

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the City Clerk's Office, 300 West Third Street 4th Floor during customary business hours. Agenda reports are also on the City of Oxnard web site at www.oxnard.org.



AGENDA
OXNARD CITY COUNCIL
PUBLIC WORKS AND TRANSPORTATION COMMITTEE
Council Chambers, 305 West Third Street
June 25, 2019
Regular Meeting - 11:00 AM to 12:15 PM

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

At this time, the legislative body will consider public comments for a maximum of fifteen minutes. A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body. Speaker cards will not be accepted after the beginning of the general public comment period. Based on the number of speaker cards submitted, the presiding officer may impose time limits per speaker. Typically, speakers are limited to two minutes, but shorter time may be established as deemed necessary. A person not able to address the legislative body at this time because the fifteen minutes expires may do so just prior to adjournment of the meeting. The legislative body cannot enter into a detailed discussion or take action on any items presented during public comments at this time. Such items may only be referred to the City Manager for administrative action or scheduled on a subsequent agenda for discussion.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Public Works and Transportation Committee approve the minutes of the June 11, 2019 regular meeting as presented.

Contact: Michelle Ascencion, (805) 385-7805

D. REPORTS

1. Public Works Department

SUBJECT: Utility Rates Assistance Program ("Project Assist") Update. (10/5/5)

RECOMMENDATION: That the Public Works and Transportation Committee recommend City Council:

1. Approve a Rate Assistance Program ("Project Assist" – Year Three) for utility bills to assist Oxnard low-income residents and authorize staff to grant financial relief equal to a constant \$15 credit for the monthly utility service charged to customers who meet the eligibility requirements

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact the City Clerk's Office at 385-7803. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

Agenda Item time estimates: (Staff Presentation / Committee Discussion / Public Comment)

discussed in this staff report;

2. Authorize staff to direct up to \$145,000 annually from penalty fees charged to current customers who pay their bills late to fund the Utilities Rate Assistance Program;

3. Approve the Utilities Rate Assistance Program (“Project Assist – Year Three) for residential customers only and to begin the second year program on July 1, 2019; and

4. Receive an update on the second year of “Project Assist” that began July 1, 2018.

Contact: Rosemarie Gaglione, (805) 385-8055

2. Public Works Department

SUBJECT: Approve Budget Appropriation for Special Districts Division. (5/5/5)

RECOMMENDATION: That the Public Works and Transportation Committee recommend that City Council approve and authorize:

1. A budget appropriation to Westport CFD 2 Special Project (Fund 175-1606-805-8229) in the amount of \$169,900 for additional amenity improvement projects from Westport CFD 2 Fund Balance.

Contact: Rosemarie Gaglione, (805) 385-8055

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT

DRAFT
MINUTES
OXNARD CITY COUNCIL
PUBLIC WORKS AND TRANSPORTATION COMMITTEE
Regular Meeting
June 11, 2019

A. ROLL CALL / POSTING OF AGENDA

At 11:03 a.m., Chair Perello called to order the regular meeting of the Oxnard City Council Public Works and Transportation Committee in the City Hall Council Chambers, 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Members Tim Flynn, Bryan MacDonald, and Chair Bert Perello were present.

Staff members present were Alexander Nguyen, City Manager; Shiri Klima, Deputy City Manager; Stephen Fischer, City Attorney; Tatiana Arnaout, Interim City Engineer; Thien Ng, Assistant Public Works Director; Rosemarie Gaglione, Public Works Director; Brian Yanez, Assistant Public Works Director; Elizabeth Rubalcava, Assistant City Clerk; and Michelle Ascencion, City Clerk.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Larry Stein (GREAT Program debt service), Jackie Tedeschi (recent road projects), and Danny Carrillo (upcoming layoffs of SEIU employees).

C. CONSENT AGENDA

City Clerk Department

1. SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Public Works and Transportation Committee approve the minutes of the May 28, 2019 Regular Meeting as presented.

It was moved by Member McDonald, seconded by Member Flynn, to approve the minutes as presented. VOTE: Flynn, MacDonald, and Perello voted in favor; the motion carried 3-0.

D. REPORTS

Public Works Department

1. SUBJECT: Award Contract A-8145 to GI Endurant, LLC for OWTP Cogeneration Engine Refurbishment Phase II.

RECOMMENDATION: That the Public Works and Transportation Committee recommend that City Council:

1. Award and authorize the Mayor to execute Agreement A-8145 to GI Endurant, LLC in the amount of \$499,632 for the Oxnard Wastewater Treatment Plant Cogeneration Engine Refurbishment Phase II, Project PW 19-42;
2. Approve \$49,963 for Project contingency for the Oxnard Wastewater Treatment Plant Cogeneration Engine Refurbishment Phase II, Project PW 19-42;

3. Approve \$49,963 for engineering, inspection, survey and project management for the Oxnard Wastewater Treatment Plant Cogeneration Engine Refurbishment Phase II, Project PW 19-42; and
4. Approve an appropriation of \$358,349 for the Oxnard Wastewater Treatment Plant Cogeneration Engine Refurbishment Phase II, Project No. 186610.

The Interim City Engineer gave a report. Discussion ensued among the Committee and staff. Public comments were received from Ray Blattel. Further discussion ensued.

It was moved by Member MacDonald, seconded by Chair Perello, to approve the recommended action as presented. VOTE: Flynn, MacDonald, and Perello voted in favor; the motion carried 3-0.

2. SUBJECT: Award Agreement with American Golf Corporation to Operate the River Ridge Golf Course.
RECOMMENDATION: That the Public Works and Transportation Committee recommend the City Council:
 1. Approve the fee-for-service management agreement between American Golf Corporation (AGC) and the City of Oxnard (City) for the management, operation and maintenance of River Ridge Golf Club (RRGC) with no City subsidy for a three-year term with options to renew for two additional one-year terms, exercised at the sole discretion of the City; and
 2. Exempt the golf course from the City's Living Wage Policy.

The City Manager announced that he would be recusing himself from this item due to a real property conflict of interest, and left the room. He was replaced by the Deputy City Manager.

The Public Works Director gave a report. Public comments were received from Ray Blattel, Larry Stein, Lisa Cody, Maricela Morales, Alicia Percell, Phillip Molina, Jim Lavery, Pat Brown, and Dan Pinedo. Discussion ensued among the Committee, staff, and Tom Frost of American Golf Corporation.

It was moved by Chair Perello, seconded by Member MacDonald, to move the item forward to the full City Council without a Committee recommendation. VOTE: Flynn, MacDonald, and Perello voted in favor; the motion carried 3-0.

E. ITEMS FOR FUTURE AGENDAS (No requests were made.)

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Perello adjourned the meeting at 12:52 p.m.

MICHELLE ASCENCION, CMC
City Clerk

BERT E. PERELLO
Chair



**PUBLIC WORKS AND TRANSPORTATION COMMITTEE
AGENDA REPORT**

**REPORTS
AGENDA ITEM NO. D.1.**

DATE: June 25, 2019

TO: Public Works and Transportation Committee

FROM: Rosemarie Gaglione, Public Works Director, (805) 385-8055, rosemarie.gaglione@oxnard.org

SUBJECT: Utility Rates Assistance Program ("Project Assist") Update. (10/5/5)

RECOMMENDATION

That the Public Works and Transportation Committee recommend City Council:

1. Approve a Rate Assistance Program ("Project Assist" – Year Three) for utility bills to assist Oxnard low-income residents and authorize staff to grant financial relief equal to a constant \$15 credit for the monthly utility service charged to customers who meet the eligibility requirements discussed in this staff report;
2. Authorize staff to direct up to \$145,000 annually from penalty fees charged to current customers who pay their bills late to fund the Utilities Rate Assistance Program;
3. Approve the Utilities Rate Assistance Program ("Project Assist" – Year Three) for residential customers only and to begin the second year program on July 1, 2019; and
4. Receive an update on the second year of "Project Assist" that began July 1, 2018.

