CITY OF WESTMORLAND CITY COUNCIL REPORT

DATE: November 5, 2025

FROM: Laura Fischer

SUBJECT: Staff Report – Part-Time Manager

Accounting Specialist Position

We hired Diana Miranda for the Accounting Specialist Position. She is taking training on the Frey Software and learning the payroll and accounts payable portion of the job. We will begin to assign other duties as she gets comfortable with the finance department activities.

New Phones for City Hall, PD and PW

We met with Total Technologies and have ordered the new phone system. This was budgeted in the FY 2025-26 budget.

League of Cities Meeting

I've attached a list of League of Cities webinars, training and meeting events. I think it would be beneficial to some of our staff and Council members to attend. Please take a look at the schedule. For example the Municipal Finance institute is in Palm Springs in December and would be beneficial for the City Treasurer; Mayor and Council Members Academy on January 21st at Sacramento; and the City Managers Conference on February 13th at Napa for the Public Works Director.

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 turned in their proposals, however, they were not making comparable improvements. Tami has asked one of the companies to modify their drawings and associated cost estimate.

<u>Waste Hauler Clean Up Day Calendar.</u> We received a calander with four clean up days identified for the City of Westmorland's clean up days for 2026. They are March 14th, July 11th, and November 7th.

Also attached is the 3rd quarter waste hauler report.

<u>PHLA Permanent Housing Funds.</u> 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.

<u>Per Capital Park Improvement Project. Restrooms & Drinking Fountain.</u> 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. I have material on the agenda for your review.

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. The contract with The Holt Group was approved by the attorney and executed. However the contract with Psomas for project engineering services was not approved by staff and our attorney. We have tried to amend the contract, but at this point we feel that we do not need their services. We will amend our agreement with The Holt Group to have this local firm complete all of the services.

We held a project meeting last week and determined that the project cannot start bidding or awarding contracts until the rate study has begun the Proposition 218 process.

Staff is trying to get additional improvements included in the grant amount. The additional improvements are items and areas that have been identified in the prior year and this current years' sanitary survey. They include making improvements to the ponds, mixing station, generator, fencing, lighting and some valves. The Holt Group will be preparing some drawings and plans that can be included in the bid solicitation. The Water Board has assured the city that the funding amount can be increased to include any project that was identified on the sanitafy survey report.

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. Draft rates will be presented at the November 19th meeting.

Possible New Grants to Apply:

AB 617 SEP grant for Jake James Park. This application needs to be started soon if we want to apply for an all inclusive application for the park. The SEP application is due in April.

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.

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 later this month.

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 <u>new restrooms at park - \$176,952</u>. Waiting for reimbursement.

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

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. As soon as the plans are completed we will bid this project and should be one time for funding.

Parks - <u>IID Tree for All Grant Opportunity.</u> We have issued the Notice to Proceed for the tree removal and tree planting; the contractor has submitted all of the necessary documentation to meet our requirements. Ramiro is working with the contractor to schedule work and to ensure public safety.

AB 617:

We have put together a team to work on these applications. Hanna from ILG, Fumi from THG, Ramiro and I are working on the applications. We are meet weekly, or more if needed, to prepare the narrative, get measurements, cost estimates and other information needed. Three applications were submitted on Thursday, October 30, 2025.

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:

<u>Public Safety ½ Cent Sales Tax.</u> 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.

<u>Auditors and Accountants</u>. 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.

Rate Study. The Rate Study for the Water Fund is paid for out of the 515 fund, water treatment plant improvement project. The Rate Study for the sewer fund is being paid for out of fund 520.

<u>Imperial County Transportation Commission</u>. Attend monthly meetings to stay informed about street funding and projects. We received a flyer notifying customers that they will be holding two events that allow for free ridership. One is a Stuff-A-Bus Food Drive starting November 3-

21. If you bring in canned food you can ride for free. The second event is Free Rides for Veterans and Active Duty Military throughout the entire month of November.

<u>LTA New Regulations.</u> The ICTC recently adopted a Resolution to require all cities and agencies to certify that they will meet the new Maintenance of Effort obligations for the Local Transportation Authority funding (Measure D). I have the certification prepared and will have the Mayor sign it stating that the city anticipates meeting the maintenance of effort obligations.

