Town of Discovery Bay Community Services District
Contra Costa County, California

FISCAL YEAR 2016-18
OPERATING AND CAPITAL IMPROVEMENT PROGRAM
ADOPTED BUDGET

Mission Statement

Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community.

Board of Directors
Bill Pease, President
Robert Leete, Vice President
Kevin Graves, Director
Mark Simon, Director
Chris Steele, Director

District Management
Catherine Kutsuris, Interim General Manager
Rod Attebery, District Counsel
Dina Breitstein, Finance Manager
Virgil Koehne, Water and Wastewater Manager
Brian Miller, Parks and Landscape Manager

The Town of Discovery Bay Community Services District

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**Photo's in this document are courtesy of Bill Klipp http://www.wkimages.net/*

Town of Discovery Bay Community Services District
Contra Costa County, California
Table of Contents

Topic	Page
Town of Discovery Bay CSD- Finance Managers Transmittal Letter	4-8
Town of Discovery Bay CSD – At a Glance	10-12
Town of Discovery Bay CSD – Salary & Wages	13-15
Town of Discovery Bay CSD – Revenues- Where The Money Comes From	17-19
Town of Discovery Bay CSD – Reserves	20
Town of Discovery Bay CSD – Operations & Maintenance	21-24
Town of Discovery Bay CSD – Capital Improvement Program	25-27
Town of Discovery Bay CSD – Parks & Landscape Reserves	29
Town of Discovery Bay CSD – Parks & Landscape Zone 8	30-33
Town of Discovery Bay CSD - Parks & Landscape Zone 9	34-37
Town of Discovery Bay CSD – Recreation & Community Center	38-42
Town of Discovery Bay CSD – All in Once Place	44-63
Town of Discovery Bay CSD - Appendix	65-67

June 1, 2016

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Board of Directors the Town's financial plan for the fiscal period July 1, 2016 through June 30, 2018. The annual Revenue, Operating and Capital Improvement Program budgets are the planning tools utilized by staff and the Board to track revenues and expenditures over the respective forecast period.

For the FY 2016/2018 planning horizon, staff continues to prefer the two-year budget format which allows for improved budgetary forecasts. While a two-year budget is presented, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the Operations and Maintenance budget (O&M) and the remaining four years of the CIP are included in the document but not necessarily included in the discussion below.

CAPITAL IMPROVEMENT PROGRAM

This year's CIP is limited in scope and size, District staff has reviewed the previous year's CIP project listing and reduced the CIP listing for this fiscal year by the following: $2.4M for district offices, $750K for replacing the 8 inch mainline, $4M for plant 1 rehabilitation. The plant 1 rehabilitation is a project that the District would like to evaluate further.

The first major project planned is the immediate need to construct a Title 22 wastewater tertiary treatment. This project does not have a revenue source and is state mandated. Date specific times and milestones for this project have been established through the Town's NPDES permit and must be complied with throughout the planning and construction processes. The filtration project is programmed to cost $7.07M. The Board will be spending the early part of this Fiscal Year identifying funding for this project. The Budget currently does not provide a revenue source for this project.

The second major project in FY 2016-2017 is the Water Meter Project. The District has begun the water meter roll out project for the other 3,800 homes that are not currently on the metered system. District staff has been surveying properties around Discovery Bay and placing the properties in 6 distinct categories from standard to more difficult. Upon completion of the surveyed properties the board of directors will be presented with the results and recommendations. The planned process for this state mandated project is; July 2017 the District will begin customer outreach, the bid process will begin in late summer early fall, construction to begin in early November 2016. The estimated completion of this project is spring 2017.

The Infrastructure Replacement Fund continues to be supported annually. This fund provides long term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as underground infrastructure. The ongoing programming of these funds will play a critical role in the Town's ability to plan for its long term financial needs. Since the fund was established in Fiscal 2011/2012, $2.376 million has been placed into the capital replacement fund. In FY 2016/2017, an additional $709,000 is programmed to be added, bringing total contributions (less withdrawals) to $3.085 million.

OPERATION & MAINTENANCE

The operation and maintenance budget in the past has been reasonably flat year over year. This next fiscal year 2016-2017 there will be a 10% increase. This increase is in the following budget categories: salary & wages; due to 2 additional staff, insurances due to increased staff costs, additional water & wastewater facility Improvements & operations, consulting costs to evaluate our water and wastewater masterplans, and lastly the renewal of our 5 year contract with Veolia Water. Veolia water remains the Districts water and wastewater operators. Veolia Water maintains over sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates six (6) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. Veolia also sustains Wastewater collection, treatment and distribution services to approximately 5,800 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2.

Throughout the budget document, the Board and public will be presented with a complete financial outlook of the district's finances relative to operating expenses and the day-to-day expenditures necessary to operate the district in a prudent and resourceful manner. As is customary, this year's budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. The August 2012 Board action establishing the Discovery Bay Public Financing Authority continues to play an essential role in addressing many of those needs. The initial $14.1 million program has been completed and all of the proceeds from the bond have been expended.

DISCUSSION

The Town of Discovery Bay will be ending FY 2015-2016 with a number of accomplishments. From an operational standpoint, the Town continues to operate efficiently and in a manner that is financially prudent. The past fiscal year witnessed a number of milestones, including the continuing maturation of the Community Centers Recreation Services by continuing to maintain community based age appropriate programs, activities and special events as well as focusing on future program development utilizing our town assets comprised of: The Tennis Complex, Aquatics Facilities, Community Center, Contract Services and Special Events.

The Landscaping department will be focusing on implementing Weather-Trac Irrigation Network throughout Discovery Bay and exploring "wetting" and other water based alternatives to help aid in the efficient use of irrigation.

The four year drought continues to envelop the state and Discovery Bay would ask its residents to maintain a 15% conservation of our water resources throughout the next fiscal year. This percentage was derived from our Urban Water Management plan and coincides with the Capital Improvement Program for future maintenance, development and water supply therein. If we as a District do not meet the 15% conservation goal the District will have to move forward some of the projected future infrastructure projects. This would be costly to the district as it would not allow us to build up monies in reserves overtime to be able to pay for these Capital assets.

As a result revenues will be significantly lower, with the possible use of reserves to augment the loss of revenue for FY 2015-2016. The use of reserves to cover revenue loss into FY 2016-2017 may not be sustainable. Bartle Wells Associates has conducted a comprehensive water and wastewater rate study to help lead the District through these economic and climatic challenges. That item has been presented to the Board of Director's for a Proposition 218 hearing to be held July 20, 2016. The proposed water rate increase for fiscal year 16/17 is 15%, 15% for FY 17/18 and 12% for FY 2019 through 2021 and the proposed wastewater increase of 11% for fiscal year 16/17, 11% 17/18, 4% for FY 2019 through 2021.

The BWA rate study was determined upon projected annual expenditures for the District Operating, Capital and Capital Replacement budgets for the next five (5) fiscal years. Additionally, this rate study and associated proposed rate adjustment(s) does not include any allowances for potential future development. The rates only provide for current operations and maintenance, necessary existing facility capital improvements, and the infrastructure and vehicle replacement funds.

The Water Rate Study conducted includes financing costs for Well 8, increased costs due to operations, maintaining current infrastructure, new staff for customer service and water services, and conservation costs to maintain our current and future infrastructure. This equates to an increase of $4.90 per month. With this increase Discovery Bay remains at the bottom of the survey of the 13 surrounding agencies with an estimated monthly bill of $37.56.

The Wastewater Rate Study conducted includes increase costs due to the management and maintenance of highly technical plant operations, assumed financing of $7.4 million for the Filter project over 30 years, to support the needs of higher level of treatment, and the reduction in metered commercial sewer flow due to the drought. This equates to an increase of $6.81 per month. With an average bill of $68.78 per month.

As indicated by the surveys included in the BWA study, Discovery Bay has a substantially lower water rate of the agencies surveyed, and the wastewater rates are competitive. When blended together, the overall rates paid by Discovery Bay residents are the below the median of the Thirteen (13) agencies surveyed.

Starting in FY 2016-2017, the Town will embark on a water meter roll-out system. Planning is currently on course, and community outreach programs should be set to begin this summer and into early fall. At this point, it appears that the remaining 3,800+/- unmetered properties will be metered by the end of FY 2016-2017.

For Fiscal Year 2016/2017, the Budget summary is as follows:

Adopted FY 2015/2016 Operating and Capital Improvement Program Budget		Proposed FY 2016/2017 Operating and Capital Improvement Program Budget	
Total O&M Budget	$5,374,443	Total O&M Budget	$6,097,152
Debt Service	$827,000	Debt Service	$829,000
Contribution to Reserves	$0	Contribution to Reserves	$0
Capital Budget	$3,295,000	Capital Budget	$908,000
Proposed Financing for CIP projects	$7,070,740	Proposed Financing for CIP projects	$10,070,740
Infrastructure Replacement Fund	$525,000	Infrastructure Replacement Fund	$709,000
Grand Total Expense Budget	$17,092,183	Grand Total Expense Budget	$18,613,892
Grand Total Revenue	$17,092,183	Grand Total Revenue	$18,613,892

The Operating and Maintenance (O&M) section of the budget is proposed to be $6,923,152 (included debt service) for the coming fiscal year. A proposed increase of 10% over current year budget (FY 2015-2016) is projected. Areas of spending in the proposed O&M Budget include an accurate reflection of expenditures based upon past years' historical data, as well as current and future contractual obligations.

We look forward to continuing our ongoing partnership with Veolia Water. Subsequently, staff recently completed the process of negotiating a 5 year contract extension, as provided for in the initial contract. The renewal process was extensive, and both parties have had an opportunity to review and discuss operational needs moving into the next five year cycle.

The Capital Improvement Program (CIP) proposes expenditures of $11,687,740 with a large portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011/2012, and are budgeted for review and update in FY 2016/2017. As previously discussed, many of the projects contained in those plans are either complete, in design, under construction or need further review. FY 2016/2017 will continue to be a busy year as we begin the projects that have been required.

As noted previously in this transmittal letter, this budget continues to fund the Infrastructure Replacement funds for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was specifically addressed and again recently noted as an essential component to the budget by the District's independent auditors. As of June 2016 $2,376,347 is currently in that fund for future capital replacement needs with a finalized number to be calculated at year end.

The key to the preparation of this budget is to ensure all carry-over projects are properly accounted for, that revenue projections are based upon historic and anticipated revenues, and that spending is prudent and sensible. As the end of the Fiscal Year is June 30, 2016, staff will incorporate the final encumbrances into the document once the actual carry-over figures are determined, most likely in September once the County closes out their books.

The primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water, and charges for residential water service. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees. In Parks and Landscape, revenues are generated by Landscape Zones 8 and 9, as well as with landscape contracts with Contra Costa County for County Zones 57, 61. Zone 8 revenues are expected to increase by $22,000 to $514,207 and Zone 9 revenues are expected to increase $14,000 to $128,000.

The amount of the contribution to reserves will be known once FY 2015/2016 is closed out. While a year end surplus of revenues over expenditures is hoped for, water revenues may derail the overall revenue stream, necessitating an even larger draw from the water enterprise. Once that amount is identified, that surplus will be transferred into the general reserve account. As of today, the General Reserve Account contains $4.4M, well above the $3.0M threshold established by the Board.

I am pleased to present a budget where staffing levels meet projected needs, and where service levels continue to improve. More importantly, however, it continues our multi-year process of ensuring that the District's infrastructure needs are met while offering a strategic look at the overall assets of the District.

I would like to thank and acknowledge Directors Mark Simon and Bob Leete for their contributions and assistance in the preparation of the FY 2016/2017 annual operating, capital and revenue budgets. The committee completed their work and recommended the proposed budget be submitted to the Board of Directors for consideration and eventual adoption.

I would also like to thank the entire Board of Directors for their support over the past fiscal year. In preparing for the next fiscal year and continuing into the future I expect that District will continue to remain resourceful, innovative, and successful.

Respectfully submitted,

Dina Breitstein
Finance Manager

Town of Discovery Bay CSD Organization

- At a Glance
- Salary & Wages
- Organizational Chart
- Authorized Positions

The Town of Discovery Bay Community Service District: At a Glance

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 13,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers and a planned business park. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on a world-class golf course designed by Mike Asmundson. There are two (2) gated communities; Lakeshore and The Lakes, as well as nearby Ravenswood, a community planned around a public park.

The approximately 9 square mile area known as the Town of Discovery Bay Community Services District (TODBCSD) was formed in 1997 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the TODBCSD the responsibility of providing the following special services to the residents of Discovery Bay:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment and distribution
- Parks and Landscape Maintenance
- Recreational Activities

District Form of Government

California's Independent Special Districts are legislatively authorized pursuant to California Government Code Sections 61000-61850. The Town of Discovery Bay Community Services District is governed by an elected five (5) member Board serving staggered four (4) year terms. The Board employs a General Manager to administer the day to day operations of the District.

Population

The 2015 census shows the total population in Discovery Bay to be 15,277 people.

Water Services

The Town of Discovery Bay CSD owns and maintains over sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates six (6) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 1,300 million gallons per year, which equates to an average daily demand of 3.6 million gallons per day.

Wastewater Services

The District provides wastewater collection, treatment and distribution services to approximately 5,800 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

In order to facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants are capable of producing an average of 1.8 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, secondary treatment facilities using oxidation ditches, and ultraviolet (UV) disinfection prior to discharging the treated water into Old River.

The water and wastewater facilities are operated and maintained by Veolia Water N.A. under a multi-year agreement with the TODBCSD.

Parks and Landscaping Services

The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. Every budget year, the Board of Directors establishes priorities to improve the landscape areas of Discovery Bay. The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the TODBCSD, with the remaining three (3) owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:
Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):
Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:
Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:
Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61:
Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The Community Center opened its doors to the public on January 2, 2014. The Center offers a wide variety of programs for all ages and will continue to develop programming that will stimulate, educate and enrich the lives of people within Discovery Bay and that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities.

Town of Discovery Bay Community Services District
Contra Costa County, California
Authorized Positions

FY 2015-2018 Current and Proposed Positions

Position Title	FY 2015-2016	FY 2016-2017	FY 2017-2018
Office Assistant	1	1	1
Administrative Assistant	2	2	2
Executive Assistant	1	1	1
Project Analyst	0	*1	1
Accountant	1	1	1
Water Services Technician I	0	*1	1
Water Services Technician II	1	1	1
Parks & Maintenance Worker I	2	2	2
Parks & Maintenance Worker II	3	3	3
Recreation Programs Coordinator	1	1	1
Parks & Landscape Manager	1	1	1
Water & Wastewater Manager	1	1	1
Finance Manager	1	1	1
General Manager	1	1	1
Board of Directors	5	5	5
Total Positions	**21**	**23**	**23**

*The Town of Discovery Bay would like to propose two (2) new positions; a projects analyst and a Water Services Technician I. The project analyst would handle project specific duties as well as utility billing for the new metered customers. The Water Services Technician would be working with the new metered customers during the water meter roll out project and assist in maintaining the meter system for the new 3,800 utility customers.

Town of Discovery Bay Community Services District
Contra Costa County, California
Salary & Wages

The Town of Discovery Bay lies within the metropolitan statistical areas of San Francisco/Oakland/San Jose. However, it is geographically closer to the farmlands of the central valley and the cities of Brentwood, Stockton and Tracy. The proximity to the employment centers of the Bay Area and those of the Central Valley determine the labor pool from which the District recruits its workers. In order to maintain a qualified and motivated workforce, it is necessary to provide a salary and compensation package that is commensurate within industry norms and within the financial means of the District.

Classification	Range	Minimum Pay Rate				Maximum Pay Rate			
		Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
Office Assistant	131	$ 16.78	$ 1,454	$ 2,909	$ 34,904	$ 20.98	$ 1,818	$ 3,636	$ 43,629
Parks & Maintenance Worker I	131	$ 16.78	$ 1,454	$ 2,909	$ 34,904	$ 20.98	$ 1,818	$ 3,636	$ 43,629
Water Services Technition I	131	$ 16.78	$ 1,454	$ 2,909	$ 34,904	$ 20.98	$ 1,818	$ 3,636	$ 43,629
Projects Analyst	131	$ 16.78	$ 1,454	$ 2,909	$ 34,904	$ 20.98	$ 1,818	$ 3,636	$ 43,629
Parks & Maintenance Worker II	138	$ 19.95	$ 1,729	$ 3,457	$ 41,489	$ 24.93	$ 2,161	$ 4,322	$ 51,862
Administrative Assistant	139	$ 22.50	$ 1,772	$ 3,554	$ 42,527	$ 25.56	$ 2,215	$ 4,430	$ 53,158
Executive Assistant	148	$ 25.53	$ 2,213	$ 4,426	$ 53,110	$ 31.92	$ 2,766	$ 5,532	$ 66,387
Recreation Programs Coordinator	148	$ 25.53	$ 2,213	$ 4,426	$ 53,110	$ 31.92	$ 2,766	$ 5,532	$ 66,387
Accountant	148	$ 25.53	$ 2,213	$ 4,426	$ 53,110	$ 31.92	$ 2,766	$ 5,532	$ 66,387
Water Services Technition II	150	$ 26.83	$ 2,325	$ 4,650	$ 55,799	$ 33.53	$ 2,906	$ 5,812	$ 69,748
Finance Manager	517	$ 29.69	$ 2,573	$ 5,146	$ 61,755	$ 40.08	$ 3,474	$ 6,947	$ 83,370
Parks & Landscaping Manager	517	$ 29.69	$ 2,573	$ 5,146	$ 61,755	$ 40.08	$ 3,474	$ 6,947	$ 83,370
Water & Wastewater Manager	517	$ 29.69	$ 2,573	$ 5,146	$ 61,755	$ 40.08	$ 3,474	$ 6,947	$ 83,370
General Manager	541	$ 53.70	$ 4,654	$ 9,308	$ 111,699	$ 72.50	$ 6,283	$ 12,566	$ 150,793

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Budget Summaries

- Revenues "where the money comes from"
- Reserves
- Water & Wastewater Operating & Maintenance Budget
- Water & Wastewater Capital Improvement Budget
- Lighting & Landscaping Zone 8 Revenue, Operating & Maintenance & Capital Improvement Budget
- Lighting & Landscaping Zone 9 Revenue, Operating & Maintenance & Capital Improvement Budget
- Recreation/Community Center Revenue, Operating & Maintenance & Capital Improvement Budget

