



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, June 17, 2020

7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday June 17, 2020
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

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

**TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (877)778-1806
CONFERENCE CODE 891949**

Download Agenda Packet and Materials at <http://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 the item is before the Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

C. 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. Approve DRAFT minutes of regular meeting for June 3, 2020.
2. Approve Register of District Invoices.
3. Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2020/21 – Adopt and Approve Resolution No. 2020-14.
4. Approve Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2020-2021, Accept Engineer's Report and Adopt Resolution No. 2020-15.

D. PRESENTATIONS

- 1.

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Postponed to July Regular Board Meeting.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding Approval of Resolution No. 2020-11 Related to the November 3, 2020 Election for the Board of Directors.
2. Public Hearing, Discussion and Possible Action to Adopt the Fiscal Year 2020-21 District Operating, Capital and Revenue Budgets and Resolution 2020-13.

G. DIRECTORS' REPORTS

1. Other Reportable Items.

H. MANAGER'S REPORT

1. Community Center Pool Update.

I. GENERAL MANAGER'S REPORT**J. CORRESPONDENCE RECEIVED****K. FUTURE AGENDA ITEMS****L. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

M. CLOSED SESSION:

1. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8
Property: 1535 Discovery Bay Boulevard, Discovery Bay, CA 94505 (APN 008-200-010)
Agency Negotiator: Bill Pease/Mike Davies/Rod Attebery
Negotiating Parties: East Contra Costa Fire Protection District
Under Negotiation: Price and Terms

N. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

O. ADJOURNMENT

1. Adjourn to the regular meeting on July 1, 2020 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



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SDLF Platinum-Level of Governance

PLATINUM LEVEL

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday June 3, 2020
REGULAR MEETING 7:00 P.M.**

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REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m – By President Pease
2. Pledge of Allegiance- Led by President Pease
3. Roll Call- All Present, Director Kevin Graves was present via teleconference for the entire duration of the meeting.

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

Public comment regarding

- Concerns regarding landscaping in the Timberpoint area.

C. 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. Approve DRAFT minutes of regular meeting for May 20, 2020.
2. Approve Register of District Invoices.
3. Action to Approve Renewal of Herwit Engineering Contract for Services into Fiscal Year 2020-2021.
4. Approve Proclamation 20-01.
5. Approve the Extension of Luhdorff and Scalmanini Contract Engineers for Services into FY 2020-2021. President Pease removed Consent Calendar Item C-4- Approve Proclamation 20-01 to be discussed separate from the rest of the Consent Calendar Items.
Motion to approve Consent Calendar by Director Mayer
Second by Director Leete.
Motion Carried- AYES: 5, NOES: 0
President Pease read Proclamation 20-01 dedicated to Project Manager Bernie Sadler's career path and his devoted work for Town of Discovery Bay's Water and Wastewater District.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report.
Lea Castleberry, Deputy Chief of Staff for Supervisor Diane Burgis provided update regarding the Census. Response date for the census has been extended through October 31, 2020. Follow up notices for non-responders will be mailed out August 11, 2020. To update census survey, visit mycensus2020.com. List of open and closed business due to COVID-19 was discussed. Lea also mentioned testing sites for COVID-19, more information can be found on chealth.org. Contra Costa Board of Supervisor's passed an ordinance to regulate short term rentals. Contra Costa County Supervisor's also adopted a curfew for all county residents. Curfew is enforced from 8:00 p.m. until 5:00 a.m. until further notice is given.
President Pease questioned the issue of privacy fencing ordinance to correct falling fences. Lea states Supervisor Diane Burgis will discuss this issue with the County Administrator on their next meeting.
President Pease requested a timeframe for this to be resolved.
Lea offered to have direct contact with President Pease regarding this topic.
2. Sheriff's Office Report.
Lieutenant Mark Johnson reported on criminal activity including traffic violations, petty theft, domestic issues. Social media is being monitored and extra cars are on patrol.
Public comment regarding
 - Update on license plate reader cameras.
Lieutenant Johnson states he is working with installer and CalTrans to get a date that works for everyone.
 - Requested contact info for installing a Speed Limit sign due to speeders.
Lieutenant Johnson stated he will talk the CHP to get extra patrols to increase presence.
3. CHP Report.
Per General Manager Mike Davies, CHP Officer Thomas was assigned to another task and not available for report.
4. East Contra Costa Fire Protection District Report.
East Contra Costa Fire Department Battalion Chief, Ross Macumber reported on response time for calls, local fires, and roadway accident. Reported fire that started by lightning. Report of helicopter crash. Reminder was issued to cut the weeds in your lawn, fire inspectors will write people up for weeds that pose a potential fire hazard. Update given on new fire engine.

E. LIAISON REPORTS

None.

F. PRESENTATIONS

1. Present Proclamation 20-01.
Addressed under Consent Calendar.

G. BUSINESS AND ACTION ITEMS

1. Public Hearing, Discussion, and Possible Action to Approve Town of Discovery Bay Proposed Rate Increase Pertaining to Water and Wastewater Services for FY 2020 through FY 2025 and Approval and Adoption of Resolution No. 2020-12 Establishing Charges for Water and Wastewater Service and Continuing Collection of Water and Wastewater Service Charges on the County Tax Roll.
Assistant General Manager Dina Breitstein reminded the Board that at the April 15th, 2020 Board of Directors meeting, Lechowicz & Tseng, Municipal Consultants conducted a presentation of the proposed rate study; during this meeting, the Board of Directors adopted the study.
In accordance with Proposition 218, public notices informing of the proposed utility rate increase were mailed out to the residents on April 17, 2020. A copy of this verification has been added as additional materials.
Assistant General Manager Breitstein stated written protests have been accepted up to the close of the public hearing tonight. There are 6,352 identified parcels in the Town of Discovery Bay. For the protest to be successful, it would require 3,177 written protests. The District has received a total of 290 unverified written protests. There was no need to verify the authenticity of each protest, since every single written protest was accepted, valid or not. The total count of 290 falls far short of the 3,177 written protest required to constitute a majority vote.

Director Leete clarified that the Water and Wastewater Rates being presented tonight are the same numbers previously considered.

Assistant General Manager Breitstein confirmed the numbers are the same as previously considered.

Public comment regarding

- Opinion that the provisions of Prop 218 are a farce. Opinion that based on the method of voting, the rate increase can never be rejected. Indicated there is a carte blanche to do as Board desires with the rates.

Director Graves commented his concerned that the public was not properly educated regarding the mandated duty to provide upgraded water standards to meet state requirements. Believes there is a lack of understanding from the community of Board obligations.

Motion by Director Leete to Approve Resolution 2020-12- Establishing Charges for Water and Wastewater Service and Continuing Collection of Water and Wastewater Service Charges on the County Tax Roll and Approval of Town of Discovery Bay Proposed Rate Increase Pertaining to Water and Wastewater Services for FY 2020 through FY 2025.

Second by Vice President Gutow.

Motion carried- AYES: 4- President Pease, Vice President Gutow, Director Leete, Director Mayer

NOES: 1- Director Graves

2. Discussion and Possible Action to Adopt Preliminary Fiscal Year 2020-21 Draft Operating, Capital and Revenue Budget.

Finance Manager, Julie Carter indicated 2-year forecast was reviewed, however, only Fiscal Year 2020-21 is requested to be adopted.

Public comment regarding

- Concern regarding budget from 2011-12. Comment stated budget was six million dollar less than this proposed Draft Budget. Declared that this type of spending will need to be addressed in the next election.
- How will the public be notified of the vote or where to show up.

President Pease advised that the next Board Meeting will be held June 17, 2020 at 7:00 p.m. and information was also mailed out to all residents.

Motion by Director Leete to Approve Preliminary Draft of Fiscal Year 2020-21 Operating, Capital and Revenue Budget.

Second by Vice President Gutow.

Motion carried- AYES: 5- President Pease, Vice President Gutow, Director Graves, Director Leete, Director Mayer, NOES: 0

H. MANAGER'S REPORT

None.

I. DIRECTORS' REPORTS

1. Standing Committee Reports.

a. Finance Committee Meeting (Committee Members Robert Leete and Bill Mayer)

June 3, 2020.

Director Leete provided update on discussions of the Finance Committee Meeting. Discussions took place regarding portioning Community Center funds to other zones, five year rolling reserve analysis. There was an update on extraction efforts to remove treasury services from Contra Costa County and service inhouse.

b. Internal Operations Committee Meeting (Committee Members Robert Leete and Kevin Graves)

June 3, 2020.

Director Leete provided update on Internal Operations Committee Meeting. States there was discussion over the impact of COVID-19 on operations and the best practices for the election process. Also discussed new link for contractors wanting to be a part of Bidders List on Town projects. Link to sign up is available on todb.ca.gov.

c. Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer)

June 3, 2020.

Director Mayer states a presentation on O&M manual was discussed in the Water and Wastewater Committee Meeting, this will also be discussed on the next Board Meeting on June 17, 2020.

President Pease complimented the O&M manual presentation.

2. Other Reportable Items.

J. GENERAL MANAGER'S REPORT

None.

K. CORRESPONDENCE RECEIVED (Information Only)

None.

L. FUTURE AGENDA ITEMS

Vice President Gutow requested a full update on status of the pool to be given at the next Board Meeting.

M. ADJOURNMENT

1. Adjourned at 7:41 p.m. to the next regular meeting of June 17, 2020 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 17, 2020

Prepared By: Julie Carter, Finance Manager & Lesley Marable, Accountant

Submitted By: Michael R. Davies, General Manager

MRD

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 \$ 286,215.79

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 2019/2020

AGENDA ITEM: C-3

For The Meeting On June 17, 2020
Town of Discovery Bay CSD
Fiscal Year 7/19 - 6/20

Veolia Water North America	\$138,248.14
Herwit Engineering	\$51,251.20
J.W. Backhoe & Construction, Inc.	\$19,829.14
CaliforniaChoice Benefit Admin	\$18,313.87
Caselle, Inc.	\$15,561.00
WorleyParsons Group, Inc.	\$12,447.00
Luhdorff & Scalmanini	\$8,129.90
Badger Meter	\$5,628.36
Matrix Trust	\$2,273.83
Mt. Diablo Resource Recovery	\$2,223.56
SDRMA	\$1,908.95
Du-All Safety	\$1,360.00
Univar Solutions USA Inc.	\$1,336.58
Paul E. Vaz Trucking, Inc.	\$1,173.62
Verizon Wireless	\$838.14
Watersavers Irrigation Inc.	\$659.37
Office Depot	\$502.46
County of Contra Costa Public Works Dept	\$460.81
Bill Pease	\$460.00
Bryon Gutow	\$460.00
Brentwood Ace Hardware	\$415.32
Kevin Graves	\$345.00
Robert Leete	\$345.00
William Mayer	\$345.00
ReliaStar Life Insurance Company	\$325.00
Discovery Pest Control	\$324.00
Quadient Leasing USA, Inc.	\$214.58
Water Utility Refund Customer	\$132.24
UniFirst Corporation	\$120.00
Geotab USA, Inc.	\$115.91
Bay Area News Group	\$111.60
Denalect Alarm Company	\$106.57
Cintas	\$71.57
County Of Contra Costa, Dept of Info Tec	\$55.30
County Clerk - CCC	\$50.00
Town of Discovery Bay CSD	\$50.00
Carol McCool	\$22.77

\$286,215.79



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 17, 2020

Prepared By: Julie Carter, Finance Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2020/21 – Adopt and Approve Resolution No. 2020-14

Recommended Action

Adoption of Resolution No. 2020-14, establishing the Discovery Bay Lighting and Landscape Zone #8 2020/21 Appropriation Limit.

Executive Summary

The Discovery Bay Lighting and Landscape Zone #8 (Zone 8) receives annual funding through a portion of property taxes collected within its boundaries. Each year, the Town of Discovery Bay Community Services District (District) is responsible for identifying appropriation limit in accordance Article XIII B of the California Constitution, known as the Proposition 4 or the GANN Limit.

Staff has collected the necessary information from the California Department of Finance and has calculated the Appropriations Limit for Zone 8 for FY 2020/21 to be \$698,122.95. The calculation is based on last year's appropriation limit and factors in the change of California's per capita personal income and local population percentage change.

Staff requests that the Board review and adopt Resolution No 2020-14, which establishes the FY 2020/21 Appropriation's Limit for Discovery Bay lighting and Landscape Zone #8 at \$698,122.95.

Fiscal Impact:

Amount Requested

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

None

Attachments

Resolution 2020-14

Department of Finance – Price and Population Information (May 2020)

(DB Zone 8) Appropriation Limit Calculation Worksheet.

AGENDA ITEM: C-3



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2020-14

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ANNUAL DISCOVERY BAY LIGHTING AND LANDSCAPE ZONE #8
APPROPRIATIONS LIMIT FOR FY 2020/21**

WHEREAS, Section 7910 of the Government Code requires that each year the governing body of each local jurisdiction establish an appropriations limit for each jurisdiction for the following fiscal year pursuant to Article XIII B of the California Constitution; and

WHEREAS, Article XIII B of the California Constitution provides for the establishing of an appropriations limit based on the change in the cost of living shall be either the percentage change in California per capita personal income from the preceding year, or the percentage change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local non-residential new construction; and

WHEREAS, the percentage change in California per capita personal income is available for the unincorporated areas of Contra Costa County, therefore, the Town of Discovery Bay Community Services District staff has calculated the Appropriation Limit using the change factors as permitted by Article XIII B of the California Constitution; and

WHEREAS, the calculated Appropriation Limit for the Discovery Bay Lighting and Landscape Zone 8 for the FY 2020-2021 is \$698,122.95 as reflected in Attachment A.

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

SECTION 1. The Board of Directors selects the percentage change in California per capita personal income from the preceding year as a factor to be used in calculating appropriations limits; and

SECTION 2. The Board of Directors selects the change of population within the unincorporated area of Contra Costa County as the change of population factor to be used in establishing the appropriation limit; and

SECTION 3. The appropriations limit for the District for FY 2020-21 for the Discovery Bay Lighting and Landscape Zone 8 is hereby established at \$698,122.95; and

SECTION 4. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 17th DAY OF JUNE, 2020.

Bill Pease
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 17, 2020, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary



**DEPARTMENT OF
FINANCE**
OFFICE OF THE DIRECTOR

GAVIN NEWSOM - GOVERNOR
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2020

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2020, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2020-21. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2020-21 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2020.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s/ Keely Martin Bosler

KEELY MARTIN BOSLER
Director

Attachment

May 2020

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2020-21 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2020-21	3.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2020-21 appropriation limit.

2020-21:

Per Capita Cost of Living Change = 3.73 percent

Population Change = 0.22 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.73 + 100}{100} = 1.0373$

Population converted to a ratio: $\frac{0.22 + 100}{100} = 1.0022$

Calculation of factor for FY 2020-21: $1.0373 \times 1.0022 = 1.0396$

Fiscal Year 2020-21

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2019-2020	1-1-19	1-1-20	1-1-2020
Contra Costa				
Antioch	0.09	112,423	112,520	112,520
Brentwood	1.17	64,365	65,118	65,118
Clayton	-0.09	11,347	11,337	11,337
Concord	-0.22	130,435	130,143	130,143
Danville	-0.11	43,923	43,876	43,876
El Cerrito	0.41	24,852	24,953	24,953
Hercules	0.16	25,488	25,530	25,530
Lafayette	-0.16	25,644	25,604	25,604
Martinez	-0.85	37,424	37,106	37,106
Moraga	0.04	16,939	16,946	16,946
Oakley	1.15	41,979	42,461	42,461
Orinda	0.52	18,911	19,009	19,009
Pinole	-0.30	19,563	19,505	19,505
Pittsburg	1.03	73,565	74,321	74,321
Pleasant Hill	-0.06	34,286	34,267	34,267
Richmond	0.38	110,793	111,217	111,217
San Pablo	-0.22	31,481	31,413	31,413
San Ramon	1.24	82,100	83,118	83,118
Walnut Creek	-0.14	70,958	70,860	70,860
Unincorporated	0.06	174,061	174,173	174,257
County Total	0.26	1,150,537	1,153,477	1,153,561

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Discovery Bay Lighting Landscape Zone 8
Appropriations Limit Calculation

	Historical Limit (With Permitted Increases)	Per Capita Personal Income Change	Per Capita Ratio*	Population Change	Population Ratio*	Fiscal Year Factor
Year 04/05	\$ 352,279.00					
Year 05/06	\$ 379,708.29	5.26	1.0526	2.4	1.024	1.0778624
Year 06/07	\$ 402,876.48	3.96	1.0396	2.06	1.0206	1.06101576
Year 07/08	\$ 431,200.71	4.42	1.0442	2.5	1.025	1.070305
Year 08/09	\$ 461,481.34	4.29	1.0429	2.62	1.0262	1.07022398
Year 09/10	\$ 469,171.69	0.62	1.0062	1.04	1.0104	1.01666448
Year 10/11	\$ 458,900.84	-2.54	0.9746	0.36	1.0036	0.97810856
Year 11/12	\$ 474,747.11	2.51	1.0251	0.92	1.0092	1.03453092
Year 12/13	\$ 497,620.79	3.77	1.0377	1.01	1.0101	1.04818077
Year 13/14	\$ 525,557.54	5.12	1.0512	0.47	1.0047	1.05614064
Year 14/15	\$ 530,903.12	-0.23	0.9977	1.25	1.0125	1.01017125
Year 15/16	\$ 556,915.93	3.82	1.0382	1.04	1.0104	1.04899728
Year 16/17	\$ 592,397.12	5.37	1.0537	0.95	1.0095	1.06371015
Year 17/18	\$ 619,784.89	3.69	1.0369	0.9	1.009	1.0462321
Year 18/19	\$ 644,137.32	3.67	1.0367	0.25	1.0025	1.03929175
Year 19/20	\$ 672,615.76	3.85	1.0385	0.55	1.0055	1.04421175
Year 20/21	\$ 698,122.95	3.73	1.0373	0.06	1.0006	1.03792238

* Based on factors provided in the annual
Price and Population Information letter from
the California Department of Finance.
Dated May 2020



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 17, 2020

Prepared By: Julie Carter, Finance Manager
Submitted By: Michael R. Davies, General Manager

Agenda Title

Approve Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2020-2021, Accept Engineer's Report and Adopt Resolution No. 2020-15.

Recommended Action

Accept Engineer's Report and Adopt Resolution No. 2020-15 authorizing the Intent to Levy and Collection of Annual Assessments for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2020-2021 and set the Public Hearing for July 1, 2020 at 7:00 p.m. located at 1601 Discovery Bay Boulevard.

Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9, the Town of Discovery Bay Board of Directors adopted Resolution 2020-02, which directed HERWIT Engineering to prepare the assessment report. HERWIT provided the Final Assessment Engineer's Report to District Staff on June 5, 2020. In that report, HERWIT determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment should be set at \$714.84 which is the allowable maximum assessment for Zone 9.

Factors leading to the assessment of \$714.84 are: maintaining our reserve amount with 1.3 years of funds, adequate funds for operations, and to replenish the reserves to fund future capital projects. The reserves protect DB Lighting and Landscape Zone 9 from any expensive repairs and maintenance in regards to the assets of the zone such as the landscaping, park structures and the splash pad. The recommended assessment upholds the Fiscal Year 2020-2021 budget and prudently maintains the reserve balance.

Staff requests direction from the Board of Directors regarding the increase of the DB Lighting and Landscape Zone 9 Assessment. If no change to the report is required; then staff requests that the attached Resolution, which approves HERWIT's report and proposed assessments, be approved and adopted. The Public Hearing approving the Levy of the annual assessment will be held on the July 1, 2020 at the regular scheduled Board meeting.

Fiscal Impact:

Amount Requested - None
Sufficient Budgeted Funds Available?: N/A

Previous Relevant Board Actions for This Item

Approval and Adoption of Resolution 2019-02 Directing HERWIT Engineering to prepare annual assessment report for the Ravenswood Improvement District (DB L&L #9) – 2020-2021.

Attachments

Resolution 2020-15.
 Final Assessment Engineer's Report by HERWIT Engineering, Dated June 2020.

AGENDA ITEM: C-4



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO. 2020-15

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT
INTENT TO LEVY AND COLLECT AN ANNUAL ASSESSMENT
FOR THE RAVENSWOOD IMPROVEMENT DISTRICT – DB L&L ZONE #9
FOR THE FISCAL YEAR 2020-2021**

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District (CSD), pursuant to a development agreement with the developer of that subdivision known as Ravenswood formed a landscaping, park, lighting and open space district, for the purpose of providing for the operation and maintenance of landscaping, park, lighting and open space installed in said subdivision by developer; and

WHEREAS, said subdivision is generally located along Blake Court, Coleridge Way, Wilde Drive, Shakespeare Court, Slifer Court and Seuss Court, and

WHEREAS, the Board of Directors now desires to declare its intention to levy an annual assessment within such district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay CSD as follows:

1. The Board of Directors of the Town of Discovery Bay CSD, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, and to levy and collect assessments there under, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, park, lighting and open space in the subdivision known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.
4. The designation for the assessment district is "Ravenswood Improvement District" –DB L&L Zone #9.
5. HERWIT Engineering has prepared and filed with the Secretary of the Board of Directors a report detailing the full and detailed designation of the improvements, and the boundaries of, and the proposed assessments upon assessable lots and parcels of land within, the Ravenswood Improvement District, and the Board of Directors hereby adopts and approves said report.
6. A hearing by the Board of Directors on the question of levy of annual assessments of the Ravenswood Improvement District –DB L&L Zone #9 for the fiscal year 2020-2021 year will be

held at 7:00 p.m., on July 1, 2020 at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.

PASSED, APPROVED AND ADOPTED THIS 17th DAY OF JUNE 2020

Bill Pease
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on June 17, 2020, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary

**FINAL ASSESSMENT ENGINEER'S
REPORT**

Prepared for the

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

**Landscaping, Park, Lighting and Open-Space
Improvements District DB L&L #9**

For Fiscal Year 2020-2021

**Prepared by
HERWIT Engineering**

**6200 Center Street, Suite 310
Clayton, California 94517
(925) 672-6599**

JULY 2020

Town of Discovery Bay Community Services District

Director and President

Bill Pease

Director and Vice President

Bryon Gutow

Director

Kevin Graves

Director

Robert Leete

Director

Bill Mayer

General Manager

Mike Davies

Finance Manager

Julie Carter

Parks & Landscape Manager

Bill Engelman

District's Attorney

Neumiller & Beardslee

Assessment Engineer

HERWIT Engineering

Date: June 2020

**Assessment Engineers Report
For
Landscape, Park, Lighting and Open-Space District DB L&L #9, Zone #1
Subdivision 8710 (Ravenswood)**

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this “Assessment Engineers Report” for the 2020-2021 year, which consists of five (5) parts as follows.

PART A. Plans and Specifications

This part describes the improvements in this District. The plans, drawings and specifications are on file in the Town of Discovery Bay CSD District Office. A listing of these documents and drawings are outlined in the original Assessment Engineers Report approved in 2006.

PART B. Estimate of Cost

This part contains an estimate of the cost of proposed improvements, including incidental costs and expenses in connection therewith, is as forth on the lists, which are on file in the Town of Discovery Bay CSD District office.

PART C. Method of Apportionment of Assessment

This part contains the method by which the undersigned engineering firm has determined the amount proposed to be assigned against each parcel, based upon parcel classification of land within this District, in proportion to the estimated benefits to be received. This listing is also on file in the Town of Discovery Bay CSD District office.

PART D. District Diagram of Assessment

This part by reference of a diagram shows the parcel lot numbers that are within this District.

PART E. Property Owner List & Assessment Roll

The listing of Assessed parcels and their owners are on file in the Town of Discovery Bay CSD District office.

Engineers Assessment Report for 2019-2020 year

During this time period the DB L&L #9, Zone #1 District financial report shows estimated end of year totals as follows:

\$ 158,000	Annual assessments & investment revenue was received
\$ 304,230	Annual expenses grounds maintenance, capital improvements, and administrative expenses.
<u>\$ 152,447</u>	Fund total after 2019-2020 annual expenses.

Note: The expenses were higher for the 2019-2020 fiscal year than the previous fiscal year due to increases in O&M and Capital expenditures. The expenses for the 2019-2020 fiscal year were greater than the assessment and revenue collected, resulting in an overall decrease in the District’s reserve account.

Current Assessment

The 2019-2020 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$707.00 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to increases in maintenance and utility costs, and to rebuild the reserve account balance which had dropped significantly due to large capital improvement projects.

Inflation Adjustment to Maximum Assessment

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2020, the same CPI index is reported as 298.07. Based upon the change in the CPI, the new maximum assessment allowed for the 2020-2021 fiscal year is \$ 714.84.

Calculation of Maximum Reserve Account Balance

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2020-2021 fiscal year is \$ 714.84. This assessment is equally assessed to 203 parcels for an annual total of \$ 145,112.52. Therefore, the maximum Reserve Account Balance is \$ 290,225.04. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

New Assessment for 2020-2021 Fiscal Year

The District will incur normal expenses for the maintenance of the landscape District this year. The District anticipates minimal charges for capital improvements to rehabilitate existing park facilities this fiscal year. The estimated budget for 2020-2021 is \$ 136,880. This equates to \$ 674.28 per parcel for all 203 parcels, which is less than the maximum allowable assessment of \$ 714.84 per parcel, or \$ 145,112.52 maximum assessment. Due to significant capital improvements during the 2019-2020 fiscal year, however, the reserve fund was drawn down significantly during the year.

Based on this report, the assessment for 2020-2021 tax year should be \$ 714.84 to allow the reserve fund balance to be increased. The assessment for the 2020-2021 fiscal year is then \$ 714.84 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.

	<h1 style="margin: 0;">Town of Discovery Bay</h1> <p style="margin: 0;"><i>“A Community Services District”</i></p> <h2 style="margin: 0;">STAFF REPORT</h2>	<p style="margin: 0;">Meeting Date</p> <p style="margin: 0;">June 17, 2020</p>
<p>Prepared By: Michael R. Davies, General Manager Submitted By: Michael R. Davies, General Manager MRD</p>		
<p>Agenda Title</p> <p>Discussion and Possible Action Regarding Approval of Resolution No. 2020-11 Related to the November 3, 2020 Election for the Board of Directors.</p>		
<p>Recommended Action</p> <p>Approve draft Resolution No. 2020-11 ordering the Board of Directors elections on November 3, 2020, the District’s draft specifications for the election in the “Notice to County Elections Official – Special District Worksheet” and the “Elected Officials and Terms of Office” report; and direct the General Manager to provide these documents to the Contra Costa County Clerk-Recorder-Elections Department by July 1, 2020.</p>		
<p>The Town of Discovery Bay Community Services District Board is comprised of five elected seats, two of which expire on December 4, 2020. Board President William Pease and Director William Mayer occupy four-year terms that expire this year. The election for these seats will be held on November 3, 2020.</p> <p>The District is required to adopt a resolution that directs the election and specifies that the election be consolidated and whether the candidates or the district will pay for the candidate statements.</p> <p>The draft Resolution specifies that candidates will pay for their statements. A 250-word limit is identified along with an estimated statement cost of \$304.20. Word limits may be higher if approved by the District and included in the Resolution. Word limits over 250 may have double the cost. The 250-word limit is the standard provided by the County Office of Elections (attached). The Board may decide to have the District pay for the candidate statement.</p> <p>The draft “NOTICE TO COUNTY ELECTIONS OFFICIAL – SPECIAL DISTRICT WORKSHEET” specifies that, “In the event of a tie vote, the winner shall be determined by lot at a time and place designated by this board.” This was the method chosen in the event of a tie in the 2016 and 2018 Board elections; however, the Board may choose to change this choice to: “In the event of a tie vote, the governing board shall call a run-off election on the sixth Tuesday following the election at which the vote occurred.”</p> <p>The recommendation of the Internal Operations Committee is that the candidate pay for their statement and that in the event of a tie vote the winner shall be determined by lot.</p> <p>The Resolution and documents as approved will be forwarded to the County Elections Department by July 1, 2020.</p>		
<p>Attachments</p> <p>Resolution No. 2020-11 Elected Officials and Terms of Office & Special District Worksheet – November 3, 2020 General Election Attachment C – Candidate Statement Cost Table November 3, 2020 Contra Costa County City, School and Special Districts Guide – 2020</p>		



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2020-11

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ORDERING SPECIFICATIONS OF THE ELECTION ORDER**

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may estimate the cost; and determine whether the costs be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District.

NOW, THEREFORE, IT IS RESOLVED that an election be held within the territory included in this district on the 3rd day of November, 2020, for the purpose of electing members to the Board of Directors of said District in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, **the 3rd day of November 2020**. The purpose of the election is to choose members of the Board of Directors for the following seats:

Town of Discovery Bay	Term of Office
Board of Director	12/4/2020 to 12/6/2024
Board of Director	12/4/2020 to 12/6/2024

2. The District has determined that the Candidate will pay for the Candidate's Statement. As a condition of having the Candidate's Statement published, the candidate shall pay the costs at the time of filing. The District hereby estimates the cost for a candidate statement as the following: \$304.20.

- 3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
- 4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
- 5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
- 6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, and to the Board of Supervisors.
- 7. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director _____

Seconded by Director _____ at a regular meeting on this day of June 17, 2020, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

DATED: _____

DISTRICT SECRETARY
Town of Discovery Bay CSD

Elected Officials and Terms of Office

Please refer to the accompanying instructions for important information and instructions, **before** completion.

District Info: **Town Of Discovery Bay Community Services District**
 1800 Willow Lake Road
 Discovery Bay CA 94505
 (925)634-1131 x

May 11, 2020

Contact 1: **Yesenia Monarrez**
 Administrative Assistant

Contact 2:

Phone: (925)634-1131
 Fax: (925)513-2705
 Email: ymonarrez@todb.ca.gov

Phone:
 Fax:
 Email:

Ballot Heading(s):	Party	Elected/ Appointed	Term of Office
DISTRICT			
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT			
Director		Elected	12/7/2018 to 12/1/2022
		Robert Jeffrey Leete Phone: (925)922-2864 Fax: Email: rjleete@comcast.net Web:	
Director		Elected	12/7/2018 to 12/1/2022
		Bryon David Gutow Phone: (925)437-3529 Fax: Email: bryongutow@comcast.net Web:	
Director		Elected	12/7/2018 to 12/1/2022
		Joseph Kevin Graves Phone: (925)250-8424 Fax: Email: jkgraves@comcast.net Web:	
Director		Elected	12/2/2016 to 12/4/2020
		William Robert Pease Phone: (510)928-5620 Fax: Email: wpease@sbcglobal.net Web:	
Director		Elected	12/2/2016 to 12/4/2020
		William Perry Mayer Phone: 5102077600 Fax: Email: bmayer126@comcast.net Web:	

I have reviewed all information contained on this form and have indicated any changes necessary.

**Please Fax back to the number provided
in the instructions.**



Signature

Thank you for your help!

NOTICE TO THE COUNTY ELECTIONS OFFICIAL – SPECIAL DISTRICT WORKSHEET

NOVEMBER 3, 2020 GENERAL ELECTION

Town of Discovery Bay Community Services District

The NOTICE TO THE COUNTY ELECTIONS OFFICIAL – SPECIAL DISTRICT WORKSHEET must be completed and returned no later than (E-125) July 1, 2020. Answers to questions on this worksheet must be included in the body of the resolution. *EC 10509*

1. INCUMBENT INFORMATION

I have reviewed the attached Elected Officials and Terms of Office information for the elective officers of the district according to our records. (Check where applicable)

The information is correct

The information is incorrect. I have marked needed changes and have listed the dates of vacancy and appointments if they are different from the information on the form.

Number of Full Term seats up for election: _____

Number of Short Term seats up for election: _____

2. HOW ARE YOUR BOARDMEMBERS ELECTED?

At Large

By District (Please assign incumbents to districts.)

3. CANDIDATE STATEMENT

Candidate statement costs can be found in the "2020 City, School and Special Districts Guide" on Attachments C-1 to C-4. Statement costs are based on 250 words. Statements over 250 words will double in price.

a) The following will pay for the candidate statement:

District

Candidate

b) The Candidate Statement is limited to 250 words.

4. ACTION TO BE TAKEN IN THE EVENT OF A TIE VOTE EC 15651

- In the event of a tie vote, the winner shall be determined by lot at a time and place designated by this board.
- In the event of a tie vote, the governing board shall call a run-off election on the sixth Tuesday following the election at which the tie vote occurred.

5. QUALIFICATIONS FOR OFFICE AS REQUIRED BY THE DISTRICT'S PRINCIPAL ACT

Registered Voter _____
 Lives in District _____

6. DISTRICT BOUNDARIES

- There have been boundary changes. Please email a district map in a Shapefile or PDF format that clearly outlines your district's boundary.
- There have been NO boundary changes. Please email a district map in a Shapefile or PDF format that clearly outlines your district's boundary.

Email maps to data.map@vote.cccounty.us. Email of map sent on May 18, 2020

The last day for district boundary changes for the November 3, 2020 Election is (E-130) June 26, 2020.
 EC 12262

7. RESOLUTION CONTAINING ELECTION ORDER EC 10002

- Enclosed is the resolution adopted by the District Board members. The resolution must include the date of the Election and the purpose of the Election.

June 17, 2020

 DATE



 SIGNED

Michael R. Davies

PRINTED NAME

1800 Willow Lake Road, Discovery Bay, CA 945050

MAILING ADDRESS

(925) 634-1131

AREA CODE / PHONE NUMBER



ATTACHMENT C - CANDIDATE STATEMENT COST TABLE

SCHOOL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY
Acalanes Union High	\$1,515.00	250	Candidate
Antioch Unified			
Area 2	\$326.40		
Area 4	\$346.80		
Area 5	\$359.40		
Brentwood Union	\$785.40		
Byron Union	\$301.20		
Canyon Elementary	\$200.00		
Chabot-Las Positas Community College – Ward 7	\$200.00		
Contra Costa Board of Education			
Area 1	\$2,009.60		
Area 3	\$2,229.20		
Contra Costa Community College			
Ward 2	\$2,667.00		
Ward 5	\$2,118.00		
John Swett Unified	\$292.00		
Knightsen Elementary	\$200.00		
Lafayette School	\$491.40		
Liberty Union High	\$1,321.00		
Livermore Valley Joint Unified Shared with Alameda	\$200.00		
Martinez Unified			
District 1	\$219.00		
District 2	\$202.20		
District 4	\$217.40		
District 5	\$224.80		
Moraga School	\$337.60		
Mt. Diablo Unified			
Area 3	\$488.80		
Area 5	\$694.20		
Oakley Union Elementary			
Area 1	\$215.80		
Area 2	\$224.80		
Area 5	\$209.20		
Orinda Union	\$386.00		
Pittsburg Unified	\$628.40		
San Ramon Valley Unified			
Area 2	\$494.80		
Area 3	\$432.20		
Walnut Creek School	\$747.60		
West Contra Costa Unified			
District 1	\$644.20		
District 2	\$520.00		
District 3	\$430.20		
District 4	\$612.40		
District 5	\$726.00		

SPECIAL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY
Alameda-Contra Costa Transit At Large – Shared with Alameda County Ward 1 – Shared with Alameda County	\$1,812.20 \$1,812.20	250	Candidate pays one time in County of residence.
Ambrose Recreation & Park	\$333.60	250	Candidate
Bethel Island Municipal Improvement	\$200.00		
Byron Bethany Irrigation Division 2	\$200.00		
Byron Sanitary	\$200.00		
Castle Rock County Water	\$200.00		
Central Contra Costa Sanitary	\$4,046.40		
Contra Costa Water Division 3 Division 4 Division 5	\$1,220.40 \$1,036.40 \$1,104.00		
Crockett Community Services	\$200.00		
Diablo Community Services	\$200.00		
Diablo Water Division 1 Division 5	\$229.80 \$211.20		
Town of Discovery Bay Community Services	\$304.20		
Dublin-San Ramon Services Division 1 Division 3 – Shared with Alameda County	\$303.00 \$200.00		
East Bay Municipal Utility Ward 1	\$1,794.00		
East Bay Regional Park Ward 1 – Shared with Alameda County Ward 2 – Shared with Alameda County	\$2,043.00 \$1,137.00	250	Candidate
East Contra Costa Fire Protection	\$1,367.00		
East Contra Costa Irrigation Division 2 Division 3 Division 5	\$322.60 \$355.00 \$374.40		
Green Valley Recreation & Park	\$200.00		
Ironhouse Sanitary	\$549.80		
Kensington Fire Protection	\$219.40		
Kensington Police & Community Services	\$219.40		
Knightsen Town Community Services	\$200.00		
Los Medanos Community Healthcare	\$927.80		
Moraga-Orinda Fire Protection Division 2 Division 5	\$226.80 \$238.80		
Mt. View Sanitary	\$384.60		
Pleasant Hill Recreation & Park	\$586.80		

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement cost will double.

