



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

For the Meeting of Wednesday
June 19, 2013

7:00P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday June 19, 2013
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. 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 Board 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 that item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. PRESENTATIONS

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT minutes of previous special meeting dated June 4, 2013
2. DRAFT minutes of previous regular meeting dated June 5, 2013
3. Approve Register of District Invoices
4. Proposed Water and Wastewater Rate Study for the Periods FY 2013/14 through FY 2016/17

F. NEW BUSINESS AND ACTION ITEMS

1. Discovery Bay Influent Pump Station, Pump Station W Modifications, and Emergency Storage Lagoon Capital Improvement Program Project
2. Consideration of Annual Fiscal Year 2013-14 and Fiscal Year 2014-15 Operating, Capital and Revenue Budgets and Adoption of Resolution 2013-11
3. Pantages Bays Project: Public Facilities
4. Agency Comment Request – Development Plan Application – DP13-3013 – Delta Community Presbyterian Church

G. VEOLIA REPORT

1. Veolia Report for the Month of May 2013

H. MANAGER'S REPORTS

I. GENERAL MANAGER'S REPORT – Discussion and Possible Action

1. Consideration of Newport Pointe Pre-Annexation Agreement

J. DISTRICT LEGAL COUNSEL REPORT– Discussion and Possible Action

1. Status of Board Officers and Vacancy created by resignation of President
2. Board Member Vacancy Process

K. COMMITTEE UPDATES – Discussion and Possible Action

1. Community Center Status Report (No written report)

L. CORRESPONDENCE – Discussion and Possible Action

1. R – Letter from Contra Costa County Supervisor Piepho to the Byron Union School District regarding the Funding for the School Resource Officer (SRO)

M. PUBLIC RECORD REQUESTS RECEIVED

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

Adjourn to the next Regular meeting dated July 3, 2013 starting at 7:00 p.m. on 1800 Willow Lake Road-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."



No Back Up
Documentation
For Agenda Item # C



No Back Up
Documentation
For Agenda Item # D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Tuesday, June 4, 2013
1800 Willow Lake Road, Discovery Bay, California
SPECIAL MEETING 6:00 P.M.
Website address: www.todb.ca.gov**

SPECIAL MEETING AT 6:00 P.M.

A. ROLL CALL

Call business meeting to order – 6:01 p.m. by Vice-President Simon
Pledge of Allegiance – Led by Vice-President Simon
Roll Call – All present with the exception of President Tetreault and Director Steele
Director Steele – Arrived at 6:39 p.m.

B. PUBLIC COMMENT

There were two Public Comment Speakers. General Manager Howard addressed the Public Comment Speakers.

C. SPECIAL MEETING ITEM (6:00 P.M.)

1. Annual Fiscal Year 2013-14 and Fiscal Year 2014-15 Preliminary DRAFT Operating, Capital and Revenue Budgets

General Manager Howard – Provided details of item C-1. There was discussion between the General Manager, the Water and Wastewater Manager, and the Board.

Finance Manager Breitstein – Provided additional details of item C-1. There was discussion between the General Manager, the Finance Manager, and the Board.

Parks and Landscape Manager Perez – Provided details of item C-1 - Parks and Landscape Zone 8 and Zone 9 Budget. There was discussion between the General Manager, the Parks and Landscape Manager, and the Board.

D. ADJOURNMENT

The meeting adjourned at 8:11 p.m. to the Regular Meeting dated June 5, 2013 at 7:00 p.m. on 1800 Willow Lake Road

//cmc – 06.05.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday June 5, 2013
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by Vice-President Simon
Pledge of Allegiance – Led by Vice-President Simon
Roll Call – All present with the exception of President Tetreault

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

There was one Public Comment Speaker

C. PRESENTATIONS

1. Presentation of DRAFT Proposed Water and Wastewater Rate Study for the Periods FY 2013/14 through FY 2016/17

General Manager Howard – Introduced Tom Gaffney and Allison Lechowicz with Bartle Wells Associates.

Bartle Wells Associates Allison Lechowicz, Financial Analyst – Provided details of item C-1. There was discussion between the Bartle Wells Associates, the General Manager, and the Board. There was one Public Comment Speaker.

Bartle Wells Associates Tom Gaffney, PE, CIPFA – Provided details of item C-1. There was discussion between the General Manager, the Water and Wastewater Manager, Legal Counsel, Bartle Wells Associates, and the Board.

Motion by: Director Pease recommending that the Board of Directors: 1) Direct staff to set a Public Hearing for August 7, 2013 on the adoption of the proposed rate increase(s) for the period FY 2013-13 through FY 2016-17; (2) Direct staff to advertise the notice of the Public Hearing once a week for two weeks prior to the date set for the Public Hearing in a newspaper of general circulation; and 3) Direct staff to prepare the necessary adoption resolution pursuant to the Proposition 218 Public Hearing.

Second by: Director Graves

Vote: Motion Carried – AYES: 4 – Vice-President Simon, Director Graves, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Tetreault

D. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report

Lieutenant Alan Johnson – Provided the law enforcement report for the month of May.

2. CHP Report – No Report

3. Fire District Report – No Report

4. East Contra Costa Fire Protection District Report

Chief Burris – Provided his report and the details for the month of May. There was discussion between the Board and Chief Burris.

5. Supervisor Mary Piepho, District III Report

Karyn Cornell - Provided an update on several projects surrounding Discovery Bay. There was one Public Comment Speaker.

E. COMMITTEE/LIAISON REPORTS

1. **Trans-Plan Report** – No Report
2. **County Planning Commission Report**– No Report
3. **Code Enforcement Report**– No Report
4. **Special Districts Report**** – No Report

***These meetings are held Quarterly*

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT minutes of previous special meeting dated May 15, 2013
2. DRAFT minutes of previous regular meeting dated May 15, 2013
3. Approve Register of District Invoices
4. Annual Audited Financial Statements for FY 2012-13
5. Consideration and Approval of Overnight camping request and fee waiver for “Great American Campout” event at Cornell Park on June 22, 2013 and June 23, 2013

Motion by: Director Graves to approve the Consent Calendar

Second by: Director Pease

Vote: Motion Carried – AYES: 4 – Vice-President Simon, Director Graves, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Tetreault

G. NEW BUSINESS AND ACTION ITEMS

1. Install Solar Dryer C&D Building

General Manager Howard – Provided details of item G-1.

District Engineer Harris – Provided additional details of item G-1. There was discussion between the General Manager, the District Engineer, and the Board.

Motion by: Director Graves to approve the contract with Rough Brothers in the amount of \$213,613.78 to install the Parkson Solar Dryers previously purchased by the District. Direct the General Manager to execute all documents.

Second by: Director Pease

Vote: Motion Carried – AYES: 4 – Vice-President Simon, Director Graves, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Tetreault

General Manager Howard – Introduced the Town of Discovery Bay Intern, Gregory Harris’s son, Ryan Harris.

2. Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2013-14 – Adopt and Approve Resolution No. 2013-09

Parks and Landscape Manager Perez – Provided details of item G-2. There was discussion between the Parks and Landscape Manager, the General Manager, and the Board.

Motion by: Director Pease to adopt Resolution No. 2013-09, establishing the Discovery Bay Lighting and Landscape Zone #8 Fiscal Year 2013-2014 Appropriation Limit pursuant to Article XIII B of the California Constitution.

Second by: Director Graves

Vote: Motion Carried – AYES: 4 – Vice-President Simon, Director Graves, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Tetreault

3. Discussion and award of Landscape Maintenance Contract for Discovery Bay Landscape and Lighting Zone 8 (Zone 8)

Parks and Landscape Manager Perez – Provided details of item G-3. There was discussion between the Parks and Landscape Manager, the General Manager, the Water and Wastewater Manager, and the Board. There was one Public Comment Speaker.

Motion by: Director Pease to (1) Accept Staff recommendation and award contract to Odyssey Landscaping in the monthly amount of \$7,965.00 for the Zone 8 Landscape Maintenance Services; and (2) authorize the General Manager to execute all contract documents.

Second by: Director Graves

Director Pease – Complimented the Parks and Landscape Manager Fairin Perez.

Vote: Motion Carried – AYES: 3 – Director Graves, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Tetreault, ABSTAIN: 1 – Vice-President Simon

4. Letter to Caltrans regarding Highway 4 and Regatta Drive Traffic Concerns

General Manager Howard – Provided details of item G-4. There was discussion between the General Manager and the Board.

Motion by: Director Graves to direct the Board President to execute a letter to Caltrans expressing the Town of Discovery Bay’s concerns regarding potential traffic impacts on Highway 4 and Regatta Drive.

Second by: Director Pease

Vote: Motion Carried – AYES: 4 – Vice-President Simon, Director Graves, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Tetreault

5. Surplus Discovery Bay Community Center Equipment and Disposal of Surplus Equipment
General Manager Howard – Provided details of item G-5. There was discussion between the General Manager, Legal Counsel, and the Board.

Motion by: Director Pease to authorize the sale of the surplus equipment to Sports Center Hayward in the amount of \$8,000.

Second by: Director Graves

Vote: Motion Carried – AYES: 4 – Vice-President Simon, Director Graves, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Tetreault

H. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Steele – Provided the report and details of the Byron Union School District meeting dated May 30, 2013.

Director Graves – Provided the report and details of the East Contra Costa Fire Protection District meeting dated June 3, 2013.

I. MANAGER'S REPORT – Discussion and Possible Action

1. Annual Fiscal Year 2013-14 and Fiscal Year 2014-15 Preliminary DRAFT Operating, Capital and Revenue Budgets

J. GENERAL MANAGER'S REPORT

General Manager Howard – Provided details of his absence at the District office dated June 6, 2013 due to a Utility Manager Conference regarding the Municipal Service Reviews in Ontario and will be back in the afternoon of that same day. Also, reviewed the schedule of the meetings in July and the July 3, 2013 meeting will remain the same and the second meeting in July will be Tuesday, July 16, 2013 at 7:00 p.m.

Motion by: Director Steele to adjust the schedule to reflect the second meeting in July to be Tuesday, July 16, 2013 at 7:00 p.m.

Second by: Director Graves

Vote: Motion Carried – AYES: 4 – Vice-President Simon, Director Graves, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – President Tetreault

K. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Schroeder – Stated that he will be absent at the Board Meetings dated Wednesday, July 3, 2013 and Tuesday, July 16, 2013 and will be sending one of his colleagues.

L. COMMITTEE UPDATES – Discussion and Possible Action

1. Approved minutes from the Community Center meeting dated May 7, 2013

2. Community Center Status Report (No written report)

M. CORRESPONDENCE – Discussion and Possible Action

1. R – Byron Municipal Advisory Council meeting minutes dated April 25, 2013

2. R – Letter from County Supervisor Piepho regarding the Byron Highway/Camino Diablo intersection dated May 9, 2013

3. S – Letter to Contra Costa County Department of Conservation and Development, John Osborne regarding Newport Pointe Leash Free Dog Park dated May 16, 2013

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

None

P. ADJOURNMENT

The meeting adjourned at 8:21 p.m. to the next regular meeting dated June 19, 2013 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 06.06.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 19, 2013

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 82,946.62

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2012/2013
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2012/2013
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2012/2013

AGENDA ITEM: E-3

Request for authorization to pay invoices (RFA)
For the Meeting on June 19, 2013
Town of Discovery Bay CSD
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Big Dog Computer	BDC32950	Configured Fax-Camera Computer & Service Call	05/30/13	\$95.00
Big Dog Computer	BDC32951	Annual Technical Subscription & Monthly GOTO April 2013	05/30/13	\$490.00
Big Dog Computer	BDC32952	Power Outage Re-Boot & Monthly GOTO May 2013	05/06/13	\$227.50
Big Dog Computer	BDC32953	Installed Super Anti-Spyware & Removed Threat	04/18/13	\$189.95
Big Dog Computer	BDC32954	Assisted with Website Re-Directs to Rackspace	05/03/13	\$220.00
Big Dog Computer	BDC32955	Set up for Sue	05/30/13	\$225.00
Big Dog Computer	BDC32957	Service Call & Monthly GOTO June 2013	05/30/13	\$132.50
Boething Treeland Farms, Inc.	TV243004	Newport Drive (Z61)	05/31/13	\$1,034.04
Brentwood Ace Hardware	808/053113	Pesticide Spray	05/31/13	\$20.48
Brentwood Ace Hardware	808/053113	Newport Dr Tools (Z61)	05/31/13	\$103.87
Brut Force Janitorial	6	Janitorial Service for June 2013	06/04/13	\$200.00
Brut Force Janitorial	6	Janitorial Service for June 2013 (Z57,61)	06/04/13	\$50.00
Denalect Alarm Company	R54062	Qtly Alarm Charge	06/03/13	\$96.00
Gemini Group L.L.C.	113-11536	CCR Mailings	06/06/13	\$3,077.78
MegaPath	4490071	Telephone Bill for June 2013	05/19/13	\$629.49
Office Depot	659098405001	Office Supplies	05/24/13	\$47.50
Office Depot	659098456001	Office Supplies	05/24/13	\$64.89
Office Depot	659098457001	Office Supplies	05/24/13	\$17.03
Office Depot	659098458001	Office Supplies	05/28/13	\$14.52
Office Depot	659175108001	Office Supplies	05/28/13	\$67.26
Office Depot	659964762001	Office Supplies	05/31/13	\$72.37
ReliaStar Life Insurance Company	JR52 457(B) 06/15/13	457(b) 06/01/13-06/15/13	06/01/13	\$1,068.92
Rick and Kimberly Tankersley	6628 YESLOWSTONE	Closed Acct, Refund Overpayment	06/03/13	\$16.86
SDRMA	12959	Medical Benefits July 2013	06/05/13	\$1,902.84
Tyler & Alison Rost	517 HAWTHRONE CT	Closed Acct, Refund Overpayment	06/03/13	\$10.89
U.S. Bank Corporate Payment System	4246044555703473/513	Travel & Meetings	05/27/13	\$1,093.57
U.S. Bank Corporate Payment System	4246044555703473/513	Training & Education	05/27/13	\$95.68
U.S. Bank Corporate Payment System	4246044555703473/513	Earth Day Photo	05/27/13	\$4.54
U.S. Bank Corporate Payment System	4246044555703473/513	Telephone-General	05/27/13	\$292.09
U.S. Bank Corporate Payment System	4246044555703473/513	Telecom-Networking	05/27/13	\$140.00
U.S. Bank Corporate Payment System	4246044555703473/513	Vehicle & Equipment Fuel	05/27/13	\$47.56
U.S. Bank Corporate Payment System	4246044555703473/513	Automotive Supplies & Repairs	05/27/13	\$18.00
U.S. Bank Corporate Payment System	4246044555703473/513	Rackspace Monthly Charge	05/27/13	\$200.00
U.S. Bank Corporate Payment System	4246044555703473/513	Computer Equipment & Supplies	05/27/13	\$253.36
U.S. Bank Corporate Payment System	4246044555703473/513	Minor Equipment-Binding Machine	05/27/13	\$590.05
U.S. Bank Corporate Payment System	4246044555703473/513	Office Supplies	05/27/13	\$141.63
U.S. Bank Corporate Payment System	4246044555703473/513	Misc. Service & Supplies	05/27/13	\$72.16
U.S. Bank Corporate Payment System	4246044555703473/513	Slifer (Z61)	05/27/13	\$43.39
U.S. Bank Corporate Payment System	4246044555703473/513	Special Expense	05/27/13	\$241.86
UPS	000012X417223	Late Fee for Shipping Charges	06/01/13	\$10.82
			Administration	Sub-Total
				\$13,319.40
Water				
Bay Area Barricade Service, Inc.	0294679-IN	Cones and Collars	06/10/13	\$358.04
Brentwood Ace Hardware	808/053113	Building Repair Items	05/31/13	\$21.74
Brentwood Ace Hardware	808/053113	Small Tools, Trash Bags	05/31/13	\$10.33
Brut Force Janitorial	6	Janitorial Service for June 2013	06/04/13	\$20.00
Dublin San Ramon Services District	13008	Bay Area Chemical Consortium Bidding Fee	05/30/13	\$500.00
J.W. Backhoe & Construction, Inc.	1894	Leak at Beaver Lane	05/30/13	\$5,066.70
J.W. Backhoe & Construction, Inc.	1895	Paved Beaver Lane & Cove Lane	05/30/13	\$5,499.21
J.W. Backhoe & Construction, Inc.	1896	Relocate Service Feed Bolinas Place	05/30/13	\$5,208.13
Luhdorff & Scalmanini	28710	Water Level Monitoring Program	04/28/13	\$261.50
Luhdorff & Scalmanini	28713	Well 5A Testing & Evaluation	04/28/13	\$2,985.50
Luhdorff & Scalmanini	28740	Well 4 Destruction	04/28/13	\$4,396.60
MegaPath	4490071	Telephone Bill for June 2013	05/19/13	\$23.77
ReliaStar Life Insurance Company	JR52 457(B) 06/15/13	457(b) 06/01/13-06/15/13	06/01/13	\$50.00
U.S. Bank Corporate Payment System	4246044555703473/513	Telephone-General	05/27/13	\$217.48
U.S. Bank Corporate Payment System	4246044555703473/513	Telecom-Networking	05/27/13	\$28.00
U.S. Bank Corporate Payment System	4246044555703473/513	Telephone-Cellular Repair	05/27/13	\$159.78
U.S. Bank Corporate Payment System	4246044555703473/513	Vehicle & Equipment Fuel	05/27/13	\$323.10
U.S. Bank Corporate Payment System	4246044555703473/513	Automotive Supplies & Repairs	05/27/13	\$425.42

U.S. Bank Corporate Payment System	4246044555703473/513	Equipment Maintenance	05/27/13	\$21.14
U.S. Bank Corporate Payment System	4246044555703473/513	Misc. Small Tools	05/27/13	\$229.17
Univar	SJ549925	Chemicals Delivered 05/07/13	05/07/13	\$267.34
Univar	SJ552691	Chemicals Delivered 05/15/13	05/15/13	\$310.46
Univar	SJ552773	Chemicals Delivered 05/15/13	05/15/13	\$310.46
Univar	SJ553074	Chemicals Delivered 05/22/13	05/22/13	\$232.85
Univar	SJ553078	Chemicals Delivered 05/22/13	05/22/13	\$310.46
Univar	SJ554529	Chemicals Delivered 05/30/13	05/30/13	\$228.54
Univar	SJ554535	Chemicals Delivered 05/30/13	05/30/13	\$319.09
Van De Pol Enterprises, Inc.	0315738-IN	Diesel Fuel	05/20/13	\$364.44

Water Sub-Total \$28,149.25

Wastewater

American Retrofit Systems	341	Electrical Problem with Chamber A Mole	06/05/13	\$300.00
American Retrofit Systems	342	Rewire Chamber B Exhaust Fan	06/05/13	\$300.00
American Retrofit Systems	343	Check Rotor Trip at WWTP1	06/07/13	\$400.00
American Retrofit Systems	344	Change 40 amp breaker at WWTP1	06/11/13	\$296.00
American Retrofit Systems	345	Clarifier 1 level Controller	06/11/13	\$100.00
Bay Area Air Quality Management District	3DJ91	Annual Permit Renewal 2013-2014	05/22/13	\$2,351.00
Bay Area Barricade Service, Inc.	0294679-IN	Cones and Collars	06/10/13	\$537.07
Brentwood Ace Hardware	808/053113	Building Repair Items	05/31/13	\$32.62
Brentwood Ace Hardware	808/053113	Small Tools, Trash Bags	05/31/13	\$15.49
Brut Force Janitorial	6	Janitorial Service for June 2013	06/04/13	\$30.00
Consolidated Electrical Dist., Inc.	0186-721004	Conduit Parts for Fiber Optics	05/29/13	\$1,880.36
Ferguson Waterworks	899189	Concrete Boxes and Steel Lids-Fiber Optic Project	05/23/13	\$1,117.98
MegaPath	4490071	Telephone Bill for June 2013	05/19/13	\$35.65
Phil's Diesel Clinic, Inc	56522	90 Day CHP Inspection	05/22/13	\$165.00
ReliaStar Life Insurance Company	JR52 457(B) 06/15/13	457(b) 06/01/13-06/15/13	06/01/13	\$75.00
U.S. Bank Corporate Payment System	4246044555703473/513	Telephone-General	05/27/13	\$431.47
U.S. Bank Corporate Payment System	4246044555703473/513	Telecom-Networking	05/27/13	\$42.00
U.S. Bank Corporate Payment System	4246044555703473/513	Vehicle & Equipment Fuel	05/27/13	\$334.63
U.S. Bank Corporate Payment System	4246044555703473/513	Automotive Supplies & Repairs	05/27/13	\$570.64
U.S. Bank Corporate Payment System	4246044555703473/513	General Repairs, Air Conditioner	05/27/13	\$1,093.39
U.S. Bank Corporate Payment System	4246044555703473/513	Equipment Maintenance	05/27/13	\$31.71
U.S. Bank Corporate Payment System	4246044555703473/513	Small Tools	05/27/13	\$272.26
Van De Pol Enterprises, Inc.	0315738-IN	Diesel Fuel	05/20/13	\$546.67

Wastewater Sub-Total \$10,958.94

Community Center

Community Center Sub-Total \$0.00

Grand Total \$52,427.59

Request For Authorization To Pay Invoices (RFA)
For the Meeting on June 19, 2013
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Aramark Uniform Services	517-1342165	Community Center-Mat Service	05/31/13	\$235.14
Big Dog Computer	BDC32956	Community Center-Service Call	04/19/13	\$190.00
Boething Treeland Farms, Inc.	TV243004	Newport Drive	05/31/13	\$386.14
Brentwood Ace Hardware	808/053113	Misc. Items Automotive	05/31/13	\$21.13
Brentwood Ace Hardware	808/053113	Equipment Rental Marina Dr	05/31/13	\$174.63
Brentwood Ace Hardware	808/053113	Community Center-Pipe	05/31/13	\$5.20
Brentwood Ace Hardware	808/053113	Community Center-Lights and Garden Lock	05/31/13	\$53.60
Brian Anthony	1	Community Center-Reimb of Unused User Fee	05/30/13	\$155.00
Brut Force Janitorial	6	Janitorial Service for June 2013	06/04/13	\$335.00
Brut Force Janitorial	6A	Community Center-Janitorial Service June 2013	06/04/13	\$720.00
Cindy Zamora	MAY EXP REPORT	Expense Report May 2013	05/03/13	\$35.79
Cindy Zamora	MAY EXP REPORT	Expense Report May 2013	05/03/13	\$19.95
Dennis Park	1	Community Center, Reimb of Unused User Fee	06/07/13	\$3.00
Discovery Bay Disposal	17-0001966/0513	2 Yd Bin	05/31/13	\$285.57
Discovery Bay Disposal	17-0013218/0513	Community Center-2 Yd Bin	05/31/13	\$285.57
Express Employment Professionals	12529147-6	Community Center-Club Assoc Week Ending 05/19/13	05/22/13	\$996.24
Express Employment Professionals	12559758-3	Community Center-Club Assoc Week Ending 05/26/13	05/29/13	\$999.13
Fitguard	668962	Community Center-Service Call	04/30/13	\$225.13
Fitguard	69969	Community Center-Appraisal of Fitness Equip.	05/28/13	\$450.00
Lincoln Equipment, Inc.	SI211292	Community Center Swimming Pool Repair	04/30/13	\$4,561.30
Lincoln Equipment, Inc.	SI211304	Community Center Swimming Pool Repair	04/30/13	\$4,250.35
Lincoln Equipment, Inc.	SI213851	Community Center Swimming Pool Repair	05/26/13	\$3,268.68
Lincoln Equipment, Inc.	SI214055	Community Center Swimming Pool Repair	05/29/13	\$3,363.50
MegaPath	4490071	Telephone Bill for June 2013	05/19/13	\$29.71
My Bark Company, Inc.	6075	Park Binder on Clipper Dr	06/06/13	\$1,074.15
Office Depot	659098456001	Community Center-Office Supplies	05/24/13	\$7.18
Thomas Calvert	1	Community Center-Reimb of Unused User Fee	06/07/13	\$45.00
U.S. Bank Corporate Payment System	4246044555703473/513	Community Center-Repair Items	05/27/13	\$9.74
U.S. Bank Corporate Payment System	4246044555703473/513	Telephone-General	05/27/13	\$72.62
U.S. Bank Corporate Payment System	4246044555703473/513	Vehicle & Equipment Fuel	05/27/13	\$308.48
U.S. Bank Corporate Payment System	4246044555703473/513	Automotive Supplies & Repairs	05/27/13	\$75.40
U.S. Bank Corporate Payment System	4246044555703473/513	Safety Supplies, Misc. Items	05/27/13	\$116.50
U.S. Bank Corporate Payment System	4246044555703473/513	Community Center-Training & Education	05/27/13	\$35.73
U.S. Bank Corporate Payment System	4246044555703473/513	Community Center-Telephone General	05/27/13	\$340.89
U.S. Bank Corporate Payment System	4246044555703473/513	Community Center-Telecom Networking	05/27/13	\$188.50
U.S. Bank Corporate Payment System	4246044555703473/513	Community Center-Advertising Life Guard	05/27/13	\$75.00
U.S. Bank Corporate Payment System	4246044555703473/513	Community Center-Banners	05/27/13	\$961.82
U.S. Bank Corporate Payment System	4246044555703473/513	Community Center-Monthly Software Charge	05/27/13	\$249.00
U.S. Bank Corporate Payment System	4246044555703473/513	Community Center-Cleaning Supplies	05/27/13	\$85.54
U.S. Bank Corporate Payment System	4246044555703473/513	Community Center-Mower Blade Repairs	05/27/13	\$152.86
U.S. Bank Corporate Payment System	4246044555703473/513	Community Center-Misc. Items	05/27/13	\$121.28
UPS	000012X417213	Shipping Charge for Solar Lights Project	05/25/13	\$7.34
Watersavers Irrigation Inc.	1333637-00	Community Center-Irrigation Supplies	05/17/13	\$217.55
Watersavers Irrigation Inc.	1337981-00	Irrigation Supplies for Marina Dr	05/28/13	\$32.79
Watersavers Irrigation Inc.	1338043-00	Community Center-Repair Items	05/28/13	\$32.10
Total				\$25,259.23

Request For Authorization To Pay Invoices (RFA)
For the Meeting on June 19, 2013
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Boething Treeland Farms, Inc.	TV243004	Newport Drive	05/31/13	\$191.82
Brentwood Ace Hardware	808/053113	Repair Parts for Weed Eater	05/31/13	\$13.37
Brut Force Janitorial	6	Janitorial Service for June 2013	06/04/13	\$50.00
MegaPath	4490071	Telephone Bill for June 2013	05/19/13	\$29.71
U.S. Bank Corporate Payment System	4246044555703473/513	Training & Education	05/27/13	\$60.00
U.S. Bank Corporate Payment System	4246044555703473/513	Telephone-General	05/27/13	\$80.19
U.S. Bank Corporate Payment System	4246044555703473/513	Vehicle & Equipment Fuel	05/27/13	\$270.53
U.S. Bank Corporate Payment System	4246044555703473/513	Automotive Supplies & Repairs	05/27/13	\$75.40
U.S. Bank Corporate Payment System	4246044555703473/513	Honda Drive Saw	05/27/13	\$538.92
U.S. Bank Corporate Payment System	4246044555703473/513	Office Supplies	05/27/13	\$44.68
U.S. Bank Corporate Payment System	4246044555703473/513	Grounds Maintenance, Drinking Fountain	05/27/13	\$250.78
Watersavers Irrigation Inc.	1337163-00	Irrigation Clock at Ravenswood	05/29/13	\$3,373.57
Williams Sanitary Service	24879	Toilet Rental Ravenswood	06/01/13	\$280.83
			Total	\$5,259.80



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 19, 2013

Prepared By: Rick Howard, General Manager *RH*
Submitted By: Rick Howard, General Manager

Agenda Title

Proposed Water and Wastewater Rate Study for the Periods FY 2013/14 through FY 2016/17

Recommended Action

It is recommended that the Board of Directors: 1) Accept and approve the Four Year Rate Study and Direct staff to set a Public Hearing for August 7, 2013 on the adoption of the proposed rate increase(s) for the period FY 2013-13 through FY 2016-17; and 2) Direct staff to prepare a proposed Fees and Charges Resolution for adoption following the Proposition 218 Public Hearing on August 7, 2013 as provided by Town of Discovery Bay Ordinance No. 21.

Executive Summary

On June 5, 2012 the Board of Directors was presented the findings of the rate study recently completed by Bartle Wells Associates. BWA conducted a four year rate study for the four (4) year period beginning on July 1, 2013 and ending June 30, 2017. The proposed service rates have been developed in accordance with that action and scope of work. The *DRAFT* Rate Study is included and attached as a part of this report.

Pursuant to Proposition 218 approved by voters in 1996, each year the District finds it necessary to increase utility rates above the existing maximum Proposition 218 approved rate, a rate study and a public hearing must take place. It should be noted that the current CPI for Water and Sewer using the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, 12-month analysis table is 4.7%. For the FY 2013-14 year, it is proposed that the rates increase 2.7% over current rates.

The proposed overall blended service rates reflect an increase of 2.7% for FY 2013-14 and 4% for each of the three subsequent years as noted in the BWA Rate Study, including automatic adjustments for a 5 year period pursuant to Government Code Section 53756. It should be noted that these maximum rates will continue thereafter (post FY 2016-17) and remain in effect until a subsequent Rate Study is completed and a Proposition 218 hearing is conducted.

The BWA rate study was determined based upon projected annual expenditures at the District in the Operating, Capital and Capital Replacement budgets for the next four (4) 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 prior two year rate period witnessed larger than normal rate increases for both water and sewer. However, those increases were necessary to provide the necessary funding source to maintain annual debt service payments in order to support the list of projects included in the Capital Improvement Program Five-Year budget. Based upon the BWA report, rate adjustments moving forward are expected to moderate significantly over the four year forecast period.

The Proposition 218 Public Hearing will take place on August 7, 2013.

(Continued)

Fiscal Impact: N/A

Previous Relevant Board Actions for This Item

March 20, 2013: Authorize Water and Wastewater Rate Studies for the Periods FY 2013/14 through FY 2016/17 with Bartle Wells Associates

June 5, 2013: Receive presentation from BWA on the Four Year Rate Study

Attachments

BWA Proposed Rate Study for the period FY 2013-17

Public Notice

AGENDA ITEM: E-4

Town of Discovery Bay Community Services District



Water and Wastewater Rate Study

June 11, 2013



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

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BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

1889 Alcatraz Avenue
Berkeley, CA 94703
T: 510-653-3399
www.bartlewells.com

June 11, 2013
Rick Howard, General Manager
Town of Discovery Bay Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94505-9376

Re: Water and Wastewater Rate Study

Bartle Wells Associates (BWA) is pleased to submit to the Town of Discovery Bay Community Services District (District) the attached Water and Wastewater Rate Study. The report presents BWA's analysis of the capital and operating costs of the water and wastewater utilities. It lists the assumptions and rate design objectives used in BWA's analysis.

The report recommends updating rates and charges to more accurately recover the costs of providing service to the District's customers. Recommendations were developed with substantial input from District staff.

BWA finds that the water and wastewater rates and charges proposed in our report to be based on the cost of service, follow generally accepted rate design criteria, and adhere to the substantive requirements of Proposition 218. BWA believes that the proposed rates are fair and reasonable to the District's customers.

We enjoyed working with you on the rate study and appreciate the assistance and cooperation of District staff throughout the project. Please contact us if you ever have any future questions about this study and the rate recommendations.

Yours truly,

Thomas Gaffney, CIPFA
Principal

Alison Lechowicz
Financial Analyst

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Appendix 1: Water Bill Survey

Appendix 2: Wastewater Bill Survey

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Executive Summary

Bartle Wells Associates (BWA) was engaged by the Town of Discovery Bay Community Services District (District) to review the rates and charges of the water and wastewater enterprise funds and to recommend updates to better reflect the cost of providing service to the District's customers. Throughout this report, BWA makes a number of recommendations and conclusions which are provided below. Ultimately, BWA recommends annual inflationary cost increases not less than 4% per year. These rate increases are based on the cost of service, are fair to customers, and meet the substantive requirements of Proposition 218. A schedule of recommended rates is provided as Table ES-1.

Key Findings:

- The District is in excellent financial shape, has positive net revenues, and has healthy fund reserves.
- The District recently sold \$14.15 million in water and wastewater enterprise revenue bonds at a favorable interest rate of 4.17% over a thirty year term.
- The Board of Directors has pledged to maintain revenues at a sufficient level to provide debt service coverage of 1.25 times the annual debt service payment.

Key Recommendations:

- The water and wastewater rates and charges should be increased by 4% per year to keep up with inflationary cost increases.
- Proposition 218 allows agencies to implement rates and charges that are lower than those approved via the Prop 218 hearing process. If annual cost increases are less than 4%, the District has the option to increase rates and charges by the actual annual change in the Consumer Price Index.
- BWA finds the District's rate structure to be reasonable (with one exception discussed below). Metered customers are charged a fixed meter fee in addition to a water usage charge based on actual water use. Unmetered water customers are billed on the annual tax roll.
- All residential customers are billed for wastewater service on the annual tax roll and all commercial customers are metered and billed a volume charge for actual wastewater flow.
- BWA finds that the meter charges for meters larger than 1" are inconsistent with the cost of providing service and should be scaled to the ratios recommended by the American Water Works Association.
- The District should continue to maintain emergency operating reserves of at least 180 days of operating expenses.
- The District should continue to meet or exceed the debt coverage legal requirement of 1.25 times the annual debt service payment.
- The District should continue to fund repair and replacement capital improvements to maintain the water and wastewater systems.

**TABLE ES-1
PROPOSED WATER RATE INCREASES**

WATER	Existing FY 2012/13		Proposed FY 2013/14		Proposed FY 2014/15		Proposed FY 2015/16		Proposed FY 2016/17	
	Monthly (\$/month/DU)	Yearly (\$/year/DU)								
Parcel Size (Square Fee/DU)										
Condos w/irrigation	\$30.91	\$370.92	\$31.74	\$380.93	\$33.01	\$396.17	\$34.34	\$412.02	\$35.71	\$428.50
Condos w/o irrigation	\$20.31	\$243.72	\$20.86	\$250.30	\$21.69	\$260.31	\$22.56	\$270.72	\$23.46	\$281.55
Under 5,000	\$30.91	\$370.92	\$31.74	\$380.93	\$33.01	\$396.17	\$34.34	\$412.02	\$35.71	\$428.50
5,000 - 10,000	\$39.04	\$468.48	\$40.09	\$481.13	\$41.70	\$500.38	\$43.37	\$520.40	\$45.10	\$541.22
10,001 - 15,000	\$47.17	\$566.04	\$48.44	\$581.32	\$50.38	\$604.57	\$52.40	\$628.75	\$54.49	\$653.90
Over 15,000,	\$47.17	\$566.04	\$48.44	\$581.32	\$50.38	\$604.57	\$52.40	\$628.75	\$54.49	\$653.90
Vacant	\$14.67	\$176.00	\$15.06	\$180.75	\$15.67	\$187.98	\$16.29	\$195.50	\$16.94	\$203.32
Plus Each Additional 1,000	\$2.71	\$37.57	\$2.78	\$33.40	\$2.89	\$34.73	\$3.01	\$36.12	\$3.13	\$37.57
WATER All Metered	Monthly (\$/month)	Use (\$/ccf)								
Nonirrigation Account Charge:										
5/8" Inch Meter	\$8.95		\$9.50		\$9.88		\$10.28		\$10.69	
1 Inch Meter	\$9.25		\$9.50		\$9.88		\$10.28		\$10.69	
1 1/2 Inch Meter	\$9.56		\$19.00		\$19.76		\$20.55		\$21.37	
2 Inch Meter	\$10.41		\$30.40		\$31.62		\$32.88		\$34.20	
3 Inch Meter	\$16.63		\$60.80		\$63.23		\$65.76		\$68.39	
4 Inch Meter	\$18.93		\$95.00		\$98.80		\$102.75		\$106.86	
6 Inch Meter	\$24.30		\$190.00		\$197.60		\$205.50		\$213.72	
Irrigation Account Charge:										
5/8" Inch Meter	\$2.41		\$2.79		\$2.90		\$3.02		\$3.14	
1 Inch Meter	\$2.72		\$2.79		\$2.90		\$3.02		\$3.14	
1 1/2 Inch Meter	\$3.02		\$5.59		\$5.81		\$6.04		\$6.28	
2 Inch Meter	\$3.87		\$8.94		\$9.30		\$9.67		\$10.06	
3 Inch Meter	\$10.09		\$17.88		\$18.60		\$19.34		\$20.11	
4 Inch Meter	\$12.39		\$27.93		\$29.05		\$30.21		\$31.42	
6 Inch Meter	\$17.76		\$55.87		\$58.10		\$60.42		\$62.84	
Metered Usage Charge:										
All Usage		\$1.361		\$1.398		\$1.454		\$1.512		\$1.572

PROPOSED WASTEWATER RATE INCREASES

WASTEWATER	Existing FY 2012/13		Proposed FY 2013/14		Proposed FY 2014/15		Proposed FY 2015/16		Proposed FY 2016/17	
	Monthly (\$/month)	Yearly (\$/year)								
Residential Unmetered										
Single Family - Each DU	\$55.77	\$669.24	\$57.28	\$687.31	\$59.57	\$714.80	\$61.95	\$743.39	\$64.43	\$773.13
Multiple Family/Condos - Each DU	\$41.83	\$501.96	\$42.96	\$515.51	\$44.68	\$536.13	\$46.47	\$557.58	\$48.32	\$579.88
Nonresidential Metered										
	Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)	
Business/Government/Clubs	\$3.874		\$3.979		\$4.138		\$4.303		\$4.475	
Restaurants/Bars/Dining Facilities	\$11.344		\$11.650		\$12.116		\$12.601		\$13.105	
Schools	\$3.487		\$3.581		\$3.724		\$3.873		\$4.028	
Other Domestic Strength Users	\$3.874		\$3.979		\$4.138		\$4.303		\$4.475	

DU = Dwelling Unit

ccf = 100 cubic feet = 748 gallons

Illustrative increases are shown. The increase in FY2014 is proposed to be 2.7%. It should be noted that the current CPI for Water and Sewer using the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, 12-month analysis table is 4.7%. For FY2014-2017 and beyond, the maximum annual increase is 4%.

Rate Setting Legislation and Principles

In conducting this water and wastewater rate study, BWA adheres to the Proposition 218 requirements as described in this section. Subsequent sections provide the detailed, cost of service basis for BWA's rate recommendations.

Proposition 218

Proposition 218, the "Right to Vote on Taxes Act", was approved by California voters in November 1996 and is codified as Articles XIII C and XIII D of the California Constitution. Proposition 218 establishes requirements for imposing or increasing property related taxes, assessments, fees and charges. For many years, there was no legal consensus on whether water and sewer rates met the definition of "property related fees". In July 2006, the California Supreme Court essentially confirmed that Proposition 218 applies to water rates.

BWA recommends that the District follow the procedural requirements of Proposition 218 for all water and wastewater rate changes. These requirements include:

- **Noticing Requirement:** - The District must mail a notice of proposed rate increases to all affected property owners. The notice must specify the basis of the fee, the reason for the fee, and the date/time/location of a public rate hearing at which the proposed rates will be considered/adopted.
- **Public Hearing:** - The District must hold a public hearing prior to adopting the proposed rate increases. The public hearing must be held not less than 45 days after the required notices are mailed.
- **Rate Increases Subject to Majority Protest:** - At the public hearing, the proposed rate increases are subject to majority protest. If more than 50% of affected property owners submit written protests against the proposed rate increases, the increases cannot be adopted.

Proposition 218 also established a number of substantive requirements that are generally deemed to apply to utility service charges, including:

- **Cost of Service** - Revenues derived from the fee or charge cannot exceed the funds required to provide the service. In essence, fees cannot exceed the "cost of service".
- **Intended Purpose** - Revenues derived from the fee or charge can only be used for the purpose for which the fee was imposed.
- **Proportional Cost Recovery** - The amount of the fee or charge levied on any customer shall not exceed the proportional cost of service attributable to that customer.
- No fee or charge may be imposed for a service unless that service is used by, or immediately available to, the owner of the property. Standby charges shall be classified as "assessments" which are governed by Article 13D Section 4.

Charges for water, wastewater, and refuse collection are exempt from the additional voting requirements of Proposition 218 provided the charges do not exceed the cost of providing service and are adopted pursuant to procedural requirements of Proposition 218.

Rate Development Principles

In reviewing the District's current water rates and finances, BWA used the following criteria in developing our recommendations:

1. *Revenue Sufficiency:* Rates should recover the annual cost of service and provide revenue stability.
2. *Rate Impact:* While rates are calculated to generate sufficient revenue to cover operating and capital costs, they should be designed to minimize, as much as possible, the impacts on ratepayers.
3. *Equitable:* Rates should be fairly allocated among all customer classes based on their estimated demand characteristics. Each user class only pays its proportionate share.
4. *Practical:* Rates should be simple in form and, therefore, adaptable to changing conditions, easy to administer and easy to understand.
5. *Provide Incentive:* Rates provide price signals which serve as indicators to conserve water and to use water efficiently.

District Background

The District provides water supply, treatment, and delivery as well as wastewater collection, treatment, and disposal to approximately 14,000 residents. The Town last conducted a water and wastewater rate study in June 2011 which set rates through FY2013. This report provides recommended rates through FY2017.

Service Area and Customer Projections

The District provides service to about 5,700 single family, condominium, commercial, irrigation, and vacant parcels or accounts within the Town. About 1,900 parcels are metered and about 3,800 are unmetered. Metered customers are billed monthly for water use and are also charged a fixed fee which is billed on the annual property tax roll. Unmetered water customers are billed annual fixed charges on the property tax roll.

The District has 95 irrigation customers that are billed for water service but not for sewer service. All sewer customers are billed annually on the property tax roll. Residential customers are billed a flat annual fixed charge. Commercial customers are billed a volume wastewater rate based on actual wastewater flow.

Current Rates and Revenues

The District collects about \$2.7 million (net of delinquencies) in revenues from water service charges, see Table 1. Metered water use generates about \$930,000 annually or about one third of revenues. Fixed meter charges and unmetered customer charges generate about \$1.9 million annually or about two thirds of revenues. Fixed revenue sources provide financial stability for the District.

