



**REGULAR MEETING OF THE
PLANNING COMMISSION
AND CITY COUNCIL OF THE
CITY OF WESTMORLAND**

WEDNESDAY, JULY 3, 2024

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

Xavier Mendez- Mayor Pro- Tem

Ana Beltran- Council Member

Justina Cruz- 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.

1. Presentation of 911 Stair Climb- Ana Beltran, Council Member & Carlos Pitones.

Planning Committee Department:

1. Discussion & Action Approval on larger Chevron Signage at El Sol Market – Tami Castro, City Hall Supervisor.

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 from June 18, 2024
2. Approval of City Warrant List.

Regular Business:

1. Discussion & Action to cancel Regular Scheduled Meeting(s) in August to “Go Dark”- Christine Pisch, City Clerk
2. Discussion & Action to Approve Out of Class Pay for Police Officer Serving as Field Training Officer- Chief Lynn Mara

Closed Session:

- Public Service Employees Job descriptions and salary scales, as well as Appointment, Employment, or evaluation (Gov’t. Code §54957(b)(1).)
- Conference with legal Counsel Pending Litigation (Gov’t. Code §54956.9 (d) (1))

Adjournment: Next regular scheduled meeting July 17, 2024.

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



MINUTES OF THE



REGULAR MEETING OF THE PLANNING COMMISSION AND CITY COUNCIL OF THE CITY OF WESTMORLAND

TUESDAY, JUNE 18, 2024

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

Xavier Mendez- Mayor Pro- Tem

Ana Beltran- Council Member

Justina Cruz- Council Member

Ray Gutierrez- Council Member

Call to Order: The meeting was called to order by Mayor Rivera

Pledge of Allegiance & Invocation: The pledge of allegiance was led by Mayor Rivera

Roll Call: Council Members Present: Mayor Rivera, Council Members Mendez, Beltran and Cruz. Council Member Gutierrez was excused 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.

- NO PUBLIC COMMENTS

Staff Reports Non-Action Items:

Fire Department - Sergio Cruz -Mr. Cruz reported to council the FEMA trailers are now on the electrical stage so they can setup the working computers and the medical truck is currently being worked on.

Police Department – Chief Lynn Mara- Mr. Lynn Mara reported saying Garza is back on night shift we will be still having the Sheriff Department during the weekend; he's also working on the surplus vehicle.

City Manager- Laura Fischer- Ms. Fischer reported to council the following:

- The City Audits are almost done the auditor is still bringing a few things together to present a final audit to council.
- Public Safety Maintenance Prepared MOE forms with the county, the county is willing to pay for the FY 2023-2024 not willing any further back.
- Meeting with David Aguirre from ICTC in discussion of the Loves Development Agreement and Martin Road Improvements.
- HOME Monitoring: hired Randy Associates, HOME Monitoring will roughly be done by the end of June 2024.

Public Works Director - Ramiro Barajas- Mr. Barajas reported that they are starting on the electricity on the FEMA trailers, WTP failed to collect water samples.

Consent Agenda: Approve the Consent Agenda Items 1-4.

1. Approval of Meeting Minutes from June 5, 2024
2. Approval of City Warrant List.

AYES: (1) Cruz, (2) Gutierrez, Beltran, Mendez, Rivera
NOS: 0
ABSENT: 0

Regular Business:

1. Discussion & Action to approve the modifications to the PER Capita Grant Pool and Restroom Improvement Project- Teri Nava. Mrs. Nava reported to have emailed the city Attorney he claims to not receiving her email. Price modification was made to be \$7,000.00 less on shades. No action was taken.
2. Discussion & Action to approve a records retention policy and authorize the Office Supervisor to hire a shredding company in an amount not to exceed \$850.00- Tami Castro, City Hall Supervisor. TABLED
3. Discussion & Action to approve the Chief of Police to attend Field Training Officer Certification in an amount not to exceed \$1,500.00- Chief Lynn Mara, WPD.