Imperial County City County Managers Association. Attend monthly meetings.

Other administrative items in the works.

- RDA ROPS Close out and dissolution requirements will be on the agenda in Dec or Jan.
- AB 617 data collection measurements IID SUBMITTED
- Trees at City Park intern mapping and information CONTRACT AWARDED
- REAP meeting in person with MIG data collection UPDATE ON AGENDA
- Rate Study teleconference with LT data collection DRAFT RATES NOVEMBER 19
- USDA ILG and USDA to review status GOV SHUTDOWN
- Audit data collection draft DATA PROVIDED
- Annual Street Report virtual meeting and data collection list WORKING ON IT THIS WEEK.
- CMAQ engineers THG and Ramiro engaged engineers THG WORKING ON THE DESIGN
- Loves Company officials virtual MITCH WORKING ON THE AMENDMENT
- PLHA & ILG attended meeting ILG is working on the application for funds. NEED TO FOLLOW UP
- RDA ROPS Administration virtual with Steve Dukett ON DEC OR JANUARY MEETING
- ICTC & City Managers on going projects ON GOING MONTHLY
- Mr. Hamby re: 7th Street & pipelines -
- ILG Boost update Hanna with ILG assisted with the AB 617 narrative.

Hours worked.

My timecard submitted on 11/3/25 recorded 64 hours. Respectfully submitted, Laura Fischer

CERTIFICATE OF THE CITY OF WESTMORLAND REGARDING MAINTENANCE OF EFFORT

I. 7	The City o	f Westmorland ((the "Citv").	DOES HEREBY	CERTIFY as follows:	
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The <u>City of Westmorland</u> for the Fiscal Year 2024-25 has achieved its "Maintenance of Effort" by continuing to seek maximum funding for transportation improvements through State and federal programs while maintaining the existing commitment of transportation funds as defined by the Imperial County Local Transportation Authority Ordinance No. 1-2008 Section 6.

As the date hereof <u>The City of Westmorland</u> (the "City"), reasonably anticipates achieving its "Maintenance of Effort" for Fiscal Year 2025-2026.

Date	
City of Westmorland	
Judith Rivera,	
Mayor	



Education and Events Search



City Clerks Department Roundtable Discussion

Thursday, November 06, 2025 11:00 AM - 12:00 PM Pacific Standard Time

Learn More

Riverside Division Meeting November Meeting 11/10/25

Monday, November 10, 2025 5:00 PM - 7:30 PM Pacific Standard Time

Learn More

City Clerks Department

CITY CLERKS NEW LAW AND ELECTIONS SEMINAR

2025 City Clerks New Law and Elections Seminar

Wednesday, November 12, 2025 - Friday, November 14, 2025 Pacific Standard Time

The Westin Bonaventure Hotel Los Angeles, CA

Learn More

CAL CITIES WEBINARS FOR CITIES

From Hassle to Habit: What Municipal Leaders Miss About Cybersecurity (and What It's Costing Them)