BACKGROUND

Unlike utilities regulated by the California Public Utilities Commission (CPUC), cities, including Oxnard, are prohibited by state law (Propositions 218 & 26) from funding their financial relief programs with charges to their customers. Cities must fund assistance programs with discretionary funds, voter-approved special taxes, or donations from citizens and businesses. The proposed utility rates assistance program will help the low-income members of the Oxnard community.

The City of Camarillo provides qualifying low-income senior customers with a discount off its wastewater charges and waives the variable portion of the water charges, as long as water usage does not exceed 10,000 cubic feet (HCF) per month. This program is funded by a voter-approved special assessment that received approval in 1997. Currently, only 25 individuals are enrolled in Camarillo's rate assistance program. The City of Port Hueneme provides qualifying low-income customers with a 7.5% discount on its water, wastewater & solid waste charges called the CityCARE Program. Port Hueneme uses its general fund to run the city's rates assistance program.

The City of Ventura authorizes staff to direct \$50,000 annually from penalty fees to fund the Water Customer Assistance Program for utility bills to assist residential customers. Currently, Ventura has 525 participants in the program. Each program participant is provided assistance in the amount of approximately \$100 per year.

Proposition 218 requires the expenses funded by rate revenue to be part of the cost of service. This limits

public utilities from funding Utility Ratepayers' Assistance Programs. There are several possible sources of funds and revenue available for utilities to support their Utility Ratepayers' Assistance Programs. The following options include:

- Give customers and employees an opportunity to make voluntary contributions (e.g., the popular “round up” bill option). While this is a preferred method to solicit donations, the City’s current billing system does not allow for customers to be able to “round up” their bills and be directed to a special account for this assistance program.
- Seek donations from outside partners, including charities and other assistance programs and agencies.
- Allocate a portion of the general fund revenues toward the program.
- Other innovative revenue streams (e.g., some utilities have generated revenue by allowing ads and antennas on utility structures).

The following avenues to fund and operate an assistance program for low-income customers were also explored and evaluated:

1. Community Development Block Grant (CDBG) funds could possibly fund the program, if appropriate grant funding was available and the lengthy application process was achievable.
2. Institute a donation/round up program on water bills, similar to those used by some major utility companies. The City’s utility billing system currently does not have the capability to use a donation format on the bills. However, the implementation of this kind of donation billing program could occur if the City were to purchase an upgrade to the current billing system.

Other options explored have considerable challenges, namely the possibility of unstable and fluctuating funding levels/sources as well as implementation and management burdens. The proposed program provides the most expedient and sustainable approach. Over the last six fiscal years the City has collected penalty fees on a monthly average of approximately of \$69,679 or \$834,766 annually. Annually, staff can report to the City Council the annual utility penalty fees received and recommend an amount to fund “Project Assist.”

In January 2016, the City Council approved City staff to develop an implementation plan for a ratepayers’ assistance program. The Program was implemented to assist eligible ratepayers in the form of financial assistance to be applied directly to the ratepayers' monthly bills. With the goal of helping customers that need assistance to pay their utility bills, without significantly impacting the City’s revenues, a number of options for eligibility and dollar amounts were researched by staff.

On April 25, 2017, staff recommended and received City Council approval that a total of \$100,000 from customer late payment penalties be directed to fund the first year of a Utilities Rates Assistance Program, effective July 1, 2017. It was proposed that eligibility requirements be offered on a first-come, first-served basis up to the cap of \$100,000. In order to provide assistance to as many low-income customers as possible, staff recommended the monthly assistance amount be \$10.00 of the total monthly service charge each billing period for customers during the first year. Using this methodology within the limits of the \$100,000 program cap, it had been estimated that approximately 833 customers could receive assistance with paying their utility bill for a full 12 month fiscal year period.

Project Assist accepted and assisted 392 Oxnard residents in the first ten months of sign-up opportunities starting in June 2017 through April 2018. This was 44% of the capacity that could be funded for a full 12 month cycle. Sign-up sessions had been held at the main and south Oxnard Libraries, weekdays and weekends, and staff one to one sign-ups, e-mail or regular mail options of the required application documents. Some of the first year staff implementation plans that have worked well are accepting only completed applications where the participant knows their acceptance status in real time, delivering exceptional customer service by setting aside monthly sessions focusing solely on Project Assist service, and the collaboration between the Public Works Department and City Treasurer's/Utility Billing Office to take the accepted participants from a notification letter to the reality of seeing a \$10 reduction on their Utility Bill.

On July 10, 2018, staff recommended and received City Council approval that a total of \$100,000 from customer late payment penalties be directed to fund the second year of a Utilities Rates Assistance Program. It was proposed eligibility requirements be remained on a first-come, first-served basis up to the cap of \$100,000.

DISCUSSION

In the current fiscal year 2018-2019 (Year 2), Project Assist has accepted 548 Oxnard residents during the first ten months of sign-up opportunities starting in July 2018 through April 2019. Program participation has increased 28% following utility bill inserts promoting the program, increasing the number of sign-up sessions, and word of mouth. Project Assist participant demographics are diverse, range from age 18 to 101, and often receive staff advisement adding or deleting names on the city utility bill to maintain eligibility at the Service Center. The application process will remain annual. If residents participated in the program the second year and remain eligible, then they are still required to fill out an application for the third year of eligibility.

If the \$145,000 threshold is met in year three by participating low-income customers, the program will close and a waiting list will be established. However, a \$145,000 allocation for "Year 3" would allow for 805 Oxnard residents (a 32% growth rate) receiving a discount the full 12 months of the fiscal year. Over a 12 month period, this would increase the participant's utility bill incentive savings an additional 50%. In implementing the program for two years, staff has also noted new participants signing up throughout the fiscal year spurred by running multiple utility bill program inserts, press release or sign-up session outreach through the weekly City Neighborhood Council Packet.

Project Assist participants would continue to follow a verification process of eligibility requirements. Customers would have to re-submit eligibility annually or when requested by staff and meet all of the criteria. Staff projects a small loss of the 548 accepted participants from year two would no longer qualify in the program's year three. The monthly sign-up sessions, administered by staff, are critical element to the program's customer service due to the reality that the participants often do not have access or the comfort level to use computers or require staff assistance to explain, read or clarify eligibility and required items.

Staff informs potential eligible participants using the following outreach avenues:

- City of Oxnard Facebook page & Twitter
- CityWatch TV
- Community Special Events
- City of Oxnard website – monthly bilingual flyer sign-up opportunities promoted
- Bilingual utility bill messages (over 35,000 accounts)
- Staff presentations at Neighborhood Council meetings, service clubs and community organizations
- Media outreach and internal City outreach at the Treasurer's Utility Billing Center, City Manager's Office,

Public Works Administration, and libraries.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and vibrant neighborhoods, which will showcase the promising future of Oxnard. This item supports the following goals and objectives:

Goal 3. Strengthen neighborhood development, and connect City, community and culture.