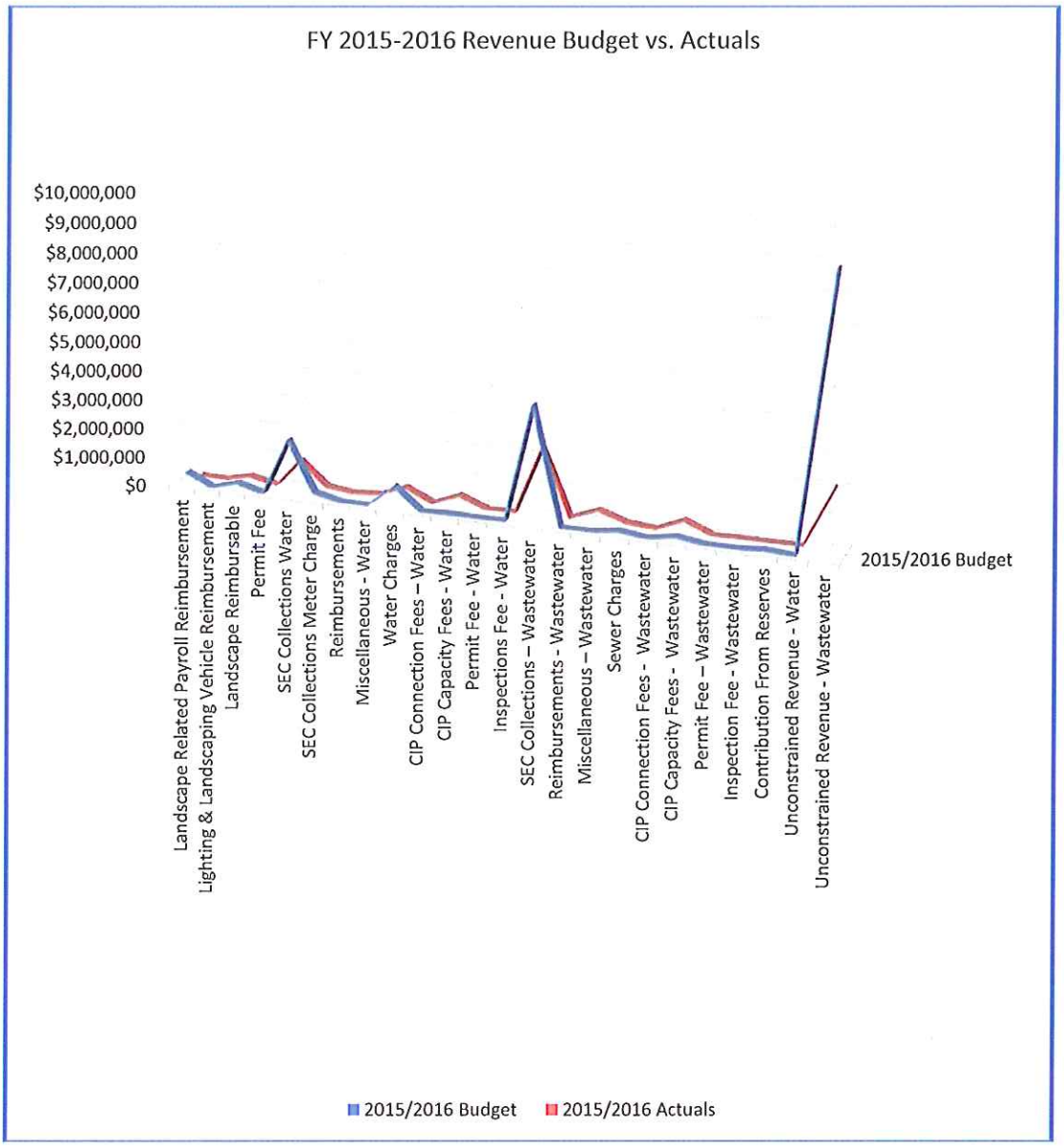
Town of Discovery Bay Community Services District
Contra Costa County, California
Revenues – "Where the money comes from"

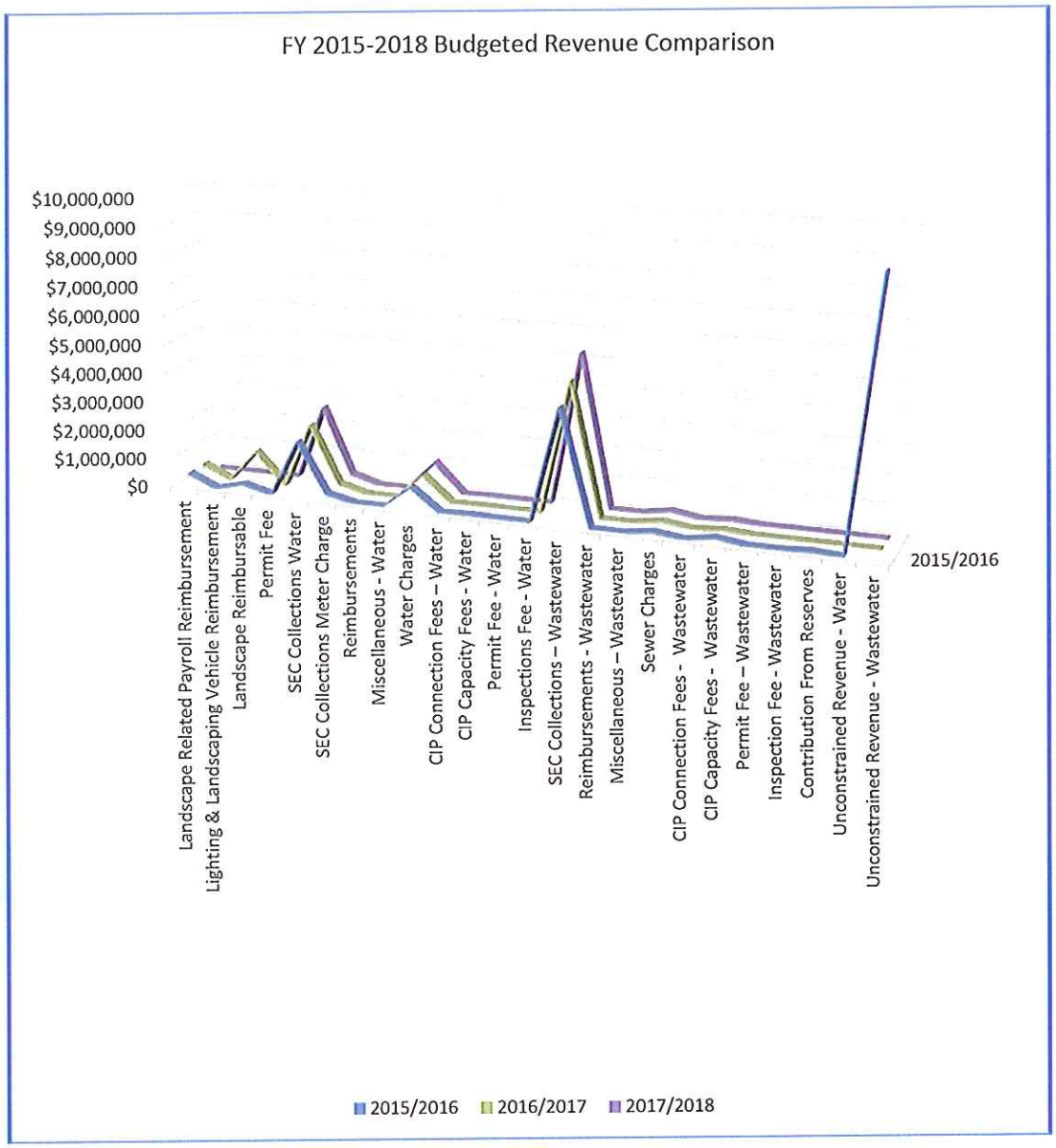
The following table identifies the various sources of revenue that can be anticipated during the course of the coming fiscal year. As is evident in the table, the primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and residential water service fees. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees.

Of the approximately 5,000 residential and commercial properties in Discovery Bay, roughly 2,200 are billed for water use through meters. The remaining 2,800 properties are scheduled to receive water meters prior to the state mandated date of 2024.

Revenue Projections				
Fiscal Year	**2015/2016**	**2015/2016**	**2016/2017**	**2017/2018**
Account Description	**Budget**	**Actuals**	**Budget**	**Budget**
Landscape Related Payroll Reimbursement	$432,000	$24,121	$453,000	
Lighting & Landscaping Vehicle Reimbursement			$25,000	
Landscape Reimbursable	$250,000	$204,909	$1,090,000	
Permit Fee		$3,850		
SEC Collections Water	$1,932,570	$965,531	$2,222,456	$2,555,824
SEC Collections Meter Charge	$225,000	$155,831	$258,750	$297,563
Reimbursements	$4,200	$32,317	$4,200	$4,200
Miscellaneous - Water	$1,100	$101,384	$1,100	$1,100
Water Charges	$760,500	$438,558	$874,575	$1,005,761
CIP Connection Fees – Water	$5,000	$7,700	$5,000	$5,000
CIP Capacity Fees - Water	$40,000	$369,550	$20,000	$20,000
Permit Fee - Water	$10,000		$5,000	$5,000
Inspections Fee - Water	$10,000	$12,480	$5,000	$5,000
SEC Collections – Wastewater	$3,951,879	$2,289,572	$4,544,661	$5,226,360
Reimbursements - Wastewater	$6,300	$56,525	$6,300	$6,300
Miscellaneous – Wastewater	$1,100	$407,019	$1,100	$1,100
Sewer Charges	$130,000	$92,939	$149,500	$171,925
CIP Connection Fees - Wastewater	$5,000	$7,700	$5,000	$5,000
CIP Capacity Fees - Wastewater	$160,000	$390,454	$80,000	$80,000
Permit Fee – Wastewater	$15,000		$8,000	$8,000
Inspection Fee - Wastewater	$10,000	$12,480	$5,000	$5,000
Contribution From Reserves	$67,794			
Unconstrained Revenue - Water				
Unconstrained Revenue - Wastewater	$9,074,740	$2,004,000		
Total Revenue	**$17,092,183**	**$7,576,920**	**$9,763,642**	**$9,403,133**

- Unconstrained revenue in FY 15/16 $7,070,740 for the filter project has yet to be funded.


FY 2015-2016 Revenue Budget vs. Actuals
$10,000,000
$9,000,000
$8,000,000
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$0
Landscape Related Payroll Reimbursement
Lighting & Landscaping Vehicle Reimbursement
Landscape Reimbursable
Permit Fee
SEC Collections Water
SEC Collections Meter Charge
Reimbursements
Miscellaneous - Water
Water Charges
CIP Connection Fees – Water
CIP Capacity Fees - Water
Permit Fee - Water
Inspections Fee - Water
SEC Collections – Wastewater
Reimbursements - Wastewater
Miscellaneous – Wastewater
Sewer Charges
CIP Connection Fees - Wastewater
CIP Capacity Fees - Wastewater
Permit Fee – Wastewater
Inspection Fee - Wastewater
Contribution From Reserves
Unconstrained Revenue - Water
Unconstrained Revenue - Wastewater
2015/2016 Budget
2015/2016 Budget
2015/2016 Actuals


FY 2015-2018 Budgeted Revenue Comparison
$10,000,000
$9,000,000
$8,000,000
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$0
Landscape Related Payroll Reimbursement
Lighting & Landscaping Vehicle Reimbursement
Landscape Reimbursable
Permit Fee
SEC Collections Water
SEC Collections Meter Charge
Reimbursements
Miscellaneous - Water
Water Charges
CIP Connection Fees – Water
CIP Capacity Fees - Water
Permit Fee - Water
Inspections Fee - Water
SEC Collections – Wastewater
Reimbursements - Wastewater
Miscellaneous – Wastewater
Sewer Charges
CIP Connection Fees - Wastewater
CIP Capacity Fees - Wastewater
Permit Fee – Wastewater
Inspection Fee - Wastewater
Contribution From Reserves
Unconstrained Revenue - Water
Unconstrained Revenue - Wastewater
2015/2016
2015/2016
2016/2017
2017/2018

Town of Discovery Bay Community Services District
Contra Costa County, California
Operating & Capital Reserves

The Town of Discovery Bay CSD (TODBCSD) has established a reserve fund for its long term organizational and operational stability and the reserve funds enable the TODBCSD to cover expenditures due to unforeseen and unexpected cash flow requirements. This reserve Fund ensures that the TODBCSD accumulates, manages, maintains and uses certain financial resources only for specified purposes. The following table identifies the various sources of reserves that can be anticipated during the course of the coming fiscal year.

Reserves	FY 15/16 Budget	FY 15/16 Actuals	FY 16/17 Budget	FY 17/18 Budget
Water & Wastewater Reserves	$4,400,950	$4,400,950	$4,400,950	$4,400,950
Sewer Infrastructure Replacement Fund	$950,000	$950,000	$1,150,000	$1,350,000
Pumps/Motors Replacement Fund	$240,000	$240,000	$290,000	$340,000
Water Infrastructure Replacement Fund	$859,143	$859,143	$1,243,143	$1,980,143
Generators Replacement Fund	$75,000	$75,000	$100,000	$125,000
Facilities & Vehicles Replacement Fund	$252,204	$252,204	$302,204	$352,204
Draw Down*				
Reserves Total	**$4,400,950**	**$4,400,950**	**$4,400,950**	**$4,400,950**
Infrastructure Replacement Total	**$2,376,347**	**$2,376,347**	**$3,085,347**	**$4,147,347**
Total Reserves	**$6,777,297**	**$6,777,297**	**$7,486,297**	**$8,548,297**

*Reserve Draw-Down Detail FY 15/16

Draw down will be finalized upon fiscal year end close.

The Operations and Maintenance Budget for the Fiscal Year 2015/2016 represents the day-to-day spending plan that meets the needs of the District and keeps it running smoothly and efficiently. The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures.

For FY 2016/2017 the O&M budget remains essentially the same as FY 2015/2016. The Operations and Maintenance (O&M) program has a proposed spending plan of $6,926,152 in FY 2016/2017 and $6,860,064 in FY 2017/2018 for a total of $13,786,216 over two years. This represents an increase of 10% over FY 2015/2016. Increases to the O&M program are evident in the Salary & Wages as well as Group Insurance, where an increase is needed as insurance costs continue to increase year over year. Consulting represents another area that is increased due to plant operations and capital improvement projects.

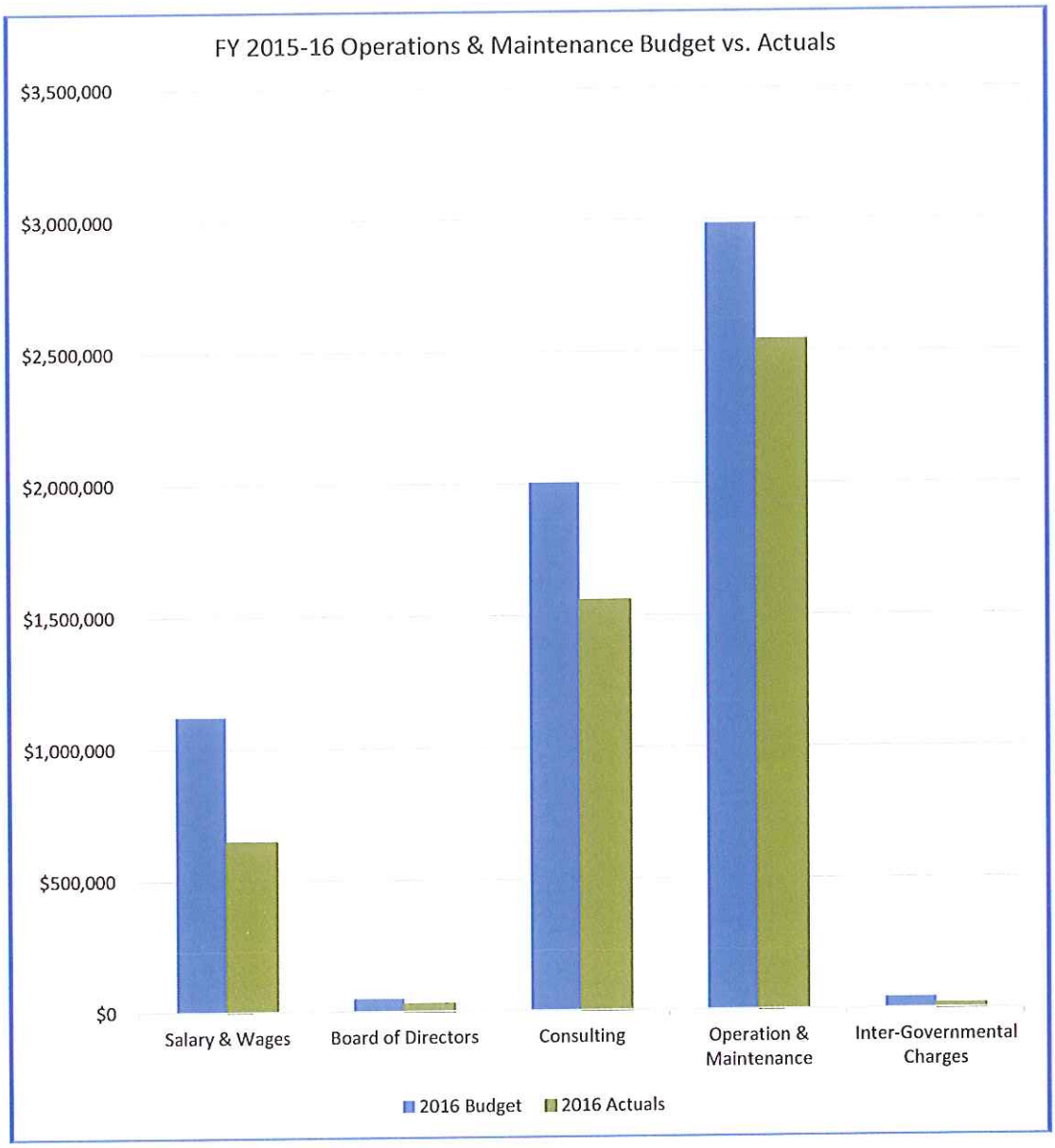
Water & Wastewater	**FY 15/16 Budget**	**FY 15/16 Actuals** *as of April 2016*	**FY 16/17 Budget**	**FY 17/18 Budget**
Personnel	$1,120,743	$645,905	$1,332,922	$1,361,774
Operation & Maintenance	$5,080,700	$4,147,618	$5,593,230	$5,498,290
Total	**$6,201,443**	**$4,793,522**	**$6,926,152**	**$6,860,064**

Operations & Maintenance	**FY 15/16 Budget**	**FY 15/16 Actuals** *as of April 2016*	**FY 16/17 Budget**	**FY 17/18 Budget**
Total Budget	**$6,201,443**	**$4,793,522**	**$6,926,152**	**$6,860,064**