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement cost will double.

SPECIAL DISTRICT (continued)	STATEMENT COSTS	WORD LIMIT	PAID BY
Rodeo-Hercules Fire Protection	\$489.60	250	Candidate
Rodeo Sanitary	\$228.80		
San Francisco Bay Area Rapid Transit District 1 District 3 – Shared with Alameda County District 7 – Shared with Alameda and San Francisco Counties	\$4,487.80 \$1,066.40 \$2,174.20	250	Candidate pays one time in County of residence.
San Ramon Valley Fire Protection	\$1,759.80	250	Candidate
Stege Sanitary	\$537.20		
West County Wastewater District 1 District 2 District 4	\$313.80 \$265.20 \$300.00		

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement cost will double.

CITY	STATEMENT COSTS	WORD LIMIT	PAID BY
Antioch City Clerk, Treasurer, Mayor District 1 District 2 District 3 District 4	\$1,092.40 \$339.00 \$377.60 \$426.60 \$399.60	250	Candidate
Brentwood Mayor District 1 District 3	\$755.40 \$278.20 \$323.40		
Clayton	\$287.40		
Concord District 2 District 4	\$410.40 \$397.80		
Danville	\$660.00		
El Cerrito	\$426.40		
Hercules	\$405.80		
Lafayette	\$453.60		
Martinez City Clerk, Treasurer District 2 District 3	\$560.40 \$253.00 \$244.80		
Moraga	\$335.00		
Oakley	\$524.00		
Orinda	\$385.80		
Pinole	\$342.00		
Pittsburg	\$735.60		
Pleasant Hill	\$517.80		
Richmond District 1 District 5 District 6	\$261.00 \$337.60 \$306.00		
San Pablo	\$342.80		
San Ramon Mayor District 2 District 3	\$875.80 \$355.40 \$320.00		
Walnut Creek	\$934.40		

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement cost will double.

C O N T R A C O S T A C O U N T Y
CITY, SCHOOL, AND SPECIAL DISTRICTS GUIDE

NOVEMBER 3
2020
GENERAL



Elections Division

925.335.7800
877.335-7802 Toll free
925.335.7836 Fax

www.cocovote.us

Contra Costa County
Clerk-Recorder-Elections Department
555 Escobar Street
P.O. Box 271
Martinez, CA 94553

Deborah R. Cooper
County Clerk-Recorder
and Registrar of Voters

Scott O. Konopasek
Assistant County Registrar



April 2020

Dear Fellow Election Officials,

We hope you will find this reference guide helpful, as you prepare your local candidates and measures for the November ballot.

The contents of this handbook are designed to summarize your primary statutory obligations and to highlight our procedures to allow for a more effective exchange of information between our offices.

Our goal is to create a handbook that will guide you through the process and address most of the situations you might face. As always, please feel free to contact our office with any additional questions or issues that might arise.

Please let us know your thoughts and comments regarding the handbook. We welcome comments about how we can make this an even more useful tool for you in the future.

You can reach our Candidate Services Department, by telephone at (925) 335-7800.

Thank you for the important part you play in this essential democratic process!

Sincerely,

A handwritten signature in cursive script that reads "Debi Cooper".

Debi Cooper
County Clerk-Recorder
and Registrar of Voters

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KEY DATES FOR CITIES AND DISTRICTS

	APPLIES TO	DATES
Last day to file a resolution ordering an election for boards/council members	City and Special Districts	Jul. 1 E-125
	School Districts	Jul. 3 E-123
Candidate Filing Period	All Cities, School and Special Districts	Jul. 13 – Aug. 7 E-113 – 88
Last day to place a measure on the ballot	All Cities, School and Special Districts	Aug. 7 E-88
Extended Filing Period	If no incumbent files nomination papers by August 7, the filing period is extended for non-incumbents	Aug. 8 – 12 E-87 – 83
Public Review of “Ballot Designations” and “Candidate Statements”	All candidates	Aug. 8 – 17 E-87 – 78
	For “Candidate Statements” and “Ballot Designations” filed during the extended period	Aug. 13 – 22 E-82 – 73
Last day to withdraw “Candidate Statement”	All candidates	Aug. 10 E-85
	Candidates who filed during the extended filing period	Aug. 13 E-82
Last day to amend or withdraw a measure	All Cities, School and Special Districts	Aug. 12 E-83
Last day to file a petition forcing a contest on the General Election ballot	Applies only to offices where the number of candidates does not exceed the number of positions	Aug. 12 E-83
Measure letter assignment	Local measures	Aug. 13 E-82
Randomized alphabet drawing for ballot placement	All candidates	Aug. 13 E-82
Impartial Analyses Due	Local measures	Aug. 14 E-81
Last day to file Primary Arguments	Local measures	Aug. 19 E-76
Last day to file Rebuttal Arguments	Local measures	Aug. 24 E-71
Write-in Period	All offices	Sep. 7 – Oct. 20 E-57 – E-14

ELECTION KEY DATES

Military and Overseas Voters Ballots Mailed	September 18, 2020
Voter Information Guide Mailing	Approx. September 24, 2020
Vote by Mail Mailing	October 5, 2020
Registration Deadline	October 19, 2020
Supplemental Voter Information Guide Mailing	October 22, 2020
Last Day to Request a Vote by Mail Ballot	October 27, 2020
Last Day to Return or Mail a Vote by Mail Ballot	November 3, 2020
Election Day	November 3, 2020
Canvass Period	November 4 – December 3, 2020
Certification Deadline / Final Results Transmitted	December 3, 2020

FILING A RESOLUTION CONTAINING ELECTION ORDER

The resolution is the official document that states all the specifications of the election to be held. A number of items are required to be on the resolution, such as:

- Number of positions up for election
- Who pays for Candidate Statement costs
- Confirmation of District Boundaries – Last day for boundary changes is (E-130) June 26, 2020

For a sample of the resolution see Attachment H.

Every City and District must file a resolution ordering an election with the Elections Division no later than:

- July 1, 2020 (E-125) for City and Special Districts
- July 3, 2020 (E-123) for School Districts

OFFICES UP FOR ELECTION
November 3, 2020 General Election

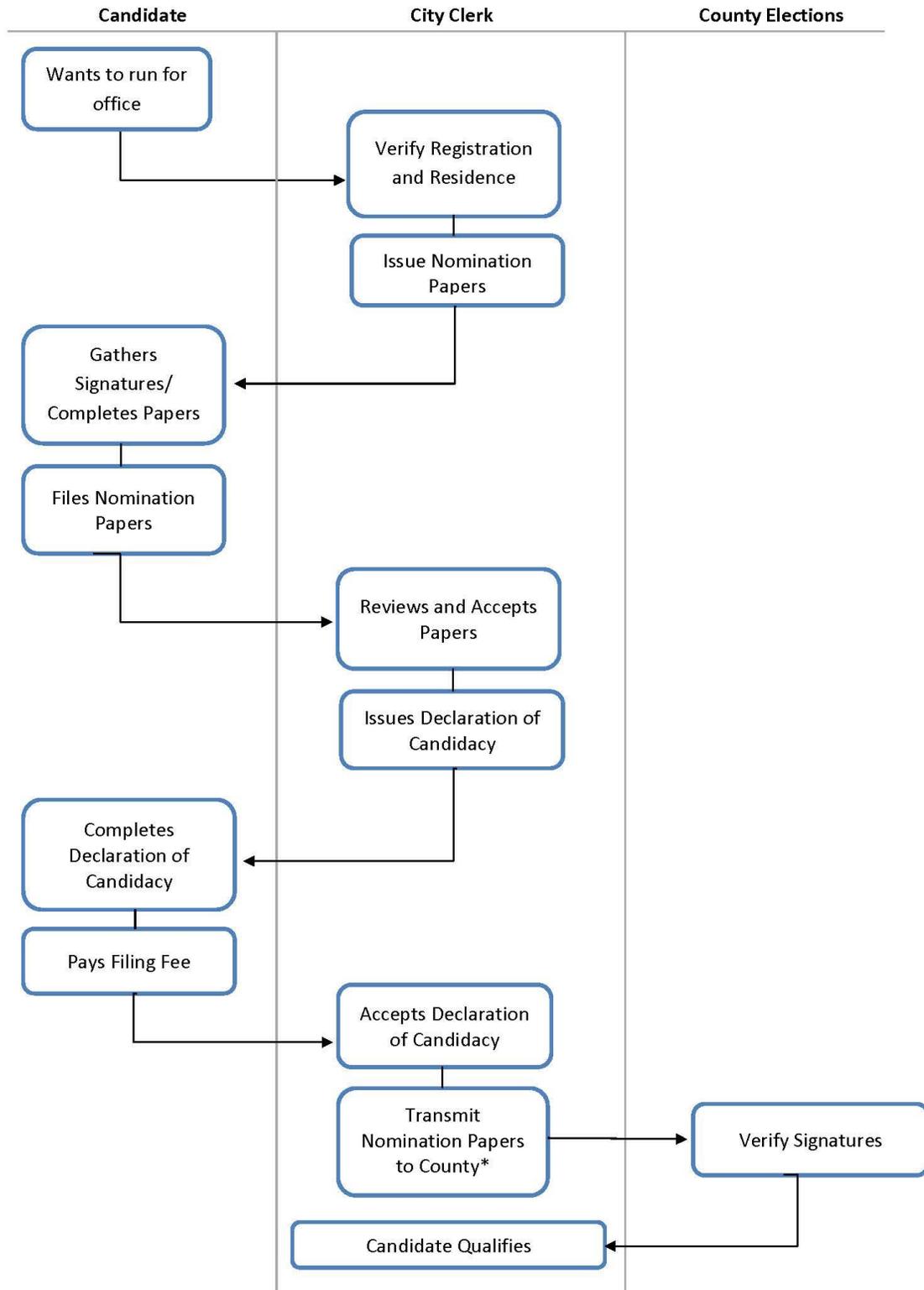
SCHOOL DISTRICTS	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Acalanes Union High	2	4 years	At Large
Antioch Unified			
Area 1	1	4 years	By Area
Area 3	1		
Area 4	1		
Brentwood Union	2	4 years	At Large
Byron Union	2		
Canyon Elementary	2		
Chabot-Las Positas Ward 7 - Shared with Alameda County	1	4 years	By Ward
Contra Costa Board of Education			
Area 1	1	4 years	By Area
Area 3	1		
Contra Costa Community College			
Ward 2	1	4 years	By Ward
Ward 5	1		
John Swett Unified	3	4 years	At Large
Knightsen Elementary	3		
Lafayette School	2		
Liberty Union High	2		
Livermore Valley Joint Unified Shared with Alameda County	2		
Martinez Unified			
Area 1	1	4 years	By Area
Area 2	1	4 years	
Area 4	1	4 years	
Area 5	1	2 years	
Moraga School	2	4 years	At Large
Mt. Diablo Unified			
Area 3	1	4 years	By Area
Area 5	1		
Oakley Union Elementary			
Area 1	1	4 years	By Area
Area 2	1	4 years	
Area 5	1	2 years	
Orinda Union	2	4 years	At Large
Pittsburg Unified	2		
San Ramon Valley Unified			
Area 2	1	4 years	By Area
Area 3	1		
Walnut Creek School	2	4 years	At Large
West Contra Costa Unified			
District 1	1	TBD	By District
District 2	1		
District 3	1		
District 4	1		
District 5	1		

SPECIAL DISTRICTS	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Alameda-Contra Costa Transit			
At Large – Shared with Alameda County	1	4 years	At Large
Ward 1 – Shared with Alameda County	1		By Ward
50 nomination signatures required			
Ambrose Recreation & Park	2	4 years	At Large
Bethel Island Municipal Improvement	3		
Byron Sanitary	3		
Byron-Bethany Irrigation		4 years	By Division
Division 2	1		
Castle Rock County Water	3	4 years	At Large
Central Contra Costa Sanitary	3		
Contra Costa Water		4 years	By Division
Division 3	1		
Division 4	1		
Division 5	1		
Crockett Community Services	2	4 years	At Large
Diablo Community Services	2		
Diablo Water		4 years	By Division
Division 1	1		
Division 5	1		
Town of Discovery Bay Community Services	2	4 years	At Large
Dublin-San Ramon Services		4 years	By Division
Division 1	1		
Division 3 – Shared with Alameda County	1		
East Bay Municipal Utility		4 years	By Ward
Ward 1	1		
10 Nomination Signatures Required			
East Bay Regional Park		4 years	By Ward
Ward 1 – Shared with Alameda County	1		
Ward 2 – Shared with Alameda County	1		
50 Nomination Signatures Required			
East Contra Costa Fire	2	4 years	At Large
East Contra Costa Irrigation		4 years	By Division
Division 2	1		
Division 3	1		
Division 5	1		
Green Valley Recreation & Park	2	4 years	At Large
Ironhouse Sanitary	3		

SPECIAL DISTRICTS (continued)	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Kensington Fire Protection	2	4 years	At Large
Kensington Police & Community Services	2		
Knightsen Town Community Services	2		
Los Medanos Community Healthcare	2		
Moraga-Orinda Fire Protection Division 2 Division 5	1 1	4 years	By Division
Mt. View Sanitary	3	4 years	At Large
Pleasant Hill Recreation & Park	2		
Rodeo-Hercules Fire Protection	2		
Rodeo Sanitary	3		
San Francisco Bay Area Rapid Transit District 1 District 3 – Shared with Alameda County District 7 – Shared with Alameda and San Francisco Counties	1 1 1	4 years	By District
San Ramon Valley Fire Protection	3	4 years	At Large
Stege Sanitary	2		
West County Wastewater Division 1 Division 2 Division 4	1 1 1	2 years 4 years 4 years	By Division

CITIES	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	NOMINATION SIGNATURES REQUIRED
Antioch	City Clerk Treasurer Mayor 1 Councilmember, District 1 1 Councilmember, District 2 1 Councilmember, District 3 1 Councilmember, District 4	4 years	20
Brentwood	Mayor 1 Councilmember, District 1 1 Councilmember, District 3		
Clayton	3 Councilmembers		
Concord	1 Councilmember, District 2 1 Councilmember, District 4		
Danville	3 Councilmembers		
El Cerrito	3 Councilmembers		
Hercules	3 Councilmembers		
Lafayette	3 Councilmembers		
Martinez	City Clerk Treasurer 1 Councilmember, District 2 1 Councilmember, District 3		
Moraga	3 Councilmembers		
Oakley	3 Councilmembers		
Orinda	2 Councilmembers		
Pinole	Treasurer 2 Councilmembers		
Pittsburg	2 Councilmembers		
Pleasant Hill	Treasurer 3 Councilmembers		
Richmond	1 Councilmember, District 1 1 Councilmember, District 5 1 Councilmember, District 6		
San Pablo	3 Councilmembers		
San Ramon	Mayor 1 Councilmember, District 1 1 Councilmember, District 3		
Walnut Creek	3 Councilmembers		

NOMINATION PROCESS FLOWCHART FOR CITY CLERKS



2020 FILING PERIODS

The filing periods for candidates desiring to run for City, School, and Special Districts are listed below.

General Election - November 3, 2020

Filing Period:	July 13 - August 7, 2020
Extended Filing Period:	August 8 - August 12, 2020

Extended Filing Period

If nomination papers for an incumbent elective officer are not filed by the filing deadline, the filing period for that office is extended 5 calendar days for non-incumbents only. There shall be no extended filing period for candidates where the incumbent cannot file due to term limits or for offices that are vacant.

Election Code 8024

VERIFYING CITY CANDIDATES' ELIGIBILITY

City Clerks are now able to confirm the eligibility of the candidates' voter registration by using our website.

- 1) Go to www.cocovote.us
- 2) Select "Elections" and click "Am I Registered?"
- 3) Type in the candidate's First Name, Last Name, and Date of Birth and click "Search".
- 4) Select the candidate's name and verify the residence address.
- 5) Click "My Districts" and then "City" tab to verify the candidate is registered to vote within the City limits and in the respective council district.

Once the candidate's eligibility is verified, nomination papers can be issued. See "Candidate Application Packet" on page 10 for a brief description of the nomination papers.

GENERAL QUALIFICATIONS FOR OFFICE

The qualifications of a candidate for elective office, and of an elective office, of a district shall be determined by the principal act of the district.

Election Code 10514

Cities

General Qualifications

- a) Be a U.S. citizen.
- b) Be a registered voter at the time the Declaration of Candidacy is issued.
- c) Must be registered in the political subdivision for which you are running.
- d) Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

Election Code 20, 201

Schools and Special Districts

General Qualifications

- a) Be a U.S. citizen.
- b) Be a registered voter at the time the Declaration of Candidacy is issued.
- c) Must be registered in the political subdivision for which you are running.
- d) Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

Election Code 20, 201

Additional qualifications:

- *Byron-Bethany Irrigation District* - Must own land within the Division.
- *East Contra Costa Irrigation District* - Must be a free-holder of land within the District.

CANDIDATE APPLICATION PACKET

The Candidate Application Packet often referred to as “nomination papers”, includes the following forms:

- Nomination Petitions (if applicable)
- Declaration of Candidacy
- Ballot Designation Worksheet
- Candidate Statement of Qualifications
- Statement of Economic Interests (Form 700)
- Campaign Finance Disclosure
- Code of Fair Campaign Practices

Nomination Petitions

Candidates for City, East Bay Regional Park District, East Bay Municipal Utility District, and Alameda-Contra Costa Transit District offices are required to file nomination petitions with the required number of valid signatures for the office. Signers of nomination petitions must be registered voters and reside in the district. Nomination petitions for special district offices are furnished by the County Elections office. The City Clerk’s office is responsible for issuing nomination petitions to candidates running for City office.

The number of signatures required for each office is listed on pages 3 - 6.

Circulating Petitions in More than One County

If the nomination petition is circulated for an office in more than one county, the circulator must use separate petition forms in each county. The signatures must be submitted to the Elections office of the county in which the petition was circulated.

Circulators of Nomination Petitions

Circulators must be 18 years of age or older. Candidates may circulate and sign his/her own nomination petitions.

The Affidavit of Circulator, located on the back of each petition, must be completed in the circulator's own hand, including if the candidate circulates his or her own petition.

Election Code 102, 104

Signers’ Qualifications

Registered voters in the district in which the candidate is to be voted on are eligible to sign the petition.

