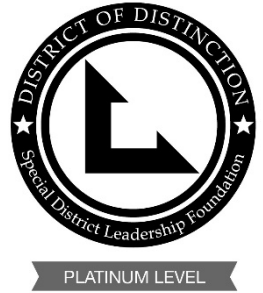




# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**NOTICE OF THE MEETING  
OF THE STANDING FINANCE COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, October 6, 2021  
4:30 P.M. - 5:30 P.M.**

## **NOTICE** **Coronavirus COVID-19**

The Town of Discovery Bay Community Services District Board Chambers will be open to the public as well as attendance by video conference and telephone for this meeting. Masks are required for in person attendance. On September 16, 2021, Governor Newsom signed into law AB 361, enabling public agencies to continue using teleconferencing with modified notice and physical access requirements for public meetings during a proclaimed State of Emergency.

In response to the current proclaimed State of Emergency, and recommended measures to promote social distancing imposed by State and local officials, the Town of Discovery Bay Community Services District Board of Directors will take all actions necessary to carry out the intent and purpose of AB 361, including, ensuring that the Directors and meeting attendees may continue to have the option to access and participate in this public meeting by teleconference to avoid imminent risks to the health or safety of the Directors and meeting attendees.

**TO ATTEND IN PERSON:** Masks are required to be worn inside the building.

**TO ATTEND BY TELECONFERENCE:**  
**Toll-Free Dial-In Number: (866) 848-2216**  
**CONFERENCE ID **5193676302#****

Download Agenda Packet and Materials at [www.todb.ca.gov/](http://www.todb.ca.gov/)

### **Finance Committee Members**

*Chair Kevin Graves  
Vice-Chair Bryon Gutow*

**A. ROLL CALL**

1. Call business meeting to order 4:30 p.m.
2. Roll Call.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.

**C. DRAFT MINUTES TO BE APPROVED**

1. Approve DRAFT minutes of August 4, 2021, Special Finance Committee Meeting.

**D. PRESENTATIONS**

1. Presentation from BAC Community Bank.
2. Finance Update.

**E. DISCUSSION ITEMS**

1. Discussion Regarding the Establishment of Bank Account at Bank of Agriculture (BAC Bank) as Depository for DB L&L Zone #9.
2. Discussion Regarding Overlay District.
3. Discussion Regarding the Amended Contract with the Greater Valley Conservation Corps for Maintenance of Town and Town Maintained Parks.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

**G. ADJOURNMENT**

1. Adjourn to the next Standing Finance Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bryon Gutow • Vice President – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**MINUTES OF THE MEETING  
OF THE STANDING FINANCE COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, August 4, 2021  
4:30 P.M. - 5:30 P.M.**

## **NOTICE** **Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-08-21, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board will hold public meetings via teleconferencing as Board Chambers remain closed to the public.

To accommodate the public during this period of time that the Committee's Chambers are closed to the public, the Town of Discovery Bay Community Services District Committee Members have arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:**  
Toll-Free Dial-In Number: (866) 848-2216  
CONFERENCE ID **5193676302#**

Download Agenda Packet and Materials at [www.todb.ca.gov/](http://www.todb.ca.gov/)

### **Finance Committee Members**

*Chair Kevin Graves  
Vice-Chair Bryon Gutow*

#### **A. ROLL CALL**

1. Call business meeting to order 4:30 p.m. – Chair Graves
2. Roll Call – All present.

#### **B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None.

#### **C. DRAFT MINUTES TO BE APPROVED**

1. Approve DRAFT minutes of June 2, 2021, Regular Finance Committee Meeting.
2. Approve DRAFT minutes of June 22, 2021, Special Finance Committee Meeting.

Motion by Vice-Chair Gutow to approve Draft Minutes as presented.

Second by Chair Graves.

#### **D. PRESENTATIONS**

1. Finance Update.
- None.

#### **E. DISCUSSION ITEMS**

1. Review and Discuss the Draft Financial Policy.

Finance Manager Julie Carter discussed the Draft Financial Policy. Examples from other districts and the Town's existing policies were used to create a Financial Policy for the Town. Creating this Financial Policy is the first step to transfer Town funds to local control from Contra Costa County. The Financial Policy will be reviewed by Legal Counsel and brought before the Board of Directors for possible approval. Chair Graves asked what portion of the Financial Policy was created from internal existing policies.