Administration Division	**FY 15/16 Budget**	**FY 15/16 Actuals** *as of April 2016*	**FY 16/17 Budget**	**FY 17/18 Budget**
Salary & Wages				
Salary & Wages	$426,000		$453,000	$453,000
Employer Taxes				
Overtime				
Operation & Maintenance				
Landscape Related Reimbursable	$250,000	$255,587	$330,000	$330,000
General Fund Total	**$676,000**	**$255,587**	**$783,000**	**$783,000**

Water Division	FY 15/16 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Salary & Wages				
Salary & Wages	$323,000	$199,556	$327,721	$340,830
Employer Taxes				
Overtime	$2,000		$2,000	$2,000
Group Insurance	$15,697	$53,521	$46,000	$46,000
Worker's Comp	$20,600	$4,176	$20,600	$22,660
457 B Plan	$12,360	$9,391	$13,000	$13,000
Reimbursement of Wages				
Temp Employees	$15,000	$8,815	$3,000	$3,000
Board of Directors				
Compensation	$16,560	$8,464	$16,560	16,560
Travel	$2,400	$3,241	$2,400	$2,400
Trainings, Meetings	$800	$1,045	$800	$800
Consulting Services				
Environmental Studies				
Consulting Services	$114,900	$133,315	$181,000	$106,000
Waste Water Service Contract	$508,000	$415,805	$618,000	$636,540
Preventative & Corrective	$42,800	$10,057	$42,800	$42,800
P&C Large Replacement	$40,000	$4,996	$40,000	$40,000
Legal	$62,000	$22,060	$62,000	$62,000
Audit Services	$12,800		$16,300	$16,500
Contract Mailing	$15,000	$10,458	$15,000	$15,000
Operations & Maintenance				
Travel	$3,200	$3,602	$3,200	$3,200
Training	$2,800	$1,047	$2,800	$2,800
Subscriptions	$1,060		$1,060	$1,060
Memberships	$7,200	$5,751	$7,200	$7,200
TODB Sponsored Events	$2,400		$2,400	$2,400
PR, Advertising & Elections	$10,000	$7,313	$23,000	$20,000
Telecommunications	$12,280	$7,664	$12,280	$12,280
Materials	$3,280	$9,691	$6,580	$6,580
Automotive Fuel, Supplies & Repairs	$12,400	$5,394	$12,400	$12,400
Repairs & Maintenance	$402,720	$279,408	$390,600	$385,600
Water Meter & Registers	$25,000	$244,834	$40,000	$25,000
Office Supplies	$5,400	$5,149	$5,400	$5,400
Rent & Facility Expense	$7,800	$6,543	$19,800	$21,800
Insurance	$31,388	$481	$34,000	$37,400
Permits & Fees	$18,000	$13,854	$16,000	$16,000
Utilities	$320,000	$293,749	$320,000	$320,000
Chemicals	$20,000	$13,093	$20,000	$20,000
Freight	$1,120	$13	$1,120	$1,120
Other	$107,600	$103,989	$109,600	$109,600
Inter-Governmental Charges				
Inter-Governmental	$15,840	$10,290	$15,840	$15,840
Water Fund Total	**$2,213,405**	**$1,896,765**	**$2,450,461**	**$2,391,770**

Wastewater Division	FY 15/16 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Salary & Wages				
Salary & Wages	$216,000	$249,710	$342,061	$355,744
Employer Taxes				
Overtime	$3,000		$3,000	$3,000
Group Insurance	$23,546	$80,281	$69,000	$69,000
Worker's Comp	$30,000	$6,263	$30,000	$30,000
457 B Plan	$18,540	$14,086	$18,540	$18,540
Reimbursement of Wages				
Temp Employees	$15,000	$20,106	$5,000	$5,000
Board of Directors				
Compensation	$24,840	$12,696	$24,840	$24,840
Travel	$3,600	$3,927	$3,600	$3,600
Trainings, Meetings	$1,200	$392	$1,200	$1,200
Consulting Services				
Environmental Studies				
Consulting Services	$185,100	$137,402	$222,000	$147,000
Waste Water Service Contract	$762,000	$623,707	$927,000	$954,810
Preventative & Corrective	$64,200	$57,408	$64,200	$64,200
P&C Large Replacement	$85,000	$111,113	$60,000	$60,000
Legal	$93,000	$33,014	$93,000	$93,000
Audit Services	$19,200		$20,000	$20,000
Contract Mailing				
Operations & Maintenance				
Travel	$4,800	$6,124	$4,800	$4,800
Training	$4,200	$1,067	$4,200	$4,200
Subscriptions	$1,590		$1,590	$1,590
Memberships	$10,800	$5,468	$10,800	$1,800
TODB Sponsored Events	$3,600		$3,600	$3,600
PR, Advertising & Elections	$10,200	$9,694	$17,200	$13,800
Telecommunications	$19,700	$17,890	$19,700	$19,700
Materials	$5,820	$3,449	$5,820	$5,820
Automotive Fuel, Supplies & Repairs	$17,600	$28,400	$17,600	$17,000
Repairs & Maintenance	$285,880	$70,551	$277,600	$302,600
Office Supplies	$8,100	$6,229	$8,100	$7,500
Rent & Facility Expense	$11,700	$26,160	$35,700	$35,700
Insurance	$47,082	$1,727	$47,100	$51,810
Permits & Fees	$49,000	$36,020	$61,000	$61,000
Utilities	$484,000	$308,415	$484,000	$484,000
Chemicals	$20,000	$7,521	$20,000	$20,000
Freight	$1,480	$20	$1,480	$1,480
Other	$754,400	$748,968	$755,100	$765,100
Inter-Governmental Charges				
Inter-Governmental	$27,860	$13,363	$33,860	$33,860
Wastewater Fund Total	**$3,312,038**	**$2,641,171**	**$3,692,691**	**$3,685,294**


FY 2015-16 Operations & Maintenance Budget vs. Actuals
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
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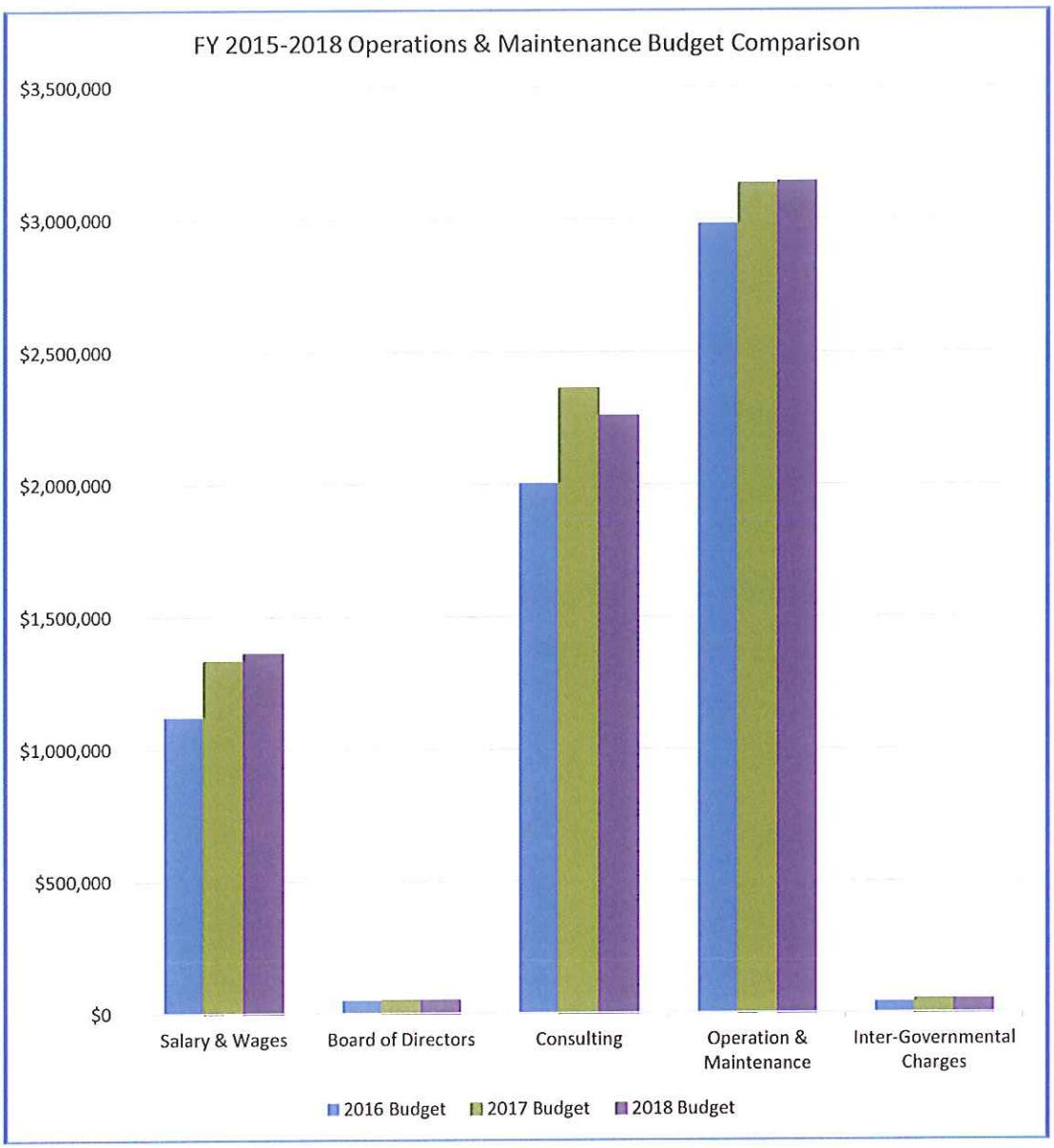
Salary & Wages
Board of Directors
Consulting
Operation & Maintenance
Inter-Governmental Charges
2016 Budget
2016 Actuals


FY 2015-2018 Operations & Maintenance Budget Comparison
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
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Salary & Wages
Board of Directors
Consulting
Operation & Maintenance
Inter-Governmental Charges
2016 Budget
2017 Budget
2018 Budget

The Capital Improvement Program for Fiscal Year 2016/2017 is valued at $11,687,740 and $13,607,740 over the two year period FY 16/17-17/18. Fiscal Year 2016/2017 projects include funding necessary to properly service, maintain and support the basic functions of District operations; continued construction for the two (2) CIP Water & Wastewater Projects as well as $30,000 for an new town vehicle and $525,000 for Infrastructure replacement Funds.

The CIP is broken down into 7 distinct areas – Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; Building & Improvements; and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure, as well as preparing to accommodate future development.

Wastewater– Capital Improvements and Structures & Replacements

For FY 2016/2017 the Wastewater CIP and Structures & Replacements represent 4 projects at a total combined cost of $7,678,740; of which is $7,070,740 is allocated to the construction work of the Wastewater Master plan which will be financed. $608,000 is allocated to the approved CIP projects including, Lift Station Improvements, SCADA Improvements, Rehab of Manholes, Raising Manholes, and a Generator for Plant 1.

Water Capital Improvements and Structures & Replacements

For FY 2016/2017 The Water Wastewater CIP and Structures & Replacements includes 3 projects at total combined cost of $3,270,000. The CIP projects include Water SCADA Improvements, Willow Lake WTP Stabilization- Soils and the Water Meter project.

Equipment: Capital

There are no planned equipment purchases listed for FY 2016/2017 at this time.

Vehicle: Capital

The district plans to purchase one new vehicle in FY 2016/2017 in the amount of $30,000.

Building and Improvements

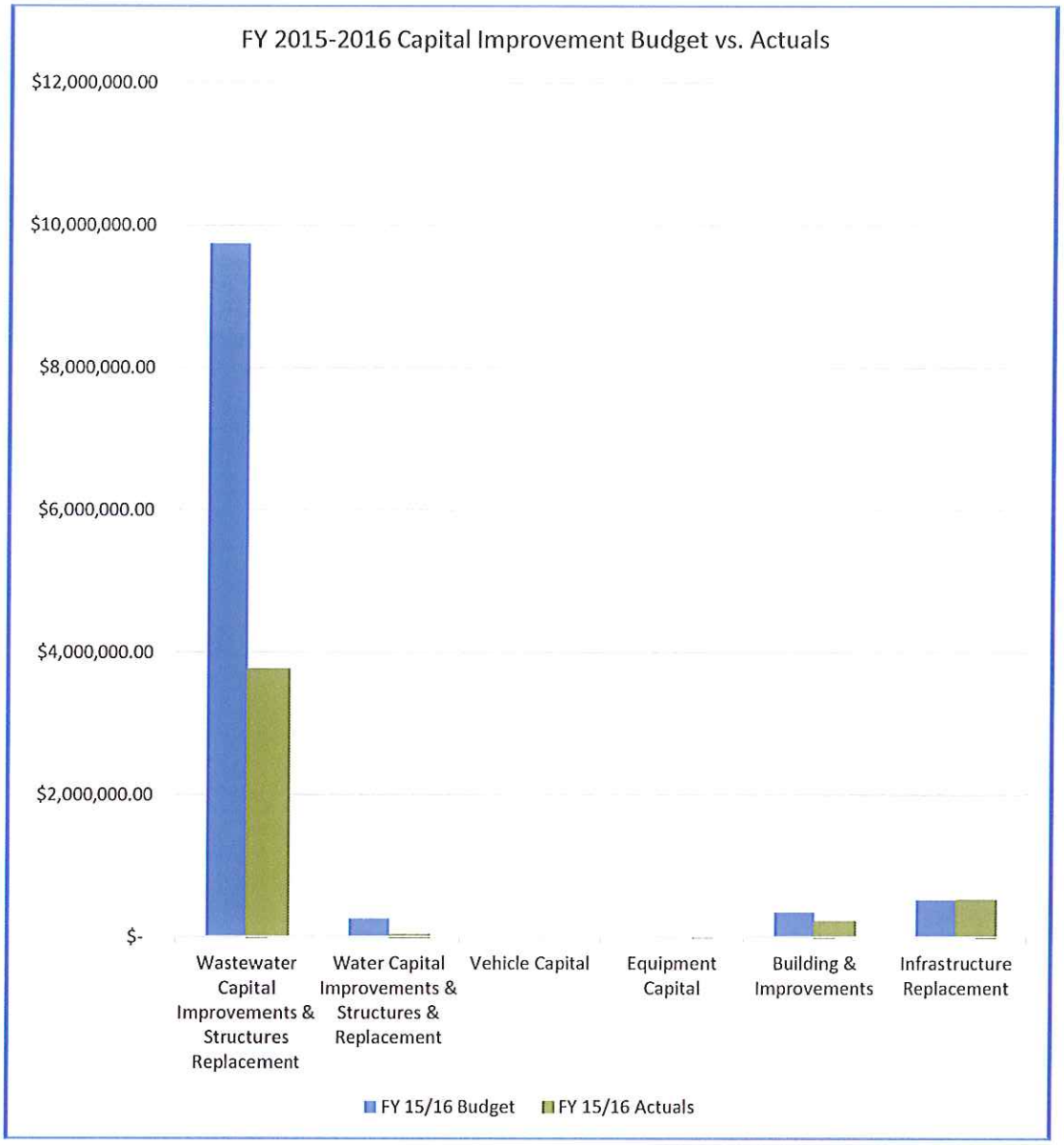
There are no planned building and improvement projects for FY 2016/2017 at this time.

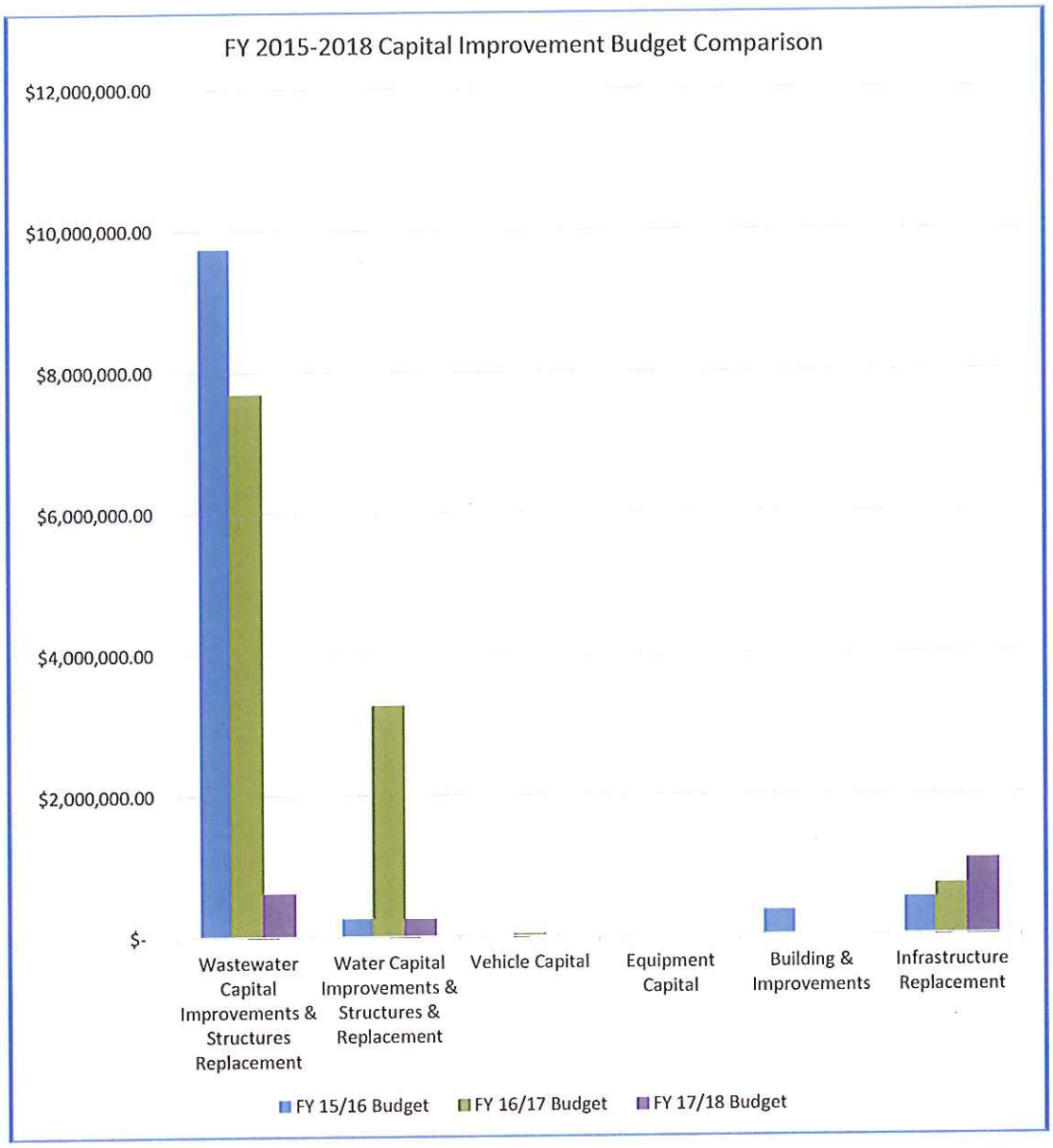
Infrastructure Replacement Fund

The addition of the Infrastructure Replacement Fund allocates $709,000 in FY 2016/2017 for four distinct areas: Sewer Infrastructure; Pumps and Motors Replacement; Water Infrastructure; Generators and Facilities and Vehicles Replacement.