Signers’ Limitations

Signers may only sign one nomination petition for any candidate for a given office. In the case where more than one position is to be filled in the same office, signers may sign nomination petitions for as many candidates as there are positions to be filled for that office.

Election Code 8069

Verification of Signatures on Nomination Petitions

Petitions are validated in the order of arrival. The signatures of all signers on nomination petitions are verified by the Elections Office, generally within 48 hours. Cities will be notified immediately after the signatures have been verified.

Filing Fee Information

Certain cities require a filing fee to be paid by the candidate when filing the “Declaration of Candidacy” The fee is determined by the City Clerk.

Declaration of Candidacy

The “Declaration of Candidacy” is filed by each candidate for City, School, and Special District offices.

The “Declaration of Candidacy” is an official document in which the candidate indicates how his/her name and ballot designation is to appear on the ballot. The candidate declares that he/she meets the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw.

The “Declaration of Candidacy” is not to be removed from the office of the filing official unless an authorized agent is picking up the “Candidate Application Packet” on behalf of the candidate. See page 15 “Filing Nomination Papers on Behalf of a Candidate” for further information.

Election Code 8001, 8800, 8801

Ballot Designation Worksheet

The ballot designation is the word or group of words that will appear on the ballot under the candidate’s name, designating the candidate’s principal profession, vocation, or occupation.

Ballot designations may be rejected if they do not comply with the rules set by the California Election Code 13107. If rejected, the candidate is to be notified by phone or by registered or certified mail addressed to mailing address appearing on the candidate’s ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot.

Ballot designations for City candidates will be reviewed and accepted by the City Clerk’s office.

If a candidate fails to file a “Ballot Designation Worksheet”, no designation will appear on the ballot.

Ballot Designation Guidelines and examples are found in Attachment A.

Election Code 13107, 13107.3, 13107.5

Public Review Period

After the close of the filing period, anyone may examine any candidate's ballot designation. During a 10-calendar-day period commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction challenging a ballot designation.

No challenges may be submitted to or will be considered by the Elections Division or Registrar nor should be considered by City Clerks.

Candidate Statement of Qualifications

Each candidate for elective office may prepare an optional candidate statement at their own expense (unless districts agree to pay the cost). The candidate statement is designed to familiarize voters with a candidate's qualifications for the office he/she is seeking. The candidate statement is incorporated into the county's Voter Information Guide, and will be mailed to all registered voters, eligible to vote for that particular office. The candidate statement is printed in English, Spanish, and Chinese.

Every candidate filing for office must complete a "Candidate Statement of Qualifications Form" indicating whether or not a candidate statement will be filed. For a sample of the guidelines see Attachment B.

Election Code 13307

Shared Districts

If a candidate is filing for an office where the district extends into another county and the candidate wishes to have their candidate statement printed in that county, the candidate must contact the appropriate county for payment and publication of the candidate statement.

Filing of "Candidate Statement"

The candidate statement will be formatted to appear, as closely as possible, to the hard copy filed. Statements are subject to the word counts and guidelines described in Attachment B.

Formatting is determined by the limitations of space, which is a quarter of a page for statements up to 250 words. Regardless of the final word count, statements are limited to a quarter page.

In addition to filing a hard copy, our office needs the statement in an editable text format emailed to the following address: cfile@vote.cccounty.us.

Restrictions

The candidate statement cannot refer to other candidates or to another candidate's qualifications, character or activities.

Election Code 13308

Withdrawing/Changing the Statement

The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 pm of the next business day, after the close of the filing period. A candidate must

sign a statement if he/she chooses to withdraw the candidate statement. A new candidate statement cannot be filed to replace a withdrawn candidate statement after the end of the filing period.

The candidate statement will remain confidential until after the close of the filing period for the office sought.

Election Code 13311

Public Review Period

After the close of the filing period, anyone may examine the candidate statements. During a 10-calendar day period, commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction challenging any or all of the material in a candidate statement.

Election Code 13313, 13314

No challenges may be submitted to or will be considered by the Elections Division or Registrar nor should be considered by City Clerks.

Statement Costs

The cost of the candidate statement must be paid at the time the statement is filed. For the statement costs by office see Attachment C.

Statement of Economic Interests (Form 700)

Every candidate is required to file a "Statement of Economic Interests" (Form 700) disclosing certain financial interests.

Candidates who file for office with a city, file the Form 700 with the City Clerk's office. School and Special Districts file with the County Elections Division at the time nomination papers are filed.

The Form 700 is not required if the candidate has filed a Form 700 for the same jurisdiction within 60 days prior to the filing of his/her "Declaration of Candidacy". The candidate shall file a copy of their previously filed Form 700.

Government Code 87202, 87203

Campaign Finance Disclosure

All state and local candidates, their committees, and committees supporting or opposing ballot measures are required to report campaign contributions and expenditures.

When a school or special district candidate receives nomination papers, he/she will receive an informational overview of all filing responsibilities including electronic filing of all campaign disclosures.

Contra Costa County Ordinance 530-2.808 requires all campaign disclosure reports and documents mandated by the California Political Reform Act to be filed electronically.

Candidates for City office file Campaign Finance forms with the City Clerk's office which may be paper or electronic filing at the discretion of the city.

Candidates should familiarize themselves thoroughly with the information provided by the Fair Political Practices Commission (FPPC) and carefully note the filing deadlines, as the Act imposes penalties for late filing of campaign statements. Information and requirements can be found at www.fppc.ca.gov.

Government Code 85201

For a brief summary of the most commonly used forms, see Attachment E.

Code of Fair Campaign Practices (Optional)

By subscribing to the Code of Fair Campaign Practices, a candidate vows to follow the principles of decency, honesty, and fair play. Subscription to the Code is optional. Completed forms are to be filed with the filing official, and shall be retained for public inspection until 30 days after the election.

Election Code 20400, 20420, 20440-20444

WRITE-IN CANDIDATES

A person who did not file during the regular filing period may file for office as a write-in candidate. There is no fee or charge required of a write-in candidate, except in the case of some city offices.

Any person who desires to be a write-in candidate, and have any votes cast for him/her reported, shall file a "Statement of Write-In Candidacy".

The write-in filing period begins September 7, 2020 and ends October 20, 2020.

Election Code 8605

Cities, East Bay Regional Park District, East Bay Municipal Utility District, and Alameda-Contra Costa Transit District require nomination signatures to be collected for a valid write-in candidacy. Signers of nomination papers for write-in candidates shall be voters in the district and political subdivision in which the candidate is to be voted on. See pages 3 - 6 for the required number of nomination signatures.

Write-in candidates must also file the same forms required of other candidates, who have filed during the regular filing period. The candidate statement form or ballot designation form does not apply to write-in candidates and write-in candidates may not submit a candidate statement.

Only votes cast for official write-in candidates are reported.

COMMON QUESTIONS AND SITUATIONS

Filing Nomination Papers on Behalf of a Candidate

If a candidate is unable to pick up their Candidate Application Packet in person, he/she may designate a person to act on his/her behalf. A written statement or “Authorization Form”, signed and dated by the candidate, authorizing a person to receive the “Declaration of Candidacy” form and all other nomination papers from the Elections Office is required. See Attachment D for a sample of the “Authorization Form”. If the candidate will not be filing in person, the “Declaration of Candidacy” must be notarized before filing. Because an original signature is required, nomination documents may not be filed by fax or email. The candidate’s designee may only receive and deliver papers and may not make any changes on the nomination documents.

Election Code 8028

Appearance of Names on the Ballot

A randomized alphabet drawing is the basis for determining the order of candidates on the ballot. Each candidate will be placed on the ballot in the order that each of the letters of his/her surname was drawn. For example, the placement of candidates with the surnames of Miller and Ramos will depend on the order in which the letters M and R were drawn.

Six calendar days after the end of the filing period, the Secretary of State conducts a drawing of the letters. For the November 2020 Election the drawing will be conducted on August 13, 2020.

Election Code 13112

Appointments In-Lieu of an Election

Special Districts

If the number of candidates is equal to or less than the number of vacancies to be filled within the particular district, the office does not appear on the ballot. The Board of Supervisors appoints the unopposed candidates. Appointees by the Board of Supervisors take office and serve exactly as if elected at the General Election.

Election Code 10515

School Districts

If the number of candidates is equal to or less than the number of offices to be filled within a particular district, an election will not be held and the qualified candidates shall be seated at the organizational meeting of the school district governing board.

Education Code 5326

Candidates Elected at General Election

The candidate(s) for a school district, special district or city office that receive(s) the highest number of votes from all votes cast for candidates for that office shall be elected to that office.

Election Code 10551, 10600

Election Night Results

Election results are available on our website at www.cocovote.us beginning at 8:00 pm on Election Night. Results will be updated periodically, until all Election Day ballots are counted. Candidates and/or members of their campaigns are welcome to observe the Election Night processes. Observer guidelines will be issued upon arrival.

Final Official Results

Beginning the day after the election, a complete audit of all returns is performed. Any uncounted Vote by Mail ballots are processed and counted. Additionally, provisional ballots are processed and counted and votes cast for qualified write-in candidates are counted.

Election code requires the election to be certified by 30 days following the election.

Election Code 15372

Taking Office

OFFICE	AUTHORITY	DATE
School Districts	Education Code 5000, 5017	December 4, 2020
Special Districts	Election Code 10507, 10554	December 4, 2020
East Bay Municipal Utility District	Municipal Utility District Act 11863	January 1, 2021
Cities	Election Code 10263	Varies

Holding or Running For More Than One Office

Candidates are not prohibited from seeking more than one elective office, and may serve in more than one office. There are, however, situations when holding more than one office is considered a conflict and incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices prevents an elected official from holding two offices simultaneously if the offices have overlapping and conflicting public duties.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

Government Code 1099

For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov or phone toll free (866) 275-3772.

The Political Reform Act, Government Code 1099

ATTACHMENT A - BALLOT DESIGNATION GUIDELINES

The ballot designation is the word or words, which appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate. The listing of a designation on the ballot is optional.

Election Code 13107

Ballot designations cannot be changed and they become public once the "Declaration of Candidacy" has been filed.

Election Code 20711

Format of Ballot Designation

A ballot designation may be an elective office title, officeholder status, or profession.

The following examples illustrate each type. Combining these types is not permitted.

Elective Office Title

Words designating the elective public office currently held, provided the officeholder was elected to the office. In the case of judicial offices only, an appointed Judge may use the office title.

Example A: Governing Board Member

Example B: Board member, XYZ School District

Officeholder Status

Incumbent: The word "Incumbent" may be used if the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

Appointed Incumbent: The phrase "Appointed Incumbent" may be used if:

- a) the candidate holds an office other than a judicial office by virtue of appointment and is a candidate for the same office; or,
- b) a candidate for the same or other office, the word "Appointed" and the title of the office.

The phrase "Appointed Incumbent" is not required of a candidate who seeks reelection to an office that they hold and to which they were appointed in-lieu of an election.

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

Profession

Principal Occupation: 3-Word Profession/Occupation/Vocation - No more than three words designating the current principal professions, vocations, or occupations of the candidate.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: Businessman/Councilmember

Community Volunteer

A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

- a) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
- b) A candidate may not use the designation of "Community Volunteer" in combination with any other principal profession, vocation or occupation.
- c) A candidate is not engaged concurrently in another principal profession, vocation or occupation.

No Occupation Desired

If no ballot designation is requested, the word "NONE" and the candidate's initials must be written in the space provided for ballot designation on the Declaration of Candidacy form. The space provided for the ballot designation on the official ballot will be blank.

Unacceptable Designations

Designations will not be accepted if:

- It would mislead the voter.
- It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- It abbreviates the word "retired" or places it following any word(s) that it modifies.

Acceptable: Retired Policeman

Unacceptable: Ret. Policeman
Policeman, Retired

- It uses a word or prefix, such as "former" or "ex-," which means a prior status.

Unacceptable: Former Policeman
Ex-Policeman

The only exception is the use of the word "retired."

- It includes the name of any political party, whether or not it has qualified for the ballot.
- It uses any word(s) referring to a racial, religious or ethnic group.
- It refers to any activity that is prohibited by law.

ATTACHMENT B - CANDIDATE STATEMENT OF QUALIFICATIONS INFORMATION

CANDIDATE STATEMENT OF QUALIFICATIONS FORM

Candidate Statement of Qualifications
For the General Election to be held November 3, 2020
 (Elections Code 13307, 13309, and 13311)

Instructions to Candidate: Your statement will be printed exactly as submitted. Carefully check for content, spelling, punctuation and grammar before submission. No changes are allowed once the statement is filed.

This form must be filed along with the candidate statement.

In addition to filing a hardcopy, you will need to submit your final candidate statement in an editable text format to the following email address: _____

Hard copy must bear signature.

Office Name: _____ Contest ID: ____ Candidate ID: ____

Word Limit: ____ • Cost: \$ ____ • Paid By: Candidate District

Candidate Name: _____

I have reviewed the attached statement and I understand that no corrections or changes are allowed after it has been filed (pursuant to EC 13307). I understand that Contra Costa County is mandated under the Voting Rights Act to provide voting materials and information in English, Spanish, and Chinese.

I do not wish to file a Candidate Statement.

Dated _____ Signature of Candidate _____

WORD COUNT CRITERIA

The following are the guidelines for computing the word count for candidate statements.

<p>Acronyms Examples: UCLA, PTA, U.S.M.C</p> <p>A description of each acronym must be provided.</p>	one word
<p>Geographical names Examples: Contra Costa County Walnut Creek City of Pittsburg Bay Area</p>	one word
<p>Districts with an Elected Board Examples: Contra Costa Community College District Antioch Unified School District East Bay Regional Park District San Francisco Bay Area Rapid Transit District</p>	one word
<p>Numbers/Numerical Combinations Digits (1, 10, or 100, etc.) 1990-1991, 100%, etc. Spelled out (one, ten, or one hundred)</p>	one word one word one for each word
<p>Dates All digits (11/5/96) Word and digits (June 2, 1998)</p>	one word one word
<p>Hyphenated words Regularly hyphenated words that appear in the Merriam-Webster Dictionary online.</p>	one word
<p>Punctuation</p>	not counted
<p>Telephone numbers</p>	one word
<p>Email / Website addresses</p>	one word

SAMPLE CANDIDATE STATEMENT LAYOUT

Below are samples of 250-word candidate statements, as they would appear in the Voter Information Guide. Statements will appear in the same order as the candidates appear on the ballot. Each candidate is paying for a ¼ page.

WASHINGTON UNIFIED SCHOOL DISTRICT

**JANE DOE
Businesswoman**

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.

I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.

If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children.

I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote Thank you.

**MARY SMITH
Teacher**

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district. I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district. I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals. I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows. If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children. I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote

Thank you.

**JOHN T. WHEELER
Attorney/Educator/Rancher**

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

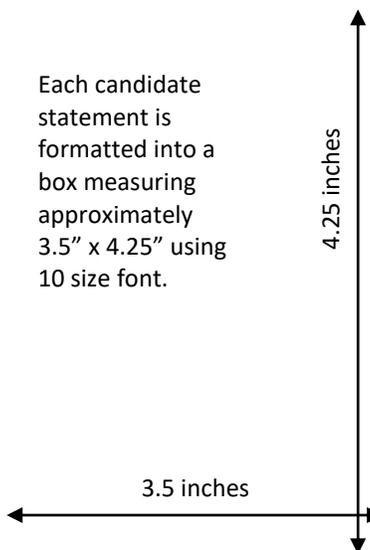
I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.

I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.

If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children.

I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote. Thank you.

Each candidate statement is formatted into a box measuring approximately 3.5" x 4.25" using 10 size font.



ATTACHMENT C - CANDIDATE STATEMENT COST TABLE

SCHOOL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY
Acalanes Union High	\$1,515.00	250	Candidate
Antioch Unified			
Area 2	\$326.40		
Area 4	\$346.80		
Area 5	\$359.40		
Brentwood Union	\$785.40		
Byron Union	\$301.20		
Canyon Elementary	\$200.00		
Chabot-Las Positas Community College – Ward 7	\$200.00		
Contra Costa Board of Education			
Area 1	\$2,009.60		
Area 3	\$2,229.20		
Contra Costa Community College			
Ward 2	\$2,667.00		
Ward 5	\$2,118.00		
John Swett Unified	\$292.00		
Knightsen Elementary	\$200.00		
Lafayette School	\$491.40		
Liberty Union High	\$1,321.00		
Livermore Valley Joint Unified Shared with Alameda	\$200.00		
Martinez Unified			
District 1	\$219.00		
District 2	\$202.20		
District 4	\$217.40		
District 5	\$224.80		
Moraga School	\$337.60		
Mt. Diablo Unified			
Area 3	\$488.80		
Area 5	\$694.20		
Oakley Union Elementary			
Area 1	\$215.80		
Area 2	\$224.80		
Area 5	\$209.20		
Orinda Union	\$386.00		
Pittsburg Unified	\$628.40		
San Ramon Valley Unified			
Area 2	\$494.80		
Area 3	\$432.20		
Walnut Creek School	\$747.60		
West Contra Costa Unified			
District 1	\$644.20		
District 2	\$520.00		
District 3	\$430.20		
District 4	\$612.40		
District 5	\$726.00		

SPECIAL DISTRICT	STATEMENT COSTS	WORD LIMIT	PAID BY		
Alameda-Contra Costa Transit At Large – Shared with Alameda County Ward 1 – Shared with Alameda County	\$1,812.20 \$1,812.20	250	Candidate pays one time in County of residence.		
Ambrose Recreation & Park	\$333.60	250	Candidate		
Bethel Island Municipal Improvement	\$200.00				
Byron Bethany Irrigation Division 2	\$200.00				
Byron Sanitary	\$200.00				
Castle Rock County Water	\$200.00				
Central Contra Costa Sanitary	\$4,046.40				
Contra Costa Water Division 3 Division 4 Division 5	\$1,220.40 \$1,036.40 \$1,104.00				
Crockett Community Services	\$200.00				
Diablo Community Services	\$200.00				
Diablo Water Division 1 Division 5	\$229.80 \$211.20				
Town of Discovery Bay Community Services	\$304.20				
Dublin-San Ramon Services Division 1 Division 3 – Shared with Alameda County	\$303.00 \$200.00				
East Bay Municipal Utility Ward 1	\$1,794.00			250	Candidate pays one time in County of residence.
East Bay Regional Park Ward 1 – Shared with Alameda County Ward 2 – Shared with Alameda County	\$2,043.00 \$1,137.00				
East Contra Costa Fire Protection	\$1,367.00			250	Candidate
East Contra Costa Irrigation Division 2 Division 3 Division 5	\$322.60 \$355.00 \$374.40				
Green Valley Recreation & Park	\$200.00				
Ironhouse Sanitary	\$549.80				
Kensington Fire Protection	\$219.40				
Kensington Police & Community Services	\$219.40				
Knightsen Town Community Services	\$200.00				
Los Medanos Community Healthcare	\$927.80				
Moraga-Orinda Fire Protection Division 2 Division 5	\$226.80 \$238.80				
Mt. View Sanitary	\$384.60				
Pleasant Hill Recreation & Park	\$586.80				

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement cost will double.