Finance Manager Julie Carter advised half of the policies in the Draft Financial Policy already existed within the Town.

Chair Graves asked if Contra Costa County provided any insight to the development of the Draft Financial Policy.

Finance Manager Julie Carter advised there was no direction given from Contra Costa County.

Chair Graves recommend the Draft Financial Policy be sent to the Board for review and approval.

Vice-Chair Gutow asked if Town staff has reviewed the Draft Financial Policy.

Finance Manager Julie Carter advised it was reviewed by General Manager Mike Davies, Assistant General Manager Dina Breitstein, and Town Accountant Lesley Marable.

General Manager Mike Davies advised the Committee the Draft Financial Policy will still need to be reviewed by Legal Counsel.

Chair Graves withdrew his previously stated recommendation.

Chair Graves introduced a new recommendation that barring any drastic changes to the policy as seen here or any inefficiencies that are found by Legal Counsel, the Draft Financial Policy move forward to the Board to be accepted as a recommendation from the Financial Committee.

Vice-Chair Gutow second.

## 2. Discussion Regarding the Unaudited FY20/21 Financials.

Finance Manager Julie Carter briefly spoke about the Unaudited FY20/21 Financials with the Committee.

Discussion between Finance Manager Julie Carter and Committee was had regarding Water and Wastewater revenue over expenditures. Zone 8 revenues show signs of impact due to the pandemic. Zone 9 had favorable numbers in expenses. The audit of these financials will begin in December 2021.

Chair Graves asked if Town audits are filed with anyone.

General Manager Mike Davies advised they are filed with the State Controllers Office and are due by January 31, 2022.

## 3. Update Regarding Transferring Treasury to Town Control.

Finance Manager Julie Carter advise the Committee of the completion of the Draft Financial Policy. Creating this Financial Policy is the first requirement to move Town funds internally from Contra Costa County. The Draft Financial Policy will be reviewed by Legal Counsel and then it will be submitted to the Board with a resolution for Contra Costa County. Finance Manager Julie Carter notified the Committee that once the Town's money has been removed from County administration, the Town will lose its ability to receive an advance for the current year's property tax. Committee was advised the Town has never exercised this option.

General Manager Mike Davies stated an approval from the Board of Supervisors will also be required. He explained the Town will benefit from having our own funds by expediting payment to vendors.

## 4. Discussion Regarding Contracting with the California Conservation Corps for Landscape Services.

Recreation Program Supervisor Monica Gallo informed the Committee of the interest to hire a crew from California Conservation Corps to aid in landscaping the Town parks. Hiring a crew of three workers and one supervisor will save the Town approximately \$15,000 annually by not hiring a Town landscaping employee. This crew is exempt from Prevailing Wage requirements. Staff would like Committee's approval to present this item to the Board for consideration.

Vice-Chair Gutow asked about liability concerns.

General Manager Mike Davies advised there is a clause in the contract protecting both parties from lawsuits. He advised the Committee of the option to get a crew which can help with street-scaping during the non-Summer months when the parks do not require as much attention.

Committee Chairs commend staff for researching and are in favor of this project.

## 5. Discussion Regarding Community Center Pool Update.

Recreation Program Supervisor Monica Gallo informed the Committee there has been a substantial increase in cost of installing synthetic turf at the Community Center pool. Two quotes received on July 28, 2021, were \$113,000 and \$166,000 compared to the original quoted price of \$55,000. Staff is seeking direction to proceed with the project at this higher cost or postpone the project until the Winter months in hope of seeing a decrease in prices. If the project is postponed, staff mentioned the possibility of placing gray landscape weed barrier until it can continue with the option of synthetic turf.

Chair Graves asked if the completion of the pool was still on schedule for the projected date.

Recreation Program Supervisor Monica Gallo confirmed the completion date was still set for the end of September 2021.

Chair Graves advised that this item should be sent to the Board of Directors for guidance on how to proceed.