AYES: (1) Beltran, (2) Cruz, Gutierrez, Mendez, Rivera
NOS: 0
ABSENT: 0

4. Discussion & Action adopt Resolution 2024-09 to adopt FY 2024-2025 Annual Budget for the City of Westmorland- Laura Fischer, Manager

AYES: (1) Beltran, (2) Cruz, Beltran, Mendez, Rivera
NOS: 0
ABSENT: 0

5. Discussion & Action to adopt Resolution 2024-12 to adopt the City of Westmorland Salary Schedule 2024-25 – Laura Fischer, Manager

AYES: (1) Beltran, (2) Mendez, Cruz, Gutierrez, Rivera
NOS: 0
ABSENT: 0

6. Discussion & Action adopt Resolution 2024-10 to adopt the five (5) year Program of Project List for the City of Westmorland- Laura Fischer, Manager

AYES: (1) Beltran, (2) Cruz, Beltran, Mendez, Rivera
NOS: 0
ABSENT: 0

7. Discussion & Action adopt Resolution 2024-11 to adopt the 2024-2025 Fiscal Reserve Policy- Laura Fischer, Manager

AYES: (1) Beltran, (2) Cruz, Beltran, Mendez, Rivera
NOS: 0
ABSENT: 0

Closed Session: Council adjourned to Closed Session **CANCELED**

- o Public Service Employees Job descriptions and salary scales, as well as Appointment, Employment, or evaluation (Gov't. Code §54957(b)(1).)
- o Conference with real estate negotiator (Gov't. Code §54956.8.)

Adjournment: Next regular scheduled meeting June 18, 2024.

ADJOURNMENT AT 6:20PM

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

NOS: 0

ABSENT: 0

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cityclerk@cityofwestmorland.net



CITY OF WESTMORLAND

CITY COUNCIL REPORT

DATE: July 3, 2024

FROM: Laura Fischer

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

Finance:

Audits. I attended a zoom meeting regarding the water plant project funded by the Drought Program. The auditors also attended and reported that the four years of audits will be ready in draft form by the end of this week. That will allow the City's audit review team time to review and suggest any edits, make any procedural changes, and resend the audits back for the auditor to modify. They may take up to one week per year of audits to modify and have management review. Then they will present the audits to Council. We anticipate that they will have gone through the final review and modifications by your meeting in August 21st.

Public Safety Maintenance of Effort – ½ Cent Public Safety Sales Tax:

I have prepared the MOE forms with assistance from the County. The county is willing to pay for FY 2023 and 2024, but not willing to go further back. Will discuss with City attorney. We are still working on this issue and I'll give you an update at the next meeting.

Administration:

Meetings. I attended a zoom meeting regarding the water project filter replacement.

HOME Monitoring. The Raney and Associates team was in town to monitor the Westmorland Family apartments and has a draft report submitted to the apartment manager and to staff for review. After the apartment management has a chance to review it and make comments it will be submitted to HCD.

Water Projects:

Filter Project. I continue to attend teleconferences with representatives from the Drought Relief funding program, and our consulting engineers. Mr. Hamby continues to work on this project to ensure the engineers are paid and reimbursements are received. He is also the lead (along with Ramiro) on reviewing the package submittal.

The next issue to be considered is how we want to connect the new filter system with our current SCADA system. Concern is that the current system is old and will need to be modified to include the filters. Mr. Hamby continues to work with the project engineers and will bring additional information before Council in June. We have a technical meeting scheduled next week.

Water Plant Improvement Project SRF – Tanks and TTHM Removal System. Staff continues to meet and reviewed outstanding tasks.

Hours worked. Payroll is due Monday prior to Council. However as you know I am out of town and working from the road. I have very few hours for this two weeks. I worked to get the budget finalized and approved on the 18th of June and have only spent 2.5 hours working from the road.

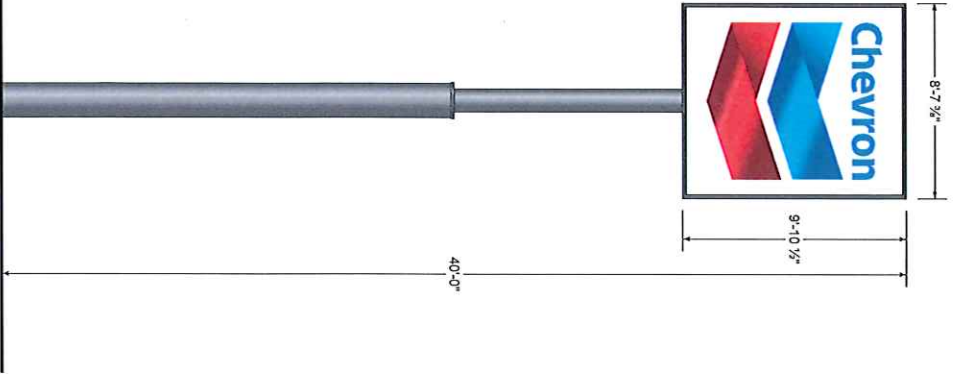
6/17/24 to 7/3/24 total hours worked is 12.5 hours.

