



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director - Jim Mattison • Director - Mark Simon • Director - Ray Tetreault

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**NOTICE OF THE REGULAR MEETING OF  
THE FY 2012-13 BUDGET REVIEW COMMITTEE  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday April 25, 2012  
REGULAR MEETING 3:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

#### **Budget Committee Members**

**Mark Simon, Chair; Ray Tetreault, Vice Chair, Robert Graham, Judy Smith, Rose Ann Solberg**

#### **REGULAR MEETING 3:00 P.M.**

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

1. Call business meeting to order 3:00 p.m.
2. Roll Call

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

The public may comment on any item on the Agenda that is before the Committee for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Committee and the commenter. Any clarifying questions from the Committee must go through the Chair.

##### **C. BROWN ACT REVIEW AND REQUIREMENT OF COMMITTEE MEMBERS**

##### **D. REVIEW AND ESTABLISH BUDGET CALENDAR**

##### **E. REVIEW OF CURRENT YEAR ACCOMPLISHMENTS**

##### **F. REVIEW CURRENT FY 2011-12 OPERATING, CAPITAL IMPROVEMENT PROGRAM AND REVENUE BUDGETS**

##### **G. FUTURE AGENDA ITEMS**

##### **H. ADJOURNMENT**

1. Adjourn to the next Budget Review Committee meeting at 1800 Willow Lake Rd – Located behind the Delta Community Presbyterian Church.

"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 twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD 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."

Internal Budget Calendar Outline for FY 2012-2013						
Action Item	Department(s)	Due Date			Time	Responsibility Employee
		Month	Day	Year		
Budget Calendar/Agenda	Admin	Feb	27	2012		Dina
Internal Budget Calendar	Admin	Feb	27	2012		Dina
Landscape Budget Review for CCC	L&L	Feb	29	2012		Fairin/Dina
Landscape Budget to CCC	L&L	Mar	01	2012		Fairin/Dina
2011-2012 Budget Review	Water, WW	Mar	05	2012		Dina & Rick
Present to BOD FY 12-13 Budget Calendar	Admin	Mar	07	2012		Rick/Dina
Present to BOD 11-12 Bud Rev (mid-year)	Water, WW	Mar	07	2012		Dina & Rick
Budget Prep Meetings FY 12-13	Admin, Water, WW, L&L	Mar	12-16	2012		Dina & Rick
First Pass of Budget Build FY 12-13	Admin, Water, WW, L&L	Mar	28	2012		Dina & Rick
First Pass of Budget	Admin, Water, WW, L&L	Mar	29	2012		Dina & Rick
Second Pass of budget FY 12-13	Admin, Water, WW, L&L	Apr	05	2012		Dina/Rick
Program Summary's	Admin, Water, WW, L&L	Apr	12	2012		Dina
Budget Review Committee Public Selection		Apr	18	2012		BOD
Program Summary's Review (MGR)	Admin, Water, WW, L&L	Apr	24	2012		Fairin/Virgil/Rick
First Bud Rev Com Mtg	Admin, Water, WW	Apr	25	2012	3:00-5:00PM	Budget Committee
FY 2012-13 Goals Submittal	Admin, Water, WW, L&L	Apr	30	2012		Fairin/Virgil/Rick/Dina
Program Summary's Final	Admin, Water, WW, L&L	May	02	2012		Fairin/Virgil/Rick/Dina
Second Bud Rev Com Mtg	Admin, Water, WW, L&L	May	09	2012	3:00-5:00PM	Budget Committee
Third Bud Com Mtg	Admin, Water, WW, L&L	May	23	2012	3:00-5:00PM	Budget Committee
Fourth Bud Com Mtg	Admin, Water, WW, L&L	May	30	2012	3:00-5:00PM	Budget Committee
Presentation to BOD Budget FY 2012-2013	Admin, Water, WW, L&L	Jun	06	2012		Rick/Dina/Fairin/Virgil
Budget Workshop	Admin, Water, WW, L&L	Jun	13	2012	3:00-5:00PM	Budget Committee
Final Adoption of Budget FY 2012-13	Admin, Water, WW, L&L	Jun	20	2012		BOD