Vice-Chair Gutow advised that the Park and Recreation Committee asked to have the bidders advised that the time to complete the project has been extended in hopes that the removal of time restrictions will create a favorable adjustment to the bids.

Chair Graves expressed frustration with the lack of visual progress at the Community Center pool.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

**G. ADJOURNMENT**

1. Adjourned at 5:29 p.m. to the next Standing Finance Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."

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DRAFT



Town of Discovery Bay

1-877-226-5820

[www.bankbac.com](http://www.bankbac.com)

Member  
**FDIC**



# Company History

In operation since 1965, BAC Community Bank is a privately held, family owned, full service bank headquartered in Stockton, CA. Arthur Berberian was an original founding member. Arthur's son Ronald A. Berberian is the Bank's President, Chairman of the Board, and sole shareholder.

BAC is financially strong and enjoys the distinction of holding the 18th oldest bank charter in California. The Bank has branches in 3 counties, stretching from San Joaquin and Stanislaus Counties through Eastern Contra Costa County. With assets over \$800 million and 115 employees, the Bank provides deposit account solutions, loan products and digital services.

# A Reputation of Strength and Excellence



Rated one of the nation's safest banks by nationally recognized bank rating firms.

*\* A 5-Star, Superior Bank by BauerFinancial, Inc.*

*\* The Findley Reports – Super Premier Performer*

*\* Veribanc's Blue Ribbon Bank® Commendation of Excellence for "exceptional attention to safety, soundness and financial strength"*





# Town of Discovery Bay Deposit Insurance

By federal law, all municipal / public funds held by an FDIC insured financial institution must be collateralized by the bank's assets. For the Town of Discovery Bay as well as all our other municipal depositors, we support the insurance on these deposits by a Letter of Credit from the Federal Home Loan Bank at 105% of the amount on deposit. Based upon this arrangement, there is no risk of loss to the Town of Discovery Bank or any other of our municipal depositors.

# Other BAC Municipal Customer

Reclamation District 799

Stockton Port Authority

Eastern Contra Costa Transit Authority

Bethel Island Municipal Improvement District

Iron House Sanitary District

State of California 2<sup>nd</sup> District

County of San Joaquin



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**  
October 6, 2021

**Prepared By:** Julie Carter, Finance Manager  
**Submitted By:** Dina Breitstein, General Manager

### Agenda Title

Discussion Regarding the Establishment of Bank Account at Bank of Agriculture (BAC Bank) as Depository for DB L&L Zone #9.

### Recommended Action

To provide recommendation to the Board to approve Resolution 2021-14 Authorizing Establishment of Bank Account with Bank of Agriculture and Commerce (BAC BANK) as Depository for DB L&L Zone #9.

### Executive Summary

DB L&L Zone 9 funds are held in depository with the Contra Costa County Treasurer ("County"). Currently, Staff submits payment requests to the County on behalf of DB L&L Zone 9 to fund its operations.

The Town of Discovery Bay Community Service District ("TODBCSD") will be transferring the treasury duties handled by the County to Town Staff. In order receive and disperse DB L&L Zone 9 funds, the District will need to open a bank account.

TODBCSD maintains bank accounts for other funds within in the District at Bank of Agriculture (BAC Bank). It is Staff's recommendation that the funds for DB L&L Zone 9 be held at BAC Bank.

**Fiscal Impact: Yes**

**Amount Requested: 0**

**Sufficient Budgeted Funds Available?: Yes**

**Prog/Fund # Category:**

**Previous Relevant Board Actions for This Item**

### Attachments:

Resolution 2021-14

AGENDA ITEM: E-1



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2021-14**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
AUTHORIZING ESTABLISHMENT OF BANK ACCOUNT WITH  
BANK OF AGRICULTURE AND COMMERCE (BAC BANK)  
AS DEPOSITORY FOR DB L&L ZONE #9**

WHEREAS, The Town of Discovery Bay Community Service District (TODBCSD) provides a holding place for deposited funds for current and future Lighting and Landscaping Zone 9 operations and business projects; and

WHEREAS, a bank account shall be established to hold such funds; and

WHEREAS, the funds deposited to the TODBCSD for Lighting and Landscaping Zone 9 operations and business projects, are tendered to TODBCSD in trust and shall be restricted funds and can only be expended in their restricted enterprise; and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Board of Directors of the TODBCSD authorize the establishment of a Lighting and Landscaping Zone 9 Fund for purposes of holding and dispersing deposits received from assessments.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 6<sup>h</sup> DAY OF OCTOBER, 2021.