Objective 3a. Create a renewed focus on establishing a positive outlook and orientation of our City, neighborhoods and overall community.

FINANCIAL IMPACT

The annual cost of implementing the Utility Rates Assistance Program (“Project Assist”) is estimated at \$145,000 annually from the utility penalty accounts for Water, Wastewater and Environmental Resources, and additional staff resources to implement and operate the program. This is approximately 17% of the annual utility penalty fee average. This program does not affect utility rates charged to customers.

Prepared by: Jay Duncan, Public Works Call Center Manager

ATTACHMENTS

1. Ratepayers Assistance Program
2. PowerPoint_PW Committee_June 25 2019_Ratepayers Assistance Program

Attachment A: Ratepayers Assistance Program (Program)

1. Program Description. The City shall provide the Ratepayers Assistance Program (Program) to eligible ratepayers in the form of financial assistance to be applied directly to the ratepayers' monthly bill.

The proposed financial assistance amount is subject only to the restrictions of adequate Program funding. If the discount amount is greater than the ratepayers' monthly bill amount, the discount will only be applied to the monthly bill amount and no credit will be provided to the ratepayer for the overage.

2. Notices. Community outreach efforts will be used to notify the public about the Program and the positive impact it will have on the community by helping to ensure the eligible ratepayers have access to this vital resource.

3. Application. Eligible ratepayers wishing to participate in the Program must complete a written application and declaration of eligibility. Based on this application, City staff will determine whether the ratepayer is eligible to participate in the Program.

4. Eligibility. Funds shall only be applied to utility accounts with the City on behalf of ratepayers who meet all the following criteria.

5. Each household or single ratepayer may be eligible for financial assistance equal to \$10.00 of the monthly utility charge for customers who qualify for financial assistance.

TWO WAYS TO QUALIFY

1. If a person in the household receives benefits from any of these programs:

- Medi-Cal / Medicaid
- Medi-Cal for Families A & B
- Women, Infants and Children (WIC)
- CalWORKs (TANF)¹ or Tribal TANF
- Head Start Income Eligible - Tribal Only
- Bureau of Indian Affairs General Assistance
- CalFresh (Food Stamps)
- National School Lunch Program (NSLP)
- Low-Income Home Energy Assistance Program (LIHEAP)
- Supplemental Security Income (SSI)
- Includes Welfare-to-Work

2. Total median income for all persons in your household meets the following income guidelines:

1-2	\$32,040
3	\$40,320
4	\$48,600
5	\$56,880
6	\$65,160
7	\$73,460
8	\$81,780

*Includes current household median income from all sources before deductions.

For each additional person in the household add \$8,320 will be added. These income guidelines will be updated annually based on the US Department of Housing and Urban Development's (HUD) eligibility criteria for a low-income family.

Total household income is from all revenues, from all household members, from whatever sources derived, including but not limited to: wages, salaries, interest, dividends, spousal and child support payments, public assistance payments, Social Security and pensions, rental income, income from self-employment and all employment-related non-cash income.

If a customer is recently unemployed, the household income will be calculated from the date of unemployment. All other provisions on determining income, described above, still apply.

Conditions for Participation: Eligibility in the CARE (California Alternative Rates for Energy) Program with Southern California Edison or Southern California Gas

- The utility bill must be in the name of the ratepayer and the address of the ratepayer must be the primary address.
- The customer cannot be claimed as a dependent on another person's income tax return other than a spouse.
- A customer must recertify an application when requested.
- A customer must notify the City of Oxnard within 30 days if no longer qualifies for assistance.

A customer may be asked to verify eligibility for CARE, the ratepayers' assistance program.

Verification of eligibility can be any of the following forms of documentation:

- a. Proof of Residency: rental or lease agreements; mortgage statements; property tax bills.
- b. Proof of Age and Identification: Current California driver's license, passport or other government-issued identification.
- c. Proof of Income and Head of Household Status: Federal income tax returns.
- d. Proof of Accountholder Status and Usage: Most recent utility bill.
- e. Must reside in the applicable single-family residential structure, or a condominium or townhome unit or apartment or mobile home park and be the residential utility account holder of record for utility services at the date of application or the designated head of household of the applicable residential location;
- f. Must meet City water usage qualifications by using less than an average of 9 hundred cubic feet (HCF) of water per month over the prior twelve months or from the date of initiation if account is less than twelve months;

6. Verification. City staff may verify Program eligibility through the following forms of documentation:

Proof of Residency: California driver's license or other government issued identification; lease agreements; mortgage statements; rent/mortgage receipt; home owner's insurance; property tax bill; employment records; utility bill.

Current California driver's license, passport or other government-issued identification.

Proof of Income and Head of Household Status: Federal income tax returns.

Proof of Accountholder Status and Usage: Most recent utility bill.

7. Only one discount shall be applied per household.

8. First-come, first-served. The City will apply existing funding for this Program on a first-come, first-served basis. The City cannot guarantee that at any time there will be adequate funds for all eligible applicants.

9. Annual Review. The Program and all applications shall be reviewed on an annual basis for continued funding resources and each ratepayer's eligibility standards.

PUBLIC WORKS AND TRANSPORTATION COMMITTEE

UTILITY RATES ASSISTANCE PROGRAM ("PROJECT ASSIST")

Public Works Department
June 25, 2019



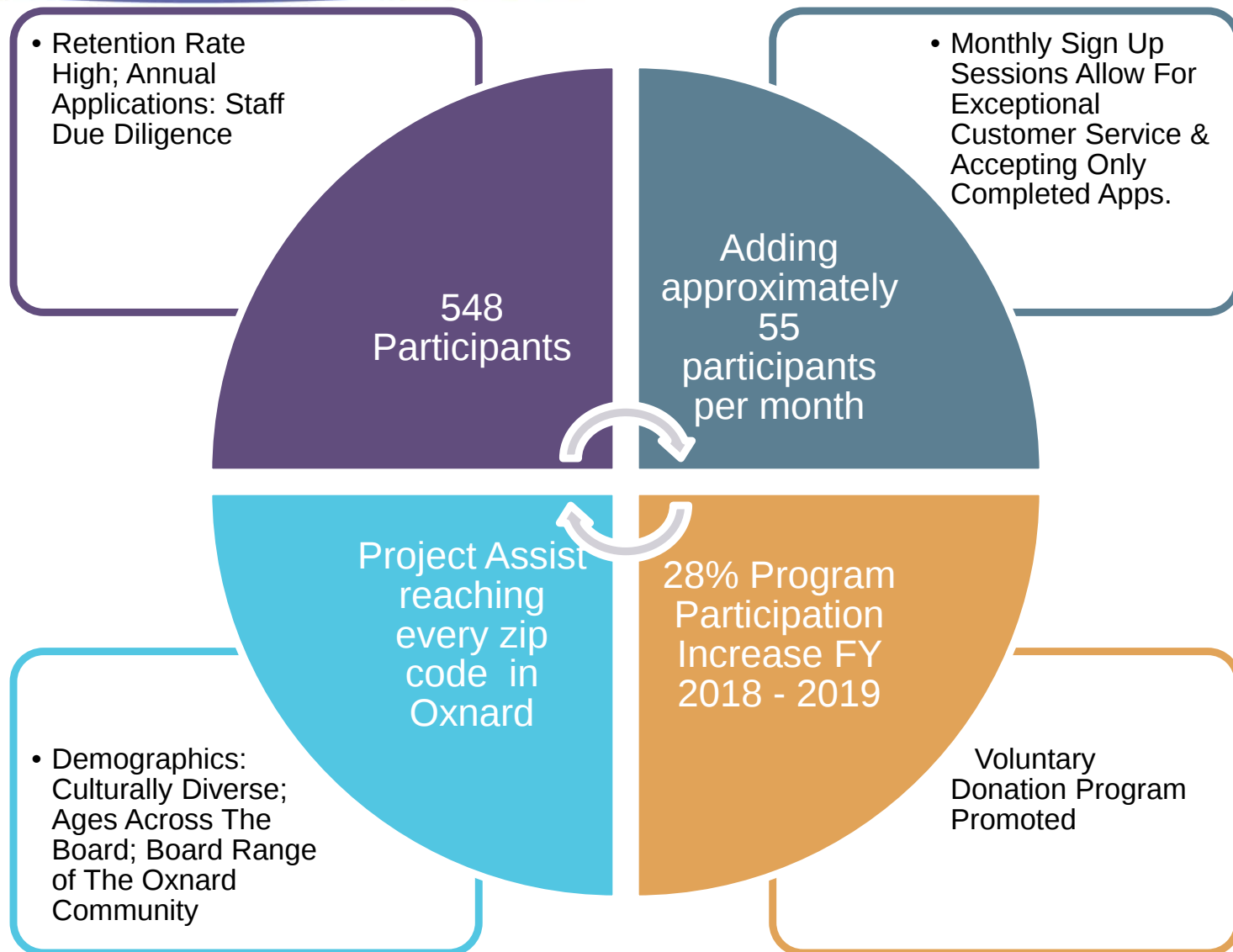
1. Approve a Rate Assistance Program (“Project Assist” – Year Three) for utility bills to assist Oxnard low-income residents and authorize staff to grant financial relief equal to a constant \$15 credit for the monthly utility service charged to customers who meet the eligibility requirements discussed in this staff report;
2. Authorize staff to direct up to \$145,000 annually from penalty fees charged to current customers who pay their bills late to fund the Utilities Rate Assistance Program;

