member

Call to Order:

The meeting was called to order at 6:00 pm by Mayor Pro-tem Cruz.

Pledge of Allegiance & Invocation:

The Pledge of Allegiance was led by Mayor Pro-tem Cruz.

Roll Call:

Council Present

Judith Rivera, Mayor- Absent

Justina Cruz, Mayor Pro-Tem- Present

Ray Gutierrez, Member - Present

Xavier Mendez, Member- Present/ Absent at 6:31 pm

Anna Beltran, Member - Present

Staff Present

Laura Fischer, Manager- Present

Ramiro Barajas, PW Director- Absent

Sergio Cruz, Fire Chief - Absent

Anthony Lyn Mara, Police Chief- Present

Christine Pisch- City Clerk - Present

Mitchel Driskill- City Attorney - Absent

Oral Communication-Public Comment: Now is the time for any member of the public to speak to the Council. Please step to the podium and state your name and address for the record. Three (3) minute maximum time.

Reports from Council Members Non-Action Items:

- Ana Beltran, Council Member- informed council and staff of the upcoming Trunk or Treat event, October 25th from 6-9 pm, location of the event will be blocking a part of S F Street, by the city park.

Staff Reports Non-Action Items:

Fire Department – Absent

Police Department – thanked Ms. Fischer and office staff for allowing him to participate in the interview panel for the finance position hiring and mentioned to the council the upcoming training for officers to be paid from the DUI Grant.

City Manager- Provided a written report and discussed the update of the hiring process for the finance position.

Public Works Director – Absent

Consent Agenda: Approve the Consent Agenda Items 1-2. 6:21 pm

Approval of Meeting Minutes of September 17, 2025

1. Approval of City Warrant List.

Motion to Approve Meeting Minutes of September 17th and Warrant List.

AYES: (1) Beltran, (2) Mendez, Gutierrez, and Cruz

NOES: 0

ABSENT: Rivera

Regular Business:

1. Discussion & Action adopt Resolution 2025-16 to adopt the five (5) year Program of Capital Projects List for the City of Westmorland- Laura Fischer, Manager
AYES: (1) Beltran, (2) Mendez, Gutierrez, and Cruz
NOES: 0
ABSENT: Rivera
2. Discussion & Action adopt Resolution 2025-17 to adopt the 2025-2026 Fiscal Reserve Policy- Laura Fischer, Manager- Requested to table October 15, 2025
3. Discussion/Action to approve The Holt Group's proposal to prepare the City of Westmorland Street System Evaluation Report for an amount not to exceed \$28,792 paid for from Street Funds- Laura Fischer, Manager
AYES: (1) Beltran, (2) Gutierrez, and Cruz
NOES: 0
ABSENT: Rivera, Mendez
4. Discussion/Action to approve the Holt Group's Task Order Agreement for preparation of the City of Westmorland Water Treatment Plant Operations Plan in an amount not to exceed \$15,000 paid from Water Fund 510-00-6212- Laura Fischer, Manager. Ms. Fischer informed the council that a correction of the account is to be made from 350-1-6242.
AYES: (1) Beltran, (2) Gutierrez, and Cruz
NOES: 0
ABSENT: Rivera, Mendez

5. Discussion/Action to approve the costs to repair water line at 510 Boarts Road not to exceed \$19,000.00, to be paid out of account 510-00-6246 – Ramiro Barajas, Public Works Director. Ms. Fischer informed the council that a correction of the account is to be made from 510-00-6216.

AYES: (1) Beltran, (2) Gutierrez, and Cruz

NOES: 0

ABSENT: Rivera, Mendez

6. Discussion/Action to approve the cost to repair of water valve at N B Street not to exceed \$6,500.00, to be paid out of account 350-00-6216 – Ramiro Barajas, Public Works Director

AYES: (1) Beltran, (2) Gutierrez, and Cruz

NOES: 0

ABSENT: Rivera, Mendez

Closed Session: 6:39 pm –

- Public Service Employees Job descriptions and salary scales, as well as Appointment, Employment, or evaluation (Gov't. Code §54957(b)(1)).
- Significant exposure to litigation pursuant to § 54956.9(b): (1 case)

No reportable action taken.

The council adjourned at 7:14 pm.

AYES: (1) Beltran, (2) Gutierrez, and Cruz

NOES: 0

ABSENT: Rivera, Mendez

Adjournment: Next regular scheduled meeting October 1, 2025.

Council meetings are Open to the Public
If you need further assistance, please email the City Clerk
cityclerk@cityofwestmorland.net



Paid Invoice Report

10/14/2025 01:52 PM

Vendor #	Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date	Remit
Vendor Name	PO Number	1099	Date Paid	Transaction #	Trans-MMY	Claim-Number	Project-Number
6	419187	Dept- Insurance	10/15/2025	71.40	1	09/25/2025	1
Aflac*		No	10/15/2025	3811 C	10/2025		
8	451142	PD- Communication Services	10/15/2025	161.61	1	09/30/2025	1
Airwave Communications*		No	10/15/2025	3812 C	10/2025		
23	115211	WWTP WTP - Backflow Support	10/15/2025	1130.00	1	10/10/2025	1
Aquatic Informatics, Inc.*		No	10/15/2025	3813 C	10/2025		
26	2334	Parks and Rec- Maintenance	10/15/2025	520.00	1	10/06/2025	1
Arc Performance Welding & Fabricati		No	10/15/2025	3814 C	10/2025		
40	001471	WWTP- Testing Services	10/15/2025	402.50	1	09/29/2025	1
Brawley Analytical, Inc.*		No	10/15/2025	3815 C	10/2025		
40	001485	WTP- Testing Services	10/15/2025	769.50	1	10/07/2025	1
Brawley Analytical, Inc.*		No	10/15/2025	3815 C	10/2025		
40	001490	WWTP- Testing Services	10/15/2025	402.50	1	10/07/2025	1
Brawley Analytical, Inc.*		No	10/15/2025	3815 C	10/2025		
50	10/03/2025	BSASRF Report - CBSC Building Fees	10/15/2025	4.50	1	10/03/2025	1
California Building Standards Commi		No	10/15/2025	3816 C	10/2025		
56	10-07-2025	ID 200000001822521 Anthony L. Mara	10/15/2025	494.76	1	10/07/2025	1
California State Disbursement Unit*		No	10/15/2025	3817 C	10/2025		
63	189483401100125	WTP2- 210 W 1st Telephone	10/15/2025	169.99	1	10/01/2025	1
Charter Communications. - Spectrum*		No	10/15/2025	3818 C	10/2025		
86	10/02/2025	Trash Services - September 2025	10/15/2025	23412.94	1	10/02/2025	1
CR&R, Inc.*		No	10/15/2025	3819 C	10/2025		
119	790392	Dept Water Service	10/15/2025	202.26	1	07/28/2025	1
El Oasis Water Company*		No	10/15/2025	3820 C	10/2025		
125	Late0080971	Late Fees	10/15/2025	13.76	1	10/01/2025	1
Empire Southwest*		No	10/15/2025	3821 C	10/2025		
128	ESO-179034	FD-Computer Support	10/15/2025	247.98	1	10/02/2025	1
ESO Solutions*		No	10/15/2025	3822 C	10/2025		
144	507851	WWTP- Maintenance	10/15/2025	5.56	1	10/03/2025	1
Frank R Lyall & Son, Inc.*		No	10/15/2025	3823 C	10/2025		