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement cost will double.

SPECIAL DISTRICT (continued)	STATEMENT COSTS	WORD LIMIT	PAID BY
Rodeo-Hercules Fire Protection	\$489.60	250	Candidate
Rodeo Sanitary	\$228.80		
San Francisco Bay Area Rapid Transit District 1 District 3 – Shared with Alameda County District 7 – Shared with Alameda and San Francisco Counties	\$4,487.80 \$1,066.40 \$2,174.20	250	Candidate pays one time in County of residence.
San Ramon Valley Fire Protection	\$1,759.80	250	Candidate
Stege Sanitary	\$537.20		
West County Wastewater District 1 District 2 District 4	\$313.80 \$265.20 \$300.00		

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement cost will double.

CITY	STATEMENT COSTS	WORD LIMIT	PAID BY
Antioch City Clerk, Treasurer, Mayor District 1 District 2 District 3 District 4	\$1,092.40 \$339.00 \$377.60 \$426.60 \$399.60	250	Candidate
Brentwood Mayor District 1 District 3	\$755.40 \$278.20 \$323.40		
Clayton	\$287.40		
Concord District 2 District 4	\$410.40 \$397.80		
Danville	\$660.00		
El Cerrito	\$426.40		
Hercules	\$405.80		
Lafayette	\$453.60		
Martinez City Clerk, Treasurer District 2 District 3	\$560.40 \$253.00 \$244.80		
Moraga	\$335.00		
Oakley	\$524.00		
Orinda	\$385.80		
Pinole	\$342.00		
Pittsburg	\$735.60		
Pleasant Hill	\$517.80		
Richmond District 1 District 5 District 6	\$261.00 \$337.60 \$306.00		
San Pablo	\$342.80		
San Ramon Mayor District 2 District 3	\$875.80 \$355.40 \$320.00		
Walnut Creek	\$934.40		

Minimum cost for a candidate statement is \$200.00. A district may elect to go over 250 words in which case the candidate statement cost will double.

ATTACHMENT D - SAMPLE CANDIDATE APPLICATION PACKET AUTHORIZATION FORM



CONTRA COSTA COUNTY
 CLERK/RECORDER - ELECTIONS DIVISION
 555 ESCOBAR STREET
 MARTINEZ, CALIFORNIA 94553
 (925) 335-7800 1 (877) 335-7802
www.cocovote.us

Deborah Cooper
 County Clerk-Recorder-Registrar

Scott O. Konopasek
 Assistant Registrar of Voters

AUTHORIZATION TO PICK UP AND/OR FILE CANDIDATE APPLICATION PACKET November 3, 2020 General Election

I, _____, candidate for the office of _____,
 hereby authorize _____ to obtain and/or file the following nomination documents on
 my behalf.

Please check the applicable forms for the following filing periods:

Mandatory Nomination Documents

If applicable, select one: Full Term _____ Short Term _____
Initials Initials

*I am aware that said documents must be properly executed and filed at the Contra Costa County Elections Division
 no later than 5:00 p.m. on August 7, 2020.*

EC 8028 (b), 8064, 8020 (d), 10510, 10227

My current residence address is: _____
Street Address City State Zip Code

My mailing address is: _____
Street Address City State Zip Code

My telephone numbers are: _____
Daytime Evening

Email

 Printed Name

 Signature of Candidate

 Date

ATTACHMENT E - SUMMARY OF CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS

Contra Costa County Ordinance 530-2.808 requires all campaign disclosure reports and documents mandated by the California Political Reform Act to be filed electronically.

Contra Costa County has contracted with NetFile to be the filing platform for all local candidates, their committees and committees supporting or opposing ballot measures to electronically submit Campaign Finance Statements.

NetFile offers tutorials and help for each page of their website. You may find it helpful to watch the "How to Create a New Campaign NetFile User" video in the "How To Videos" section of the page at www.netfile.com/filer.

NetFile User Log In [Get Help for this Page](#)

E-Mail Address

Password
 [Lost Your Password?](#)

Log In

Campaign Committee Filers	Form 700 (SEI) Filers	Lobbyist Filers
<p>New Campaign Committee Filers Create a New NetFile User</p> <p>Training Request Campaign Committee Phone Training</p> <p>FPPC Information Committee Training & Outreach</p> <p>Signature Verification Sign Pending Campaign Statements <small>(For San Diego, San Francisco, Oakland, & Berkeley Filers Only)</small></p> <p>Third-Party Uploads Upload a CAL File</p> <p>Videos How to Create a New Campaign NetFile User How to use the "Lost Your Password?" Feature How to Use the Committee Set-Up Wizard</p> <p>Documents Create a NetFile User & Link a Campaign Account How to Use Signature Verification</p>	<p>New Form 700 Filers New User? Request a Password</p> <p>Videos How to use the "Lost Your Password?" Feature</p> <p>Documents FPPC Form 700 Instructions for 2018/2019 FPPC Form 700 Reference Pamphlet for 2018/2019 FPPC Local Gift Fact Sheet 2019</p>	<p>New Lobbyists Registration and Links</p>



Basic Filing Guidelines for Candidates & Committees. For more information you may contact FPPC at 1-866-ASK-FPPC and by going to the FPPC website at www.fppc.ca.gov

Form 501 – Candidate Intention Statement
Who Files: All Candidates
When to File: Before raising or spending any money including personal funds.
Where to File: Local Filing Officer
 Under \$2,000

Form 470 – Campaign Statement Short Form
Who Files: Candidates who do not plan to raise or spend \$2,000 or more for their campaign, and do not have an open committee.
When to File: Any time, but no later than the date the first Pre-Election statement is due. Statement covers entire calendar year.
Where to File: Local Filing Officer

Form 470 Supplement
Who Files: Candidates who filed Form 470, but subsequently raised or spent \$2,000 or more for their campaign.
When to File: Within 48 hours of raising or spending \$2,000 or more.
Where to File: Local Filing Officer and every other candidate seeking the same office.
 MUST ALSO FILE FORM 410

Form 410 – Statement of Organization
Who Files: Candidates and organizations who raise \$2,000 or more.
When to File: Anytime, but required to be filed within 10 days of reaching \$2,000 in contributions.
Where to File: Original & copy to Secretary of State, one copy to Local Filing Officer.
 There will be a fee of \$50 payable to the Secretary of State upon filing the Form 410.

Form 460 – Campaign Statement
Who Files: All candidates and committees who have filed a Form 410 and have raised or spent \$2,000 or more in a calendar year.
When to File: Must be filed according to applicable FPPC filing schedules.
 Filing schedules are available on the FPPC website at www.fppc.ca.gov.
Where to File: Local Filing Officer via NetFile

After the Election
 After the election, a successful candidate has the option of maintaining his/her committee and campaign bank account, or terminating the campaign committee and closing the bank account. An officeholder who maintains a committee may:

- Continue to receive contributions;
- Use campaign funds to offset officeholder expenses; or
- Hold funds for use in a future election.

An officeholder who wishes to terminate a committee must file both a Form 410 with the State and a Form 460 in NetFile.

SUMMARY OF CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS

FORM 501 - Candidate Intention Statement

This statement must be filed before a candidate solicits or receives any contributions or loans from others or before any expenditure are made from personal funds on behalf of his/her candidacy, excluding personal funds used to pay filing fees and/or fees for Statements of Qualifications.

Exception: Form 501 is not required to be filed by candidates who do not intend to receive any contributions or loans, and the only expenditures from personal funds would be for payment of the filing fee, if applicable, and the Statement of Qualifications. Form 501 is not used to obtain a Committee Identification Number.

Please note that Forms 410 and 460 must be filed electronically with NetFile at www.netfile.com/filer.

FORM 410 - Statement of Organization

The Form 410 must be filed if a candidate or committee receives contributions or loans totaling \$2,000 in a calendar year. This statement must be filed within 10 days of opening a campaign bank account at a financial institution in California. All personal funds and/or contributions or loans made to the candidate, to a person on behalf of the candidate, or to the candidate's controlled committee shall be deposited in the campaign bank account prior to expenditure. *A printed copy of the Form 410 must be filed with the Secretary of State's Office to obtain a Committee Identification Number.*

FORM 460 - Recipient Committee Campaign Statement

Candidates for office who receive contributions or have expenditures in excess of \$2,000 must file pre-election and semi-annual campaign statements during the year in which their election is being held. Please refer to the Filing Schedule for filing deadlines.

FORM 470 - Officeholder/Candidate Campaign Statement-Short Form

Candidates for office who expect to receive or spend less than \$2,000 during the election and who do not have a controlled committee may file a Form 470 with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement).

FORM 470 - Supplemental

Supplemental Candidate and Officeholder Campaign Statement. This form applies to candidates and officeholders who have filed a Form 470 and subsequently receive contributions or make contributions totaling \$2,000 or more for a calendar year. Once a Supplemental Form 470 is filed, the candidate or officeholder will be required to file a Form 410 and 460.

ATTACHMENT F - DISTRICT VOTER REGISTRATION BY PARTY

District Registration by Party

As of March 17, 2020

	Democrat	Republican	No Party Preference	Other	Total
Contra Costa County	338,205	127,474	158,275	33,247	657,201
Federal and State Offices:					
Congressional District 5	32,423	8,420	13,766	2,959	57,568
Congressional District 9	54,573	28,099	26,920	6,756	116,348
Congressional District 11	230,924	80,896	103,139	21,498	436,457
Congressional District 15	20,285	10,059	14,450	2,034	46,828
Senate District 3	27,920	11,015	12,394	3,195	54,524
Senate District 7	221,094	105,196	113,379	23,919	463,588
Senate District 9	89,191	11,263	32,502	6,133	139,089
Assembly District 11	67,207	31,141	32,385	8,098	138,831
Assembly District 14	98,731	37,715	46,520	10,720	193,686
Assembly District 15	86,053	10,500	31,124	5,861	133,538
Assembly District 16	86,214	48,118	48,246	8,568	191,146
County Offices:					
Member, Board of Supervisors, District 5	65,099	17,685	29,186	6,345	118,315
Cities:	Total Registered Voters				
Antioch	57,323				
Antioch - District 1	11,522				
Antioch - District 2	13,859				
Antioch - District 3	16,775				
Antioch - District 4	15,167				
Brentwood	36,846				
Brentwood - District 1	7,781				
Brentwood - District 3	10,548				
Clayton	8,363				
Concord	68,482				
Concord - District 2	14,087				
Concord - District 4	15,055				
Danville	30,990				
El Cerrito	16,774				
Hercules	15,528				
Lafayette	18,445				
Martinez	24,962				
Martinez - District 2	6,257				
Martinez - District 3	5,748				
Moraga	11,219				
Oakley	22,770				
Orinda	14,348				
Pinole	11,665				
Pittsburg	35,633				
Pleasant Hill	22,320				
Richmond	54,874				
Richmond - District 1	6,711				
Richmond - District 5	11,361				
Richmond - District 6	9,446				
San Pablo	11,714				
San Ramon	44,133				
San Ramon - District 1	11,425				
San Ramon - District 3	10,396				
Walnut Creek	47,655				

School Districts:	Total Registered Voters
Acalanes Union High School	82,985
Antioch Unified School District	59,964
Antioch Unified School - Area 1	10,683
Antioch Unified School - Area 3	11,925
Antioch Unified School - Area 4	12,675
Brentwood Union School	38,683
Byron Union School	9,206
Canyon Elementary School	178
Chabot-Las Positas Community College - Ward 7	1,317
Contra Costa County Board of Education	657,201
Contra Costa Board of Education - Area 1	113,095
Contra Costa Board of Education - Area 3	126,472
Contra Costa Community College District	655,884
Contra Costa Community College - Ward 2	152,939
Contra Costa Community College - Ward 5	119,781
John Swett Unified School	8,618
Knightesen Elementary School	2,259
Lafayette School	20,758
Liberty Union High School	71,315
Livermore Valley Joint Unified School	183
Martinez Unified School District	19,965
Martinez Unified School - Area 1	4,207
Martinez Unified School - Area 2	3,182
Martinez Unified School - Area 4	4,090
Martinez Unified School - Area 5	4,536
Moraga School	11,369
Mt Diablo Unified School District	153,611
Mt Diablo Unified School - District 3	20,527
Mt Diablo Unified School - District 5	32,964
Oakley Union Elementary School District	21,167
Oakley Union Elementary School - Area 1	3,980
Oakley Union Elementary School - Area 2	4,557
Oakley Union Elementary School - Area 5	3,581
Orinda Union School	14,358
Pittsburg Unified School	29,101
San Ramon Valley Unified School	98,738
San Ramon Valley Unified School - Area 2	20,945
San Ramon Valley Unified School - Area 3	17,180
Walnut Creek School District	36,322
West Contra Costa Unified School	132,676
West Contra Costa Unified School - District 1	30,021
West Contra Costa Unified School - District 2	22,495
West Contra Costa Unified School - District 3	17,048
West Contra Costa Unified School - District 4	28,113
West Contra Costa Unified School - District 5	34,999
Special Districts:	
Alameda-Contra Costa Transit	101,071
Alameda-Contra Costa Transit - Ward 1	101,071
Ambrose Recreation & Park	11,169
Bethel Island Municipal Improvement	1,056
Byron-Bethany Irrigation District	746
Byron Bethany Irrigation - Division 2	534
Byron Sanitary	303
Castle Rock County Water	176
Central Contra Costa Sanitary	236,889

Special Districts (continued)	Total Registered Voters
Contra Costa Water District	279,755
Contra Costa Water - Division 3	65,041
Contra Costa Water - Division 4	53,938
Contra Costa Water - Division 5	58,055
Crockett Community Services	2,446
Diablo Community Services	765
Diablo Water District	23,117
Diablo Water - Division 1	4,824
Diablo Water - Division 5	3,698
Town of Discovery Bay Community Services	9,383
Dublin-San Ramon Services District	24,185
Dublin-San Ramon Services - Division 1	9,298
Dublin-San Ramon Services - Division 3	1,910
East Bay Municipal Utility District	318,735
East Bay Municipal Utility - Ward 1	100,293
East Bay Regional Park District	657,201
East Bay Regional Park - Ward 1	115,125
East Bay Regional Park - Ward 2	59,984
East Contra Costa Fire Protection	74,114
East Contra Costa Irrigation District	56,898
East Contra Costa Irrigation - Division 2	10,482
East Contra Costa Irrigation - Division 3	12,475
East Contra Costa Irrigation - Division 5	13,658
Green Valley Recreation & Park	843
Ironhouse Sanitary	24,345
Kensington Fire Protection	4,200
Kensington Police Protection & Community Services	4,200
Knightsen Town Community Services	962
Los Medanos Community Healthcare	47,328
Moraga-Orinda Fire Protection District	25,931
Moraga-Orinda Fire Protection - Division 2	4,654
Moraga-Orinda Fire Protection - Division 5	5,393
Mt View Sanitary	14,251
Pleasant Hill Recreation & Park	26,521
Rodeo-Hercules Fire Protection	20,613
Rodeo Sanitary	4,780
San Francisco Bay Area Rapid Transit District	657,201
S.F. Bay Area Rapid Transit - District 1	263,668
S.F. Bay Area Rapid Transit - District 3	55,670
S.F. Bay Area Rapid Transit - District 7	123,109
San Ramon Valley Fire Protection	97,898
Stege Sanitary	24,714
West County Wastewater	48,184
West County Wastewater - Division 1	9,918
West County Wastewater - Division 2	6,967
West County Wastewater - Division 4	9,082

ATTACHMENT G - HISTORICAL VOTER TURNOUT FOR CONTRA COSTA COUNTY

Election Date	Voter Registration	Total Turn Out	% Turn Out	VBM Vote	% Voting VBM	No. of Precincts
Mar. 3, 2020	657,273	330,514	50.29%	246,041	74.44%	855
Nov. 6, 2018	619,963	423,348	68.29%	290,417	68.60%	744
June 5, 2018	602,171	239,628	39.79%	168,831	70.46%	702
Nov. 8, 2016	607,515	487,355	79.23%	309,319	65.26%	656
June 7, 2016	558,523	278,127	49.80%	175,555	63.12%	656
Nov. 4, 2014	527,521	259,007	49.10%	165,617	63.94%	652
June 3, 2014	528,162	151,788	28.74%	111,836	73.68%	650
Nov. 6, 2012	556,327	442,143	79.48%	245,953	55.63%	834
June 5, 2012	520,098	192,761	37.06%	133,566	69.26%	646
Nov. 2, 2010	533,825	352,657	66.10%	200,064	56.73%	807
Jun. 8, 2010	525,992	210,417	40.00%	138,739	65.94%	628
Nov. 4, 2008	527,145	456,876	86.67%	234,043	51.23%	854
June 3, 2008	490,954	169,475	34.52%	117,766	69.49%	772
Feb. 5, 2008	475,821	318,224	66.88%	168,668	53.00%	816
Nov. 7, 2006	486,441	308,206	63.36%	161,520	52.41%	1,032
Jun. 6, 2006	489,263	185,241	37.86%	111,115	59.98%	885
Nov. 8, 2005	492,656	281,120	57.05%	125,770	44.75%	556
Nov. 2, 2004	504,505	418,335	82.92%	156,920	37.51%	921
Mar. 2, 2004	453,034	250,235	55.24%	96,358	38.51%	787
Oct. 7, 2003	444,355	320,994	72.23%	111,387	34.70%	489
Nov. 5, 2002	484,640	274,087	56.6%	93,428	34.09%	1,072
Mar. 5, 2002	478,754	187,496	39.2%	57,765	30.81%	910
Nov. 7, 2000	493,826	384,300	77.80%	116,192	30.34%	1,078
Mar. 7, 2000	458,136	276,352	60.30%	78,947	28.57%	907
Nov. 3, 1998	485,910	306,712	63.10%	94,026	30.70%	934
Jun. 2, 1998	492,730	222,717	45.20%	68,660	30.80%	877
Nov. 5, 1996	555,734	356,383	64.10%	80,819	22.70%	975
Mar. 26, 1996	510,990	216,359	42.30%	52,798	24.40%	839
Nov. 8, 1994	492,562	305,529	62.00%	67,316	22.00%	953
Jun. 7, 1994	475,884	169,670	35.70%	36,071	21.30%	821
Nov. 3, 1992	507,451	389,391	76.70%	76,624	19.70%	946
Jun. 2, 1992	452,315	216,287	47.80%	44,902	20.80%	800
Nov. 6, 1990	453,435	277,999	61.30%	58,115	20.90%	906
Jun. 5, 1990	431,802	200,263	46.40%	35,742	17.80%	791
Nov. 8, 1988	452,491	341,149	75.40%	54,424	16.00%	
Jun. 7, 1988	406,769	207,140	50.90%	22,090	10.70%	
Nov. 4, 1986	409,507	256,007	62.50%	24,531	9.60%	
Jun. 3, 1986	391,137	161,104	41.20%	15,115	9.40%	
Nov. 6, 1984	427,593	326,301	76.30%	33,371	10.20%	
Jun. 5, 1984	380,311	185,524	48.80%	13,490	7.30%	
Nov. 2, 1982	365,642	257,887	70.50%	15,146	5.90%	
Jun. 8, 1982	375,460	207,846	55.40%	10,238	4.90%	
Nov. 4, 1980	358,560	291,155	81.20%	16,815	5.80%	
Jun. 3, 1980	344,670	231,313	67.10%	10,776	4.66%	