3. Approve the Utilities Rate Assistance Program (“Project Assist – Year Three) for residential customers only and to begin the second year program on July 1, 2019; and
4. Receive an update on the second year of “Project Assist” that began July 1, 2018.

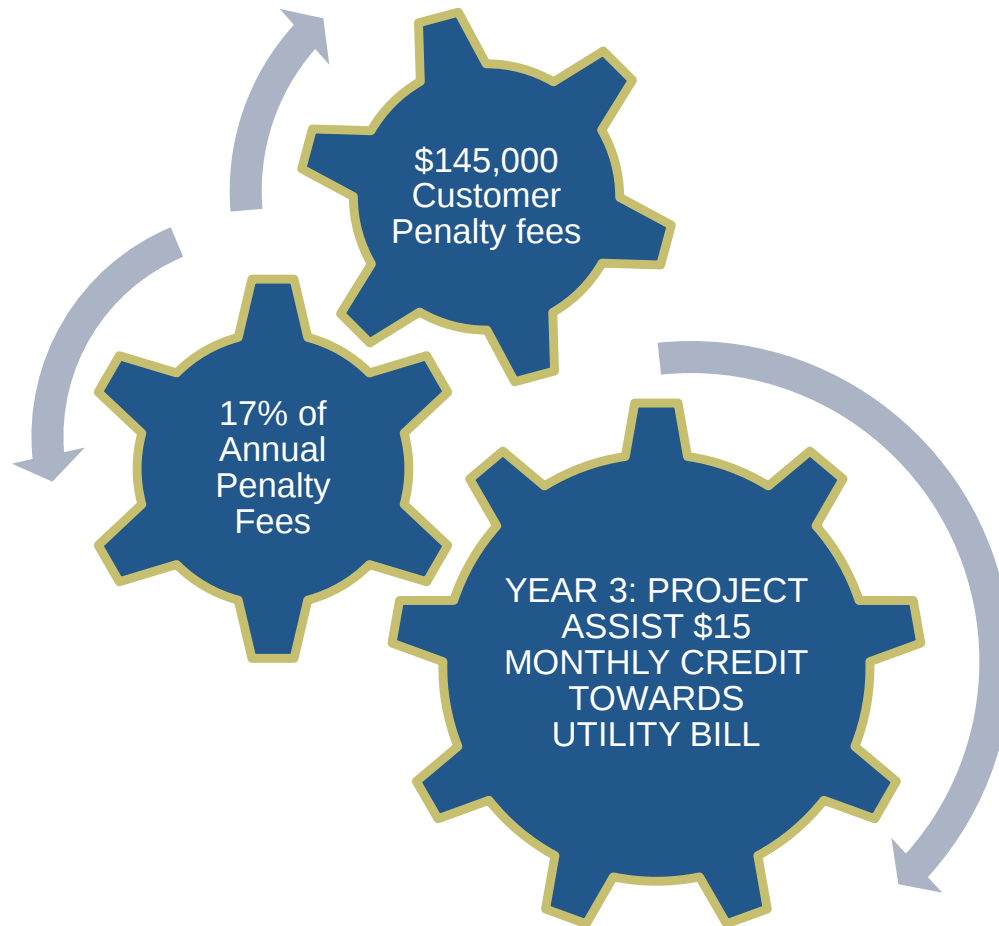
Assistance Programs

- In February, 2013 – City Council began discussing the implementation of a utilities rate assistance program.
- Cities must fund assistance programs with discretionary funds, voter-approved special taxes, or donations from citizens and businesses. Cities such as Ventura, Davis, and Tracy use utility penalty fees to fund assistance programs.
- **Local area programs:**
 - City of Ventura: Direct \$50,000 annually from penalty fees to fund the Water Customer Assistance Program for Utility Bills to assist residential customers. Currently, Ventura has 525 participants in the program. Each program participant is provided assistance in the amount of approximately \$100 per year.
 - City of Port Hueneme: Provides qualifying low-income customers with a 7.5% discount on utility bills; uses its general fund to support the program.