These hours included time working on:

- Audit
- Financial Analysis by fund for budget and reporting
- Meetings – Funding Opportunities, Accounting Software, Water Projects, ICTC

Respectfully Submitted,
Laura Fischer

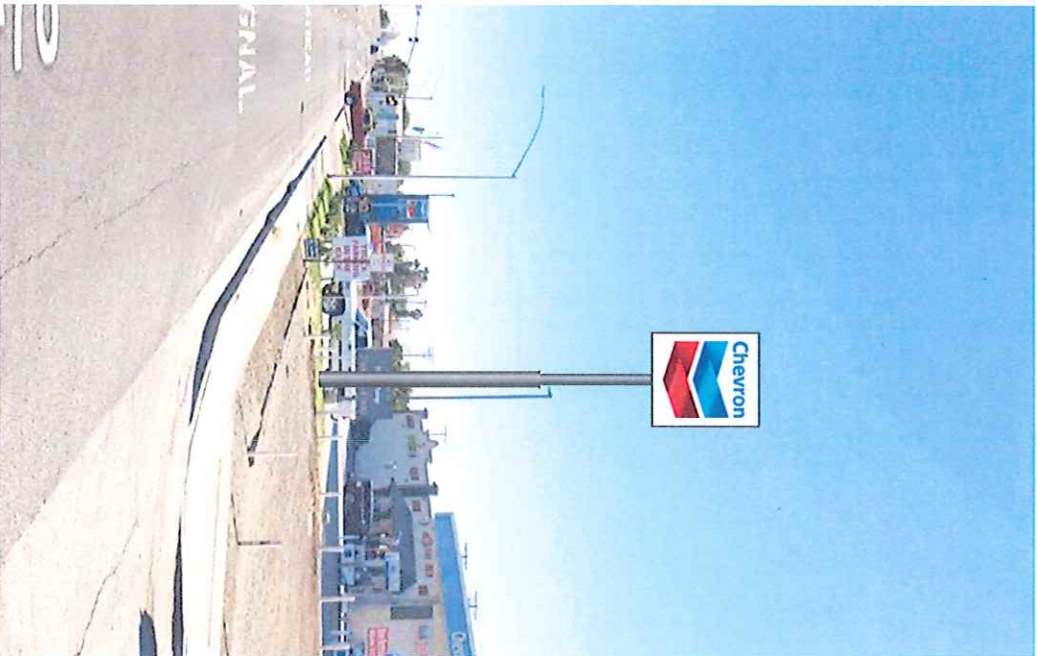
FRONT VIEW



A NEW HI-RISE POLE SIGN
INTERNALLY-ILLUMINATED

88 SQ. FT.
QTY: ONE (1)

PROPOSED



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CUSTOMER:



CHEVRON STATION
110 W. MAIN STREET
WESTMORLAND, CA 92281

SIGN PLAN

PROJECT ADDRESS:

CHEVRON STATION
110 W. MAIN STREET
WESTMORLAND, CA 92281

DATE: 6-13-22

REVISION	DATE
1	
2	
3	
4	

SCALE: 3/16" = 1'

