

CITY OF WESTMORLAND

CITY COUNCIL REPORT

DATE: October 23, 2024

FROM: Laura Fischer

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

Water Projects:

Filter Project. This project is moving forward after Council awarded the construction contract to Cora Construction. We have a fully executed contract with Cora; staff has submitted the documents to the State Drought Funding; staff has a kick-off meeting scheduled with the contractor, engineer and staff on October 29th.

Street Projects:

ICTC Meetings. I am attending the ICTC Management meetings and staff has several reports and resolutions that need to be filed annually. Tami and I are currently working on the LTA Audit pulling invoices and documents as requested; we are working to get Resolutions and project reports together for the TDA funds; we are submitting project details for LPP funding; and we have to begin the engineering and design for our CMAQ project to improve sidewalks in town. Additionally, we have new funding opportunities for LLP due November 4th; the Regional Early Action Planning grant for housing related funds (through ICTC).

Parks Improvement project:

Restrooms & Drinking Fountain. There is a report on the agenda with a list of items needed to move the project forward. Update from the report, Ms. Nava turned in some files at the attorney's office. The State signage requirements have been submitted.

Public Safety ½ Cent Sales Tax:

Update on MOE docs. The documents have been submitted to the County for Fiscal Year 2020 through 2025. I am working with the County to make sure they don't need any additional documents or edits.

Finance:

1st Quarter Budget Review. The report has been prepared and is attached to this memo. I failed to include it on the agenda, but I will go over it with Council during the meeting. If you have any questions please give me a call at 760-791-0949.

Training Frey Software. We are in training for the accounting software and will train three days this week and three days the first week of November. The office is still open and we have a person working in the office provided through the Work Force Training program at the County.

Hours worked. My timecard for the past pay period was for a total of 62.5 hours.

Software Transition & Training

Water plant projects - Filter

Park Project – PER Capita

Housing Element – LEAP

ICTC Funding requirements – CCMA Meetings

Federal Grant Application – Public Safety

Respectfully Submitted,
Laura Fischer

CITY OF WESTMORLAND

First Quarter Budget Review - FY 2024-2025

October 16, 2024

OVERVIEW ALL FUNDS

The accompanying summary tables reflect the City of Westmorland's budget, expenditures to date and percent of budget expended for the fiscal year through September 30, 2024. As this is the end of the 1st quarter, 25% of budget is the target percentage.

A total of 22.81% of the total revenue for the General Fund, Trash, CDBG, Streets. Water and Sewer have been received. A total of 33% of budgeted expenditures, excluding capital outlay have been expended.

	REVENUE	1ST QTR	Percent at 1st quarter
General Fund			
Non-Departmental	\$ 1,079,617.32	\$ 233,632.90	21.64%
Police	\$ 109,542.18	\$ 378.13	0.35%
Fire	\$ 52,223.00		0.00%
Parks & Recreation	\$ 22,497.25	\$ 4,188.66	18.62%
Building	\$ 18,000.00	\$ 15,124.63	84.03%
TOTAL	\$ 1,281,879.74	\$ 253,324.32	19.76%

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Police	\$ 109,542.18	\$ 378.13	0.35%
Fire	\$ 52,223.00		0.00%
Parks & Recreation	\$ 22,497.25	\$ 4,188.66	18.62%
Building	\$ 18,000.00	\$ 15,124.63	84.03%
Water Fund	\$ 627,560.00	\$ 188,932.57	30.11%
Sewer Fund	\$ 370,560.00	\$ 97,584.67	26.33%
Trash Fund	\$ 287,225.93	\$ 104,515.22	36.39%
CDBG	\$ 14,500.00	\$ 966.45	6.67%
Street Funds			
Measure D	\$ 343,000.00	\$ 33,342.58	9.72%
Gas Tax	\$ 55,000.00	\$ 6,571.99	11.95%
SB1	\$ 46,000.00	\$ 4,879.87	10.61%
TOTAL CITY WIDE REVENUE	\$ 3,025,725.67	\$ 690,117.67	22.81%

- The City's Non-Departmental revenue includes property taxes, sales tax, and other sources. The city receives property taxes in December and April and these payments are not reflected in the first quarter revenues.
- The Fire department has billed the County and we received payment after the 1st quarter so they will be included in the next quarter.
- Building permits are higher than anticipated in the first quarter due to increase number of construction projects. The Police department hasn't applied for COPS Funds yet, but should before the end of the Fiscal Year.
- The Sales Tax reflects the total received, however a large portion of these revenues must be used to pay a loan for the Love's Development.