Capital Improvement	**FY 15/16 Budget**	**FY 15/16 Actuals** *as of April 2016*	**FY 16/17 Budget**	**FY 17/18 Budget**
Wastewater Capital Improvements & Structures Replacement	$9,742,740	$3,765,445	$7,678,740	$608,000
Water Capital Improvements & Structures & Replacement	$258,000	$32,172	$3,270,000	$250,000
Vehicle Capital			$30,000	
Equipment Capital	$15,000	$9,292		
Building & Improvements	$350,000	$216,975		
Infrastructure Replacement	$525,000	$525,000	$709,000	$1,062,000
Total Capital Improvements	**$10,890,740**	**$4,548,884**	**$11,687,740**	**$1,920,000**

- *Please see section of document "All in One Place" for list of Capital Improvement projects and 5 year spending plan.*


FY 2015-2016 Capital Improvement Budget vs. Actuals
$12,000,000.00
$10,000,000.00
$8,000,000.00
$6,000,000.00
$4,000,000.00
$2,000,000.00
$-
Wastewater Capital Improvements & Structures Replacement
Water Capital Improvements & Structures & Replacement
Vehicle Capital
Equipment Capital
Building & Improvements
Infrastructure Replacement
FY 15/16 Budget
FY 15/16 Actuals


FY 2015-2018 Capital Improvement Budget Comparison
$12,000,000.00
$10,000,000.00
$8,000,000.00
$6,000,000.00
$4,000,000.00
$2,000,000.00
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Wastewater Capital Improvements & Structures Replacement
Water Capital Improvements & Structures & Replacement
Vehicle Capital
Equipment Capital
Building & Improvements
Infrastructure Replacement
FY 15/16 Budget
FY 16/17 Budget
FY 17/18 Budget

The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. The landscape areas in Discovery Bay are broken down into five landscape zones. Two of those zones are owned by the Town of Discovery Bay CSD, with the remaining three owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:
Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):
Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:
Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:
Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61:
Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

Town of Discovery Bay Community Services District
Contra Costa County, California
Operating & Capital Reserves
Lighting & Landscape Districts 8 & 9

The Town of Discovery Bay CSD (TODBCSD) Lighting & Landscape District has established a reserve fund for its long term organizational and operational stability and the reserve funds enable the TODBCSD to cover expenditures due to unforeseen and unexpected cash flow requirements. This reserve Fund ensures that the TODBCSD accumulates, manages, maintains and uses certain financial resources only for specified purposes. The following table identifies the various sources of reserves that can be anticipated during the course of the coming fiscal year.

Reserves	FY 15/16 Budget	FY 15/16 Actuals	FY 16/17 Budget	FY 17/18 Budget
Zone 8	$399,138	$399,138*	$338,717*	$270,160*
Zone 9	$188,304	$188,304	$189,270*	$188,855*
Reserves Draw Down			*($59,455)	*($68,920)
Total L&L Reserves	**$587,442**	**$587,442**	**$527,987**	**$459,015**

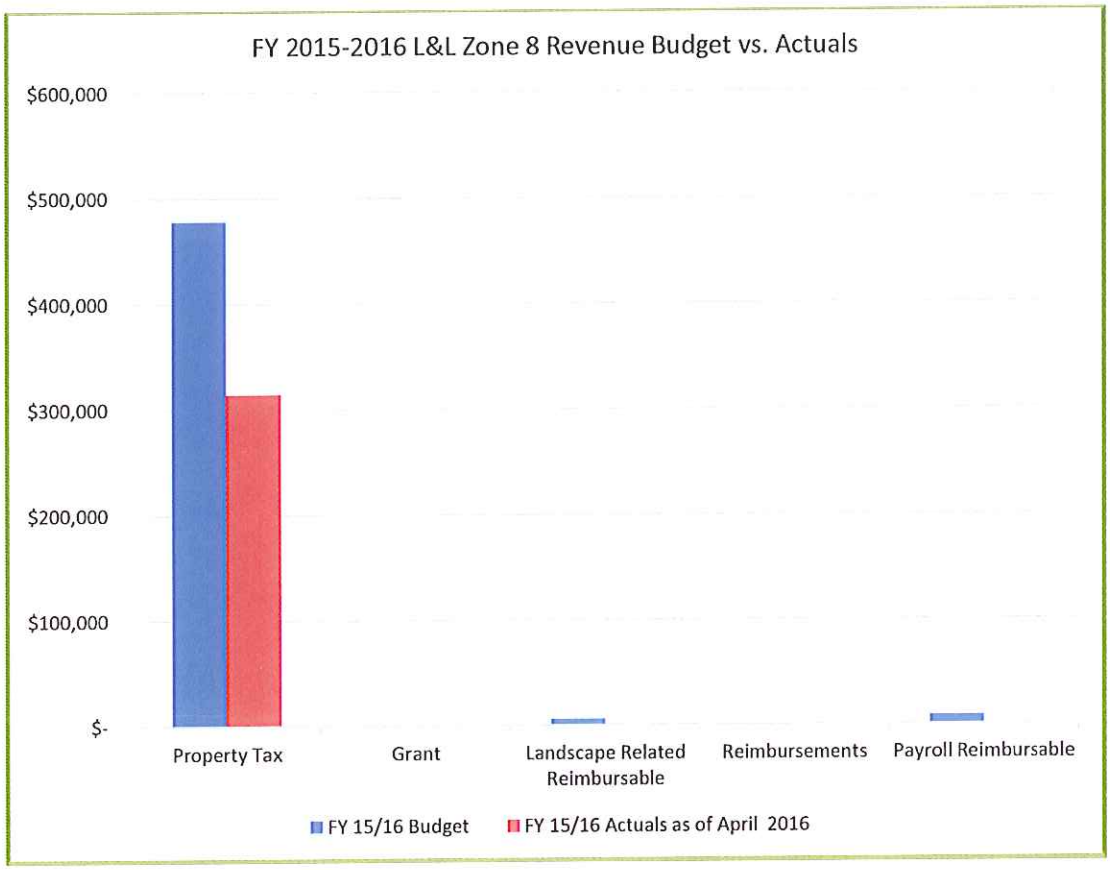
*Reserve Draw-Down Detail FY 16/17 (estimated)
($65,000) to Cover Budget Expenditures for Zone 8

*Addition of Reserves FY 16/17 (Estimated)
$966.00 to Zone 9

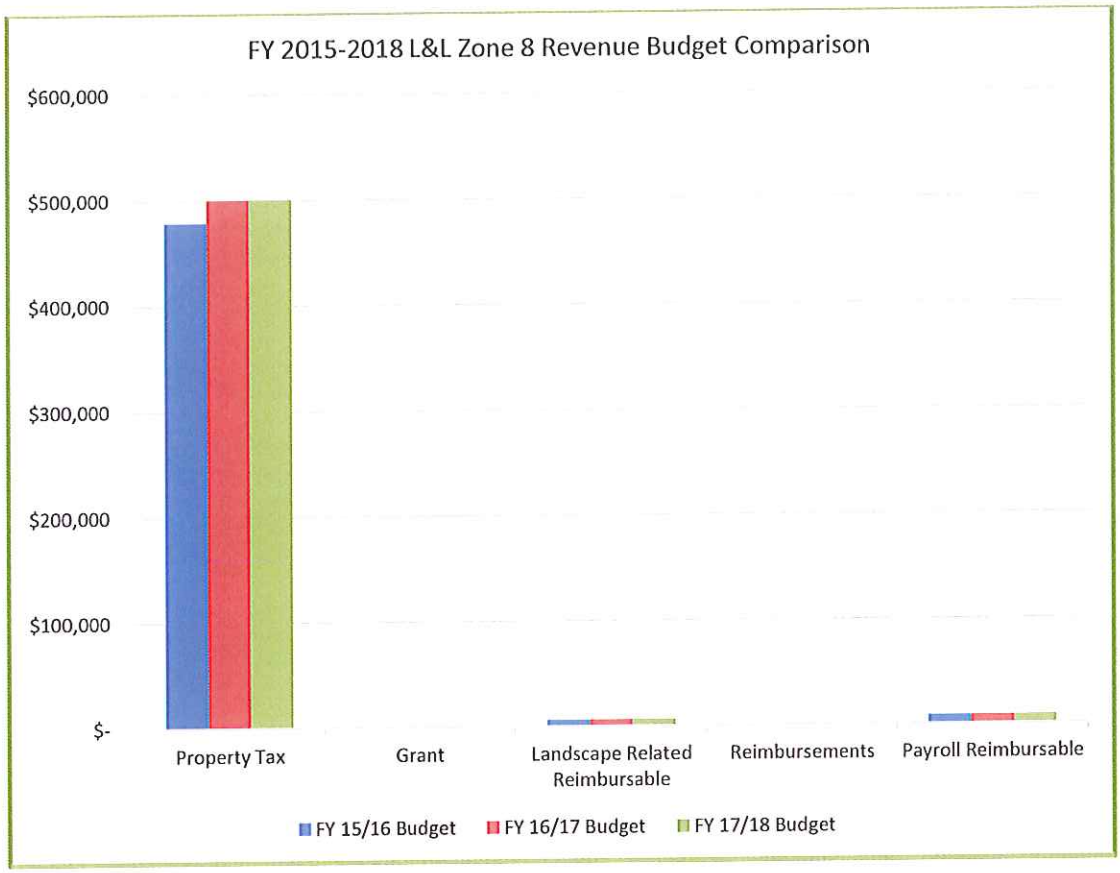
15/16 Reserves to be finalized after fiscal year end close

Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting and Landscape Zone 8 Revenue

L&L 8 Revenue	FY 15/16 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Property Tax	$478,000	$313,640	$500,000	$500,000
Grant				
Landscape Related Reimbursable	$6,000		$6,000	$6,000
Reimbursements				
Payroll Reimbursable	$8,207		$8,207	$8,207
Total Revenue	**$492,207**	**$313,640**	**$514,207**	**$514,207**

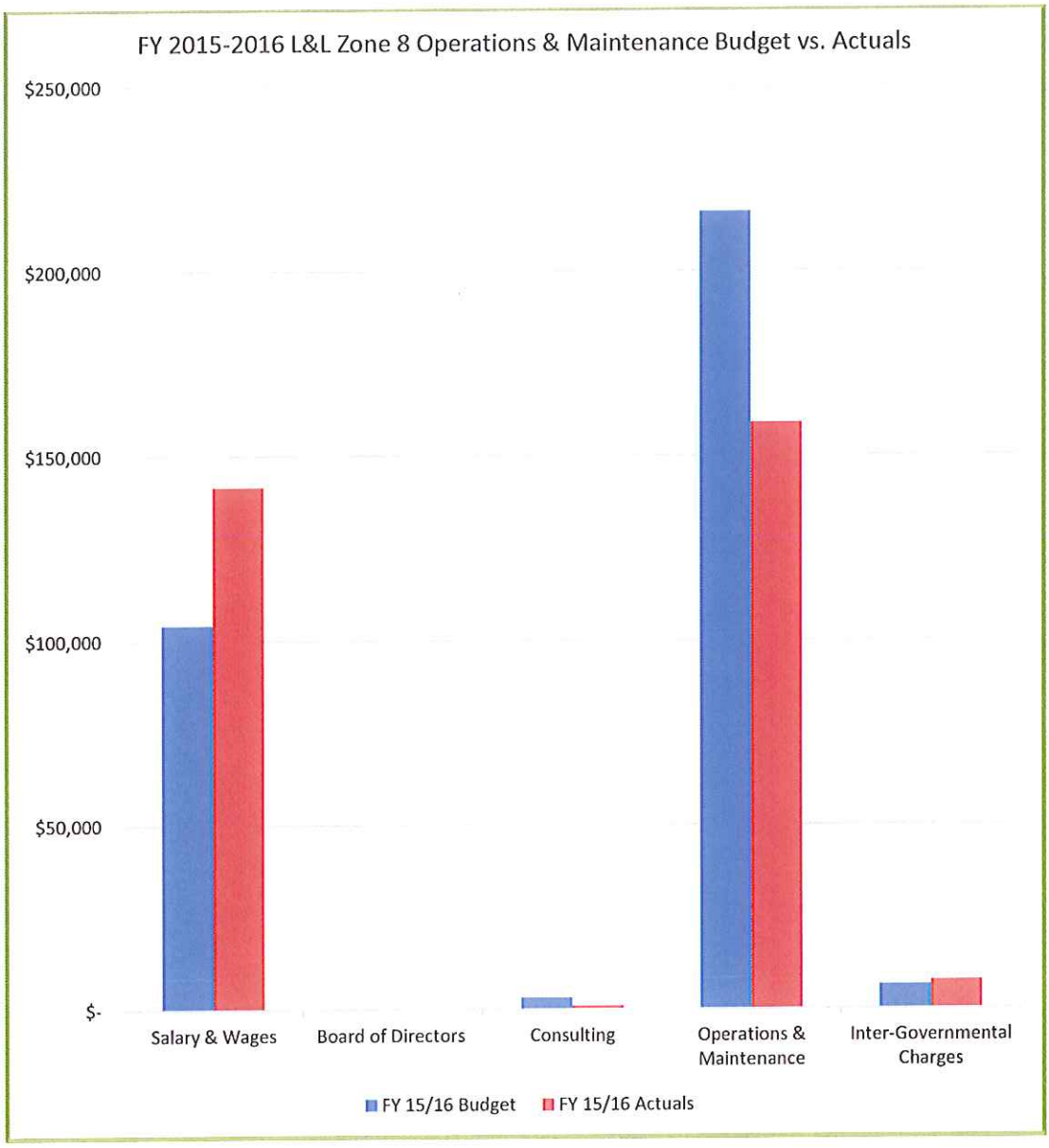


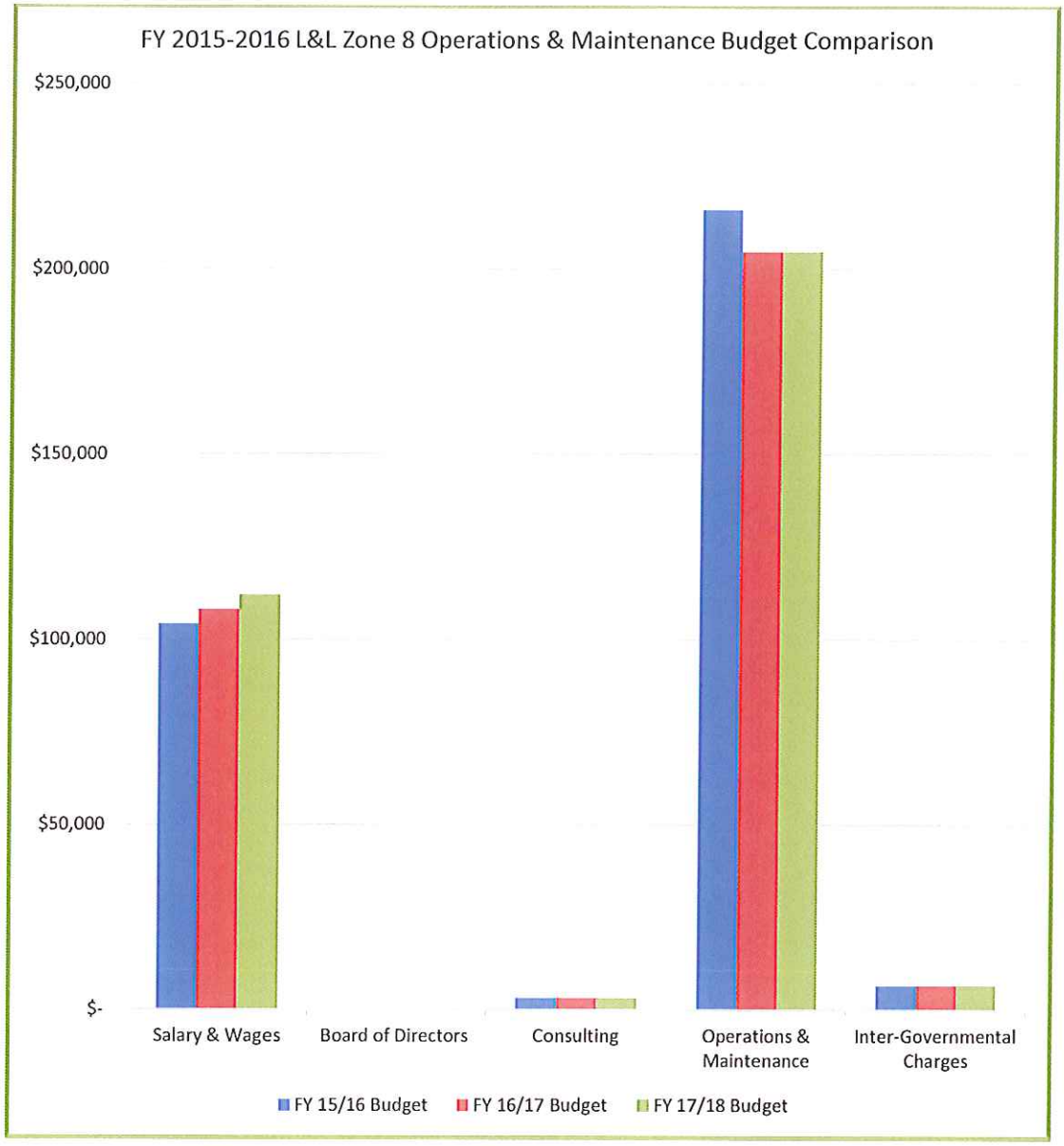
Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting and Landscape Zone 8 Revenue



Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting and Landscape Zone 8 Operation & Maintenance Expenditures

L&L 8 Expenditures	FY 15/16 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Salary & Wages				
Salary & Wages	$104,176	$141,549	$108,000	$112,000
Employer Taxes				
Reimbursement of Wages				
Reimbursement of ER Taxes				
Temp Employees				
Consulting				
Consulting Services				
Legal	$1,000	$933	$1,000	$1,000
Audit	$2,220		$2,220	$2,200
Operations & Maintenance				
Travel	$1,000		$1,000	$1,000
Training	$1,500	$35	$1,500	$1,500
Subscriptions	$200		$200	$200
Memberships	$525	$60	$525	$525
PR, Advertising & Elections	$50	$50	$50	$50
Telecommunications	$3,325	$2,227	$3,825	$3,825
Materials	$2,000	$2,585	$3,500	$3,500
Automotive Fuel, Supplies & Repairs	$5,000	$5,353	$5,000	$5,000
Repairs & Maintenance	$4,950	$4,581	$6,700	$6,700
Office Supplies	$2,450	$165	$2,500	$2,500
Rent & Facility Exp	$70,000	$42,246	$55,200	$55,200
Insurance	$1,700	$47	$1,700	$1,700
Permits & Fees				
Utilities	$118,500	$99,290	$120,000	$120,000
Chemicals				
Freight				
Other	$4,750	$2,275	$3,000	$3,000
Inter-Governmental Charges				
Inter-Governmental Charges	$6,500	$7,606	$6,500	$6,500
Total Expenditures	**$329,846**	**$309,002**	**$322,420**	**$326,420**