Paid Invoice Report

10/14/2025 01:52 PM

Vendor #	Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date	Remit
Vendor Name	PO Number	1099	Date Paid	Transaction #	Trans-MMY	Claim-Number	Project-Number
144	507861	WTP- Repairs and Maintenance	10/15/2025	5.09	1	10/06/2025	1
Frank R Lyall & Son, Inc.*		No	10/15/2025	3823 C	10/2025		
166	10/13/2025	PD- Animal Intake	10/15/2025	140.00	1	10/07/2025	1
Humane Society of Imperial County*		No	10/15/2025	3824 C	10/2025		
167	150844	CPA- Accounting Fees	10/15/2025	450.00	1	09/30/2025	1
Hutchinson & Bloodgood, LLP*		No	10/15/2025	3825 C	10/2025		
167	150844.	CPA- Accounting Services Funds 320,342,3	10/15/2025	608.00	4	10/10/2025	1
Hutchinson & Bloodgood, LLP*		No	10/15/2025	9 C	10/2025		
167	150844..	CPA Accounting Services -RDA Account 700	10/15/2025	320.00	6	10/10/2025	1
Hutchinson & Bloodgood, LLP*		No	10/15/2025	5 C	10/2025		
178	10072025-6	Pro Phoenix Law Enforcement Agreement	10/15/2025	7500.00	1	10/07/2025	1
Imperial County Sheriff's Office*		No	10/15/2025	3826 C	10/2025		
183	10/14/2025	Utilities	10/15/2025	6154.86	1	10/14/2025	1
Imperial Irrigation District*		No	10/15/2025	3856 C	10/2025		
207	200	FD- Supplies	10/15/2025	166.09	1	10/08/2025	1
Johnny's Liquor Store*		No	10/15/2025	3827 C	10/2025		
214	52878	Safety Supplies	10/15/2025	212.05	1	09/03/2025	1
KC Welding and Rentals, Inc.*		No	10/15/2025	3828 C	10/2025		
232	6272015	WTP- Safety Supplies	10/15/2025	96.09	1	10/10/2025	1
Mallory Safety & Supply*		No	10/15/2025	3829 C	10/2025		
238	155618	FD- Safety Equipment	10/15/2025	273.73	1	10/02/2025	1
Med-Tech Resource LLC*		No	10/15/2025	3830 C	10/2025		
267	10/06/2025	Postage	10/15/2025	1041.99	1	09/25/2025	1
Pitney Bowes Bank, Purchase Power I		No	10/15/2025	3831 C	10/2025		
275	10704	WTP- Repairs (Howenstein waterline)	10/15/2025	1020.00	1	09/29/2025	1
Primo Construction & Services, Inc.		No	10/15/2025	3832 C	10/2025		
282	45893894	WWTP- WTP Dept Supplies	10/15/2025	155.02	1	09/24/2025	1
Quill LLC*		No	10/15/2025	3833 C	10/2025		
282	45910235	WTP- WWTP Dept Supplies	10/15/2025	25.77	1	09/24/2025	1
Quill LLC*		No	10/15/2025	3833 C	10/2025		

Paid Invoice Report

10/14/2025 01:52 PM

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date	Remit
Vendor Name	PO Number 1099	Date Paid	Transaction #	Trans-MMY	Claim-Number	Project-Number
282 45915510	WWTP- WTP Dept Supplies	10/15/2025	147.39	1	09/24/2025	1
Quill LLC*	No	10/15/2025	3833 C	10/2025		
282 45915542	WTP- WWTP Dept Supplies	10/15/2025	147.39	1	09/24/2025	1
Quill LLC*	No	10/15/2025	3833 C	10/2025		
282 45929982	CH- Office Supplies	10/15/2025	18.41	1	09/24/2025	1
Quill LLC*	No	10/15/2025	3833 C	10/2025		
285 11791	HOME Annual Monitoring	10/15/2025	540.00	9	09/18/2025	1
Raney Planning And Management, Inc.	No	10/15/2025	3203394 C	10/2025		
287 26CTOFWMN03	PD FD - Communications	10/15/2025	1067.50	1	10/01/2025	1
Regional Communication System*	No	10/15/2025	3834 C	10/2025		
288 S143253435.002	WTP- Repairs and Maintenance	10/15/2025	298.65	1	09/25/2025	1
Rexel*	No	10/15/2025	3835 C	10/2025		
291 5072124154	Printer Maintenance	10/15/2025	299.92	1	10/01/2025	1
Ricoh USA, Inc.*	No	10/15/2025	3836 C	10/2025		
297 1109610	Dept Fuel	10/15/2025	1503.15	1	09/30/2025	1
SC Fuels - Cardlock Fuel Systems*	No	10/15/2025	3837 C	10/2025		
302 10/09/2025	YH- Utilities	10/15/2025	6.54	1	10/03/2025	1
SoCalGas*	No	10/15/2025	3838 C	10/2025		
308 20251012-1	Building and Permittting	10/15/2025	1250.00	1	10/13/2025	1
Incipit Environmental Solutions*	No	10/15/2025	3839 C	10/2025		
318 173505895-0001	Parks and Rec- Maintenance of Equipment	10/15/2025	76.07	1	09/26/2025	1
Sunbelt Rentals, Inc.*	No	10/15/2025	3840 C	10/2025		
330 7885.00	PD- Computer Equipment	10/15/2025	7885.00	1	08/11/2025	1
Total Technology, Inc.*	No	10/15/2025	3841 C	10/2025		
333 52020250835	WTP- Maintenance	10/15/2025	35.25	1	06/01/2025	1
Underground Service Alert*	No	10/15/2025	3842 C	10/2025		
339 INV00830642	WTP- Maintenance and Repairs	10/15/2025	619.30	1	09/17/2025	1
USA BlueBook*	No	10/15/2025	3843 C	10/2025		
339 INV00831806	WTP- Repairs and Maintenance	10/15/2025	115.08	1	09/18/2025	1
USA BlueBook*	No	10/15/2025	3843 C	10/2025		

Paid Invoice Report

A20320

BUC

10/14/2025 01:52 PM

Vendor #	Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date	Remit
Vendor Name	PO Number	1099	Date Paid	Transaction #	Trans-MMY	Claim-Number	Project-Number
339	INV00836944	WTP- Repairs and Maintenance	10/15/2025	309.03	1	09/24/2025	1
USA BlueBook*		No	10/15/2025	3843 C	10/2025		
339	INV00842947	WWTP- Maintenance	10/15/2025	218.45	1	09/30/2025	1
USA BlueBook*		No	10/15/2025	3843 C	10/2025		
339	INV00843052	WWTP- Maintenance	10/15/2025	254.52	1	10/01/2025	1
USA BlueBook*		No	10/15/2025	3843 C	10/2025		
349	10/10/2025	Uniforms	10/15/2025	283.02	1	10/01/2025	1
Vestis*		No	10/15/2025	3844 C	10/2025	Void	
349	10/14/2025	Uniforms	10/15/2025	365.19	1	10/02/2025	1
Vestis*		No	10/15/2025	3857 C	10/2025		
349	522053023	Uniforms	10/15/2025	81.03	1	06/12/2025	1
Vestis*		No	10/15/2025	3844 C	10/2025	Void	
349	5220535023	Uniforms	10/15/2025	81.03	1	06/12/2025	1
Vestis*		No	10/15/2025	3844 C	10/2025	Void	
349	5220579914	Uniforms	10/15/2025	86.37	1	09/25/2025	1
Vestis*		No	10/15/2025	3844 C	10/2025	Void	
349	5220582892	Uniform Maintenance	10/15/2025	82.17	1	10/02/2025	1
Vestis*		No	10/15/2025	3844 C	10/2025	Void	
349	5220585922	Unifroms	10/15/2025	115.62	1	10/09/2025	1
Vestis*		No	10/15/2025	3844 C	10/2025	Void	
349	920250839	WTP- Maintenance	10/15/2025	26.00	1	10/01/2025	1
Vestis*		No	10/15/2025	3844 C	10/2025	Void	
361	109516401	Printer Rent	10/15/2025	326.07	1	09/30/2025	1
Wells Fargo Vendor Financial Servic		No	10/15/2025	3845 C	10/2025		
388	20251006-1	UTIL REFUND 2025	10/15/2025	100.00	1	10/06/2025	1
GRAHAM*HENRY		No	10/15/2025	3846 C	01/2025		
389	20251009-1	UTIL REFUND 2025	10/09/2025	200.00	1	10/09/2025	1
TREJO* ARTURO		No	10/15/2025	3847 C	01/2025		
395	110597	PD- Vehicle Maintenance	10/15/2025	25.72	1	10/10/2025	1
Shank & Kretz dba O K Rubber Tires*		No	10/15/2025	3848 C	10/2025		