---

Bryon Gutow  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on October 6th, 2021, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Dina Breistein  
Board Secretary



# OVERLAY DISTRICT PRESENTATION

## TOWN OF DISCOVERY BAY



10/6/2021



## INTRODUCTION AND PURPOSE OF MEETING

- Analysis
- Reason for Overlay District
- Procedures
- Formation Process

## ANALYSIS OF CURRENT DISTRICT/ZONES

Harris & Associates was hired in 2018 to conduct an analysis of the existing zones and recommend options for eliminating the annual deficit.

We looked at several options including:

- Increasing existing assessments,
- Taking the management of zones 35, 57 and 61 away from the County,
- Creating a new district, just for Zone 8 parcels,
- Creating an overlay district.

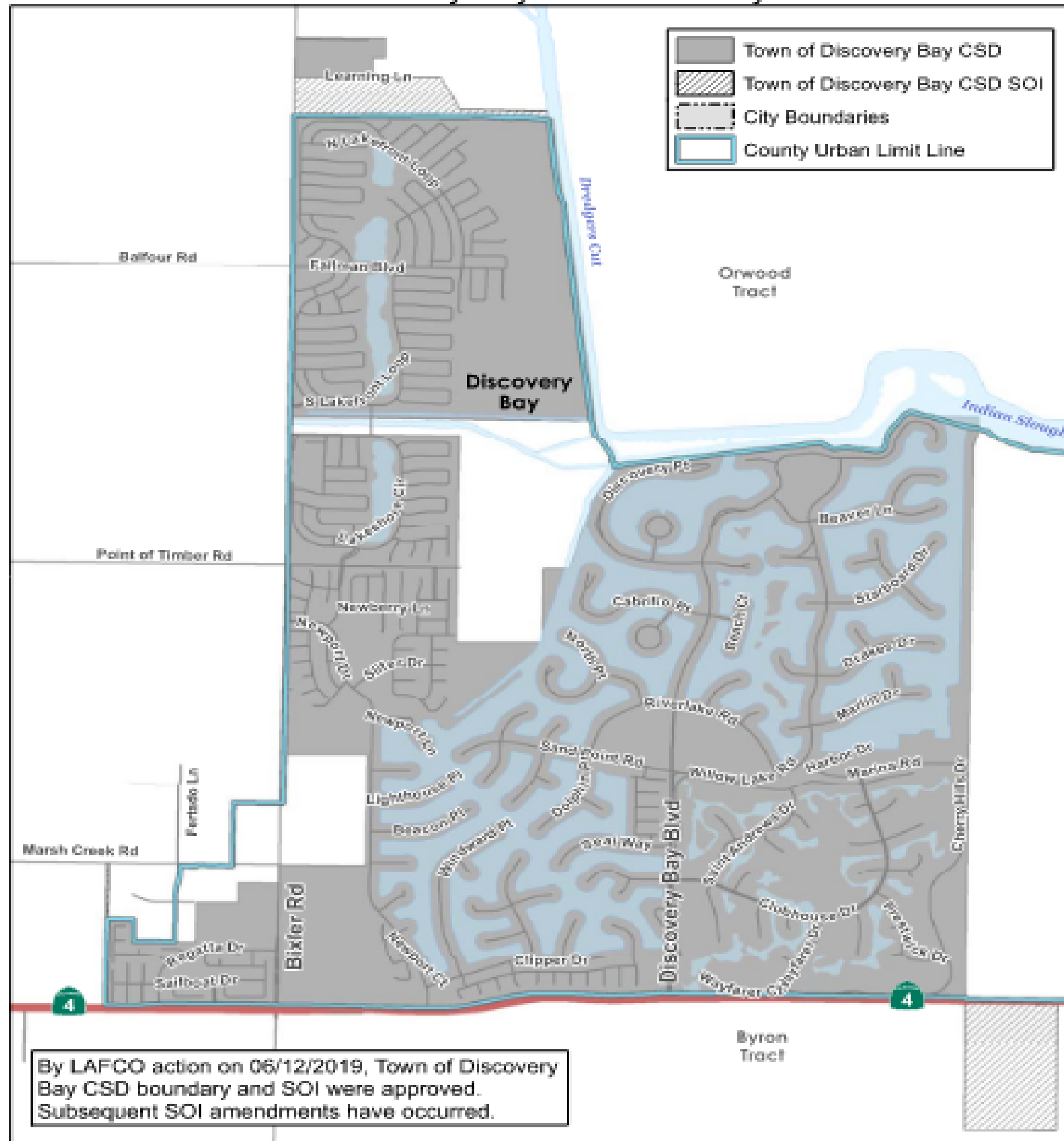
While there are benefits to each option, after discussions with staff and the County, we settled on creating an overlay district as the best solution.