FY 2015-2016 L&L Zone 8 Operations & Maintenance Budget vs. Actuals
$250,000
$200,000
$150,000
$100,000
$50,000
$-
Salary & Wages
Board of Directors
Consulting
Operations & Maintenance
Inter-Governmental Charges
FY 15/16 Budget
FY 15/16 Actuals


FY 2015-2016 L&L Zone 8 Operations & Maintenance Budget Comparison
$250,000
$200,000
$150,000
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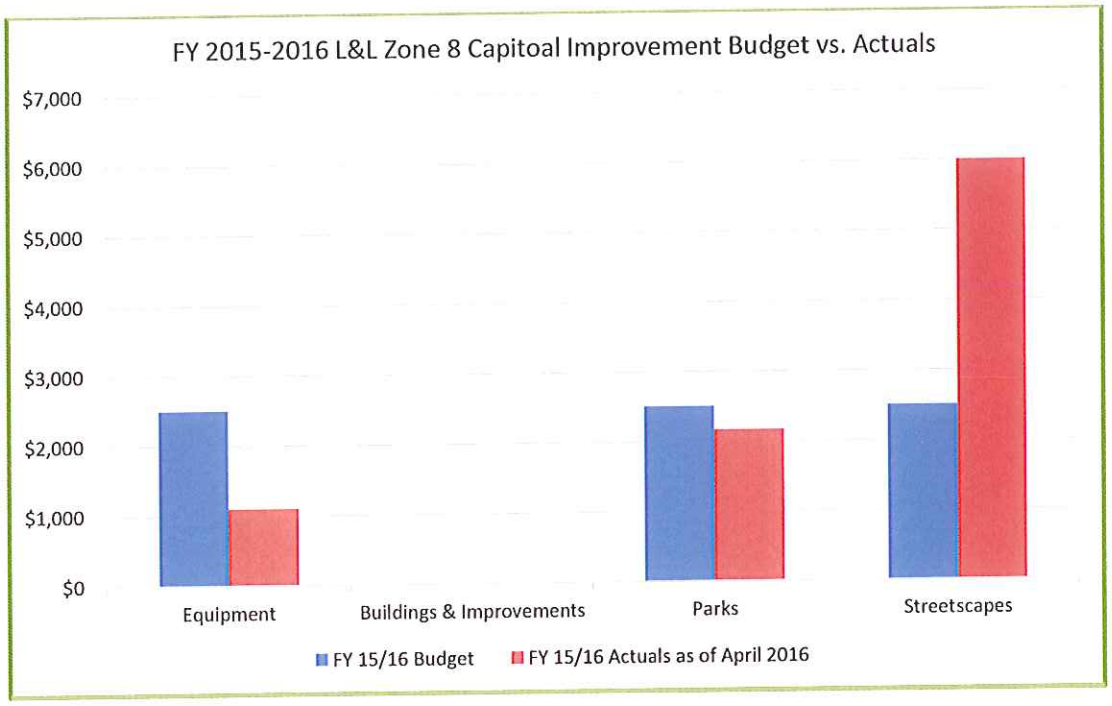
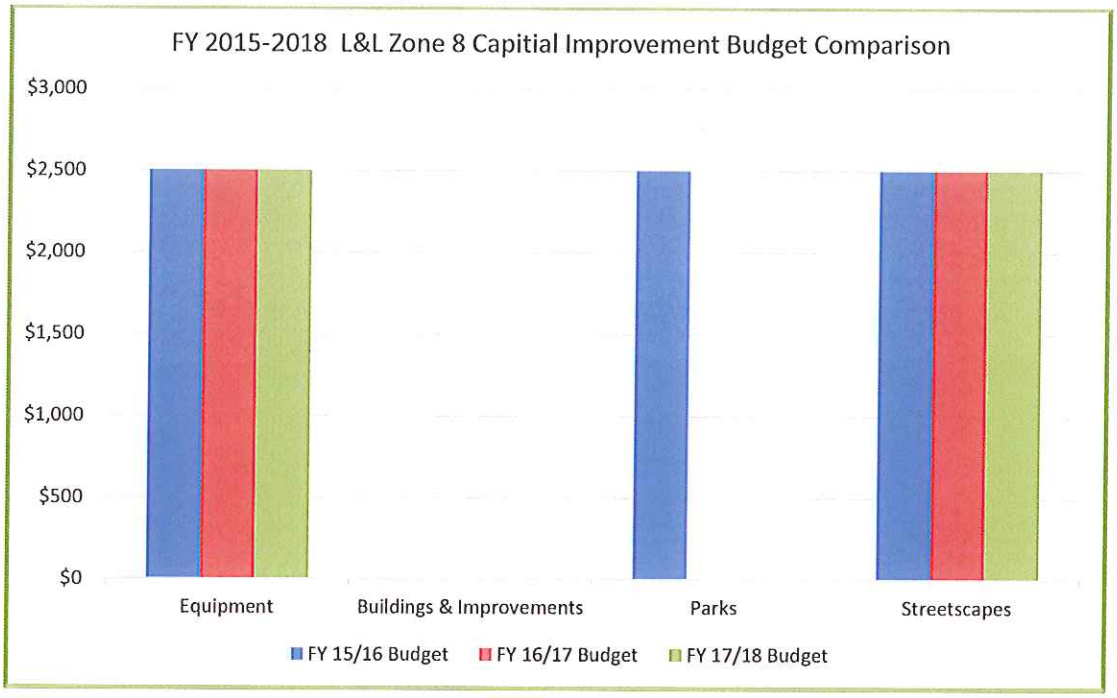
$50,000
$-
Salary & Wages
Board of Directors
Consulting
Operations & Maintenance
Inter-Governmental Charges
FY 15/16 Budget
FY 16/17 Budget
FY 17/18 Budget

L&L 8 Capital Improvement	FY 15/16 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Equipment	$2,500	$1,101	$2,500	$2,500
Buildings & Improvements				
Parks	$2,500	$2,164		
Streetscapes	$2,500	$5,999	$2,500	$2,500
Total CIP	**$7,500**	**$9,264**	**$5,000**	**$5,000**




FY 2015-2018 L&L Zone 8 Capitial Improvement Budget Comparison
$3,000
$2,500
$2,000
$1,500
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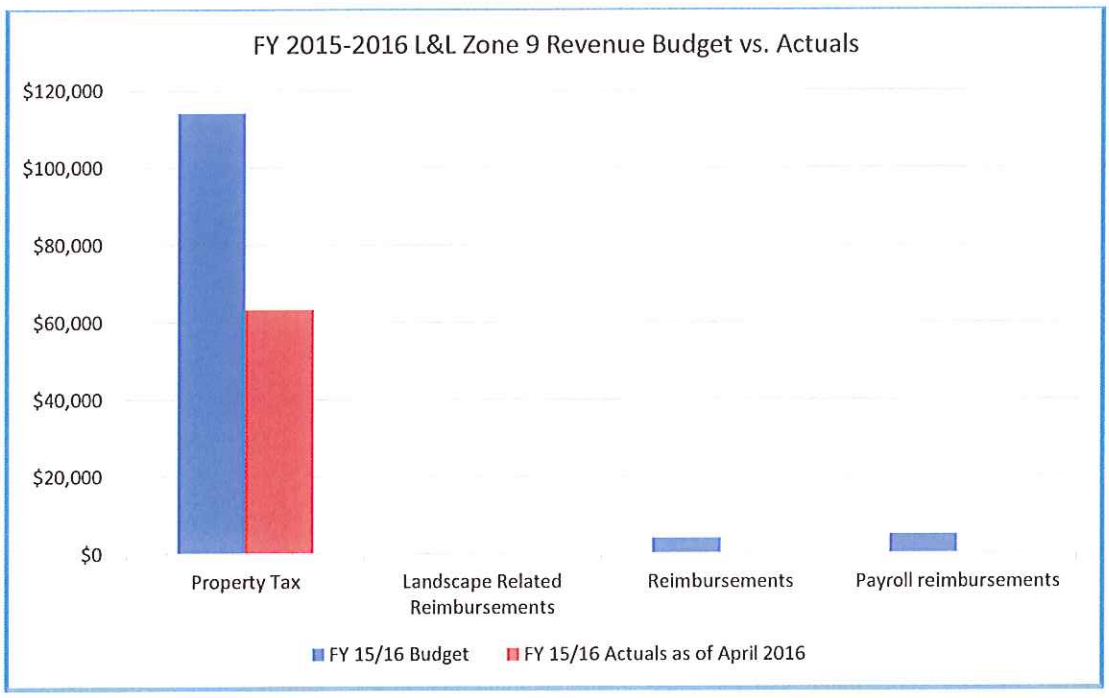
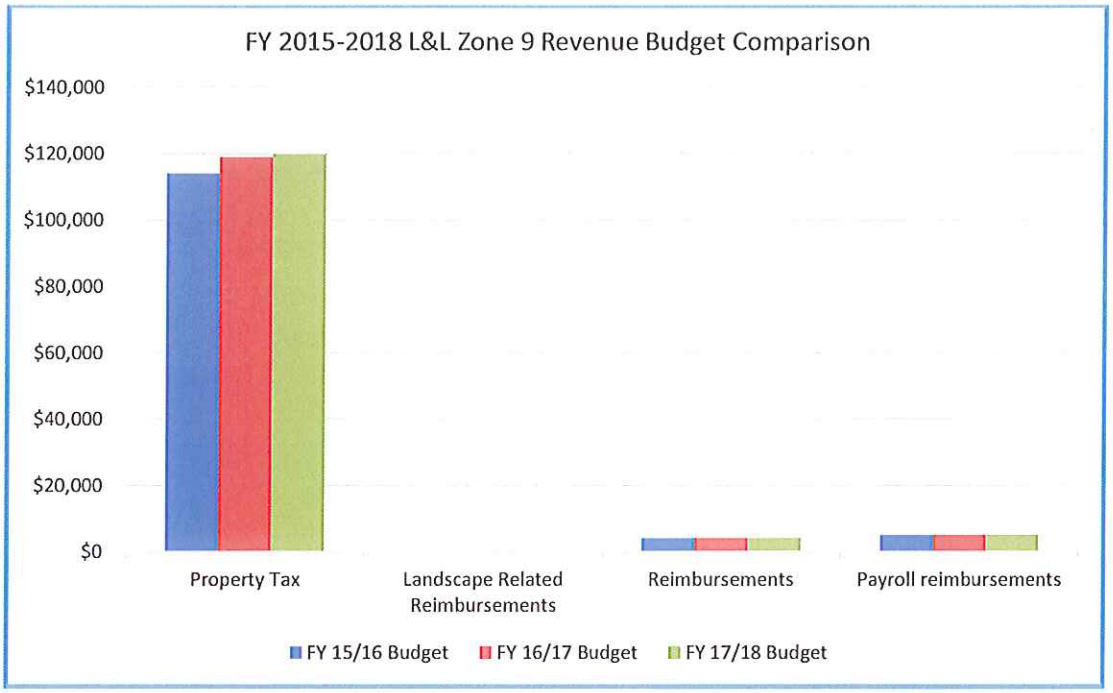
$0
Equipment
Buildings & Improvements
Parks
Streetscapes
FY 15/16 Budget
FY 16/17 Budget
FY 17/18 Budget

Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscape Zone 9 Revenue

L&L 9 Revenue	FY 15/16 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Property Tax	$114,000	$63,122	$119,000	$119,800
Landscape Related Reimbursements				
Reimbursements	$4,000		$4,000	$4,000
Payroll reimbursements	$5,000		$5,000	$5,000
Total Revenue	**$123,000**	**$63,122**	**$128,000**	**$128,800**

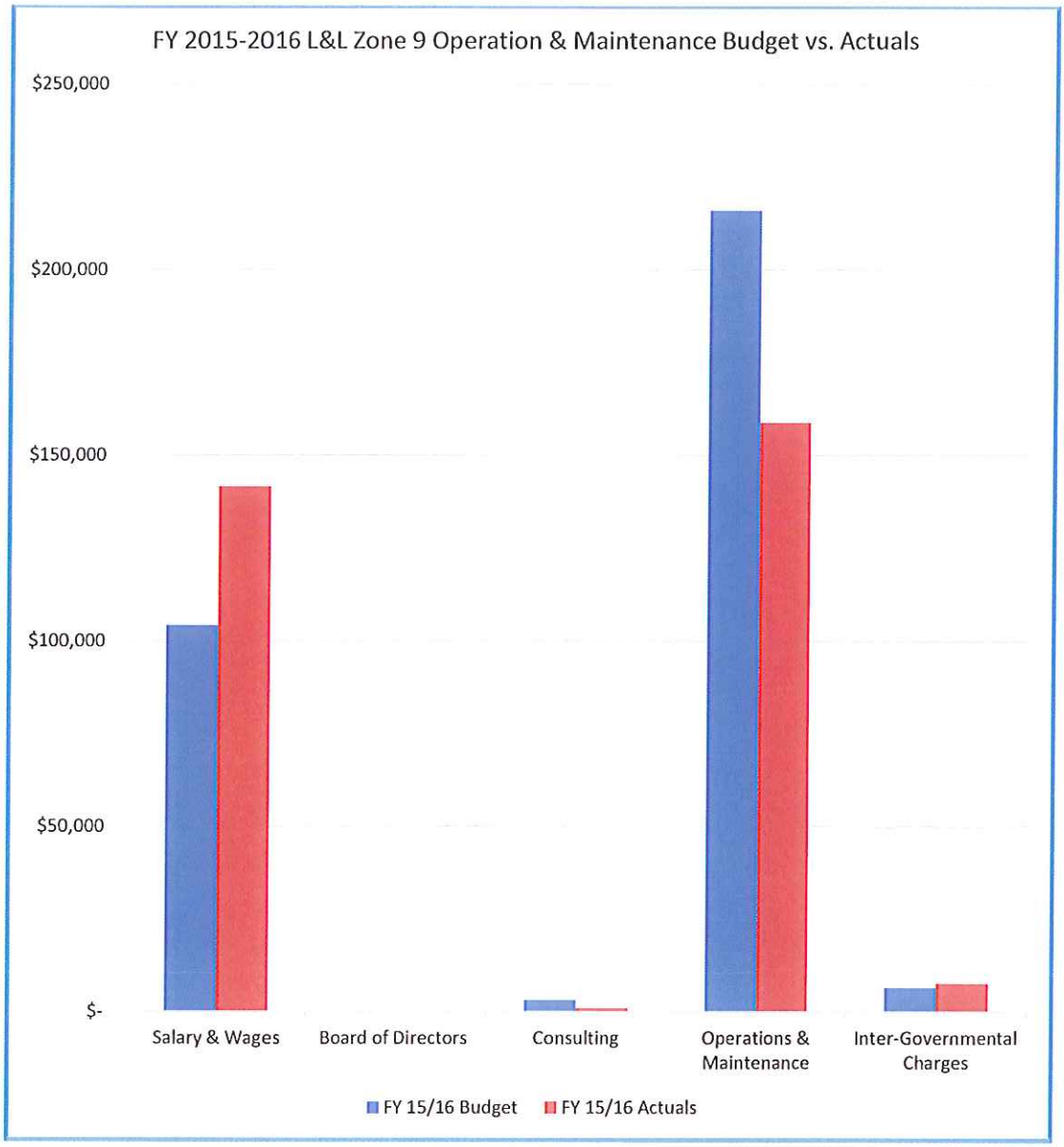


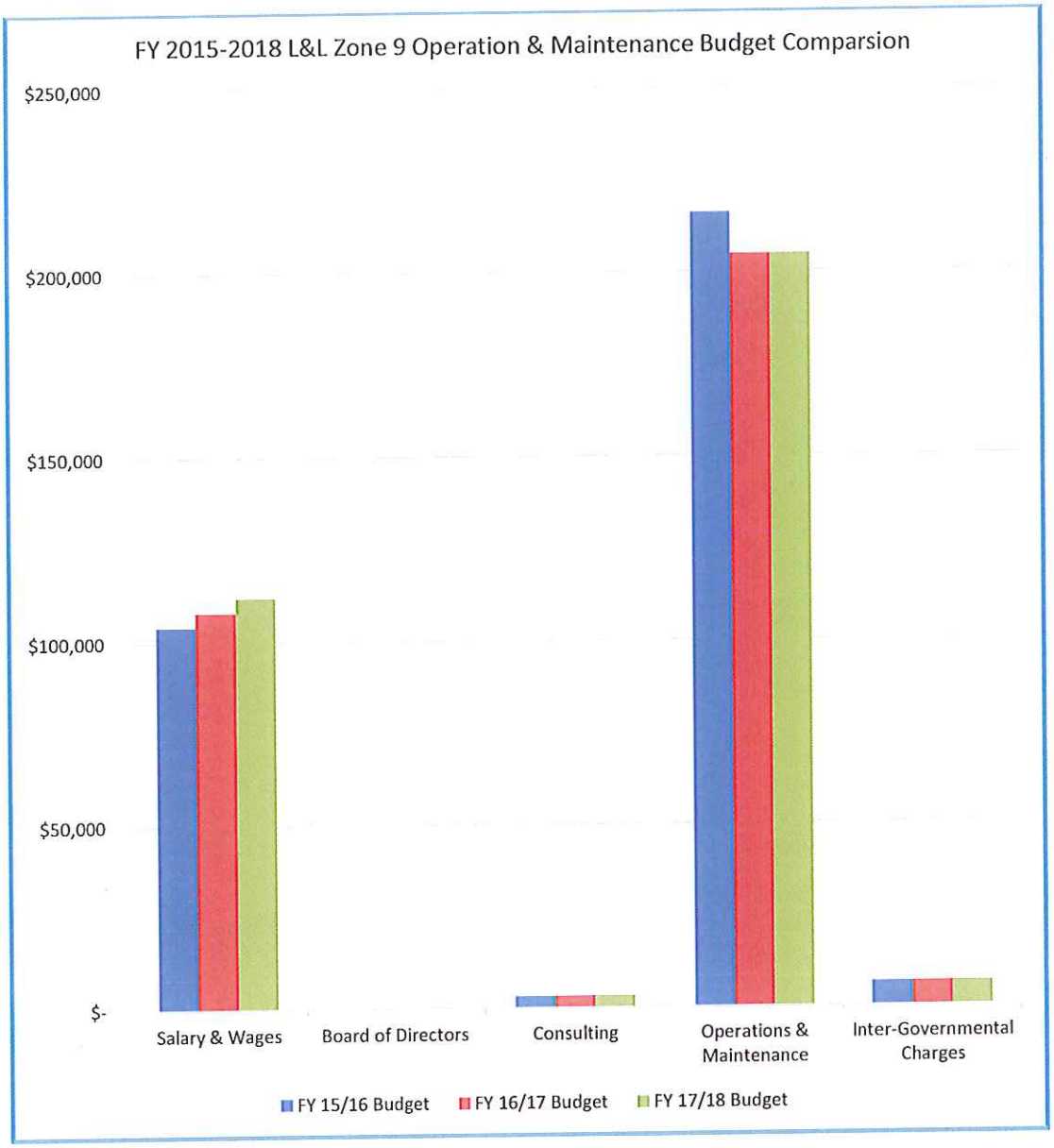

FY 2015-2018 L&L Zone 9 Revenue Budget Comparison
$140,000
$120,000
$100,000
$80,000
$60,000
$40,000
$20,000
$0
Property Tax
Landscape Related Reimbursements
Reimbursements
Payroll reimbursements
FY 15/16 Budget
FY 16/17 Budget
FY 17/18 Budget

Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscape Zone 9 Operations & Maintenance Expenditures

L&L 9 Expenditures	FY 15/16 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Salary & Wages				
Salary & Wages	$52,362	$12,518	$54,524	$56,705
Employer Taxes				
Temp Employees				
Consulting				
Consulting Services	$4,100		$4,100	$4,100
Legal	$1,000	$622	$1,000	$1,000
Audit	$2,200		$2,200	$2,200
Operations & Maintenance				
Travel	$500		$500	$500
Training	$300	$35	$300	$300
Subscriptions	$200		$200	$200
Memberships	$240	$369	$400	$400
PR, Advertising & Elections	$60	$127	$60	$60
Telecommunications	$2,450	$2,299	$2,900	$2,900
Materials	$1,700	$2,213	$1,700	$1,700
Automotive Fuel, Supplies & Repairs	$3,250	$3,801	$4,500	$4,500
Repairs & Maintenance	$3,200	$2,680	$5,000	$5,000
Office Supplies	$1,550	$21	$1,550	$1,550
Rent & Facility Exp	$15,850	$13,921	$16,950	$16,950
Insurance	$1,200	$47	$1,200	$1,200
Permits & Fees				
Utilities	$21,450	$8,243	$22,850	$22,850
Chemicals				
Freight				
Other	$1,000	$357	$1,000	$1,000
Inter-Governmental Charges				
Inter-Governmental Charges	$1,600	$440	$1,600	$1,600
Total Expenditures	**$114,212**	**$47,693**	**$122,534**	**$124,715**

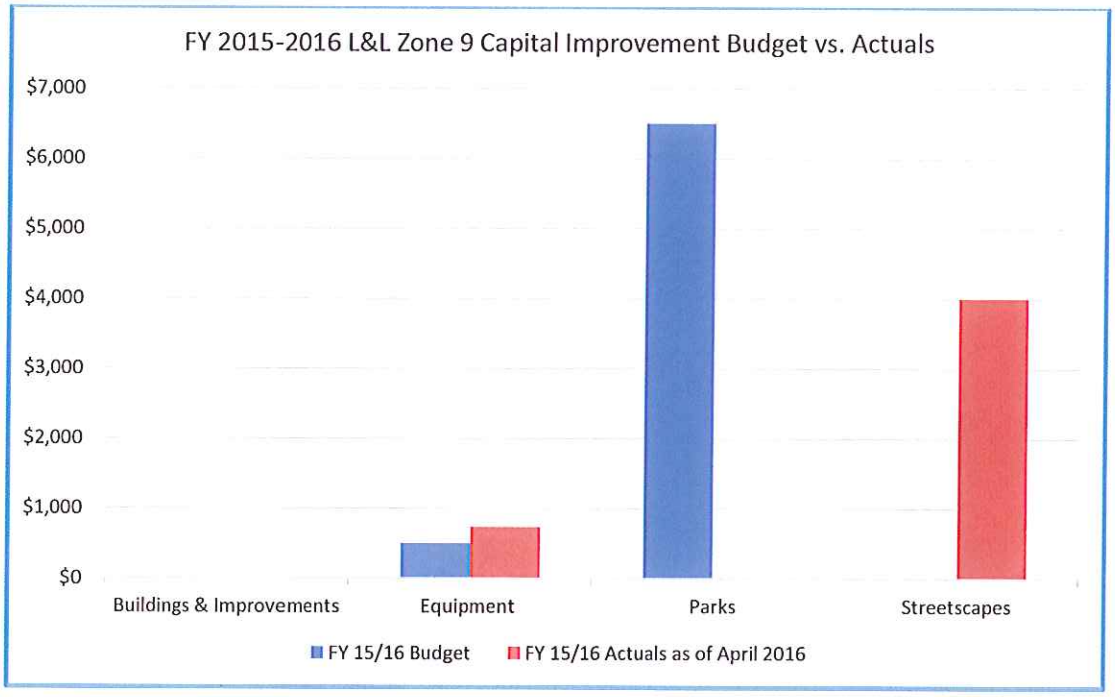
Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscape Zone 9 Operation & Maintenance Expenditures

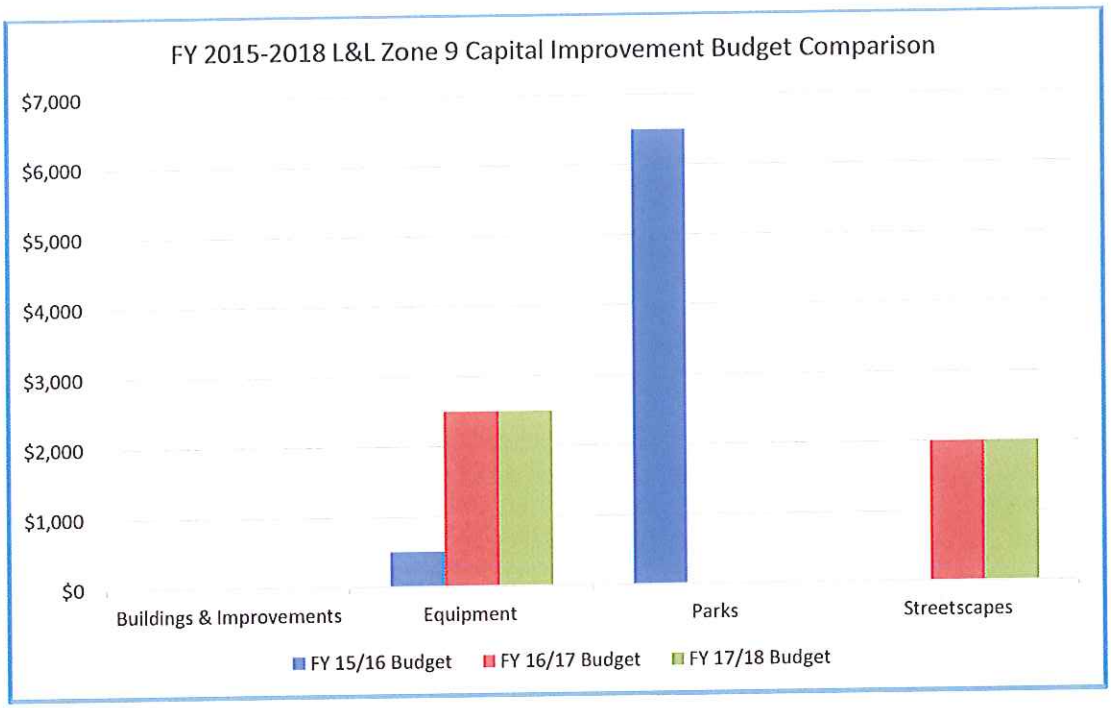



FY 2015-2018 L&L Zone 9 Operation & Maintenance Budget Comparsion
$250,000
$200,000
$150,000
$100,000
$50,000
$-
Salary & Wages
Board of Directors
Consulting
Operations & Maintenance
Inter-Governmental Charges
FY 15/16 Budget
FY 16/17 Budget
FY 17/18 Budget

Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscape Zone 9 Capital Improvements

L&L 9 Capital Improvement	FY 15/16 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Buildings & Improvements				
Equipment	$500	$734	$2,500	$2,500
Parks	$6,500			
Streetscapes		$3,999	$2,000	$2,000
Total CIP	**$7,000**	**$4,733**	**$4,500**	**$4,500**




FY 2015-2018 L&L Zone 9 Capital Improvement Budget Comparison
$7,000
$6,000
$5,000
$4,000
$3,000
$2,000
$1,000
$0
Buildings & Improvements
Equipment
Parks
Streetscapes
FY 15/16 Budget
FY 16/17 Budget
FY 17/18 Budget

The Discovery Bay Recreation and Community Center was established to provide community based and age appropriate recreational programming. These activities will be the byproduct of the purchase of the Discovery Bay Community Center in FY 2012/2013. Recreational activities take place throughout town; and the Community Center is the central location for those activities.

The Town of Discovery Bay closed escrow on a 7.25 acre parcel for the Town's Community Center. The site was formerly the Discovery Bay Athletic Club, and is located at 1601 Discovery Bay Boulevard, across from the Discovery Bay Shopping Center. The site consists of a 5,025 sq.ft building, an 8 court tennis center, and a 110,000 gallon swimming pool. Additional amenities include lush landscaping as well as bbq and picnic areas. In Feb of 2013 the Town transitioned the prior athletic club operation into the Community Center and operated the facility through June 30, 2013 in that capacity. The Community Center Committee was formed to help identify programs, hours of operations of the different facilities, and budgetary considerations moving forward.

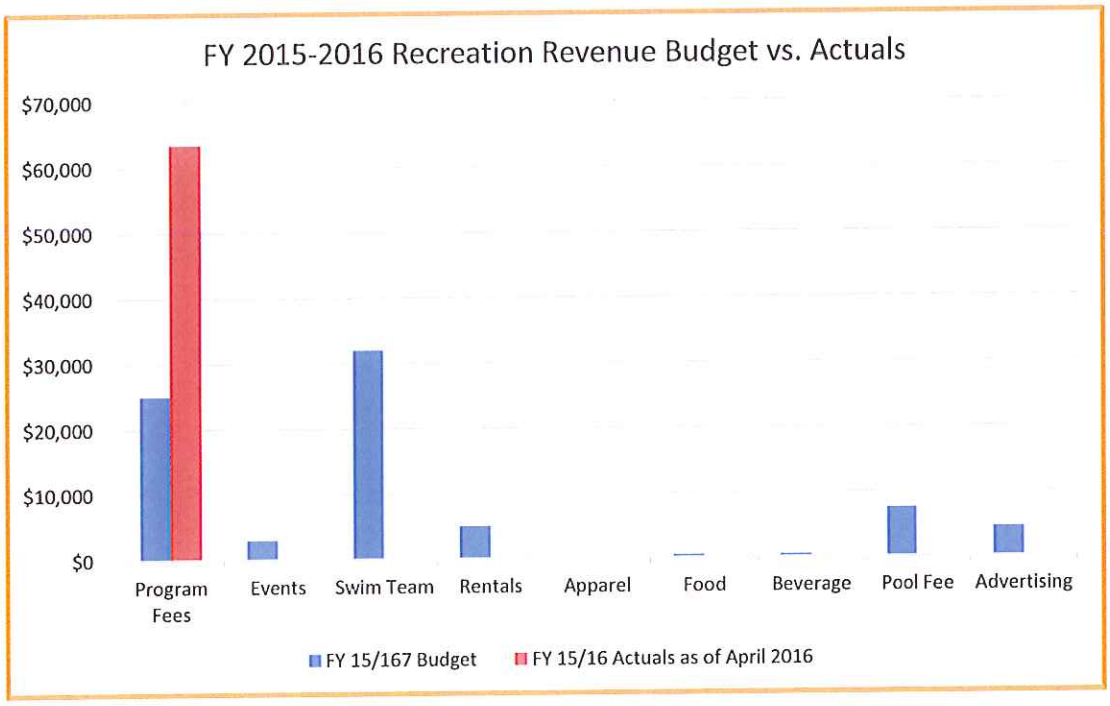
The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures. For FY 2016/2017 the Operations and Maintenance (O&M) Program has a proposed spending plan of $328,308. There are no planed CIP projects for FY 2016/2017 that will utilize the community center or Lighting and Landscaping Zone 8 revenues. The planned projects are PG&E funded. The source of the funds are from the PG&E dewatering project which brought in $327,411 of unanticipated one-time revenues, a community center grant of $5,000 and a benefit project of $17,000 totaling $349,411. Some of the potential uses for these funds will benefit the community center. The potential projects that the Parks & Landscaping manger has planned are;

- R&R concrete trippers
- R&R pool equipment enclosure
- Pool side furnishings
- Repair south side access gate
- Resurface tennis courts 3&4 (possible pickle ball courts)
- Archery Equipment
- New community center roof
- Replace the play structure at the Roberta Fuss tot lot

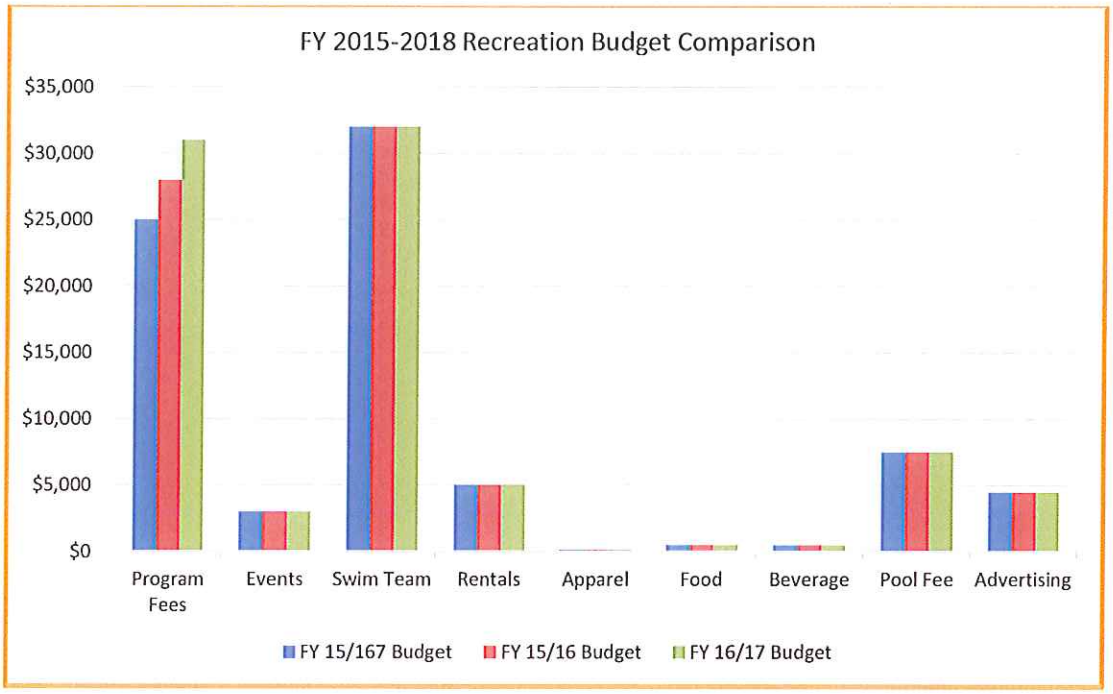
These projects are subject to Board approval and will be prioritized according to safety compliance and maintenance.

Town of Discovery Bay Community Services District
Contra Costa County, California
Recreation & Community Center Revenue

Community Center Revenue	FY 15/167 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Program Fees	$25,000	$63,346	$28,000	$31,000
Events	$3,000		$3,000	$3,000
Swim Team	$32,000		$32,000	$32,000
Rentals	$5000		$35,000	$35,000
Apparel	$100		$100	$100
Food	$500		$500	$500
Beverage	$500		$500	$500
Pool Fee	$7,500		$7,500	$7,500
Advertising	$4,500		$4,500	$4,500
Total Revenue	**$78,100**	**$63,346**	**$111,100**	**$114,100**