Paid Invoice Report

10/14/2025 01:52 PM

Vendor #	Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date	Remit
Vendor Name	PO Number	1099	Date Paid	Transaction #	Trans-MMY	Claim-Number	Project-Number
401	USI125-05125911	Reimbursement - Indeed	10/15/2025	660.00	1	10/02/2025	1
Laura Fischer*		No	10/15/2025	3849 C	10/2025		
421	10/10/2025	PD- Training - CTFGP	10/15/2025	446.00	1	10/10/2025	1
Freddie Beltran*		No	10/15/2025	3850 C	10/2025		Cannabis Grant
421	10/10/2025.	Reimbursement - Hotel expense CTFGP	10/15/2025	1935.02	1	10/10/2025	1
Freddie Beltran*		No	10/15/2025	3850 C	10/2025		Cannabis Grant
452	3	Consultant- Professional Services	10/15/2025	1970.00	1	10/06/2025	1
Lechowicz & Tseng Municipal Consult		No	10/15/2025	3851 C	10/2025		
453	10/02/2025	WWTP- Repairs and Maintenance	10/15/2025	112.03	1	09/15/2025	1
Imperial Truss & Lumber*		No	10/15/2025	3852 C	10/2025		
550	10/10/2025	PD- Training CTFGP	10/15/2025	376.00	1	10/10/2025	1
David Rodriguez*		No	10/15/2025	3853 C	10/2025		Cannabis Grant
551	10/10/2025	PD- Training - CFTGP	10/15/2025	376.00	1	10/10/2025	1
Mark Dan Pablico*		No	10/15/2025	3854 C	10/2025		Cannabis Grant
555	10/10/2025	PD Training - CTFGP	10/15/2025	376.00	1	10/10/2025	1
Tyler Hamby*		No	10/15/2025	3855 C	10/2025		Cannabis Grant
Total Invoices: 68		Amount: 68,992.87					

CITY OF WESTMORLAND

Report to the City Council

MEETING DATE: October 15, 2025

FROM: Laura Fischer, Manager

SUBJECT: Adopt Resolution 2025-17 Establishing Reserve Policy

ISSUE:

Shall the City of Westmorland City Council Adopt Resolution 2025-17 Establishing Reserve Policy.

GENERAL MANAGER RECOMMENDATION:

Adopt Resolution Number 2025-17 Establishing Reserve Policy.

FISCAL IMPACT: Adopting Resolution 2025-17 will establish a reserve budget to allocate Fund Balance for FY 2025-26 to ensure adequate funding to complete projects.

DISCUSSION:

The City of Westmorland desires to maintain current and comprehensive financial policies which can be identified and approved each year via Resolution. The level of reserves and recommended uses are reviewed each year at budget adoption and approved by City Council.

Purpose

The purpose is to reduce the risk of financial impacts resulting from a natural disasters or other catastrophic events; respond to the challenges of a changing economic environment, including prolonged downturns in the local, state or national economy. Demonstrate continued prudent fiscal management and creditworthiness, and provide funding stability for core services and infrastructure funded through the General Fund and all enterprise funds.

Classifications and Nature of Restrictions

- Non-spendable- Cannot be readily converted to cash
 - Resources which cannot be spent because they are either a) not a spendable form or be legally or contractually required to be maintained intact.
- Restricted- Externally imposed restrictions
 - Resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.
- Committed- City Council imposed commitment
 - Resources which are subject to limitations the government imposes upon itself at its highest level of design making (City Council) and that remain binding unless removed in the same manner.

- Assigned- City Council assigned purpose/intent
 - Resources neither restricted nor committed for which a government has a stated intended use as established by the City Council or a bod or official (management) to which the City Council has delegated the authority to assign amounts for specific purposes.
- Unassigned- Residual balance not otherwise restricted
 - Resources which cannot be properly classified in one of the other four categories. The General Fund should have a positive unassigned fund balance amount.

Budget Stabilization and Catastrophic Event Reserve Based on Operating Reserves.

Funds reserved under this category shall be used to mitigate, should they occur, annual budget revenue shortfalls (actual revenues less than projected revenues) due to changes in the economic environment and/or one-time expenditures that will result in future efficiencies and/or budgetary savings.

Examples of “economic triggers” and one-time uses include, but are not limited to:

- Significant decrease in property or sales tax, or other economically sensitive revenues;
- Loss of businesses considered to be significant sales tax generators;
- Reductions in revenue or increases in expenditures due to actions by the state/federal government;
- Workflow/technical system improvements to reduce ongoing, personnel costs and enhance customer services;
- One-time maintenance of service levels due to significant economic/budget constraints; and
- One-time transitional costs associated with organizational restructuring to secure long-term personnel cost savings.

Funds reserved under this category shall also be used to mitigate costs associated with unforeseen emergencies, including natural disasters or catastrophic events. Should a catastrophic disaster or loss of a significant source of the City’s property and sales tax revenue occur, the required reserve level should be adequate to meet the City’s immediate financial needs. For example, in the event of natural disaster, this General Fund Reserve would provide necessary coverage for basic operating expenses for approximately 180 days, including salary and benefits for safety and non-safety City employees, while still meeting debt service obligations. This time frame would enable the City to explore other available cash alternatives.

Capital Assets and Infrastructure Replacement Reserve.

The City will maintain a Reserve for Capital Assets and Infrastructure Replacement. These reserves will be utilized to make major capital asset purchases such as information technology upgrades, fleet vehicles, and various equipment. Additionally, this reserve will be utilized to make improvements to and replacement of City buildings and infrastructure. Recommendations for use of these reserves will be made during the annual budget review and adoption process.

This Reserve will be funded at \$3,737,988 with the adoption of the Fiscal Year 2025-26 budget. It should be the long-term goal of the City to build and replenish this reserve in an amount equal to the estimated replacement cost of all City capital assets at the end of their design life and to use this reserve for such replacements.

Excess Fund Balance

At the end of each fiscal year, the Finance Department reports on the audited year-end financial results. Should actual General Fund revenues exceed expenditures and encumbrances, a year end operating surplus shall be reported. Any year-end surplus that results in the General Fund balance exceeding the Reserve level required by this reserve policy shall be available for allocation for the following, subject to Council approval:

- Offset projected future deficits
- Anticipated intergovernmental fiscal impacts
- One-time funding, non-recurring needs
- Loan repayment acceleration
- Upon funding of the above, the division of remaining surplus balances shall be recommended to the City Council between the Capital Assets and Infrastructure Replacement, based on most critical needs at that time.

CONCLUSION:

It is recommended that the City Council review the Reserve Budget, and adopt Resolution 2025-17.

ALTERNATIVES:

- 1) Do not adopt Resolution 2025-17 and give direction to staff for changes.
- 2) Provide alternative direction to staff.