ATTACHMENT H – SAMPLE – RESOLUTION CONTAINING ELECTION ORDER

Adopt and file with the County Registrar of Voters
NOT LATER THAN (E-125) JULY 1, 2020

BEFORE THE BOARD OF DIRECTORS OF THE
Name of Special District
CONTRA COSTA COUNTY, STATE OF CALIFORNIA

Resolution Ordering) **RESOLUTION NO.** _____
Specifications of the Election Order)

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may establish the cost; and determine whether the costs be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the **3rd day of November, 2020**, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

- 1. The Election shall be held on Tuesday, **the 3rd day of November 2020**. The purpose of the election is to choose members of the board of directors or councilmembers for the following seats: (List offices and terms)

_____	_____
_____	_____
_____	_____

- 2. The District has determined that the _____ will pay for the Candidate's
(District or Candidate)

Statement. As a condition of having the Candidate's Statement published, the candidate shall pay the costs at the time of filing. The District hereby establishes the cost for a candidate statement as the following: \$_____

- 3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
- 4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
- 5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
- 6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, **and to the Board of Supervisors**.
- 7. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director _____

Seconded by Director _____, at a regular meeting on this day of _____, 2020, by the following vote:

AYES: _____	NOES: _____
ABSENT: _____	ABSTAIN: _____
DATED: _____	_____

DISTRICT SECRETARY
District



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 17, 2020

Prepared By: Julie Carter, Finance Manager

Submitted By: Michael R. Davies, General Manager

Agenda Title

Public Hearing, Discussion and Possible Action to Adopt the Fiscal Year 2020-21 District Operating, Capital and Revenue Budgets and Resolution 2020-13.

Recommended Action

Open the public hearing on Resolution 2020-13 Fiscal Year 2020-21 Operating, Capital and Revenue Budgets, accept any public comments, close the public hearing, and take action on Resolution 2020-13

Executive Summary

At the Board Meeting on May 20, 2020, the Board of Directors were presented with the fiscal year 2020-21 preliminary budget to review and provide input to staff regarding the Town of Discovery Bay's revenue and spending plans for the coming Fiscal Year. The presentation detailed the various components of the budget, including the programs, goals, and milestones.

The budget document continues to reflect the same two-year forecast as has been the case for the past budget cycles. Staff has found the two-year budget process to be extremely beneficial for longer term planning purposes. While the Board is presented with a two-year budget, only the upcoming fiscal 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.

Administration, Water & Wastewater Division

The FY 2020-21 projected Operations and Maintenance (O&M) expenditures are \$8,229,680 and the projected Capital Improvement Projects (CIP) total \$4,490,280.

Lighting & Landscaping Divisions

The FY 2020-21 projected Zone #8 O&M budget is \$800,844 with a CIP budget of \$580,000.

The FY 2020-21 Lighting & Landscaping Zone #9 O&M budget is \$136,880 with no planned capital improvements in FY 2020-21.

Staff Recommends:

1. Open the public hearing for public comment
2. Close the public hearing
3. Take action on Resolution 2020-13

Fiscal Impact:

Amount Requested - None

Sufficient Budgeted Funds Available?: N/A

Previous Relevant Board Actions for This Item

Presentation of the Preliminary Budget May 20, 2020

Presentation of the Proposed Budget June 3, 2020

Attachments

1. FY 2020-21 Operating, Capital Improvement Program, and Revenue Budgets.
2. Notice of Public Hearing re Budget FY2020-21.
3. Resolution 2020-13

AGENDA ITEM: F-2



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2020-2021 PROPOSED BUDGET

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Discovery Bay at a Glance

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 15,000 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. 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 an 18-hole championship golf course. There are four (4) gated communities, Clipper Estates, The Country Club, Lakeshore and The Lakes.

Town of Discovery Bay Community Services District "District" is approximately 9 square miles and was formed in 1998 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 District the responsibility of providing the following special services to the residents of Discovery Bay:

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

District Form of Government

California's Independent Special Districts are legislatively authorized under 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 census report states the total population in Discovery Bay to be 15,277 people.

Water Services

The Town of Discovery Bay CSD owns and maintains over fifty (50) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates six (6) water production wells that are located throughout the District and are capable of producing seven 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 900 million gallons per year, which equates to an average daily demand of 2.5 million gallons per day.

Wastewater Services

The District provides wastewater collection, treatment, and distribution services to approximately 6,000 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.

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 1.2 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, and secondary treatment facilities using oxidation ditches, sand filters, and ultraviolet (UV) disinfection before discharging the treated water into Old River.

The water and wastewater facilities are operated and maintained by Veolia North America. Under a multi-year agreement with the District.

Parks and Landscaping Services

The District maintains all the public parks and landscaped areas in Discovery Bay. Every budget year, the Board of Directors establishes priorities to improve the landscape areas of Discovery Bay. The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the District, 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 Discovery Bay entrance from 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 the 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 significant portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a part of Newport Drive, Preston Drive, and Slifer Drive. Slifer Park is also included in this zone.

Recreation Services

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

Board of Directors

The Town of Discovery Bay is a California independent Community Services District (CSD) and is governed by a five-member Board of Directors. Directors are publicly elected and serve four-year staggered terms.

The Town of Discovery Bay is responsible for water, sewer, landscaping, parks and recreation. While the District does not have the jurisdiction or authority over land use, zoning, law enforcement or fire protection services, the District does advise the County on decisions that affect Discovery Bay. The District's General Manager is tasked to carry out the policy decisions of the Board and oversee the day-to-day operations of the Town of Discovery Bay.



Robert Leete, Bill Pease, Bill Mayer, Kevin Graves, Bryon Gutow

Board Position and Term

President Bill Pease	12/2016 to 12/2020
Vice-President Bryon Gutow	12/2018 to 12/2022
Director Kevin Graves	12/2018 to 12/2022
Director Robert Leete	12/2018 to 12/2022
Director Bill Mayer	12/2016 to 12/2020

Message from the General Manager

The Town of Discovery Bay is not a city; rather we are a type of local government known as a Community Services District, or “CSD.” In unincorporated areas such as Discovery Bay, basic services like water, sewer, security and fire protection are usually provided by the County. Because counties often consist of large and diverse geographical areas, providing a consistent and adequate service level across all areas can be difficult. Consequently, the Community Services District Law (Government Code §61000-61850) was created to provide an alternate method of providing services in unincorporated areas. In most cases, and due to the scope of their requirements, counties cannot provide tailored services to any one community. This leaves residents with little if any local control over services and no easy way to address problems or complaints. A CSD provides a method of offering local control on essential local services.

The Town of Discovery Bay Community Services District provides domestic water supply, treatment, and delivery, as well as wastewater collection, treatment, and disposal to the approximately 15,000 residents and businesses that call Discovery Bay home. We are also responsible for park maintenance and landscaping on many of our boulevards, streets, and roads.

The COVID-19 pandemic created the suspension of many Town activities during the first half of 2020; however, we are optimistic that during this FY20/21 budget year we will again see our Community Center and parks become a recreational hub with pickleball, tennis, dog park, Zumba, soccer, and many other year-round activities for all ages. Besides a lazy afternoon fishing off your dock, taking a turn at the end of the tow rope, or hitting the links, there’s a lot to do in Discovery Bay!

Discovery Bay is a great place to not only “Live Where You Play,” but it is also a great place to do business. The Discovery Bay Chamber of Commerce hosts monthly business “mixers” at different locations around town to show off the local business community. Check the Chamber’s website at www.discoverybaychamber.org for additional information on their many community activities.

From the standpoint of your local government, the CSD operates the water and wastewater utilities on a combined operating and capital budget of \$16.6 million for the Fiscal Year 2020-21. The Capital Improvement Program are projects that continue to address the long-term capital needs of the District. A robust capital replacement fund represents an ongoing structural element of long-term financial sustainability.

As Discovery Bay continues to mature, I can assure you that the Board of Directors and the entire staff are working diligently to provide a comfortable place where residents can live, work and play and where we can enjoy the many qualities of life we all like in a small town. Please join us at one of our Board of Directors’ meetings that are held the first and third Wednesday of the month at 7:00 p.m. Each meeting agenda is posted on the Town’s website: www.todb.ca.gov. The District Office can be reached during normal business hours at (925) 634-1131 or visit the main office at 1800 Willow Lake Road, Discovery Bay CA 94505.

Sincerely,

Michael R. Davies, General Manager

Finance Services Department

The Town of Discovery Bay CSD Finance Services Department operates under the Board of Directors who are the policy-making body of the District. 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 management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. The Finance Services Department also has the responsibility for coordinating all external auditing functions.

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).

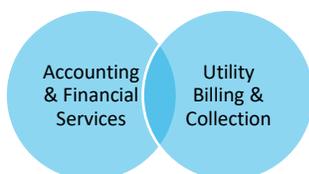
The payroll function of this program processes payroll for all District employees including interfacing with the District's payroll service provider to assure compliance with all regulatory requirements, laws and District policies pertaining to payroll.

Key Achievements

- ✓ Timely completion of annual audits with unqualified (clean) audit findings
- ✓ Structurally balanced budget
- ✓ Sufficient Reserves
- ✓ Completion of Rate Study
- ✓ Transitioned in New Finance Manager

Goals

- Ensure expenditures are consistent with adopted policies
- Move towards paperless documentation. Continue implementation and updating technologies to increase efficiencies to ensure accurate reporting
- Move to eliminating the use of Contra Costa County as Town's Treasury
- RFP new Financial System for the Town



Water & Wastewater Services Department

WATER

This Program provides water production, treatment and distribution to over 6,000 homes and businesses. Specifically, the Water Program includes information necessary for the Board of Directors to establish priorities and make well-informed decisions concerning the Town's water systems. 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 water misuse observed in the field. The program also assists with the development of water quality educational materials and outreach.

The Water Utility function maintains and operates automated water meters for the District's 6,000+ water accounts. The new technology transmits hourly water consumption data to our billing system by a wireless network. This reliable and frequent water usage information allows customers to monitor use and detect leaks. The Eye on Water portal <https://eyeonwater.com/signup> has been launched, and account holders can see daily water usage data and learn ways to conserve.

WASTEWATER

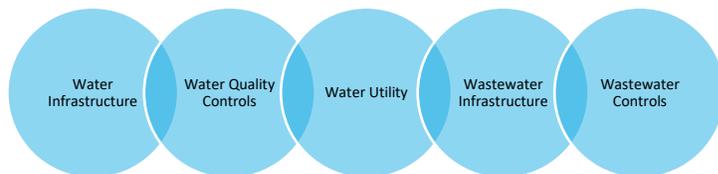
The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment, and discharge of treated effluent. Specifically, the Wastewater Program includes information necessary for the Board of Directors to establish priorities and make well-informed decisions regarding the Town's wastewater matters. In general, the wastewater program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. This program negotiates, administers, implements, and approves contracts for the provision of municipal services.

Key Achievements

- ✓ Successful negotiation of a temporary easement for placement of the Well #8 Monitoring Well
- ✓ Purchase of camera system for water and wastewater pipeline assessments
- ✓ Completed Motor replacement for Well 4 A
- ✓ Began design for Denitrification Process and Plant 1 Refurbishment
- ✓ Completed design and permit submittal of the Outfall Diffuser Project
- ✓ Successfully selected new Information Technology Consultant
- ✓ Completed Cyber Security System upgrades
- ✓ Implementation of a new phone system
- ✓ Purchased a new truck for the Water and Wastewater Department
- ✓ Completed Marina Pipeline Repair
- ✓ Completed implementation of Asset Management System
- ✓ Completed the Operations and Maintenance Manual for the Water & Wastewater Treatment and Distribution Systems
- ✓ Identified and planned the Districts Capital Improvement Projects for the next five year

Goals

- Complete design of the Denitrification and Plant 1 Refurbishment upgrades to go to bid
- Complete analysis of the Monitoring Well
- Begin Design on Well 8
- Complete refurbishment of office building at 1037 DB Blvd
- Complete the Districts Urban Water Management Plan
- Complete America's Water Infrastructure Act Emergency Response Plan
- Update the District's Emergency Response Plan
- Begin pipeline assessments and replacement project



Lighting and Landscaping Services Department

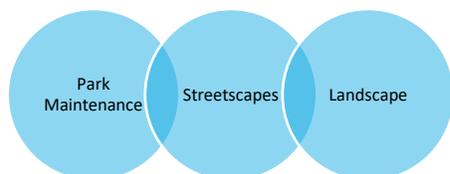
The Parks and Landscaping Program provides for the planning, maintenance and capital needs of the parks and landscaping network in Discovery Bay. Specifically, the Parks and Landscaping Program includes information necessary for the Board of Directors to establish priorities and make well-informed decisions concerning Town parks and landscaping matters. This program offers a comprehensive maintenance and rehabilitation program for five (5) parks and the streetscapes inside Discovery Bay. The maintenance and rehabilitation program includes repair and maintenance of the parks within Zones 8, 9, 35, 57, 61 and the Park and Ride. This program conducts preventative maintenance on streetscapes, which includes design and planting and ensuring proper drainage. This program maintains and replaces plants and trees to provide health, vitality and visual appeal as well as manage annual inventory lists to project funding and scheduling of future repairs, projects, and replacement.

Key Achievements

- ✓ Installed Front Entrance Amenity Lights
- ✓ Completed Dog Park Renovation
- ✓ Refurbish Front Entrance of Community Center
- ✓ Selected and Purchased new play structure for Ravenswood Park; implementation Summer 2020

Goals

- Propose Updated Streetscape Design & Construction Guidelines
- Refresh Selected Streetscapes to New Design & Construction Guidelines



Recreation Services Department

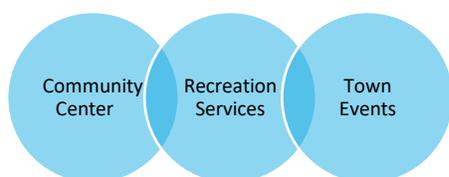
Recreation Services provides community-based and age-appropriate recreational programming. The Discovery Bay Community Center acts as the hub for these activities and is complimented by a network of parks, fields and other recreational and educational venues.

Key Achievements

- ✓ Continued development and implementation of community based and age appropriate recreation programs, activities, and community-wide special events for Recreation Services
- ✓ Continued and refined the partnership with the Discovery Bay Lions Club for a third summer of hosting community-wide concert series and a “Paws on Parade” dog event
- ✓ Refurbished Front Entrance of Community Center and replaced Community Center’s carpet

Goals

- Examine current special interest recreational opportunities offered and look for new and creative ways to expand current offerings
- Community Center Swimming Pool
- Continue the development and expansion of community relationships with local groups and organizations such as the Discovery Bay Lions Club, Discovery Bay Pickleball Club, Discovery Bay Chamber of Commerce, and the Contra Costa Sheriff’s Office in expanding community-wide programming and special events at the Discovery Bay Community Center
- Covert Tennis Courts 3 & 4 into Pickleball Courts
- Examine current pricing and cost recovery practices related to the Town’s recreation programming and facility usage fees and developed a methodology that results in fair and consistent cost recovery



District Consultants

General Counsel

Law Office of Neumiller & Beardslee

The District's General Counsel provides legal advice and training to the Board of Directors, General Manager and Department Heads. The General Counsel investigates and defends claims against the District and resolves them as directed by the Board of Directors. At the direction of the Board of Director's General Counsel may initiate litigation to enforce the District's rights or to protect the public health, safety or welfare. The General Counsel also drafts and approves the form of contracts and other legal documents, including ordinances, resolutions and legal notices.

<http://neumiller.com/>

Luhdorff & Scalmanini Consulting Engineers (Water)

Luhdorff & Scalmanini, Consulting Engineers (LSCE) is a recognized leader in groundwater resources investigation, planning, development, use, protection, and management. LSCE's multi-disciplinary staff of engineers, geologists, hydrologists, and hydrogeologists apply scientific methods and develop forward-thinking engineering solutions to today's complex water resource problems.

<http://lsce.com/>

Herwit Engineering (Wastewater)

HERWIT ENGINEERING plans and designs water and wastewater treatment plants and pump stations of all sizes with a specialty in mechanically intensive systems. HERWIT provides services for all elements necessary to develop projects from ground zero through operations and completion of construction. These services include: overall project management, initial site assessment and selection, management of the California Environmental Quality Act (CEQA) permitting, negotiation and preparation of National Pollution Discharge Elimination System (NPDES) discharge permits, preparing Army Corps of Engineers permits, Department of Fish and Game stream bed alteration permits, development of pre-design reports and preliminary cost estimates, final design of all mechanical, electrical and civil facilities, bidding support services, construction management, engineering support services during construction, and startup and operations assistance.

<http://herwit.com>

District Mission, Vision, Goals & Values

The Town of Discovery Bay Board of Directors has adopted its Mission, Vision, Goals, and Values.

These ideals serve as an important guide as the Town of Discovery Bay conducts its day-to-day business and interacts with the public.