Tuesday, November 18, 2025 10:00 AM - 11:00 AM Pacific Standard Time

Learn More

CAL CITIES WEBINARS FOR CITIES

Webinar: 2025 New Laws Impacting Cities

Monday, December 01, 2025 1:00 PM - 2:30 PM Pacific Standard Time

Learn More

Fire Chiefs Department

FIRE CHIEFS LEADERSHIP SEMINAR

2025 Fire Chiefs Leadership Seminar

Wednesday, December 10, 2025 - Thursday, December 11, 2025 Pacific Standard Time

Learn More

Fiscal Officers Department

MUNICIPAL FINANCE INSTITUTE

2025 Municipal Finance Institute

Wednesday, December 10, 2025 - Thursday, December 11, 2025 Pacific Standard Time

The Renaissance Palm Springs Hotel Palm

Springs, CA

Learn More



Los Angeles County Division 2025 All Cities Holiday Reception

Wednesday, December 10, 2025 6:00 PM - 8:00

PM Pacific Standard Time

California Club Los Angeles, CA

Learn More



East Bay Division 2025 Holiday Reception

Thursday, December 11, 2025 6:30 PM - 8:30

PM Pacific Standard Time

Learn More

Mayors and Council Members Department

MAYORS AND COUNCIL MEMBERS ACADEMY

2026 Mayors and Council Members Academy

Wednesday, January 21, 2026 - Friday, January 23, 2026 Pacific Standard Time

Hyatt Regency Sacramento, CA

Learn More



2026 City Managers Conference

Wednesday, February 11, 2026 - Friday, February 13, 2026 Pacific Standard Time

The Meritage Napa, CA

Learn More

Public Works Officers Department

PUBLIC WORKS OFFICERS INSTITUTE

2026 Public Works Officers Institute

Wednesday, February 25, 2026 - Friday, February 27, 2026 Pacific Standard Time

Hyatt Regency Monterey Monterey, CA

Learn More

Planning and Community Development Department



2026 Planning Commissioners Academy

Wednesday, March 11, 2026 - Friday, March 13, 2026 Pacific Standard Time

Sheraton Park Hotel Anaheim, CA

Learn More

CITY LEADERS SUMMIT

2026 City Leaders Summit

Wednesday, April 22, 2026 - Friday, April 24, 2026 Pacific Standard Time

Learn More

Submit Proposal

City Attorneys Department

CITY ATTORNEYS SPRING CONFERENCE

2026 City Attorneys Spring Conference

Wednesday, May 13, 2026 - Friday, May 15, 2026 Pacific Standard Time

Hilton Universal City Universal City, CA

Learn More

Submit Proposal

Filter by Event Type Division

Caucus	
Department	
Open Proposals	
Yes No	



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October 25, 2025

Ms. Laura Fischer City Manager City of Westmorland 355 S. Center Street Westmorland, CA 92281

RE: 3rd Quarter Reporting (2025)

Dear Ms. Fischer:

As outlined in the Franchise Agreement, Article 8 section 8.3.2 Quarterly Reports, please see the following information:

8.3.2 Quarterly Reports

Attachment 1 - Gross Receipts for the Month by sector (Residential, Commercial, Roll-Off)

Attachment 2 – Tonnage Report

Attachment 3 – Collection and Subscription Report

Attachment 4 – Contamination Monitoring Report

Attachment 5 – Customer Service Report / Generator Waivers / Education Program Report / Discarded Material Evaluation Reports

Once you have reviewed this information, please do not hesitate to contact me with any questions you may have.

Sincerely,

Matthew Gray

Sustainability Specialist II CR&R Environmental Services

760-908-9882

cc: Maria Lazaruk, Senior Sustainability Manager, CR&R Environmental Services Francisco Ochoa, General Manager, CR&R Environmental Services Tami Castro, City of Westmorland

11292 Western Ave. P. O. Box 125 Stanton, CA 90680-2912

t: 800.826.9677

t: 714.826.9049

f: 714.890.6347

Attachment 1

Cash Receipts



City of Westmorland

FRANCHISE FEES 3RD QTR 2025

Total Franchise Fee	=	\$ 9.800.65
Franchise Fee @ 10%	=	\$ 9,800.65
Total Gross Receipts	=	\$ 98,006.52

Attachment 2

Diversion Reports



environmental services

the face of a greener generation

CITY OF WESTMORLAND 2025 RESIDENTIAL SOLID WASTE & RECYCLING TONS

	2000	3000	TOTAL	2000	3000	•	TOTAL	RESI
	CURBSIDE	GREEN	RESIDENTIAL	CURBSIDE	GREEN	RESI	RESIDENTIAL	DIVERSION
MONTH	RECYCLE	RECYCLE	DIVERTED	RESIDUE	RESIDUAL	TRASH	LANDFILLED	RATE
Jan-25	2.04	25.08	27.12	12.76	2.71	47.96	63.43	29.95%
Feb-25	1.95	22.96	24.91	2.01	2.48	46.26	50.75	32.92%
Mar-25	1.98	21.94	23.92	1.93	2.37	44.31	48.61	32.98%
Apr-25	1.95	30.58	32.53	1.89	3.30	52.28	57.47	36.14%
May-25	1.44	21.61	23.05	6.24	2.34	40.89	49.47	31.78%
Jun-25	1.52	12.03	13.55	9.04	20.06	39.60	68.70	16.47%
Jul-25	2.07	0.00	2.07	2.02	0.00	0.00	2.02	50.61%
Aug-25	1.67	5.67	7.34	1.63	0.61	8.81	11.05	39.91%
Sep-25	1.68	4.79	6.47	1.64	0.52	0.00	2.16	74.97%
Oct-25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
Nov-25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
Dec-25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
YTD TOTAL	16.30	144.66	160.96	39.16	34.39	280.11	353.66	31.28%