SHEET NUMBER

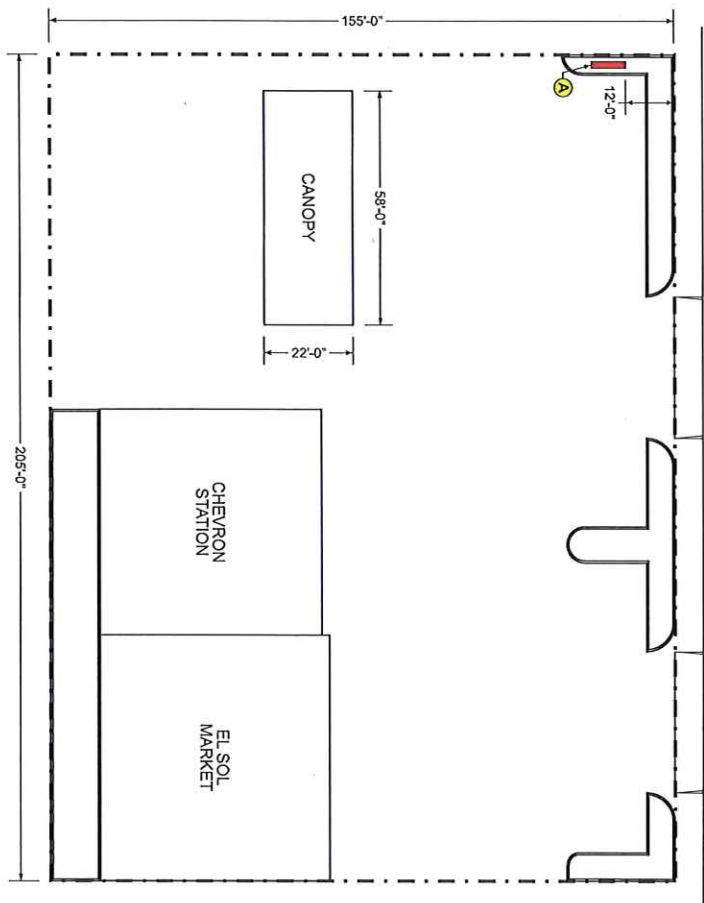
2 OF 2

DRAWN: A.S.

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HIGHWAY 78



SCOPE OF WORK
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CHEVRON STATION
 110 W. MAIN STREET
 WESTMORLAND, CA 92281

SITE PLAN

PROJECT ADDRESS:
 CHEVRON STATION
 110 W. MAIN STREET
 WESTMORLAND, CA 92281

DATE: 6-13-22

REVISION	DATE
1	
2	
3	
4	

SCALE: 1" = 30'

SHEET NUMBER
 1 OF 2

DRAWN: A.S.

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SPONSORSHIP OPPORTUNITIES

IV 9/11 MEMORIAL EVENT & STAIR CLIMB



**9★11 MEMORIAL
STAIR CLIMB**

SEPTEMBER 7, 2024
IV FAIRGROUNDS

DEAR SPONSOR,

Please allow this letter to introduce you to the Imperial Valley 9/11 Stair Climb Committee. The IV 9/11 Stair Climb Committee is a non-profit organization with members who represent the fire community, law enforcement community and the stakeholder communities within the Imperial Valley. Our priority is to ensure that the Imperial Valley remembers to honor and pay tribute to the heroes of 9/11.

The vision of the IV 9/11 Stair Climb Committee is to continue our partnership with the community in observance of an annual memorial event during the weekend of September 11. This memorial and stair climb event is a way for the Imperial Valley to come together and pay respect to the 343 firefighters, 60 law enforcement personnel and the 10 emergency medical personnel who selflessly gave their lives during the terrorist attacks in 2001.

In providing an event for observance each year for the entire Imperial Valley, the IV 9/11 Stair Climb Committee is seeking event sponsorships from your business/company for our memorial event on September 7, 2024. Your sponsorship will assist us in making our event as successful as possible. Sponsorship opportunities come in four different levels ranging from \$343, \$413, \$911, and \$2001 with each level receiving different degrees of recognition, advertisement, event memorabilia and sponsorship dinner invitations.

We are providing our Tax ID # 88-1993562 for tax preparations if needed. Thank you in advance and we hope for your positive reply.

Respectfully yours,



Edgar Quinones, President
Imperial Valley 9/11 Stair Climb Committee

WE WILL



NEVER FORGET.