The typical metered residential customer has a 1" meter and uses 19 hundred cubic feet (ccf) per month. The typical monthly bill includes a \$9.25 fixed charge and \$25.86 in water usage charges (based on the rate of \$1.361/ccf times 19 units of water) which sum to a total monthly bill of \$35.11. The typical unmetered residential customer has a parcel size of 5,000 to 10,000 square feet and pays a fixed annual charge of \$468.48 or \$39.04 monthly. On average, unmetered customers use more water than metered customers and, thus, justifiably have a higher monthly cost than metered customers. The typical monthly bills for both metered and unmetered customers are low compared to other local agencies. Typical bills under FY2013 rates are shown in the Figures below.¹ Detailed bill calculations are provided in the Appendices.

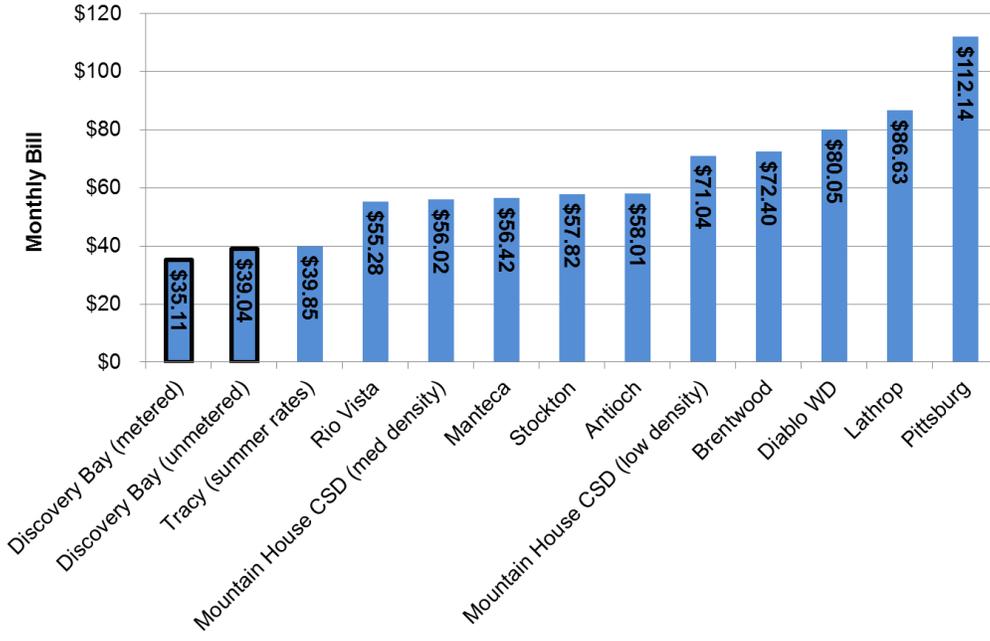
For FY2013, wastewater service charges provided about \$3.52 million (net of delinquencies) in revenue. The typical residential bill is \$669.24 annually or \$55.77 per month. The District's wastewater bill is at the higher end of regional agencies.

¹ BWA conducted the bills survey in early 2013 and based the bills, shown in the figures below, on the then-current rates of the agencies surveyed.

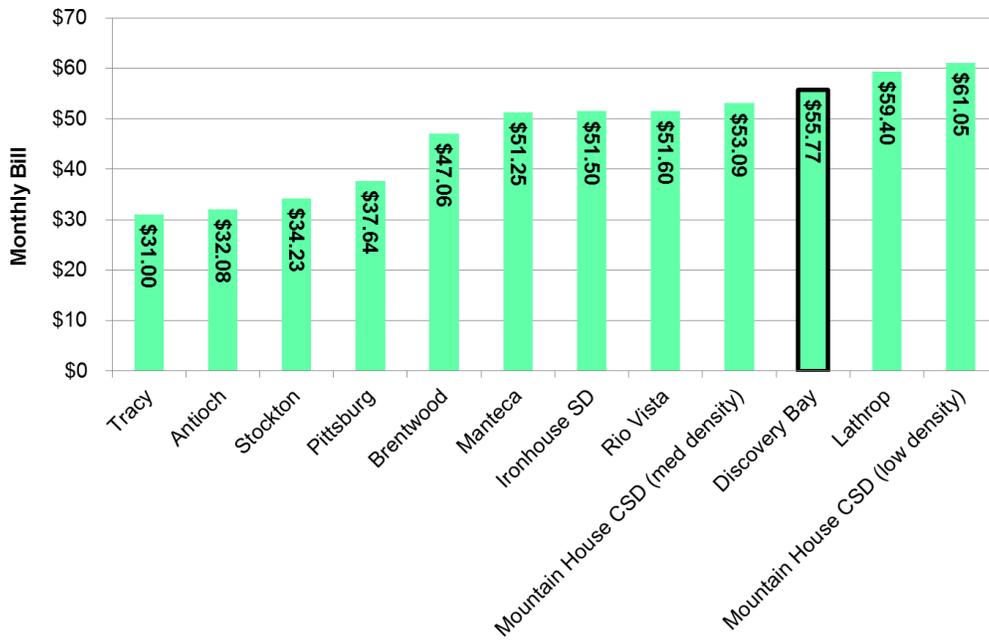
**Table 1
Town of Discovery Bay
Water and Wastewater Rate Study
Current FY2012/13 Service Charge Revenues**

Billed Monthly (Metered Customers)			Metered Rate (\$/ccf)		\$1.361	
Meter Size	No. of Meters	Monthly Fee	Meter Fee Annual Revenue	Estimated Annual Water Use (ccf)	Annual Water Use Fees	
Residential						
1"	1,878	\$9.25	\$208,458.00	458,000	\$623,000	
Subtotal Residential	1,878					
Nonresidential						
Sandy Cove Shop Center						
1"	1	\$9.25	\$111.00			
2"	7	\$10.41	\$874.44			
Lakeview Business Plaza						
4"	1	\$18.93	\$227.16			
Other Metered						
1"	6	\$9.25	\$666.00			
1.5"	7	\$9.56	\$803.04			
2"	2	\$10.41	\$249.84			
3"	3	\$16.63	\$598.68			
4"	1	\$18.93	\$227.16			
Irrigation						
5/8"	1	\$2.41	\$28.92			
1"	19	\$2.72	\$620.16			
1.5"	15	\$3.02	\$543.60			
2"	25	\$3.87	\$1,161.00			
3"	2	\$10.09	\$242.16			
4"	5	\$12.39	\$743.40			
Subtotal Nonresidential	95		\$7,096.56	228,000	\$310,000	
Total Metered Customers	1,973		\$215,500	686,000	\$933,000	
					\$1,149,000	
Property Tax Roll Type of Customer	Number of Parcels		Annual Fee		Total Annual Revenues	
	Water	Sewer	Water	Sewer	Water	Sewer
Condos w/irrigation	50	50	\$370.92	\$501.96	\$19,000	\$25,000
Condos w/o irrigation	174	174	\$243.72	\$501.96	\$42,000	\$87,000
Vacant	360	355	\$176.00	\$224.00	\$63,000	\$80,000
Unmetered Water						
<5,000 SF	87	87	\$370.92	\$669.24	\$32,000	\$58,000
5,001 to 10,000 SF	2,867	2,867	\$468.48	\$669.24	\$1,343,000	\$1,919,000
>10,000 SF	337	337	\$566.04	\$669.24	\$191,000	\$226,000
Metered	1,973	1,906		\$669.24	\$0	\$1,276,000
Total	5,848	5,776			\$1,690,000	\$3,671,000
						\$5,361,000
				Summary	Water	Sewer
				Metered	\$1,149,000	\$1,276,000
				Unmetered	\$1,690,000	\$2,395,000
				4% Delinquency	(\$114,000)	(\$147,000)
				Total	\$2,725,000	\$3,524,000
						\$6,249,000

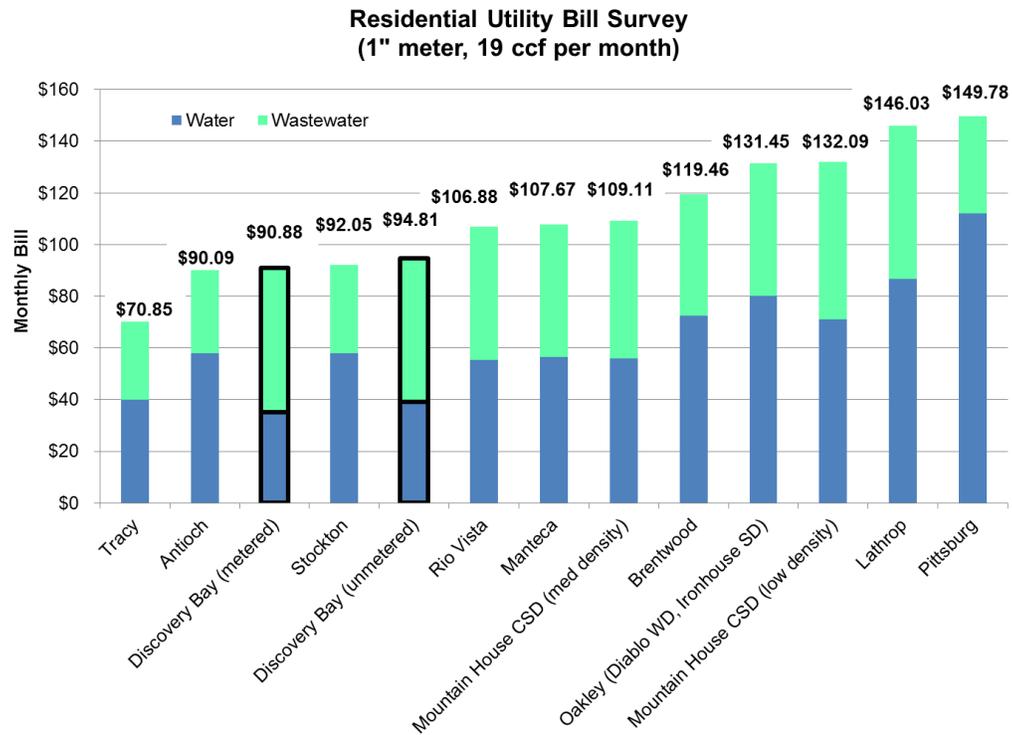
Residential Water Bill Survey (1" meter, 19 ccf per month)



Residential Wastewater Bill Survey



BWA also reviewed the combined utility bill consisting of both water and wastewater. The District's total utility bill is low compared with other local agencies.



Meter Charges

BWA reviewed the District's fixed meter charges and found that the charges for larger meter sizes should be increased. Typically, water agencies scale their meter charges to ratios developed by the American Water Works Association (AWWA) which are based on the demand or capacity in the system used by each meter. The capacity used by a 1" metered is considered the base meter equivalent. Larger meters sizes are scaled to the 1" meter. For example, under the AWWA standards, a 6" meter is equivalent to 20 residential customers with 1" meters, a ratio of 1:20. Using this ratio, a 6" meter should be charged the 20 times the 1" meter fee.

BWA found that the meter charges for larger meter sizes were too low when compared with the AWWA standards. This could result in commercial customers being undercharged for water service.

The recommended AWWA meter equivalents are shown in Table 2. By transitioning to the AWWA meter ratios, the District will increase the number of residential and commercial meter equivalents from 1,912 to 1,967.

For irrigation customers, BWA recommends that the District set the base meter size as 1". The District currently has one irrigation customer with a 5/8" meter. BWA recommends that this customer be charged the fixed fee of the 1" meter. BWA also recommends that the District transition the irrigation

meter fees to the AWWA meter ratios. The number of irrigation meter equivalents is recommended to increase from 115 to 193.

The meter charges for residential and commercial customers are larger than irrigation customers due to the cost of fire protection service which is not applied to irrigation accounts. Fire protection costs were developed in the District’s previous rate study and staff confirmed that the costs are accurate and reasonable.

**Table 2
Town of Discovery Bay
Water and Wastewater Rate Study
Metered Water Customers**

Meter Size	No. of Customers	Current Monthly Charge	Current Ratio ¹	Current Number of Equivalents	Recommended AWWA Ratio ²	Recommended Monthly Charge	Recommended Number of Equivalents
Metered Rate (\$/ccf)		\$1.361					
Residential & Commercial							
1"	1,885	\$9.25	1.00	1,885	1.0	\$9.25	1,885
1.5"	7	\$9.56	1.03	7	2.0	\$18.50	14
2"	9	\$10.41	1.13	10	3.2	\$29.60	29
3"	3	\$16.63	1.80	5	6.4	\$59.20	19
4"	2	\$18.93	2.05	4	10.0	\$92.50	20
6"	0	\$24.30	2.63	0	20.0	\$185.00	0
Total	1,906			1,912			1,967
Irrigation							
5/8"	1	\$2.41	1.00	1	1.0	\$2.72	1
1"	19	\$2.72	1.13	21	1.0	\$2.72	19
1.5"	15	\$3.02	1.25	19	2.0	\$5.44	30
2"	25	\$3.87	1.61	40	3.2	\$8.70	80
3"	2	\$10.09	4.19	8	6.4	\$17.41	13
4"	5	\$12.39	5.14	26	10.0	\$27.20	50
6"	0	\$17.76	7.37	0	20.0	\$54.40	0
Total	67			115			193

1 - Residential and commercial customer meters are scaled to the 1" meter charge. Irrigation customers are scaled to the 5/8" meter charge. Current monthly charges were developed by Hornberger Engineering.
2 - American Water Works Association meter ratios.

BWA found the service charges for unmetered water customers to be reasonable and does not recommend any rate structure changes

Wastewater Service Charges

The wastewater service charges are shown in Table 3. Condominiums, vacant parcels, and residential customers pay annual fixed charges on the tax roll. Commercial customers are metered and pay a volume charge per ccf of wastewater flow. The volume charges are scaled to the wastewater pollutant loading of each customer type and were developed in the District’s previous rate study. BWA reviewed

the methodology of assigning strength characteristics and found the District’s wastewater volume rates to be reasonable.

BWA also reviewed the fixed charge applied to condominiums, vacant parcels, and residential parcels. Vacant parcels are charged about one third of the residential charge, and condominiums are charged 75% of the residential rate. BWA finds these charges to be reasonable. In BWA’s experience, wastewater agencies charge condominiums or multifamily units 60% to 90% of the single family residential charge.

**Table 3
Town of Discovery Bay
Water and Wastewater Rate Study
Wastewater Service Charges and Revenues**

Wastewater Service Charges	Current
Condos w/irrigation	\$501.96
Condos w/o irrigation	\$501.96
Vacant	\$224.00
Residential	
<5,000 SF	\$669.24
5,001 to 10,000 SF	\$669.24
>10,000 SF	\$669.24
Metered Commercial	Per ccf
Business/Government/Clubs	\$3.874
Restaurants/Bars/Dining Facilities	\$11.344
Schools	\$3.487
Other Domestic Strength Users	\$3.874

Customer and Rate Projections

BWA evaluated the District’s current customer base and projected new customers through FY2020. The District has a number of active developments that will add residential, commercial, and irrigation customers over the coming years. These customers will pay capacity fees to connect to the water and wastewater systems, be added to the ratebase, and pay monthly or annual service charges.

Table 4 shows the projected customer growth in terms of equivalent dwelling units (EDU), also referred to as meter equivalents throughout this report. One equivalent dwelling unit is defined as a single family customer with a 1” meter. Table 4 includes EDU counts for new commercial and irrigation customers in addition to residential customers.

Table 5 shows the current and projected revenue from the water and wastewater service charges including service charge revenues from new customers. Over the next four years and beyond, BWA recommends that the District implement percentage increases to all water and wastewater rates and charges to “keep up” with inflationary cost increases. The District is granted the authority to pass through inflationary cost increases by the Proposition 218 Omnibus Implementation Act, Govt. Code Sections 53755 and 53756.

Table 6 shows the projected service charge schedule.

	Estimated EDUs						
	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
Table 4							
Town of Discovery Bay							
Water and Wastewater Rate Study							
Projected Development							
Discovery Bay West (Hofmann Development)							
Domestic and Commercial	206	120	120	100	100	43	20
Irrigation Only	8	1	1	1	2	2	2
Discovery Bay West (Hofmann Development) - Total Water EDUs							
Domestic, Commercial, and Irrigation	214	121	121	101	102	45	22
Discovery Bay West (Hofmann Development) - Total Wastewater EDUs							
Domestic and Commercial Only	206	120	120	100	100	43	20
Discovery Bay, Byron, Evans, Pantages, Newport Pointe							
Domestic and Commercial							
Discovery Bay Vacant Lots	10	10	10	10	0	0	0
Discovery Bay Shopping Center	0	20	20	20	10	5	5
Discovery Bay Golf Course	0	4	4	2	2	1	0
Byron 78 (Sandy Cove)	0	3	3	3	2	2	2
Evans	0	4	4	4	3	2	2
Pantages	0	0	60	60	50	10	10
Newport Pointe Residential	<u>0</u>	<u>0</u>	<u>35</u>	<u>17</u>	<u>10</u>	<u>5</u>	<u>0</u>
Total	10	41	136	116	77	25	19
Irrigation Only							
Discovery Bay Shopping Center	0	1	1	1	0	0	0
Discovery Bay Golf Course	0	1	1	0	0	0	0
Pantages	0	0	1	1	1	1	0
Newport Pointe	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
Total	0	2	4	3	2	1	0
Total Water EDUs							
Domestic, Commercial, and Irrigation	10	43	140	119	79	26	19
Total Wastewater EDUs							
Domestic and Commercial Only	10	41	136	116	77	25	19
Total All Developments (Hofmann and Others)							
Total Water EDUs	224	164	261	220	181	71	41
Total Wastewater EDUs	216	161	256	216	177	68	39

**Table 5
Town of Discovery Bay
Water and Wastewater Rate Study
Service Charge Projection**

	Current	w/Recommended Equivalents	FY2014	FY2015	FY2016	FY2017
Increase in Metered and Unmetered Water Charges ¹			2.7%	4.0%	4.0%	4.0%
Water Use						
Annual Consumption (ccf) ²	686,000	686,000	737,064	774,456	833,964	884,124
Rate	\$1.361	\$1.361	\$1.398	\$1.454	\$1.512	\$1.572
Total Water Use Revenue	\$934,000	\$934,000	\$1,030,000	\$1,126,000	\$1,261,000	\$1,390,000
Water Meter Fixed Charge						
Residential and Commercial						
New Customers			216	161	256	216
Equivalents	1,912	1,967	2,183	2,344	2,600	2,816
Monthly Charge	\$9.25	\$9.25	\$9.50	\$9.88	\$10.28	\$10.69
Annual Revenue	\$212,215	\$218,337	\$249,000	\$278,000	\$321,000	\$361,000
Irrigation						
New Customers			8	3	5	4
Equivalents	115	193	201	204	209	213
Monthly Charge	\$2.41	\$2.41	\$2.48	\$2.58	\$2.68	\$2.79
Annual Revenue	\$3,339	\$5,576	\$6,000	\$6,000	\$7,000	\$7,000
Water Meter Fixed Charge Revenue	\$216,000	\$224,000	\$255,000	\$284,000	\$328,000	\$368,000
Unmetered Water Charge Revenue	\$1,690,000	\$1,690,000	\$1,736,000	\$1,805,000	\$1,877,000	\$1,952,000
Increase in Wastewater Charges ¹			2.7%	4.0%	4.0%	4.0%
Sewer Charge Revenue	\$3,671,000	\$3,671,000	\$3,770,000	\$3,921,000	\$4,078,000	\$4,241,000

Note: Revenues shown in this table do not have a delinquency factor included. A delinquency factor is added into the revenues in subsequent tables.

1 - Illustrative increases are shown. It should be noted that the current CPI for Water and Sewer using the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, 12-month analysis table is 4.7%. For the FY 2013-14 year, it is proposed that the rates increase 2.7% over current rates. Actual increases in years FY2014-2017 and beyond will be set at the annual average change in the CPI, assumed to be 4%.

2 - Each new customer is assumed to use 19 ccf monthly/228 ccf annually (the average residential consumption). Irrigation and commercial customers are varied and on average use more than the average residential customer. However, for projecting water use, each new irrigation and commercial customer is assumed to use the residential average.

**Table 6
Town of Discovery Bay
Water and Wastewater Rate Study
Service Charge Schedule**

	Current	w/Recommended Equivalents	FY2014	FY2015	FY2016	FY2017
Illustrative Increase in Metered and Unmetered Rates ¹			2.7%	4.0%	4.0%	4.0%
Water Use Rate	\$1.361	\$1.361	\$1.398	\$1.454	\$1.512	\$1.572
Water Meter Fixed Charge						
Residential & Commercial						
5/8"	\$8.95	\$9.25	\$9.50	\$9.88	\$10.28	\$10.69
1"	\$9.25	\$9.25	\$9.50	\$9.88	\$10.28	\$10.69
1.5"	\$9.56	\$18.50	\$19.00	\$19.76	\$20.55	\$21.37
2"	\$10.41	\$29.60	\$30.40	\$31.62	\$32.88	\$34.20
3"	\$16.63	\$59.20	\$60.80	\$63.23	\$65.76	\$68.39
4"	\$18.93	\$92.50	\$95.00	\$98.80	\$102.75	\$106.86
6"	\$24.30	\$185.00	\$190.00	\$197.60	\$205.50	\$213.72
Irrigation						
5/8"	\$2.41	\$2.72	\$2.79	\$2.90	\$3.02	\$3.14
1"	\$2.72	\$2.72	\$2.79	\$2.90	\$3.02	\$3.14
1.5"	\$3.02	\$5.44	\$5.59	\$5.81	\$6.04	\$6.28
2"	\$3.87	\$8.70	\$8.94	\$9.30	\$9.67	\$10.06
3"	\$10.09	\$17.41	\$17.88	\$18.60	\$19.34	\$20.11
4"	\$12.39	\$27.20	\$27.93	\$29.05	\$30.21	\$31.42
6"	\$17.76	\$54.40	\$55.87	\$58.10	\$60.42	\$62.84
Unmetered Water Charge						
Condos w/irrigation	\$370.92	\$370.92	\$380.93	\$396.17	\$412.02	\$428.50
Condos w/o irrigation	\$243.72	\$243.72	\$250.30	\$260.31	\$270.72	\$281.55
Vacant	\$176.00	\$176.00	\$180.75	\$187.98	\$195.50	\$203.32
Unmetered Water						
<5,000 SF	\$370.92	\$370.92	\$380.93	\$396.17	\$412.02	\$428.50
5,001 to 10,000 SF	\$468.48	\$468.48	\$481.13	\$500.38	\$520.40	\$541.22
>10,000 SF	\$566.04	\$566.04	\$581.32	\$604.57	\$628.75	\$653.90
Sewer Charges						
Condos w/irrigation	\$501.96	\$501.96	\$515.51	\$536.13	\$557.58	\$579.88
Condos w/o irrigation	\$501.96	\$501.96	\$515.51	\$536.13	\$557.58	\$579.88
Vacant	\$224.00	\$224.00	\$230.05	\$239.25	\$248.82	\$258.77
Unmetered Water						
<5,000 SF	\$669.24	\$669.24	\$687.31	\$714.80	\$743.39	\$773.13
5,001 to 10,000 SF	\$669.24	\$669.24	\$687.31	\$714.80	\$743.39	\$773.13
>10,000 SF	\$669.24	\$669.24	\$687.31	\$714.80	\$743.39	\$773.13
Business/Government/Clubs	\$3.874	\$3.874	\$3.979	\$4.138	\$4.303	\$4.475
Restaurants/Bars/Dining Facilities	\$11.344	\$11.344	\$11.650	\$12.116	\$12.601	\$13.105
Schools	\$3.487	\$3.487	\$3.581	\$3.724	\$3.873	\$4.028
Other Domestic Strength Users	\$3.874	\$3.874	\$3.979	\$4.138	\$4.303	\$4.475

1 - Illustrative increases are shown. It should be noted that the current CPI for Water and Sewer using the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, 12-month analysis table is 4.7%. For the FY 2013-14 year, it is proposed that the rates increase 2.7% over current rates. Actual increases in years FY2014-2017 and beyond will be set at the annual average change in the CPI, assumed to be 4%.

Financial Planning Recommendations

BWA developed performance metrics for the water and wastewater funds. In order of priority, the financial performance metrics are:

- 1) Revenues must be sufficient to fund all operations and maintenance costs.
- 2) Net revenues (operating revenues less operating expenses) must be 1.25 times the annual debt service payment.
- 3) The operating funds should maintain an emergency reserve not less than six months of operating expenses.
- 4) As needed, the operating funds should make transfers to the capital funds to repair and replace aging infrastructure.
- 5) Expansion-related capital projects that are needed to accommodate new development should be funded through capacity fee revenues.

To meet these obligations, BWA recommends that the District implement inflationary rate increases of 4% per year.

Operating Cash Flow Projections

Current operating cost for the water and wastewater funds are expected to increase by 6% in FY2014 and 3% per year thereafter. BWA estimated the operating funds beginning fund balances based on the FY2012 Audit. Total cash and investments at year end for FY2012 was over \$6 million for the combined water and wastewater fund. The District estimates that water revenues account for 40% of the fund balance and wastewater revenues account for 60% of the fund balance. Thus, the beginning fund balance for the water operating fund is assumed to be about \$2.4 million and the wastewater beginning fund balance is assumed to be \$3.65 million for FY2013.

Table 7 shows the water operating fund cash flows. Revenues consist solely of water service charges. Operating expenses include contract services, repairs and maintenance, utilities, salaries, and other costs. In addition to operating expenses, the water fund has \$88,000 to \$89,000 in annual debt service costs related to the 2012 Enterprise Revenue Bonds. With recommended increases, the water service charges are projected to generate positive net revenues after funding operations and debt service. However, with the additional cost of capital projects, total net revenues are projected to be negative in FY2015 and FY2017. Despite two years of negative net revenues, the water operating fund is projected to maintain a healthy fund balance.

**Table 7
Town of Discovery Bay
Water and Wastewater Rate Study
Water Operating Cash Flows**

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Beginning balance	\$2,400,000	\$3,092,000	\$3,641,000	\$3,552,000	\$3,722,000
Revenues					
Water service					
Property Taxes	1,690,000	1,736,000	1,805,000	1,877,000	1,952,000
Meter Charges	216,000	255,000	284,000	328,000	368,000
Water Use	933,000	1,030,000	1,126,000	1,261,000	1,390,000
4% Delinquency	<u>(114,000)</u>	<u>(121,000)</u>	<u>(129,000)</u>	<u>(139,000)</u>	<u>(148,000)</u>
Total Revenues	2,725,000	2,900,000	3,086,000	3,327,000	3,562,000
% increase in operating expenses		6.0%	3.0%	3.0%	3.0%
Expenses					
Operating Expenses	1,945,000	2,062,000	2,124,000	2,188,000	2,254,000
2012 Revenue Bonds Debt Service	<u>88,000</u>	<u>88,000</u>	<u>89,000</u>	<u>88,000</u>	<u>88,000</u>
Total Expenses	2,033,000	2,150,000	2,213,000	2,276,000	2,342,000
Net Revenues	692,000	750,000	873,000	1,051,000	1,220,000
Transfer to Capital Fund	0	201,000	962,000	881,000	1,884,000
Total Net Revenues	692,000	549,000	(89,000)	170,000	(664,000)
O&M Ending balance	3,092,000	3,641,000	3,552,000	3,722,000	3,058,000
O&M Minimum balance target¹	973,000	1,031,000	1,062,000	1,094,000	1,127,000

1 - 180 days O&M expenses

Table 8 shows the wastewater operating cash flows. The majority of revenues are wastewater service charges. In FY2013, the District collected reimbursement from a legal case. In subsequent years, the District expects to collect only minimal reimbursement revenues. Expenses for the wastewater operating fund include a wastewater service contract and other costs similar to the expenses of the water operating fund and including contract services, repairs and maintenance, utilities, salaries, and other costs. The annual debt service cost for the wastewater fund ranges from \$737,000 to \$743,000 over the next four years.

As shown in Table 8, net operating revenues are marginally negative over the financial planning period. Operating net revenues are projected to range from \$108,000 to negative \$201,000. This slight deficit is roughly equal to the 4% delinquency factor assumed for planning purposes and is easily absorbed by the wastewater operating fund balance. Despite the projected deficit, the wastewater fund is expected to maintain more than the recommended minimum reserve of 180 days of operating costs.

The combined water and wastewater operating cash flow is provided in Table 9.

**Table 8
Town of Discovery Bay
Water and Wastewater Rate Study
Wastewater Operating Cash Flows**

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Beginning balance	\$3,647,000	\$3,755,000	\$3,554,000	\$3,257,000	\$3,164,000
Revenues					
Wastewater service (property taxes)	3,671,000	3,770,000	3,921,000	4,078,000	4,241,000
4% Delinquency	(147,000)	(151,000)	(157,000)	(163,000)	(170,000)
Reimbursements	<u>240,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total revenues	3,764,000	3,629,000	3,774,000	3,925,000	4,081,000
% increase in expenses		6.0%	3.0%	3.0%	3.0%
Expenses					
Operating Expenses	2,915,000	3,090,000	3,183,000	3,278,000	3,376,000
2012 Revenue Bonds Debt Service	<u>741,000</u>	<u>740,000</u>	<u>743,000</u>	<u>740,000</u>	<u>737,000</u>
Total Expenses	3,656,000	3,830,000	3,926,000	4,018,000	4,113,000
Net Revenues	108,000	(201,000)	(152,000)	(93,000)	(32,000)
Transfer to Capital Fund	0	0	145,000	0	564,000
Total Net Revenues	108,000	(201,000)	(297,000)	(93,000)	(596,000)
O&M Ending balance	3,755,000	3,554,000	3,257,000	3,164,000	2,568,000
O&M Minimum balance target¹	1,457,500	1,545,000	1,591,500	1,639,000	1,688,000

1 - 180 days O&M expenses

**Table 9
Town of Discovery Bay
Water and Wastewater Rate Study
Combined Cash Flows**

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Beginning balance	\$6,047,000	\$6,848,000	\$7,196,000	\$6,811,000	\$6,888,000
Revenues					
Service Charges					
Water Property Taxes	1,690,000	1,736,000	1,805,000	1,877,000	1,952,000
Meter Charges	216,000	255,000	284,000	328,000	368,000
Water Use	933,000	1,030,000	1,126,000	1,261,000	1,390,000
Sewer Charges	3,671,000	3,770,000	3,921,000	4,078,000	4,241,000
4% Delinquency	(260,000)	(272,000)	(285,000)	(302,000)	(318,000)
Reimbursements	<u>240,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total revenues	6,490,000	6,529,000	6,861,000	7,252,000	7,643,000
% increase in expenses		6.0%	3.0%	3.0%	3.0%
Expenses					
Operating Expenses	4,860,000	5,152,000	5,307,000	5,466,000	5,630,000
2012 Revenue Bonds Debt Service	<u>829,000</u>	<u>828,000</u>	<u>832,000</u>	<u>828,000</u>	<u>825,000</u>
Total Expenses	5,689,000	5,980,000	6,139,000	6,294,000	6,455,000
Net operating revenues	801,000	549,000	722,000	958,000	1,188,000
Transfer to Capital Fund	0	201,000	1,107,000	881,000	2,448,000
Total net revenues	801,000	348,000	(385,000)	77,000	(1,260,000)
O&M Ending balance	6,848,000	7,196,000	6,811,000	6,888,000	5,628,000
O&M Minimum balance target¹	2,430,000	2,576,000	2,653,500	2,733,000	2,815,000

1 - 180 days O&M expenses

Capital Revenues and Expenses

The District maintains capital funds for both the water and wastewater enterprises. Recently completed capital improvement budgets included debt financed projects, redundant system projects, and repair and replacement projects. Capital improvements are funded through debt issuance, capacity fee revenue, and service charge revenue shown as transfers from the operating funds. The District issued \$14.15 million in Enterprise Revenue Bonds on August 15, 2012. \$1.5 million of the bond proceeds is designated to fund Well 7 planning and construction, \$12.6 million is designated for wastewater improvements, and approximately \$285,000 is designated for costs of issuance. For financial planning purposes, BWA assumed that the debt proceeds are the beginning fund balances for the water and wastewater capital funds for FY2013.

In addition to bond proceeds, capacity fees serve as another major revenue source for the funding of capital improvements. BWA conducted a capacity fee study for the District in October 2012 and calculated the water capacity fee to be \$3,900 per EDU and the wastewater capacity fee to be \$9,860 per EDU. The capacity fees will increase automatically each year by the annual change to the Engineering News Record's Construction Cost Index. BWA assumes this change to be 3% per year.

The capacity fees calculated by BWA apply to most new developments. The Hofmann Land Development Company (Hofmann) signed a Service Agreement for committed capacity at a specified fee. Hofmann intends to develop 557 EDUs over the next four years in the Discovery Bay West development. The total estimated revenue generated by capacity fees is provided in Tables 10 and 11.

The water capital fund is provided in Table 12. Over the next four years, the District expects to fund \$8.1 million in capital projects, the majority of which are repair and replacement of Well 8 and water mains. Table 13 shows the wastewater capital fund. The District expects to fund approximately \$18.3 million in wastewater capital projects. The majority of projects are bond financed. The combined capital cash flow is provided in Table 14.

**Table 10
Town of Discovery Bay
Water and Wastewater Rate Study
Water Capacity Fee Revenues**

Lines	FY2014	Estimated EDUs FY2015	FY2016	FY2017	Total	Notes
Water Capacity Fee Revenue						
Hofmann Development						
Water Committed Capacity						
	214	70	0	0	284	
	\$297	\$297	\$297	\$297		
[1]	\$64,000	\$21,000	\$0	\$0	\$85,000	
Beyond Committed Capacity						
	0	51	121	101	273	
	\$4,017	\$4,138	\$4,262	\$4,389		
[2]	\$0	\$211,000	\$516,000	\$443,000	\$1,170,000	
[3]	\$64,000	\$232,000	\$516,000	\$443,000	\$1,255,000	[1] + [2]
Discovery Bay, Byron, Evans, Pantages, Newport Pointe						
	10	43	140	119	312	
	\$4,017	\$4,138	\$4,262	\$4,389		
[4]	\$40,000	\$178,000	\$597,000	\$522,000	\$1,337,000	
	\$104,000	\$410,000	\$1,113,000	\$965,000	\$2,592,000	[3] + [4]

Note: The FY2013 capacity fee was developed in BWA's Water and Wastewater Capacity Fee Technical Memorandum, October 2012. The capacity fee is increased annually based on the annual change in the Engineering News Record Construction Cost Index for San Francisco, assumed to be 3%.

**Table 11
Town of Discovery Bay
Water and Wastewater Rate Study
Wastewater Capacity Fee Revenues**

Lines	FY2014	Estimated EDUs		FY2017	Total	Notes
		FY2015	FY2016			
Wastewater Capacity						
Hofmann Development						
Wastewater Committed Capacity						
	206	120	120	100	546	
	\$2,789	\$2,789	\$2,789	\$2,789		
[1]	\$575,000	\$335,000	\$335,000	\$279,000	\$1,524,000	
Beyond Committed Capacity						
	0	0	0	0	0	
	\$10,156	\$10,460	\$10,774	\$11,098		
[2]	\$0	\$0	\$0	\$0	\$0	
[3]	\$575,000	\$335,000	\$335,000	\$279,000	\$1,524,000	[1] + [2]
Discovery Bay, Byron, Evans, Pantages, Newport Pointe						
	10	43	140	119	312	
	\$10,156	\$10,460	\$10,774	\$11,098		
[4]	\$102,000	\$450,000	\$1,508,000	\$1,321,000	\$3,381,000	
	\$677,000	\$785,000	\$1,843,000	\$1,600,000	\$4,905,000	[3] + [4]

Note: The FY2013 capacity fee was developed in BWA's Water and Wastewater Capacity Fee Technical Memorandum, October 2012. The capacity fee is increased annually based on the annual change in the Engineering News Record Construction Cost Index for San Francisco, assumed to be 3%.

**Table 12
Town of Discovery Bay
Water and Wastewater Rate Study
Water Capital Cash Flows**

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Beginning Balance	1,500,000	899,000	0	0	0
Revenues					
Capacity Fees	65,000	104,000	410,000	1,113,000	965,000
Interest Earnings	3,000	3,000	3,000	3,000	3,000
Transfer from Operating Fund	0	201,000	962,000	881,000	1,884,000
Total revenues	68,000	308,000	1,375,000	1,997,000	2,852,000
Capital Improvements					
Bond Financed Projects					
Well 7	221,000	627,000	627,000	0	0
Total Bond Financed Projects	221,000	627,000	627,000	0	0
Growth Induced Projects					
Treatment Filter Unit at Willow Lake WTP	0	0	21,000	238,000	0
Backwash Tank at Willow Lake WTP	0	0	0	29,000	331,000
New Recycle Pumps at Willow Lake WTP	0	0	0	0	72,000
Water Storage Tank at Newport WTP	0	0	0	86,000	994,000
Total Growth Induced Projects	0	0	21,000	353,000	1,397,000
Repair and Replacement Projects					
Well 8	0	50,000	227,000	644,000	594,000
8" Main Replacements	150,000	250,000	250,000	750,000	611,000
Water Infrastructure Replacement	200,000	200,000	200,000	200,000	200,000
Equipment/Pumps Motors/Vehicles	63,000	50,000	50,000	50,000	50,000
Well 1B Pump Upgrade	0	30,000	0	0	0
Willow Lake WTP Chemical Room Upgrade	25,000	0	0	0	0
Security Door Locks	10,000	0	0	0	0
Total Repair and Replacement Projects	448,000	580,000	727,000	1,644,000	1,455,000
Total Capital Improvements	669,000	1,207,000	1,375,000	1,997,000	2,852,000
Total net revenues	(601,000)	(899,000)	0	0	0
Ending Balance	899,000	0	0	0	0

Note: If development does not occur, growth induced projects will be delayed.

**Table 13
Town of Discovery Bay
Water and Wastewater Rate Study
Wastewater Capital Cash Flows**

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Beginning balance	\$12,600,000	\$7,646,000	\$2,585,000	\$0	\$555,000
Revenues					
Capacity Fees	0	677,000	785,000	1,843,000	1,600,000
Interest Earnings	10,000	10,000	10,000	10,000	10,000
Transfer from Operating Fund	0	0	145,000	0	564,000
Total revenues	10,000	687,000	940,000	1,853,000	2,174,000
Capital Improvements					
Bond Financed Projects					
Influent PS Modifications	94,000	981,000	0	0	0
Re-Activate Pump Station W	30,000	355,000	0	0	0
Emergency Storage Facilities	15,000	114,000	114,000	0	0
Splitter Box, Ox Ditch, Clarifier, RAS Pump	605,000	2,723,000	2,723,000	0	0
Solids Improvements, Phase 1	3,466,000	385,000	0	0	0
Lift Station F Rehab	0	250,000	250,000	0	0
UV Bank	250,000	0	0	0	0
Total Bond Financed Projects	4,460,000	4,808,000	3,087,000	0	0
Growth Induced Projects					
Secondary Effluent Pump Station Modification	0	0	0	38,000	213,000
Secondary Effluent Equalization	0	0	0	102,000	578,000
Effluent Filtration	0	0	0	500,000	750,000
Upgrade UV Disinfection	0	0	0	120,000	750,000
Add Pump to Export Pump Station	0	0	0	100,000	0
Total Growth Induced Projects	0	0	0	860,000	2,291,000
Repair and Replacement Projects					
Pumps/Motors/Generators	75,000	75,000	75,000	75,000	75,000
UV Disinfection Viral Bioassay Test	28,000	0	0	0	0
Collection System Pump Station Improvements	110,000	135,000	135,000	135,000	135,000
SCADA Improvements	0	350,000	0	0	0
Filter to Plant 1	8,000	42,000	0	0	0
NPDES Permit Renewal	40,000	40,000	0	0	0
Rehab Manholes	18,000	18,000	18,000	18,000	18,000
Raise Manholes	10,000	10,000	10,000	10,000	10,000
Spare NTU Sensor	0	20,000	0	0	0
Road Crossing Ramps	15,000	0	0	0	0
Salinity Project	0	50,000	0	0	0
Sewer Infrastructure Replacement	200,000	200,000	200,000	200,000	200,000
Total Repair and Replacement Projects	504,000	940,000	438,000	438,000	438,000
Total Capital Improvements	4,964,000	5,748,000	3,525,000	1,298,000	2,729,000
Total Net Revenues	(4,954,000)	(5,061,000)	(2,585,000)	555,000	(555,000)
Capital Ending balance	7,646,000	2,585,000	0	555,000	0

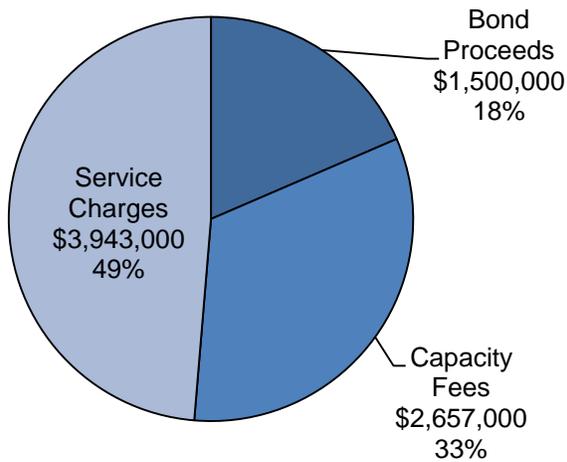
Note: If development does not occur, growth induced projects will be delayed.