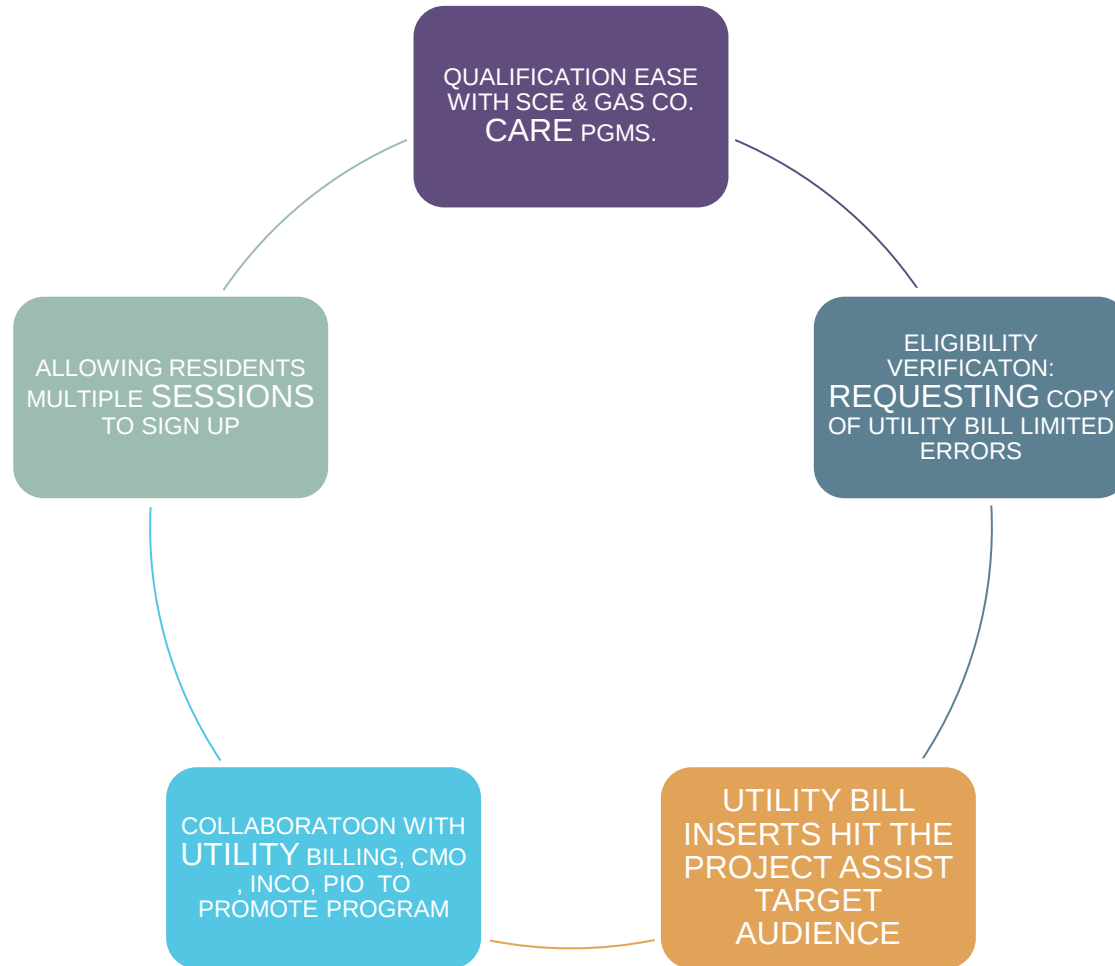
PROJECT ASSIST: YEAR TWO HIGHLIGHTS



RECOMMENDED AMOUNT OF ANNUAL ASSISTANCE



WHAT DID WE LEARN THE SECOND YEAR THAT WORKED





Expand

- Multi-Family Residents

Clarify

- Your Name Must Be On Utility Bill
- Apply ONLY Once Per Fiscal Year

Refining

- Studying Other City Utility Rate Assistance Programs.
- Increase Utility Bill Inserts –Lasting Impact

November 2017

NEED HELP PAYING YOUR UTILITY BILL?



PROJECT ASSIST

June 2017

NEED HELP PAYING YOUR UTILITY BILL?

Qualifying households can save up to \$120 a year!

Project Assist – Oxnard's new Rate Assistance Program offers income-eligible community members a \$10 monthly discount toward their utility bill. All the simple enrollment process requires is a signed application and proof of program eligibility. Apply today and start saving!



SIGN-UP EVENTS

For more information and enrollment opportunities, join us at one of our workshops.

June 14, 7 – 8 p.m.

Oxnard Public Library, Room B.

June 15, 8 a.m. – 6 p.m.

Oxnard Utility Service Center

June 17, 11 a.m. – 3 p.m.

LOCATION

WHO QUALIFIES?

- Customers who are participating in the CARE program through Southern California Edison or Southern California Gas Co.
- Oxnard residents who own or rent a single-family home

Residents will be notified of approval in the first week of July and program enrollment begins within 30 days of acceptance. Funds are limited and acceptance is awarded on a first-come, first-served basis, so apply today!

For any questions or information on how you can apply for this program, please visit www.oxnard.org or call the Public Works Department at (805) 385-8280.



Questions?

Public Works Department
June 25, 2019



**PUBLIC WORKS AND TRANSPORTATION COMMITTEE
AGENDA REPORT**

**REPORTS
AGENDA ITEM NO. D.2.**

DATE: June 25, 2019

TO: Public Works and Transportation Committee

FROM: Rosemarie Gaglione, Public Works Director, (805) 385-8055, rosemarie.gaglione@oxnard.org

SUBJECT: Approve Budget Appropriation for Special Districts Division. (5/5/5)

RECOMMENDATION

That the Public Works and Transportation Committee recommend that City Council approve and authorize:

1. A budget appropriation to Westport CFD 2 Special Project (Fund 175-1606-805-8229) in the amount of \$169,900 for additional amenity improvement projects from Westport CFD 2 Fund Balance.

BACKGROUND

The Special Districts Division of the Public Works Department manages landscape maintenance districts (LMDs), community facilities districts (CFDs) and waterways districts within the City of Oxnard. Within each district, there are designated services that are covered by the special assessments levied on property owners. The parcels located in these assessment districts are assessed on their annual property tax bill as a separate line item and the City is responsible for administering those funds. The funds cover a variety of authorized services.

In October 2000, Westport CFD 2 was created for the on-going maintenance of the waterways development located off of Wooley Road between Tradewinds Drive and Chesapeake Drive. Included in the authorized charges for the district are those for utilities including water, electricity and wastewater.

DISCUSSION

In August 2018, Special Districts' staff discovered that multiple utility meters located in Seabridge CFD 4 and Riverpark CFD 5 had been incorrectly charged or billed to Westport CFD 2. With the assistance of utility billing, Special Districts' staff obtained 5 years of water utility billing records from Fiscal Year 2014 – 2018. It was discovered that there was an account coding error made by staff at the time these meters were submitted to the Utility Billing Department. After the discovery of the incorrect charges to Westport CFD 2, staff consulted with the City Attorney's office regarding the statute of limitations for the discovery of incorrect billing. Staff contacted both the Homeowner's Association Board of Directors and Neighborhood Council regarding the amounts that would be transferred from the Seabridge CFD 4 and Riverpark CFD 5 sinking funds to reimburse Westport CFD 2 for the incorrect billing. Each group approved the amount that would be transferred to cover these costs.

Below is a detail of the utility charges per meter by Fiscal Year:

FY 2014 – 2019 Incorrect Utility Charges Billed to Westport CFD 2 (Fund 175)

Special District	CFD 5 Riverpark (Fund 174)
Meter Address	690 Town Center Drive
Meter Number	270649
FY 2014	\$13,889.21
FY 2015	\$8,614.23
FY 2016	\$7,104.96
FY 2017	\$12,582.27
FY2018	\$18,506.92
Grand Total	\$60,697.59

Special District	CFD 4 Seabridge (Fund 173)				
Meter Address	4002 Caribbean St	4121 Adriatic St	1402 Seabridge Ln	4201 Carribean Ln	1596 Seabridge Ln
Meter Number	263514	264729	264963	265387	26662
FY 2014	\$5,699.73	\$2,181.06	\$6,944.07	\$4,780.06	\$693.60
FY 2015	\$5,260.11	\$1,789.36	\$5,951.95	\$5,632.45	\$708.09
FY 2016	\$5,458.66	\$2,460.95	\$5,944.68	\$5,106.41	\$759.00
FY 2017	\$6,062.29	\$1,844.04	\$4,656.96	\$4,707.46	\$869.48
FY 2018	\$9,611.61	\$2,618.73	\$10,525.40	\$7,968.73	\$967.36
Grand Total	\$109,202.24				

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016.