Report Prepared By: Matt Gray CR&R Inc. (877) 728-0446



CITY OF WESTMORLAND 2025 SOLID WASTE & RECYCLING TONS SUMMARY REPORT

RESIDENTIAL

MONTH	CURBSIDE DIVERTED	CURBSIDE LANDFILLED	TOTAL RESI DIVERSION %
Jan-25	27.12	63.43	29.95%
Feb-25	24.91	50.75	32.92%
Mar-25	23.92	48.61	32.98%
Apr-25	32.53	57.47	36.14%
May-25	23.05	49.47	31.78%
Jun-25	13.55	68.70	16.47%
Jul-25	2.07	2.02	50.61%
Aug-25	7.34	11.05	39.91%
Sep-25	6.47	2.16	74.97%
Oct-25	0.00	0.00	#DIV/0!
Nov-25	0.00	0.00	#DIV/0!
Dec-25	0.00	0.00	#DIV/0!
VTD TOTAL	160.06	252 66	24 20%

COMMERCIAL / MULTI-FAMILY

	2030			2030			
MONTH	COM / MF DIVERTED	COM / MF LANDFILLED	COM BIN DIVERSION %	COMMERCIAL ROLL OFF RECYCLE	COM ROLL OFF RESIDUAL/ LANDFILLED	ROLL OFF DIVERSION %	TOTAL COM DIVERSION %
Jan-25	3.18	52.30	5.73%	1.58	12.81	10.98%	6.81%
Feb-25	2.74	46.64	5.55%	3.15	11.70	21.21%	9.17%
Mar-25	2.68	49.27	5.16%	3.35	12.45	21.20%	8.90%
Apr-25	2.81	49.69	5.35%	3.13	14.61	17.64%	8.46%
May-25	2.61	34.84	6.97%	1.43	22.26	6.04%	6.61%
Jun-25	2.25	27.60	7.54%	0.45	17.94	2.45%	5.60%
Jul-25	1.24	33.14	3.61%	0.63	2.33	21.28%	5.01%
Aug-25	1.45	33.40	4.16%	0.00	0.00	#DIV/0!	4.16%
Sep-25	1.15	28.96	3.82%	0.00	0.00	#DIV/0!	3.82%
Oct-25	0.00	0.00	#DIV/0!	0.00	0.00	#DIV/0!	#DIV/0!
Nov-25	0.00	0.00	#DIV/0!	0.00	0.00	#DIV/0!	#DIV/0!
Dec-25	0.00	0.00	#DIV/0!	0.00	0.00	#DIV/0!	#DIV/0!
YTD TOTAL	20.11	355.84	5.35%	13.72	94.10	12.72%	6.99%

C&D PROCESSING / TEMP SERVICE

	4060			4060			
MONTH	C&D ROLL OFF RECYCLE	C&D ROLL OFF LANDFILLED	CRT C&D DIVERSION %	TEMP ROLL OFF RECYCLE	TEMP ROLL OFF LANDFILLED	C&D DIVERSION %	
Jan-25	0.00	0.00	#DIV/0!	10.38	7.64	57.60%	
Feb-25	0.00	0.00	#DIV/0!	0.00	3.82	0.00%	
Mar-25	0.00	0.00	#DIV/0!	1.58	6.80	18.85%	
Apr-25	2.25	1.21	65.03%	0.00	7.86	0.00%	
May-25	0.00	0.00	#DIV/0!	0.00	3.64	0.00%	
Jun-25	0.00	0.00	#DIV/0!	0.00	1.61	0.00%	
Jul-25	0.00	0.00	#DIV/0!	0.28	1.02	21.54%	
Aug-25	0.00	0.00	#DIV/0!	0.00	0.00	#DIV/0!	
Sep-25	0.00	0.00	#DIV/0!	0.50	1.85	21.28%	
Oct-25	0.00	0.00	#DIV/0!	0.00	0.00	#DIV/0!	
Nov-25	0.00	0.00	#DIV/0!	0.00	0.00	#DIV/0!	
Dec-25	0.00	0.00	#DIV/0!	0.00	0.00	#DIV/0!	
YTD TOTAL	2.25	1.21	65.03%	12.74	34.24	27.12%	