Table 14
Town of Discovery Bay
Water and Wastewater Rate Study
Combined Capital Cash Flows

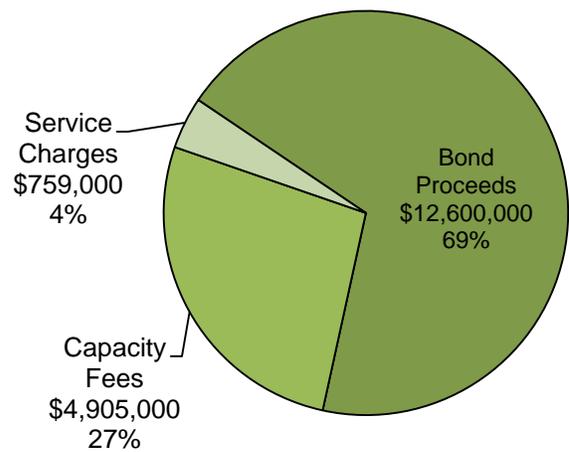
	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Beginning balance	\$14,100,000	\$8,545,000	\$2,585,000	\$0	\$555,000
Revenues					
Capacity Fees	65,000	781,000	1,195,000	2,956,000	2,565,000
Interest Earnings	13,000	13,000	13,000	13,000	13,000
Transfer from Operating Fund	0	201,000	1,107,000	881,000	2,448,000
Total Revenues	78,000	995,000	2,315,000	3,850,000	5,026,000
Capital Improvements					
Bond Financed Projects	4,681,000	5,435,000	3,714,000	0	0
Growth Induced Projects	0	0	21,000	1,213,000	3,688,000
Repair and Replacement Projects	952,000	1,520,000	1,165,000	2,082,000	1,893,000
Total Capital Improvements	5,633,000	6,955,000	4,900,000	3,295,000	5,581,000
Total Net Revenues	(5,555,000)	(5,960,000)	(2,585,000)	555,000	(555,000)
Capital Ending balance	8,545,000	2,585,000	0	555,000	0

Note: If development does not occur, growth induced projects will be delayed.

**Funding Sources for
Water Capital Improvements
(Total \$8.1 Million)**



**Funding Sources for
Wastewater Capital Improvements
(Total \$18.3 Million)**



Debt Service Coverage

The legal covenants for the 2012 Enterprise Revenue Bonds require that the District maintain debt service coverage of 1.25 times the annual debt service payment (operating revenues less operating expenses must be 1.25 times the annual debt payment). Capital improvement project costs are not included in the debt service coverage calculation. BWA reviewed the legal covenants and opines that capacity fee revenues may be included as operating revenues and may be pledged to debt service coverage.

The water operating fund debt service coverage is shown in Table 15. Debt service coverage is projected to range from 9.60 times to 25.83 times the annual water debt service payment, well above the required 1.25 times.

Table 15
Town of Discovery Bay
Water and Wastewater Rate Study
Water Fund Debt Service Coverage Projections

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Revenues					
Property Taxes	1,690,000	1,736,000	1,805,000	1,877,000	1,952,000
Meter Charges	216,000	255,000	284,000	328,000	368,000
Water Use	933,000	1,030,000	1,126,000	1,261,000	1,390,000
Capacity Fees	65,000	104,000	410,000	1,113,000	965,000
4% Delinquency	<u>(114,000)</u>	<u>(121,000)</u>	<u>(129,000)</u>	<u>(139,000)</u>	<u>(148,000)</u>
Total Revenues	2,790,000	3,004,000	3,496,000	4,440,000	4,527,000
Operating Expenses	1,945,000	2,062,000	2,124,000	2,188,000	2,254,000
Net Operating Revenues	845,000	942,000	1,372,000	2,252,000	2,273,000
2012 Revenue Bonds Debt Service	88,000	88,000	89,000	88,000	88,000
Debt Service Coverage	9.60	10.70	15.42	25.59	25.83

Table 16 shows the wastewater debt service coverage calculation. The wastewater fund may or may not meet the debt coverage requirement of 1.25 times the annual debt service payment in the current fiscal year. However, BWA projects adequate coverage over the financial planning period. Table 17 shows the combined debt service coverage projection.

Table 16
Town of Discovery Bay
Water and Wastewater Rate Study
Wastewater Fund Debt Service Coverage Projections

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Revenues					
Wastewater service (property taxes)	3,671,000	3,770,000	3,921,000	4,078,000	4,241,000
4% Delinquency	(147,000)	(151,000)	(157,000)	(163,000)	(170,000)
Reimbursements	240,000	10,000	10,000	10,000	10,000
Capacity Fees	<u>0</u>	<u>677,000</u>	<u>785,000</u>	<u>1,843,000</u>	<u>1,600,000</u>
Total Revenues	3,764,000	4,306,000	4,559,000	5,768,000	5,681,000
Operating Expenses	2,915,000	3,090,000	3,183,000	3,278,000	3,376,000
Net Operating Revenues	849,000	1,216,000	1,376,000	2,490,000	2,305,000
2012 Revenue Bonds Debt Service	741,000	740,000	743,000	740,000	737,000
Debt Service Coverage	1.15	1.64	1.85	3.36	3.13

Table 17
Town of Discovery Bay
Water and Wastewater Rate Study
Combined Debt Service Coverage Projections

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Revenues					
Service Charges					
Water Property Taxes	\$1,690,000	\$1,736,000	\$1,805,000	\$1,877,000	\$1,952,000
Meter Charges	\$216,000	\$255,000	\$284,000	\$328,000	\$368,000
Water Use	\$933,000	\$1,030,000	\$1,126,000	\$1,261,000	\$1,390,000
Wastewater Charges	3,671,000	3,770,000	3,921,000	4,078,000	4,241,000
4% Delinquency	(260,000)	(272,000)	(285,000)	(302,000)	(318,000)
Reimbursements	240,000	10,000	10,000	10,000	10,000
Capacity Fees	<u>65,000</u>	<u>781,000</u>	<u>1,195,000</u>	<u>2,956,000</u>	<u>2,565,000</u>
Total Revenues	6,555,000	7,310,000	8,056,000	10,208,000	10,208,000
Operating Expenses	4,860,000	5,152,000	5,307,000	5,466,000	5,630,000
Net Operating Revenues	1,695,000	2,158,000	2,749,000	4,742,000	4,578,000
2012 Revenue Bonds Debt Service	829,000	828,000	832,000	828,000	825,000
Debt Service Coverage	2.04	2.61	3.30	5.73	5.55

Conclusions

BWA recommends that the District implement inflationary cost increases over the next four years to fully fund the cost of providing water and wastewater service to customers. BWA also recommends that the District adjust the fixed water meter fees to AWWA standards so that larger meters have an equitable fee. The rates and charges provided in this report adhere to Proposition 218 standards as they are fair and reasonable to customers and are based on the cost of providing service.

APPENDIX 1

Water Bill Survey of a Single Family Residential Customer (1" meter, 19 ccf/month)

Water Agency	Rate (\$/ccf)	Quantity	Units	Total Charge
Town of Discovery Bay (Current, metered)				
Meter Charge (1")	\$9.25	1	meter	\$9.25
Water Consumption				
All consumption	\$1.361	19	ccf	<u>\$25.86</u>
				\$35.11
Town of Discovery Bay (Current, unmetered: 5,001 to 10,000 SF)				
Fixed Charge (Annual charge/12 months)	\$39.04	1	parcel	<u>\$39.04</u>
				\$39.04
City of Tracy - Summer				
Meter Charge (1")	\$20.40	1	meter	\$20.40
Water Consumption				
Tier 1 (0 to 18 ccf)	\$1.00	18	ccf	\$18.00
Tier 2 (18 to 29 ccf)	\$1.45	1	ccf	<u>\$1.45</u>
				\$39.85
City of Rio Vista				
Fixed Single Family Charge	\$45.02	1	account	\$45.02
Water Consumption				
All consumption	\$0.54	19	ccf	<u>\$10.26</u>
				\$55.28
Mountain House Community Services District (Med Density)				
Base Charge	\$13.41	1	account	\$13.41
Pledged Facility Charge	\$33.53	1	account	\$33.53
Water Consumption				
Tier 1 (0 to 12 ccf)	\$0.43	12	ccf	\$5.16
Tier 2 (over 12 ccf)	\$0.56	7	ccf	<u>\$3.92</u>
				\$56.02
City of Manteca				
Meter Charge (1")	\$29.25	1	meter	\$29.25
Water Consumption				
Tier 1 (0 to 30 ccf)	\$1.43	19	ccf	<u>\$27.17</u>
				\$56.42
City of Stockton				
Meter Charge (1")	\$27.80	1	meter	\$27.80
Water Consumption				\$0.00
All consumption	\$1.58	19	ccf	<u>\$30.02</u>
				\$57.82
City of Antioch				
Fixed Charge (3/4" meter)	\$13.89	1	meter	\$13.89
Reduced Pressure Device Charge (3/4" meter)	\$3.27	1	device	\$3.27
Water Consumption				
All consumption (Zone 1)	\$2.15	19	ccf	<u>\$40.85</u>
				\$58.01
Mountain House Community Services District (Low Density)				
Base Charge	\$17.70	1	account	\$17.70
Pledged Facility Charge	\$44.26	1	account	\$44.26
Water Consumption				
Tier 1 (0 to 12 ccf)	\$0.43	12	ccf	\$5.16
Tier 2 (over 12 ccf)	\$0.56	7	ccf	<u>\$3.92</u>
				\$71.04

City of Brentwood				
Fixed Charge (1" meter)	\$28.62	1	meter	\$28.62
Water Consumption				
Tier 1 (0 to 13.4 ccf)	\$2.15	13.4	ccf	\$28.87
Tier 2 (13.4 to 26.7 ccf)	\$2.66	5.6	ccf	<u>\$14.91</u>
				\$72.40
Diablo Water District				
Meter Charge (1")	\$24.29	1	meter	\$24.29
Check Valve Charge	\$4.08	1	device	\$4.08
Water Consumption				
All consumption	\$2.72	19	ccf	<u>\$51.68</u>
				\$80.05
Lathrop				
Meter Charge (1")	\$26.50	1	meter	\$26.50
South County Surface Water Supply Project	\$22.75	1	meter	\$22.75
Water Consumption				
All consumption	\$1.967	19	ccf	<u>\$37.38</u>
				\$86.63
City of Pittsburg				
Meter Charge (1")	\$46.21	1	meter	\$46.21
Water Consumption				
Tier 1 (0 to 14 ccf)	\$3.02	14	ccf	\$42.28
Tier 2 (over 14 ccf)	\$4.73	5	ccf	<u>\$23.65</u>
				\$112.14

APPENDIX 2**Wastewater Bill Survey of a Single Family Residential Customer**

Wastewater Agency	Rate	Quantity	Units	Total Charge
City of Tracy Fixed Charge	\$31.00	1	housing unit	\$31.00
City of Antioch Fixed Charge (Annual charge/12 months) - City collection	\$10.24	1	parcel	\$10.24
Fixed Charge (Annual charge/12 months) - Delta Diablo SD treatment	\$21.85	1	parcel	<u>\$21.85</u>
				\$32.08
City of Stockton Fixed Charge	\$34.23	1	housing unit	\$34.23
City of Pittsburg Fixed Charge (Annual charge/12 months) - City collection	\$15.79	1	parcel	\$15.79
Fixed Charge (Annual charge/12 months) - Delta Diablo SD treatment	\$21.85	1	parcel	<u>\$21.85</u>
				\$37.64
City of Brentwood Based on winter water use - new account charge shown	\$47.06	1	housing unit	\$47.06
City of Manteca Fixed Charge	\$51.25	1	housing unit	\$51.25
Ironhouse Sanitary District Fixed Charge (Annual charge/12 months)	\$51.50	1	housing unit	\$51.50
Rio Vista Fixed Charge (Northwest Facility)	\$51.60	1	housing unit	\$51.60
Mountain House Community Services District (Med Density) Base Charge	\$28.87	1	account	\$28.87
Pledged Facility Charge	\$24.22	1	account	<u>\$24.22</u>
				\$53.09
Town of Discovery Bay (Current) Fixed Charge (Annual charge/12 months)	\$55.77	1	parcel	\$55.77
Lathrop Fixed Charge (East Lathrop)	\$59.40	1	housing unit	\$59.40
Mountain House Community Services District (Low Density) Base Charge	\$33.20	1	account	\$33.20
Pledged Facility Charge	\$27.85	1	account	<u>\$27.85</u>
				\$61.05

Dear Property Owner:

June 2013

The Town of Discovery Bay Community Services District provides your home and/or business with drinking water and wastewater services. The Town's water supply and distribution system includes five (5) groundwater wells; two (2) water treatment facilities and approximately 100 miles of distribution and collection main service lines. The Town's wastewater collection and treatment system includes a state of the art bio-solids treatment facility; fifteen (15) lift stations; and two (2) wastewater treatment plants. The Town of Discovery Bay is conducting a public hearing to discuss and possibly approve new water & wastewater rates for your parcel(s) for the period of July 1, 2013 through June 30, 2017 (FY 2013-14 through FY 2016-17) and every year thereafter at the fixed rate for FY 2016-17 until a future successful Proposition 218 rate increase hearing occurs. This public hearing date is scheduled for Wednesday, August 7, 2013 at 7:00 p.m. at the Town of Discovery Bay's District Office located at 1800 Willow Lake Road, Discovery Bay, California.

Rate Study

The District contracted with Bartle Wells Associates (BWA) to prepare a four (4) year rate review study report. This report has been filed with the District's Secretary and forecasts District expenditures during the next four (4) fiscal years for operating expenses and system wide capital improvements. The data in the report is then compared to water & wastewater revenues for the next four (4) fiscal year period and is used to determine future utility rates. The proposed overall blended service rates reflect an increase of 2.7% over currently approved rates for FY 2013-14 and 4% for each subsequent year as reflected in the BWA Rate Study. Until such time as a future successful Proposition 218 rate increase hearing occurs, rates will remain at the fixed rate for FY 2016-17, and every year thereafter.

Copies of the complete rate study are available at the district office at 1800 Willow Lake Road, Discovery Bay, CA 94505, or by visiting www.todb.ca.gov.



TOWN OF DISCOVERY BAY CSD
1800 Willow Lake Road
Discovery Bay, CA 94505

TO:

Basis of Proposed Rates

Rate increases are proposed mainly because of the following reasons: Implementation of long-term capital improvement programs, capacity limitations of existing wastewater facilities, increasing cost of fuels and electricity, and increased maintenance required of aging infrastructure. In addition, the District's bond covenants require sufficient ongoing revenues to meet debt service.

When will the changes take place?

If approved, the rate changes would start in FY 2013-14 through FY 2016-17, and every year thereafter at the fixed rate for FY 2016-17 until a future successful Proposition 218 rate increase hearing occurs.

Compliance with Proposition 218

In 1996, California voters approved Proposition 218, which amended the state constitution as it relates to the passage of property related fees. This requires that local governments follow a strictly defined process when setting fees. The District must: 1) Inform property owners that a proposed rate increase is being considered; 2) clearly demonstrate the basis on which these fees are calculated (the rate study); and 3) conduct a public hearing at least 45 days after notice where the District hears all protests to the rate increase. Water & Wastewater rates are each subject to "majority protest," meaning one or both cannot be passed if a majority of property owners impacted by the rate change submit written protests opposing that rate increase.

Concerns. Please Contact Us

If you have any questions or comments about the proposed rate increases or wish to protest, you may:

Address the Board: Attend the Public Hearing on Wednesday, August 7, 2013, at 7:00 p.m. at the Town of Discovery Bay offices, 1800 Willow Lake Road, Discovery Bay CA 94505; or

Write: Written protests against the proposed water, and/or wastewater rate changes, have to identify the address, or the parcel number of the impacted property, and include the signature(s) of the property owner(s). If the District receives written protests against the proposed water and/or wastewater rates by a majority of the affected property owners prior to the end of the hearing, the Board will not approve that rate change with the majority of protest. Each property owner can submit one written protest for water and one written protest for wastewater.

In order to allow for public input and comment, the Board of Directors of the Town of Discovery Bay Community Services District at their August 7, 2013 meeting at 7:00p.m. will hold a public hearing to consider adoption of Resolution No. 2013-XX, increasing fees for water and sewer. The meeting location is at the District office at 1800 Willow Lake Road, Discovery Bay, CA.

The proposed water & wastewater rates shown in Table 1 & Table 2 below represent the proposed rate for each of the timeframes.

PROPOSED WATER RATE INCREASES		2.7%		4.0%		4.0%		4.0%		
WATER	Existing FY 2012/13		Proposed FY 2013/14		Proposed FY 2014/15		Proposed FY 2015/16		Proposed FY 2016/17	
	Monthly	Yearly								
Residential Unmetered	(\$/month/DU)	(\$/year/DU)								
Parcel Size (Square Fee/DU)										
Condos w/irrigation	\$30.91	\$370.92	\$31.74	\$380.93	\$33.01	\$398.17	\$34.34	\$412.02	\$35.71	\$428.50
Condos w/o irrigation	\$20.31	\$243.72	\$20.86	\$250.30	\$21.69	\$260.31	\$22.56	\$270.72	\$23.46	\$281.55
Under 5,000	\$30.91	\$370.92	\$31.74	\$380.93	\$33.01	\$398.17	\$34.34	\$412.02	\$35.71	\$428.50
5,000 - 10,000	\$39.04	\$468.48	\$40.09	\$481.13	\$41.70	\$500.38	\$43.37	\$520.40	\$45.10	\$541.22
10,001 - 15,000	\$47.17	\$568.04	\$48.44	\$581.32	\$50.38	\$604.57	\$52.40	\$628.75	\$54.49	\$653.90
Over 15,000,	\$47.17	\$568.04	\$48.44	\$581.32	\$50.38	\$604.57	\$52.40	\$628.75	\$54.49	\$653.90
Vacant	\$14.87	\$178.00	\$15.06	\$180.75	\$15.67	\$187.98	\$16.29	\$195.50	\$16.94	\$203.32
Plus Each Additional 1,000	\$2.71	\$37.57	\$2.78	\$33.40	\$2.89	\$34.73	\$3.01	\$36.12	\$3.13	\$37.57
WATER All Metered	Monthly (\$/month)	Use (\$/ccf)								
Non-irrigation Account Charge:										
5/8" Inch Meter	\$8.95		\$9.50		\$9.88		\$10.28		\$10.69	
1 Inch Meter	\$9.25		\$9.50		\$9.88		\$10.28		\$10.69	
1 1/2 Inch Meter	\$9.56		\$19.00		\$19.76		\$20.55		\$21.37	
2 Inch Meter	\$10.41		\$30.40		\$31.62		\$32.88		\$34.20	
3 Inch Meter	\$16.63		\$60.80		\$63.23		\$65.76		\$68.39	
4 Inch Meter	\$18.93		\$95.00		\$98.80		\$102.75		\$106.86	
6 Inch Meter	\$24.30		\$190.00		\$197.60		\$205.50		\$213.72	
Irrigation Account Charge:										
5/8" Inch Meter	\$2.41		\$2.79		\$2.90		\$3.02		\$3.14	
1 Inch Meter	\$2.72		\$2.79		\$2.90		\$3.02		\$3.14	
1 1/2 Inch Meter	\$3.02		\$5.59		\$5.81		\$6.04		\$6.28	
2 Inch Meter	\$3.87		\$8.94		\$9.30		\$9.67		\$10.06	
3 Inch Meter	\$10.09		\$17.88		\$18.60		\$19.34		\$20.11	
4 Inch Meter	\$12.39		\$27.93		\$29.05		\$30.21		\$31.42	
6 Inch Meter	\$17.76		\$55.87		\$58.10		\$60.42		\$62.84	
Metered Usage Charge:										
All Usage		\$1,361		\$1,398		\$1,454		\$1,512		\$1,572

PROPOSED WASTEWATER RATE INCREASES		2.7%		4.0%		4.0%		4.0%		
WASTEWATER	Existing FY 2012/13		Proposed FY 2013/14		Proposed FY 2014/15		Proposed FY 2015/16		Proposed FY 2016/17	
	Monthly	Yearly								
Residential Unmetered	(\$/month)	(\$/year)								
Single Family - Each DU	\$55.77	\$669.24	\$57.28	\$687.31	\$59.57	\$714.80	\$61.95	\$743.39	\$64.43	\$773.13
Multiple Family/Condos - Each DU	\$41.83	\$501.96	\$42.96	\$515.51	\$44.68	\$538.13	\$46.47	\$557.58	\$48.32	\$579.88
Nonresidential Metered	Use (\$/ccf)									
Business/Government/Clubs	\$3.874		\$3.979		\$4.138		\$4.303		\$4.475	
Restaurants/Bars/Dining Facilities	\$11.344		\$11.650		\$12.116		\$12.601		\$13.105	
Schools	\$3.487		\$3.581		\$3.724		\$3.873		\$4.028	
Other Domestic Strength Users	\$3.874		\$3.979		\$4.138		\$4.303		\$4.475	

DU = Dwelling Unit

ccf = 100 cubic feet = 748 gallons

Illustrative increases are shown. The increase in FY2014 is proposed to be 2.7%. It should be noted that the current CPI for Water and Sewer using the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, 12-month analysis table is 4.7%. For FY2014-2017 and beyond, the annual increase will be 4% or the annual average change in the CPI, whichever is greater, as authorized under California Government Code Section 53756.

The charges above are based on the "Water & Wastewater Rate Study" prepared by Bartle Wells Associates for the District. Water and wastewater rates comply with Proposition 218 and the wastewater rates also comply with the Revenue Program Guidelines of the State Water Resources Control Board.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 19, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Discovery Bay Influent Pump Station, Pump Station W Modifications, and Emergency Storage Lagoon Capital Improvement Program Project

Recommended Action

That the Board of Directors (1) award the lowest responsible bid to Pacific Infrastructure in the amount of \$1,233,000 2) that the General Manager be authorized to execute all contract documents, and (3) that the General Manager be authorized to execute contract change orders up to ten (10) percent of the amount of the bid award.

Executive Summary

The Discovery Bay Influent Pump Station, Pump Station W Modifications, and Emergency Storage Lagoon projects were identified in the Wastewater Master Plan and are included in the long term financing list of projects. This project will provide necessary emergency storage in the event it is needed at Wastewater Treatment Plan #1, as well as upgrade the Influent Pump Station and Reactivate Pump Station W at that location. The Influent Pump Station is in need of rehabilitation and upgrade. However, that project cannot take place until Pump Station W is reactivated and placed back in service as it will be necessary to divert flows from the Influent Pump Station to Pump Station W prior to the modifications taking place at the Influent Pump Station.

The project was initially bid on March 26, 2013 and the lowest bid amount was \$1,497,000.00. However, the bid price was not consistent with the scope of work, and staff subsequently recommended that the scope of work be modified and the project be rebid.

The project was rebid and on June 11, 2013 bids for the Influent Pump Station, Pump Station W Modifications, and Emergency Storage Lagoon Capital Improvement Program Project were opened.

There were three (3) bidders, and the bid table is attached. The overall project budget is \$1,700,000.00. The engineer's estimate for this portion of the project is \$1,400,000.00. The lowest bid of \$1,233,000.00 was received by Pacific Infrastructure. Staff recommends that the project awarded to Pacific Infrastructure in the amount of \$1,233,000.00.

Fiscal Impact:

Amount Requested \$1,233,000.00

Sufficient Budgeted Funds Available?: YES (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Master Plan Acceptance, Budget Adoption, Equipment Pre-Purchase

Attachments

Bidders List
April 3, 2013 Board Report re: Reject all Bids

AGENDA ITEM: F-1

Bid Results
for Influent Pump Sta Pump Sta W
Discovery Bay

Contractor	Bid Dollar Amount
Conco West, Inc.	\$1,269,000.00
D.W. Nicholson	Did not submit a bid
McGuire & Hester	Did not submit a bid
Power Engineering Const.	Did not submit a bid
Meyers & Sons Construction	Did not submit a bid
TNT Industrial Contractors	\$1,431,691.00
Disney Construction	Did not submit a bid
Clyde G. Stegall, Inc.	Did not submit a bid
Valentine Corporation	Did not submit a bid
Pacific Infrastructure Corp.	\$1,233,000.00
Mountain Cascade	Did not submit a bid
West Bay Builders	Did not submit a bid



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

April 3, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager

Agenda Title

Discovery Bay Influent Pump Station, Pump Station W Modifications, and Emergency Storage Lagoon Capital Improvement Program Project

Recommended Action

That the Board of Directors reject all bids and direct staff to value-engineer the project and re-advertise for future bid

Executive Summary

The Discovery Bay Influent Pump Station, Pump Station W Modifications, and Emergency Storage Lagoon projects were identified in the Wastewater Master Plan and are included in the long term financing list of projects. This project will provide necessary emergency storage in the event it is needed at Wastewater Treatment Plan #1, as well as upgrade the Influent Pump Station and Reactivate Pump Station W at that location. The Influent Pump Station is in need of rehabilitation and upgrade. However, that project cannot take place until Pump Station W is reactivated and placed back in service as it will be necessary to divert flows from the Influent Pump Station to Pump Station W prior to the modifications taking place at the Influent Pump Station.

The bids for the Influent Pump Station, Pump Station W Modifications, and Emergency Storage Lagoon Capital Improvement Program Project were opened on Tuesday, March 26 at 2:00 p.m.

There were 4 bidders, and the bid table is attached. The overall project budget is 1,700,000. The engineer's estimate for this portion of the project was \$950,000, but the advertised estimate was \$750,000. The lowest bid of \$1,497,000 exceeds the estimate. Staff recommends that the project bids be rejected and that the project be value-engineered and rebid in order to obtain more favorable pricing.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Master Plan Acceptance, Budget Adoption, Equipment Pre-Purchase

Attachments

Project Bid Table





Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 19, 2013

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Rick Howard, General Manager

Agenda Title

Consideration of Annual Fiscal Year 2013-14 and Fiscal Year 2014-15 Operating, Capital and Revenue Budgets and Adoption of Resolution 2013-11

Recommended Action

Approve the FY 2013-14 Operating, Capital and Revenue Budgets and Adopt Resolution 2013-11

Executive Summary

On June 4, 2013, the Board conducted a Workshop to discuss the District's revenue and spending plans for the coming Fiscal Year. At that workshop, the Board had extensive discussion relative to the overall budgets, and specifically the Parks and Landscape Zone 8 budget.

For this coming fiscal year, the Budget document reflects a two-year forecast as opposed to the traditional one year budget. The transition to a two year budget provides staff and the Board an ability to project an additional year into the future. While the Board is presented with a two year budget, only the first year budget will be adopted. Each successive year's budget will result in the adoption of that year's budget prior to the next fiscal year.

For FY 2013-14, total projected water and wastewater expenditures of \$13,276,006.00 (All Operating and Capital) are matched with anticipated revenues of \$13,276,006.00. The FY 2013-14 the proposed Operating and Maintenance Budget of \$6.165M is 19% greater than the current year budget. However, net of Debt Service in the amount of \$828,000.00, contributions to Operating Reserves in the amount of \$250,787.00, and \$210,000.00 reimbursement to the General Operating Reserve fund to account for the funds that were utilized to pay for the enterprise's portion of the Community Center site, the net proposed operating budget is the amount of \$4.876M, or 5.61% The current year adopted Operating budget is \$4.603 Million, net of debt service in the amount of \$408,000.00.

Revenues for the enterprise funds are sufficient to provide operating capital into the coming year with a less than CPI rate increase. The current CPI for Water and Sewer using the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, 12-month analysis table is 4.7%. For the FY 2013-14 forecast, a proposed rate increase of 2.7% is proposed. The Board approved moving forward with a Proposition 218 Rate Hearing at their meeting on June 5, 2013. Public hearings will take place in July and August of this year. A copy of the Rate study is posted to the District's website at www.todb.ca.gov.

The FY 2013-14 Budget represents a "status quo" financial plan. Other than the Community Center, there are not any programmatic changes in the forecast period. However, the Parks and Landscape budgets, specifically Zone 8, see the most activity moving into the next fiscal year. Staff is recommending the addition of 2 FTE's. The first is a Parks and Maintenance Worker I position and the second is 10/12 of a Recreation Projects Coordinator position (programmed start date September 1, 2013). The addition of the Parks and Maintenance Worker I position will allow the District to provide in-house some of those services currently contracted out to other landscape firms. With only one Parks and Maintenance Worker position presently on staff, a team of two is recommended for operational efficiencies. The Recreation Projects Coordinator position will initiate the process of developing a recreation program for all Discovery Bay residents. A copy of the proposed FY 2013-15 Position Schedule is included as a part of the proposed budget and is listed on Page 62.

Included in the proposed CIP budget are those ongoing capital projects (year to year or one-time purchases) as well as those projects that were identified in the Master Plans and were included in the Capital Financing program. A detailed list of projects is included on Page 38 of the Budget Document.

(Continued)

As discussed at the June 4, 2013 Budget Workshop, staff recommended that the Board of Directors include in the preliminary FY 2013-14 Zone 8 CIP Budget funding for a complete renovation of the Community Center building. If authorized, the project schedule will call for the renovations to take place over the remainder of this calendar year, with a proposed opening date of March 1, 2014. Once complete, the renovations will provide the opportunity to offer community based programming in a facility that is designed to accommodate different types of classes, programs, rentals, and other community based activities. The estimated renovation budget for the project is \$552,500.00, with revenues derived from Park Impact fees, Measure WW Park Grant Funds, proportionate share of Water and Wastewater Enterprise Funds, and either a loan for the Water and Wastewater Enterprise Fund or from the Community Center Fund. The Board will be able to make that decision once the project is authorized and more detailed financial information is available. A copy of the May 29, 2013 Community Center Committee Report which details the recommended action is attached. The Board has a number of options that it may consider relative to Community Center renovations. Those options will be presented at the meeting.

In summary, the proposed budget is balanced with revenues matching expenditures. Key to this budget is that it provides the resources necessary to protect those critical components necessary to carry out the mission of the District to provide domestic water, wastewater collection and treatment, and parks and landscaping services to our residents.

An extensive summary of the Budget and its programs is included in the Budget document, beginning on Page 31. That summary identifies the many programs and projects being undertaken by the District in the coming fiscal year. The Budget is an attachment to this report and it can also be found on the District's website at www.todb.ca.gov.

Fiscal Impact:

Amount Requested: \$13,276,000

Sufficient Budgeted Funds Available?: YES, pending Prop 218 Hearing (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Board Workshop – June 4, 2013

Attachments

1. FY 2013-15 Operating, Five Year Capital Improvement Program, and Revenue Budgets
2. Resolution No. 2013-11
3. May 29, 2013 Community Center Committee Report titled: Community Center Operational Status Beginning July 1, 2013
4. Community Center Building Renovation Estimate

AGENDA ITEM: F-2

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



**FISCAL YEAR 2013-15
PROPOSED OPERATING AND CAPITAL IMPROVEMENT
PROGRAM BUDGET
June 19, 2013**



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



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PROPOSED

*Town of Discovery Bay Community Services District
Contra Costa County, California
Fiscal Year(s) 2013-2015 Budget*



Board of Directors

Vacant, President
Mark Simon, Vice President
Kevin Graves, Director
Bill Pease, Director
Chris Steele, Director

District Management

Rick Howard, General Manager
Daniel J. Schroeder, District Counsel
Virgil Koehne, Water and Wastewater Manager
Fairin Perez, Parks and Landscape Manager
Dina Breitstein, Finance Manager
Calista Anderson, Executive Assistant

The Town of Discovery Bay Community Services District

1800 Willow Lake Road
Discovery Bay, CA 94505
925-634-1131
www.todb.ca.gov

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



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PROPOSED

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



June 19, 2013

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, 2013 through June 30, 2015. 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 2013-14 planning horizon, staff has prepared a two-year budget document. The two-year budget provides staff and the board with an improved planning forecast. While you are presented with a two-year budget, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the O&M and the remaining four years of the CIP are included in the document but not included in the discussion below.

This budget is balanced and presents a spending plan where revenues meet expenditures. 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 efficient manner. This budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. As will be addressed below, the August 2012 Board action establishing the Discovery Bay Public Financing Authority played an essential role in addressing the long term capital needs of the Town of Discovery Bay. In addition, we continue to fund the capital replacement fund in the amount of \$525,000 annually. This fund provides long term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as underground infrastructure. This structural fund is an essential component of long term financial sustainability for the Town. The ongoing programming of these funds will play a critical role in the Town's ability to plan for its long term financial needs.

For FY 2013/14, the O&M shows an increase of \$1,153,204 or 18%. The O&M budget net of debt service; contribution to reserves; and repayment of borrowed reserves shows an increase of \$273,417 or 6% over the current year. The Capital Improvement Program (CIP) Budget continues to track with the five (5) year CIP Budget. The CIP is planned at \$7,110,699 for the coming fiscal year.

I would like to thank and acknowledge Board President Ray Tetreault and Board Vice President Mark Simon for their contribution to the FY 2013/15 budgetary process. The committee completed their work and recommended the preliminary budget be submitted to the Board of Directors for consideration.

DISCUSSION

There were three projects of significance that took place during the Fiscal 2012/13 year and one blemish in the Town's history which was resolved to the Town of Discovery Bay's benefit.

The first and most significant project resulted in the establishment of the Discovery Bay Public Financing Authority (DBPFA). In August 2012, the DBPFA issued \$14.1 in water and wastewater enterprise revenue bonds. Benefitting from a Standard and Poor's municipal credit rating of AA-, the Town obtained historically low interest rates of 4.000% over thirty years to provide the financial resources necessary to facilitate needed improvements to the wastewater infrastructure network as well as construct new Well 07 for long term water supplies. A detailed list of projects that are funded by these revenues can be seen in the CIP section of the Budget. The Capital Financed projects are identified in the CIP in *dark green*. Almost all of the projects scheduled to receive bond funding are either in construction, are under design, or are in the initial planning stages.

The second project of significance was the February 2013 purchase of the Discovery Bay Community Center. Formerly known as the Discovery Bay Athletic Club, the 7.25 acre parcel includes a number of amenities including an 8 court tennis center, swimming pool, lush landscaped grounds, and a 5,000 square foot building. A dream of Discovery Bay for over 20 years, the site acquisition will allow the Town the ability to provide a centralized location where community based programming is to be offered 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.

The Community Center project is an integral component of the budget for Fiscal 2013/14. Included in the preliminary budget is \$552,500 for the renovations of the community center building. This renovation, if authorized, would occur in the 4th quarter of 2013, with an anticipated opening date of March 1, 2014. At that time, the TODB would embark on a modest yet well thought out series of programs including tennis, swimming, arts and crafts and nutrition as well as a variety of other community based programs.

The third significant project that took place in the past year was the landscape enhancement project that took place on Clipper Drive. The Clipper Drive project borrows many of the landscape themes utilized on the Discovery Bay Boulevard project that was completed during Fiscal 2011/12. The resulting project is a significantly improved streetscape.

Also in 2013 the TODB resolved the long standing matter pertaining to the sanitary sewer overflow that occurred at The Lakes development in the summer of 2008. The Town prevailed in a legal action filed by

the Town against SouthWest Water, the Town’s former water and sewer contractor. This action closed the book on the matter and the Town was reimbursed \$35,000 in legal fees and as well as the fines paid to the State of California in the amount of \$230,700. I can honestly say that it is nice to put this issue to rest.

For the most part, this budget represents a “status quo” financial plan. Other than the Community Center, there are not any *anticipated* program changes in the forecast period. However, the Community Center moved staffing to the tipping point, and it is with regret that I must recommend the addition of two Full Time Equivalents (FTE). These two FTE’s are both in the Parks and Landscape area, and include the addition of a Parks and Maintenance Worker I position as well as a Recreation Program Coordinator. The former position will start on July 1, 2013 and the latter position will have an initial start date of September 1, 2013. A copy of the proposed FY 2013-15 Position Schedule is included as a part of the proposed budget.

For Fiscal Year 2013/14, the Budget breaks down as follows:

Proposed FY 2013 – 14 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$4,876,550
Debt Service	\$828,000
Contribution to Reserves	\$460,787
Total Capital Budget	\$6,585,669
Total Infrastructure Replacement Fund	\$525,000
Grand Total Expense Budget	\$13,276,006
Grand Total Revenue	\$13,276,006

The Operating and Maintenance (O&M) section of the budget is proposed to be \$6,165,337 for the coming fiscal year. Increases to the Operating plan can be seen in Salary and Wages where a proposed increase of \$141,199 over current year projected actuals occurs. This increase represents a variety of factors, including properly accounting for payroll taxes, two (2) new FTE’s, accurately attributing staff time to landscape related activities, a modest increase to payroll as well as increased workers compensation expenses. Other areas of increased spending in the O&M Budget include a more accurate reflection of expenditures based upon past years’ historical data as well as current and future contractual obligations. This is evident in contractual increases to Veolia Water and anticipated expenses in litigation.

The District’s website, www.todb.ca.gov, continues to be populated with relevant information, documents, and materials. The website went through a significant upgrade this past spring and the changes and ease of access and file location has proved to be more accessible for all users of the site. Staff will continue to populate the site with information that is appropriate to our mission.

Our long term contract with Veolia Water is now entering its Third year. Dividends are obvious, and the overall Water and Wastewater Operation is being managed and supported by arguably the most qualified staff in the District's history. We look forward to continuing to develop our ongoing partnership with Veolia.

Over the past year, the District has initiated or completed a number of parks and landscape projects. Some of these projects are relatively small in size and scope, while others are significantly more extensive. There have been many other landscape beautification projects throughout town including the Newport Drive Planting Improvements, Point of Timber Planting Improvements and the Cornell Park Bench and Picnic Table upgrades. Cornell Park lighting replacements are scheduled for construction in June 2013.

The Capital Improvement Program (CIP) proposes expenditures of \$7,110,669, 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. As previously discussed, the projects contained in those plans are either under construction, in design, or in the preliminary planning phases. FY 2013-2014 will be a busy year as a number of projects currently in design will be under construction.

As noted previously, this budget also includes \$525,000 in 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 a positive addition to the budget by the District's independent auditors.

This budget represents a budget where revenues match expenditures. The attached FY 2013-14 Operating and Maintenance, Capital Improvement Program, Capital Replacement Fund and Revenue projections represent a spending plan that is sustainable based upon projected revenues meeting projected expenditures of \$13,276,006.

Key to the preparation of this budget was 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. These budget totals reflect Encumbrance(s) Carry Over (re-Budgeted fees) of \$1,116,777 for O&M and \$3,450,338 for Capital Improvement Projects that are either under construction or pushed into FY 2013-14 and beyond.

The Town of Discovery Bay is presently in the process of reviewing rates for water and wastewater collection for the coming four year forecast period. We are fortunate to have engaged the services of Bartle and Wells Associates (BWA) in that effort. BWA is the leading rate structure analytical firm in California. In initial discussions and document reviews with BWA, it is likely that a very modest rate increase of 2.7% will be recommended for the coming fiscal year. This will moderate somewhat two consecutive years of double digit increases and provide relief to homeowners into the foreseeable future. The study is anticipated to be approved by the Board of Directors on June 19, 2013.

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. On the Parks and Landscape side of the house, revenues are generated by Landscape Zones 8 and 9, as well as with landscape contracts with Contra Costa County for County Zones 57, 61 and \$327,000.

Revenues are projected to be \$13,276,006 and include the aforementioned projected rate increase and \$5,435,690 related to proceeds from Financing for capital projects.

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

This budget document is the culmination of considerable effort on behalf of staff, and I would like to thank those that participated in its production, including Water and Wastewater Manager Virgil Koehne, District Engineer Gregory Harris, Parks and Landscape Manager Fairin Perez, and Finance Manager Dina Breitstein. Their efforts, and those of their respective staff are appreciated and I am grateful for their assistance.

Respectfully submitted,

Rick Howard
General Manager

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



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PROPOSED

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



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 (Coming Soon)

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 2010 census shows the total population in Discovery Bay to be 13,352 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 five (5) 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. Over the past few years, the Board of Directors has established priorities to improve the landscape areas of Discovery Bay. Improvements can be seen throughout town, including the recently completed Discovery Bay Boulevard landscape enhancement project. The District has also initiated a number of projects within our parks system, including the recent completion of the Ravenswood Park Splash Pad, and the new playground at Cornell Park.

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:

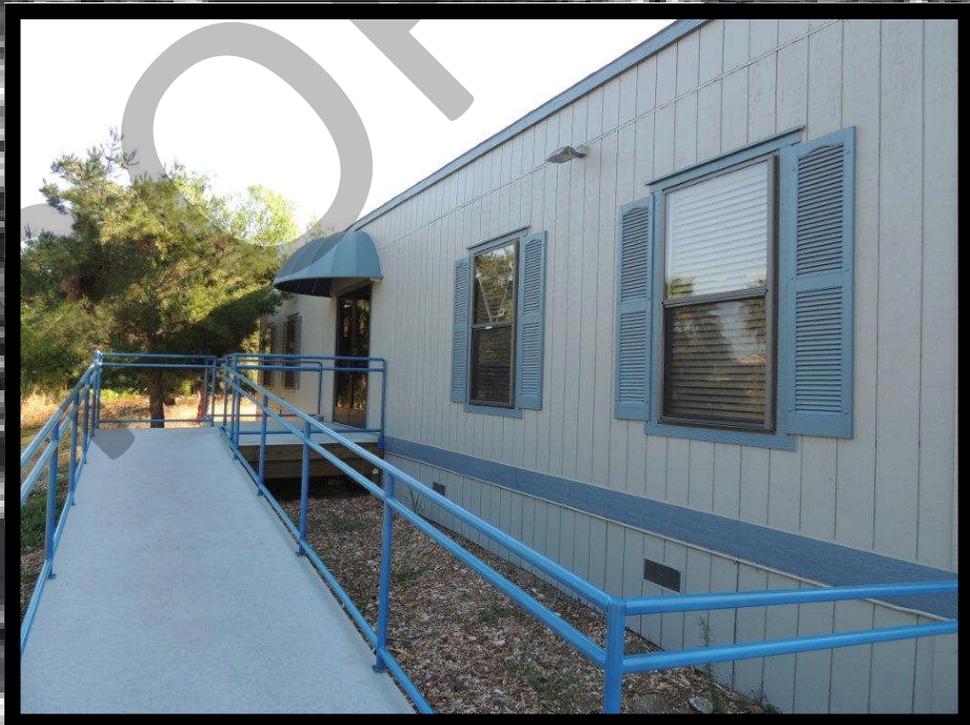
Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this 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 most important project currently underway related to recreation services is the proposed community center project. Once the community center is built, it is anticipated that community recreational programs and activities will take place within the new facility.





Town of Discovery Bay CSD
2013-2015 Program Summary

Department:	General Manager
Program Area:	Administration

Program Description:

The Town of Discovery Bay CSD Administration Department is comprised of the Administration functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy making body and the General Manager serves as the administrative head of the District. The Administration Program provides information necessary for the Board of Directors to establish priorities and make well-informed decisions on policy matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Administration program supports and directs all departments, enabling them to carry out day-to-day operations, services and planning efforts.