Respectfully Submitted,

Laura Fischer, Manager
Attachment: Resolution Number 2025-17

RESOLUTION NO. 2025-17

**A RESOLUTION OF THE CITY OF
WESTMORLAND ADOPTING A RESERVE
BUDGET FOR FISCAL YEAR 2025-26**

WHEREAS, the City Manager has submitted the Reserve 2025-26 Budget to the City Council for its review and consideration in accordance with usual policies and objectives, and

WHEREAS, the 2025-26 Reserve Guidelines are intended to provide guidelines for the City of Westmorland to designate money in order to balance the budget, respond to emergencies, keep rates affordable, maintain current infrastructure and plan for future public projects; and

WHEREAS, in said fiscal year beginning July 1, 2026, there is hereby Reserved within the Treasury of the City of Westmorland for City purposes by the various departments of said City for the fiscal year 2025-26, the projected amount of \$3,737,988; and

WHEREAS, All modifications to the Fiscal Year 2025-26 Budget of Reserved Funds, departments and/or activities shall be made by the City of Westmorland and any changes are reported regularly to the Board of Directors; and

WHEREAS, the Proposed Reserve Budget Established for FY 2025-26 are described below; and

CITY OF WESTMORLAND							
2025-26 PROJECTED CASH BALANCE							
Projected CASH BALANCE as of June 30, 2024							
	General Fund	Water	Sewer	Trash	CDBG	Streets All Funds	Totals
Cash at Beginning of FY 2024-25:	800,754	601,849	905,154	70,435	217,350	1,567,471	4,163,013
Projected 2024-25 Net change at end of FY 2025-26:	154,017	23,000	12,460	15,000	13,262	-	217,739
Projected Cash Balance at End of FY 2023-24:	954,771	624,849	917,614	85,435	230,612	1,567,471	4,380,752
* Unchanged Capital assets for Projections purposes only							
Proposed Reserve Funds Established via Resolution Number 2025-17							
PROJECTED CASH BROUGHT FORWARD AS OF JUNE 30, 2025	General Fund	Water	Sewer	Trash	CDBG	Streets All Funds	Totals
	954,771	624,849	917,614	85,435	230,612	1,567,471	4,380,752
Other Sources of Revenues:							
LOVE'S Reimbursement Agreement payments from Water and Sewer over 10 years total paid as of end of 2024	324,048						324,048
Release of Retention for Water Filter / Pipeline		329,722					329,722
Total Funds:	1,278,819	954,571	917,614	-	230,612	1,567,471	4,949,087
Committed Funds:							
Rate Study - Sewer Only - Water paid through EDWG			25,605				
Capital Reserve Funds (Future Projects)							-
Water Treatment Plant - EDWG- 10% retention		1,100,000					1,100,000
Water Filter & Pipeline Project Overrun 2026		250,000					250,000
Public Safety Building -							-
Pedestrian ADA Sidewalks						385,000	385,000
East 7th Street Improvements Phase 1						659,000	659,000
Total Committed Funds:	-	1,350,000	25,605	-	-	1,044,000	2,419,605
LOVE'S Reimbursement Agreement	329,000						329,000
Debt owed to General Fund - PAYMENT SCHEDULE 10 YRS		28,129	7,876			-	36,005
Assigned or Designated Fund Balance:	329,000	1,378,129	59,086	-	-	1,044,000	2,455,610
Operating and Maintenance Reserve Funds 90 days Operating and Maintenance Costs for Water and Sewer. 180 days for General Fund.	765,967	142,544	90,241			283,626	1,282,378
TOTAL RESERVES FOR FY 2024-25	1,094,967	1,520,673	149,327	-	-	1,327,626	3,737,988
PROJECTED UN-ASSIGNED BALANCE:	183,852	(566,102)	768,287			239,845	1,211,098
		170,673					
Population	2,200						
Total Expenditures Only	1,553,212	578,093	365,976	264,136	12,000	1,150,263	3,923,679
Expenditures per population	706	263	166	120	5	523	1,783
Number of Days in Year	365						
Total Expenditures Only	1,553,212	578,093	365,976	264,136	12,000	1,150,263	3,923,679
Expenditures per day	4,255	1,584	1,003	724	33	3,151	10,750
Cash per day expenditures only	4,255	1,584	1,003	724	33	3,151	10,750
Number of Days Unassigned Cash	43	(357)	766	-	-	76	113

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WESTMORLAND,
DOES HEREBY RESOLVE AS FOLLOWS:**

1. That the foregoing is true, correct and adopted.
2. That the City Council of the City of Westmorland Adopts the Modified Reserve Fund Budget for Fiscal Year 2025-26.
3. That the City Council of the City of Westmorland does hereby adopt this Resolution approving the Fiscal Year 2025-26 Reserve Budget as set forth.
4. That the Mayor of the City Council of the City of Westmorland is hereby authorized to sign said Resolution, a copy of which is on file at City Hall.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Westmorland held on the 15th day of October 2025.

Judith Rivera, Mayor

ATTEST:

Christine Pisch, City Clerk

I, Christine Pisch, City Clerk for the City of Westmorland, County of Imperial, State of California, DO HEREBY CERTIFY that the foregoing resolution was dully passed, approved and adopted by the City Council of the City of Westmorland at its regularly scheduled meeting held on the 15th day of October 2025.

By _____
Christine Pisch, City Clerk

CITY OF WESTMORLAND CITY COUNCIL REPORT

MEETING DATE: October 15, 2025

FROM: Laura Fischer, Manager

SUBJECT: Consider Approval of Increased Cost for Current Employee Medical Insurance Plan.

ISSUE:

Shall the City Council of the City of Westmorland Approve Increased Cost for Current Employee Medical Insurance Plans?

MANAGER RECOMMENDATION:

Approve Increase Cost for Current Employee Medical Insurance Plans.

FISCAL IMPACT:

Approving the increase to the medical insurance plan increases insurance costs by \$1,100.32 per month for a total annual increase of \$13,203.84. This information is based on our current employee pool.

Last year we changed our plan to save money, and this year the increase is 13.39%.

INFORMATION:

Mr. Dave West and Mr. Jose Landeros met with me and city staff to provide this information and to have any employee wishing to make changes to their medical insurance complete the forms.

BUDGET STATUS:

The current FY 2024-25 budget was based on the assumption that all full-time employees would be hired and working. We are currently fully staffed.

CONCLUSION

After careful consideration and review of the benefit analysis and cost analysis, staff recommends approving renewal of our current medical insurance plan, which will increase our costs by approximately \$13,203.84 per year.

ALTERNATIVES:

- 1) Direct staff to table this item for further discussion.
- 2) Direct staff to bring back other information at the next meeting.

Respectfully Submitted,

Laura Fischer, General Manager

Attachments:

Monthly Premium Comparison Details (continued)

	Medical	Dental	Vision	Grand Total
<i>Current Premium</i>	\$8214.60	\$0.00	\$0.00	\$8214.60
<i>New Premium</i>	\$9314.92	\$0.00	\$0.00	\$9314.92
<i>Premium Rate Change</i>	\$1100.32	\$0.00	\$0.00	\$1100.32
<i>Premium Percent Change</i>	13.39%	0%	0%	13.39%

Please note that your total premium may change for various reasons, including but not limited to changes in your employee census, changes in your employees' tobacco use status where applicable, and changes to the ACA requirements. If your group has multiple products, changes made to coverage and/or participation levels may also result in the loss of any multi-product discounts.

Per the Affordable Care Act (or health care reform law), Summary of Benefits and Coverage (SBCs) can be accessed through our Internet Posting Site at sbc.anthem.com. The benefit information included in this packet is intended to present only a general overview of the benefits. The entire provisions of benefits and exclusions are contained in the Certificate of Coverage. In the event of a conflict between the Certificate of Coverage and the description included in this packet, the terms of the Certificate of Coverage will prevail.



P.O. Box 9062
Oxnard, CA 93031

September 24, 2025

CITY OF WESTMORLAND
355 SOUTH CENTER STREET
WESTMORLAND, CA 92281

Time to renew your health plan! Everything you need is in this packet.

Dear Valued Customer:

Thank you for choosing us to be your continued partner in health. We're committed to protecting your most important asset — your employees. Our plans offer affordable, whole-person care and a simplified healthcare experience. We're here to support you and your employees every step of the way.

What's in this packet

You will find everything you need to renew your current plan or switch to a different one:

- The current rates and the new renewal rates for your new proposed plan(s). Please provide a copy of the current and new renewal rates to your employees. Anthem rates and benefits are subject to regulatory review and approval.
- Other plan options if you want to make a change. Please review all of the plan details in this packet. For more information, you can visit anthem.com/ca.
- Important plan information and highlights.
- Information on other plans if you would like to make a change. Some of the changes may include new plan names, new contract codes, cost-sharing changes, benefit changes, metal level changes from the current plan(s), which plans have been amended or may no longer be available. Please provide copies of these important documents to your employees.
- Documents required for renewal. These can be found on the following pages: Monthly Premium Comparison, Your Alternate Option, Medical Benefit Selection Form, and Benefit to Benefit Comparison chart. Please provide a copy of the Benefit to Benefit Comparison chart to your employees.