## REASONS FOR CHOOSING AN OVERLAY

- It allows us to increase funding for the community center and bring any new development into the overlay district.
- Assessment revenue can be used throughout the CSD to cover assessable costs, including other parks.
- Eliminates the need to keep revenue “silo’ed” within specific areas.
- All parcels in the CSD would pay an assessment.
- Revenue collected by the County from the existing zones will continue.
- New assessment will have a CPI factor included, allowing increases each year to keep up with inflation.



### Town of Discovery Bay CSD Boundary and SOI



Map created 02/16/2021  
by Contra Costa County Department of  
Construction and Development's GIS Group  
30 MacLean, Walnut, CA 94592  
2706413116 1202100.Pdf

This map or dataset was created by the Contra Costa County Department of Construction and Development with data from the Contra Costa County GIS Program. Some data, particularly City Limits, is derived from the CA State Office of Equalizer's tax data feeds. While obligated to use this data, the County does not assume any responsibility for its accuracy. This map contains copyright information and may not be altered, copied or reproduced in its current state without the consent of the County of Contra Costa. The County of Contra Costa disclaims any liability for geographic information.



# BREAKDOWN BY ZONE

**1 EBU @ 100% = \$146.16**

Zone 8		
		Total
# of Parcels	Assessment	Assessments
17	-	-
1	19.30	19.30
1	93.94	93.94
1	101.80	101.80
675	133.10	89,842.50
2997	146.16	438,041.52
1	152.70	152.70
1	235.82	235.82
1	261.16	261.16
1	297.24	297.24
1	408.78	408.78
1	497.22	497.22
1	733.00	733.00
1	943.72	943.72
1	1,342.12	1,342.12
1	1,534.68	1,534.68
1	1,658.06	1,658.06
<b>3703</b>		<b>536,163.56</b>

Zone 9		
		Total
# of Parcels	Assessment	Assessments
206	86.14	17,744.84

Zone 57		
		Total
# of Parcels	Assessment	Assessments
379	146.16	55,394.64

Zone 61		
		Total
# of Parcels	Assessment	Assessments
1660	36.54	60,656.40
263	86.14	22,654.82
1	375.94	375.94
<b>1924</b>		<b>83,687.16</b>

Pantages		
		Total
# of Parcels	Assessment	Assessments
277	36.54	10,121.58

Newport Pointe		
		Total
# of Parcels	Assessment	Assessments
67.00	146.16	9,792.72

Zone 35		
		Total
# of Parcels	Assessment	Assessment
64	52.23	3,342.72

**Grand Total of all Zones \$716,247**

## PROCEDURES

In order to establish a new or increased assessment, an Assessment Ballot and Notice must be mailed to all affected property owners. The Ballot & Notice must comply with Proposition 218 and include:

- Proposed Assessment Amount per parcel
- Total of all assessments in the proposed district
- Duration of the assessments
- Reason for the assessments
- Basis of Calculation (Method of Spreading the Assessments)
- Date, time and place of public hearing
- The assessments must be supported by detailed Engineer's Report prepared and signed by registered engineer

## NOTICING REQUIREMENTS

- The Notice must also include a summary of how to complete and return the Ballot
- How the Ballots will be tabulated and include a statement that the ***existence of a majority protest will result in the assessment not being imposed.***
- The Ballot and Notice must be placed in the mail at least 45 days prior to the public hearing date.