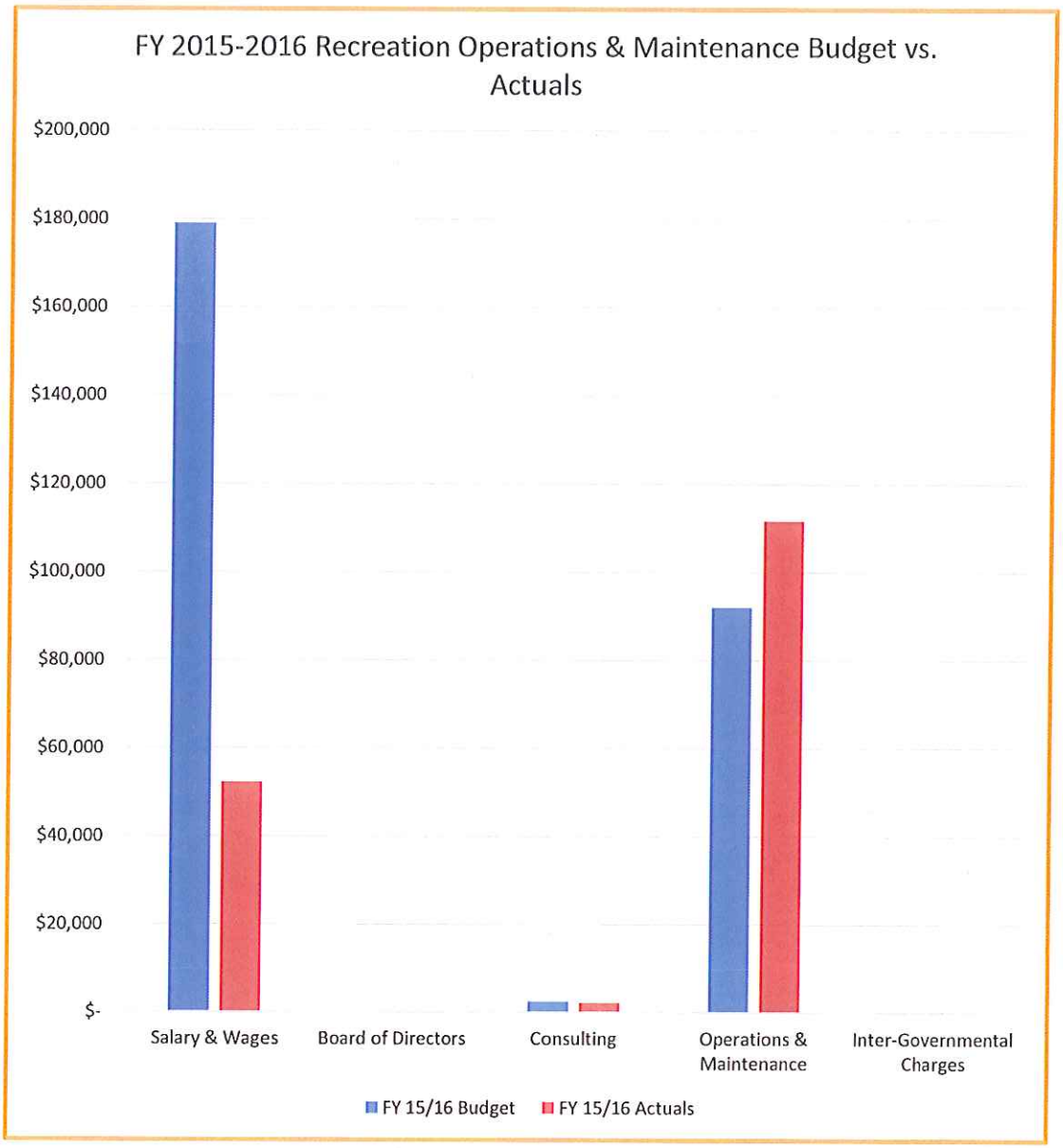


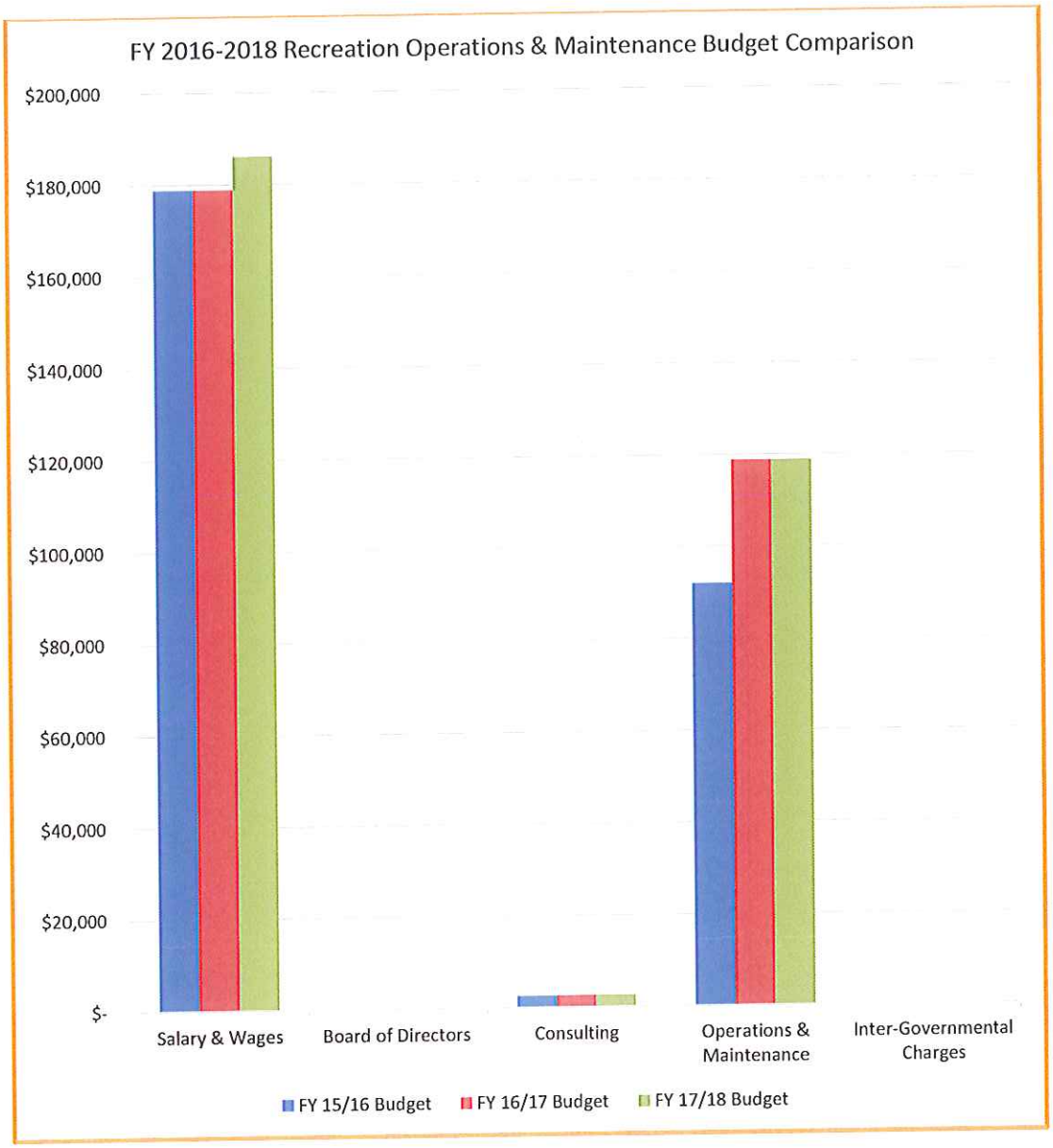
Town of Discovery Bay Community Services District
Contra Costa County, California
Recreation & Community Center Revenue



Town of Discovery Bay Community Services District
Contra Costa County, California
Recreation & Community Center Operations & Maintenance Budget

Community Center Expenses	FY 15/16 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Salary & Wages				
Salary & Wages	$178,908	$52,186	$178,908	$186,064
Employer Taxes				
Temp Employees				
Consulting				
Consulting Services				
Legal	$1,500	$2,149	$1,500	$1,500
Audit	$1,000		$1,000	$1,000
Operations & Maintenance				
Travel	$700		$700	$700
Training	$1,500	$249	$1,500	$1,500
Subscriptions	$300		$300	$300
Memberships				
Events		$2,089		
PR, Advertising & Elections	$9,000	$12,060	$9,000	$9,000
Telecommunications	$3,700	$2,810	$3,900	$3,900
Materials				
Automotive Fuel, Supplies & Repairs	$100	$77	$100	$100
Repairs & Maintenance	$11,900	$13,938	$7,900	$7,900
Office Supplies	$4,500	$4,361	$4,500	$4,500
Rent & Facility Exp	$9,000	$23,161	$24,000	$24,000
Pool Maintenance		$11,417	$6,000	$6,000
Insurance	$4,500		$4,500	$4,500
Permits & Fees	$2,000	$1,477	$2,000	$2,000
Safety & Equipment		$2,136	$1,000	$1,000
Utilities	$35,000	$22,715	$38,000	$38,000
Chemicals	$3,000	$4,199	$8,500	$8,500
Freight				
Other	$6,800	$10,855	$6,800	$6,800
Community Center Exp	$29,000	$26,348	$28,000	$28,000
Inter-Governmental Charges				
Inter-Governmental Charges	$200		$200	$200
Total Expenditures	**$302,608**	**$192,227**	**$328,308**	**$335,464**


FY 2015-2016 Recreation Operations & Maintenance Budget vs. Actuals
$200,000
$180,000
$160,000
$140,000
$120,000
$100,000
$80,000
$60,000
$40,000
$20,000
$-
Salary & Wages
Board of Directors
Consulting
Operations & Maintenance
Inter-Governmental Charges
FY 15/16 Budget
FY 15/16 Actuals


FY 2016-2018 Recreation Operations & Maintenance Budget Comparison
$200,000
$180,000
$160,000
$140,000
$120,000
$100,000
$80,000
$60,000
$40,000
$20,000
$-
Salary & Wages
Board of Directors
Consulting
Operations & Maintenance
Inter-Governmental Charges
FY 15/16 Budget
FY 16/17 Budget
FY 17/18 Budget

Community Center CIP	FY 15/16 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Building & Improvements	N/A	$2,163.79	N/A	N/A
Total CIP	**N/A**	**$2,163.79**	**N/A**	**N/A**

All in One Place

- Revenue Budget
- Water & Wastewater Operating & Maintenance Budget
- Water & Wastewater Capital Improvement Budget
- Lighting & Landscaping Zone 8 & 9 Operating & Maintenance Budget
- Lighting & Landscaping Zone 8& 9 Capital Improvement Budget
- Recreation Operating & Maintenance Budget and Capital Improvement Budget

Town of Discovery Bay Community Services District
Contra Costa County, California
Revenues – "Where the money comes from"

Revenue Projections				
Fiscal Year	**2015/2016**	**2015/2016**	**2016/2017**	**2017/2018**
Account Description	**Budget**	**Actuals**	**Budget**	**Budget**
Landscape Related Payroll Reimbursement	$432,000	$24,121	$453,000	
Lighting & Landscaping Vehicle Reimbursement			$25,000	
Landscape Reimbursable	$250,000	$204,909	$1,090,000	
Permit Fee		$3,850		
SEC Collections Water	$1,932,570	$965,531	$2,222,456	$2,555,824
SEC Collections Meter Charge	$225,000	$155,831	$258,750	$297,563
Reimbursements	$4,200	$32,317	$4,200	$4,200
Miscellaneous - Water	$1,100	$101,384	$1,100	$1,100
Water Charges	$760,500	$438,558	$874,575	$1,005,761
CIP Connection Fees – Water	$5,000	$7,700	$5,000	$5,000
CIP Capacity Fees - Water	$40,000	$369,550	$20,000	$20,000
Permit Fee - Water	$10,000		$5,000	$5,000
Inspections Fee - Water	$10,000	$12,480	$5,000	$5,000
SEC Collections – Wastewater	$3,951,879	$2,289,572	$4,544,661	$5,226,360
Reimbursements - Wastewater	$6,300	$56,525	$6,300	$6,300
Miscellaneous – Wastewater	$1,100	$407,019	$1,100	$1,100
Sewer Charges	$130,000	$92,939	$149,500	$171,925
CIP Connection Fees - Wastewater	$5,000	$7,700	$5,000	$5,000
CIP Capacity Fees - Wastewater	$160,000	$390,454	$80,000	$80,000
Permit Fee – Wastewater	$15,000		$8,000	$8,000
Inspection Fee - Wastewater	$10,000	$12,480	$5,000	$5,000
Contribution From Reserves	$67,794			
Unconstrained Revenue - Water				
Unconstrained Revenue - Wastewater	$9,074,740	$2,004,000		
Total Revenue	**$17,092,183**	**$7,576,920**	**$9,763,642**	**$9,403,133**

Town of Discovery Bay Community Services District
Contra Costa County, California
Operating & Capital Reserves

Reserves	FY 15/16 Budget	FY 15/16 Actuals	FY 16/17 Budget	FY 17/18 Budget
Water & Wastewater Reserves	$4,400,950	$4,400,950	$4,400,950	$4,400,950
Sewer Infrastructure Replacement Fund	$950,000	$950,000	$1,150,000	$1,350,000
Pumps/Motors Replacement Fund	$240,000	$240,000	$290,000	$340,000
Water Infrastructure Replacement Fund	$859,143	$859,143	$1,243,143	$1,980,143
Generators Replacement Fund	$75,000	$75,000	$100,000	$125,000
Facilities & Vehicles Replacement Fund	$252,204	$252,204	$302,204	$352,204
Draw Down*				
Reserves Total	**$4,400,950**	**$4,400,950**	**$4,400,950**	**$4,400,950**
Infrastructure Replacement Total	**$2,376,347**	**$2,376,347**	**$3,085,347**	**$4,147,347**
Total Reserves	**$6,777,297**	**$6,777,297**	**$7,486,297**	**$8,548,297**

Water & Wastewater	FY 15/16 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Personnel	$1,120,743	$645,905	$1,332,922	$1,361,774
Operation & Maintenance	$5,080,700	$4,147,617	$5,593,230	$5,498,290
Total	**$6,201,443**	**$4,793,522**	**$6,923,152**	**$6,860,064**

Operations & Maintenance	**FY 15/16 Budget**	**FY 15/16 Actuals** *as of April 2016*	**FY 16/17 Budget**	**FY 17/18 Budget**
Total Budget	**$6,201,443**	**$4,793,522**	**$6,923,152**	**$6,860,064**

Administration Division	**FY 15/16 Budget**	**FY 15/16 Actuals** *as of April 2016*	**FY 16/17 Budget**	**FY 17/18 Budget**
Salary & Wages				
Salary & Wages	$426,000		$453,000	$453,000
Employer Taxes				
Overtime				
Operation & Maintenance				
Landscape Related Reimbursable	$250,000	$255,587	$330,000	$330,000
General Fund Total	**$676,000**	**$255,587**	**$783,000**	**$783,000**

Water Division	FY 15/16 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Salary & Wages				
Salary & Wages	$323,000	$199,556	$327,721	$340,830
Employer Taxes				
Overtime	$2,000		$2,000	$2,000
Group Insurance	$15,697	$53,521	$46,000	$46,000
Worker's Comp	$20,600	$4,176	$20,600	$22,660
457 B Plan	$12,360	$9,391	$13,000	$13,000
Reimbursement of Wages				
Temp Employees	$15,000	$8,815	$3,000	$3,000
Board of Directors				
Compensation	$16,560	$8,464	$16,560	16,560
Travel	$2,400	$3,241	$2,400	$2,400
Trainings, Meetings	$800	$1,045	$800	$800
Consulting Services				
Environmental Studies				
Consulting Services	$114,900	$133,315	$181,000	$106,000
Waste Water Service Contract	$508,000	$415,805	$618,000	$636,540
Preventative & Corrective	$42,800	$10,057	$42,800	$42,800
P&C Large Replacement	$40,000	$4,996	$40,000	$40,000
Legal	$62,000	$22,060	$62,000	$62,000
Audit Services	$12,800		$16,300	$16,500
Contract Mailing	$15,000	$10,458	$15,000	$15,000
Operations & Maintenance				
Travel	$3,200	$3,602	$3,200	$3,200
Training	$2,800	$1,047	$2,800	$2,800
Subscriptions	$1,060		$1,060	$1,060
Memberships	$7,200	$5,751	$7,200	$7,200
TODB Sponsored Events	$2,400		$2,400	$2,400
PR, Advertising & Elections	$10,000	$7,313	$23,000	$20,000
Telecommunications	$12,280	$7,664	$12,280	$12,280
Materials	$3,280	$9,691	$6,580	$6,580
Automotive Fuel, Supplies & Repairs	$12,400	$5,394	$12,400	$12,400
Repairs & Maintenance	$402,720	$279,408	$390,600	$385,600
Water Meter & Registers	$25,000	$244,834	$40,000	$25,000
Office Supplies	$5,400	$5,149	$5,400	$5,400
Rent & Facility Expense	$7,800	$6,543	$19,800	$21,800
Insurance	$31,388	$481	$34,000	$37,400
Permits & Fees	$18,000	$13,854	$16,000	$16,000
Utilities	$320,000	$293,749	$320,000	$320,000
Chemicals	$20,000	$13,093	$20,000	$20,000
Freight	$1,120	$13	$1,120	$1,120
Other	$107,600	$103,989	$109,600	$109,600
Inter-Governmental Charges				
Inter-Governmental	$15,840	$10,290	$15,840	$15,840
Water Fund Total	**$2,213,405**	**$1,896,765**	**$2,450,461**	**$2,391,770**

Wastewater Division	FY 15/16 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Salary & Wages				
Salary & Wages	$216,000	$249,710	$342,061	$355,744
Employer Taxes				
Overtime	$3,000		$3,000	$3,000
Group Insurance	$23,546	$80,281	$69,000	$69,000
Worker's Comp	$30,000	$6,263	$30,000	$30,000
457 B Plan	$18,540	$14,086	$18,540	$18,540
Reimbursement of Wages				
Temp Employees	$15,000	$20,106	$5,000	$5,000
Board of Directors				
Compensation	$24,840	$12,696	$24,840	$24,840
Travel	$3,600	$3,927	$3,600	$3,600
Trainings, Meetings	$1,200	$392	$1,200	$1,200
Consulting Services				
Environmental Studies				
Consulting Services	$185,100	$137,402	$222,000	$147,000
Waste Water Service Contract	$762,000	$623,707	$927,000	$954,810
Preventative & Corrective	$64,200	$57,408	$64,200	$64,200
P&C Large Replacement	$85,000	$111,113	$60,000	$60,000
Legal	$93,000	$33,014	$93,000	$93,000
Audit Services	$19,200		$20,000	$20,000
Contract Mailing				
Operations & Maintenance				
Travel	$4,800	$6,124	$4,800	$4,800
Training	$4,200	$1,067	$4,200	$4,200
Subscriptions	$1,590		$1,590	$1,590
Memberships	$10,800	$5,468	$10,800	$1,800
TODB Sponsored Events	$3,600		$3,600	$3,600
PR, Advertising & Elections	$10,200	$9,694	$17,200	$13,800
Telecommunications	$19,700	$17,890	$19,700	$19,700
Materials	$5,820	$3,449	$5,820	$5,820
Automotive Fuel, Supplies & Repairs	$17,600	$28,400	$17,600	$17,000
Repairs & Maintenance	$285,880	$70,551	$277,600	$302,600
Office Supplies	$8,100	$6,229	$8,100	$7,500
Rent & Facility Expense	$11,700	$26,160	$35,700	$35,700
Insurance	$47,082	$1,727	$47,100	$51,810
Permits & Fees	$49,000	$36,020	$61,000	$61,000
Utilities	$484,000	$308,415	$484,000	$484,000
Chemicals	$20,000	$7,521	$20,000	$20,000
Freight	$1,480	$20	$1,480	$1,480
Other	$754,400	$748,968	$755,100	$765,100
Inter-Governmental Charges				
Inter-Governmental	$27,860	$13,363	$33,860	$33,860
Wastewater Fund Total	**$3,312,038**	**$2,641,171**	**$3,692,691**	**$3,685,294**

Capital Improvement	FY 15/16 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Wastewater Capital Improvements & Structures Replacement	$9,742,740	$3,765,445	$7,678,740	$608,000
Water Capital Improvements & Structures & Replacement	$258,000	$32,172	$3,270,000	$250,000
Vehicle Capital			$30,000	
Equipment Capital	$15,000	$9,292		
Building & Improvements	$350,000	$216,975		
Infrastructure Replacement	$525,000	$525,000	$709,000	$1,062,000
Total Capital Improvements	**$10,890,740**	**$4,548,884**	**$11,687,740**	**$1,920,000**

Town of Discovery Bay Community Services District
Contra Costa County, California
Capital Improvement Program Budget