Accomplishments, 2012-2013:

- Formed a Joint Powers Authority with neighboring Byron Bethany Irrigation District paving the way for the establishment of the Discovery Bay Public Financing Authority (DBPFA). In August 2012, the DBPFA issued \$14.1M in Discovery Bay Public Financing Authority 2012 Enterprise Revenue Bonds to provide the necessary long term funding for a series of capital improvement projects that were identified as a part of a detailed analysis of our existing system necessities.
- 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 an 110,000 gallon swimming pool, and additional amenities include lush landscaping as well as bbq and picnic areas.
- Completed telephone system upgrade resulting in improved productivity and customer satisfaction.
- Completed upgrade to the District's computer network, added VPN, redundancy, and increased internet bandwidth allowing for improved electronic transfer of data, documents, and information.

Objectives, 2013-2015:

- Provide management and oversight of the District's Capital Improvement Program
- Successfully oversee the implementation of the Community Center, it's programming and activities.
- Establish the Town of Discovery Bay Community Service District as a "District of Distinction" through CSDA.

Welcome to...

ACCOUNTING

*..the department where
EVERYBODY counts!*

ONLY
ACCOUNTANTS
CAN SAVE
THE WORLD!

Through Peace, Goodwill and Reconciliations.



Town of Discovery Bay CSD
2013-2015 Program Summary

Department:	Financial Services
Program Area:	Administration

Program Description:

The Town of Discovery Bay CSD Administration Department is comprised of the Administration and Finance functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy making body and the General Manager serves as the administrative head of the District. The Finance program operates a governmental accounting, reporting and records maintenance system that provides financial information to both as well as external users and internal management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. This program also has the responsibility for coordinating all external auditing functions including the annual financial audit and audits by all outside agencies. The Finance function is responsible for the continuing development of financial accounting software and implementation of new technology to increase efficiency in accounting processes and to improve both internal and external reporting. This program also oversees the implementation of any new accounting pronouncements by the Governmental Accounting Standards Board (GASB). The payroll function of this program processes payroll for all District employees including interfacing with the District's payroll service provider and assuring compliance with all regulatory requirements, laws and District policies pertaining to payroll.

Accomplishments, 2012-2013:

- Successfully coordinated with the water department to resolve broken/non-working fireflie readings from 250 no reads to 38 no reads.
- Enhanced relationship with auditors and developed improved techniques for job duty separation to avert the possibility of fraudulent behavior.
- Developed a positive relationship with the County (special districts and auditor's office) to better understand their practices and why they work as they do, and collaboratively identified methods to streamline our processes and to work more efficiently as financial partners and members of the same team.
- Created new accounting codes and CIP codes providing the Town a better financial accounting system of budgeting that allows for improved and enhanced levels of detail.
- Worked with Caselle to prepare for conversion into new financial software
- Developed and prepared a more detailed O&M and CIP budget for the 2012-2013 year.
- Developed a Finance calendar providing staff key dates in order to ensure compliance to internal

and external requirements.

- Recommended for Board Consideration and eventual implementation of the Investment, Reserve, Credit Card, and Disposition of Surplus Property policies.
- Established the TODB CSD Developer Deposit Holding Fund at ECC Bank

Objectives, 2013-2015:

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Streamline and review issues with Datamatic Corp. who provides wireless services for our water meter reads and billing system.
- Fully implement new Caselle Financial Suite Software, including Purchase Order tracking
- Review processes and look for areas for automation such as filing and financial reporting.
- Provide staff training pertaining to financial and billing systems, educational requirements as well as staff development training.
- Develop procedure pertaining to financial reporting, including preparing a month end reporting.
- Develop more comprehensive financial reporting models.

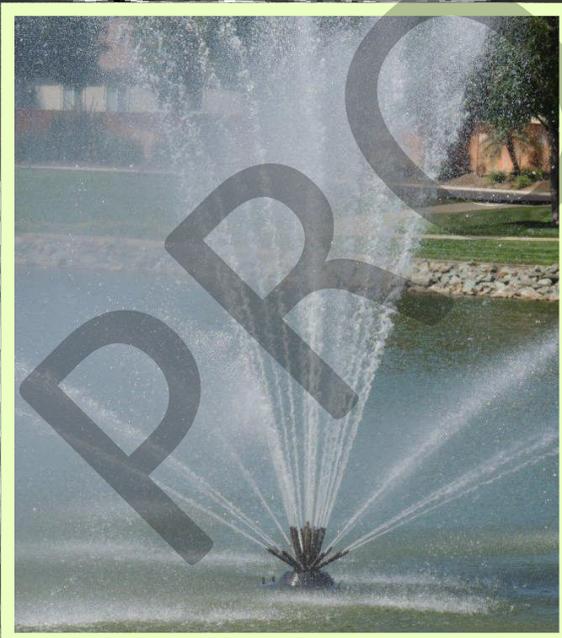
PROPOSED

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



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PROPOSED





Town of Discovery Bay CSD
2013-2015 Program Summary

Department:	Public Services
Program Area:	Water Quality

Program Description:

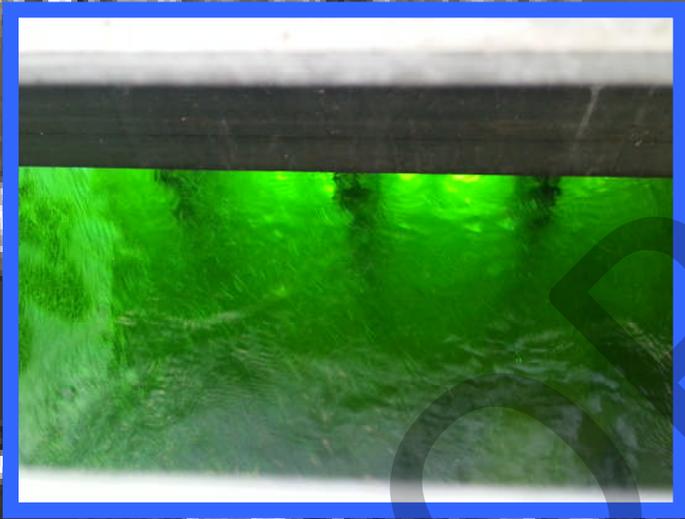
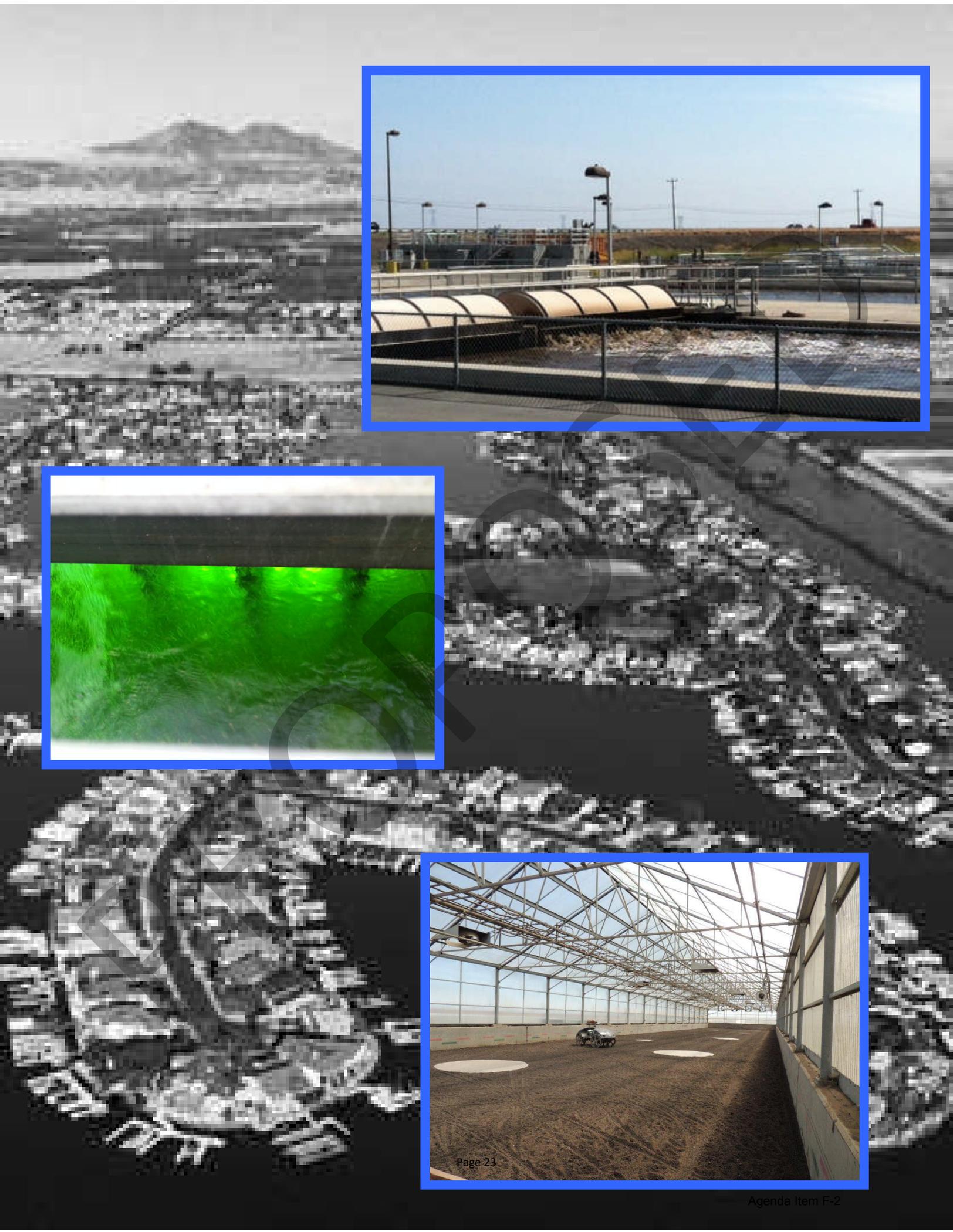
This Program provides water production, treatment & distribution to approximately 6,000 homes and businesses. Specifically, the Water Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town's water matters. The Water Quality program is responsible for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue violations observed in the field. The program also assists with the development of water quality educational materials and outreach.

Accomplishments, 2012-2013:

- In August 2012, the Town of Discovery Bay issued \$14.1M in Discovery Bay Public Financing Authority 2012 Enterprise Revenue Bonds to provide the necessary long term funding for a series of capital improvement projects that were identified as a part of a detailed analysis of our existing system necessities, including the planning, development and construction of Well No. 07.

Objectives, 2013-2015:

- Finalize design and construct Well No. 07 providing the community a long term sustainable water source.
- Continue to monitor rules and changes in law relative to safe drinking and water quality requirements.





Town of Discovery Bay CSD
2013-2015 Program Summary

Department :	Public Services
Program Area:	Wastewater

Program Description:

The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment and discharge of treated effluent. Specifically, the Wastewater Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town's wastewater matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Water program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. In addition, this program negotiates, administers, implements, and approves contracts for the provision of municipal services.

Accomplishments, 2012-2013:

- Completed Wastewater Master Plan
- Completed Capacity Fee Study and Adopted new fee structure
- In August 2012, the Town of Discovery Bay issued \$14.1M in Discovery Bay Public Financing Authority 2012 Enterprise Revenue Bonds to provide the necessary long term funding for a series of capital improvement projects that were identified as a part of a detailed analysis of our existing system necessities.
- Successfully resolved lawsuit between Southwest Water and the Town of Discovery Bay to the satisfaction of the Town.
- Completed UV Bank 4 Upgrade CIP project; completed majority of Bio-Solids Project, and made progress in preparing for the capital financed projects construction.

Objectives, 2013-2015:

- Complete Bio Solids Project.
- Begin and complete construction on Lift Station W, influent pump station and emergency storage lagoon project.
- Finalize design and begin construction on the oxidation ditch, splitter box, and clarifier project.





Town of Discovery Bay CSD
2013-2015 Program Summary

Department:	Parks & Landscaping Services
Program Area:	Parks & Landscaping

Program Description:

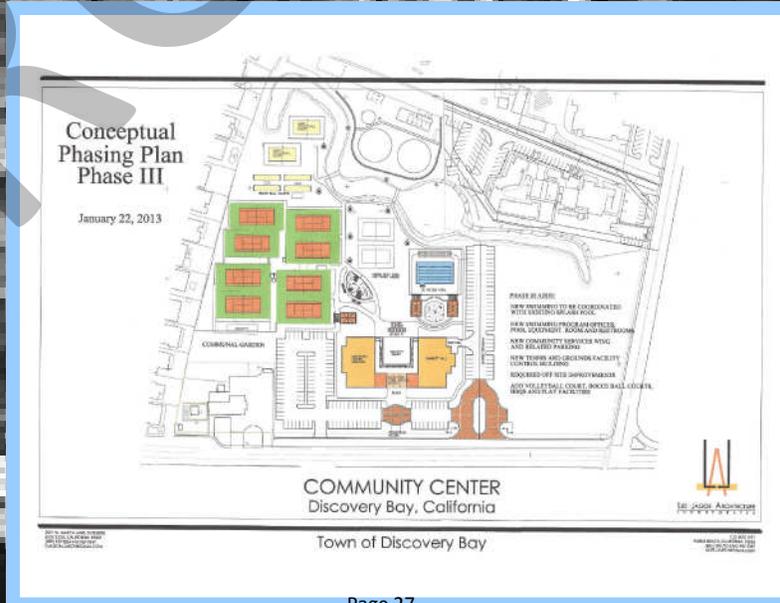
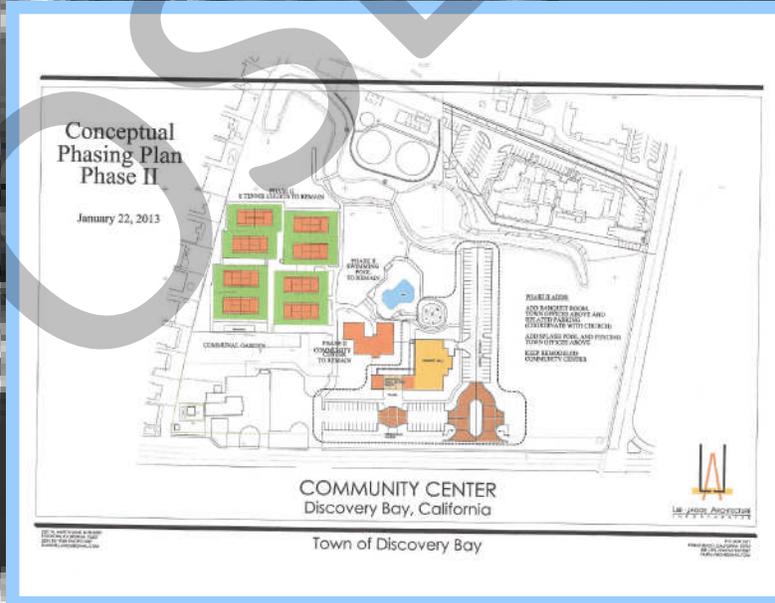
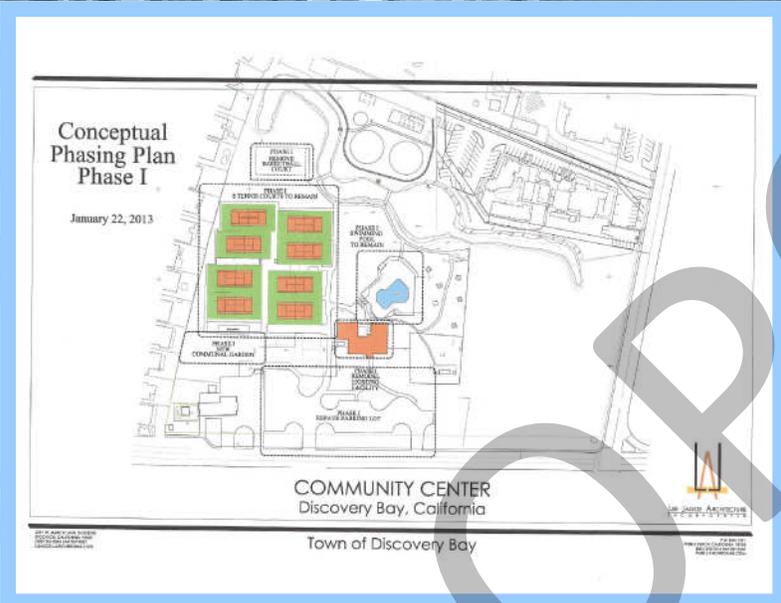
The Parks and Landscaping Program provides for the planning, maintenance & capital needs of the parks & landscaping network in Discovery Bay. Specifically, the Parks & Landscaping Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town's parks and landscaping matters. This program provides a comprehensive maintenance and rehabilitation program for 5 parks and the streetscapes inside Discovery Bay. In addition the maintenance and rehabilitation program includes repair and maintenance of the parks within Zones 8, 9, 35, 57, 61 and the Park n Ride area. This program conducts preventative maintenance on streetscapes, which includes design and planting and ensuring proper drainage. This program maintains and replaces all plants and trees to ensure health, vitality and visual appeal as well as maintains inventory lists annually to project funding and scheduling of future repairs, projects and replacement.

Accomplishments, 2012-20113

- Cornell Park Lighting Upgrades (Solar)
- Adoption of Park Ordinances
- Addition of Blue Star Memorial at Slifer Park
- Newport Drive Landscape Enhancement Project
- Clipper Drive Landscape Enhancement Project
- Tree Trimming Program implemented, including Staff Safety Training
- Integration of Community Center operations
- Addition of new Community Garden
- Inventories completed for Zone 61 and Zone 57

Objectives, 2013-2015:

- Upcoming Projects: Shade Structures at Slifer Park; Highway 4 Landscape Enhancement, Bixler Road Landscape Enhancement, Point of Timber Landscape Enhancement
- Parks & Landscape Master Plan
- Complete Park Transfers (Slifer & Regatta)
- Increasing recreational opportunities at District's Parks





Town of Discovery Bay CSD
2013-2015 Program Summary

Department:	Parks & Landscaping Services
Program Area:	Recreation Services

Program Description:

New for FY 2013-2015, the Recreation Services program 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 2012-13. Recreational activities take place throughout town; and the Community Center is the central location for those activities.

Accomplishments, 2012-2013:

- 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.
- Transitioned prior athletic club operation into the Town and operated the facility through June 30, 2013 in that capacity.
- Worked with Community Center Committee to help identify programs, hours of operations of the different facilities, and budgetary considerations moving forward.

Objectives, 2013-2015:

- Open swimming pool for community wide use in FY 2013-15.
- Provide enhanced community based and age appropriate recreational programming.
- Encourage all residents of Discovery Bay to visit and participate in activities.

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



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PROPOSED

**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.

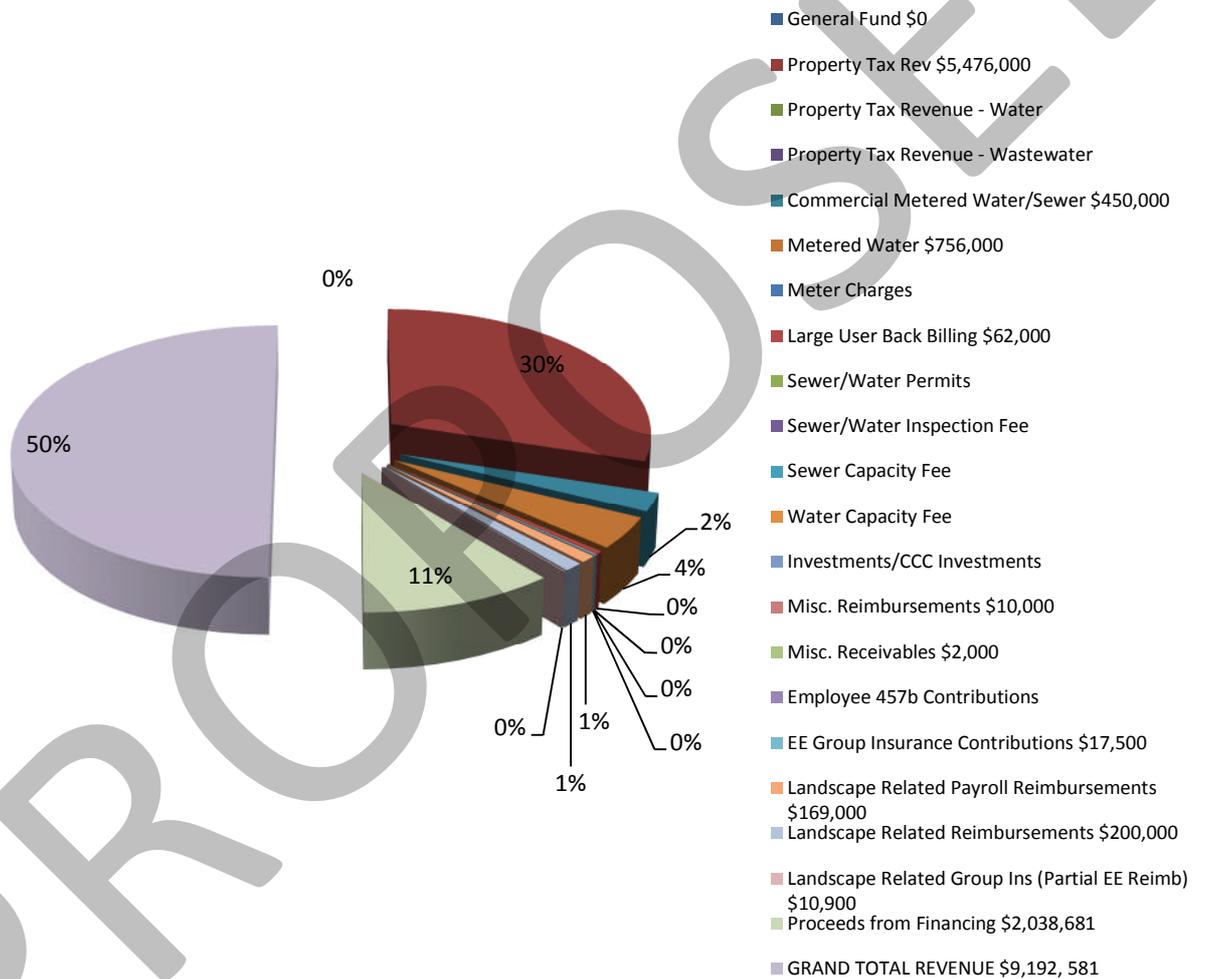
Of the approximately 5,000 residential and commercial properties in Discovery Bay, roughly 2,200 are billed for water use through meters. The remaining 2,800 properties are scheduled to receive water meters prior to the state mandated date of 2024.

REVENUE PROJECTIONS						
FISCAL YEAR	2011/2012	2012/2013	2012/2013	2012/2013	2013/2014	2014/2015
ACCOUNT DESCRIPTION	Actuals	Budget	YTD Actuals	Proposed Actuals	Proposed Budget	Proposed Budget
REVENUE						
General Fund						
Property Tax	\$4,754,252	\$5,476,000	\$5,475,974	\$5,475,974		
Property Tax - Water					\$1,735,000	\$1,781,845
Property Tax – Wastewater					\$3,769,000	\$3,882,000
Commercial Metered	\$365,266	\$450,756	\$1,220,127	\$1,290,127		
Metered Water	\$545,306	\$756,000			\$768,000	\$841,000
Meter Charges					\$255,000	\$281,000
Commercial Back Billing		\$62,000	\$31,000	\$35,000	\$14,825	
Sewer/Water Permits			\$4,450	\$6,400	\$5,000	\$5,000
Sewer/Water Inspection Fees			\$6,720	\$12,480	\$20,000	\$20,000
Sewer Capacity Fee			\$285,328	\$285,328	\$575,000	\$335,000
Water Capacity Fee					\$104,000	\$410,000
Investments/ CCC Investments	\$58		\$3,026	\$3,026		
Misc. Reimbursements	\$7,234	\$10,000			\$10,270	\$10,547
Misc. Receivables	\$243,555	\$2,000	\$272,222	\$276,269	\$2,052	\$2,109
Employee 457b Contributions				\$30,000	\$30,000	\$30,000
EE Group Insurance	\$17,052	\$17,500		\$17,500	\$17,973	\$18,458
Landscape Related Payroll Reimbursement	\$176,810	\$169,500		\$169,500	\$298,000	\$308,000
Landscape Related Reimbursements	\$200,000	\$200,000	\$1,680	\$200,000	\$225,000	\$225,000
Landscape Related Group Insurance (Partial EE Reimbursement)	\$23,600	\$10,900		\$10,900	\$11,194	\$11,497
Proceeds from Financing		\$2,038,681	\$1,897,565	\$4,295,202	\$5,435,690	\$3,714,010
Grand Total Revenue	\$6,333,133	\$9,192,581	\$9,198,093	\$12,107,706	\$13,276,006	\$11,875,466

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



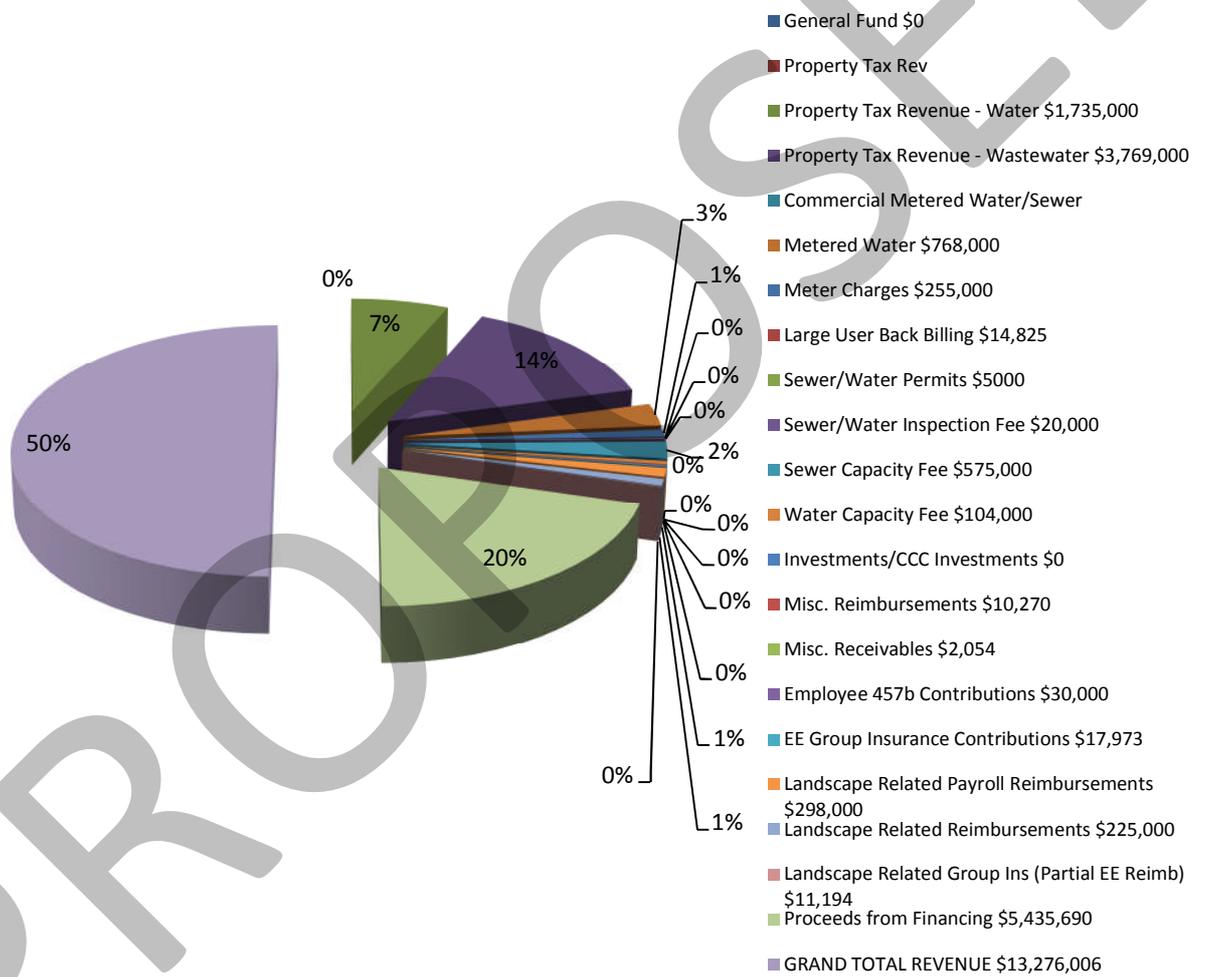
FY 2012/2013 Revenue



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



Proposed FY 2013/2014 Revenue



***Town of Discovery Bay Community Services District
Contra Costa County, California
Operations and Maintenance Budget***



The Operations and Maintenance Budget for the Fiscal Year 2013-15 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 13-15 the O&M budget remains essentially the same as FY 2012-2013. The Operations and Maintenance (O&M) program has a proposed spending plan of \$6,165,337 in FY 13/14 and \$5,827,761 in FY 14/15 for a total of \$11,993,098 over two years. This represents an increase of \$1,153,204 or 18% over FY 2012-2013 and (\$337,576) over FY 13/14. Increases to the O&M program are evident in the Salary & Wages section where an increase of \$33,500 in FY 13/14 in Workers Compensation the addition of two staff members also contributes to the increase. The majority of the increase is in FY 13/14 in Debit Services with an increase of \$419,000 or 50% over the previous year and Repayment of Borrowed Reserves for \$210,000 which replenishes the Town's Reserve Fund used for the purchase of the Community Center. These increases represent a variety of factors, including properly accounting for Insurances, accurately attributing to consulting activities in regards to the Water and Wastewater Master Plan.

Town of Discovery Bay Community Services District Contra Costa County, California
 Operations and Maintenance Budget

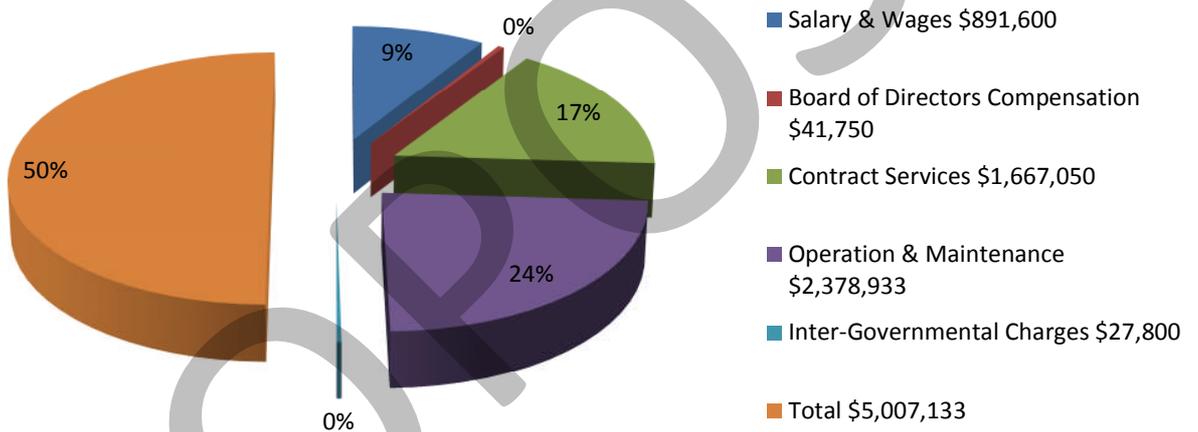


Account No.	Account Description	FY 2011-2012		FY 2012-2013		YTD Total Expense	Remaining	%	FY 2013-2014		FY 2014-2015	
		Actual	Budget	Proposed Budget	Proposed Budget							
Salary & Wages												
7000	Salary & Wages	\$ 689,251	\$ 567,000	\$ -	\$ 567,000	\$ -	\$ 567,000	100%	\$ 809,799.00	\$ 843,606.00		
7001	Overtime	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	100%	\$ 5,000.00	\$ 5,000.00		
7018	Medicare-R (Employer)	\$ -	\$ 13,000	\$ -	\$ 13,000	\$ -	\$ 13,000	100%	\$ 29,500.00	\$ 31,500.00		
7020	SS-R (OASDI Employer)	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ 40,000	100%	\$ 52,000.00	\$ 54,500.00		
7023	CA (SUI)	\$ 93,338	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 8,000	100%	\$ 15,000.00	\$ 15,000.00		
7030	Group Insurance	\$ 48,000	\$ 38,400	\$ -	\$ 38,400	\$ -	\$ 38,400	100%	\$ 38,100.00	\$ 38,100.00		
7045	Workers Comp	\$ 16,000	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ 16,000	100%	\$ 50,000.00	\$ 50,000.00		
7060	457 B Plan	\$ 4,200	\$ 15,700	\$ -	\$ 15,700	\$ -	\$ 15,700	100%	\$ 30,000.00	\$ 30,000.00		
7075	Reimbursement of Wages	\$ -	\$ 149,000	\$ 30,907	\$ 118,093	\$ -	\$ 118,093	79%				
7090	Overtime	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	100%				
7093	Medicare-R (Employer)	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 8,000	100%				
7095	SS-R (OASDI Employer)	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	100%				
7098	CA (SUI)	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	100%				
7105	Reimbursement of Insurance	\$ -	\$ 5,100	\$ -	\$ 5,100	\$ -	\$ 5,100	100%				
7120	Reimbursement of 457B Plan	\$ -	\$ 5,800	\$ -	\$ 5,800	\$ -	\$ 5,800	100%				
7135	Vacation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		
7150	Auto Allowance	\$ -	\$ 4,200	\$ 350	\$ 3,850	\$ -	\$ 3,850	92%	\$ -	\$ -		
	Temporary Employees	\$ -	\$ 8,400	\$ -	\$ 8,400	\$ -	\$ 8,400	100%	\$ 8,400.00	\$ 8,400.00		
	Total Salary & Wages	\$ 850,789	\$ 896,600	\$ 31,257	\$ 865,343	\$ -	\$ 865,343	97%	\$ 1,037,799	\$ 1,076,106		
Board Of Directors												
7165	Board of Directors Compensation	\$ 26,100.00	\$ 36,000	\$ -	\$ 36,000	\$ -	\$ 36,000	100%	\$ 41,400	\$ 41,400		
7181	Travel - BOD	\$ 1,515.00	\$ 3,750	\$ -	\$ 3,750	\$ -	\$ 3,750	100%	\$ 4,000	\$ 6,000		
7196	Train, Meet & Education - BOD	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	100%	\$ 2,000	\$ 2,000		
	Total Board of Directors Compensation	\$ 27,615.00	\$ 41,750	\$ -	\$ 41,750	\$ -	\$ 41,750	100%	\$ 47,400	\$ 49,400		
Contract Services												
7270	Outside Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		
7271	Consulting Services	\$ 190,000.00	\$ 210,000	\$ -	\$ 210,000	\$ -	\$ 210,000	100%	\$ 210,000	\$ 210,000		
7272	Waste Water Service Contract	\$ 1,148,000.00	\$ 1,182,000	\$ -	\$ 1,182,000	\$ -	\$ 1,182,000	100%	\$ 1,196,801	\$ 1,232,705		
7273	Professional Fees	\$ 107,000.00	\$ 2,400	\$ -	\$ 2,400	\$ -	\$ 2,400		\$ 2,400	\$ 2,400		
7274	Contract Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		
7275	Preventative & Corrective	\$ -	\$ 107,000	\$ -	\$ 107,000	\$ -	\$ 107,000	100%	\$ 107,000	\$ 107,000		
7276	Contract Mailing	\$ 15,000.00	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000	100%	\$ 15,000	\$ 15,000		
	Legal	\$ 90,000.00	\$ 123,500	\$ -	\$ 123,500	\$ -	\$ 123,500	100%	\$ 150,000	\$ 150,000		
	Accounting	\$ 30,000.00	\$ 27,150	\$ -	\$ 27,150	\$ -	\$ 27,150	100%	\$ 31,000	\$ 31,000		
	Total Contract Services	\$ 1,580,000	\$ 1,667,050	\$ -	\$ 1,667,050	\$ -	\$ 1,667,050	100%	\$ 1,712,201	\$ 1,748,105		
Operation & Maintenance												
7182	Travel	\$ 3,024	\$ 7,500	\$ -	\$ 7,500	\$ -	\$ 7,500	100%	\$ 5,000	\$ 5,000		
7197	Train, Meet & Education	\$ -	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ 7,000	100%	\$ 7,000	\$ 7,000		
7210	Dues & Subscriptions	\$ 930	\$ 500	\$ -	\$ 500	\$ -	\$ 500	100%	\$ 2,650	\$ 2,650		
7225	Memberships	\$ 17,500	\$ 18,000	\$ -	\$ 18,000	\$ -	\$ 18,000	100%	\$ 18,000	\$ 18,000		
7255	TODB Sponsored Events	\$ -	\$ 5,500	\$ -	\$ 5,500	\$ -	\$ 5,500	100%	\$ 6,000	\$ 6,000		
	PR, Advertising & Elections	\$ -	\$ 14,000	\$ -	\$ 14,000	\$ -	\$ 14,000	100%	\$ 6,500	\$ 15,500		
	Telecommunications	\$ 17,591	\$ 17,600	\$ -	\$ 17,600	\$ -	\$ 17,600	100%	\$ 23,700	\$ 23,700		
	Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,000	\$ 1,000		
	Automotive Supplies & Repairs	\$ 22,000	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ 30,000	100%	\$ 30,000	\$ 41,000		
	Repairs & Maintenance	\$ 688,428	\$ 707,700	\$ 220,045	\$ 487,655	\$ -	\$ 487,655	69%	\$ 704,000	\$ 704,000		
	Office Supplies	\$ 13,009	\$ 11,500	\$ -	\$ 11,500	\$ -	\$ 11,500	100%	\$ 11,500	\$ 11,500		
	Rent & Facility Expense	\$ 37,058	\$ 39,500	\$ 10,165	\$ 29,335	\$ -	\$ 29,335	74%	\$ 39,500	\$ 39,500		
	Insurance	\$ 55,000	\$ 67,033	\$ -	\$ 67,033	\$ -	\$ 67,033	100%	\$ 68,000	\$ 75,000		
	Permits & Fees	\$ 44,635	\$ 65,100	\$ -	\$ 65,100	\$ -	\$ 65,100	100%	\$ 65,200	\$ 65,200		
	Utilities/Electrical Cost Sewer	\$ 335,000	\$ -	\$ 268,199	\$ -	\$ -	\$ -		\$ 359,000	\$ 368,000		
	Utilities/Electrical Cost Water	\$ 370,000	\$ -	\$ 270,392	\$ -	\$ -	\$ -		\$ 396,000	\$ 407,000		
	Utilities	\$ 705,000	\$ 705,000	\$ -	\$ 705,000	\$ -	\$ 705,000	100%	\$ 755,000	\$ 775,000		
7495	Chemicals	\$ 100,000	\$ 62,500	\$ -	\$ 62,500	\$ -	\$ 62,500	100%	\$ 62,500	\$ 62,500		
	Freight	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500	100%	\$ 2,800	\$ 2,800		
	Other	\$ 227,314	\$ 618,000	\$ 484	\$ 617,516	\$ -	\$ 617,516	100%	\$ 1,532,787	\$ 1,072,000		
	Total Operations & Maintenance	\$ 1,931,489	\$ 2,378,933	\$ 230,694	\$ 2,148,239	\$ -	\$ 2,148,239	90%	\$ 3,340,137	\$ 2,926,350		
Inter-Governmental Charges												
	Total Inter-Governmental Charges	\$ 280	\$ 27,800	\$ -	\$ 27,800	\$ -	\$ 27,800	100%	\$ 27,800	\$ 27,800		
	Total Operating Budget	\$ 4,390,173	\$ 5,012,133	\$ 261,951	\$ 4,750,182	\$ -	\$ 4,750,182	95%	\$ 6,165,337	\$ 5,827,761		

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Operations and Maintenance Budget**



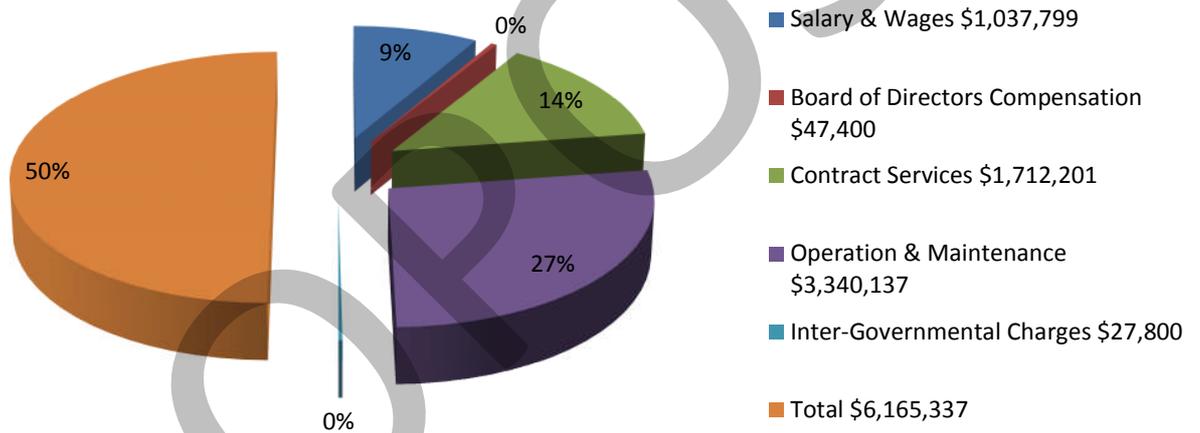
FY 2012/2013 Operations & Maintenance Budget



*Town of Discovery Bay Community Services District
 Contra Costa County, California
 Operations and Maintenance Budget*



FY 2013/2014 Proposed Operations & Maintenance Budget



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



The Capital Improvement Program for Fiscal Year 2013-2015 is valued at \$12,010,799 and includes funding necessary to properly service, maintain and support the basic functions of District operations; it includes \$9,149,700 construction for the two (2) CIP Water & Wastewater Master Plans as well as \$2,840,379 for the approved CIP projects; and \$20,720 for future growth projects.

The CIP is broken down into Six (6) distinct areas – Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; 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.