A majority protest is defined as returned ballots opposed to the assessment, outweigh the returned ballots in favor of the assessment, weighted by assessment amount. (Simply put, that means one vote for every dollar of assessment)

## PROPOSITION 218 – BACKGROUND

- Proposition 218 was adopted by the California legislature in 1996.
- The Initiative was called “The Right to Vote on Taxes Act”.
- The actual Law can be found in the California Government Code, Section 53753.
- The idea behind this law was to define how a local government could increase assessments and allowed property owners the right to have their voices heard.

## ASSESSMENT BALLOTS

- Returned Ballots must remain sealed until the close of the public hearing.
- Ballots are tabulated **only** if they have been properly completed (signed, dated and marked either “In Favor” or “Opposed” to the increase, in ink.
- Ballots are opened and tabulated after the close of the public hearing.
- If there is no majority protest, the Board may approve the assessments. If there is a majority protest, the proceedings must be abandoned for at least one (1) year.

## PUBLIC OUTREACH

Prior to sending assessment ballots, it is highly recommended that a coordinated effort be made to engage the community in the process. Options for consideration:

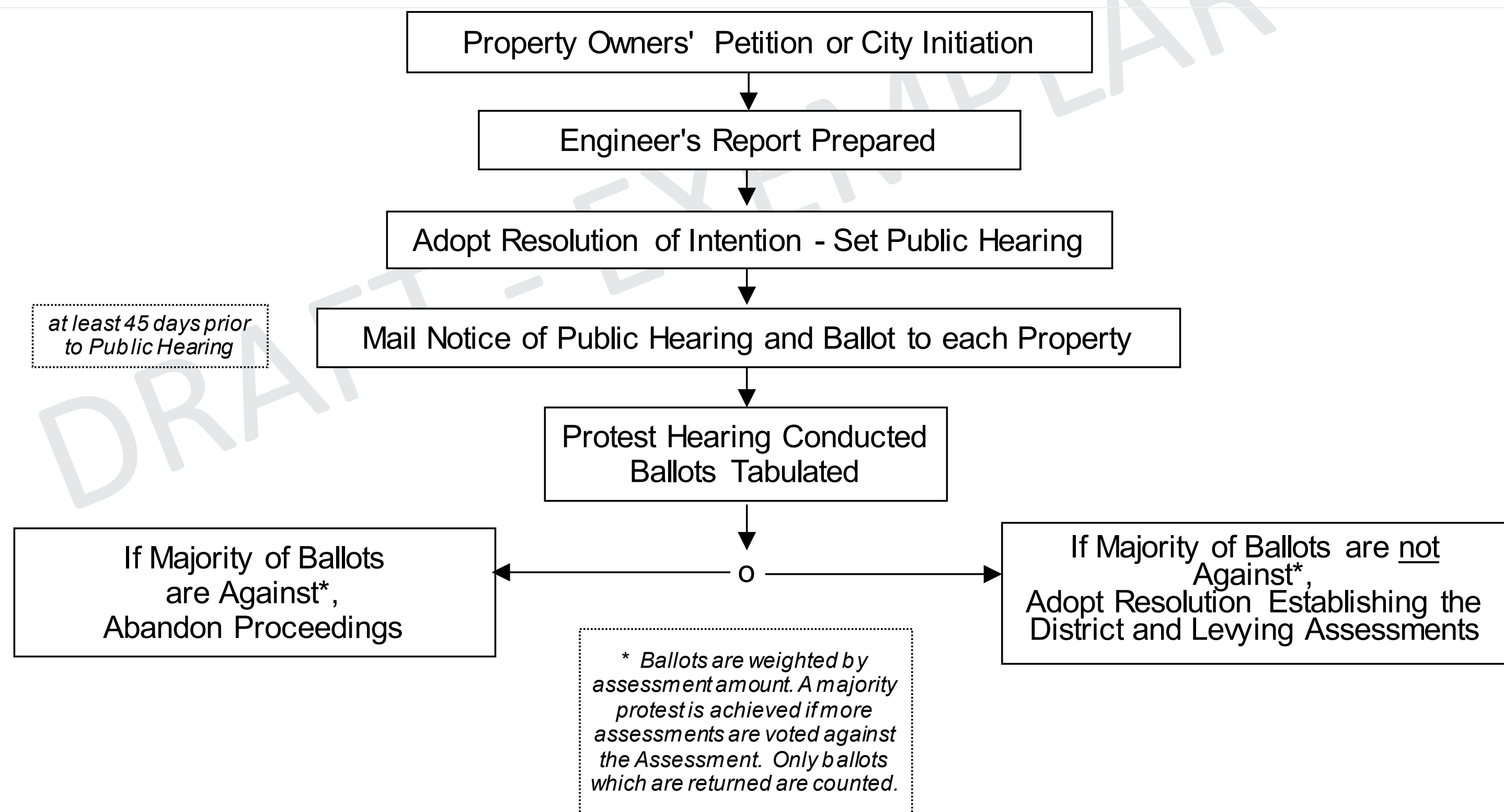
- Send informational letters
- Demonstrate the benefit of the new district
- Gather feedback
- Elicit the help of Chamber of Commerce/other stakeholders