Added benefits for better overall health

When you add dental and vision coverage to your medical plan, your employees get comprehensive, cost-effective, coordinated care. Because we integrate data across our plans, we can create a personalized, more complete picture of an employee's health. This lets us identify issues earlier, close gaps in care, and improve health management to help employees stay healthy and productive. Your renewal may include a dental and/or vision quote if you have a minimum of 5 enrolled medical subscribers. However, additional plans and possibly better rates can be provided. Have your broker request a quote by contacting our Connect team at 877-567-1802 or connect@anthem.com.



P.O. Box 9062
Oxnard, CA 93031

To make your renewal easier, you have a couple of options:

- Renew into the proposed plan – you don't have to do anything!
- Select another plan – we've given you a couple of different options to help you select the right plan(s) for your employees. If you choose one of the alternatives, all you need to do is complete the Medical Benefit Selection Form and return it to us no later than 30 days before your renewal date.
- **For HMO plans** - enrollment in the selected plan is dependent upon the employee residing or working within a plan's geographical service area, and the network, provider, and physician availability within the geographical service area. If at the time of enrollment, the network or physician/medical group is not available or an employee does not reside or work in the geographical service area of the plan, the employee may be assigned to or be required to choose a different provider, network, and/or plan.

You may have received a letter requesting you to confirm your group continues to meet the definition of a Small Group. This renewal is only valid if your group is in compliance with the Group Contract.

Please work with your broker to return your paperwork 30 days before your effective date.

Your broker can help you choose the right plan. For your convenience, your renewal packet is also available on EmployerAccess at **employer.anthem.com**.

Thank you for partnering with us. We look forward to a great year together.

Your Anthem Small Group Team

Enclosures

Protecting the health of your employees — and your business

Health plans that offer whole-person care for better overall health

Renewal Packet for CITY OF WESTMORLAND

Your Agent/Broker as of 07/23/2025 18:32

DAVID H WEST INSURANCE SERVICES INC
DAVID H WEST INSURANCE SERVICES INC

Group #: U16869

Effective Date: December 01, 2025

Group State: California

Zip Code: 92281

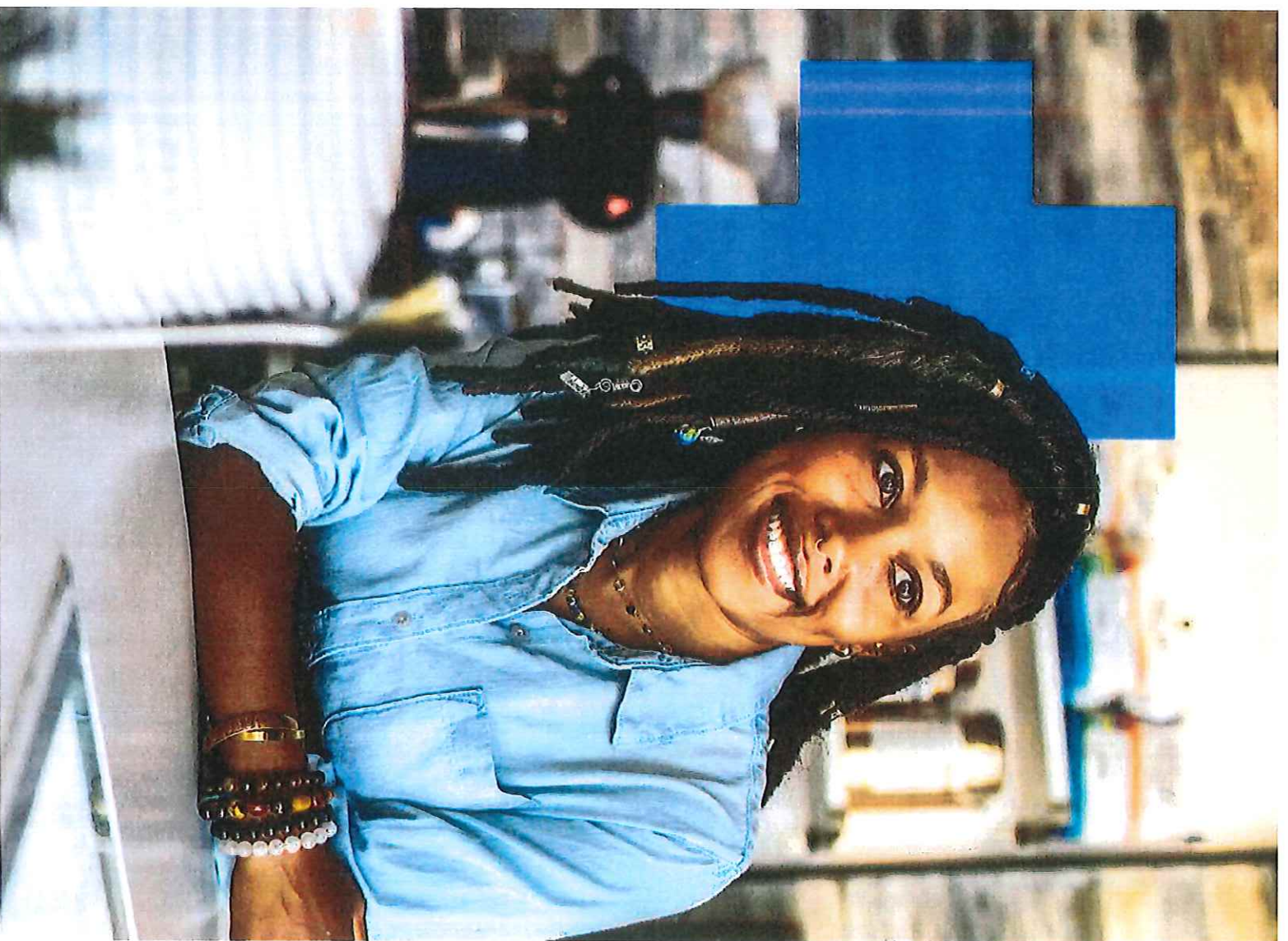
Rating Area: 13



It is often thought that there is no necessary link between the great religious edifices that have been built in the past and the great religious edifices that are being built today. Yet, nothing has been done in the past century of religious building, as during the great past periods of the Christian era, when the great religious edifices, by and large, were built in the same way as the great religious edifices of the past. The great religious edifices of the past were built in the same way as the great religious edifices of the past. The great religious edifices of the past were built in the same way as the great religious edifices of the past.

Mathematics 2024, 12, 2572

07/22/2025 22:03



Helping your employees — and your business — stay healthy



Making sure you and your employees have great healthcare is good for business. Anthem plans include benefits that support whole-person health and come with tools that make it easier to get care from anywhere.

All of this helps your employees stay healthy and productive for longer.

Your health plan home

EmployerAccess is now the hub for plan administration, marketing resources, and news. This updated site has everything you need to administer your plan and manage your benefits, including helpful tools and resources for both you and your employees.

Benefits that work together

Anthem plans keep you and your employees at the center of a whole-person, team-based care model, transforming healthcare into a collaborative process. By combining all aspects of coverage — medical, behavioral health, pharmacy, dental, and/or vision — doctors can see the whole picture of a person's health for simpler, smarter, and more cost-effective care.

- Programs to motivate employees to take charge of their well-being.
- Engaged care management teams that can identify potential health issues and coordinate health action plans.
- Digital tools to help employees connect to resources, as well as receive alerts and updates.

Wellbeing Solutions

Our health and wellness programs are included in our plans, and focus on awareness, prevention, and the right resources to help enable better health and cost savings.

