

# CITY OF WESTMORLAND

## CITY COUNCIL REPORT

**DATE:** December 3, 2025

**FROM:** Laura Fischer

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

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### **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 21<sup>st</sup> at Sacramento; and the City Managers Conference on February 13<sup>th</sup> at Napa for the Public Works Director.

### **City Future Public Safety Building:**

Congressional Funding has been approved for \$1M. Our local USDA office is now open and we will be meeting soon. We have prepared a press release for the project, but we will wait until January for releasing. The PD took some great pictures of our public safety officers in front of the new location. Thank you Marc and Lyn.

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.

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

### **Expedited Drinking Water Grant (EDWG).**

Below is an updated lists of the additional improvements that are not in the current (design) Plans and Specifications. These improvements are necessary for the Water Treatment Plant Facility to be operable for its useful life.

- 1) Repair of Raw Water Ponds, which include sealing of cracks in concrete liner, access ramp, surface water baffle, screen wash area.
- 2) Add screening to Raw Water Pump Station to overflow pipeline opening.
- 3) Add cathodic protection to two (2) existing Clarifier/Filter Units.
- 4) Omission of the Filter's valves replacement as included in the current design,.
- 5) Backwash Facility Improvements which include recycle pipeline flowmeter, recycle water turbidimeter, and miscellaneous pump and piping improvements
- 6) Rehabilitation of Backwash Drying Beds
- 7) Changes to the existing design of the exterior fence.
- 8) Replace chemical piping and pumps in chemical dosing facility.
- 9) Additions of site lighting and security cameras throughout the water treatment plant site.

- 10) Emergency Power Generator replacement
- 11) Update of SCADA System to integrate new systems such as backwash system, TTHM System, new generator, and filters.
- 12) Replacement of netting around existing Clarifier/Filter treatment units.
- 13) Demolition of abandoned raw water wet well and finished water wet well, and existing filters and piping
- 14) Removal and disposal of existing dried sludge and clear and grub of area.
- 15) Replace existing eye wash stations.
- 16) Install an Operations / Office Building .
- 17) Roadway access paving and grading through and around the water treatment plant site.
- 18) Installation of meters to all distribution system water services

During a project site walk through in October 2025 by SWRCB Division of Drinking Water and City Operators, deficient infrastructure and facilities were identified, and such improvements are included in the 18-item list. Please note that additional improvements may be included for the Project, based on Division of Drinking Water's identification of deficiencies and remediation requirements.

#### **Rate Study.**

Staff has been working with LT Municipal Consultants to develop our rate study. Council was presented with the draft rate study at the meeting on November 19<sup>th</sup>. Staff met with the State Department of Drinking Water (DDW) to discuss the implementation of the rate study and the possible timing of installing of water meters.

Staff and the DDW discussed modifying the rate study to include the installation of the meters in Fiscal Year 2026 and implementation of the metered water rates in FY 2027. The DDW and staff are looking into any impediments that may prevent the water meters from being included in the EDWG grant. At this time, we feel the cost to purchase and install the meters will be included in the grant. The new rate structure based on metered water use will need to be postponed until FY 2027, which will give our customers several months of water usage data from the new meters.

We will present a draft rate structure at the next meeting that will include a minimal rate increase effective July 2026 and the metered rate implementation date of July 2027.

#### **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 open and Congressman Ruiz' office has approved \$1M for the project. 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.

**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: 7<sup>th</sup> Street & pipelines -
- ILG – Boost update – Hanna with ILG assisted with the AB 617 narrative.

**Hours worked.**

My timecard submitted on 12/1/25 recorded 51 hours.

At the end of the year my total hours are 958 with gross pay of \$57,487.

Respectfully submitted,  
Laura Fischer