These options can be completed with the assistance of Harris or by hiring a professional community outreach firm. Harris has worked with several and we suggest utilizing their expertise to ensure a favorable outcome.



# REQUIRED STEPS/FORMATION PROCESS

## 1972 ACT ASSESSMENT DISTRICT





# QUESTIONS/DISCUSSION

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DRAFT - EXEMPLAR



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

October 6, 2021

**Prepared By:** Bill Engelman, Parks and Landscape Manager  
**Submitted By:** Dina Breitstein, General Manager

### Agenda Title

Discussion Regarding the Amended Contract with the Greater Valley Conservation Corps for Maintenance of Town and Town Maintained Parks.

### Recommended Action

To provide a recommendation to the Board to authorize the General Manager to execute the newly amended contract with the Greater Valley Conservation Corps to maintain Town and Town maintained parks.

### Executive Summary

The California Conservation Corps ("Corps") is a statewide program that allows the Corps to hire 18-25-year-old young adults to be engaged in Community beautification and Natural Resource projects. There are many branches throughout the State, and our region houses the Greater Valley Conservation Corps.

At the September 1, 2021 Board of Director's meeting, the Board voted to award a park maintenance contract to the Corps to maintain our Town parks and Community Center. The contract was never executed because the Corps discovered an error in their cost calculations during the signature process. The initial contract amount was \$43,050. The correct amount was upwards of \$100,000. The District was immediately notified of the calculation error.

Staff requested a corrected contract for review. The new contract would provide the services to maintain our parks with a 4-member crew for 16 weeks. The District was given the option to develop the maintenance schedule that would best benefit the Town.

Staff reviewed the contract and analyzed if utilizing the Corp would remain a benefit to the landscape department. Staff found that:

- After analyzing the benefits vs. cost, it is still worth moving forward and developing a system that allows us to be more efficient in our overall maintenance strategy.
- It is determined that an on-call crew of four is more efficient than hiring one fully burdened landscape worker.
- Utilizing the Corps to offset the District landscape maintenance is still beneficial.

Staff requests that the Board approve the amended contract to Greater Valley Conservation Corps, in the amount of \$60,270, with a total not to exceed \$70,000, for the maintenance of Town Parks.