Support for emotional health

Our plans also include access to the Emotional Well-being Resources program, powered by Learn to Live. With this program, employees learn how to manage specific behavioral patterns, such as anxiety, sleep issues, stress, and drug and alcohol use. Experienced coaches also provide support by email, text, or phone.

Pharmacy

Our integrated medical and pharmacy benefits work together to improve employee health and manage costs. With 24/7 access to pharmacy experts and digital tools that can help with pricing a medication, finding a pharmacy, or requesting a refill, we're working to make it easier for employees to stay on top of their medications, their health, and their budgets.



The **SydneySM** Health app connects your employees to high-quality, affordable care with expanded virtual care options. It provides a simple, guided, and intuitive experience using data, artificial intelligence, and machine learning to create deep employee personalization. Empowering your employees to:

- Search for in-person or virtual care, including virtual primary care and urgent care.
- Video-chat with a board-certified healthcare professional or therapist.
- Order and refill prescriptions.
- Easily access their health plan ID card on their mobile devices.

We make it simpler for you and your employees to manage your own health, while staying by your side every step of the way.

Sydney Health is offered through an arrangement with Caden Digital Platforms, a separate company offering mobile application services on behalf of your health plan. Learn to Live, Inc. is an independent company offering online tools and programs for behavioral health support. Learn to Live is an education program and should not be considered medical treatment.

Your Medical Renewal Snapshot

Your current medical plan(s) and the new proposed plan(s) are reflected in the grid(s) below. All of our ACA-compliant plans cover Preventative Care at 100% in network. In-Network benefits are shown below. A complete listing of benefit details can be found on the Summary of Benefits at sbc.anthem.com. Or click on the plan name in electronic copies, then enter your renewal effective date into the top box of that page.

Total Medical Subscribers: 11

Current Plan 1		Monthly Medical Premium % Change	Deductible (individual/family)	Out of Pocket Maximum (individual/family)	Office Visits PCP/SPC	Inpatient Hospital	ER/ Urgent Care	Prescription Drugs-Retail Network Formulary	Vision/ Dental Benefits Included
# OF SUBSCRIBERS ENROLLED IN PLAN: <u>11</u> Anthem Silver PPO 55/2500/45%		\$8214.60 Current	\$2500/ \$5000	\$8700/ \$17400	\$55/ \$90	Ded:45%	Ded:\$100; 45%/\$55	Rx Choice Tiered Network with R90 Select Level 1- \$15/ \$70/ \$110/ 30% up to \$250/script/ \$200/ \$400 Ded Tier(s) 2-4	V2/ D1
	Contract Code: 981X								
	Calendar Year Embedded								
Proposed Plan 1									
# OF SUBSCRIBERS ENROLLED IN PLAN: <u>11</u> Anthem Silver PPO 55/2500/45%		\$9314.92 13.39%	\$2500/ \$5000	\$8700/ \$17400	\$55/ \$90	Ded:45%	Ded:\$100; 45%/\$55	Rx Choice Tiered Network with R90 Select Level 1- \$15/ \$70/ \$110/ 30% up to \$250/script/ \$200/ \$400 Ded Tier(s) 2-4 Level 2- \$20/ \$80/ \$120/ 40% up to \$250/script/ \$200/ \$400 Ded Tier(s) 2-4	V2/ D1
	Contract Code: 84P5								
	Calendar Year Embedded								

Note: In the **Vision/Dental** column, please refer to the following codes to call out additional vision and/or dental benefits included within the medical plan:

D1: Dental Embedded Pediatric Only

V2: Vision Embedded Adult Exam Plus Pediatric

Your Alternate Options

Here are some alternate plans to consider and discuss with your agent/broker. Other options are available, so please ask your agent/broker if you would like to see additional plan options. All of our ACA compliant plans cover Preventive Care at 100% in-network. In-Network benefits are shown below. A complete listing of benefit details can be found by clicking on the plan name below in electronic copies, then enter your renewal effective date into the top box of that page. Plan change forms/instructions can be found towards the end of this package.

Total Medical Subscribers: 11

Alternate Options for Contract Code: 84P5	Monthly Medical Premium % Change	Deductible (individual/family)	Out of Pocket Maximum (individual/family)	Office Visits PCP/SPC	Inpatient Hospital	ER/ Urgent Care	Prescription Drugs-Retail Network Formulary	Vision/ Dental Benefits Included
# OF SUBSCRIBERS ENROLLED IN PLAN: <u>11</u> Anthem Bronze PPO <u>40/6200/40%</u> Contract Code: 84PH Calendar Year Embedded	\$8759.22 6.63%	\$7300/ \$14600	\$9100/ \$18200	\$75/ \$110	Ded,40%	Ded,\$250; 40%/\$75	Rx Choice Tiered Network with R90 Select Level 1- \$20/ \$90/ \$160/ 30% up to \$400/script/ \$650/ \$1300 Ded Tier(s) 2-4 Level 2- \$20/ \$100/ \$170/ 40% up to \$500/script/ \$650/ \$1300 Ded Tier(s) 2-4	V2/ D1
# OF SUBSCRIBERS ENROLLED IN PLAN: <u>11</u> Anthem Bronze PPO <u>40/6200/40%</u> Contract Code: 84PV Calendar Year Embedded	\$8424.69 2.56%	\$6200/ \$12400	\$8700/ \$17400	Ded,\$40/ Ded,\$80	Ded,40%	Ded,\$250; 40%/ Ded,\$40	Rx Choice Tiered Network with R90 Select Level 1- \$20/ \$80/ \$120/ 30% up to \$400/script/ Ded Tier(s) 2-4 Level 2- \$20/ \$90/ \$130/ 40% up to \$500/script/ Ded Tier(s) 2-4	V2/ D1

Note: In the Vision/Dental column, please refer to the following codes to call out additional vision and/or dental benefits included within the medical plan:

D1: Dental Embedded Pediatric Only

V2: Vision Embedded Adult Exam Plus Pediatric

CITY OF WESTMORLAND

REPORT TO CITY COUNCIL

MEETING DATE: October 15, 2025

FROM: Laura Fischer, Manager

SUBJECT: Information Regarding REAP SCAG Zoning Review and Downtown Overlay.

INFORMATION ONLY:

The Team for the REAP SCAG Zoning Review and Downtown Overlay Project has held several meetings. The representatives from SCAG and the city selected a consulting firm, MIG, to prepare the zoning and downtown overlay and to work with our community to gather their opinions and information.

On October 15th the MIG's representatives came to Westmorland and walked the downtown area to gather information. The agenda is attached for your review.

The work plan for this project includes various public outreach plans one of which is to have a pop-up at the Honey Festival.

We need City Council's support and assistance to get the information to the public and encourage their input on the possible overlay plans.

Respectfully Submitted,
Laura Fischer

CITY OF WESTMORLAND DOWNTOWN OVERLAY ZONE

SCAG SRP 2.0

Project Area Tour

Wednesday, October 15, 2025, 9:30am – 12:15pm

City of Westmorland City Hall

AGENDA

Objectives:

- ❖ Review and confirm project area boundaries, tour area identifying opportunities and challenges
- ❖ Review and confirm Honey Festival pop-up event plan, including logistics, roles, and responsibilities