The Water and Wastewater Master Plans that were commissioned late in fiscal year 2010-2011 were completed, have been reviewed by the Board of Directors and were accepted. Future residential and commercial development in Discovery Bay will determine the timing of any capital improvements necessary to accommodate any new growth.

Wastewater– Capital Improvements and Structures & Replacements

The Wastewater CIP and Structures & Replacements represent Twenty (20) projects at a total combined cost of \$8,723,079; of which \$7,895,100 is allocated the construction work of the Wastewater Master Plan which will be financed. \$827,979 is allocated for approved CIP projects including, Re-hab of Manholes, Raising Manholes, Spare NTU sensor and the Salinity Project, Collection Pump Station Improvements, SCADA Improvements, Fiber to Plant One and NPDES Permit Renewal Fee.

Water Capital Improvements and Structures & Replacements

The CIP for Domestic Water production includes Eight (8) projects at total combined cost of \$2,082,720. The projects include \$1,254,600 for is allocated the construction work of the Wastewater Master Plan which will be financed. \$807,400 is allocated for approved CIP projects including Well 8 design, Well 1B Pump Equipment and to replace 8-in Mainline on Discovery Blvd to Beaver Lane and \$20,720 is budget for growth induced projects.

Equipment: Capital

There are Three Equipment purchases listed for Administration, Water and Wastewater departments totaling \$155,000. These Equipment purchase are as follows; for a Leak Detection Tool \$30,000; \$100,000 for a 2 Yard Tractor; and Security Cameras for the Water and 1 Wastewater Treatment Plants \$25,000.

Infrastructure Replacement Fund

The addition of the Infrastructure Replacement Fund allocates \$1,050,000 in four distinct areas: Sewer Infrastructure; Pumps and Motors Replacement; Water Infrastructure; Generators and Facilities and Vehicles Replacement.

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

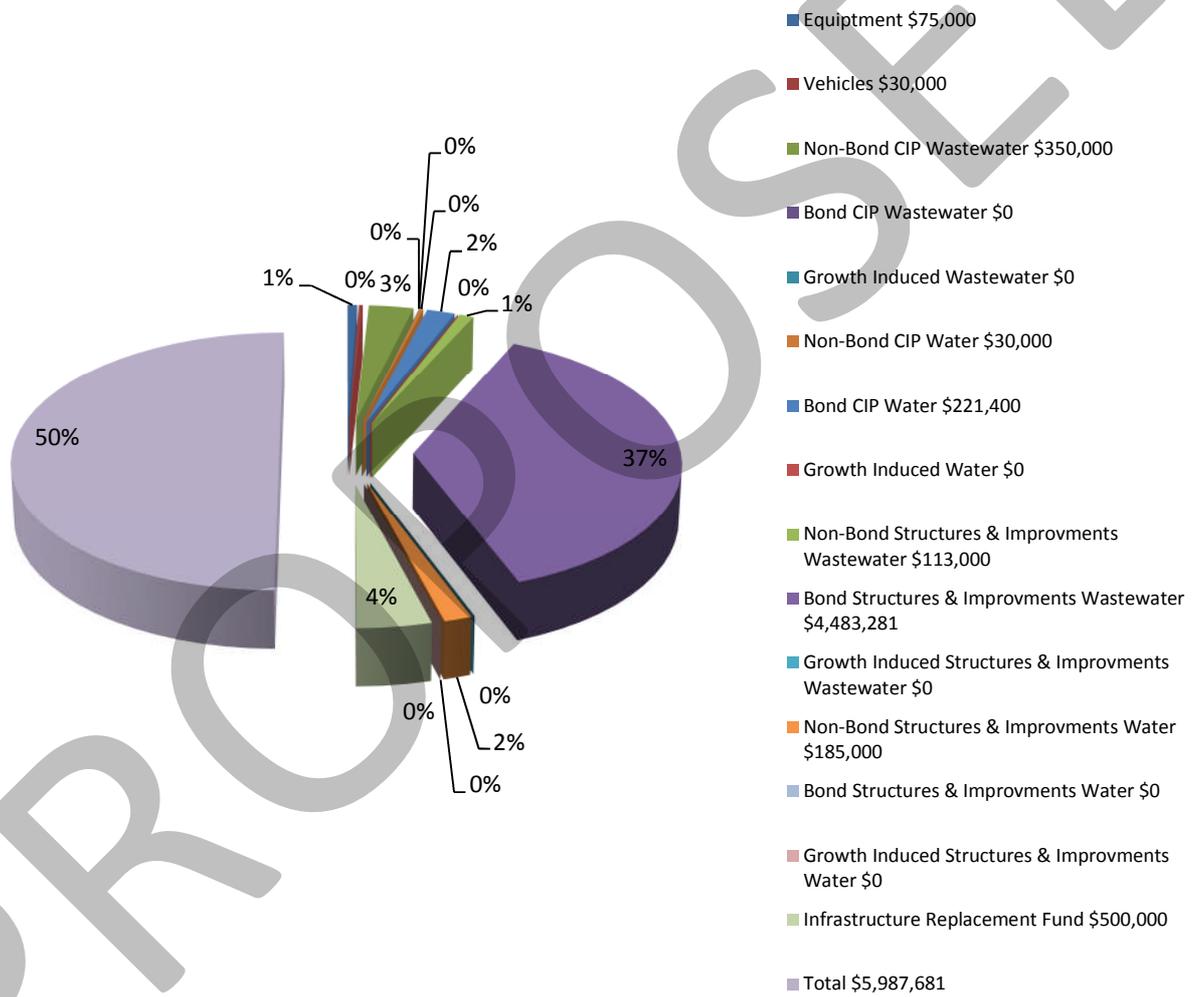


Account	Account Description	Dept./Proj#	2012/2013				Proposed 2013/2014 Budget	Proposed 2014/2015 Budget	Proposed 2015/2016 Budget	Proposed 2016/2017 Budget	Proposed 2017/2018 Budget	Total Budget SUM 12/13-17/18	Total Budget SUM 13/14-17/18
			Budget	YTD Total	Remaining	%							
1100	Equipment												
	Electronic Message Board	37	\$ 40,000	\$ 17,861	\$ 22,139						\$ 40,000	\$ -	
	Boom Lift	38	\$ 25,000	\$ 21,878	\$ 3,122						\$ 25,000	\$ -	
	Security Camera's	39	\$ 10,000	\$ -	\$ 10,000	\$ 25,000					\$ 10,000	\$ 25,000	
	Leak Detection Tool	66				\$ 30,000					\$ 30,000	\$ 30,000	
	2 Yard Tractor	64				\$ 100,000					\$ 100,000	\$ 100,000	
	Equipment Total		\$ 75,000	\$ 39,740	\$ 35,260	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ 230,000	\$ 155,000	
1120	Vehicles												
	Vehicle	A	\$ 30,000	\$ 25,851	\$ 4,149			\$ 40,000			\$ 70,000	\$ 40,000	
	Vehicle Total		\$ 30,000	\$ 25,851	\$ 4,149	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 70,000	\$ 40,000	
21-1155	CIP wastewater												
	Secondary Effluent Pump Station Modifications	5	\$ -	\$ -	\$ -			\$ 37,500	\$ 212,500		\$ 250,000	\$ 250,000	
	Secondary Effluent Equalization	6	\$ -	\$ -	\$ -			\$ 102,000	\$ 578,000		\$ 680,000	\$ 680,000	
	Effluent Filtration	7	\$ -	\$ -	\$ -			\$ 692,100	\$ 1,960,950	\$ 1,960,950	\$ 4,614,000	\$ 4,614,000	
	Revise UV Disinfection Weirs	8	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -	\$ -	
	Conduct UV Disinfection Viral Bioassay Test	9	\$ -	\$ 27,575	\$ (27,575)			\$ -	\$ -		\$ -	\$ -	
	Upgrade UV Disinfection	10	\$ -	\$ -	\$ -			\$ 120,000	\$ 1,080,000		\$ 1,200,000	\$ 1,200,000	
	Add Pump to Export Pump Station	12	\$ -	\$ -	\$ -			\$ 100,000	\$ -		\$ 100,000	\$ 100,000	
	Solids Improvements, phase 2: One New Solar Dryer	14	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -	\$ -	
	Collection System Pump Station Improvements	15	\$ 110,000	\$ -	\$ 110,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000		\$ 650,000	\$ 540,000	
	SCADA Improvements	16	\$ 150,000	\$ -	\$ 150,000	\$ 350,000					\$ 350,000	\$ 350,000	
	Fiber to Plant 1	36	\$ 50,000	\$ 7,985	\$ 42,015	\$ 42,015					\$ 50,000	\$ 50,000	
	NPDES permit Renewal	65	\$ 40,000	\$ -	\$ 40,000	\$ 40,000				\$ 40,000	\$ 40,000	\$ 80,000	
	CIP Wastewater Total		\$ 350,000	\$ 35,560	\$ 314,440	\$ 567,015	\$ 135,000	\$ 1,186,600	\$ 3,966,450	\$ 2,000,950	\$ 8,206,015	\$ 7,856,015	
20-1160	CIP Water												
	Source Capacity												
	Well 7	51	\$ 221,400	\$ 38,154	\$ 183,246	\$ 627,300	\$ 627,300				\$ 1,476,000	\$ 1,254,600	
	Well 8	52	\$ -	\$ -	\$ -	\$ 50,000	\$ 227,400	\$ 644,300	\$ 594,300		\$ 1,516,000	\$ 1,516,000	
	Well 18 pump Equipment Upgrade	53	\$ 30,000	\$ -	\$ 30,000	\$ 30,000					\$ 30,000	\$ 30,000	
	Treatment Filter at Willow Lake												
	Treatment Filter unit at Willow Lk WTP vessel, media, foundation, all new face piping & controls	54	\$ -	\$ -	\$ -		\$ 20,720	\$ 238,280			\$ 259,000	\$ 259,000	
	New Backwash Tank at Willow Lk WTP, piping modifications & foundation	55	\$ -	\$ -	\$ -		\$ 28,800	\$ 331,200			\$ 360,000	\$ 360,000	
	New Recycle Pumps at Willow Lk WTP 3 pumps, piping & controls	56	\$ -	\$ -	\$ -		\$ -	\$ 72,000			\$ 72,000	\$ 72,000	
	Recycle Pump Upgrade - Newport	57	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 28,800		\$ 28,800	\$ 28,800	
	CIP Water Total		\$ 251,400	\$ 38,154	\$ 213,246	\$ 707,300	\$ 875,420	\$ 911,380	\$ 997,500	\$ 28,800	\$ 3,771,800	\$ 3,520,400	
21-1170	Structures & Improvements Wastewater												
	Influent Pump Station Modifications	1	\$ 58,882	\$ 101,712	\$ (42,831)	\$ 981,360					\$ 1,040,242	\$ 981,360	
	RE-Activate Pump Station W	2	\$ 21,319	\$ 29,825	\$ (8,506)	\$ 355,320					\$ 376,639	\$ 355,320	
	Emergency Storage Facilities	3	\$ 14,580	\$ 14,695	\$ (115)	\$ 114,210	\$ 114,210				\$ 243,000	\$ 228,420	
	Total	1, 2 & 3	\$ 94,781	\$ 146,232	\$ (51,452)	\$ 1,450,890	\$ 114,210				\$ 1,659,881	\$ 1,565,100	
	Reverse Osmosis Facilities	11	\$ 605,000	\$ 87,148	\$ 517,852	\$ 2,722,500	\$ 2,722,500				\$ 6,050,000	\$ 5,445,000	
	Solids Improvements, Phase 1: New Solar Dryers and 2 Bell Presses	13	\$ 3,466,000	\$ 1,079,626	\$ 2,386,374	\$ 385,000					\$ 3,851,000	\$ 385,000	
	Total	13 & 14	\$ 3,466,000	\$ 1,530,343	\$ 1,935,657	\$ 385,000	\$ -	\$ -	\$ -	\$ -	\$ 3,851,000	\$ 385,000	
	Rehab Manholes	40	\$ 18,000	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 20,000	\$ 110,000	\$ 92,000	
	Raise Manholes	41	\$ 10,000	\$ 9,800	\$ 200	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000	\$ 50,000	
	Spare NTU Sensor	42	\$ 20,000	\$ -	\$ 20,000	\$ 20,000					\$ 20,000	\$ 20,000	
	Road Crossing Ramps	43	\$ 15,000	\$ -	\$ 15,000						\$ 15,000	\$ -	
	Salinity Project	44	\$ 50,000	\$ 36	\$ 49,964	\$ 49,964					\$ 50,000	\$ 49,964	
	Lift Station F Rehab	62	\$ 67,500	\$ -	\$ 67,500	\$ 250,000	\$ 250,000				\$ 500,000	\$ 500,000	
	UV Bank	63	\$ 250,000	\$ 158,745	\$ 91,255						\$ 250,000	\$ -	
	Structures & Improvements Wastewater Total		\$ 4,596,281	\$ 1,932,305	\$ 2,663,976	\$ 4,906,354	\$ 3,114,710	\$ 28,000	\$ 28,000	\$ 30,000	\$ 12,703,345	\$ 8,107,064	
20-1170	Structures & Improvements Water												
	Water Distribution System												
	Replace 8-in mainline w/new 16-in C905 - Willow Lk from Disco Blvd to Beaver Ln	60	\$ 150,000	\$ -	\$ 150,000	\$ 250,000	\$ 250,000	\$ 750,000	\$ 610,960		\$ 2,010,960	\$ 1,860,960	
	Storage Tanks												
	New Water Storage Tank - Newport WTP	61	\$ -	\$ -	\$ -			\$ 86,400	\$ 993,600		\$ 1,080,000	\$ 1,080,000	
	Willow Lake WTP Chemical Room Upgrade	45	\$ 25,000	\$ -	\$ 25,000						\$ 25,000	\$ -	
	Security Door Locks	46	\$ 10,000	\$ -	\$ 10,000						\$ 10,000	\$ -	
	Structures & Improvements Water Total		\$ 185,000	\$ -	\$ 185,000	\$ 250,000	\$ 250,000	\$ 836,400	\$ 1,604,560	\$ -	\$ 3,125,960	\$ 2,940,960	
1180	Infrastructure Replacement Fund												
21-1180	Sewer Infrastructure Replacement Program	47	\$ 200,000	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000	\$ 1,000,000	
20/21-118	Pumps/Motors Replacement Fund Program	48	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	\$ 250,000	
20-1180	Water Infrastructure Replacement Program	49	\$ 200,000	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000	\$ 1,000,000	
all depts	Generators Replacement Fund Program	67	\$ 50,000	\$ 15,017	\$ 34,983	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000	\$ 125,000	
all depts	Facilities & Vehicles Replacement Fund	50	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	\$ 250,000	
	Infrastructure Replacement Fund Total		\$ 500,000	\$ 15,017	\$ 484,983	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 3,125,000	\$ 2,625,000	
	Encumbrance(s) Carry Over (Re-budgeted) Capital												
	Capital Totals		\$ 1,283,000	\$ 126,003	\$ 1,156,997	\$ 1,674,979	\$ 1,165,400	\$ 2,122,300	\$ 1,893,260	\$ 595,000	\$ 8,733,939	\$ 7,450,939	
	Bond Financed Totals		\$ 4,704,681	\$ 2,411,340	\$ 2,293,341	\$ 5,435,690	\$ 3,714,010	\$ -	\$ -	\$ -	\$ 13,854,381	\$ 9,149,700	
	Growth Induced Totals		\$ -	\$ -	\$ -	\$ -	\$ 20,720	\$ 1,405,080	\$ 5,228,250	\$ 1,989,750	\$ 8,643,800	\$ 8,643,800	
	Total Capital		\$ 5,987,681	\$ 2,537,343	\$ 3,450,338	\$ 7,110,669	\$ 4,900,130	\$ 3,527,380	\$ 7,121,510	\$ 2,584,750	\$ 31,232,120	\$ 25,244,439	

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



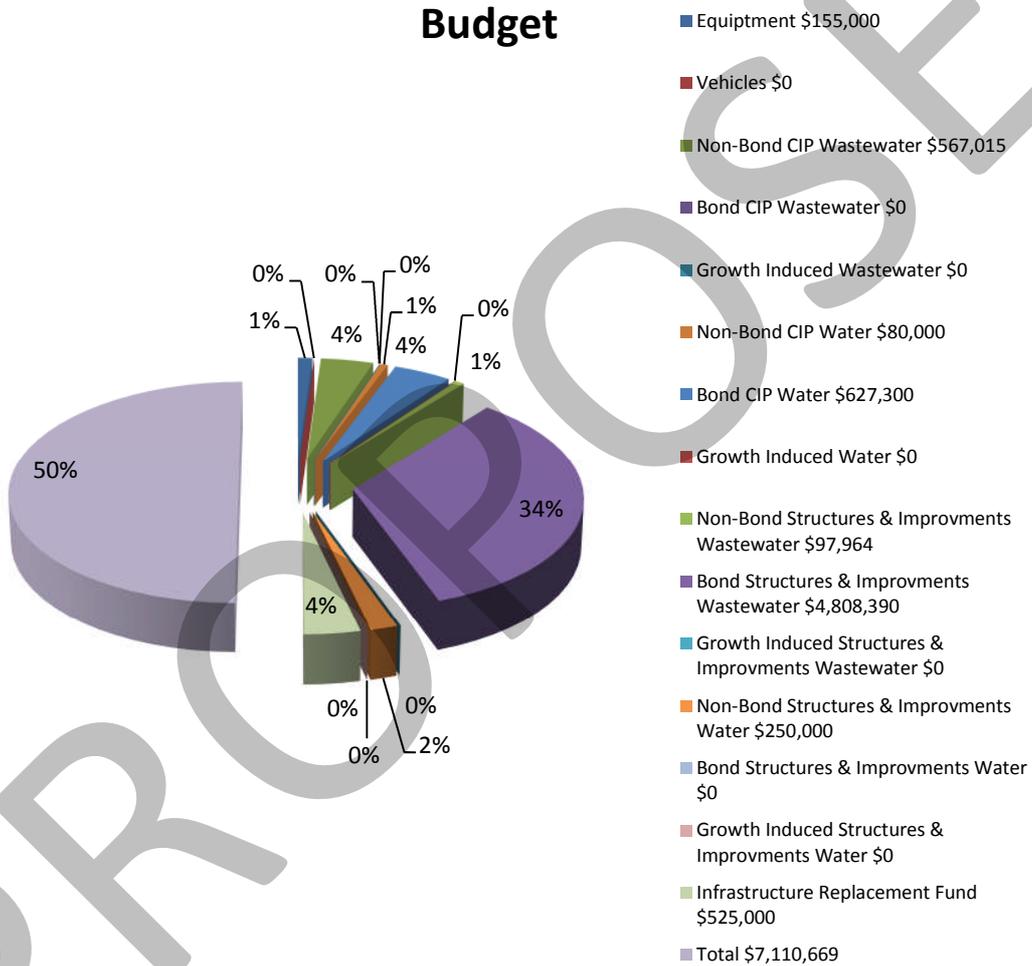
FY 2012/2013 Capital Improvement Budget



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



FY 2013/2014 Proposed Capital Improvement Budget





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



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*



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PROPOSED



**Town of Discovery Bay Landscape and Lighting Zone #8
Proposed FY 2013-14 Operating & Capital Improvement Budget**

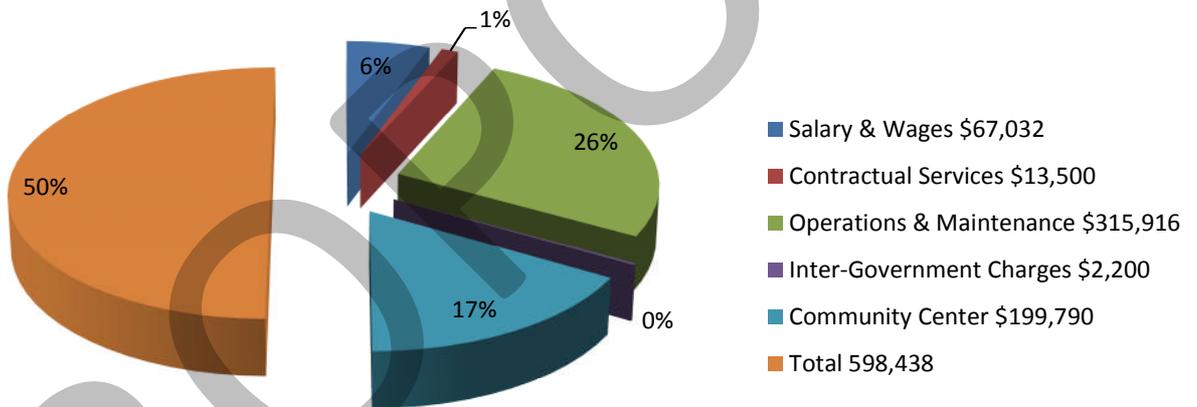
Operating & Maintenance Budget

Obj #	Account Description	2012/2013 Approved Budget	2012/2013 Year End Estimate	Remaining Balance (+/-)	2013/2014 Proposed Budget
	Salary & Wages				
2310	Staff Payroll	\$67,032	\$82,218	(\$15,186)	\$32,916
	Parks & Landscape Manager	\$28,959			\$10,759
	Parks Maintenance Workers (I & II)	\$23,901			\$12,920
	Administrative Assistant	\$10,692			\$5,737
	Misc. Staff	\$3,480			\$3,500
	Sub-Total	\$67,032	\$82,218	(\$15,186)	\$32,916
	Contractual Services				
2310	Professional/Specialized Services	\$6,000	\$7,083	(\$1,083)	\$8,500
	Legal Services	\$5,000	\$3,789	\$1,211	\$5,000
	Consultants/Other	\$1,000	\$3,294	(\$2,294)	\$3,500
2360	Insurance	\$7,500	\$3,895	\$3,605	\$5,500
	SDRMA	\$7,500	\$3,895	\$3,605	\$5,500
	Sub-Total	\$13,500	\$10,978	\$2,522	\$14,000
	Operations & Maintenance				
2100	Office Expenses, Supplies	\$1,250	\$964	\$286	\$1,200
2102	Books, Periodicals & Subscriptions	\$200	\$25	\$175	\$200
2103	Postage	\$100	\$24	\$76	\$100
2110	Communications	\$2,325	\$2,079	\$246	\$2,325
	Verizon - Cell Phones	\$1,200	\$1,198	\$2	\$1,200
	AT&T - Office Lines / Internet Service	\$1,125	\$881	\$244	\$1,125
2120	Utilities	\$111,667	\$118,153	(\$6,486)	\$120,675
	PG&E (Street Lighting & Irrigation Clocks)	\$84,350	\$84,208	\$142	\$85,000
	Water	\$23,630	\$30,624	(\$6,994)	\$32,000
	Garbage	\$3,687	\$3,321	\$366	\$3,675
2130	Small Tools & Instruments	\$2,500	\$2,500	\$0	\$2,500
2131	Minor Equipment, Furniture less than \$1,000	\$500	\$233	\$267	\$500
2170	Household Items	\$1,750	\$2,907	(\$1,157)	\$3,000
2190	Public Notices	\$300	\$260	\$40	\$300
2200	Memberships	\$500	\$515	(\$15)	\$525
2250	Rent & Lease of Equipment	\$500	\$300	\$200	\$500
2251	Computer Software	\$0	\$0	\$0	\$0
2270	Maintenance of Equipment	\$1,200	\$1,338	(\$138)	\$1,350
2271	Automotive Supplies & Repairs	\$2,000	\$1,200	\$800	\$2,000
2272	Gasoline	\$4,000	\$2,250	\$1,750	\$2,500
2281	Maintenance of Buildings	\$7,020	\$4,210	\$2,810	
	Cornell Restrooms - Janitorial	\$4,070	\$3,610	\$460	\$3,800
	Cornell Restroom - Repairs	\$2,000		\$2,000	\$1,000
	Offices	\$950	\$600	\$350	\$1,000
2282	Grounds Maintenance	\$165,754	\$148,606	\$17,148	\$155,450
	Landscape Maintenance Fees	\$101,484	\$103,846	(\$2,362)	\$105,000
	Irrigation Repairs (Planned)	\$20,000	\$16,426	\$3,574	\$15,000
	Clock Replacements	\$3,000		\$3,000	\$1,500
	Pedestal Replacements	\$2,500		\$2,500	\$2,500
	Emergency Work (Irrigation)	\$2,500	\$4,349	(\$1,849)	\$2,500
	Emergency Work (Tree Care)	\$3,000	\$1,553	\$1,447	\$1,500
	Tree Care Services (Palm Trees)	\$1,250		\$1,250	\$1,250
	Tree Care Services (Planned Rotations)	\$2,500	\$2,644	(\$144)	\$1,250
	Planting Replacements (Minor, Planned)	\$4,000	\$4,681	(\$681)	\$5,000
	Turf Care Program	\$4,750	\$1,847	\$2,904	\$3,000
	Baseball Field Maintenance	\$1,200		\$1,200	\$1,200
	Color Changes (Cornell Park & Front Entrance)	\$4,410	\$4,471	(\$61)	\$4,500
	Pest Control	\$1,350	\$879	\$471	\$1,000
	Lighting Maintenance (Entrance & Cornell)	\$2,750	\$1,675	\$1,075	\$1,750
	Drinking Fountain Cleaning / Repairs	\$300	\$677	(\$377)	\$750
	Miscellaneous / Vandalism		\$709	(\$709)	\$2,000
	Backflow Testing		\$735	(\$735)	\$750
	Mulch Replacement Program	\$10,760	\$4,114	\$6,646	\$5,000
2284	Requested Maintenance from County	\$0	\$0	\$0	\$0
2301	Employee Auto Mileage - Reimbursement	\$250	\$150	\$100	\$500
2303	Other Travel Employee Expenses / Training	\$2,500	\$2,338	\$162	\$2,500
2470	Road/Construction Materials (Street Signs)	\$500	\$140	\$360	\$500
2479	Other Special Expenses	\$10,100	\$10,894	(\$794)	\$9,500
	Christmas / Entrance Lighting	\$5,100	\$8,232	(\$3,132)	\$4,500
	Miscellaneous	\$5,000	\$2,662	\$2,338	\$5,000
2490	Miscellaneous Services & Supplies	\$1,000	\$100	\$900	\$750
	Sub-Total	\$315,916	\$299,185	\$16,731	\$306,875
7800	Inter-Governmental Charges				
3530/3550	Taxes & Assessments	\$1,200	\$750	\$450	\$1,200
3611	Interfund Exp. (Investment & Property Tax)	\$500	\$250	\$250	\$500
5011	Reimbursement for County Admin. Costs	\$500	\$250	\$250	\$500
	Sub-Total	\$2,200	\$1,250	\$950	\$2,200
	Community Center Budget				
	Operations & Maintenance	\$100,140	\$101,890	(\$1,750)	\$206,463
	Capital Improvments	\$99,650	\$99,650	\$0	\$75,000
	Sub-Total	\$199,790	\$201,540	(\$1,750)	\$281,463
	TOTAL O&M Budget	\$598,438	\$595,172	\$3,266	\$637,454

**Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscaping Zone 8 Operations &
Maintenance Budget**



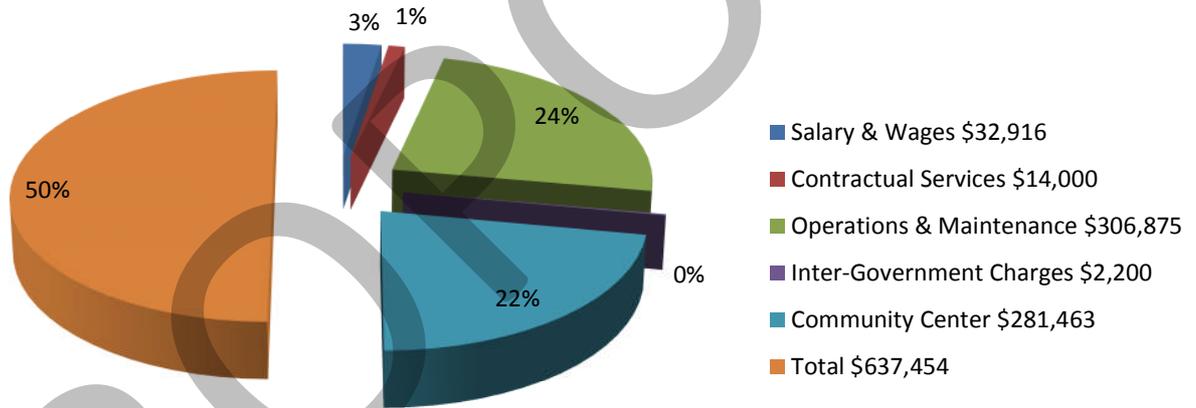
**FY 2012/2013 LL Zone 8 Operations & Maintenance
Budget**



**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting & Landscaping Zone 8 Operations and
 Maintenance Budget**



Proposed FY 2013/2014 LL Zone 8 Operations & Maintenance Budget



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



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PROPOSED



**Town of Discovery Bay Landscape and Lighting Zone #8
Proposed FY 2013-14 Operating & Capital Improvement Budget**

Capital Budget					
Acct. #	Account Description	2012/2013 Approved Budget	2012/2013 Year End Estimate	Remaining Balance (+/-)	2013/2014 Proposed Budget
PARKS					
4109	Community Center Aquisition	\$610,000	\$610,000	\$0	(\$400,000)
4789	Cornell Park - Playground Replacement		\$1,745	(\$1,745)	
4834	Cornell Park Improvements	\$297,612	\$140,345	\$157,267	\$52,767
	Cornell Park (Horse Shoe & Bocce Court)	\$1,675	\$1,675	\$0	
	Cornell Park Survey (ADD)	\$7,830	\$7,830	\$0	
	Cornell Park (Pickle Ball Courts)	\$120,000	\$13,430	\$106,570	\$25,000
	Cornell Park (Solar Lighting)	\$111,000	\$83,233	\$27,767	\$27,767
	Cornell Park (Monument Sign Replacement - ADD)	\$4,617	\$4,617	\$0	
	Cornell Park (Splash Pad)	\$17,490	\$977	\$16,513	
	Cornell Park (Bench & Picnic Table Replacements)	\$35,000	\$28,583	\$6,417	
	Labor			\$0	
	Parks Sub Total	\$907,612	\$752,090	\$155,522	(\$347,233)
STREETSCAPE					
4265	Various Improvements				
4546	Structure & Walkway Repairs				
4829	Landscape Master Plan Areas	\$137,344	\$78,712	\$58,632	\$60,394
	Discovery Bay Blvd. (West) / Sand Point Road		\$1,652	(\$1,652)	
	Highway 4 (East)	\$44,844	\$1,950	\$42,894	\$42,894
	Clipper Drive (Tree & Shrub Plantings)	\$75,000	\$75,110	(\$110)	
	Island / Levee (Irrigation Upgrades/Plantings In House)	\$17,500		\$17,500	\$17,500
	Streetscape Sub Total	\$137,344	\$78,712	\$58,632	\$60,394
MISC.					
4853	Vehicle Purchase				
4959	Tools & Sundry Equipment	\$48,500	\$40,979	\$7,521	\$5,500
	Miscellaneous Tools or Equipment	\$3,500	\$3,102	\$398	\$5,500
	50' Boom Lift (Towable)	\$35,000	\$28,297	\$6,703	
	Landscape Utility Vehicle	\$10,000	\$9,580	\$420	
	Misc. Sub Total	\$48,500	\$40,979	\$7,521	\$5,500
	Total Capital Budget	\$1,093,456	\$871,781	\$221,675	(\$281,339)

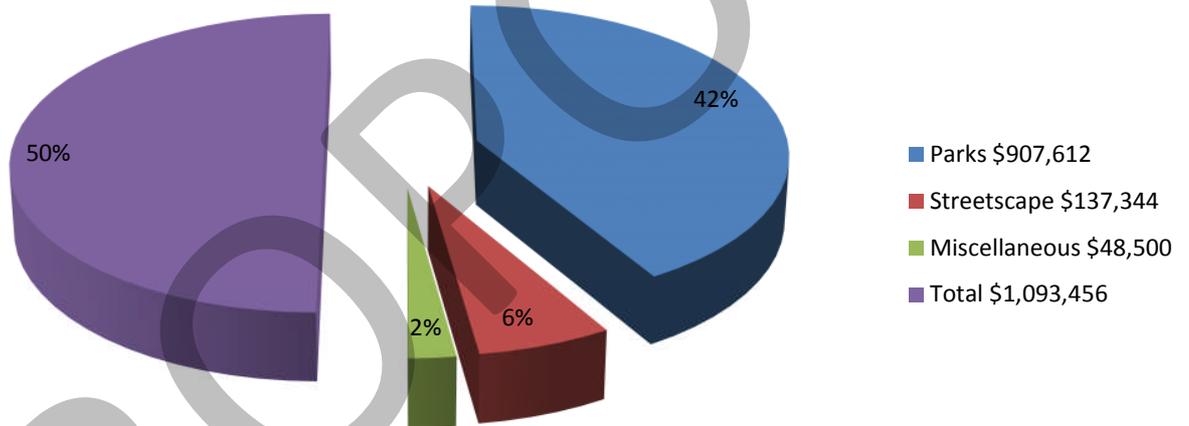
Revenue Budget					
Acct#	Account Description	2012/2013 Approved Budget	2012/2013 Year End Estimate	(+/-)	2013/2014 Proposed Budget
	Revenue				
740	Current Funds in Contra Costa County	1,316,567	\$1,235,923	\$80,643.52	\$229,712
500	Accounts Payable - Yr. End				
	Programming Revenue (CC)				\$12,000
	Swimming Pool Revenue (CC)				\$35,000
510	Retainage Account				
830	Disbursements				
9010	Current Property Taxes	462,568	\$460,741	\$1,827.23	\$462,000
9011	Property Tax Supplemental/Unitary/Secured				
9018	SRAF State Rev Transfer				
9020	Property Taxes - Current Unsecured				
9035	Property Taxes - Prior Unsecured				
9181	Earnings on Investments				
9385	H/O Prop Tax Relief/State Aid/In Lieu Taxes				
9975	Misc. Non Taxable Revenue				
9799	Misc. Revenue & Services				
	GRAND TOTAL REVENUE	\$462,568	\$460,741		\$509,000

Summary					
		2012/2013 Approved Budget	2012/2013 Year End Estimate	(+/-)	2013/2014 Proposed Budget
	TOTAL O&M Budget	\$598,438	\$595,172	\$3,266	\$637,454
	TOTAL CAPITAL Budget	\$1,093,456	\$871,781	\$221,675	(\$281,339)
	GRAND TOTAL BUDGETS	\$1,691,894	\$1,466,953	\$224,941	\$356,115
	TOTAL ANNUAL REVENUE	\$462,568	\$460,741	\$1,827	\$460,000
	BALANCE FORWARD	\$1,316,567	\$1,235,923	\$80,644	\$229,712
	FUND VALUE	\$1,779,135	\$1,696,664	\$82,471	\$738,712
	CONTRIBUTION TO RESERVES	\$87,241	\$229,712		\$382,596
	GRAND TOTAL (Budgets/Revenue/Reserve)	\$0	\$0		\$0

*Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscaping Zone 8 Capital
Improvement Budget*



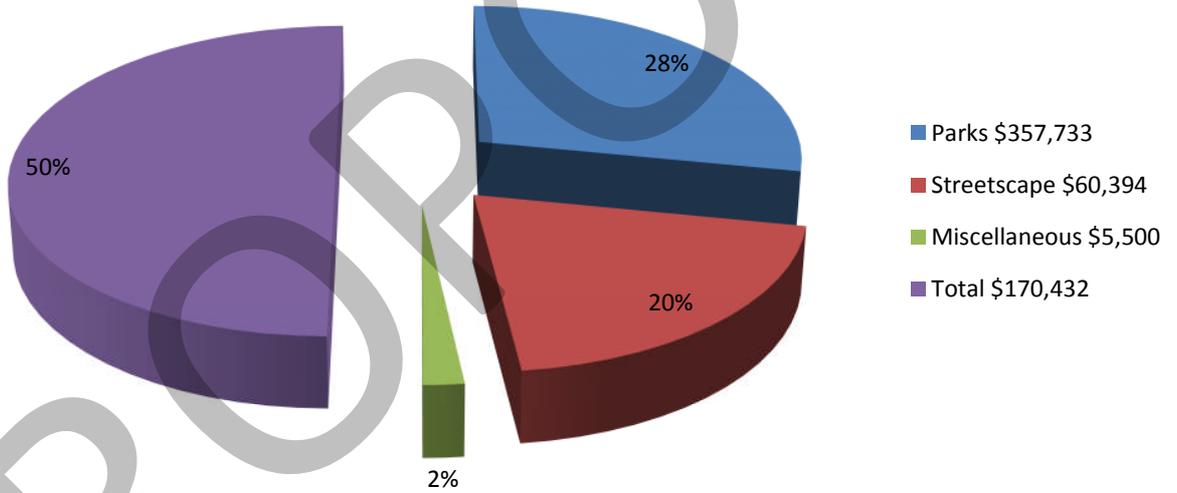
**FY 2012/2013 LL Zone 8 Capital Improvement
Budget**



*Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscaping Zone 8 Capital
Improvement Budget*



**Proposed FY 2013/2014 LL Zone 8 Capital
Improvement Budget**



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



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PROPOSED



**Town of Discovery Bay Landscape and Lighting Zone #9
Proposed FY 2013-14 Operating & Capital Improvement Budget**

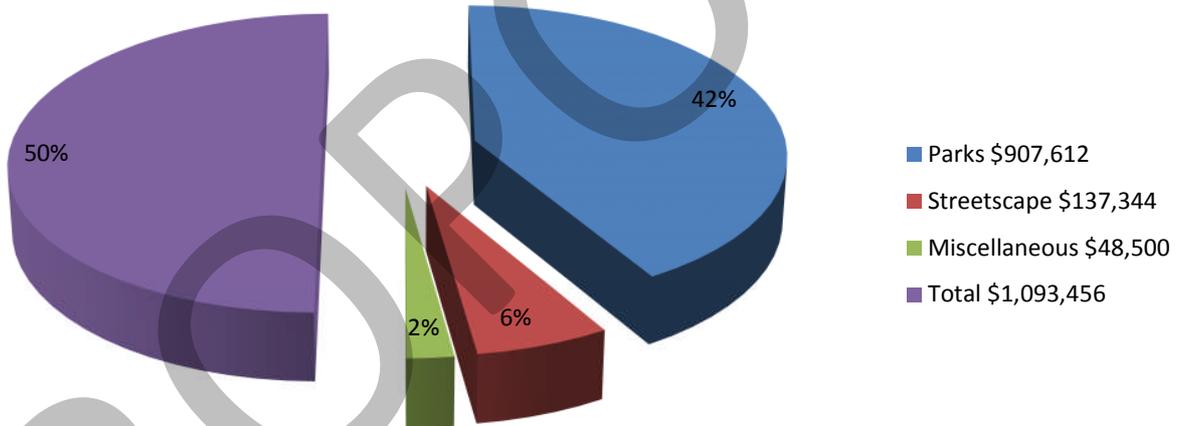
Operating & Maintenance Budget

Obj #	Account Description	2012 / 2013 Budget	2012 / 2013 Year End Estimate	Balance (+/-)	Proposed 2013 / 2014 Budget
	Salary & Wages				
2310	Staff Payroll	\$27,921	\$16,291	\$11,630	\$19,103
	Parks & Landscape Manager	\$10,860	\$8,726	\$2,134	\$5,253
	Parks Maintenance Workers (I & II)	\$8,963	\$4,165	\$4,798	\$7,596
	Administrative Assistant	\$6,110	\$1,412	\$4,698	\$4,254
	Misc. Staff	\$1,988	\$1,988	\$0	\$2,000
	Sub-Total	\$27,921	\$16,291	\$11,630	\$19,103
	Contractual Services				
2310	Professional/Specialized Services	\$5,000	\$6,276	(\$1,276)	\$6,100
	Legal Services	\$2,000	\$2,180	(\$180)	\$2,000
	Consultants/Other	\$3,000	\$4,096	(\$1,096)	\$4,100
2360	Insurance	\$1,850	\$3,359	(\$1,509)	\$3,500
	SDRMA	\$1,850	\$3,359	(\$1,509)	\$3,500
	Sub-Total	\$6,850	\$9,635	(\$2,785)	\$9,600
	Operations & Maintenance				
2100	Office Expenses, Supplies	\$500	\$600	(\$100)	\$500
2102	Books, Periodicals & Subscriptions	\$100	\$0	\$100	\$100
2103	Postage	\$50	\$0	\$50	\$50
2110	Communications	\$735	\$1,920	(\$1,185)	\$1,950
	Verizon - Cell Phones	\$360	\$840	(\$480)	\$850
	AT&T - Office Lines / Internet Service	\$375	\$1,080	(\$705)	\$1,100
2120	Utilities	\$16,384	\$15,416	\$968	\$16,450
	PG&E (Street Lighting & Irrigation Clocks)	\$1,284	\$1,325	(\$41)	\$1,350
	AT&T (Irrigation Clock)	\$100	\$91	\$9	\$100
	Water	\$15,000	\$14,000	\$1,000	\$15,000
2130	Small Tools & Instruments	\$500	\$707	(\$207)	\$600
2131	Minor Equipment, Furniture less than \$1,000	\$500	\$475	\$25	\$500
2170	Household Items	\$600	\$250	\$500	\$600
2190	Public Notices	\$350	\$175	\$175	\$350
2200	Memberships	\$200	\$125	\$75	\$200
2250	Rent & Lease of Equipment	\$0	\$0	\$0	\$0
2251	Computer Software	\$0	\$0	\$0	\$0
2270	Maintenance of Equipment	\$300	\$630	(\$330)	\$500
2271	Automotive Supplies & Repairs	\$500	\$465	\$35	\$500
2272	Gasoline	\$750	\$900	\$750	\$750
2281	Maintenance of Buildings	\$2,100	\$1,332	\$768	\$2,100
	Temporary Restroom Facility - Splash Pad Season	\$2,100	\$1,332	\$768	\$2,100
2282	Grounds Maintenance	\$48,528	\$41,472	\$9,666	\$46,626
	Landscape Maintenance Fees	\$32,700	\$33,210	\$2,100	\$33,876
	Irrigation Repairs (Planned)	\$1,500	\$750	\$750	\$1,000
	Clock Replacements	\$3,500	\$3,500	\$0	\$0
	Emergency Work (Irrigation)	\$500	\$0	\$500	\$500
	Emergency Work (Tree Care)	\$0	\$0	\$0	\$0
	Tree Care Services (Planned Rotations)	\$1,550	\$0	\$1,550	\$1,550
	Planting Replacements (Minor, Planned)	\$1,500	\$1,500	\$0	\$2,500
	Turf Care Program	\$3,250	\$108	\$3,142	\$2,400
	Pest Control	\$500	\$0	\$500	\$500
	Splash Pad Repairs / Maintenance	\$0	\$715	(\$715)	\$500
	Playground Repairs / Maintenance	\$0	\$968	(\$968)	\$1,000
	Lighting Maintenance (Solar)	\$0	\$0	\$0	\$0
	Drinking Fountain Cleaning	\$300	\$300	\$0	\$300
	Mulch Replacement Program	\$3,228	\$421	\$2,807	\$2,500
2284	Requested Maintenance from County	\$0	\$0	\$0	\$0
2301	Employee Auto Mileage - Reimbursement	\$50	\$50	\$0	\$50
2303	Other Travel Employee Expenses	\$500	\$571	(\$71)	\$500
2470	Road/Construction Materials (Street Signs)	\$200	\$0	\$200	\$200
2479	Other Special Expenses	\$1,000	\$350	\$650	\$750
	Miscellaneous	\$1,000	\$350	\$650	\$750
	Sub-Total	\$73,847	\$65,438	\$12,069	\$73,276
7800	Inter-Governmental Charges				
3530/3550	Taxes & Assessments	\$1,700	\$600	\$1,100	\$1,000
3611	Interfund Exp. (Investment & Property Tax)	\$0	\$0	\$0	\$0
5011	Reimbursement for County Admin. Costs	\$0	\$0	\$0	\$0
	Sub-Total	\$1,700	\$600	\$1,100	\$1,000
	TOTAL O&M Budget	\$110,318	\$91,964	\$22,014	\$102,979

*Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscaping Zone 9 Operations &
Maintenance Budget*



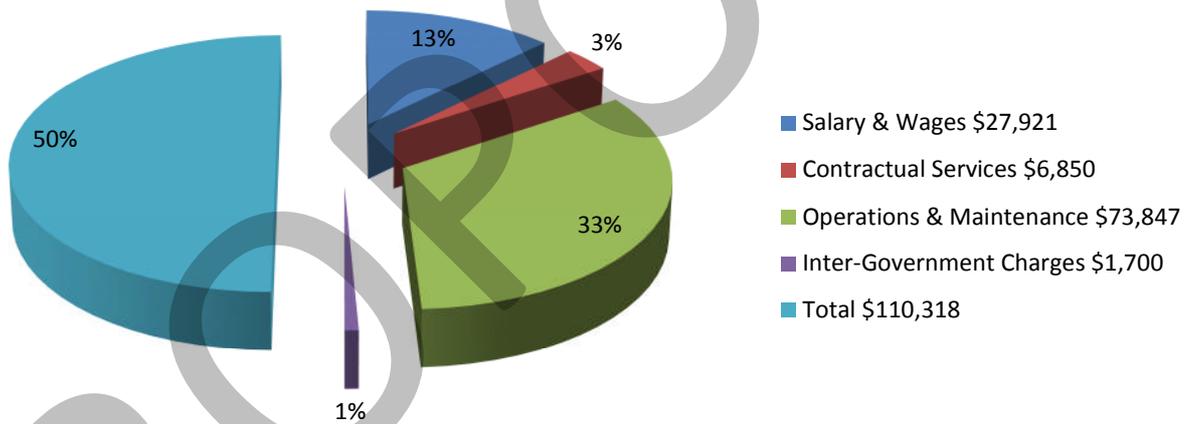
**FY 2012/2013 LL Zone9 Operations & Maintenance
Budget**



*Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting and Landscaping Zone 9 Operations &
Maintenance Budget*



**Proposed FY 2013/2014 Operations & Maintenance
Budget**



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



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PROPOSED



**Town of Discovery Bay Landscape and Lighting Zone #9
Proposed FY 2013-14 Operating & Capital Improvement Budget**

Capital Budget					
Acct. #	Account Description	2012 / 2013 Budget	2012 / 2013 Year End Estimate	Balance (+/-)	Proposed 2013 / 2014 Budget
PARKS					
4265	Various Improvements (Splash Pad)				
4546	Structure & Walkway Repairs (Solar)				
4789	Park Improvements				\$6,500
	Tree Replacements				\$6,500
	Parks Sub Total	\$0	\$0		\$6,500
STREETSCAPE					
4829	Streetscape Improvements				
	Streetscape Sub Total	\$0			\$0
MISC.					
4959	Tools & Sundry Equipment	\$2,500	\$2,638	(\$138)	\$500
	Miscellaneous Tools or Equipments	\$500	\$583	(\$83)	\$500
	Landscape Utility Vehicle	\$2,000	\$2,055	(\$55)	\$0
	Misc. Sub Total	\$2,500	\$2,638	(\$138)	\$500
	Total Capital Budget	\$2,500	\$2,638	(\$138)	\$7,000

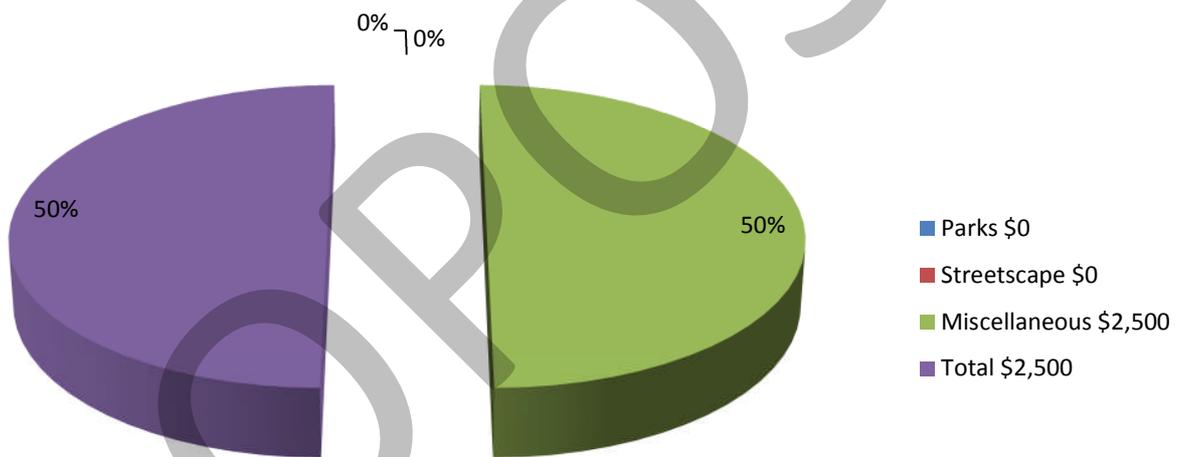
Revenue Budget					
Acct#	Account Description	2012 / 2013 Budget	2012 / 2013 Year End Estimate	Difference (+/-)	Proposed 2013 / 2014 Budget
Revenue					
740	Current Funds in Contra Costa County	\$118,223	\$124,336	\$6,113	
500	Accounts Payable - Yr. End				
510	Retainage Account				
830	Disbursements				
9010	Current Property Taxes	\$115,682	\$112,878	(\$2,804)	\$105,000
9011	Property Tax Supplemental/Unitary/Secured				
9018	SRAF State Rev Transfer				
9020	Property Taxes - Current Unsecured				
9035	Property Taxes - Prior Unsecured				
9181	Earnings on Investments				
9385	H/O Prop Tax Relief/State Aid/In Lieu Taxes				
9975	Misc. Non Taxable Revenue				
9799	Misc Revenue & Services				
	GRAND TOTAL REVENUE	\$115,682	\$112,878	(\$2,804)	\$105,000

Summary					
		2012 / 2013 Budget	2012 / 2013 Year End Estimate	Balance (+/-)	Proposed 2013 / 2014 Budget
	TOTAL O&M Budget	\$110,318	\$91,964	\$18,354	\$102,979
	TOTAL CAPITAL Budget	\$2,500	\$2,638	(\$138)	\$7,000
	GRAND TOTAL BUDGETS	\$112,818	\$94,602	\$18,216	\$109,979
	TOTAL ANNUAL REVENUE	\$115,682	\$112,878	(\$2,804)	\$105,000
	BALANCE FORWARD	\$118,223	\$124,336	\$6,113	\$142,612
	FUND VALUE	\$233,905	\$237,214	\$3,309	\$247,612
	CONTRIBUTION TO RESERVES	\$121,087	\$142,612	\$21,525	\$137,632
	GRAND TOTAL (Budgets/Revenue/Reserve)	\$0	\$0	\$0	\$0

**Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscaping Zone 9 Capital
Improvement Budget**



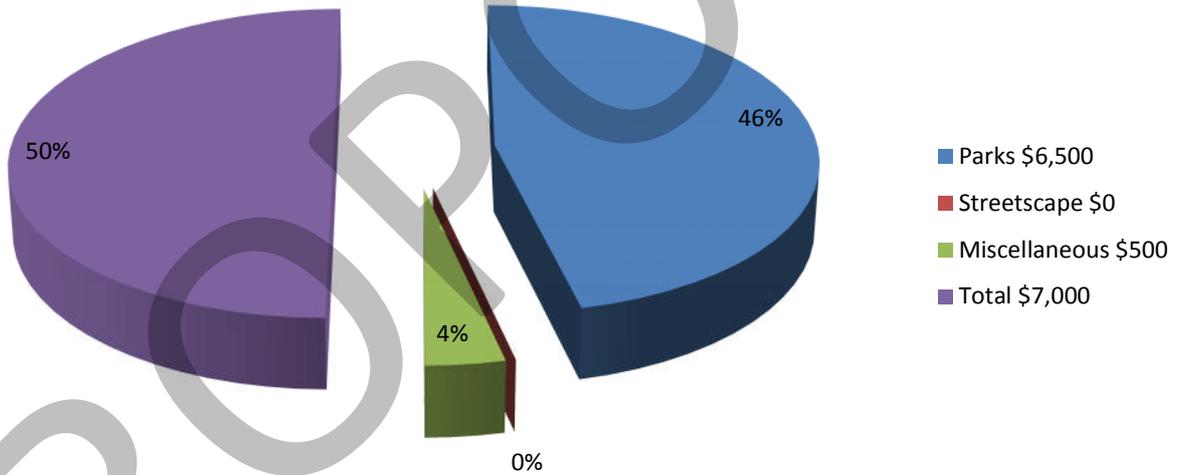
**FY 2012/2013 LL Zone 9 Capital Improvement
Budget**



*Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting and Landscaping Zone 9 Capital
Improvement Budget*



**Proposed FY 2013/2014 LL Zone 9 Capital
Improvement Budget**



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



New for FY 2013-2015, 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 2012-13. 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 13-14 the Operations and Maintenance (O&M) program has a proposed spending plan of \$206,463.62. The CIP Proposed Budget consists of \$552,500 for FY 13/14 these projects include the facility renovation. Planned funding sources to assist with renovation cost are Park Dedication fees \$118,800; Measure WW Park Funds for \$65,000; and Water and Sewer funds of \$110,500.

Town of Discovery Bay Community Services District Contra Costa County, California
Operations and Maintenance Budget



L&L 8 Expenditure		Feb - Jun 2013		Proposed
Community/Recreation Center		YEE Total Expense	Budget	FY 2013-2014
Salary & Wages				
40-41-8000	Salary & Wages	\$ 37,073.7	\$ 35,000.00	\$ 72,541.62
40-41-8001	Overtime	\$ -		
40-41-8018	Medicare-R (Employer)	\$ -		\$ 1,500.00
40-41-8020	SS-R (OASDI Employer)	\$ -		\$ 1,500.00
40-41-8023	CA (SUI)	\$ -		\$ 1,500.00
40-41-8030	Group Insurance	\$ -		\$ 1,700.00
40-41-8045	Workers Comp	\$ -		\$ 2,500.00
40-41-8060	457 B Plan	\$ -		
40-41-8075	Reimbursement of Wages	\$ -		
40-41-8090	Reimbursement of Wages - Liabi	\$ -		
40-41-8093	Medicare-R (Employer)	\$ -		
40-41-8095	SS-R (OASDI Employer)	\$ -		
40-41-8098	CA (SUI)	\$ -		
40-41-8105	Reimbursement of Insurance	\$ -		
40-41-8120	Reimbursement of 457B Plan	\$ -		
40-41-8135	Vacation	\$ -		
40-41-8150	Temporary Employees	\$ 14,934.8		\$ 25,352.00
Total Salary & Wages		\$ 52,008.5	\$ 35,000.0	\$ 106,593.6
Contract Services				
Total Contract Services		\$ 17,024.2	\$ 22,380.0	\$ 13,600.0
Operation & Maintenance				
40-41-8197	Train, Meet & Education	\$ -		\$ 1,550.00
	Dues & Memberships	\$ -		\$ 265.00
	PR, Advertising & Elections	\$ -		\$ 5,000.00
	Telecommunications	\$ 607.0		\$ 2,335.0
	Materials	\$ -		
	Automotive Supplies & Repairs	\$ -		\$ 750.0
	Repairs & Maintenance	\$ 8,054.0		\$ 10,250.0
	Office Supplies	\$ 683.3		\$ 1,900.0
	Rent & Facility Expense	\$ 10,780.0		\$ 11,620.0
	Insurance	\$ 287.4		\$ 3,500.0
	Permits & Fees	\$ -		\$ 1,300.0
	Utilities	\$ 4,675.7		\$ 30,500.00
40-41-8495	Chemicals	\$ -		\$ 3,000.00
	Freight	\$ -		\$ 100.00
	Other	\$ -		\$ 2,200.00
	Inter-Governmental Charges	\$ -		\$ 12,000.0
Total Operations & Maintenance		\$ 25,087.5	\$ 44,510.0	\$ 86,270.0
Total LL8 Com Ctr Budget		\$ 94,120.2	\$ 101,890.0	\$ 206,463.62
Community Center/Rec Revenue/Funding Source				
Revenues/ Fund Sources				
	Park Dedication Fees			\$ 118,800.00
	Measure WW Park Funds			\$ 65,000.00
	Water/Sewer Funds			\$ 110,500.00
Total Revenues/Funding Source				\$ 294,300.00
Community Center/Rec Center CIP				
40-1135	Building & Improv	\$ -	\$ 99,650.00	
	Facility Renovation			\$ 402,000.00
	PSE			\$ 60,300.00
	FFE			\$ 40,200.00
	Contingency			\$ 50,000.00
Total				\$ 552,500.00
Total CIP Less Funding Source				\$ 258,200.00
Total O&M-CIP Annual Budget		\$ 201,540.00		
Total O&M-CIP Annual Proposed Budget				\$ 464,663.62

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



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PROPOSED

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

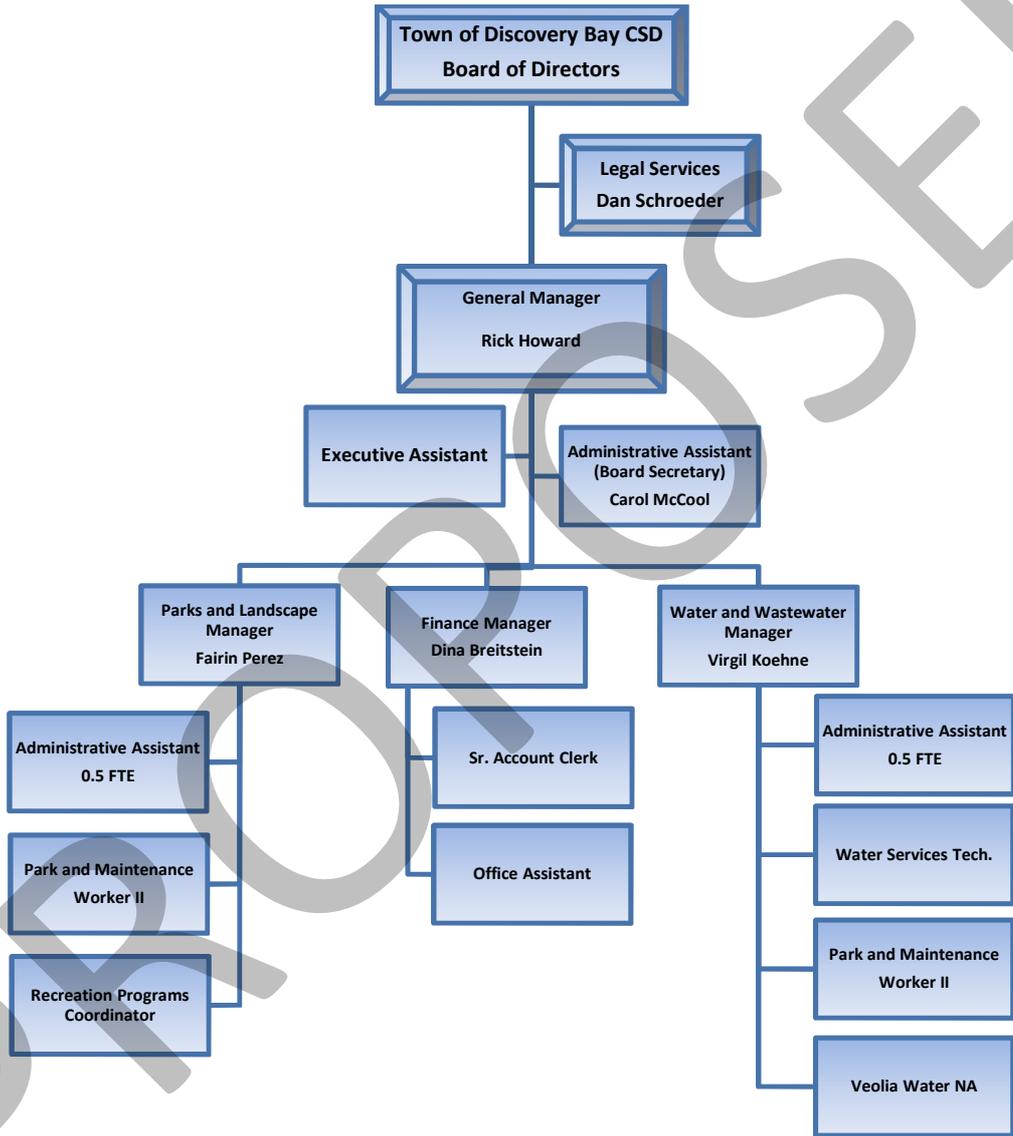


The Town of Discovery Bay lies within the metropolitan statistical areas of San Francisco/Oakland/San Jose. However, it is geographically closer to the farmlands of the central valley and the cities of Brentwood, Stockton and Tracy. The proximity to the employment centers of the Bay Area and those of 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.

Salary Schedule

Classification	Range #	Minimum Pay Rate				Maximum Pay Rate			
		Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
Administrative Assistant	139	20.45	1,772	3,544	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
Finance Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
General Manager	541	53.7	4,654	9,308	111,699	72.5	6,283	12,566	150,793
Office Assistant	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Recreation Programs Coordinator	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Parks & Landscape Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Parks & Maintenance Worker I	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
Senior Account Clerk	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Water & Wastewater Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Water Services Technician I	144	23.13	2,005	4,010	48,115	28.92	2,506	5,012	60,144
Water Services Technician II	150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

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



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



**FY 2013-15 Authorized Positions
Regular Positions/Full Time Equivalents (FTE's)**

	Actual	Actual	Proposed
Position Title	FY 2011-12	FY 2012-13	FY 2013-15
Director	5	5	5
General Manager	1	1	1
Water and Wastewater Manager	1	1	1
Landscape Manager	0	0	0
Finance Manager	1	1	1
Parks and Landscape Manager	1	1	1
Administrative Assistant	2	2	2
Recreation Program Coordinator	0	1	1
Executive Assistant	1	1	1
Office Clerk	0	0	0
Office Assistant	1	1	1
Account Clerk	0	0	0
Sr. Account Clerk	1	1	1
Water Services Worker	0	0	0
Water Services Technician I	1	1	1
Parks and Maintenance Worker I	1	0	1
Parks and Maintenance Worker II	1	2	2
Totals	17	18	19

***Town of Discovery Bay Community Services District
Contra Costa County, California
The Budget - All in One Place***



The following pages provide an “All in One Place” overview look at the complete Operating, Capital and Revenue Budgets for Fiscal Year 2013-2015. Individual budget summaries can be found in the succeeding pages of this document.

PROPOSED

REVENUE PROJECTIONS				2012/2013	2013/2014	2014/2015
Fiscal Year	2011/2012	2012/2013	2012/2013	Proposed	DRAFT	DRAFT
Account Description	Actuals	Budget	Actuals Apr'13	ACTUALS	Budget	Budget
Revenue						
General Fund						
Property Tax Rev	\$4,754,252	\$5,476,000	\$5,475,974	\$5,475,974		
Property Tax Revenue - Water					\$1,735,000	\$1,781,845
Property Tax Revenue - Wastewater					\$3,769,000	\$3,882,000
Commercial Metered Water/Sewer	\$365,266	\$450,000				
Metered Water	\$545,306	\$756,000	\$1,220,127	\$1,206,000	\$768,000	\$841,000
Meter Charges					\$255,000	\$281,000
Large User Back Billing		\$62,000	\$31,000	\$35,000	\$14,825	
Sewer/Water Permits			\$4,450	\$1,950	\$5,000	\$5,000
Sewer/Water Inspection Fee			\$6,720	\$12,480	\$20,000	\$20,000
Sewer Capacity Fee				\$108,771	\$575,000	\$335,000
Water Capacity Fee			\$285,328	\$11,583	\$104,000	\$410,000
Investments/CCC Investments	\$58		\$3,026	\$3,026		
Misc. Reimbursements	\$7,234	\$10,000		\$4,000	\$10,270	\$10,547
Misc. Receivables	\$243,555	\$2,000	\$272,222	\$276,269	\$2,054	\$2,109
Employee 457b Contributions				\$30,000	\$30,000	\$30,000
EE Group Insurance Contributions	\$17,052	\$17,500		\$17,500	\$17,973	\$18,458
Landscape Related Payroll Reimbursements	\$176,810	\$169,500		\$169,500	\$298,000	\$308,000
Landscape Related Reimbursements	\$200,000	\$200,000	\$1,680	\$200,000	\$225,000	\$225,000
Landscape Related Group Ins (Partial EE Reimb)	\$23,600	\$10,900		\$10,900	\$11,194	\$11,497
Proceeds from Financing		\$2,038,681	\$1,897,565	\$4,295,202	\$5,435,690	\$3,714,010
GRAND TOTAL REVENUE	\$6,333,133	\$9,192,581	\$9,198,093	\$11,858,155	\$13,276,006	\$11,875,466

PROPOSED

Town of Discovery Bay Community Services District Contra Costa County, California
 Operations and Maintenance Budget



Account No.	Account Description	FY 2011-2012		FY 2012-2013		YTD Total Expense	Remaining	%	FY 2013-2014		FY 2014-2015	
		Actual	Budget	Budget	Budget				Proposed Budget	Proposed Budget		
Salary & Wages												
7000	Salary & Wages	\$ 689,251	\$ 567,000	\$ -	\$ -	\$ 567,000	\$ -	100%	\$ 809,799.00	\$ 843,606.00		
7001	Overtime	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	100%	\$ 5,000.00	\$ 5,000.00		
7018	Medicare-R (Employer)	\$ -	\$ 13,000	\$ -	\$ -	\$ 13,000	\$ -	100%	\$ 29,500.00	\$ 31,500.00		
7020	SS-R (OASDI Employer)	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	100%	\$ 52,000.00	\$ 54,500.00		
7023	CA (SUI)	\$ 93,338	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -	100%	\$ 15,000.00	\$ 15,000.00		
7030	Group Insurance	\$ 48,000	\$ 38,400	\$ -	\$ -	\$ 38,400	\$ -	100%	\$ 38,100.00	\$ 38,100.00		
7045	Workers Comp	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ -	100%	\$ 50,000.00	\$ 50,000.00		
7060	457 B Plan	\$ 4,200	\$ 15,700	\$ -	\$ -	\$ 15,700	\$ -	100%	\$ 30,000.00	\$ 30,000.00		
7075	Reimbursement of Wages	\$ -	\$ 149,000	\$ 30,907	\$ -	\$ 118,093	\$ -	79%				
7090	Overtime	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	100%				
7093	Medicare-R (Employer)	\$ -	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -	100%				
7095	SS-R (OASDI Employer)	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ -	100%				
7098	CA (SUI)	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	100%				
7105	Reimbursement of Insurance	\$ -	\$ 5,100	\$ -	\$ -	\$ 5,100	\$ -	100%				
7120	Reimbursement of 457B Plan	\$ -	\$ 5,800	\$ -	\$ -	\$ 5,800	\$ -	100%				
7135	Vacation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
7150	Auto Allowance	\$ -	\$ 4,200	\$ 350	\$ -	\$ 3,850	\$ -	92%				
	Temporary Employees	\$ -	\$ 8,400	\$ -	\$ -	\$ 8,400	\$ -	100%	\$ 8,400.00	\$ 8,400.00		
	Total Salary & Wages	\$ 850,789	\$ 896,600	\$ 31,257	\$ -	\$ 865,343	\$ -	97%	\$ 1,037,799	\$ 1,076,106		
Board Of Directors												
7165	Board of Directors Compensation	\$ 26,100.00	\$ 36,000	\$ -	\$ -	\$ 36,000	\$ -	100%	\$ 41,400	\$ 41,400		
7181	Travel - BOD	\$ 1,515.00	\$ 3,750	\$ -	\$ -	\$ 3,750	\$ -	100%	\$ 4,000	\$ 6,000		
7196	Train, Meet & Education - BOD	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	100%	\$ 2,000	\$ 2,000		
	Total Board of Directors Compensation	\$ 27,615.00	\$ 41,750	\$ -	\$ -	\$ 41,750	\$ -	100%	\$ 47,400	\$ 49,400		
Contract Services												
7270	Outside Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
7271	Consulting Services	\$ 190,000.00	\$ 210,000	\$ -	\$ -	\$ 210,000	\$ -	100%	\$ 210,000	\$ 210,000		
7272	Waste Water Service Contract	\$ 1,148,000.00	\$ 1,182,000	\$ -	\$ -	\$ 1,182,000	\$ -	100%	\$ 1,196,801	\$ 1,232,705		
7273	Professional Fees	\$ 107,000.00	\$ 2,400	\$ -	\$ -	\$ 2,400	\$ -		\$ 2,400	\$ 2,400		
7274	Contract Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		
7275	Preventative & Corrective	\$ -	\$ 107,000	\$ -	\$ -	\$ 107,000	\$ -	100%	\$ 107,000	\$ 107,000		
7276	Contract Mailing	\$ 15,000.00	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	100%	\$ 15,000	\$ 15,000		
	Legal	\$ 90,000.00	\$ 123,500	\$ -	\$ -	\$ 123,500	\$ -	100%	\$ 150,000	\$ 150,000		
	Accounting	\$ 30,000.00	\$ 27,150	\$ -	\$ -	\$ 27,150	\$ -	100%	\$ 31,000	\$ 31,000		
	Total Contract Services	\$ 1,580,000	\$ 1,667,050	\$ -	\$ -	\$ 1,667,050	\$ -	100%	\$ 1,712,201	\$ 1,748,105		
Operation & Maintenance												
7182	Travel	\$ 3,024	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -	100%	\$ 5,000	\$ 5,000		
7197	Train, Meet & Education	\$ -	\$ 7,000	\$ -	\$ -	\$ 7,000	\$ -	100%	\$ 7,000	\$ 7,000		
7210	Dues & Subscriptions	\$ 930	\$ 500	\$ -	\$ -	\$ 500	\$ -	100%	\$ 2,650	\$ 2,650		
7225	Memberships	\$ 17,500	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	100%	\$ 18,000	\$ 18,000		
7255	TODB Sponsored Events	\$ -	\$ 5,500	\$ -	\$ -	\$ 5,500	\$ -	100%	\$ 6,000	\$ 6,000		
	PR, Advertising & Elections	\$ -	\$ 14,000	\$ -	\$ -	\$ 14,000	\$ -	100%	\$ 6,500	\$ 15,500		
	Telecommunications	\$ 17,591	\$ 17,600	\$ -	\$ -	\$ 17,600	\$ -	100%	\$ 23,700	\$ 23,700		
	Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,000	\$ 1,000		
	Automotive Supplies & Repairs	\$ 22,000	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	100%	\$ 30,000	\$ 41,000		
	Repairs & Maintenance	\$ 688,428	\$ 707,700	\$ 220,045	\$ -	\$ 487,655	\$ -	69%	\$ 704,000	\$ 704,000		
	Office Supplies	\$ 13,009	\$ 11,500	\$ -	\$ -	\$ 11,500	\$ -	100%	\$ 11,500	\$ 11,500		
	Rent & Facility Expense	\$ 37,058	\$ 39,500	\$ 10,165	\$ -	\$ 29,335	\$ -	74%	\$ 39,500	\$ 39,500		
	Insurance	\$ 55,000	\$ 67,033	\$ -	\$ -	\$ 67,033	\$ -	100%	\$ 68,000	\$ 75,000		
	Permits & Fees	\$ 44,635	\$ 65,100	\$ -	\$ -	\$ 65,100	\$ -	100%	\$ 65,200	\$ 65,200		
	Utilities/Electrical Cost Sewer	\$ 335,000	\$ -	\$ 268,199	\$ -	\$ -	\$ -		\$ 359,000	\$ 368,000		
	Utilities/Electrical Cost Water	\$ 370,000	\$ -	\$ 270,392	\$ -	\$ -	\$ -		\$ 396,000	\$ 407,000		
	Utilities	\$ 705,000	\$ 705,000	\$ -	\$ -	\$ 705,000	\$ -	100%	\$ 755,000	\$ 775,000		
7495	Chemicals	\$ 100,000	\$ 62,500	\$ -	\$ -	\$ 62,500	\$ -	100%	\$ 62,500	\$ 62,500		
	Freight	\$ -	\$ 2,500	\$ -	\$ -	\$ 2,500	\$ -	100%	\$ 2,800	\$ 2,800		
	Other	\$ 227,314	\$ 618,000	\$ 484	\$ -	\$ 617,516	\$ -	100%	\$ 1,532,787	\$ 1,072,000		
	Total Operations & Maintenance	\$ 1,931,489	\$ 2,378,933	\$ 230,694	\$ -	\$ 2,148,239	\$ -	90%	\$ 3,340,137	\$ 2,926,350		
Inter-Governmental Charges												
	Total Inter-Governmental Charges	\$ 280	\$ 27,800	\$ -	\$ -	\$ 27,800	\$ -	100%	\$ 27,800	\$ 27,800		
	Total Operating Budget	\$ 4,390,173	\$ 5,012,133	\$ 261,951	\$ -	\$ 4,750,182	\$ -	95%	\$ 6,165,337	\$ 5,827,761		

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



Account	Account Description	Dept./Proj#	2012/2013				Proposed 2013/2014 Budget	Proposed 2014/2015 Budget	Proposed 2015/2016 Budget	Proposed 2016/2017 Budget	Proposed 2017/2018 Budget	Total Budget SUM 12/13-17/18	Total Budget SUM 13/14-17/18
			Budget	YTD Total	Remaining	%							
1100	Equipment												
	Electronic Message Board	37	\$ 40,000	\$ 17,861	\$ 22,139						\$ 40,000	\$ -	
	Boom Lift	38	\$ 25,000	\$ 21,878	\$ 3,122						\$ 25,000	\$ -	
	Security Camera's	39	\$ 10,000	\$ -	\$ 10,000	\$ 25,000					\$ 10,000	\$ 25,000	
	Leak Detection Tool	66				\$ 30,000					\$ 30,000	\$ 30,000	
	2 Yard Tractor	64				\$ 100,000					\$ 100,000	\$ 100,000	
	Equipment Total		\$ 75,000	\$ 39,740	\$ 35,260	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ 230,000	\$ 155,000	
1120	Vehicles												
	Vehicle	A	\$ 30,000	\$ 25,851	\$ 4,149			\$ 40,000			\$ 70,000	\$ 40,000	
	Vehicle Total		\$ 30,000	\$ 25,851	\$ 4,149	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 70,000	\$ 40,000	
21-1155	CIP wastewater												
	Secondary Effluent Pump Station Modifications	5	\$ -	\$ -	\$ -			\$ 37,500	\$ 212,500		\$ 250,000	\$ 250,000	
	Secondary Effluent Equalization	6	\$ -	\$ -	\$ -			\$ 102,000	\$ 578,000		\$ 680,000	\$ 680,000	
	Effluent Filtration	7	\$ -	\$ -	\$ -			\$ 692,100	\$ 1,960,950	\$ 1,960,950	\$ 4,614,000	\$ 4,614,000	
	Revise UV Disinfection Weirs	8	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -	\$ -	
	Conduct UV Disinfection Viral Bioassay Test	9	\$ -	\$ 27,575	\$ (27,575)			\$ -	\$ -		\$ -	\$ -	
	Upgrade UV Disinfection	10	\$ -	\$ -	\$ -			\$ 120,000	\$ 1,080,000		\$ 1,200,000	\$ 1,200,000	
	Add Pump to Export Pump Station	12	\$ -	\$ -	\$ -			\$ 100,000	\$ -		\$ 100,000	\$ 100,000	
	Solids Improvements, phase 2: One New Solar Dryer	14	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -	\$ -	
	Collection System Pump Station Improvements	15	\$ 110,000	\$ -	\$ 110,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000		\$ 650,000	\$ 540,000	
	SCADA Improvements	16	\$ 150,000	\$ -	\$ 150,000	\$ 350,000					\$ 350,000	\$ 350,000	
	Fiber to Plant 1	36	\$ 50,000	\$ 7,985	\$ 42,015	\$ 42,015					\$ 50,000	\$ 50,000	
	NPDES permit Renewal	65	\$ 40,000	\$ -	\$ 40,000	\$ 40,000				\$ 40,000	\$ 40,000	\$ 80,000	
	CIP Wastewater Total		\$ 350,000	\$ 35,560	\$ 314,440	\$ 567,015	\$ 135,000	\$ 1,186,600	\$ 3,966,450	\$ 2,000,950	\$ 8,206,015	\$ 7,856,015	
20-1160	CIP Water												
	Source Capacity												
	Well 7	51	\$ 221,400	\$ 38,154	\$ 183,246	\$ 627,300	\$ 627,300				\$ 1,476,000	\$ 1,254,600	
	Well 8	52	\$ -	\$ -	\$ -	\$ 50,000	\$ 227,400	\$ 644,300	\$ 594,300		\$ 1,516,000	\$ 1,516,000	
	Well 18 pump Equipment Upgrade	53	\$ 30,000	\$ -	\$ 30,000	\$ 30,000					\$ 30,000	\$ 30,000	
	Treatment Filter at Willow Lake												
	Treatment Filter unit at Willow Lk WTP vessel, media, foundation, all new face piping & controls	54	\$ -	\$ -	\$ -		\$ 20,720	\$ 238,280			\$ 259,000	\$ 259,000	
	New Backwash Tank at Willow Lk WTP, piping modifications & foundation	55	\$ -	\$ -	\$ -		\$ 28,800	\$ 331,200			\$ 360,000	\$ 360,000	
	New Recycle Pumps at Willow Lk WTP 3 pumps, piping & controls	56	\$ -	\$ -	\$ -		\$ -	\$ 72,000			\$ 72,000	\$ 72,000	
	Recycle Pump Upgrade - Newport	57	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 28,800		\$ 28,800	\$ 28,800	
	CIP Water Total		\$ 251,400	\$ 38,154	\$ 213,246	\$ 707,300	\$ 875,420	\$ 911,380	\$ 997,500	\$ 28,800	\$ 3,771,800	\$ 3,520,400	
21-1170	Structures & Improvements Wastewater												
	Influent Pump Station Modifications	1	\$ 58,882	\$ 101,712	\$ (42,831)	\$ 981,360					\$ 1,040,242	\$ 981,360	
	RE-Activate Pump Station W	2	\$ 21,319	\$ 29,825	\$ (8,506)	\$ 355,320					\$ 376,639	\$ 355,320	
	Emergency Storage Facilities	3	\$ 14,580	\$ 14,695	\$ (115)	\$ 114,210	\$ 114,210				\$ 243,000	\$ 228,420	
	Total	1, 2 & 3	\$ 94,781	\$ 146,233	\$ (51,452)	\$ 1,450,890	\$ 114,210				\$ 1,659,881	\$ 1,565,100	
	Splitter Box, OX ditch, Clarifier, RAS pumps at Plant 2, standby Aerators	4	\$ 605,000	\$ 87,148	\$ 517,852	\$ 2,722,500	\$ 2,722,500				\$ 6,050,000	\$ 5,445,000	
	Reverse Osmosis Facilities	11	\$ -	\$ -	\$ -						\$ -	\$ -	
	Solids Improvements, Phase 1: New Solar Dryers and 2 Bell Presses	13	\$ 3,466,000	\$ 1,079,626	\$ 2,386,374	\$ 385,000					\$ 3,851,000	\$ 385,000	
	Total	13 & 14	\$ 3,466,000	\$ 1,530,343	\$ 1,935,657	\$ 385,000	\$ -	\$ -	\$ -	\$ -	\$ 3,851,000	\$ 385,000	
	Rehab Manholes	40	\$ 18,000	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 20,000	\$ 110,000	\$ 92,000	
	Raise Manholes	41	\$ 10,000	\$ 9,800	\$ 200	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000	\$ 50,000	
	Spare NTU Sensor	42	\$ 20,000	\$ -	\$ 20,000	\$ 20,000					\$ 20,000	\$ 20,000	
	Road Crossing Ramps	43	\$ 15,000	\$ -	\$ 15,000						\$ 15,000	\$ -	
	Salinity Project	44	\$ 50,000	\$ 36	\$ 49,964	\$ 49,964					\$ 50,000	\$ 49,964	
	Lift Station F Rehab	62	\$ 67,500	\$ -	\$ 67,500	\$ 250,000	\$ 250,000				\$ 500,000	\$ 500,000	
	UV Bank	63	\$ 250,000	\$ 158,745	\$ 91,255						\$ 250,000	\$ -	
	Structures & Improvements Wastewater Total		\$ 4,596,281	\$ 1,932,305	\$ 2,663,976	\$ 4,906,354	\$ 3,114,710	\$ 28,000	\$ 28,000	\$ 30,000	\$ 12,703,345	\$ 8,107,064	
20-1170	Structures & Improvements Water												
	Water Distribution System												
	Replace 8-in mainline w/new 16-in C905 - Willow Lk from Disco Blvd to Beaver Ln	60	\$ 150,000	\$ -	\$ 150,000	\$ 250,000	\$ 250,000	\$ 750,000	\$ 610,960		\$ 2,010,960	\$ 1,860,960	
	Storage Tanks												
	New Water Storage Tank - Newport WTP	61	\$ -	\$ -	\$ -			\$ 86,400	\$ 993,600		\$ 1,080,000	\$ 1,080,000	
	Willow Lake WTP Chemical Room Upgrade	45	\$ 25,000	\$ -	\$ 25,000						\$ 25,000	\$ -	
	Security Door Locks	46	\$ 10,000	\$ -	\$ 10,000						\$ 10,000	\$ -	
	Structures & Improvements Water Total		\$ 185,000	\$ -	\$ 185,000	\$ 250,000	\$ 250,000	\$ 836,400	\$ 1,604,560	\$ -	\$ 3,125,960	\$ 2,940,960	
1180	Infrastructure Replacement Fund												
21-1180	Sewer Infrastructure Replacement Program	47	\$ 200,000	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000	\$ 1,000,000	
20/21-118	Pumps/Motors Replacement Fund Program	48	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	\$ 250,000	
20-1180	Water Infrastructure Replacement Program	49	\$ 200,000	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000	\$ 1,000,000	
all depts	Generators Replacement Fund Program	67	\$ 50,000	\$ 15,017	\$ 34,983	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000	\$ 125,000	
all depts	Facilities & Vehicles Replacement Fund	50	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	\$ 250,000	
	Infrastructure Replacement Fund Total		\$ 500,000	\$ 15,017	\$ 484,983	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 3,125,000	\$ 2,625,000	
	Encumbrance(s) Carry Over (Re-budgeted) Capital												
	Capital Totals		\$ 1,283,000	\$ 126,003	\$ 1,156,997	\$ 1,674,979	\$ 1,165,400	\$ 2,122,300	\$ 1,893,260	\$ 595,000	\$ 8,733,939	\$ 7,450,939	
	Bond Financed Totals		\$ 4,704,681	\$ 2,411,340	\$ 2,293,341	\$ 5,435,690	\$ 3,714,010	\$ -	\$ -	\$ -	\$ 13,854,281	\$ 9,149,700	
	Growth Induced Totals		\$ -	\$ -	\$ -	\$ -	\$ 20,720	\$ 1,405,080	\$ 5,228,250	\$ 1,989,750	\$ 8,643,800	\$ 8,643,800	
	Total Capital		\$ 5,987,681	\$ 2,537,343	\$ 3,450,338	\$ 7,110,669	\$ 4,900,130	\$ 3,527,380	\$ 7,121,510	\$ 2,584,750	\$ 31,232,120	\$ 25,244,439	