### Previous Relevant Board Actions for This Item

Contract approval at the September 1 Board of Director's meeting

### Attachments

Sample schedule  
Contract

AGENDA ITEM: E-3



# SAMPLE SCHEDULE

AUGUST						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
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DECEMBER						
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JUNE						
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JULY							
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24	25	26	27	28	29	30	
31							

14 WEEK SAMPLE SCHEDULE  
WITH 2 FLOATER WEEKS





**SJCOE**  
EDUCATE · INNOVATE · INSPIRE



**Date:** September 20, 2021

**To:** Bill Engelman (Parks and landscape Manager)

**Agency:** Town of Discovery Bay

**RE:** Bi-Weekly Landscape Service to parks

**From:** Michael Totten – Greater Valley Conservation Corps LIC # 1075473

**Exhibit A, Attachment 1**

**NOTICE OF PROPOSAL**

San Joaquin County Office of Education (DBA- Greater Valley Conservation Corps)  
Agrees to provide all labor,

**Scope of work Greater Valley Conservation Corps agrees to provide to Town of Discovery Bay services as described herein:**

**Below is the proposal for GVCC to provide weekly service to the following sites and areas.  
Note: GVCC will complete all sites Monday – Thursday (4 - 8 hour days) drive time included.**

- **Town of Discovery Bay Parks**
  1. Community Center: 1601 Discovery Bay Blvd
  2. Cornell Park: 505 Discovery Bay Blvd
  3. Ravenswood Park: Cullen Drive
  4. Slifer Park: Newport Ave and Slifer Dr
  5. Regatta Park: 2514 Foghorn

**SPECIFICATIONS**  
**LANDSCAPING MAINTENANCE SERVICES**

1. Weekly mow, edge and trim lawns during the growing season and as necessary during the dormant season.
2. Apply necessary and appropriate fertilizer to provide proper growth and color. **Materials purchased By GVCC will be billed back to Sponsor.**
3. Control lawn weeds by use of pre and post emergent herbicides in early spring and early fall. Control weeds in sidewalks and driveway seams adjacent to landscaped areas. Control weeds in flower beds by chemical and manual methods. Beds will be raked as necessary to provide a manicured appearance. Control weeds in non-landscaped areas. All application of chemical herbicides and pesticides will be in compliance with the California Healthy Schools Act of 2000. **Materials purchased By GVCC will be billed back to Sponsor.**
4. Keep shrubs trimmed to generally accepted sizes and shapes. Apply fertilizer as necessary.
5. Maintain ground cover. Provide necessary trimming, feeding, and weed control.
6. Provide control of insects and mildew on ornamentals. Serious outbreaks that may require unusual attention may be charged extra (only with prior consent by purchase order).
7. Gopher control, which includes removing mounds and elimination of gophers as they appear, done in a manner which does not present a safety hazard.
8. Remove all debris generated by landscaping work, including grass clippings. Remove incidental litter when serviced. Blow off sidewalks after each visit. **All debris will be dumped on site. At Discovery Bay Parks and Landscape yard in green waste pile.**
9. Installation of new plants at extra charge **(only with prior consent by purchase order or proposal).**
10. Prune lower branches of trees up to height of eight (8-10) feet. Trim branches and ornamentals away from walkways and parking areas.
11. Lawn irrigation system schedules will be set according to seasonal requirements. Provide repair of sprinklers damaged by contractor. Other required repairs or irrigation system alterations will be charged extra, at the rate of \$42.50 per hour per lead and \$26.50 an hour per corpsmember plus material costs. GVCC will not make any repairs without prior approval from Sponsor. The additional cost for time and materials will be billed at the next billing cycle.

**EXHIBIT B**  
**COMPENSATION**

Sponsor is to compensate Contractor for the Services in Exhibit A of the Agreement pursuant to the following schedule:

- GVCC will provide a Bi-weekly Landscape service to the Town of Discovery Bay Parks and Landscape Division.
- Weekly rate: \$4,305 x 14 weeks = \$60,270

The contract agreed upon will not exceed the lump sum price of **SEVENTY THOUSAND DOLLARS AND ZERO CENTS.**

San Joaquin County Office of Education (DBA-Greater Valley Conservation Corps) **will invoice The Town of Discovery Bay Parks and Landscape Division on the first of each month.** Any questions concerning billing should be brought to the attention of San Joaquin County Office of Education (DBA-Greater Valley Conservation Corps)

P.O Box 213030

Stockton, CA 95213-9030

Attention: Nicholas Mueller

Office: (209) 292-2700