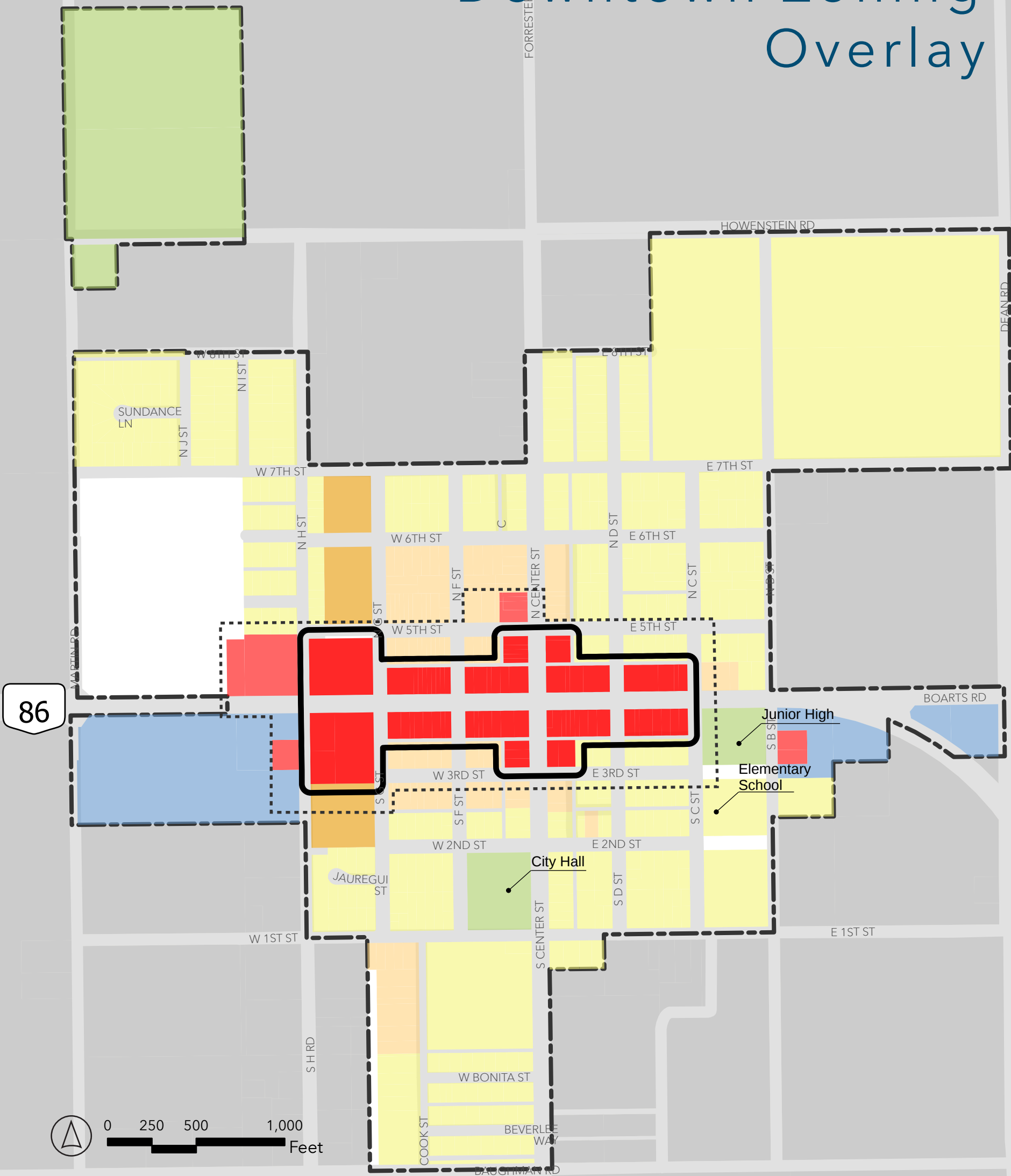
In Attendance (Planned):

- ❖ City of Westmorland: Laura Fischer – City Manager (Project Manager); Judith Rivera (Mayor); Tami Castro (City Hall Supervisor)
- ❖ MIG: Laura Stetson (Principal in Charge), Diana Gonzalez (Project Manager), Steven Davidovas (Urban Design Specialist), Tessa Hocquet (Associate)

#	Agenda Item	Schedule
1.	Welcome & Overview <i>(meet at City Hall)</i> - Introduction of new team members - Purpose of tour	9:30-10:00am
2.	Project Area Tour a. Route: Begin at the west end of Downtown and proceed east b. Discussion Points - Identify key opportunities and challenges - Review and confirm project area boundaries (see attached map) c. Observations and priorities	10:00-11:15am
3.	Outreach Event Planning: Honey Festival Pop-Up a. Feedback on event plan ▪ Confirm space reservation and schedule ▪ Roles and responsibilities	11:15-11:45am
4.	Next Steps & Action Item	11:45am-12:15pm
5.	Lunch	12:15pm



SCAG Westmorland Downtown Zoning Overlay



Zoning

- Commercial
- Industrial
- Open Space
- Residential-Single Family
- Residential-Duplex Multi-Family
- Residential-High Density Multi-Family

- Preliminary Project Area
- City Boundary
- Potential Project Area Expansion

Outreach and Engagement Plan

City of Westmorland Zoning Map Update, Downtown Overlay Zone, and Objective Design Standards

Subregional Partnership Program 2.0

October 3, 2025

DRAFT



This project is funded and managed by the Southern California Association of Governments (SCAG) with Regional Early Action Program 2021 grant funding from the State of California Department of Housing and Community Development.

Table of Contents

1. Introduction	1
2. Objectives.....	1
3. Key Engagement Groups and Engagement Organization.....	2
3.1 Engagement Groups.....	2
3.2 Community Engagement Organization.....	2
4. Roles and Responsibilities	3
5. Timeline	4
5.1 Preliminary Timeline	4
5.2 Community Workshop	5
6. Outreach Summary	6

1. INTRODUCTION

This Outreach and Community Engagement Plan describes the public outreach activities that will inform the Westmorland Downtown Zoning Overlay project. It identifies key engagement groups, tools, and methods that will be used to engage with the community and identifies the schedule.

The City has initiated a program to create an overlay zone for the City's downtown core, including adopting objective design standards to provide clear criteria for development. Westmorland is a small, rural city in Imperial County that experiences similar challenges to other underserved communities in California's inland regions. Many residents face barriers to housing stability, exposure to environmental health risks, and limited economic opportunity. The Downtown Overlay Zone represents an important step toward addressing these conditions through revitalization of the City's core. This project involves exploring a new strategy to encourage housing and economic opportunity in areas that have long experienced underinvestment. To support this effort, City staff and the MIG team will engage residents at three key points in the program. By making the most of available resources and prioritizing inclusivity, the program aims to reach a wide range of community members in a focused and meaningful way.

The City is committed to designing and implementing an inclusive engagement process to ensure the shared vision for Downtown Westmorland is based on robust feedback from all community members who live or own businesses in the City. This Community Engagement Plan outlines the approach and process for public participation, describing:

- Objectives
- Key Engagement Groups and Engagement Organization
- Roles and Responsibilities
- Timeline
- Outreach Summary

2. OBJECTIVES

The purpose of the outreach and community engagement plan is to develop a framework and identify target audience groups, messaging, and outreach methods throughout this project.

Engagement and outreach will be built on the following objectives:

- Educate the community about Downtown Overlay Zone and build awareness and understanding of the project
- Identify shared community goals to guide the Downtown Zoning Overlay
- Generate input and feedback on proposed Downtown Zoning Overlay and objective design standards
- Reach a broad cross-section of the Westmorland community
- Make participation accessible and inclusive, especially for those who face barriers to speaking up being heard

3. KEY ENGAGEMENT GROUPS AND ENGAGEMENT ORGANIZATION

For each event, MIG will create one social media post and announcement for the City's distribution across digital platforms. MIG will coordinate with the City to comply with all SCAG public communications requirements.

3.1 Engagement Groups

The following key groups and demographics should be engaged during the Westmorland Downtown Zoning Overlay:

- Residents
- Property and business owners
- City Council
- Land development community
- Key City staff
- Local partners
 - Schools
 - Neighborhood groups
 - Community organizations
 - Churches and other religious organizations

3.2 Engagement Organization

Community input is proposed to be included through a variety of outreach methods tailored to community needs. The outreach methods include up to three focus groups, a community engagement event, and two community working sessions with City Council. The outreach events will remain flexible as the project evolves to ensure responsiveness to emerging needs and constraints and to maximize effective community engagement.

Focus Groups (up to three)

The focus groups will include up to six individuals from affinity-based groups to receive insightful perspective on development in Downtown Westmorland.

Venue: Virtual, through Zoom

Materials: Focus group objectives and guiding questions memorandum

Stakeholders: While these participants are still being identified, they may include property and business owners, land development community, residents, and local partners.

