

CITY OF WESTMORLAND

CITY COUNCIL REPORT

DATE: March 5, 2025

FROM: Laura Fischer

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

Parks:

Per Capital Park Improvement Project. Restrooms & Drinking Fountain. The restrooms project has stucco being applied to the outside of the facilities and they are preparing to pour cement to complete the sidewalk installation.

Administration:

Housing Element: The Housing Element is complete. The city must now implement the required programs. This item will be removed from reporting as it has been completed.

REAP Grant: The city was awarded a REAP grant to assist the city to implement housing programs and zone changes to encourage housing development in Westmorland. I am working with SCAG to prepare a draft project scope which will be brought before Council at the March 19th meeting. We will have a Resolution and the project scope and timeline for discussion and action.

CDBG Rehab Program: I had a teleconference call with a representative from CDBG Housing Development Program. The CDBG Housing Committee, Ms. Rivera, Ms. Cruz and myself held a meeting to review our CDBG Housing loans. We will schedule another meeting prior to the March 19th Council meeting so that committee members can update Council at that time.

IID Tree for All Grant Opportunity: I have attached a flyer from IID regarding the Tree for All program that offers grant to plant trees in parks and neighborhoods. I will look at the application, which is due May 5, 2025 report once the application is ready to submit.

Grants:

The City has several grants open including:

Water – **Drought Relief Funding of new filter at Water Plant - \$2.9 M**

Water – **Expedited Drinking Water Grant for Non-Compliance / New Tanks - \$10.5 M**

Fire/Police – **USDA Disaster Relief Grant for Public Safety Building \$2.7 M**

PER Capita Grant – near completion of **new restrooms at park - \$176,952.**

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

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. I still need to submit prior year request.

Frey Software: We are moving forward with our implementation and our bill pay system is currently working so that our customers can pay their bill online, phone, in person. I have been meeting with our accountant to make sure that all of our accounts are in the new system correctly and that we can pull the reports that will be needed at end of the year and during the 2025 audit. I have another meeting scheduled for next week with representatives from Frey and H&B.

Audits:

Citywide FY 2024. The draft Citywide FY 2024 audit is ready and staff will be reviewing it next week. We hope to have the citywide financial reports (audits) ready for Council consideration by March 19th meeting!

Transportation Fund audits for FY 2023 and 2024. The Transportation Fund audits for FY 2023 and 2024 are completed and will be on your next agenda. The city must submit these audits to ICTC in order for our funding to be released.

Local Transportation Audit for FY 2024. The LTA audit for FY 2024 has also been completed. This audit is prepared through ICTC and they coordinate the audit for all Local Transportation Tax (Measure D) recipients.

Meetings:

CDBG & HCD. I met with representatives from CDBG and Housing and Urban Development Department.

CalTrans Local Representatives. We met to discuss CalTrans processes and CMAQ project with Ramiro.

State Water Board Drought Relief Grant and Expedited Drinking Water Grant; These meetings were our monthly project meeting.

USDA Local Assistance and Institute for Local Government. These meetings were to prepare and submit documents needed to complete the process to secure grant funds for public safety building.

Auditors and Accountants. Meeting to provide backup documents and execute necessary reports and letters.

Imperial County City County Managers Association.

The Cal-Cities Regional Meeting is scheduled for March 20th at the Town Pump here in Westmorland.

Hours worked:

My timecard submitted on February 24, 2025 recorded 54.5 hours.

Respectfully Submitted,
Laura Fischer