OVERALL TOTAL

MONTH	TOTAL DIVERTED	TOTAL LANDFILLED	OVERALL DIVERSION
Jan-25	42.26	136.18	23.68%
Feb-25	30.80	112.91	21.43%
Mar-25	31.53	117.13	21.21%
Apr-25	40.72	130.84	23.74%
May-25	27.09	110.21	19.73%
Jun-25	16.25	115.85	12.30%
Jul-25	4.22	38.51	9.88%
Aug-25	8.79	44.45	16.51%
Sep-25	8.12	32.97	19.76%
Oct-25	0.00	0.00	#DIV/0!
Nov-25	0.00	0.00	#DIV/0!
Dec-25	0.00	0.00	#DIV/0!
2025 YTD TOTAL	209.78	839.05	20.00%

THIS REPORT REFLECTS THE MOST UP-TO-DATE INFORMATION FOR ALL MONTHS LISTED.

Facilities Used: Transfer: CR&R Material Recovery & Transfer 599 East Main Street, El Centro

Processing & Composting: South Yuma County Landfill Landfill, Residual: South Yuma County Landfill Imperial County

El Centro Direct Transfer 853 South Dogwood Ave, El Centro Western 11262 Western Ave , Stanton

Collection and Subscription Report

3rd Quarter 2025

Attachment 3

Collection and Subscription Report

3rd Quarter (2025)

	Single Family	Multi Family	Commercial
Total Accounts	497	21	31
Total Cart Gallons of Service	138,780	9,990	2,795
Total Bin Yards of Service	n/a	148	260
Total Roll off Tons of Service	n/a	n/a	n/a
Total Compactor Tons of Service	n/a	n/a	n/a
Average volume of service per gallon	279.24	475.71	90.16
Average volume of service per yard		7	8

Bulky Item Collections Performed			
Pickups	11		
Item Amount	22		

Cart and Bin Totals

Single Family									
Trash	497								
Recycle	502								
Green	543								

Commercial Bins by Levels of Service:	Trash	Recycle	Food Waste	Green Waste	
35 Gallon					0
65 Gallon			7		455
90 Gallon	11	12		3	2340
2 Yard	1				2
3 Yard	14	5			57
4 Yard	3	1			16
5 Yard	1				5
6 Yard	3	2			180
Roll Off					0

Multi Family Carts and Bins by Levels of Service:	Trash	Recycle	Food Waste	Green Waste	
35 Gallon					0
65 Gallon					0
90 Gallon	47	53		11	9990
2 Yard					0
3 Yard	4	3			21
4 Yard	1				4
5 Yard	3				15
6 Yard	3				108

Customer Service Report

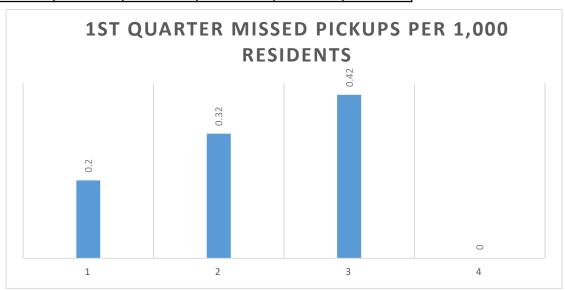
3rd Quarter 2025

Attachment 5

Customer Service Report (Missed or Incomplete Collections)

Per 1,000 Residents

	<u>July</u>	<u>August</u>	<u>Sept</u>	
3rd Quarter	0.2	0.32	0.42	



Education Program Report													
<u>Date</u>	<u>Commercial</u>	Multi Family	Residential	<u>ltem</u>	<u>Notes</u>								

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