



# *Camarillo City Council*

## *Camarillo Sanitary District*

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### **AGENDA REPORT**

Date: December 13, 2023

To: Honorable Mayor and City Councilmembers  
Honorable Chairman and Board of Directors

From: Greg Ramirez, City Manager/District Manager

Submitted by: Mark Uribe, Finance Director

Subject: Water and Wastewater Financial Plan Update – Agreement Amendment

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### **BACKGROUND**

The City of Camarillo (Council) and Camarillo Sanitary District (CSD Board) each contracted with Raftelis Financial Consultants, Inc. (RFC) for a formal water and wastewater study on May 13, 2015, following a Request for Proposal process. The City typically contracts with a consultant possessing expertise in rate setting to conduct a thorough analysis of the existing rates and make recommendations according to generally accepted standards.

### **DISCUSSION**

Water and Sewer rates were adopted for two Fiscal Years on October 11, 2023. It is prudent to update the Financial Plan on an annual basis to monitor activities in the utilities and to reassess the financial condition.

The current Contract executed with RFC includes a provision for the City/District and Consultant to request additional services, if deemed necessary. Attachment No. 1 is a proposed Eleventh Amendment to the Agreement for Professional Services between the City of Camarillo and the Camarillo Sanitary District with Raftelis Financial Consultants, Inc. in the amount of \$49,497 for the work related to the 2024 Financial Plan Update. This is a review of year two of the adopted Water and Sewer rates which become effective July 1, 2024.

The scope of work includes the cost to provide the financial plan and rate studies update. In addition to the plan update, the scope includes an optional component: the evaluation and potential update to administrative, non-rate fees related to Water and Sewer

activities.

The City is recommending an amendment to the Agreement for Professional Services with Raftelis Financial Consultants, Inc. to update the Water and Wastewater Financial Plan.

### **FISCAL IMPACT**

Funds for the Water and Wastewater Plan update are included in the Water Utility Fund budget, Account No. 860-3601-436.32-01 and CSD Operating Fund budget, Account No. 871-3701-437.32-01.

### **CEQA DETERMINATIONS**

City staff has determined, in accordance with Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines, that an amendment to the Water and Wastewater financial plan is not subject to CEQA review because it can be seen with certainty that there is no possibility that the amendment may have a significant effect on the environment.

### **RECOMMENDATION**

Authorize the City/District Manager to sign the Eleventh Amendment to Agreement in the amount of \$49,497 for Professional Services with Raftelis Financial Consultant to conduct a Water and Wastewater Financial Plan Update for the City of Camarillo and the Camarillo Sanitary District.

### **ATTACHMENTS**

1. Eleventh Amendment to Agreement for Professional Services with Raftelis
2. Exhibit to Amendment for Raftelis Scope of Services

### **REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL**

None