**Town of Discovery Bay Landscape and Lighting Zone #8
Proposed FY 2013-14 Operating & Capital Improvement Budget**

Operating & Maintenance Budget

Obj #	Account Description	2012/2013 Approved Budget	2012/2013 Year End Estimate	Remaining Balance (+/-)	2013/2014 Proposed Budget
	Salary & Wages				
2310	Staff Payroll	\$67,032	\$82,218	(\$15,186)	\$32,916
	Parks & Landscape Manager	\$28,959			\$10,759
	Parks Maintenance Workers (I & II)	\$23,901			\$12,920
	Administrative Assistant	\$10,692			\$5,737
	Misc. Staff	\$3,480			\$3,500
	Sub-Total	\$67,032	\$82,218	(\$15,186)	\$32,916
	Contractual Services				
2310	Professional/Specialized Services	\$6,000	\$7,083	(\$1,083)	\$8,500
	Legal Services	\$5,000	\$3,789	\$1,211	\$5,000
	Consultants/Other	\$1,000	\$3,294	(\$2,294)	\$3,500
2360	Insurance	\$7,500	\$3,895	\$3,605	\$5,500
	SDRMA	\$7,500	\$3,895	\$3,605	\$5,500
	Sub-Total	\$13,500	\$10,978	\$2,522	\$14,000
	Operations & Maintenance				
2100	Office Expenses, Supplies	\$1,250	\$964	\$286	\$1,200
2102	Books, Periodicals & Subscriptions	\$200	\$25	\$175	\$200
2103	Postage	\$100	\$24	\$76	\$100
2110	Communications	\$2,325	\$2,079	\$246	\$2,325
	Verizon - Cell Phones	\$1,200	\$1,198	\$2	\$1,200
	AT&T - Office Lines / Internet Service	\$1,125	\$881	\$244	\$1,125
2120	Utilities	\$111,667	\$118,153	(\$6,486)	\$120,675
	PG&E (Street Lighting & Irrigation Clocks)	\$84,350	\$84,208	\$142	\$85,000
	Water	\$23,630	\$30,624	(\$6,994)	\$32,000
	Garbage	\$3,687	\$3,321	\$366	\$3,675
2130	Small Tools & Instruments	\$2,500	\$2,500	\$0	\$2,500
2131	Minor Equipment, Furniture less than \$1,000	\$500	\$233	\$267	\$500
2170	Household Items	\$1,750	\$2,907	(\$1,157)	\$3,000
2190	Public Notices	\$300	\$260	\$40	\$300
2200	Memberships	\$500	\$515	(\$15)	\$525
2250	Rent & Lease of Equipment	\$500	\$300	\$200	\$500
2251	Computer Software	\$0	\$0	\$0	\$0
2270	Maintenance of Equipment	\$1,200	\$1,338	(\$138)	\$1,350
2271	Automotive Supplies & Repairs	\$2,000	\$1,200	\$800	\$2,000
2272	Gasoline	\$4,000	\$2,250	\$1,750	\$2,500
2281	Maintenance of Buildings	\$7,020	\$4,210	\$2,810	
	Cornell Restrooms - Janitorial	\$4,070	\$3,610	\$460	\$3,800
	Cornell Restroom - Repairs	\$2,000		\$2,000	\$1,000
	Offices	\$950	\$600	\$350	\$1,000
2282	Grounds Maintenance	\$165,754	\$148,606	\$17,148	\$155,450
	Landscape Maintenance Fees	\$101,484	\$103,846	(\$2,362)	\$105,000
	Irrigation Repairs (Planned)	\$20,000	\$16,426	\$3,574	\$15,000
	Clock Replacements	\$3,000		\$3,000	\$1,500
	Pedestal Replacements	\$2,500		\$2,500	\$2,500
	Emergency Work (Irrigation)	\$2,500	\$4,349	(\$1,849)	\$2,500
	Emergency Work (Tree Care)	\$3,000	\$1,553	\$1,447	\$1,500
	Tree Care Services (Palm Trees)	\$1,250		\$1,250	\$1,250
	Tree Care Services (Planned Rotations)	\$2,500	\$2,644	(\$144)	\$1,250
	Planting Replacements (Minor, Planned)	\$4,000	\$4,681	(\$681)	\$5,000
	Turf Care Program	\$4,750	\$1,847	\$2,904	\$3,000
	Baseball Field Maintenance	\$1,200		\$1,200	\$1,200
	Color Changes (Cornell Park & Front Entrance)	\$4,410	\$4,471	(\$61)	\$4,500
	Pest Control	\$1,350	\$879	\$471	\$1,000
	Lighting Maintenance (Entrance & Cornell)	\$2,750	\$1,675	\$1,075	\$1,750
	Drinking Fountain Cleaning / Repairs	\$300	\$677	(\$377)	\$750
	Miscellaneous / Vandalism		\$709	(\$709)	\$2,000
	Backflow Testing		\$735	(\$735)	\$750
	Mulch Replacement Program	\$10,760	\$4,114	\$6,646	\$5,000
2284	Requested Maintenance from County	\$0	\$0	\$0	\$0
2301	Employee Auto Mileage - Reimbursement	\$250	\$150	\$100	\$500
2303	Other Travel Employee Expenses / Training	\$2,500	\$2,338	\$162	\$2,500
2470	Road/Construction Materials (Street Signs)	\$500	\$140	\$360	\$500
2479	Other Special Expenses	\$10,100	\$10,894	(\$794)	\$9,500
	Christmas / Entrance Lighting	\$5,100	\$8,232	(\$3,132)	\$4,500
	Miscellaneous	\$5,000	\$2,662	\$2,338	\$5,000
2490	Miscellaneous Services & Supplies	\$1,000	\$100	\$900	\$750
	Sub-Total	\$315,916	\$299,185	\$16,731	\$306,875
7800	Inter-Governmental Charges				
3530/3550	Taxes & Assessments	\$1,200	\$750	\$450	\$1,200
3611	Interfund Exp. (Investment & Property Tax)	\$500	\$250	\$250	\$500
5011	Reimbursement for County Admin. Costs	\$500	\$250	\$250	\$500
	Sub-Total	\$2,200	\$1,250	\$950	\$2,200
	Community Center Budget				
	Operations & Maintenance	\$100,140	\$101,890	(\$1,750)	\$206,463
	Capital Improvments	\$99,650	\$99,650	\$0	\$75,000
	Sub-Total	\$199,790	\$201,540	(\$1,750)	\$281,463
	TOTAL O&M Budget	\$598,438	\$595,172	\$3,266	\$637,454



**Town of Discovery Bay Landscape and Lighting Zone #8
Proposed FY 2013-14 Operating & Capital Improvement Budget**

Capital Budget					
Acct. #	Account Description	2012/2013 Approved Budget	2012/2013 Year End Estimate	Remaining Balance (+/-)	2013/2014 Proposed Budget
PARKS					
4109	Community Center Aquisition	\$610,000	\$610,000	\$0	(\$400,000)
4789	Cornell Park - Playground Replacement		\$1,745	(\$1,745)	
4834	Cornell Park Improvements	\$297,612	\$140,345	\$157,267	\$52,767
	Cornell Park (Horse Shoe & Bocce Court)	\$1,675	\$1,675	\$0	
	Cornell Park Survey (ADD)	\$7,830	\$7,830	\$0	
	Cornell Park (Pickle Ball Courts)	\$120,000	\$13,430	\$106,570	\$25,000
	Cornell Park (Solar Lighting)	\$111,000	\$83,233	\$27,767	\$27,767
	Cornell Park (Monument Sign Replacement - ADD)	\$4,617	\$4,617	\$0	
	Cornell Park (Splash Pad)	\$17,490	\$977	\$16,513	
	Cornell Park (Bench & Picnic Table Replacements)	\$35,000	\$28,583	\$6,417	
	Labor			\$0	
	Parks Sub Total	\$907,612	\$752,090	\$155,522	(\$347,233)
STREETSCAPE					
4265	Various Improvements				
4546	Structure & Walkway Repairs				
4829	Landscape Master Plan Areas	\$137,344	\$78,712	\$58,632	\$60,394
	Discovery Bay Blvd. (West) / Sand Point Road		\$1,652	(\$1,652)	
	Highway 4 (East)	\$44,844	\$1,950	\$42,894	\$42,894
	Clipper Drive (Tree & Shrub Plantings)	\$75,000	\$75,110	(\$110)	
	Island / Levee (Irrigation Upgrades/Plantings In House)	\$17,500		\$17,500	\$17,500
	Streetscape Sub Total	\$137,344	\$78,712	\$58,632	\$60,394
MISC.					
4853	Vehicle Purchase				
4959	Tools & Sundry Equipment	\$48,500	\$40,979	\$7,521	\$5,500
	Miscellaneous Tools or Equipment	\$3,500	\$3,102	\$398	\$5,500
	50' Boom Lift (Towable)	\$35,000	\$28,297	\$6,703	
	Landscape Utility Vehicle	\$10,000	\$9,580	\$420	
	Misc. Sub Total	\$48,500	\$40,979	\$7,521	\$5,500
	Total Capital Budget	\$1,093,456	\$871,781	\$221,675	(\$281,339)

Revenue Budget					
Acct#	Account Description	2012/2013 Approved Budget	2012/2013 Year End Estimate	(+/-)	2013/2014 Proposed Budget
	Revenue				
740	Current Funds in Contra Costa County	1,316,567	\$1,235,923	\$80,643.52	\$229,712
500	Accounts Payable - Yr. End				
	Programming Revenue (CC)				\$12,000
	Swimming Pool Revenue (CC)				\$35,000
510	Retainage Account				
830	Disbursements				
9010	Current Property Taxes	462,568	\$460,741	\$1,827.23	\$462,000
9011	Property Tax Supplemental/Unitary/Secured				
9018	SRAF State Rev Transfer				
9020	Property Taxes - Current Unsecured				
9035	Property Taxes - Prior Unsecured				
9181	Earnings on Investments				
9385	H/O Prop Tax Relief/State Aid/In Lieu Taxes				
9975	Misc. Non Taxable Revenue				
9799	Misc. Revenue & Services				
	GRAND TOTAL REVENUE	\$462,568	\$460,741		\$509,000

Summary					
		2012/2013 Approved Budget	2012/2013 Year End Estimate	(+/-)	2013/2014 Proposed Budget
	TOTAL O&M Budget	\$598,438	\$595,172	\$3,266	\$637,454
	TOTAL CAPITAL Budget	\$1,093,456	\$871,781	\$221,675	(\$281,339)
	GRAND TOTAL BUDGETS	\$1,691,894	\$1,466,953	\$224,941	\$356,115
	TOTAL ANNUAL REVENUE	\$462,568	\$460,741	\$1,827	\$460,000
	BALANCE FORWARD	\$1,316,567	\$1,235,923	\$80,644	\$229,712
	FUND VALUE	\$1,779,135	\$1,696,664	\$82,471	\$738,712
	CONTRIBUTION TO RESERVES	\$87,241	\$229,712		\$382,596
	GRAND TOTAL (Budgets/Revenue/Reserve)	\$0	\$0		\$0



**Town of Discovery Bay Landscape and Lighting Zone #9
Proposed FY 2013-14 Operating & Capital Improvement Budget**

Operating & Maintenance Budget

Obj #	Account Description	2012 / 2013 Budget	2012 / 2013 Year End Estimate	Balance (+/-)	Proposed 2013 / 2014 Budget
	Salary & Wages				
2310	Staff Payroll	\$27,921	\$16,291	\$11,630	\$19,103
	Parks & Landscape Manager	\$10,860	\$8,726	\$2,134	\$5,253
	Parks Maintenance Workers (I & II)	\$8,963	\$4,165	\$4,798	\$7,596
	Administrative Assistant	\$6,110	\$1,412	\$4,698	\$4,254
	Misc. Staff	\$1,988	\$1,988	\$0	\$2,000
	Sub-Total	\$27,921	\$16,291	\$11,630	\$19,103
	Contractual Services				
2310	Professional/Specialized Services	\$5,000	\$6,276	(\$1,276)	\$6,100
	Legal Services	\$2,000	\$2,180	(\$180)	\$2,000
	Consultants/Other	\$3,000	\$4,096	(\$1,096)	\$4,100
2360	Insurance	\$1,850	\$3,359	(\$1,509)	\$3,500
	SDRMA	\$1,850	\$3,359	(\$1,509)	\$3,500
	Sub-Total	\$6,850	\$9,635	(\$2,785)	\$9,600
	Operations & Maintenance				
2100	Office Expenses, Supplies	\$500	\$600	(\$100)	\$500
2102	Books, Periodicals & Subscriptions	\$100	\$0	\$100	\$100
2103	Postage	\$50	\$0	\$50	\$50
2110	Communications	\$735	\$1,920	(\$1,185)	\$1,950
	Verizon - Cell Phones	\$360	\$840	(\$480)	\$850
	AT&T - Office Lines / Internet Service	\$375	\$1,080	(\$705)	\$1,100
2120	Utilities	\$16,384	\$15,416	\$968	\$16,450
	PG&E (Street Lighting & Irrigation Clocks)	\$1,284	\$1,325	(\$41)	\$1,350
	AT&T (Irrigation Clock)	\$100	\$91	\$9	\$100
	Water	\$15,000	\$14,000	\$1,000	\$15,000
2130	Small Tools & Instruments	\$500	\$707	(\$207)	\$600
2131	Minor Equipment, Furniture less than \$1,000	\$500	\$475	\$25	\$500
2170	Household Items	\$600	\$250	\$500	\$600
2190	Public Notices	\$350	\$175	\$175	\$350
2200	Memberships	\$200	\$125	\$75	\$200
2250	Rent & Lease of Equipment	\$0	\$0	\$0	\$0
2251	Computer Software	\$0	\$0	\$0	\$0
2270	Maintenance of Equipment	\$300	\$630	(\$330)	\$500
2271	Automotive Supplies & Repairs	\$500	\$465	\$35	\$500
2272	Gasoline	\$750	\$900	\$750	\$750
2281	Maintenance of Buildings	\$2,100	\$1,332	\$768	\$2,100
	Temporary Restroom Facility - Splash Pad Season	\$2,100	\$1,332	\$768	\$2,100
2282	Grounds Maintenance	\$48,528	\$41,472	\$9,666	\$46,626
	Landscape Maintenance Fees	\$32,700	\$33,210	\$2,100	\$33,876
	Irrigation Repairs (Planned)	\$1,500	\$750	\$750	\$1,000
	Clock Replacements	\$3,500	\$3,500	\$0	\$0
	Emergency Work (Irrigation)	\$500	\$0	\$500	\$500
	Emergency Work (Tree Care)	\$0	\$0	\$0	\$0
	Tree Care Services (Planned Rotations)	\$1,550	\$0	\$1,550	\$1,550
	Planting Replacements (Minor, Planned)	\$1,500	\$1,500	\$0	\$2,500
	Turf Care Program	\$3,250	\$108	\$3,142	\$2,400
	Pest Control	\$500	\$0	\$500	\$500
	Splash Pad Repairs / Maintenance	\$0	\$715	(\$715)	\$500
	Playground Repairs / Maintenance	\$0	\$968	(\$968)	\$1,000
	Lighting Maintenance (Solar)	\$0	\$0	\$0	\$0
	Drinking Fountain Cleaning	\$300	\$300	\$0	\$300
	Mulch Replacement Program	\$3,228	\$421	\$2,807	\$2,500
2284	Requested Maintenance from County	\$0	\$0	\$0	\$0
2301	Employee Auto Mileage - Reimbursement	\$50	\$50	\$0	\$50
2303	Other Travel Employee Expenses	\$500	\$571	(\$71)	\$500
2470	Road/Construction Materials (Street Signs)	\$200	\$0	\$200	\$200
2479	Other Special Expenses	\$1,000	\$350	\$650	\$750
	Miscellaneous	\$1,000	\$350	\$650	\$750
	Sub-Total	\$73,847	\$65,438	\$12,069	\$73,276
7800	Inter-Governmental Charges				
3530/3550	Taxes & Assessments	\$1,700	\$600	\$1,100	\$1,000
3611	Interfund Exp. (Investment & Property Tax)	\$0	\$0	\$0	\$0
5011	Reimbursement for County Admin. Costs	\$0	\$0	\$0	\$0
	Sub-Total	\$1,700	\$600	\$1,100	\$1,000
	TOTAL O&M Budget	\$110,318	\$91,964	\$22,014	\$102,979



**Town of Discovery Bay Landscape and Lighting Zone #9
Proposed FY 2013-14 Operating & Capital Improvement Budget**

Capital Budget					
Acct. #	Account Description	2012 / 2013 Budget	2012 / 2013 Year End Estimate	Balance (+/-)	Proposed 2013 / 2014 Budget
PARKS					
4265	Various Improvements (Splash Pad)				
4546	Structure & Walkway Repairs (Solar)				
4789	Park Improvements				\$6,500
	Tree Replacements				\$6,500
	Parks Sub Total	\$0	\$0		\$6,500
STREETSCAPE					
4829	Streetscape Improvements				
	Streetscape Sub Total	\$0			\$0
MISC.					
4959	Tools & Sundry Equipment	\$2,500	\$2,638	(\$138)	\$500
	Miscellaneous Tools or Equipments	\$500	\$583	(\$83)	\$500
	Landscape Utility Vehicle	\$2,000	\$2,055	(\$55)	\$0
	Misc. Sub Total	\$2,500	\$2,638	(\$138)	\$500
	Total Capital Budget	\$2,500	\$2,638	(\$138)	\$7,000

Revenue Budget					
Acct#	Account Description	2012 / 2013 Budget	2012 / 2013 Year End Estimate	Difference (+/-)	Proposed 2013 / 2014 Budget
Revenue					
740	Current Funds in Contra Costa County	\$118,223	\$124,336	\$6,113	
500	Accounts Payable - Yr. End				
510	Retainage Account				
830	Disbursements				
9010	Current Property Taxes	\$115,682	\$112,878	(\$2,804)	\$105,000
9011	Property Tax Supplemental/Unitary/Secured				
9018	SRAF State Rev Transfer				
9020	Property Taxes - Current Unsecured				
9035	Property Taxes - Prior Unsecured				
9181	Earnings on Investments				
9385	H/O Prop Tax Relief/State Aid/In Lieu Taxes				
9975	Misc. Non Taxable Revenue				
9799	Misc Revenue & Services				
	GRAND TOTAL REVENUE	\$115,682	\$112,878	(\$2,804)	\$105,000

Summary					
		2012 / 2013 Budget	2012 / 2013 Year End Estimate	Balance (+/-)	Proposed 2013 / 2014 Budget
	TOTAL O&M Budget	\$110,318	\$91,964	\$18,354	\$102,979
	TOTAL CAPITAL Budget	\$2,500	\$2,638	(\$138)	\$7,000
	GRAND TOTAL BUDGETS	\$112,818	\$94,602	\$18,216	\$109,979
	TOTAL ANNUAL REVENUE	\$115,682	\$112,878	(\$2,804)	\$105,000
	BALANCE FORWARD	\$118,223	\$124,336	\$6,113	\$142,612
	FUND VALUE	\$233,905	\$237,214	\$3,309	\$247,612
	CONTRIBUTION TO RESERVES	\$121,087	\$142,612	\$21,525	\$137,632
	GRAND TOTAL (Budgets/Revenue/Reserve)	\$0	\$0		\$0

Town of Discovery Bay Community Services District Contra Costa County, California
Operations and Maintenance Budget



L&L 8 Expenditure		Feb - Jun 2013		Proposed
Community/Recreation Center		YEE Total Expense	Budget	FY 2013-2014
Account Description				
Salary & Wages				
40-41-8000	Salary & Wages	\$ 37,073.7	\$ 35,000.00	\$ 72,541.62
40-41-8001	Overtime	\$ -		
40-41-8018	Medicare-R (Employer)	\$ -		\$ 1,500.00
40-41-8020	SS-R (OASDI Employer)	\$ -		\$ 1,500.00
40-41-8023	CA (SUI)	\$ -		\$ 1,500.00
40-41-8030	Group Insurance	\$ -		\$ 1,700.00
40-41-8045	Workers Comp	\$ -		\$ 2,500.00
40-41-8060	457 B Plan	\$ -		
40-41-8075	Reimbursement of Wages	\$ -		
40-41-8090	Reimbursement of Wages - Liabi	\$ -		
40-41-8093	Medicare-R (Employer)	\$ -		
40-41-8095	SS-R (OASDI Employer)	\$ -		
40-41-8098	CA (SUI)	\$ -		
40-41-8105	Reimbursement of Insurance	\$ -		
40-41-8120	Reimbursement of 457B Plan	\$ -		
40-41-8135	Vacation	\$ -		
40-41-8150	Temporary Employees	\$ 14,934.8		\$ 25,352.00
Total Salary & Wages		\$ 52,008.5	\$ 35,000.0	\$ 106,593.6
Contract Services				
Total Contract Services		\$ 17,024.2	\$ 22,380.0	\$ 13,600.0
Operation & Maintenance				
40-41-8197	Train, Meet & Education	\$ -		\$ 1,550.00
	Dues & Memberships	\$ -		\$ 265.00
	PR, Advertising & Elections	\$ -		\$ 5,000.00
	Telecommunications	\$ 607.0		\$ 2,335.0
	Materials	\$ -		
	Automotive Supplies & Repairs	\$ -		\$ 750.0
	Repairs & Maintenance	\$ 8,054.0		\$ 10,250.0
	Office Supplies	\$ 683.3		\$ 1,900.0
	Rent & Facility Expense	\$ 10,780.0		\$ 11,620.0
	Insurance	\$ 287.4		\$ 3,500.0
	Permits & Fees	\$ -		\$ 1,300.0
	Utilities	\$ 4,675.7		\$ 30,500.00
40-41-8495	Chemicals	\$ -		\$ 3,000.00
	Freight	\$ -		\$ 100.00
	Other	\$ -		\$ 2,200.00
	Inter-Governmental Charges	\$ -		\$ 12,000.0
Total Operations & Maintenance		\$ 25,087.5	\$ 44,510.0	\$ 86,270.0
Total LL8 Com Ctr Budget		\$ 94,120.2	\$ 101,890.0	\$ 206,463.62
Community Center/Rec Revenue/Funding Source				
Revenues/ Fund Sources				
	Park Dedication Fees			\$ 118,800.00
	Measure WW Park Funds			\$ 65,000.00
	Water/Sewer Funds			\$ 110,500.00
Total Revenues/Funding Source				\$ 294,300.00
Community Center/Rec Center CIP				
40-1135	Building & Improv	\$ -	\$ 99,650.00	
	Facility Renovation			\$ 402,000.00
	PSE			\$ 60,300.00
	FFE			\$ 40,200.00
	Contingency			\$ 50,000.00
Total				\$ 552,500.00
Total CIP Less Funding Source				\$ 258,200.00
Total O&M-CIP Annual Budget		\$ 201,540.00		
Total O&M-CIP Annual Proposed Budget				\$ 464,663.62

Special Districts Budget Worksheet

Entity: LL2 Zone 35 / Fund 2881 (SANDY COVE - DISCOVERY BAY AREA)

Maximum Assessment is \$1,761.35 / Acre
 FY 2013-14 Assessments @ \$1,761.35/Acre
 13.92 Acres
 9 Parcels

	Account Codes	FY 2012-13 6 month actuals/ 6 month projections	FY 2013-14 Prop. Budget
Fund Balance as of June 30		\$175,144.00	\$177,614.32
Revenues:			
Taxes and assessments (9895)		\$23,932.32	\$24,517.99
Interfund Rev.-Gov/Gov (9851)		\$0.00	\$0.00
Earnings on Investment (9181)		\$89.00	\$0.00
Total Revenue Available:		\$199,165.32	\$202,132.31
Expenditures:			
Office Expense (2100)		\$0.00	\$0.00
Publications & Legal Notices (2190)		\$0.00	\$0.00
Interest on Notes & Warrants (3520)		\$0.00	\$0.00
Tax & Assessment Fees (3530)		(\$258.00)	(\$258.00)
Interfund Exp - (County Counsel) (3611)		(\$1.00)	(\$1.00)
General Services Occupancy Cost (3619)		\$0.00	\$0.00
Utilities - Water & Electricity (2120)	WO5449	(\$150.00)	(\$150.00)
Other Special Departmental (2250)		(\$700.00)	(\$775.00)
Grounds Maintenance - (out of house, contractor) (2282)	WO5449	(\$6,000.00)	(\$10,000.00)
Grounds Maintenance - (in house) (3620)	WO5449	\$0.00	\$0.00
Professional Services (Non-County Staff) (2310)	WO5586	(\$3,700.00)	(\$3,830.00)
Professional Services (County Staff) (5011)	WO5586	(\$1,892.00)	(\$2,000.00)
Playground Inspection (5011)		\$0.00	\$0.00
Vandalism/Incidentals (Task L99)	WO5450	\$0.00	(\$500.00)
Capital Improvement Projects & Reserves:			
Capital Improvement Projects		\$0.00	(\$132,066.00)
Capital Replacement Projects		(\$8,850.00)	(\$40,000.00)
Operating Reserves (50% of Revenue)		\$0.00	(\$12,552.31)
Total Expenditures:		(\$21,551.00)	(\$202,132.31)
Balance Forward to Ensuing Year		\$177,614.32	\$0.00

CPI
 Info.
Date
 Feb-03
 Feb-11
 Feb-12

<u>Actual CPI</u>	<u>Increase</u>	<u>Rate</u>
197.70		\$1,434.92
229.98	1.70%	\$1,669.21
236.88	3.00%	\$1,719.28

Special Districts Budget Worksheet

Entity: LL2 Zone 57 / Fund 2877 (PACIFIC WATERWAYS - DISCOVERY BAY AREA)

Maximum assessment is: \$231.00 / EDU
 FY 2013-14 Assessments @ \$231.00 / EDU
 379.00 EDUs
 379 Parcels

	Account Codes	FY 2012-13 6 month actuals/ 6 month projections	FY 2013-14 Prop. Budget
Fund Balance as of June 30		\$189,493.00	\$175,686.00
Revenues:			
Taxes and assessments (9895)		\$87,549.00	\$87,549.00
Interfund Rev. Gov/Gov (9851)		\$115.00	\$0.00
Earnings on Investment (9181)		\$89.00	\$0.00
Total Revenue Available:		\$277,246.00	\$263,235.00
Expenditures:			
Office Expense (2100)	WO5557	(\$250.00)	(\$250.00)
Publications & Legal Notices (2190)		\$0.00	\$0.00
Interest on Notes & Warrants (3520)		\$0.00	\$0.00
Tax & Assessment Fees (3530)	WO5557	(\$600.00)	(\$600.00)
Interfund Exp - (County Counsel) (3611)	WO5557	(\$500.00)	(\$500.00)
General Services Occupancy Cost (3619)		\$0.00	\$0.00
Utilities - Water & Electricity (2120)	WO5583	(\$15,500.00)	(\$15,500.00)
Other Special Departmental (2250)		(\$4,000.00)	(\$4,000.00)
Grounds Maintenance - (out of house, contractor) (2282)	WO5583	(\$39,000.00)	(\$39,000.00)
Grounds Maintenance - (in house) (3620)	WO5583	\$0.00	\$0.00
Professional Services (Non-County Staff) (2310)	WO5557	(\$20,000.00)	(\$20,000.00)
Professional Services (County Staff) (5011)	WO5557	(\$7,699.00)	(\$7,699.00)
Playground Inspection (5011)		\$0.00	\$0.00
Vandalism/Incidentals (Task L99)	WO5576	\$0.00	\$0.00
Regatta Park Transfer	WO5802	(\$9,000.00)	(\$1,000.00)
Capital Improvement Projects & Reserves:			
Capital Improvement Projects - Basket Ball Court		(\$5,011.00)	\$0.00
Capital Replacement Projects		\$0.00	(\$130,911.00)
Operating Reserves (50% of Revenue)		\$0.00	(\$43,775.00)
Total Expenditures:		(\$101,560.00)	(\$263,235.00)
Balance Forward to Ensuing Year		\$175,686.00	\$0.00

Special Districts Budget Worksheet

Entity: LL2 Zone 61 / Fund 2833 (DISCOVERY BAY WEST)

Maximum Assessment is \$190.00 / EDU
FY 2013-14 Assessments @ \$125.00 / EDU
1,615.50 EDUs
1,924 Parcels

	Work Orders	FY 2012-13 6 month actuals/ 6 month projections	FY 2013-14 Prop. Budget
Fund Balance as of June 30		\$814,992.00	\$786,418.50
Revenues:			
Taxes and assessments (9895)		\$201,937.50	\$201,937.50
Interfund Rev. Gov/Gov (9851)		\$0.00	\$0.00
Earnings on Investment (9181)		\$0.00	\$0.00
Total Revenue Available		\$1,016,929.50	\$988,356.00
Expenditures:			
Office Expense (2100)		(\$1,150.00)	(\$1,150.00)
Publications & Legal Notices (2190)		(\$500.00)	(\$500.00)
Interest on Notes & Warrants (3520)	WO5043	\$0.00	\$0.00
Tax & Assessment Fees (3530)	WO5043	(\$1,900.00)	(\$1,900.00)
Interfund Exp - (County Counsel) (3611)		\$0.00	\$0.00
General Services Occupancy Cost (3619)		\$0.00	\$0.00
Utilities - Water & Electricity (2120)	WO5441	(\$42,000.00)	(\$42,000.00)
Other Special Departmental (2250)		(\$7,500.00)	(\$7,500.00)
Grounds Maintenance - (out of house, contractor) (2282)	WO5043	(\$91,000.00)	(\$91,000.00)
Grounds Maintenance - (in house) (3620)	WO5053	\$0.00	\$0.00
Professional Services (Non-Country Staff) (2310)	WO5441	(\$40,000.00)	(\$40,000.00)
Professional Services (County Staff) (5011)	WO5441	(\$17,888.00)	(\$17,888.00)
Playground Inspection (5011)		\$0.00	\$0.00
Vandalism/Incidentals (Task L99)	WO5025	\$0.00	\$0.00
Slifer Park Transfer	WO5802	(\$21,000.00)	(\$2,000.00)
Capital Improvement Projects & Reserves:			
Capital Improvement Projects	WO5440	(\$7,573.00)	\$0.00
Capital Replacement Projects		\$0.00	(\$683,451.00)
Operating Reserves (50% of Revenue)		\$0.00	(\$100,967.00)
Total Expenditures		(\$230,511.00)	(\$988,356.00)
Balance Forward to Ensuing Year		\$786,418.50	\$0.00

Subdivision	Total Units	Current Assessable	
		Units	Revenue
Village 1(7686)	57	57.00	\$7,125.00 Started FY01-02
Village 1 (12 unit remainder, Parcel I)	12	6.00	\$750.00
Village 1(8143)	77	77.00	\$9,625.00 Started FY01-02
Village 1(8166)	58	58.00	\$7,250.00 Started FY01-02
Village 1(8167)	71	71.00	\$8,875.00 Started FY01-02
Village 2(8023)	99	99.00	\$12,375.00 Started FY02-03
Village 2(8428)	80	80.00	\$10,000.00 Started FY02-03
Village 2(8429)	77	77.00	\$9,625.00 Started FY02-03
Village 2(8430)	44	44.00	\$5,500.00 Started FY02-03
Village 2(8431)	50	50.00	\$6,250.00 Started FY02-03
Village 2(8432)	55	55.00	\$6,875.00 Started FY03-04
Village 2(8433)	49	49.00	\$6,125.00 Started FY03-04
Village 2 Senior Apartments	64	0.00	\$0.00
Village 3(8570)	72	72.00	\$9,000.00 Started FY04-05
Village 3 (8571)	97	97.00	\$12,125.00 Started FY05-06
Village 3 (8572)	88	88.00	\$11,000.00 Started FY05-06
Village 3 (8577)	110	109.50	\$13,687.50 Started FY05-06
Village 3 (8578)	47	47.00	\$5,875.00 Started FY05-06
Village 3 (8579)	92	92.00	\$11,500.00 Started FY05-06
Village 4(8580)	131	91.00	\$11,375.00 Started FY05-06
Village 4(8827)	137	78.00	\$9,750.00 Started FY05-06
Village 5(8828)	92	48.00	\$6,000.00 Started FY06-07
Village 5(8992)	148	74.00	\$9,250.00 Started FY07-08
Village 5(8993)	145	72.50	\$9,062.50 Started FY07-08
Village 5(9067)	47	23.50	\$2,937.50 Started FY07-08
Total	1,999	1,615.50	\$201,937.50

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



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PROPOSED



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2013-11

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ADOPTING THE OPERATING, CAPITAL IMPROVEMENT
AND REVENUE BUDGETS FOR FISCAL YEAR 2013-14**

WHEREAS, The Town of Discovery Bay Community Services District is required pursuant to California Government Code Section 61110 to annually adopt a budget that identifies certain types of expenditures for the fiscal year that begins July 1st of each year; and

WHEREAS, The General Manager has prepared and submitted to the Board of Directors a Proposed Operating, Capital Improvement and Revenue Budget for the fiscal year beginning July 1, 2013 and ending on June 30, 2014; and

WHEREAS, The Board of Directors held a Special Board Workshop on June 4, 2013 for the sole purpose of deliberating the Draft FY 2013-14 Operating, Capital Improvement and Revenue Budget; and

WHEREAS, The Board of Directors has considered the budget and the comments thereon, and has determined that it is necessary for the efficient management of the District to appropriate revenues to the expenditure categories necessary to carry out the activities of the District as provided in the FY 2013-14 draft budget, and as may be amended.

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

SECTION 1. The annual budget for the Town of Discovery Bay Community Services District for FY 2013-14 is hereby adopted, and is incorporated herein.

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

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF JUNE 2013.

Mark Simon
Board Vice-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 June 19, 2013, by the following vote of the Board:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"
Community Center Committee
AGENDA REPORT

Meeting Date

May 29, 2013

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

Agenda Title

Community Center Operational Status Beginning July 1, 2013

Recommended Action

As necessary

Executive Summary

As the committee is aware, the Community Center's existing operational status will change significantly once the fitness equipment component of the facility ceases operations on June 30, 2013. Additionally, the current class schedule will also change due to the few members that utilize that service no longer participating in the classes that are offered.

At the last Committee meeting, staff presented a preliminary budget for a complete building renovation (attached). Pending Board authorization, staff would anticipate that the renovation schedule would begin in July with design and work its way through permitting and bidding. Once awarded, construction could begin and take place in the fall/winter of 2013. Staff anticipates that the building would be ready for a grand re-opening in early Spring 2014.

Due to the changes effective June 30, 2013, staff recommends that the building itself be closed and remain closed until after the renovation period. In the meantime, the facility, including the tennis courts and the swimming pool, would be open to the public. Also, the grounds would be made available for use/rentals similar to other Discovery Bay park facilities. The gates would be open in the morning and closed and locked at dusk.

In the FY 2013/14 proposed Operating Budget, staff has included a Recreation Projects Coordinator position to begin October 1, 2013. This position will help oversee the proposed construction as well as begin the process of developing a recreation program for all Discovery Bay residents. This position will require a strong background in parks and recreation with program development skills, as well as community outreach and fund raising abilities. It is anticipated that this new position will be responsible for the development of the programs, production of the recreation guide, and overall management of the community center site.

It should be noted that the GreenPlay report recommended that the Town begin its recreational program with a modest program, and build from a starting point that is not overly burdensome. Staff believes that with a six to seven month planning and programming period, a small but successful program could be in place for the coming year that would begin to meet the needs of the community.

This recommendation was difficult for staff to formulate. However, with the pending opening of Delta Valley Athletic Club in Discovery Bay, and with the programs and services offered at their facilities, it became readily apparent that the limited opportunities for programming did not support the financial outlay of staffing the facility for the few classes that would be offered on a weekly basis. Consequently, after significant discussions with staff and input from the GreenPlay consultants, staff recommends that the community center building be closed effective June 30, 2013, that the site remain open for free play and reserved tennis, swimming (seasonal), and overall site use; and that design and construction take place in order to renovate the building, with a grand reopening set for early Spring 2014; and that a Recreation Projects Coordinator position be funded to begin the process of developing a recreation program that is inclusive for all Discovery Bay residents.

Attached is a preliminary job description for the Recreation Projects Coordinator position as well as a proposal for design services from Lee Jagoe Architects for the buildings renovation.

Staff is seeking Committee input and possible recommendations for Board consideration relative to this item.

Fiscal Impact:

Previous Relevant Board Actions for This Item

Attachments

Job description for the Recreation Projects Coordinator
Design Services Proposal from Lee Jagoe Architects for building renovation



Discovery Bay Community Center Building Renovation Estimate

Building is 5,000 sq.ft +/-

Estimated Cost of Construction:

Exterior Renovations @ \$20/sq.ft	\$100,500
Interior Renovations @ \$60/sq.ft	\$301,500
Total Construction Estimate @ \$80/sq.ft	\$402,000
PS&E @ 15%	\$60,300
FF&E @ 10%	\$40,200
Contingency	\$50,000
Estimated Total Cost of Construction	552,500*

Sources of Available Funds:

Park Dedication Fees	\$118,800	From Kiper Homes \$1,350 @ 88
Measure WW Park Funds	\$65,000	Remaining per capita WW funds
Community Center Fund	\$450,000	Unrestricted Funds
Hofmann Funds	\$950,000	Requires equal Match from TODB.
Twelve Lots	\$360,000	(estimate @ \$30K/lot 2015/16)
Water/Sewer Funds	\$110,500	(982 sq.ft Board Room is approx 20% of facility/20% of cost)

* Estimate provided by Architect



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 19, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Pantages Bays Project: Public Facilities

Recommended Action

As Necessary

Executive Summary

As the Board is aware, the Pantages Bay Residential Development Project (project) is presently going through the approval process with the County. The project is partially located outside the Town of Discovery Bay CSD's service area and will require LAFCO and the Town of Discovery Bay's Board approval of any annexation before any homes are constructed.

The project consists of a 292 unit subdivision, along with amenities such as public accessible walking paths, passive recreation areas, wetlands, and a Marine Patrol Station for the Contra Costa Sheriff's Department.

As contemplated, the public accessible walking path and the wetlands would be maintained by the Town of Discovery Bay and funded through assessments, either by annexation into an existing lighting and landscape district, or through the establishment of a new district.

At this time, staff is seeking Board input into this matter in order to provide a recommendation to the Board of Supervisors relative to the Town's willingness to own and accept long term maintenance of the open space wetlands, publically accessible walking trail and the passive recreation areas, so long as a dedicated funding source is identified.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

Memo dated June 10, 2013 from John Osborne, DCD staff to General Manager Howard re: Pantages / Ownership, maintenance and funding of Open Space Parcels

AGENDA ITEM: F-3

Date: 6/10/13

To: Rick Howard

From: John Osborne, Contra Costa County Department of Conservation and Development

Re: Pantages / Ownership, maintenance and funding of Open Space Parcels;

Two draft excerpts from the staff report that is going to the County Planning Commission - anticipated July 23, 2013

Public EVA and Trails in Open Space Area and Public Access

Public pedestrian and bicyclist access are included in the project from the gated entrance to Pantages Bays (at Point of Timber Road) along sidewalks and through the Open Space area toward the edge of Kellogg Creek at the northeast end of the project site. The public trail right of way within the open space will be the same as the EVA, 20 feet. Applicant proposes to pave the center 8 feet with the outside 6 feet on both sides constructed with a compacted AB gravel base as an all-weather surface. There will be sloped shoulders on both sides of the EVA. Applicant desires to avoid storm water runoff within the open space from extensive impervious asphalt surface. The public trails will include interpretive signage and kiosks (concerning both the environment and its protection and the historical significance of this end of Point of Timber location in the Delta) and seating areas to enhance the public's use and enjoyment. Dogs will not be permitted on the trails for the purpose of environmental protection.

The EVA/public trails and passive recreation location (seating area with tables and a drinking fountain beyond the Sheriff's marine patrol substation) will be maintained by TDBCSD and paid for by Pantages Bay homeowners as part of landscaping and lighting district or park assessments. The EVA/trail will serve as ingress and egress for the Sheriff's marine patrol substation, and be available for other public agencies use (e.g., Fire District, TDBCSD, RD 800). Public parking for trail use will be on Point of Timber Road, a public road with ample room for parking on both sides.

Public pedestrian and bicyclist access to the project will also be available through the Wilde Drive EVA. They will have the recorded right to use the project sidewalks and roads, in addition to the trails. Dogs must be on leash. Public access to pedestrians and bicyclists will be restricted to from dawn to dusk.

Ownership, Maintenance and Funding of non residential parcels

The open space parcels (EVA/public trail is included within one of them) will likely be owned and maintained by TDBCSD, and be subject to conservation easements/covenants. Funding for that maintenance will come from homeowners through landscape and lighting district or park assessments, put in place by the project owner vote prior to filing the final map. The objective is that TDBCSD expenses in undertaking ownership and maintenance of the open space parcels, including the EVA/trails, will be fully funded by those assessments, and that the public use of the maintained trail will be assured by its control through a public agency. Alternatively, RD 800 could own and maintain the parcels with funding from Proposition 218 tax bill assessments of homeowners. Another alternative, although not preferred, is HOA ownership with a conservation easement granted and maintenance provided by an approved conservancy organization with funding through the HOA and/or an endowment.

The parcel containing the water, creek banks (subject to conservation covenants) and shoring walls will be owned and maintained by RD 800. It will also maintain the off-site mitigation creek banks. Funding for maintenance of that parcel and the off-site mitigation creek banks will be from homeowners through Proposition 218 tax bill assessments put in place by vote of the project owner prior to filing the final map.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 19, 2013

Prepared By: Carol McCool, Administrative Assistant *CM*
Submitted By: Rick Howard, General Manager

Agenda Title

Agency Comment Request – Development Plan Application – DP13-3013 – Delta Community Presbyterian Church

Recommended Action

As Necessary

Executive Summary

The Contra Costa County Department of Conservation and Development has requested Board input into a proposed Development Plan Application from the Delta Community Presbyterian Church for consideration to install a temporary rented modular classroom building on their newly acquired parcel located at the corner of Discovery Bay Blvd and Willow Lake Road.

The applicant is requesting approval of a modification to a final development plan (DP-90-3016 and DP06-3022) for the addition of a 1440 square feet temporary modular building for an existing Church and School facility. This building is for Phase Two of the master plan for the existing use. There will be no increase in the number of students to the School.

A diagram of the property is attached.

The Contra Costa County Department of Conservation and Development is seeking Board input into this proposed application.

Fiscal Impact:

Amount Requested \$N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

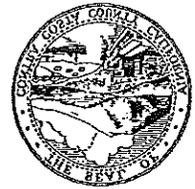
Attachments

Agency Comment Request – DP13-3013

AGENDA ITEM: F-4

MAY 31 2013

Sen
 5/30/13
 10



AGENCY COMMENT REQUEST

Date 5/29/13

We request your comments regarding the attached application currently under review.