Proposed FY 2016-2021 Capital Improvement Projects

Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	5 year Total
5	Secondary Effluent Pump Station Modifications	$ 262,599.00					$ 262,599.00
7	Effluent Filtration	$ 5,248,141.00					$ 5,248,141.00
10	Upgrade UV Disinfection	$ 1,440,000.00					$ 1,440,000.00
12	Add Pump to Export Pump Station	$ 120,000.00					$ 120,000.00
CMB 5,7,10,12	FILTER PROJECT	$ 7,070,740.00					$ 7,070,740.00
15	Annual Lift Station Improvements	$ 330,000.00	$ 350,000.00	$ 350,000.00	$ 350,000.00	$ 350,000.00	$ 1,730,000.00
16	Annual SCADA Improvements	$ 50,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 130,000.00
20	Vehicle Purchases	$ 30,000.00					$ 30,000.00
40	Annual Rehab Manholes	$ 18,000.00	$ 18,000.00	$ 18,000.00	$ 20,000.00		$ 74,000.00
41	Annual Raise Manholes	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00		$ 40,000.00
52	Well 8				$ 198,000.00	$ 1,936,000.00	$ 2,134,000.00
54	Treatment Filter Unit at Willow Lk WTP, media etc.						$ -
55	New Backwash Tank at Willow Lk WTP piping mod & fd						$ -
56	New Recycle Pumps at willow Lk WTP 3 pumps, pip...						$ -
57	Recycle Pump Upgrade-Newport						$ -
60	Replace 8-in mainline w/new 16in C905- willow lk						$ -
61	New Water Storage Tank-Newport WTP						$ -
71	Upgrade Ox Ditch 1						$ -
73	Vehicle Storage Facility						$ -
75	District Offices						$ -
83	Valve Replacement Project						$ -
85	Sandblast & Epoxy Clarifier #1 WWTP#1						$ -
87	Denitrifying Project				$ 450,000.00	$ 7,600,000.00	$ 8,050,000.00
101	Plant 1 Headwork cleaning, repairs & coating						$ -
104	Street coating of plant 1 and portion of Channel Rd						$ -
105	Storm Drain repairs at Newport WTP						$ -
108	Water SCADA Improvements	$ 250,000.00	$ 250,000.00				$ 500,000.00
109	Replace Lagoon Dredge		$ 110,000.00				$ 110,000.00
110	Plant 1 Upgrades						$ -
111	Willow Lake WTP Stabilization-soils	$ 20,000.00					$ 20,000.00
112	Clarifier Rehabilitation		$ 100,000.00	$ 100,000.00			$ 200,000.00
113	CCTV Van- televise the sewer lines				$ 250,000.00		$ 250,000.00
114	Step Screen - Headworks				$ 200,000.00		$ 200,000.00
115	Water Meter Project	$ 3,000,000.00					$ 3,000,000.00
116	Generator for Plant 1	$ 200,000.00					$ 200,000.00
	Total	**$ 11,687,740**	**$ 1,920,000**	**$ 2,055,000**	**$ 3,718,000**	**$ 12,987,000**	**$ 32,367,740**

Town of Discovery Bay Community Services District
Contra Costa County, California
Operating & Capital Reserves
Lighting & Landscape Districts 8 & 9

Reserves	FY 15/16 Budget	FY 15/16 Actuals	FY 16/17 Budget	FY 17/18 Budget
Zone 8	$399,138	$399,138*	$338,717*	$270,160*
Zone 9	$188,304	$188,304	$189,270*	$188,855*
Reserves Draw Down			*($59,455)	*($68,920)
Total L&L Reserves	**$587,442**	**$587,442**	**$527,987**	**$459,015**

Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting and Landscape

L&L 8 Revenue	FY 14/15 Budget	FY 14/15 Actuals *as of March 2015*	FY 15/16 Budget	FY 16/17 Budget
Property Tax	$478,000	$287,982	$478,000	$478,000
Grant	$65,000			
Landscape Related Reimbursable	$6,000		$6,000	$6,000
Reimbursements	$50,000	$790		
Payroll Reimbursable	$8,206		$8,207	$8,207
Total Revenue	**$607,206**	**$288,772**	**$492,007**	**$492,207**

L&L 8 Expenditures	FY 14/15 Budget	FY 14/15 Actuals *as of March 2015*	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	$89,259	$62,997	$94,259	$98,030
Employer Taxes	$9,917	$6,000	$9,917	$9,917
Reimbursement of Wages				
Reimbursement of ER Taxes		$1,324		
Temp Employees				
Consulting				
Consulting Services				
Legal	$1,000	$839	$1,000	$1,000
Audit	$2,220		$2,220	$2,200
Operations & Maintenance				
Travel	$1,000	$230	$1,000	$1,000
Training	$1,500	$489	$1,500	$1,500
Subscriptions	$200		$200	$200
Memberships	$525	$339	$525	$525
PR, Advertising & Elections	$50	$174	$50	$50
Telecommunications	$3,325	$2,153	$3,325	$3,325
Materials	$2,000	$2,213	$2,000	$2,000
Automotive Fuel, Supplies & Repairs	$5,000	$3,645	$5,000	$5,000
Repairs & Maintenance	$4,950	$4,334	$4,950	$4,950
Office Supplies	$2,450	$788	$2,450	$2,450
Rent & Facility Exp	$55,000	$37,542	$70,000	$55,000
Insurance	$1,700		$1,700	$1,700
Permits & Fees				
Utilities	$118,500	$91,875	$118,500	$118,500
Chemicals				
Freight				

Other	$4,750	$2,182	$4,750	$4,750
Inter-Governmental Charges				
Inter-Governmental Charges	$1,650	$8,155	$6,500	$6,500
Total Expenditures	**$304,996**	**$225,254**	**$329,846**	**$318,597**

L&L 8 Capital Improvement	**FY 14/15 Budget**	**FY 14/15 Actuals** *as of March 2015*	**FY 15/16 Budget**	**FY 16/17 Budget**
Equipment	$5,500	$3,390	$2,500	$2,500
Buildings & Improvements				
Parks	$74,767	$12,247	$2,500	$2500
Streetscapes	$80,394	$1,932	$2,500	$2,500
Total Revenue	**$160,661**	**$17,569**	**$7,500**	**$7,500**

Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscape Zone 9 Revenue, Expenditure and Capital Improvement Budget

L&L 9 Revenue	FY 14/15 Budget	FY 14/15 Actuals *as of March 2015*	FY 15/16 Budget	FY 16/17 Budget
Property Tax	$114,000	$62,100	$114,000	$114,000
Landscape Related Reimbursements				
Reimbursements	$4,000	$719	$4,000	$4,000
Payroll reimbursements	$5,000		$5,000	$5,000
Total Revenue	**$123,000**	**$62,819**	**$123,000**	**$123,000**

L&L 9 Expenditures	FY 14/15 Budget	FY 14/15 Actuals *as of March 2015*	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	$33,424	$9,954	$47,308	$47,308
Employer Taxes	$3,713		$5,054	$5,054
Temp Employees				
Consulting				
Consulting Services	$4,100		$4,100	$4,100
Legal	$1,000	$193	$1,000	$1,000
Audit	$2,200		$2,200	$2,220
Operations & Maintenance				
Travel	$500	$65	$500	$500
Training	$300	$54	$300	$300
Subscriptions	$200		$200	$200
Memberships	$240	$369	$240	$400
PR, Advertising & Elections	$60	$127	$60	$60
Telecommunications	$2,450	$2,235	$2,450	$2,450
Materials	$1,700	$1,015	$1,700	$1,700
Automotive Fuel, Supplies & Repairs	$3,250	$2,783	$3,250	$3,250
Repairs & Maintenance	$3,200	$2,778	$3,200	$3,200
Office Supplies	$1,550	$408	$1,550	$1,550
Rent & Facility Exp	$28,350	$25,527	$15,850	$15,850
Insurance	$1,200		$1,200	$1,200
Permits & Fees				
Utilities	$21,450	$18,746	$21,450	$21,450
Chemicals				

Freight				
Other	$1,000	$1,060	$1,000	$1,000
Inter-Governmental Charges				
Inter-Governmental Charges	$1,600	$425	$1,600	$1,600
Total Expenditures	**$111,487**	**$65,739**	**$114,212**	**$116,264**

L&L 9 Capital Improvement	**FY 14/15 Budget**	**FY 14/15 Actuals** *as of March 2015*	**FY 15/16 Budget**	**FY 16/17 Budget**
Buildings & Improvements		$4,007		
Equipment	$500	$137	$500	$500
Parks	$6,500	$5,051	$6,500	$6,500
Streetscapes		$1,923	$2,000	$2,000
CIP Total	**$7,000**	**$11,118**	**$9,000**	**$9,000**

Town of Discovery Bay Community Services District
Contra Costa County, California
Recreation & Community Center Revenue

Community Center Revenue	FY 15/167 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Program Fees	$25,000		$28,000	$31,000
Events	$3,000		$3,000	$3,000
Swim Team	$32,000		$32,000	$32,000
Rentals	$5000		$35,000	$35,000
Apparel	$100		$100	$100
Food	$500		$500	$500
Beverage	$500		$500	$500
Pool Fee	$7,500		$7,500	$7,500
Advertising	$4,500		$4,500	$4,500
Total Revenue	**$78,100**	**$63,346**	**$111,100**	**$114,100**

Town of Discovery Bay Community Services District
Contra Costa County, California
Recreation & Community Center Operations & Maintenance Budget

Community Center Expenses	FY 15/16 Budget	FY 15/16 Actuals *as of April 2016*	FY 16/17 Budget	FY 17/18 Budget
Salary & Wages				
Salary & Wages	$178,908	$52,186	$178,908	$186,064
Employer Taxes				
Temp Employees				
Consulting				
Consulting Services				
Legal	$1,500	$2,149	$1,500	$1,500
Audit	$1,000		$1,000	$1,000
Operations & Maintenance				
Travel	$700		$700	$700
Training	$1,500	$249	$1,500	$1,500
Subscriptions	$300		$300	$300
Memberships				
Events		$2,089		
PR, Advertising & Elections	$9,000	$12,060	$9,000	$9,000
Telecommunications	$3,700	$2,810	$3,900	$3,900
Materials				
Automotive Fuel, Supplies & Repairs	$100	$77	$100	$100
Repairs & Maintenance	$11,900	$13,938	$7,900	$7,900
Office Supplies	$4,500	$4,361	$4,500	$4,500
Rent & Facility Exp	$9,000	$23,161	$24,000	$24,000
Pool Maintenance		$11,417	$6,000	$6,000
Insurance	$4,500		$4,500	$4,500
Permits & Fees	$2,000	$1,477	$2,000	$2,000
Safety & Equipment		$2,136	$1,000	$1,000
Utilities	$35,000	$22,715	$38,000	$38,000
Chemicals	$3,000	$4,199	$8,500	$8,500
Freight				
Other	$6,800	$10,855	$6,800	$6,800
Community Center Exp	$29,000	$26,348	$28,000	$28,000
Inter-Governmental Charges				
Inter-Governmental Charges	$200		$200	$200
Total Expenditures	**$302,608**	**$192,227**	**$328,308**	**$335,464**

Community Center CIP	**FY 15/16 Budget**	**FY 15/16 Actuals** *as of April 2016*	**FY 16/17 Budget**	**FY 17/18 Budget**
Building & Improvements	N/A	$2,163.79	N/A	N/A
Total CIP	**N/A**	**$2,163.79**	**N/A**	**N/A**

Appendix A

- Salary Range Tables

Town of Discovery Bay Community Services District
Contra Costa County, California
Salary Rage Tables

TOWN OF DISCOVERY BAY CSD

Salary Range Table

Effective July 1, 2011

Range #	Minimum Pay Rate				Maximum Pay Rate			
	Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
101	8.00	693	1,387	16,640	10.00	867	1,733	20,800
102	8.20	711	1,421	17,056	10.25	888	1,777	21,320
103	8.41	728	1,457	17,482	10.51	911	1,821	21,853
104	8.62	747	1,493	17,919	10.77	933	1,867	22,399
105	8.83	765	1,531	18,367	11.04	957	1,913	22,959
106	9.05	784	1,569	18,827	11.31	981	1,961	23,533
107	9.28	804	1,608	19,297	11.60	1,005	2,010	24,122
108	9.51	824	1,648	19,780	11.89	1,030	2,060	24,725
109	9.75	845	1,690	20,274	12.18	1,056	2,112	25,343
110	9.99	866	1,732	20,781	12.49	1,082	2,165	25,976
111	10.24	888	1,775	21,301	12.80	1,109	2,219	26,626
112	10.50	910	1,819	21,833	13.12	1,137	2,274	27,291
113	10.76	932	1,865	22,379	13.45	1,166	2,331	27,974
114	11.03	956	1,912	22,938	13.79	1,195	2,389	28,673
115	11.30	980	1,959	23,512	14.13	1,225	2,449	29,390
116	11.59	1,004	2,008	24,100	14.48	1,255	2,510	30,125
117	11.88	1,029	2,059	24,702	14.85	1,287	2,573	30,878
118	12.17	1,055	2,110	25,320	15.22	1,319	2,637	31,650
119	12.48	1,081	2,163	25,953	15.60	1,352	2,703	32,441
120	12.79	1,108	2,217	26,602	15.99	1,385	2,771	33,252
121	13.11	1,136	2,272	27,267	16.39	1,420	2,840	34,083
122	13.44	1,165	2,329	27,948	16.80	1,456	2,911	34,935
123	13.77	1,194	2,387	28,647	17.22	1,492	2,984	35,809
124	14.12	1,223	2,447	29,363	17.65	1,529	3,059	36,704
125	14.47	1,254	2,508	30,097	18.09	1,568	3,135	37,621
126	14.83	1,285	2,571	30,850	18.54	1,607	3,214	38,562
127	15.20	1,318	2,635	31,621	19.00	1,647	3,294	39,526
128	15.58	1,350	2,701	32,411	19.48	1,688	3,376	40,514
129	15.97	1,384	2,768	33,222	19.96	1,730	3,461	41,527
130	16.37	1,419	2,838	34,052	20.46	1,774	3,547	42,565
131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
132	17.20	1,491	2,981	35,776	21.50	1,863	3,727	44,720

133	17.63	1,528	3,056	36,671	22.04	1,910	3,820	45,838
134	18.07	1,566	3,132	37,587	22.59	1,958	3,915	46,984
135	18.52	1,605	3,211	38,527	23.15	2,007	4,013	48,159
136	18.99	1,645	3,291	39,490	23.73	2,057	4,114	49,363
137	19.46	1,687	3,373	40,477	24.33	2,108	4,216	50,597
138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
140	20.96	1,816	3,632	43,590	26.20	2,270	4,541	54,487
141	21.48	1,862	3,723	44,679	26.85	2,327	4,654	55,849
142	22.02	1,908	3,816	45,796	27.52	2,385	4,770	57,246
143	22.57	1,956	3,912	46,941	28.21	2,445	4,890	58,677
144	23.13	2,005	4,010	48,115	28.92	2,506	5,012	60,144
145	23.71	2,055	4,110	49,318	29.64	2,569	5,137	61,647
146	24.30	2,106	4,213	50,551	30.38	2,633	5,266	63,188
147	24.91	2,159	4,318	51,814	31.14	2,699	5,397	64,768
148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
149	26.17	2,268	4,536	54,438	32.71	2,835	5,671	68,047
150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

Management Salary Range Table

Range #	Minimum Pay Rate				Maximum Pay Rate			
	Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
501	20.00	1,733	3,467	41,600	27.00	2,340	4,680	56,160
502	20.50	1,777	3,553	42,640	27.68	2,399	4,797	57,564
503	21.01	1,821	3,642	43,706	28.37	2,458	4,917	59,003
504	21.54	1,867	3,733	44,799	29.08	2,520	5,040	60,478
505	22.08	1,913	3,827	45,919	29.80	2,583	5,166	61,990
506	22.63	1,961	3,922	47,067	30.55	2,647	5,295	63,540
507	23.19	2,010	4,020	48,243	31.31	2,714	5,427	65,128
508	23.77	2,060	4,121	49,449	32.09	2,782	5,563	66,757
509	24.37	2,112	4,224	50,686	32.90	2,851	5,702	68,426
510	24.98	2,165	4,329	51,953	33.72	2,922	5,845	70,136
511	25.60	2,219	4,438	53,252	34.56	2,995	5,991	71,890
512	26.24	2,274	4,549	54,583	35.43	3,070	6,141	73,687
513	26.90	2,331	4,662	55,947	36.31	3,147	6,294	75,529
514	27.57	2,389	4,779	57,346	37.22	3,226	6,451	77,417
515	28.26	2,449	4,898	58,780	38.15	3,306	6,613	79,353
516	28.97	2,510	5,021	60,249	39.10	3,389	6,778	81,336
517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
518	30.43	2,637	5,275	63,299	41.08	3,561	7,121	85,454
519	31.19	2,703	5,407	64,882	42.11	3,650	7,299	87,590
520	31.97	2,771	5,542	66,504	43.16	3,741	7,482	89,780
521	32.77	2,840	5,681	68,166	44.24	3,834	7,669	92,025
522	33.59	2,911	5,823	69,871	45.35	3,930	7,860	94,325
523	34.43	2,984	5,968	71,617	46.48	4,028	8,057	96,683
524	35.29	3,059	6,117	73,408	47.64	4,129	8,258	99,101

525	36.17	3,135	6,270	75,243	48.84	4,232	8,465	101,578
526	37.08	3,214	6,427	77,124	50.06	4,338	8,676	104,118
527	38.01	3,294	6,588	79,052	51.31	4,447	8,893	106,720
528	38.96	3,376	6,752	81,028	52.59	4,558	9,116	109,388
529	39.93	3,461	6,921	83,054	53.91	4,672	9,344	112,123
530	40.93	3,547	7,094	85,131	55.25	4,789	9,577	114,926
531	41.95	3,636	7,272	87,259	56.63	4,908	9,817	117,799
532	43.00	3,727	7,453	89,440	58.05	5,031	10,062	120,744
533	44.08	3,820	7,640	91,676	59.50	5,157	10,314	123,763
534	45.18	3,915	7,831	93,968	60.99	5,286	10,571	126,857
535	46.31	4,013	8,026	96,317	62.51	5,418	10,836	130,028
536	47.46	4,114	8,227	98,725	64.08	5,553	11,107	133,279
537	48.65	4,216	8,433	101,193	65.68	5,692	11,384	136,611
538	49.87	4,322	8,644	103,723	67.32	5,834	11,669	140,026
539	51.11	4,430	8,860	106,316	69.00	5,980	11,961	143,527
540	52.39	4,541	9,081	108,974	70.73	6,130	12,260	147,115
541	53.70	4,654	9,308	111,699	72.50	6,283	12,566	150,793