MISSION

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

VISION

Maintain a full service and sustainable community

Grow in harmony with the environment and the Delta

Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations, and rules

Promote practices that provide enhanced and sustainable life now and for future generations

GOALS

Responsible management of public funds

Preservation of our neighborhoods and natural resources

Provide timely, effective and transparent communications between government and our citizens

Continually improve the quality of our services

Promote and protect the environment

Take pride in community assets

Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community

Recognize pioneers of the community

VALUES

Innovation * Accountability * Respect * Integrity * Professionalism

Budget Message

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Board of Directors the District's financial plan for the fiscal period July 1, 2020, through June 30, 2021. 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.

This budget states program goals for each department, considering the desires of the Board, the expectations of the public, the needs of the department, and available resources. Each supervisor was given the opportunity to directly participate in the budget process, allowing them to share their expertise and to offer options and solutions. Adoption of a budget that includes specified program goals ensures a unified effort and sets forth a work plan for the year.

Several major projects are expected to continue or commence this year, including a water well, the state-mandated denitrification project, mainline pipe replacements, lift station upgrades, and the refurbishment of Wastewater Plant #1. The District will be accessing the relocation of the office building located on Willow Lake Road. The Lighting and Landscaping department will be working on the Community Center pool project, landscape master plan, and the conversion of tennis courts 3 & 4 to pickleball courts. District security continues to be an ongoing project to ensure our cybersecurity and assets are protected.

From an operational standpoint, the District continues to operate efficiently and in a manner that is financially prudent. The water and wastewater departments continue to refine their perspective capital plans into the future to enable timely replacement and funding of aging infrastructure. The community center continues to grow recreation services by offering community-based age-appropriate programs, activities, and special events as well as focusing on future program development. Due to the COVID-19 pandemic, the community center temporarily shut down most of its operations, the opening of programs and activities will be assessed and refined to meet new guidelines as required by the County Health Officer.

I am pleased to present a budget where the District's operating and infrastructure necessities are met while offering a strategic look at the overall assets of the District. Staffing levels continue to meet projected needs; ongoing training continues to improve service levels and financial management policies continue to guide the District in decision-making that is grounded and consistent over time.

I would like to thank the District staff for their contributions toward producing the budget. I am delighted to work with employees that care deeply about the Town of Discovery Bay. I, along with staff, look forward to serving the community, executing the District's capital projects, and working together to build and maintain long-term fiscal sustainability.

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

Respectfully submitted,

Julie Carter, Finance Manager

Strategic Goals



Goals, Objectives, and Action

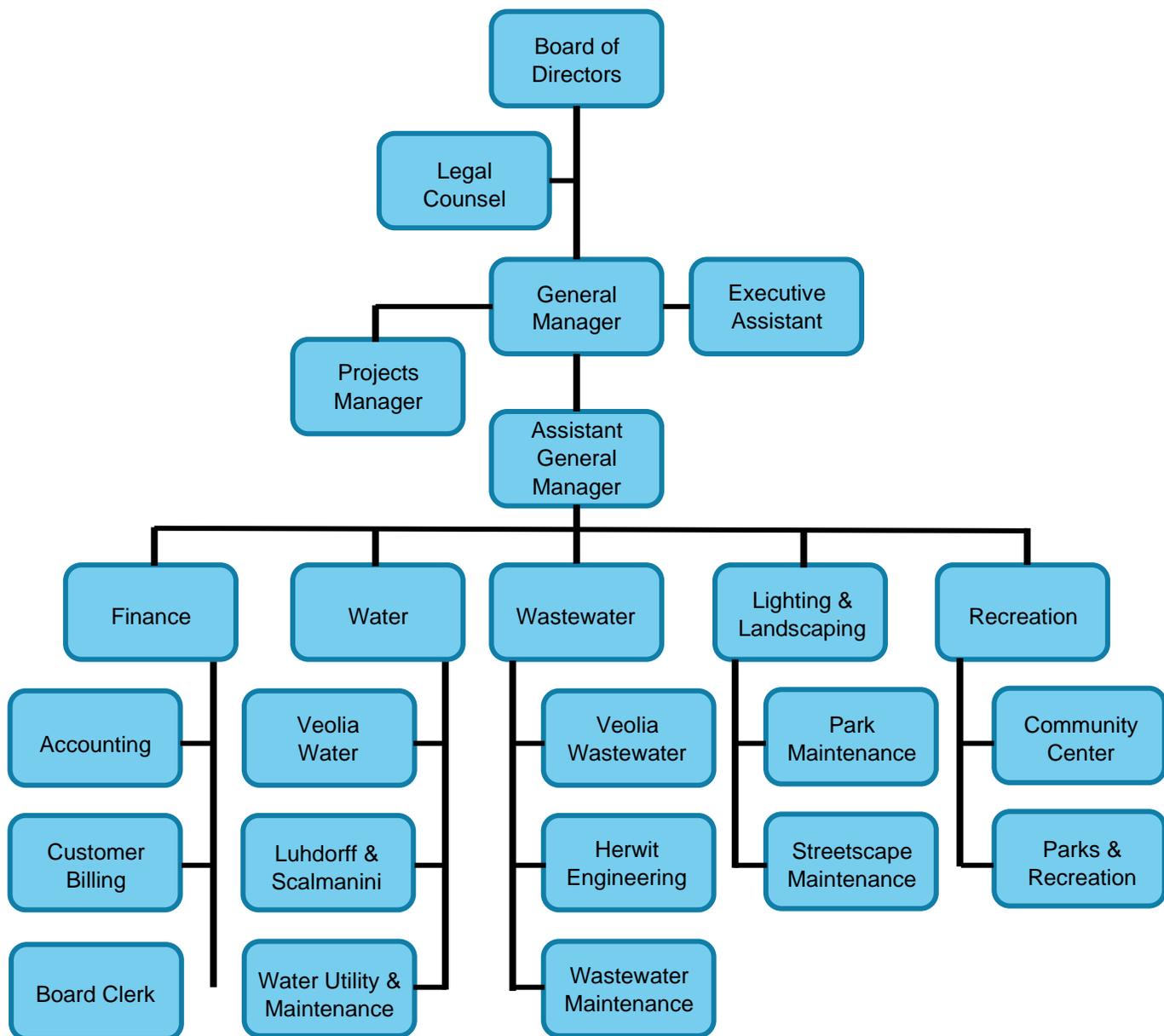
Goal	Objective	Performance Outlook
Fiscal Sustainability	<ul style="list-style-type: none"> • Balance Revenues and expenditures to ensure fiscal stability • Monitor trends in key revenue sources • Provide core services in an efficient and effective manner 	<ul style="list-style-type: none"> • Review expenditure vs. budget reports for each department on a monthly basis • Conduct a quarterly review and make adjustments as needed
Quality of Life	<ul style="list-style-type: none"> • Focus on key services, programs, and activities for seniors and youth. • Partner with service clubs to promote community-wide events • Maintain and expand parks throughout the community 	<ul style="list-style-type: none"> • Provide quarterly reports on activities for youth, seniors, and park & recreation programs
Organizational Transparency	<ul style="list-style-type: none"> • Post key information on the District's website • Use media to inform and engage the public • Prepare the budget in a user-friendly, informative & transparent format 	<ul style="list-style-type: none"> • Post all agendas, reports, and contracts on the District's website • Post all policy documents and resolutions on the website • Prepare the budget in a user-friendly, informative & transparent format
Organizational Development	<ul style="list-style-type: none"> • Evaluate staffing levels to ensure adequate delivery of core services • Provide training and resources to sustain a talented workforce • Maintain accountability and recognition of employees 	<ul style="list-style-type: none"> • Prepare a long-term staffing plan • Develop training of key management and supervisory staff • Uphold and maintain safety training
Capital Investments	<ul style="list-style-type: none"> • Prioritize and evaluate needed capital investments 	<ul style="list-style-type: none"> • Deliver capital projects on time and within budget • Seek funding opportunities to fund infrastructure projects • Continuous updates to District master plans

Authorized Positions

Current Positions

Position Title	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
Office Assistant	2	2	2	2
Administrative Assistant	2	2	2	2
Executive Assistant	1	1	1	1
Accountant	1	1	1	1
Water Services Technician I	1	2	2	2
Water Services Technician II	1	1	1	1
Parks & Maintenance Worker I	1	1	1	1
Parks & Maintenance Worker II	3	2	2	2
Parks & Maintenance Worker III	1	1	1	1
Recreation Programs Supervisor	1	1	1	1
Parks & Landscape Manager	1	1	1	1
Water & Wastewater Manager	1	1	1	1
Finance Manager	1	1	1	1
Projects Manager	0	1	1	1
Assistant General Manager	0	1	1	1
General Manager	1	1	1	1
Total	18	20	20	20

Organizational Chart by Department



Salary & Wages

	Range #	Bottom Step Hourly	Biweekly	Monthly	Top Step Hourly*	Biweekly	Monthly
100 Series – Temporary/Intermittent Staff							
Recreation Leader I	100	\$13.00	\$1,040	\$2,253	\$13.20	\$1,056	\$2,288
Recreation Leader II	105	\$13.25	\$1,060	\$2,297	\$13.45	\$1,076	\$2,331
Lifeguard	110	\$13.50	\$1,080	\$2,340	\$13.80	\$1,104	\$2,392
Lifeguard/Swim Instructor and Recreation Leader III	115	\$14.00	\$1,120	\$2,427	\$14.40	\$1,152	\$2,496
Pool Supervisor	125	\$15.50	\$1,240	\$2,687	\$15.90	\$1,272	\$2,756
200 Series – Non-Management Staff							
	Range #	Bottom Step Hourly	Monthly	Annual	Top Step Hourly	Monthly	Annual
Park/Landscaper/Maintenance I	220	\$20.91	\$3,624	\$43,483	\$23.65	\$4,099	\$49,184
Park/Landscaper/Maintenance II	235	\$24.86	\$4,310	\$51,717	\$28.13	\$4,876	\$58,509
Park/Landscaper/Maintenance III	250	\$27.43	\$4,754	\$57,046	\$31.04	\$5,380	\$64,559
Office Assistant/Customer Service Representative A	225	\$21.42	\$3,713	\$44,554	\$24.23	\$4,200	\$50,407
Office Assistant/Customer Service Representative B	230	\$23.64	\$4,097	\$49,162	\$26.74	\$4,635	\$55,626
Account Clerk	240	\$25.48	\$4,417	\$53,006	\$28.82	\$4,996	\$59,951
Administrative Assistant/Parks-Recreation Assistant A	245	\$26.09	\$4,523	\$54,272	\$29.53	\$5,118	\$61,414
Administrative Assistant/Parks-Recreation Assistant B	260	\$28.81	\$4,994	\$59,929	\$32.59	\$5,649	\$67,791
Sr. Account Clerk	255	\$28.13	\$4,876	\$58,509	\$31.83	\$5,516	\$66,197
Accountant I	275	\$31.21	\$5,409	\$64,908	\$38.98	\$6,756	\$81,070
Executive Assistant A	270	\$32.61	\$5,653	\$67,835	\$36.90	\$6,395	\$76,746
Executive Assistant B	280	\$36.00	\$6,241	\$74,889	\$40.74	\$7,061	\$84,739
Water Tech I	210	\$22.51	\$3,902	\$46,825	\$25.47	\$4,415	\$52,984
Water Tech II	270	\$32.61	\$5,653	\$67,835	\$36.90	\$6,395	\$76,746
Water Tech III	280	\$36.90	\$6,395	\$76,746	\$40.30	\$6,985	\$83,822
Series 300: Management Staff							
	Range #	Bottom Step Hourly	Monthly	Annual	Top Step Hourly	Monthly	Annual
Recreation Programs Supervisor	300	\$32.61	\$5,653	\$67,835	\$40.73	\$7,060	\$84,717
Managers: Finance; Water/Wastewater	350	\$40.91	\$7,091	\$85,089	\$51.07	\$8,852	\$106,230
Manager: Parks/Landscape	350	\$40.12	\$6,954	\$83,451	\$50.11	\$8,685	\$104,220
Series 400: Senior Management Staff							
	Range #	Bottom Step Hourly	Monthly	Annual	Top Step Hourly	Monthly	Annual
Assistant General Manager	400	\$49.09	\$8,508	\$102,102	\$61.30	\$10,625	\$127,502
Projects Manager	425	\$73.50					

Minimum Wage Adjustment January 2021

The State of California minimum wage will increase year over year. The below table represents how the minimum wage increase affects the District Temporary & Intermittent Staff Salary Range Table.

	Step 1	Step 2	Step 3	Step 4	Step 5
Recreation Leader I	\$14.00	\$14.05	\$14.10	\$14.15	\$14.20
Recreation Leader II	\$14.25	\$14.30	\$14.35	\$14.40	\$14.45
Lifeguard	\$14.50	\$14.60	\$14.70	\$14.80	\$14.90
Lifeguard/Swim Instructor & Rec Leader III	\$15.00	\$15.10	\$15.20	\$15.30	\$15.40
Assist. Pool Supervisor	\$15.50	\$15.60	\$15.70	\$15.80	\$15.90
Pool Supervisor	\$16.50	\$16.70	\$16.90	\$17.10	\$17.30

- The number in blue represents the immediate effect.
- The numbers in red are the new pay scale rates.

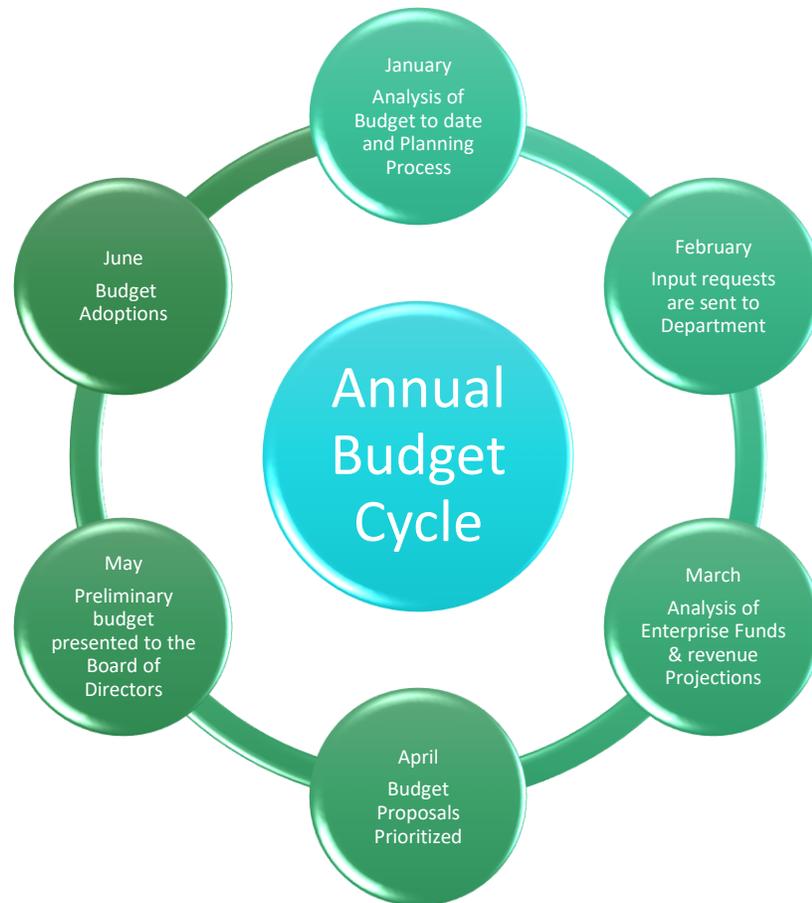
The Budget Process

Fiscal Years 2021 & 2022

2 Year Budget Build

The Budget is a spending management plan for the District's financial resources. Through the use of these resources, services are provided to meet the needs of the Town of Discovery Bay's residents.

The District's annual budget process begins in January and concludes in June where the final budget is adopted.



January: Operating budget preparations begin with the analysis of the current year's budget, which helps to determine the base budget for the following year.

February: Budget guidelines and instructions are distributed to each Department Head.

March: Department Managers meet with the Finance Manager to discuss their budget requests.

April: Department Managers meet with the Finance Committee to review the preliminary budget, where the budget is prioritized, refined, and compiled into the preliminary budget to bring to the Board of Directors.

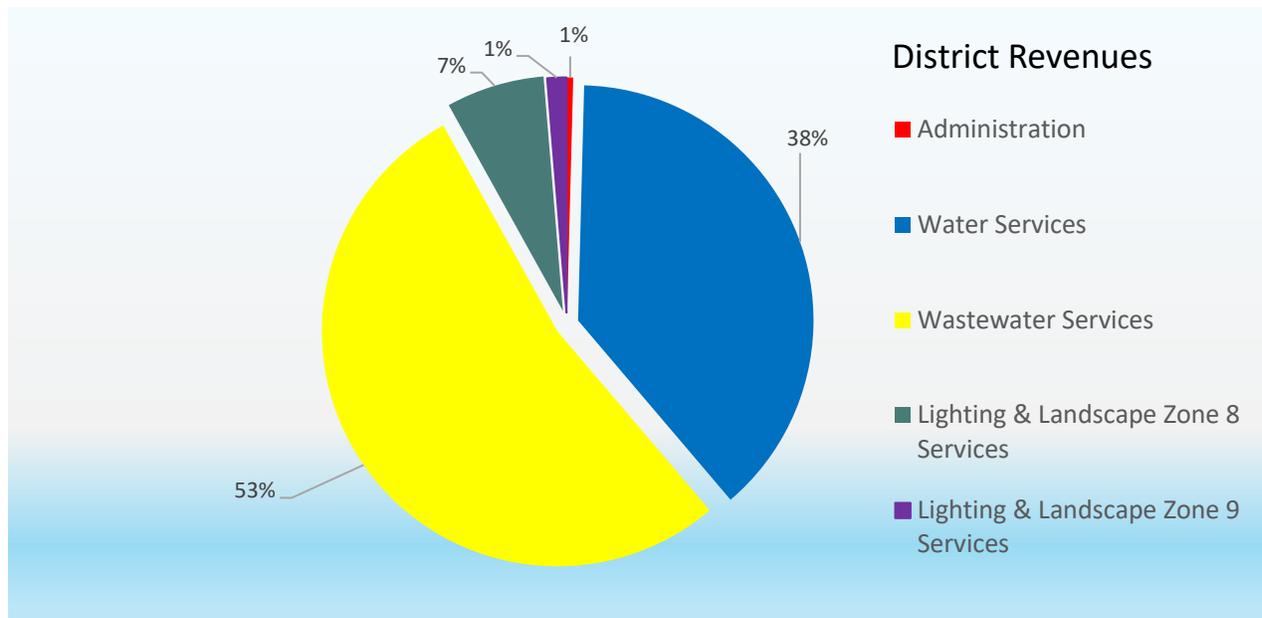
May: The preliminary budget is presented to the Board of Directors requesting any comments or recommendations.

