

CITY OF WESTMORLAND

CITY COUNCIL REPORT

DATE: November 19, 2025
FROM: Laura Fischer
SUBJECT: Staff Report – Part-Time Manager

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

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.

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

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. Resolution on the agenda.

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. Since the Honey Festival was postponed, our consulting firm will prepare a new schedule for community engagement.

Expedited Drinking Water Grant (EDWG).

Information and update is on the agenda.

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 **new restrooms at park - \$176,952**. 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 - **IID Tree for All Grant Opportunity**. 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:

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.

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.

Imperial County Transportation Commission. 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.

LTA New Regulations. 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 11/17/25 recorded 39.5 hours.

Respectfully submitted,

Laura Fischer