S P O N S O R S H I P

LEVEL WE LS



LEVEL 1: \$343

Public Recognition
Day of Event

Marquee Ad / Sponsor
Recognition

9/11 Website Sponsor
Recognition

Company Logo on 4x8
Event Sponsor Banner

x2 Sponsor Dinner Invites




LEVEL 2: \$413	LEVEL 3: \$911	LEVEL 4: \$2001
Public Recognition Day of Event	Public Recognition Day of Event	Public Recognition Day of Event
Marquee Ad / Sponsor Recognition	Marquee Ad / Sponsor Recognition	Marquee Ad / Sponsor Recognition
9/11 Website Sponsor Recognition	9/11 Website Sponsor Recognition	9/11 Website Sponsor Recognition
Company Logo on 4x8 Event Sponsor Banner	Company Logo on 4x8 Event Sponsor Banner	Company Logo on 4x8 Event Sponsor Banner
x2 Sponsor Dinner Invites	x4 Sponsor Dinner Invites	x8 Sponsor Dinner Invites
x2 Entries to Event	x4 Entries to Event	x8 Entries to Event
	Option to Display Solo Comp 4x8 Banner	Option to Display Solo Comp 4x8 Banner
		x8 IV 9/11 Stair Climb Hats

CONTACT US

*For questions on sponsorship/vendor opportunities
or general info about the event, contact Tiffinie Macias at:*

tiffinie@ivfairgrounds.com 

(760) 498-7153 

iv911.org 



Please mail sponsor checks out to:

IV FAIRGROUNDS
200 E. Second St., Imperial, CA 92251
Tax ID #88-1993562

CITY OF WESTMORLAND

City Council Meeting

MEETING DATE: July 3, 2024

FROM: Laura Fischer, Manager

SUBJECT: Approve Canceling Regularly Scheduled Council Meetings for summer schedule.

ISSUE: Shall the City Council approve canceling regularly scheduled Council Meeting for summer schedule?

RECOMMENDATION: Approve modified City Council meeting schedule to accommodate summer schedule.

FISCAL IMPACT: NONE

DISCUSSION:

This Council has historically gone dark (cancelled regularly schedule Council meetings) during August. At the last meeting, I told Council that the auditor will have the past four years of audits ready by the last meeting in July. However, I had a zoom meeting with the auditor today and we discussed the schedule in detail. The draft audits will be ready for the City's audit team to review by the end of this week, and after the City's team reviews and makes any edits or revisions, it will have to go back to the auditors for modification and final review by two of the auditing firm's partners. After the final drafts are completed, they will be submitted to the State Water Board for review, which is necessary to determine if the City is eligible to secure grant or loans for improvements to our water plant.

This process will take several weeks as the auditor stated that they usually need one week to get final review on a one year audit and the City has four year's of audits to be reviewed and modified. After the audits are modified they are submitted to for approval by the audit firm's management team and then the state. After that time, they will present the final draft to the Council for approval.

We expect the four audits to have been reviewed, edited, modified and ready for Council in time for their August 21st meeting. Staff is anxious to get the audits approved and filed to move the financial package forward in our grant application to the State Water Board for water plant improvements.

Staff recommends keeping the August 21st meeting on schedule and should the auditors need additional time, you could cancel it and either hold a special meeting or they could present at the first meeting in September.

Respectfully Submitted,

Laura Fischer, Manager

CITY OF WESTMORLAND

City Council Meeting

MEETING DATE: July 3, 2024

FROM: Laura Fischer, Manager

SUBJECT: Approve Out of Class Pay for Police Officer Serving as Field Training Officer

ISSUE: Shall the City Council Approve Out of Class Pay for Police Officer Serving as Field Training Officer?

RECOMMENDATION: Approve Out of Class Pay for Police Officer Serving as Field Training Officer.

FISCAL IMPACT: \$540.00 TOTAL

Current Hourly Rate \$21.63 with a 5% increase equal to 1.08 per hour.

\$1.08 per hour for 500 hours = \$540.00

DISCUSSION: Paying officers who work as Field Training Officers an “Out of Class” pay or premium to perform their training duties is common practice among other city police departments. This request is to increase our police officer’s hourly rate by 5% while performing Field Training. The estimated number of hours are 500 with the hourly rate increase of \$1.08 for a total of \$540.00.

Staff recommends approval of the Out of Class pay for our police officer who is serving as Field Training Officer.

Respectfully Submitted,

Laura Fischer, Manager