	EXPENDITURES	1ST QTR	Percent at 1st quarter
General Fund			
Non-Departmental	\$ 236,241.77	\$ 154,272.40	65.30%
Police	\$ 596,541.71	\$ 213,970.27	35.87%
Fire	\$ 203,449.28	\$ 45,888.78	22.56%
Parks & Recreation	\$ 184,639.84	\$ 59,955.01	32.47%
Building	\$ 18,885.75	\$ 11,862.53	62.81%
Water Fund	\$ 549,964.10	\$ 177,804.41	32.33%
Sewer Fund	\$ 358,099.49	\$ 89,777.27	25.07%
Trash Fund	\$ 284,031.84	\$ 115,322.01	40.60%
CDBG	\$ 12,000.00	\$ 4,885.43	40.71%
Street Funds			
Measure D	\$ 204,518.73	\$ 10,528.80	5.15%
Gas Tax	\$ 20,000.00	\$ 3,516.79	17.58%
SB1	\$ -	\$ 3,178.70	
TOTAL CITY WIDE REVENUE	\$ 2,668,372.51	\$ 890,962.40	33.39%

General Fund Expenditures

Total Expenditures are at 39.2% of the budget, as summarized in the following table. Expenditures report higher in the first quarter due to prepayments of insurances, authorized purchases made at the beginning of the fiscal year.

	EXPENDITURES	1ST QTR	Percent at 1st quarter
General Fund			
Non-Departmental	\$ 236,241.77	\$ 154,272.40	65.30%
Police	\$ 596,541.71	\$ 213,970.27	35.87%
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Parks & Recreation	\$ 184,639.84	\$ 59,955.01	32.47%
Building	\$ 18,885.75	\$ 11,862.53	62.81%
TOTAL	\$ 1,239,758.34	\$ 485,948.99	39.2%

GENERAL FUND

General Fund Revenue

With 25% of the year complete, General Fund revenues, excluding grant funds, are at 19.76% of projections.

- Accounting and Bookkeeping fees were higher than usual due to the fact that the city conducted four years of audits, and some payments are included in this Fiscal Year.
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OTHER FUNDS

CDBG	\$ 14,500.00	\$ 966.45	6.67%
Street Funds			
Measure D	\$ 343,000.00	\$ 33,342.58	9.72%
Gas Tax	\$ 55,000.00	\$ 6,571.99	11.95%
SB1	\$ 46,000.00	\$ 4,879.87	10.61%
TOTAL Street Funds	\$ 444,000.00	\$ 44,794.44	10.09%

- The Street Funds for Measure D are lagging but should be on track by the Mid-Year.
- Staff is currently working to get Article 3 and 8e funding for projects, and Council has adopted Resolutions to claim the funds.
- The city has contracted with the State Controller’s Office to prepare the City’s Annual Street Report and staff is working to gather the necessary information.
- Staff is preparing and gathering information for the LTA (Measure D) audit with ICTC and is submitting information via Surelink portal.
- Staff is also working on CalSmart reporting on the status of local street projects.

Grant Funds

This report provides an update on some of our grants:

- LEAP grant has been extended until 2025. The HE is being worked on through Placeworks a consulting firm suggested by the State. The HE is under final review and Council adopted the DRAFT via Resolution. City staff has submitted the final reimbursement application and the Project Close Out Report and backup documents have been submitted. There will be several actions required after HCD accepts the final HE, which Placeworks will assist the City staff prepare and get approved.
- Small Community Drought Relief Grant – Water Fund. Grant was awarded for \$2,949,500.00 for improvements to the water plant and installation of water lines on 7th Street. The water filter replacement component of the grant is fully designed, a construction contract has been approved and signed, the pre-con meeting is set for the last week in October.

WATER FUND

Water Fund Revenues

	REVENUE	1ST QTR	Percent at 1st quarter
Water Fund	\$ 627,560.00	\$ 188,932.57	30.11%

Water revenues are monies received from water sales, Capacity and Developers restricted fees, penalties, and other miscellaneous revenues. Overall water revenues are at **30.11%** of the budget. Water sales make up

nearly 80% of the total water fund revenues, restricted revenues are 18.5%, other revenues are at 1.5%.

Water Sales

Water revenues from sales are slightly higher than expected at 30.65%.

Water Fund Expenditures

	EXPENDITURES	1ST QTR	Percent at 1st quarter
Water Fund	\$ 549,964.10	\$ 177,804.41	32.33%

Water Fund overall expenditures are at 32.33%, however this includes prepaid insurances.

- The water fund is experiencing higher than anticipated repairs and maintenance this first quarter due to some problems with the SCADA system, and valves. These items are not over budget but staff is monitoring.

SEWER FUND

Sewer Fund Revenues

	REVENUE	1ST QTR	Percent at 1st quarter
Sewer Fund	\$ 370,560.00	\$ 97,584.67	26.33%

Sewer revenues are monies received from sewer service charges, fees and penalties, and other miscellaneous revenues. Overall, Sewer Fund revenues are at 26.33% of the budget, which tracks for this quarter.

Sewer Service Charges

At 25% of the year, our sewer service charges are at 27.88%, which is higher than budgeted.

Sewer Fund Expenditures

	EXPENDITURES	1ST QTR	Percent at 1st quarter
Sewer Fund	\$ 358,099.49	\$ 89,777.27	25.07%

Sewer Fund operation and maintenance expenditures are at 25.07%. This is right on track for the first quarter.

TRASH FUND

At 25% of the year complete the trash revenues are at 36.39% and expenditures are at 40.6%. This Fund is on track for the year. Staff is currently working on implementing the new trash rate, which will be reported in the next quarter budget.

Should you have any questions or need additional information, please don’t hesitate to contact Laura Fischer at 760-791-0949 or via email at lfischer@cityofwestmorland.net.