Objectives: Gain insight and perspective from affinity-based groups to help shape a well-informed vision for Downtown Westmorland

Community Engagement

Venue: In person at the Honey Festival, November 1st 2025

Stakeholders: Residents

Materials to be provided in English and Spanish: Flyer, social media graphic, engagement boards

Objective: Introduce the project and understand the community's perspectives. The input will help in the development of the objective design standards and overlay zone.

First Community Working Sessions with the City Council

A community working session is a facilitated meeting with the City council that invites public attendance and input, providing an opportunity to review and discuss key work products, draft concepts, and land use options for Downtown.

Venue: In person at City Hall

Stakeholders: City C members and residents

Materials to be provided in English and Spanish: Flyer, social media graphic, presentation

Objective: Introduce the project, present existing conditions, and gather input on the vision for development in Downtown Westmorland.

Second Community Working Sessions with the City Council

Venue: In person at City Hall

Stakeholders: City Council members and residents

Materials to be provided in English and Spanish: Flyer, social media graphic, presentation

Objective: Present the recommendations and proposed policies of the Downtown Overlay Zone and objective design standards

4. ROLES AND RESPONSIBILITIES

The engagement events will be a collaborative effort between the MIG team and the City. In general, the MIG team will prepare materials for engagement events, and the City will promote the efforts and distribute information. Material will be produced in Spanish and English. The following summarizes the roles and responsibilities for each outreach event.

Method	MIG Team	City
Focus Group (3)	- Identify individuals or small groups from City-provided contacts. - Using links from the City, reach out via email and schedule meetings. - Prepare all meeting materials. - Develop a set of interview questions. - Conduct meetings via Zoom. - Provide a summary of key findings.	- Identify groups and individual stakeholders to participate in interviews. - If non-responsive to MIG contact, assist with outreach or with identifying additional participants. - Review MIG interview questions.
Community Engagement	- Prepare boards and stations to summarize the current stage of the project and provide space for community input. - Print presentation boards. - Provide materials, display, and exhibits. - Two MIG staff will attend, including one staff with Spanish fluency.	- Provide and reserve event space, notice the meetings, and advertise the events. - Review and approve materials, display, and exhibits. - City staff members will attend the pop-up.
Community Working Session (2)	- Prepare all meeting materials and provide materials.. - Up to 3 MIG staff will attend, including one staff with Spanish fluency.	- Inform MIG team of meeting date and order on agenda. - Review and approve materials. - City staff members will attend the community working session.

5. TIMELINE

5.1 Preliminary Timeline

November 2025 – December 2025

The Community Engagement event (Honey Festival) and focus groups are planned to be held during this time frame. Additionally, tribal consultation assistance can also be provided. The feedback from those engagement events will be utilized to inform the draft overlay zone and the draft objective design standards that will be initiated in December.

January 2026

Following the existing conditions review, one community working session with City Council will be conducted to share the existing conditions and receive feedback and input on the vision for Downtown Westmorland.

April 2026

The second community working session with City Council is planned to be held in April 2026. The feedback gathered from this engagement will be used to revise the overlay zone and objective design standards before Planning Commission hearing.

5.2 Detailed Event Timeline

Focus Group (3)					
4+ Weeks Prior	3 Weeks Prior	2 weeks Prior	Week of Event	Day of the event	Post Event
MIG and City to develop list of participants. Draft focus group questions for City approval	MIG and City reach out to participants and set interviews	City to send reviewed material MIG to revise questions based on City's comments	City final review of questions	MIG to lead discussion	Focus group summary memo
Community Workshop					
4+ Weeks Prior	3 Weeks Prior	2 weeks Prior	Week of event	Day of the event	Post Event
MIG sends draft materials City to coordinate with workshop for pop-up	City to advertise pop-up	City to send reviewed draft materials MIG to revise based on comments	Final review and updates	MIG to bring material for pop-up and attend event.	Event Summary memo
Community Working Sessions with City Council					
4+ Weeks Prior	3 Weeks Prior	2 weeks Prior	Week of event	Day of the event	Post Event
MIG sends draft materials	City to advertise Working Sessions	City to review draft materials City to add applicable content	Final review and updates	MIG to lead presentation	Event summary memo

6. OUTREACH SUMMARY

Following the conclusion of each engagement, a summary of what was communicated and heard will be prepared.

DRAFT



memo san diego

to **City of Westmorland**
from **Diana Gonzalez, Tessa Hocquet**
re **Honey Festival Plan**
date **10/03/25**

Westmorland Downtown Overlay Community Engagement Event #1: Honey Festival Pop-Up

Location: Westmorland City Park

Date: November 15, 2025

Time: Event time: 8:00am – 2:00pm, MIG attendance: 9:00am – 1:00pm

Objectives for Community Engagement #1

1. **Introduce the Project:** Clearly explain the purpose of the project, including how it connects with Westmorland's broader community needs.
2. **Build Awareness and Trust:** Create visibility for the project, show that the City is listening, and emphasize that community input will directly shape the work. Encourage continued involvement by showing how pop-up event inputs will influence next steps.
3. **Early Input:** Learn from residents regarding their lived experiences related to housing, mobility, and Downtown needs. This will complement information from available technical data.
4. **Ensure Accessibility:** Provide bilingual, culturally respectful, and low-barrier opportunities for residents to participate.

Format

The first community engagement event will be a pop-up at the Honey Festival. The pop-up event will provide participants the opportunity to learn about the project and provide input at the poster display area. The pop-up will include up to three large interactive display boards. Each board will provide visuals and prompts to encourage feedback. Participants will also be encouraged to provide input through discussion with City representatives and MIG project team members in attendance (in English and Spanish).

Content/Activities

All display materials will be bilingual (English/Spanish). The posters will include:

1. **Board 1: Project Introduction & Background.** This display will provide context about the project and its connection to community goals, giving residents the context they need before providing input. The display will include:
 - i. Project objective
 - ii. Overview and introduction to the project (description and project boundary)
 - iii. Connection between project and broader community needs or goals
 - iv. Project timeline
2. **Board 2: Project Area Information.** This display will show current conditions and how land is developed and zoned today. The display will include:
 - i. Existing conditions (aerial view of Westmorland alongside the current zoning to show how the land is used today) and a boundary of the project area
 - ii. Zoning designations and what is allowed
3. **Board 3: Downtown Character & Examples (Precedent Images).** This display invites feedback on the look, feel, priorities, and community values that should shape Downtown. The display will include:
 - i. Examples of different downtown areas and main streets with a variety of land uses, building types, and design styles. Images will be chosen to fit Westmorland's local context.
 - ii. Using dot stickers and sticky notes, community members are invited to "vote" for the images that best reflect what they'd like to see in their own Downtown.

Prompts/Feedback: As this is a preliminary exposure activity, rather than providing technical details, we will focus on conveying broad and approachable information and letting residents react to concepts. The intent is to spark conversation and invite residents to share their initial reactions, priorities, and ideas in simple, straightforward ways. We will guide feedback by focusing on three key themes:

1. Character: How does the overall look and style of downtown appear to you?? What seems inviting or feels like it fits Westmorland's identity?

2. Public Realm Elements: What features—such as sidewalks, parks, plazas, and streetscapes—make Downtown more inviting and attractive?
3. Land Uses: What kinds of uses—like shops, housing, or services—are missing or would Downtown more vibrant and useful?

Materials Needed for the Workshop

- Canopy or tent for shade (City to provide)
- Table(s) for materials and displays (City to provide)
- Easels to hold display boards (MIG to provide)
- Display boards (3) for activities and examples (MIG to provide)
- Post-its, stickers, and markers/pens for participants to share their comments and ideas (MIG to provide)
- City contact information (for questions outside the scope of this project)

Staffing

- City of Westmorland: 1 representative who is either a staff member or a Councilperson
- MIG: 2 staff persons, one of whom will be a Spanish speaker.