FINANCIAL IMPACT

There is no financial impact to the General Fund for this item. Due to incorrect billing, Westport CFD 2 will receive reimbursement of \$169,900 from Seabridge CFD 4 (Fund 173) in the amount of \$109,202.24 and Riverpark CFD 5 (Fund 174) in the amount of \$60,697.59 in FY 2018-19. With the reimbursement processed, staff is recommending an appropriation in the amount of \$169,900 to Westport CFD#2 professional services special project (175-1606-805-8229) in FY2019-20.

Prepared by: Jeri Cooper, Interim Special Districts Manager

ATTACHMENTS

1. Map of Water Meter Locations
2. Special Districts Budget Appropriation
3. Special Districts Budget Appropriation PPT

DATE: July 16, 2019

TO: City Council

FROM: Rosemarie Gaglione
Public Works Director

SUBJECT: Approve a Budget Appropriations for Special Districts Division

CONTACT: Rosemarie Gaglione, Public Works Director
rosemarie.gaglione@oxnard.org, (805) 385-8055

RECOMMENDATION:

That City Council authorize:

1. A budget appropriation in the amount of \$109,202.40 from Seabridge CFD 4 (Fund 173) fund balance to be transferred to Westport CFD 2 (Fund 175) for the payment of the incorrect billing of water meters, and
2. A budget appropriation in the amount of \$60,697.59 from Riverpark CFD 5 (Fund 174) fund balance to be transferred to Westport CFD 2 (Fund 175) for payment of the incorrect billing of water meters.

BACKGROUND

The Special Districts Division of the Public Works Department manages landscape maintenance districts (LMDs), community facilities districts (CFDs) and waterways districts within the City of Oxnard. Within each district, there are designated services that are covered by the special assessments levied on property owners. The parcels located in these assessment districts are assessed on their annual property tax bill as a separate line item and the City is responsible for administering those funds. The funds cover a variety of authorized services.

In October 2000, Westport CFD 2 was created for the on-going maintenance of the waterways development located off Wooley Road between Tradewinds Drive and Chesapeake Drive. Included within in the authorized charges for the district are those for utilities including water, electricity and wastewater.

DISCUSSION

In August 2018, Special Districts' staff discovered that multiple utility meters located in Seabridge CFD 4 and Riverpark CFD 5 had been incorrectly charged or billed to Westport CFD 2. With the assistance of utility billing, Special Districts' staff obtained 5 years of water utility billing records from Fiscal Year 2014 – 2018. It was discovered that there was an account coding error made by staff at the time these meters were submitted to the Utility Billing Department. After the discovery of the incorrect charges to Westport CFD 2, staff consulted with the City Attorney's office regarding the statute of limitations for the discovery of incorrect billing and a five year limit was provided. Staff contacted both the Homeowner's Association Board of Directors and Neighborhood Council regarding the amounts that would be transferred from the Seabridge CFD 4 and Riverpark CFD 5 sinking funds to reimburse Westport CFD 2 for the incorrect billing. Each group approved the amount that would be transferred to cover these costs.

Below is a detail of the utility charges per meter by Fiscal Year:

FY 2014 – 2019 Incorrect Utility Charges Billed to Westport CFD 2 (Fund 175)

Special District	CFD 5 Riverpark (Fund 174)
Meter Address	690 Town Center Drive
Meter Number	270649
FY 2014	\$13,889.21
FY 2015	\$8,614.23
FY 2016	\$7,104.96
FY 2017	\$12,582.27
FY2018	\$18,506.92
Grand Total	\$60,697.59

Special District	CFD 4 Seabridge (Fund 173)				
Meter Address	4002 Caribbean St	4121 Adriatic St	1402 Seabridge Ln	4201 Carribean Ln	1596 Seabridge Ln
Meter Number	263514	264729	264963	265387	26662
FY 2014	\$5,699.73	\$2,181.06	\$6,944.07	\$4,780.06	\$693.60
FY 2015	\$5,260.11	\$1,789.36	\$5,951.95	\$5,632.45	\$708.09
FY 2016	\$5,458.66	\$2,460.95	\$5,944.68	\$5,106.41	\$759.00
FY 2017	\$6,062.29	\$1,844.04	\$4,656.96	\$4,707.46	\$869.48
FY 2018	\$9,611.61	\$2,618.73	\$10,525.40	\$7,968.73	\$967.36
Grand Total	\$109,202.24				

STRATEGIC PRIORITIES

This agenda item is a routine operational item and does not relate to the four strategic plans adopted by City Council on May 17, 2016.

FINANCIAL IMPACT

There is no financial impact to the General Fund for this item. Seabridge CFD 4 (Fund 173) will transfer \$109,202.24 and Riverpark CFD 5 (Fund 174) will transfer \$60,697.59 to Westport CFD 2 Special Projects (175-1606-805-8229) for the completion of additional projects in FY 19/20.

Prepared by Jeri Cooper, Interim Special Districts Interim Manager

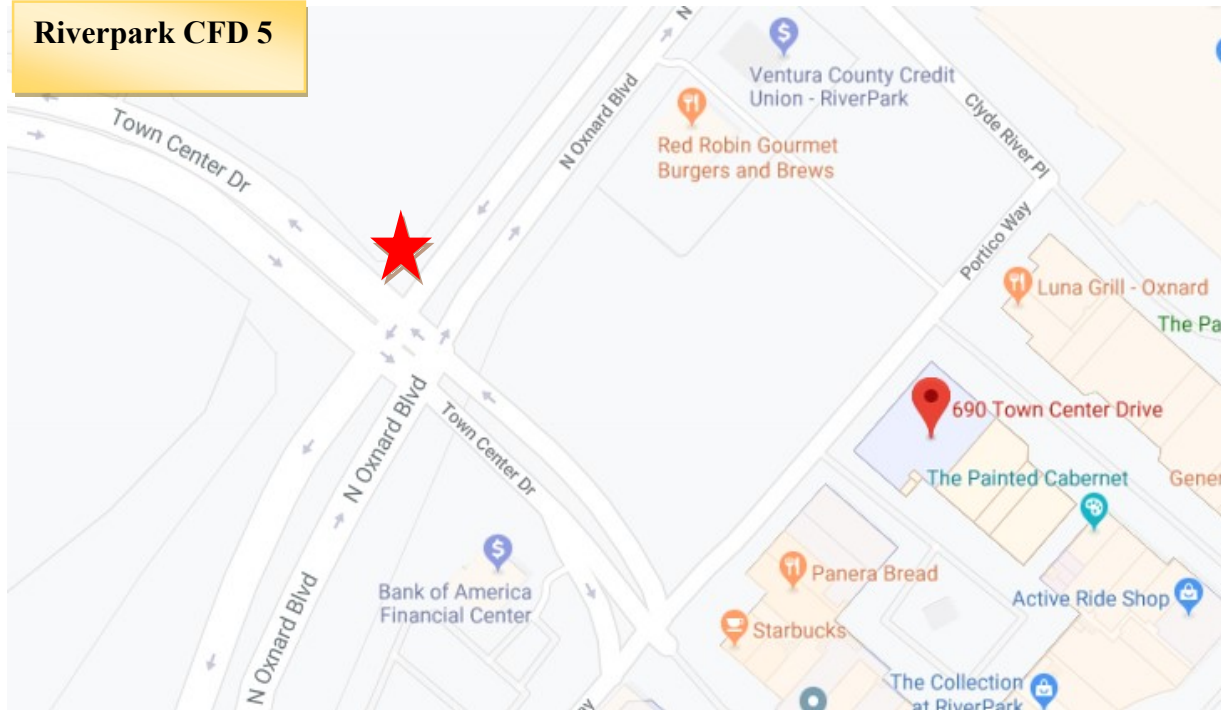
ATTACHMENTS:

Map of Water Meter Locations

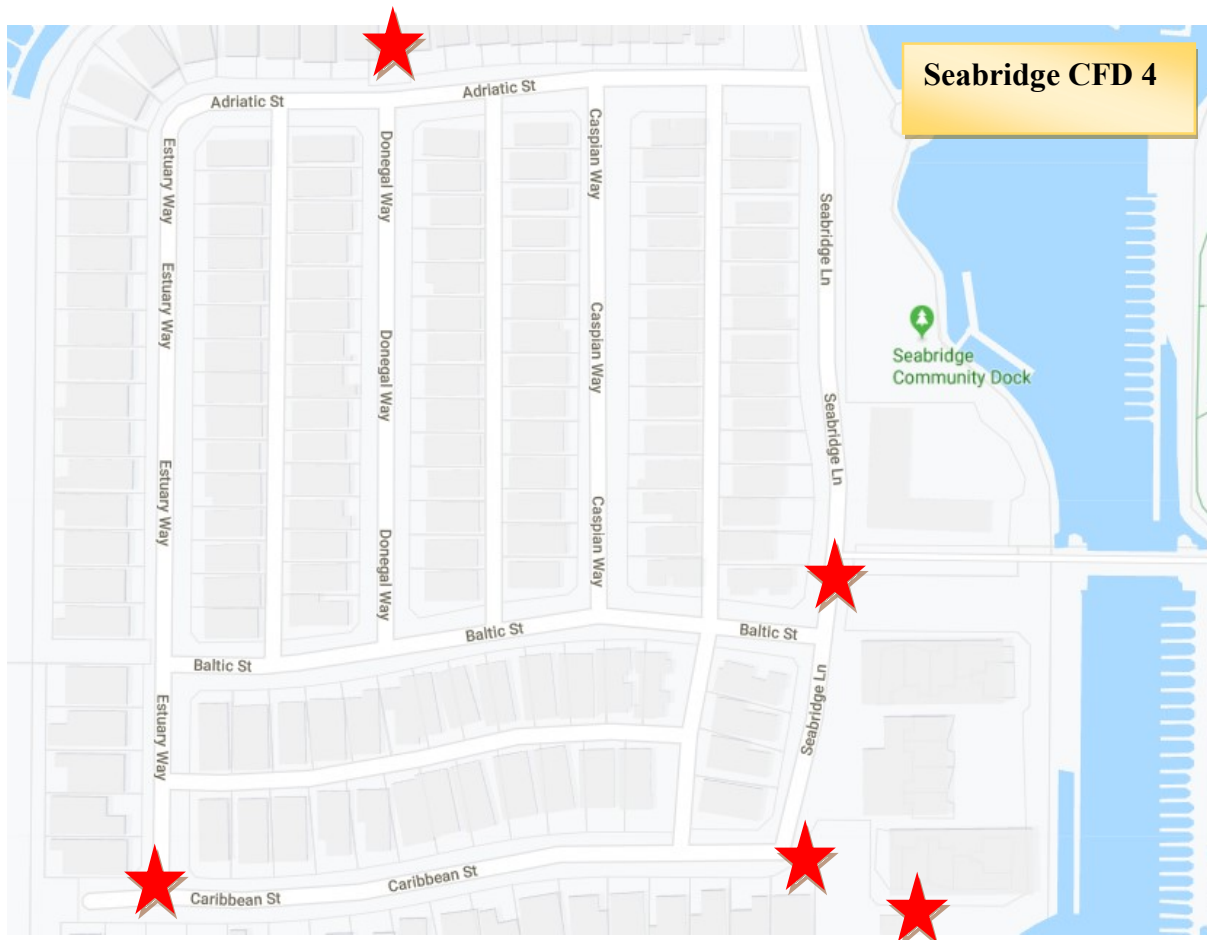
Budget Appropriation

MAP OF WATER METER LOCATIONS

Riverpark CFD 5



Seabridge CFD 4



REQUEST FOR BUDGET APPROPRIATION

Department: PW /Special Districts
Project/Program
Manager: Jeri Cooper

Date: July 16, 2019
Phone: 805-200-5334

Reason for Appropriation:

Appropriate funds from Westport CFD 2 sinking fund for use towards additional ammenity improvement projects in the district. Funds are equal to the amount transferred from Seabridge CFD 4 and Riverpark CFD 5 for the incorrect utility charges.

Accounts and Descriptions

AMOUNT

Fund: 175 WESTPORT CFD 2

Expenditures/Transfers Out

Special District (1606)

175-1606-805-8229	Contracts & Services/Professional Services-Special Projects	<u>169,900</u>
	Sub-total Revenues	<u>169,900</u>

Net Change to Fund Balance 169,900

Net Appropriation Change 169,900

Approvals

Department Director _____

Chief Financial Officer _____

City Manager _____

City of Oxnard Special Districts Division

Approval of Budget Appropriation for Special Districts

**Public Works and Transportation Committee
June 25, 2019**

That the Public Works and Transportation Committee recommend that the City Council approve and authorize:

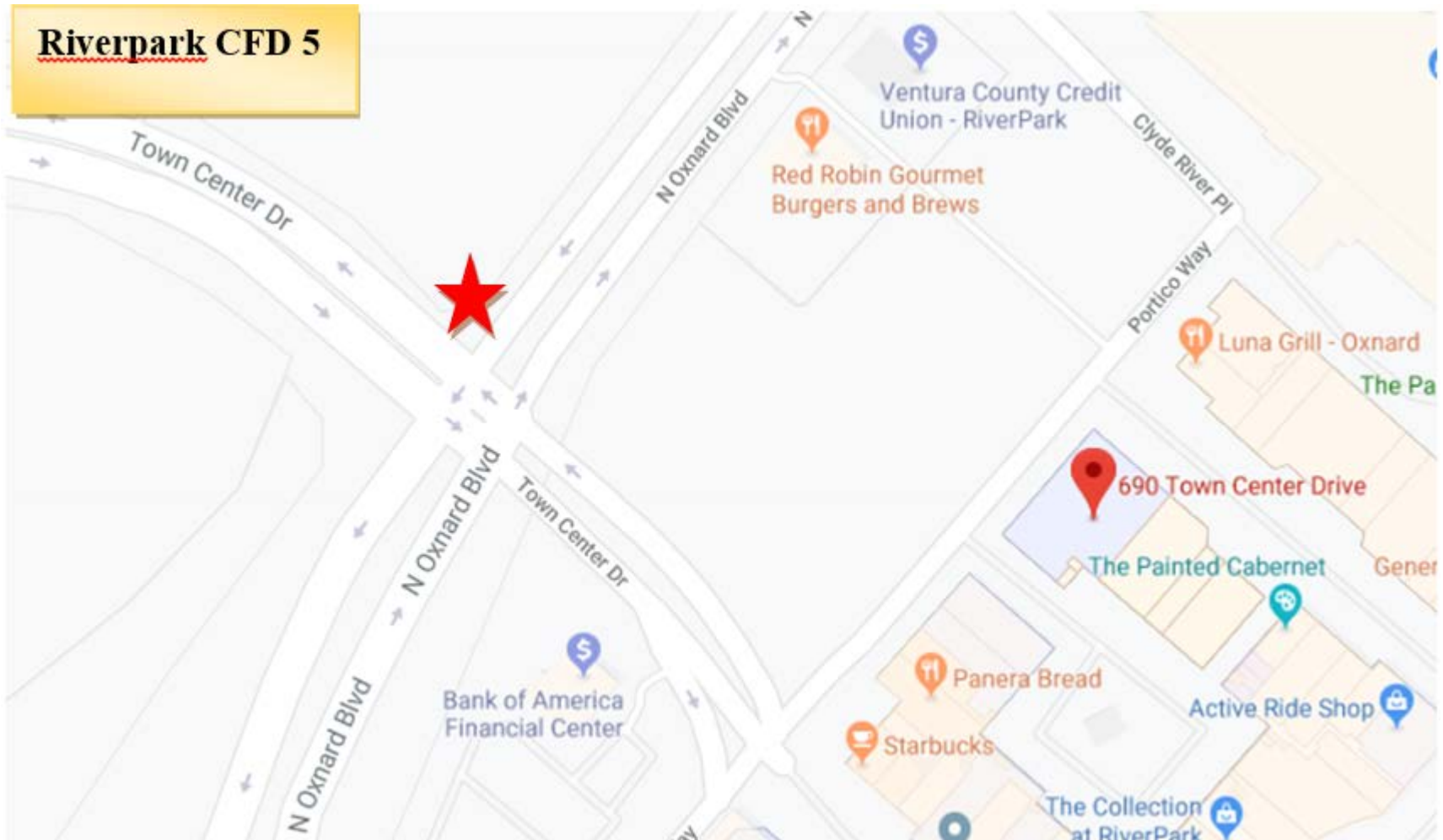
1. A journal transfer in the amount of \$109,202.40 from Seabridge CFD 4 (Fund 173) fund balance to be transferred to Westport CFD 2 (Fund 175) for the payment of the incorrect billing of water meters.
2. A journal transfer in the amount of \$60,697.59 from Riverpark CFD 5 (Fund 174) fund balance to be transferred to Westport CFD 2 (Fund 175) for payment of the incorrect billing of water meters.
3. A budget appropriation in the amount of \$169,900 from Westport CFD 2 (Fund 175) sinking funds to Westport CFD 2 (Fund 175-1606-805-8229) Special Projects line item.