<p style="text-align: center;"><i>DISTRIBUTION</i></p> <p><input checked="" type="checkbox"/> Building Inspection <input type="checkbox"/> Grading Inspection</p> <p><input checked="" type="checkbox"/> HSD - Environmental Health, Concord</p> <p><input type="checkbox"/> HSD - Hazardous Materials</p> <p><input checked="" type="checkbox"/> PW - Flood Control (Full Size)</p> <p><input checked="" type="checkbox"/> PW - Engineering Services (Full Size)</p> <p>Date Forwarded _____</p> <p><input type="checkbox"/> PW - Traffic (Reduced)</p> <p><input type="checkbox"/> PW - Special Districts (Reduced)</p> <p><input checked="" type="checkbox"/> PW - APC Floodplain Tech (1st Floor)</p> <p><input type="checkbox"/> Advance Planning</p> <p><input type="checkbox"/> Housing Programs</p> <p><input checked="" type="checkbox"/> Reclamation District # <u>800</u></p> <p><input type="checkbox"/> CA Native American Heritage Commission</p> <p><input type="checkbox"/> CA Fish & Wildlife, Region # _____</p> <p><input checked="" type="checkbox"/> Fire District <u>East Contra Costa / Consolidated</u></p> <p><input type="checkbox"/> Sanitary District _____</p> <p><input type="checkbox"/> Water District _____</p> <p><input type="checkbox"/> City of _____</p> <p><input type="checkbox"/> School District _____</p> <p><input type="checkbox"/> East Bay Regional Park District</p> <p><input checked="" type="checkbox"/> MAO/TAC <u>Discovery Bay</u></p> <p><input checked="" type="checkbox"/> Diablo/Discovery Bay/Crockett CSD</p> <p><input type="checkbox"/> CDD-GIS</p> <p><input type="checkbox"/> LAFCO</p> <p><input type="checkbox"/> East CCC Habitat Conservancy (HCP/NCCP)</p> <p><input type="checkbox"/> County Geologist</p> <p><input type="checkbox"/> Airport Land Use Commission Staff (ALUC)</p> <p><input checked="" type="checkbox"/> Community/Area Planner</p> <p><input type="checkbox"/> Telecommunications Planner</p> <p>Additional Recipients:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Please submit your comments as follows:</p> <p>Project Planner <u>Will Nelson</u></p> <p>Phone # <u>(925) 674-7791</u></p> <p>E-mail <u>William.nelson</u> @dcd.cccounty.us</p> <p>County File # <u>DP13-3013</u></p> <p>Prior to <u>June 17, 2013</u></p> <p style="text-align: center;">*****</p> <p>We have found the following special programs apply to this application:</p> <p><input type="checkbox"/> Active Fault Zone</p> <p><input checked="" type="checkbox"/> Flood Hazard Area, Panel # _____</p> <p><input checked="" type="checkbox"/> 60-dBA Noise Control</p> <p><input type="checkbox"/> CA EPA Hazardous Waste Site</p> <p>Mineral Rights Holder:</p> <p>_____</p> <p style="text-align: center;">*****</p> <p>AGENCY: Please indicate the code section of recommendations required by law or ordinance. Send copies of your response to the Applicant & Owner.</p> <p>Comments: <input type="checkbox"/> None <input type="checkbox"/> Below <input type="checkbox"/> Attached</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Print Name _____</p> <p>Signature _____ DATE _____</p> <p>Agency phone # _____</p>
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CONTRA COSTA COUNTY
Department of Conservation & Development
Community Development Division

DEVELOPMENT PLAN APPLICATION
TO BE COMPLETED BY OWNER OR APPLICANT

PROPERTY OWNER(S) Name <u>PRESBYTERY OF SAN FRANCISCO</u>	APPLICANT Name <u>DELTA COMMUNITY PRES. CHURCH</u>
Address <u>1900 WILLOW LAKE ROAD</u>	Address <u>1900 WILLOW LAKE ROAD</u>
City, State/Zip <u>DISCOVERY BAY, CA 94505</u>	City, State/Zip <u>DISCOVERY BAY, CA 94505</u>
Phone <u>925 634-0184</u> email <u>DELTA.CHURCH@DPC</u>	Phone <u>925 634-0184</u> email

By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs. <input checked="" type="checkbox"/> Check here if billings are to be sent to applicant rather than owner. Owner's Signature <u>Jim Reinhold</u>	By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing. Applicant's Signature <u>Jim Reinhold</u>
---	---

CONTACT PERSON (optional) Name <u>ANDREW ZWEMER</u>	PROJECT DATA Total Parcel Size: <u>5.4619 ± ACRES</u>
Address <u>4985 SOUTH POINT</u>	Proposed Number of Units: <u>1</u>
City, State/Zip <u>DISCOVERY BAY CA 94505</u>	Proposed Square Footage: <u>1440 FT² + WALKWAYS</u>
Phone <u>925 513 9264</u> email <u>JLZAPZ@GMAIL.COM</u>	Estimated Project Value: <u>\$78/Mo + \$30,000 COST</u>

Project description (attach supplemental statement if necessary): INSTALL A TEMPORARY RENTED MODULAR CLASS ROOM BUILDING ON NEWLY ACQUIRED LAND FOR TEMPORARY USE BY CHURCH OR SCHOOL UNTIL COMPLETION OF PHASE TWO OF APPROVED

FOR OFFICE USE ONLY

Project description: The applicant is requesting approval of a modification to a final development plan (#DP90-3016 and #DP06-3022) for the addition of a 1440 sq.ft. temporary modular building for an existing church and school facility. This building is for phase 2 of the master plan for the existing use. There will be no increase in the number of students to the school.

Property description: A descriptive parcel addressed 1900 Willow Lake Road in Discovery Bay

Ordinance Ref.:	TYPE OF FEE	FEE	CODE	Assessor's #:
Area: <u>Discovery Bay</u>	*Base Fee/Deposit	\$ 3000	S-	008-330-035
Fire District: <u>East CoCo/Consolidated</u>	Late Filing Penalty +50% of above if applicable)		S-066	Site Address: <u>1900 Willow Lake Rd</u>
Sphere of Influence: <u>—</u>	#Units <u>—</u> x \$195.00		S-014	Zoning District: <u>P-1</u>
Flood Zone: <u>B.</u>	Sq. Ft. x \$0.20			Census Tract:
Panel Number:	Notification Fee	15.00 30.00	S-052	Atlas Page: <u>N-28, N-29, P-28, P-29</u>
x-ref Files: <u>9 DP90-3016</u>	Fish & Game Posting (if not CEQA exempt)	75.00	S-048	General Plan: <u>CR</u>
<u>DP06-3022, DP12-3031</u>	Environmental Health Dept.	57.00 47.00	5884	Substandard Lot: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	Other:			Supervisory District: <u>3</u>
Concurrent Files:	TOTAL	\$ 3162.00		Received by: <u>Christine</u>
	Receipt #	<u>CD13-4409</u>		Date Filed: <u>May 20, 2013</u>
	*Additional fees based on time and materials will be charged if staff costs exceed base fee.			File # <u>DP 13-3013</u>

INSTRUCTIONS ON REVERSE

CT.3040.00
 N-28-29
 P-28-29
 "DISCOVERY BAY"
 M.B. 337-30

LOT'S C & D, TRACT 7252
 M.B. 337-30



RD. FEES

BRIDGE FEES

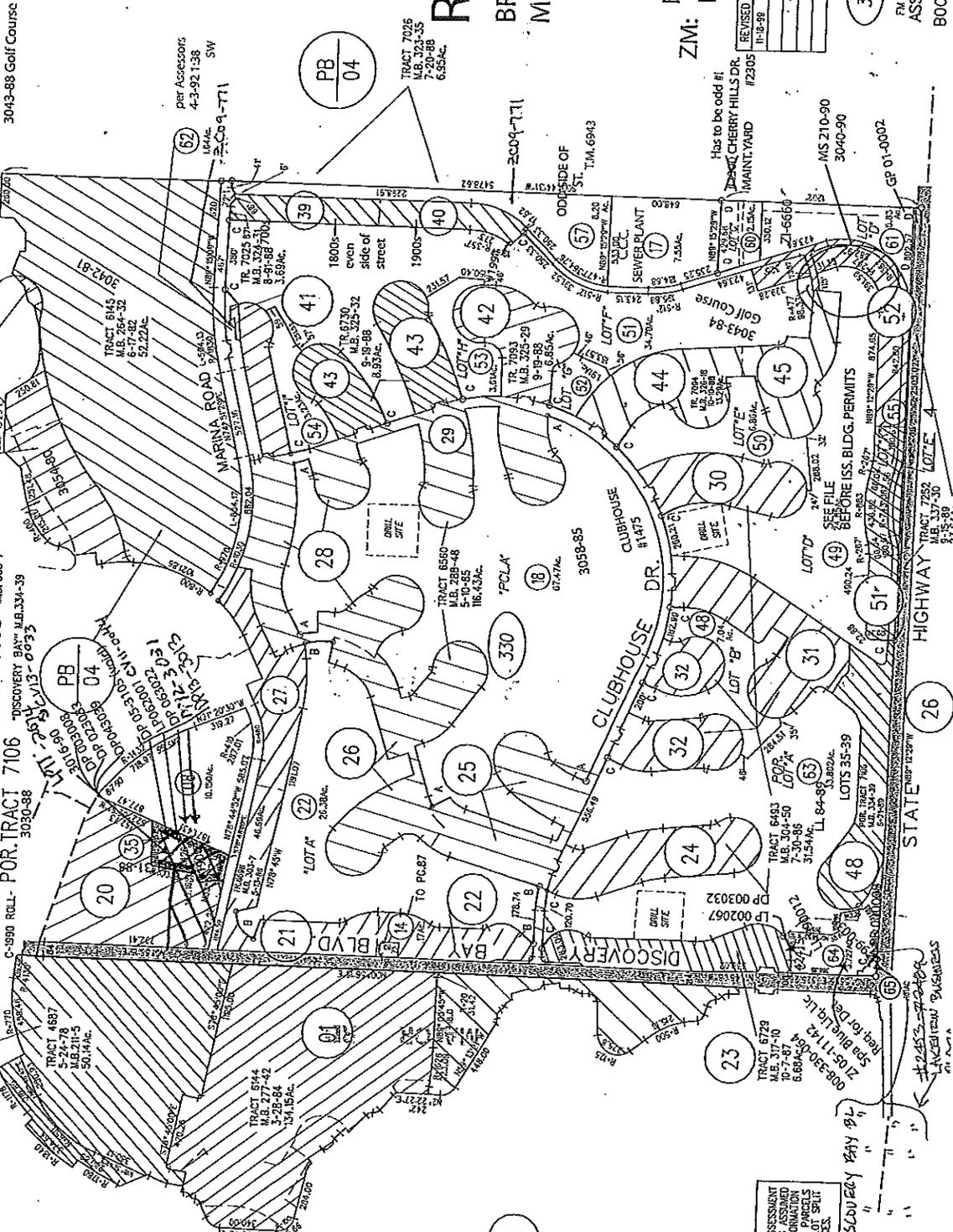
MARK PERMIT

ZM: N-28 | N-29
 P-28 | P-29

REVISION	DATE	BY
1	11-8-98	CRE 081-JES
2		RT
3		
4		
5		
6		
7		
8		
9		
10		

330

FM 009-24
 ASSESSOR'S MAP
 BOOK 8 PAGE 33
 CONTRA COSTA COUNTY CALIF

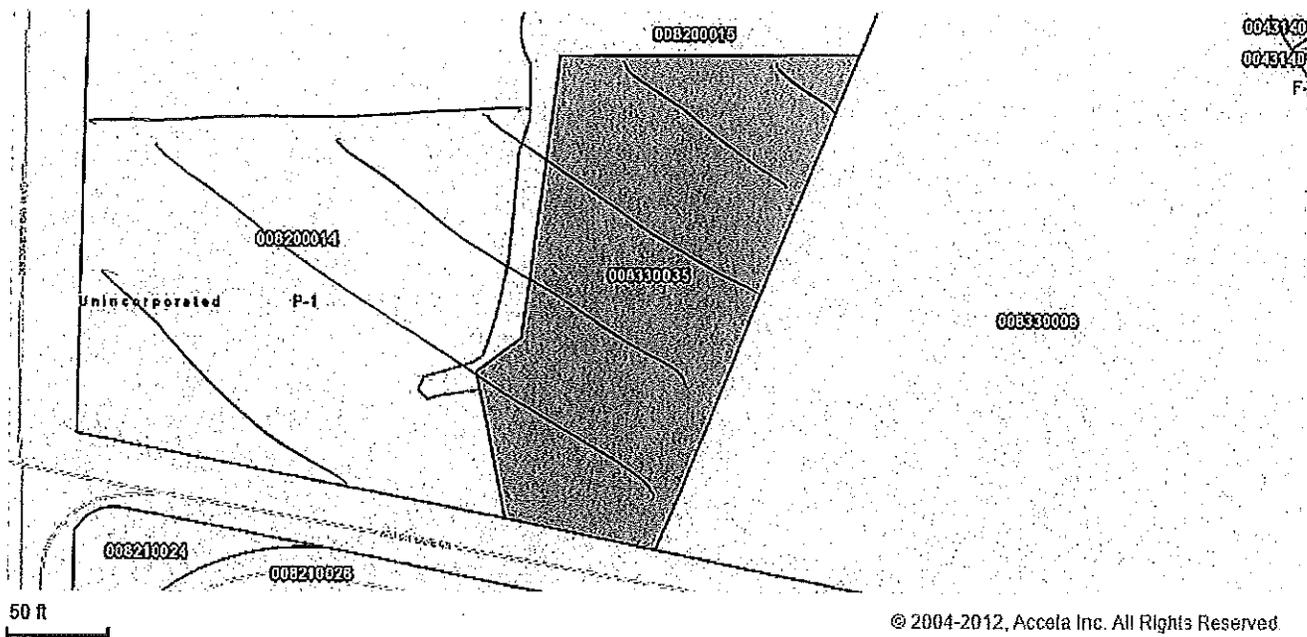


NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREON. ASSESSOR'S PARCELS MAY NOT BE IDENTICAL TO LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

- BUDG 1 #2453 DISCOVERY BAY BL
- 2 #2446
- 3 #2477
- 4 #2489

07:AM-3 AM:10-48

Zoning: P-1



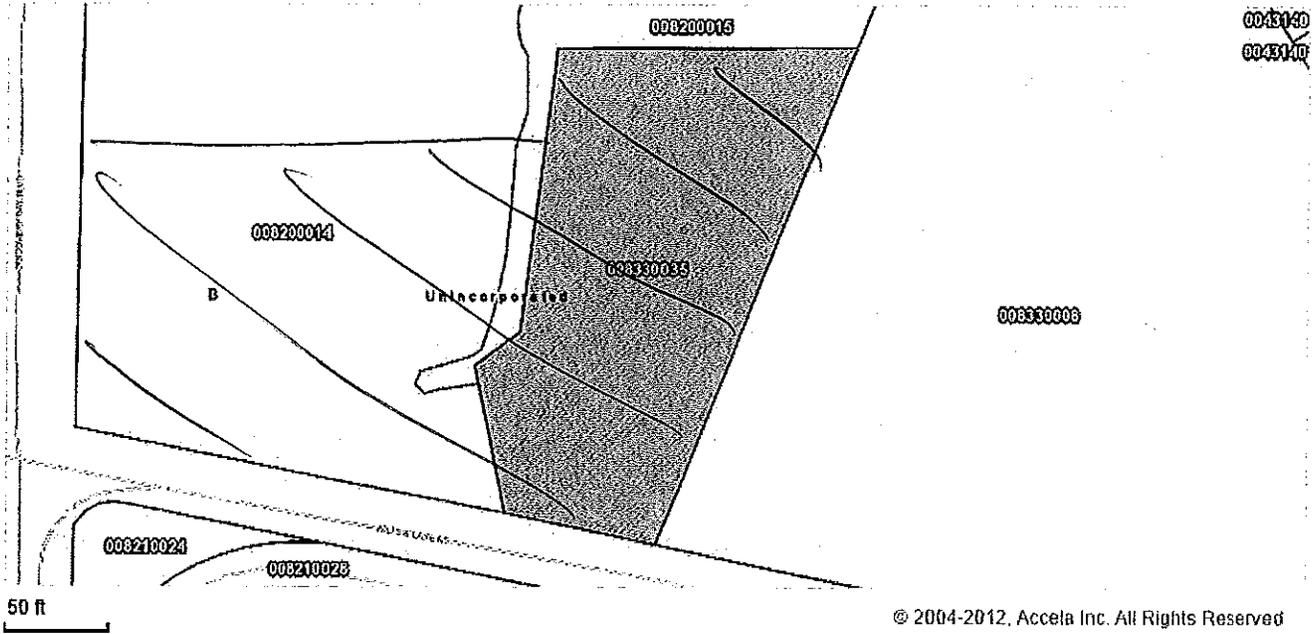
Aerial Photo



50 ft

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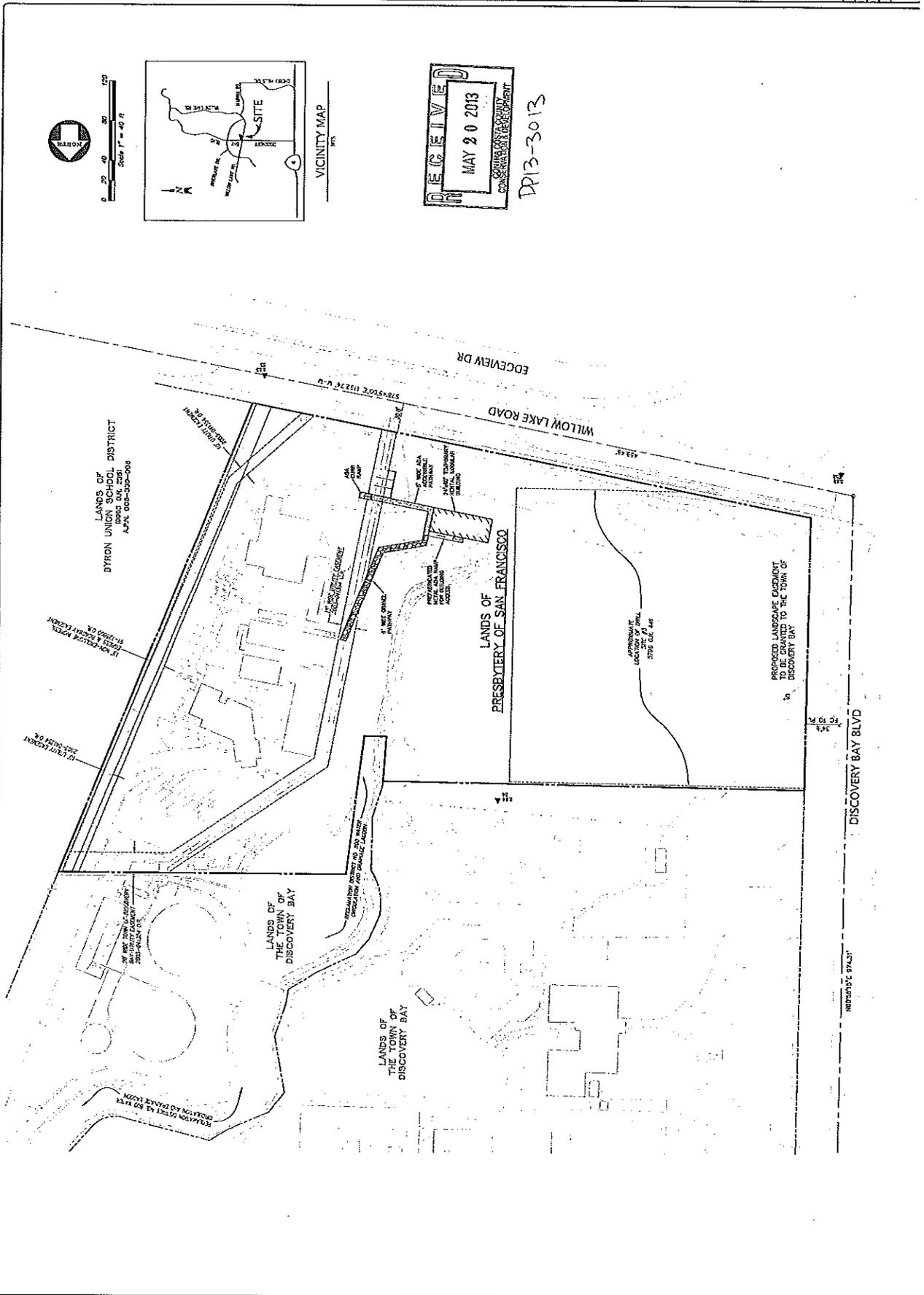
Flood Zone: B



DATE	APRIL 2012
SCALE	1" = 40'
DESIGNER	KIRK & WRIGHT
DRAWN BY	ASST. ENGINEER
CHECKED BY	REGISTERED PROFESSIONAL ENGINEER
PROJECT NO.	DP13-3013
SHEET	1
TOTAL SHEETS	1

DISCOVERY BAY, CALIFORNIA
 PRESBYTERY OF SAN FRANCISCO
 OF
 DELTA COMMUNITY PRESBYTERIAN CHURCH
 SITE PLAN EXHIBIT

KIRK & WRIGHT
 CIVIL ENGINEERS & SURVEYORS, INC.
 2832 COLLETTA ROAD
 SAN FRANCISCO, CALIFORNIA 94116
 PHONE (415) 774-8125
 FAX (415) 774-8125



Lease Quotation and Agreement

Quotation Number: 1433
Quotation Reference:
Date of Quote: 02/11/2013
Term: 36 Months



Special Notes

Fire Related Items: Unless noted, fire related items (alarms, sprinklers, smoke & heat detectors, and fire-rated walls, etc.) are not included.

General: Customer's site must be dry, compacted, level and accessible by normal truck delivery. Pricing does not include any clearing or grading of sites, obstruction removal, site or final building clean up, any asphalt transitions, dolly, crane, forklift, electrical or plumbing connections, window coverings, furniture, casework, appliances, doorstops, phone or data lines, gutters, downspouts or tie-in, temporary power, temporary fencing, traffic control, flagmen, soil and/or pull test, custom engineering, fees associated with inspections, city or county submittals and/or use permits, security screens, door bars and any item not specifically listed as being included.

Pilot Cars & Haul Permits: Pricing does not include transportation pilot cars & haul permits. Occasionally additional charges occur due to city re-routing or city/county requirements. You will be advised if these conditions exist prior to hauling.

Skirting: Skirting installation & removal is not included unless otherwise noted. When included, it is non-structural, non-fire rated and cosmetic only. Skirting pricing assumes a level site.

Tie-downs: Quantity and price may vary based on seismic source factor and site conditions. Patch and repair of site after removal is by others. Alternative non-penetrating seismic system is available for an additional charge. Wet-stamped engineering available for an additional charge.

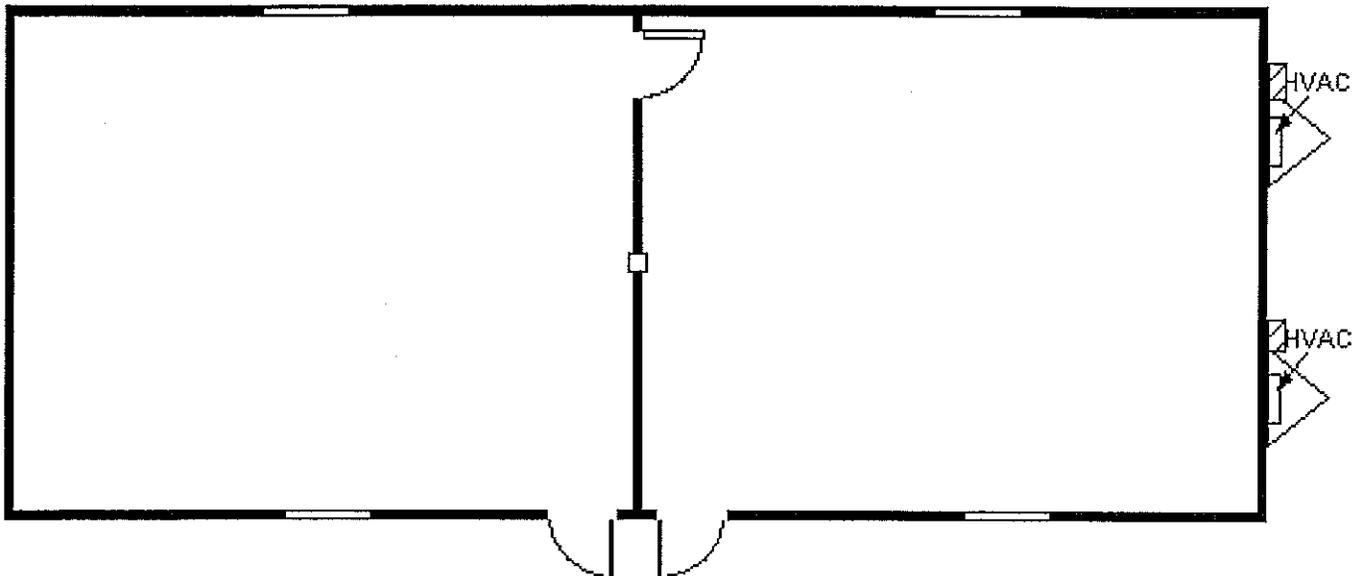
Used building rental: Quotation is for a used or refurbished modular building. There may be variations in wall paneling, flooring, or other exterior and interior finishes. Dimensions are nominal unless otherwise stated.

Used building sale: Quotation is for a used modular building sold in "as is" condition. Unless stated otherwise, MMMC will only perform a general cleaning & repair, reseal the roof, doors & windows, and test the electrical, mechanical & plumbing systems to ensure working condition at the time of delivery.

Flooring (carpet): This building ships standard with used carpet in good condition. Carpet may have some discoloration or wear and a carpet bar will be utilized at modline seams. New carpet is available for an additional charge.

Floor Plans

Classroom, 24x60 HCD (Item1239)



All drawings and specifications are nominal.

Additional Information

- Quote is valid for 30 days
- A minimum cleaning charge per floor will apply for modular buildings and for containers with offices, no minimum cleaning charge applies for storage containers.
- Customer's site must be dry, compacted, level and accessible by normal truck delivery. Costs to dolly, crane, forklift, etc. will be paid by customer. Unless noted, prices do not include permits, ramp removal, stairs, foundation systems, foundation system removal, temporary power, skirting, skirting removal, engineering, taxes or utility hookups.
- Subject to equipment availability. Unless noted, equipment and related furnishings, finishes, accessories and appliances provided are previously leased and materials, dimensions, and specifications vary. Detailed specifications may be available upon request. For lease transactions, Mobile Modular reserves the right to substitute equal or better equipment prior to delivery without notice.

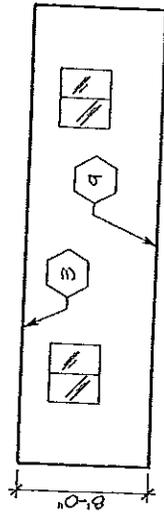
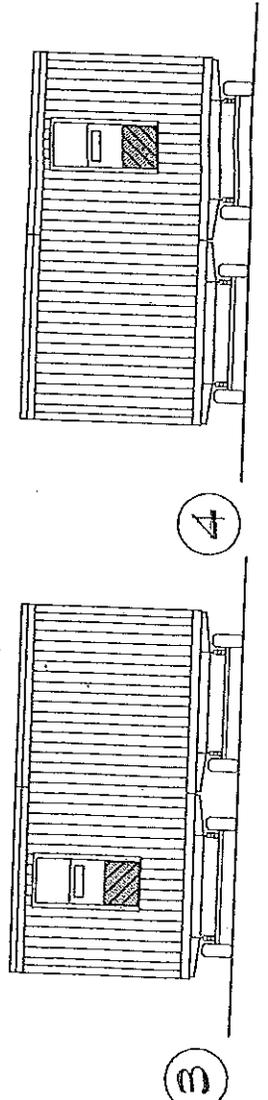
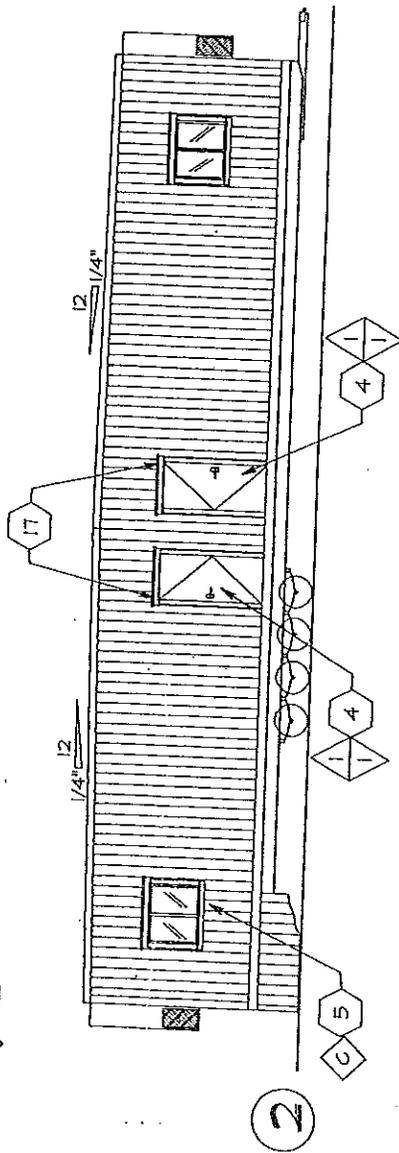
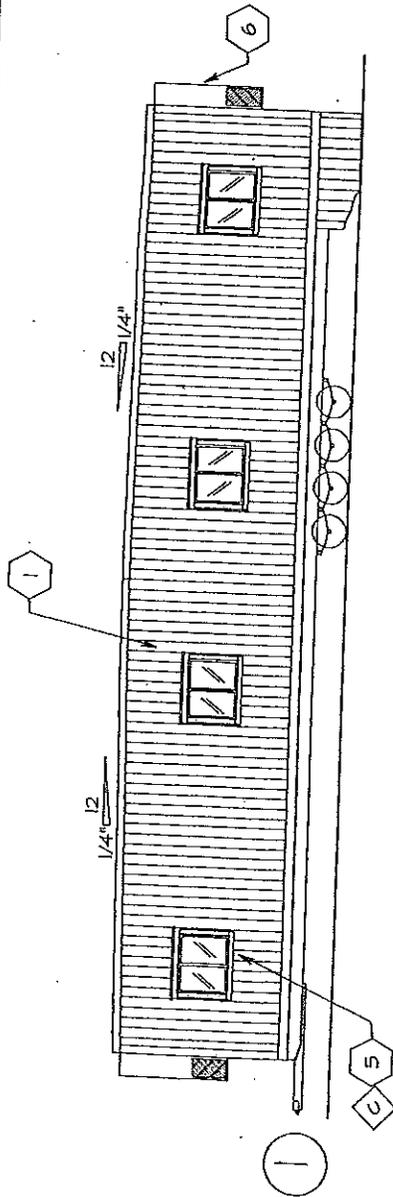
Thank you for contacting Mobile Modular.

Mobile Modular is a division of McGrath RentCorp.
1433, 02-11-2013 02:16 PM

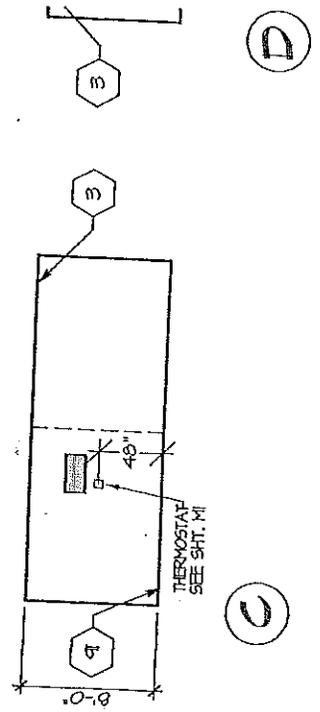
www.mobilemodularrents.com
Page 2 of 4

Agenda Item F-4

SCALE 1/4" = 1'-0"



A



C

EXTERIOR ELEVATIONS SCALE 1/4" = 1'-0"



MONTHLY OPERATIONS REPORT

May 2013

Town of Discovery Bay, CA

1367 Days of Safe Operations

59406 worked hours since last recordable incident

TRAINING: Safety, Operations, & Equipment

Safety	Hours
Preventing Heat Stress and Heat Exhaustion Take 5 Safety Tailgates (7) West Region Safety Council Call Monthly Regional Safety Webinar	4.0
Operation	
Jil Robin provided additional training on Sarbanes-Oxley Act (SOX) and use of P-Cards to Jennifer Bennett, Fermin Garcia, and Joe Haley Hach/WIMS/LabCal Data Entry Training-Training was provided by Jennifer Bennett to Joe Brandon and Mark.	8.0

WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	169.19	5860	0

Note: Well 4 in lead and Well 5 in lag to offset specific conductivity

2013 Water Production (MG) by Month

January	February	March	April	May	June
51.48	55.88	86.09	187.31	169.19	
July	August	September	October	November	December

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
16	0	0	5

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>April Lab Data</i>	<i>May Lab Data</i>
Flow, MG Effluent, monthly total		37.95	38.65
Flow, MG Daily Discharge Flow, avg.	2.1	1.27	1.288
Effluent BOD ₅ , lbs/d, monthly avg.	350	83	22
Effluent TSS, lbs/d, monthly avg.	525	93	69
Effluent BOD ₅ , mg/L, monthly avg.	20	7.7	2.3
Effluent TSS, mg/L, monthly avg.	30	9	6.9
Total Coli form 7 day Median Max	23	815	2
Total Coli form Daily Maximum	240	1600	13
% Removal BOD ₅ , monthly avg.	85% min.	96	99
% Removal, TSS, monthly avg.	85% min.	95	95
Electrical Conductivity, umhos/cm annual avg.	2100	2114 (YTD)	2135 (YTD)

Red – new parameter added

National Pollution Discharge Elimination System (NPDES)

<u>NPDES Related Excursions</u>	<u>Permit Parameter</u>	<u>NPDES Parameter Limit</u>	<u>Actual Parameter Result</u>
<u>0</u>			

Bacteriological Test Results:

<u>Routine Bacteria Samples Collected</u>	<u>No. Total Coliform Positives</u>	<u>No. Fecal/E. coli Positives</u>	<u>7-Day Median Excursion</u>
<u>9</u>	<u>0</u>	<u>0</u>	<u>0</u>

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
15	0	70	0	42.73

COLLECTION:

- Flushed **0** ft. of sanitary sewer. YTD **0** ft. **0%** completed

- CCTV 0 ft. 0% completed
- Inspected 0 manhole & covers. YTD 0
- Performed weekly lift station inspections.
- De-ragged L/S "F" pumps, cleaned out the wet-well and changed out the wet-well level transducer.
- Replace jetter hose on the Aqua-Tech Vac truck.

MAINTENANCE

Wastewater

- Experienced some problems with Plant no.1 lift station level controller, could not determine the cause.
- Experienced some communication problems with the Export Pump Station PLC, MCC replaced the PLC.
- Performed Thermal Imaging
- Installed the torque arm modification to Belt Press no.2.
- Replaced Fan 10 & Fan 12 in Solar Dryer "B".
- Replaced the UPS to Influent Pump Station wet-well B.
- Replaced the motor on Magna Rotor Brush no.4 at Plant no.1
- Changed out UV 3000 Plus to UV 3000 and cleaned the channel on May31
- Replaced Plant no.1 Main Utility Feeder breaker

Water

- Newport WTP well no.4 flow meter replaced with new meter.
- Troubleshoot 120 power issues at chlorine PLC panel
- Troubleshoot Newport WTP storage tank level controllers.
- Repaired water leak at Newport WTP filter "A" flow control valve.
- Opened and inspected Newport WTP backwash storage tank.
- Well no.4 had to have the chlorine pump rebuilt

Preventive and Corrective

Total # of WO's Completed	Total Hours
195	165

Call & Emergency Responses

Call Outs	Emergencies
12	Power Failure due to accident

Personnel Hours & Overtime:

Regular Hours	Overtime
1467	79.5

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



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Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 19, 2013

Prepared By: Dan Schroeder, District Legal Counsel
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Board Member Vacancy Process

Recommended Action

That the Board of Directors discuss and take possible action pertaining to filling the current Board vacancy.

Executive Summary

The Town of Discovery Bay Community Services District ("District") has a vacancy on its Board of Directors ("Board") as a result of President Ray Tetreault' resignation from the Board for health related matters. The effective date of Mr. Tetreault' resignation is June 7, 2013. California Government Code Section 1780 sets forth the process that the District must follow in filling the vacancy on the Board.

First, the District is required to notify the county elections official of the vacancy no later than 15 days after either the date on which the District was notified of the vacancy or the effective date of the vacancy, whichever one is later. The District has complied with this requirement by notifying the county elections official of the pending vacancy on June 10, 2013.

Second, the remaining members of the Board need to decide how they want to fill the vacancy. The Board has three options available to choose from:

- **Fill the vacancy by Board appointment.** This process requires that the Board make the appointment within 60 days after the date of the vacancy. Since the effective date of the resignation was June 7, 2013, the appointment would have to take place on or before August 7, 2013. If the Board decides to fill by appointment, it must do the following:
 - The District needs to post a notice of the vacancy in three or more conspicuous places in the District at least 15 days before the meeting where the Board will make the appointment.
 - After the appointment is made, the District must notify the county elections official of the appointment within 15 days after the appointment.
 - If the vacancy occurs during the first half of a term of office and at least 130 days prior to the next general district election, the person that is appointed to fill the vacancy will hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at the election to fill the vacancy has been qualified. The person elected to fill the vacancy will hold office for the unexpired balance of the term of office.
- **Fill the vacancy by calling an election.** This process requires that the Board call for an election to fill the vacancy within 60 days of the date of the effective date of the resignation, specifically August 7, 2013.
 - The election should be held on the next established election date that is at least 130 days from the date the Board calls for an election.
- **Allow the Contra Costa County Board of Supervisors fill the vacancy.** If the Board does not appoint someone to fill the vacancy or fails to call for an election by August 7, 2013, by operation of law, then the Contra Costa County Board of Supervisors may appoint a person to fill the vacancy within 90 days of the effective date of the resignation creating the vacancy or it may order the District to call an election to fill the vacancy.

(Continued)

Fiscal Impact:

Amount Requested \$ - None at this time. The costs associated with posting of the notice if the Board decides to fill the vacancy by appointment are minimal. Should an election be called to fill the vacancy, the District would be responsible for the costs associated with the election.

Previous Relevant Board Actions for This Item**Attachments****AGENDA ITEM: J-2**



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County Supervisor Mary Nejedly Piepho, District III
CONTRA COSTA COUNTY BOARD OF SUPERVISORS

TownOfDiscoveryBay CSD
 Received

JUN 11 2013

COMMITTEES

- Legislation Committee, Vice Chair
- Transportation Water and Infrastructure Committee, Vice Chair
- Contra Costa Regional Medical Center, Joint Conference Committee and Professional Affairs Committee, Chair
- Sacramento-San Joaquin Delta Conservancy
- Airport Committee, Vice Chair
- Delta Counties Coalition, Founder
- Delta Protection Commission
- Local Agency Formation Commission
- East Bay Economic Development Alliance
- Dougherty Valley Oversight Committee
- Bay Area Air Quality Management District
- Eastern Contra Costa Transit Authority
- East Contra Costa Regional Fee and Finance Authority
- eBART Partnership Policy Advisory Committee
- San Joaquin Valley Rail Committee
- State Route 4 Bypass Authority
- TRANSPAN, East County Transportation Planning
- East Contra Costa County Habitat Conservation Plan, Executive Governing Board

SERVING AS ALTERNATE

- Contra Costa Transportation Authority
- Association of Bay Area Governments
- East County Water Management Association
- Mental Health Commission
- City-County Relations Committee

June 3, 2013

Jeffrey Sugimoto, President
 Byron Union School District Board of Trustees
 14301 Byron Highway
 Byron, CA 94514

Ken Jacopetti, Superintendent
 Byron Union School District
 14301 Byron Highway
 Byron, CA 94514

Dear President Sugimoto and Superintendent Jacopetti,

I am writing in follow-up to Contra Costa County Sheriff Livingston's May 15, 2013 correspondence regarding funding for a School Resource Officer (SRO) for the Byron Union School District (BUSD) during the 2013/2014 school year.

As you are aware, at the April 15, 2013 Discovery Bay P-6 Zone Citizen Advisory Committee (DB P-6 CAC) meeting the members voted unanimously, 4-0, to recommend that Discovery Bay P-6 Zone monies fund the balance difference, from the amount that the BUSD is able to fund, for the SRO position, for one year beginning June 2013 through June 2014.

In response to this recommendation, Sheriff Livingston has stated that the School District would need to make the same commitment as was made in the 2012/2013 school year of \$50,000 toward the SRO position. If the School District is unable to provide the requested monies the SRO position will only be available for approximately six and a half months.

Additionally stated in the Sheriff's correspondence and by the DB P-6 CAC, this proposed funding mechanism is only available on a short-term basis and a long-term funding mechanism must be secured for the fulfillment of this SRO position.

I look forward to hearing from you regarding the Sheriff's request regarding funding for the SRO position for 2013/2014 school year.

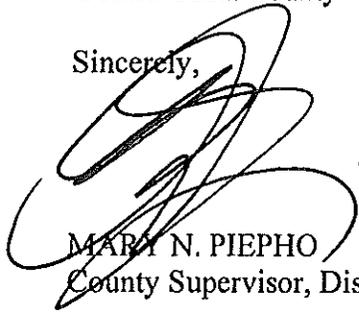
3361 Walnut Boulevard, Suite 140, Brentwood, CA 94513

Phone: 925.252.4500 • Fax: 925.240.7261

Email: Dist3@BOS.CCCounty.us • www.CCCounty.us/SupervisorPiepho

As always, it is an honor to work with you in service to the constituents of
Contra Costa County

Sincerely,



MARY N. PIEPHO
County Supervisor, District III

*Thank you for
your reports
on this important
issue!*
M.

Cc: Sheriff Livingston, Contra Costa County Sheriff-Coroner
Lieutenant Alan Johnson, CCC Sheriff's Department
Dannica Earl, Chair, Discovery Bay P-6 Zone CAC
Ray Tetreault, Chair, Town of Discovery Bay CSD ✓
Linnea Juarez, Chair, Byron Municipal Advisory Council

MNP: kc



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