- The Special Districts Division of the Public Works Department manages landscape maintenance districts (LMDs), community facilities districts (CFDs) and waterways districts within the City of Oxnard.
- In October 2000, Westport CFD 2 was created for the ongoing maintenance of the waterways development located off Wooley Road between Tradewinds Drive and Chesapeake Drive.
- Included within in the authorized charges for the district are those for utilities including water, electricity and wastewater.

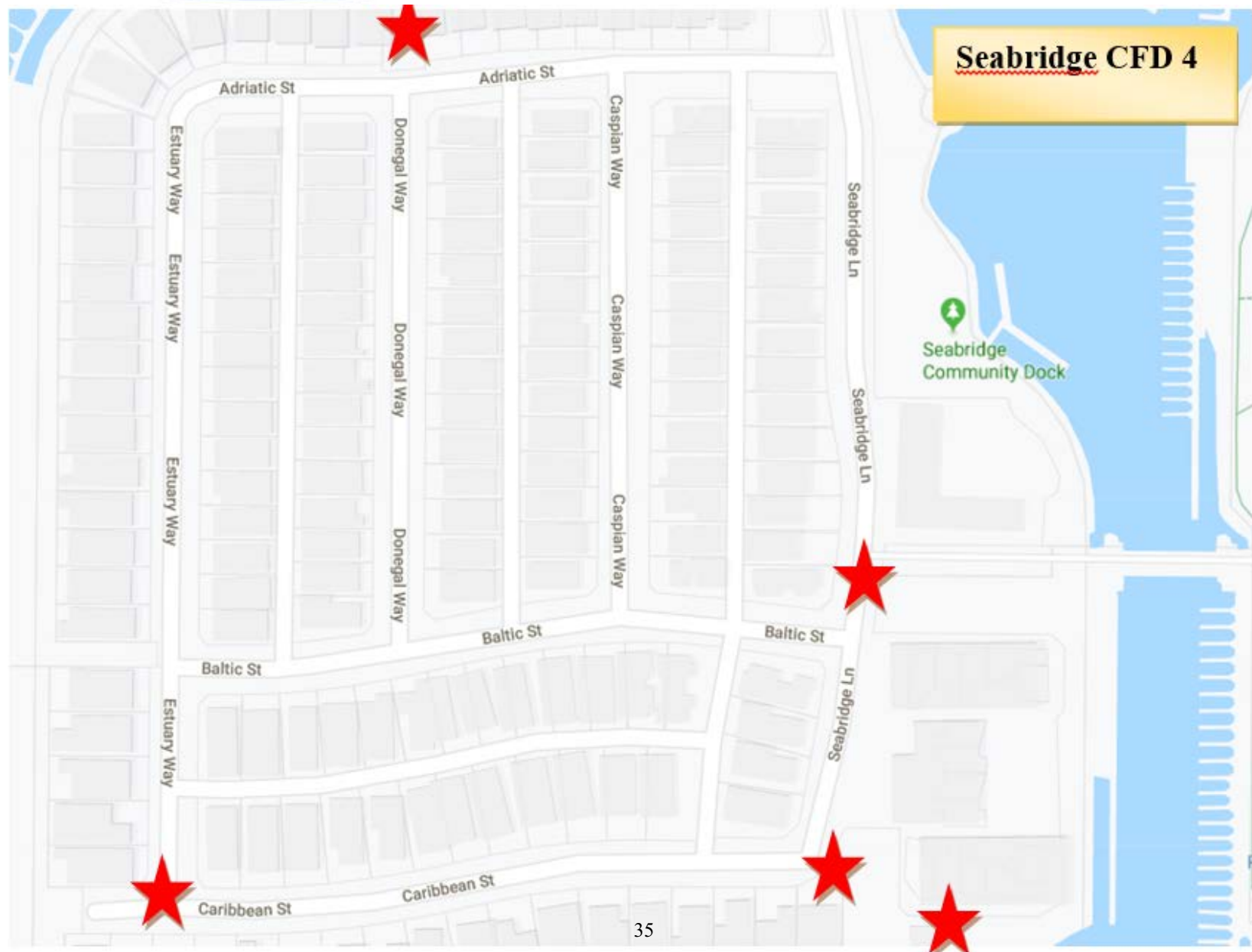
DISCUSSION

- In August 2018, Special Districts' staff discovered multiple utility meters located Seabridge CFD 4 and Riverpark CFD 5 had been incorrectly charged to Westport CFD 2.
- Following, staff consulted with the City Attorney's office regarding the statute of limitations for the discovery of incorrect billing and a five (5) year limit was provided.
- Staff contacted both the Homeowner's Association Board of Directors and Neighborhood Councils regarding the incorrect billing.
- Each group approved the amount that would be transferred to cover these costs.

BACKGROUND – WATER METER LOCATIONS



BACKGROUND – METER LOCATIONS CONT'D



- There is no financial impact to the General Fund for this item.
- Seabridge CFD 4 (Fund 173) will transfer \$109,202.24 and Riverpark CFD 5 (Fund 174) will transfer \$60,697.59 to Westport CFD 2 Special Projects (175-1606-805-8229) for the completion of additional projects in FY 19/20.
- Additionally, a budget appropriation will be made from Westport CFD 2 sinking fund to the professional services special project (175-1606-805-8229).

Questions?