June: The final budget is presented and adopted by the Board of Directors.

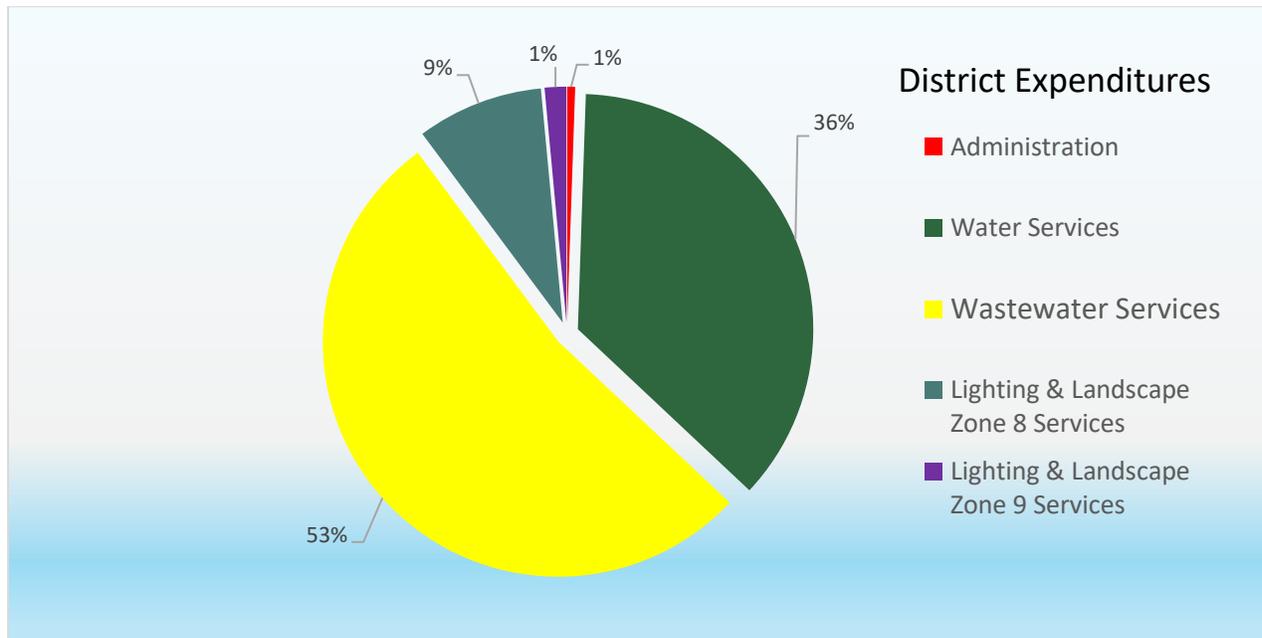
Budget Overview

The Town of Discovery Bay supports the Water Department, Wastewater Department and two Lighting and Landscaping Department Zones 8 & 9. Data is for budget year 2020-2021.

District Revenue



District Expenditures



Administration Services Revenue, Operations & Maintenance, and Capital Improvements

The Administration Fund revenue and expenditures cover all the Contra County Special District transactions for Contra Costa Lighting and Landscaping Zones 35, 57, & 61 which are maintained by the Town of Discovery Bay and reimbursed back to the District from Contra Costa County. These Zones included the following:

- Zone 35 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 and two pedestrian bridges along the path.
- Zone 57 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.
- Zone 61 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.

Revenue

Account Code	Revenue	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2018-2019	Budgeted FY 2020-2021	Budgeted FY 2021-2022
10-31-5150	Landscape Related Payroll Reimbursements	134,447	0	(18,629)	0	0
10-31-5226	L&L Vehicle Reimbursements	28,926	35,000	(34,209)	35,000	35,000
	Total	\$163,373	\$35,000	(\$52,838)	\$35,000	\$35,000

Expenditures

Account Code	Expenditures	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2018-2019	Budgeted FY 2020-2021	Budgeted FY 2021-2022
10-41-7000	Salary & Wages	79,566	0	0	0	0
10-41-7271	Consulting Services	24,750	0	0	0	0
10-41-7529	Landscape Related Reimbursable	46,816	35,000	(20,438)	35,000	35,000
	Total	\$151,131	\$35,000	(\$20,438)	\$35,000	\$35,000

Capital Improvements

There are no capital improvements planned for Zones 35, 57 and 61 in the fiscal year 2020-2021.

Administration Services Notations

Contra Costa County increased the budgets for the Landscaping & Maintenance Zones 35, 57 and 61 by an aggregate of \$2,400 from the 2019/2020 budget. The District is continuing with its review of these zones and the sustainability to financially maintain them.

Due to systematic issues, the Payroll and Vehicle budgets for the year ending 2019 and 2020 have been moved to the wastewater department. The expenses will be paid out of wastewater. Therefore, the reimbursement revenue will be received in wastewater.

Water Services Revenue, Operations & Maintenance, and Capital Improvements

The revenue table below identifies the various sources of revenue that are anticipated during the next fiscal year. The primary source of the water revenue is derived from monthly volume water usage.

Revenue Details

Account Code	Revenue	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
20-31-5100	SEC Collections Water	17,600	0	0	0	0
20-31-5102	SEC Collections Account Charge	1,281,222	1,361,000	1,427,437	1,440,000	1,461,600
20-31-5145	Meter Installation Fee	335,713	5,000	279,310	335,218	335,218
20-31-5179	Misc.-Water Service Fees	19,607	10,000	21,399	10,000	10,000
20-31-5226	Water Meter Rental	250	0	425	0	0
20-31-5243	Other	134,189	2,000	9,960	2,000	2,000
20-31-6000	Water Charges	2,304,579	2,421,000	2,209,161	2,775,000	2,816,625
20-31-6030	Connection Fees CIP	3,400	10,000	3,900	6,000	6,000
20-31-6045	Capacity Fee CIP	164,900	20,000	189,150	15,000	15,000
20-31-6046	Permit Fee	1,700	5,000	1,950	5,000	5,000
20-31-6047	Inspection Fee	5,440	5,000	6,240	5,000	5,000
20-31-6086	Meter Charge-Commercial	72,111	69,000	71,330	69,000	69,000
	Total Revenue	\$4,340,710	\$3,908,000	\$4,220,262	\$4,662,218	\$4,725,443

Expenditure Details

Account Code	Expenditures	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
20-41-7000	Salary & Wages	348,054	455,000	329,728	540,000	581,287
20-41-7001	Overtime	0	2,000	0	2,000	2,000
20-41-7030	Group Insurance	92,002	110,000	79,016	121,000	121,000
20-41-7045	Workers Comp	11,768	22,000	17,196	25,000	25,000
20-41-7060	457 B Plan	9,212	13,000	10,789	27,925	27,925
20-41-7135	Vacation	3,325	0	0	0	0
20-41-7150	Temporary Employees	904	3,000	12,846	3,000	3,000
20-41-7152	Temporary EE YE Accrual	0	0	0	0	0
20-41-7165	Board of Directors Compensation	8,464	14,400	8,786	14,400	14,400
20-41-7180	Training Conferences Travel	0	30,000	1,456	31,000	31,000

Account Code	Expenditures	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
20-41-7181	Travel & Meetings - BOD	1,193	0	2,535	0	0
20-41-7182	Travel	4,229	0	1,816	0	0
20-41-7196	Training & Education - BOD	746	0	1,032	0	0
20-41-7197	Train, Meet & Education	3,526	0	525	0	0
20-41-7210	Dues & Subscriptions	0	1,200	0	2,200	2,200
20-41-7225	Memberships	6,131	8,000	5,801	8,000	8,000
20-41-7255	TODB Sponsored Events	0	2,400	0	2,400	2,400
20-41-7271	Consulting Services	101,036	167,000	139,757	192,000	240,260
20-41-7272	Water Service Contract	651,455	655,700	610,844	680,181	697,185
20-41-7274	Contract Services	7,629	0	0	0	0
20-41-7275	Preventative & Corrective-V	27,536	30,000	15,377	30,000	30,000
20-41-7276	Contract Mailing	32,405	39,000	30,599	41,000	41,000
20-41-7277	Veolia W Large Replacement	13,598	25,000	17,615	25,000	25,000
20-41-7286	Legal - General	38,952	47,000	36,331	51,700	51,700
20-41-7288	Legal - Litigation	6,912	18,800	2,950	18,800	18,800
20-41-7301	Annual Audit Services	13,162	25,000	961	25,000	25,000
20-41-7315	PR, Advertising & Elections	0	0	0	0	0
20-41-7316	Election Expense	3,289	0	0	5,000	0
20-41-7317	Advertising	1,233	2,000	1,031	2,000	2,000
20-41-7318	Public Relations	5,596	6,000	2,458	6,000	6,000
20-41-7319	Internet Website	0	4,800	0	4,800	4,800
20-41-7345	Public Communications and Notices	0	2,400	0	2,400	2,400
20-41-7361	Telephone - general	4,847	5,500	4,562	5,500	5,500
20-41-7362	Telecom - networking	5,096	5,000	4,437	5,000	5,000
20-41-7363	Telephone - cellular	3,042	6,000	2,552	6,000	6,000
20-41-7376	Road/Construction Materials	8,460	10,000	44,947	50,000	51,500
20-41-7391	Diesel Fuel	0	1,500	0	0	0
20-41-7392	Vehicle & Equipment - Fuel	4,972	6,500	4,165	6,500	6,500
20-41-7393	Vehicle & Equipment Sup & Rep	1,847	4,400	2,230	4,400	4,400
20-41-7404	Water Meter and Registers	88,418	93,000	79,583	50,000	50,000
20-41-7405	General Repairs - Pumps-V	20,558	30,000	0	30,000	30,000
20-41-7406	General Repairs	399,658	300,000	214,686	300,000	309,000
20-41-7408	Special Equipment	646	1,200	0	1,200	1,200

Account Code	Expenditures	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
20-41-7409	Info System - Maintenance	7,187	10,000	16,470	10,000	10,000
20-41-7410	Equipment Maintenance	1,763	3,600	1,109	3,600	3,600
20-41-7411	Software Hosting	19,475	12,000	25,984	33,000	33,000
20-41-7412	Computer Equipment & Supplies	1,578	3,500	12,061	3,500	3,500
20-41-7413	Miscellaneous Small Tools	1,491	2,000	4,620	3,000	3,000
20-41-7414	Equipment Repair	0	400	0	400	400
20-41-7415	Computer Software	565	4,000	371	4,000	4,000
20-41-7417	Instrument & Controls-V	7,666	12,500	176	12,500	12,500
20-41-7421	Cleaning Supplies	0	0	691	0	0
20-41-7422	Minor Equipment/Furniture	0	2,000	0	2,000	2,000
20-41-7423	Office Furniture	484	0	0	0	0
20-41-7424	Postage	718	1,000	735	1,000	1,000
20-41-7425	Office Supplies	9,099	10,000	10,247	10,000	10,000
20-41-7437	Rent Public Meetings	0	200	0	200	200
20-41-7438	Building Rent	13,200	13,200	13,200	13,200	13,200
20-41-7439	Equipment Rental/Leasing	343	2,000	257	2,000	2,000
20-41-7440	Facility Maintenance - Landscape	0	1,600	975	1,600	1,600
20-41-7441	Building Maintenance	6,138	6,000	8,718	6,000	6,000
20-41-7451	Insurance Liability & Property	41,273	59,000	46,982	65,775	72,352
20-41-7453	Insurance - Property	0	0	159	0	0
20-41-7466	Permits & Fees	33,167	45,000	28,997	45,000	45,000
20-41-7469	Personal Protective Equipment	909	3,000	1,236	3,000	3,000
20-41-7470	Safety Equipment & Supplies	1,002	1,400	1,277	1,400	1,400
20-41-7481	Utilities/Electrical Cost	485,549	425,000	397,399	460,000	460,000
20-41-7483	Utilities/Waste Cost	0	0	4,209	0	0
20-41-7495	Chemicals	25,677	26,000	22,803	32,000	32,000
20-41-7510	Freight	0	800	0	800	800
20-41-7511	UPS/Courier	219	320	0	320	320
20-41-7525	Reserve Expense	0	0	0	0	0
20-41-7526	Miscellaneous Bank Charges	22,117	12,000	20,224	25,000	25,000
20-41-7527	Miscellaneous Services & Suppl	3,973	1,200	1,794	1,200	1,200

Account Code	Expenditures	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
20-41-7528	Miscellaneous Reimbursable	0	400	0	400	400
20-41-7530	Unrecoverable Charges	0	1,000	0	1,000	1,000
20-41-7532	Miscellaneous	0	2,000	0	2,000	2,000
20-41-7533	Bad Debt	12,293	5,000	21,050	5,000	5,000
20-41-7534	Special Expense	2,028	2,000	894	2,000	2,000
20-41-7535	Credit Memo	0	5,000	0	5,000	5,000
20-41-7536	Operating Transfer Out	143,344	0	0	0	0
20-41-7537	Debt Service	0	259,000	144,278	260,000	751,100
20-41-7542	Taxes & Assessments	0	400	0	400	400
20-41-7545	Revenue Collection	0	2,400	0	2,400	2,400
20-41-7546	Investment Fee	0	0	0	0	0
20-41-7547	Payroll Wire Transfer Fee	226	1,040	286	1,040	1,040
20-41-7548	Accounting (A/P, A/R, GL)	0	800	0	800	800
20-41-7549	Public Works - Permits	9,881	20,000	2,548	20,000	20,000
20-41-7550	Property Taxes	155	1,200	200	1,200	1,200
20-41-7585	Gain or Loss Disposal/Sale of	4,996	0	0	0	0
20-41-7587	Developer Deposit Reimbursement	556	0	479	0	0
	Total	\$2,813,671	\$3,104,765	\$2,477,038	\$3,361,141	\$3,970,869

Capital Improvement Details

Account Code	Expenses	Actual FY 2018-2019	Budgeted FY 2019-2020	Actual FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
20-1156	CIP for Water Supply Capacity (Source, Treatment and Storage)		700,000	13,619	750,000	2,650,000
20-1170	Upgrades and Maintenance for Existing Water Supply Facilities		325,000		350,000	218,000
20-1170	Water Distribution System/Pipeline Replacements		990,000		1,440,000	500,000
20-1170	Additional Capital Improvements - Water Distribution System & Maintenance		25,000		25,000	25,000
20-1170	Master Plans		250,000		315,000	0
20-1135/20-1120	Water/WW Combined Project Total (trucks, building repairs, equipment)		124,000	15,499	296,000	1,040,000
	Total	\$276,870	\$2,414,000	\$29,119	\$3,176,000	\$4,433,000

In fiscal year 2020/2021, the District will begin the Capital Improvement Projects which include:

- the design and site acquisition for a new well named Well #8
- major pipeline replacements at Lakeview Business Park, Edgeview, St. Andrews/Clubhouse and, Marina Underwater Crossing
- cathodic protection
- an Urban Water Master Management Plan which is state mandated and a cross connection survey and plan

For a complete listing of capital projects, scheduled year and associated costs please see page 48.

Water Fund Summary	Year End Fund Balance FY 18/19	Budgeted Revenues FY 19/20	Budgeted Expenses FY 19/20	Budgeted Fund Balance FY 19/20	Estimated Revenues FY 20/21	Estimate Expenses FY 20/21	Estimate Fund Balance FY 20/21	Estimated Revenues FY 21/22	Estimate Expenses FY 21/22	Estimate Fund Balance FY 21/22
Beginning Fund Balance(Carryover)		5,950,738			4,572,754			2,914,212		
O&M Funds	681,756	3,104,760	2,911,984	874,532	3,361,141	3,104,760	1,130,913	3,232,660	3,232,660	1,130,913
Capital Improvement Funds	3,306,428	553,240	2,374,000	1,485,668	1,051,077	3,176,000	(639,255)	1,242,783	2,768,000	(2,164,472)
Revolving Funds	762,154	250,000	0	1,012,154	250,000	40,000	1,222,154	250,000	0	1,472,154
Reserve Funds	1,200,400	0	0	1,200,400	0	0	1,200,400	0	0	1,200,400
YE Fund Balance	\$5,950,738	\$9,858,738	\$5,285,984	\$4,572,754	\$9,234,972	\$6,320,760	\$2,914,212	\$7,639,655	\$6,000,660	\$1,638,995

Budgeted Fund Summary

The water revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Water Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Capital Improvement Funds are District revenues and expenses needed for capital improvements of the water distribution systems. These funds are generally budgeted revenues comprised of water volume use and capacity and connection fees.

Revolving Funds are for the future maintenance or improvements of the water infrastructure system, pumps, generator facilities, and vehicles replacements.

Reserve Funds have been established for emergency use for the water utility system. This reserve is 30% of the water operating budget.

As of fiscal year 20/21, the District will need to identify funding opportunities to complete the necessary capital projects. In fiscal year 19/20, the District is in the process of a rate study to properly plan for the costs of these future projects.

Water Utility Rates

WATER	Proposed FY 2020-21		Proposed FY 2021-22		Proposed FY 2022-23		Proposed FY 2023-24		Proposed FY 2024-25	
	Monthly (\$/month)	Use (\$/ccf)								
Unmetered Account Charge										
Vacant	\$ 14.67		\$ 14.67		\$ 14.67		\$ 14.67		\$ 14.67	
All Metered	Monthly (\$/month)	Yearly (\$/DU)								
Non-Irrigation Account Charge										
5/8" Meter	\$ 21.46	\$ 257.52	\$ 21.84	\$ 262.08	\$ 22.22	\$ 266.64	\$ 22.62	\$ 271.44	\$ 23.02	\$ 276.24
3/4" Meter	\$ 21.46	\$ 257.52	\$ 21.84	\$ 262.08	\$ 22.22	\$ 266.64	\$ 22.62	\$ 271.44	\$ 23.02	\$ 276.24
1" Meter	\$ 21.46	\$ 257.52	\$ 21.84	\$ 262.08	\$ 22.22	\$ 266.64	\$ 22.62	\$ 271.44	\$ 23.02	\$ 276.24
1 1/2" Meter	\$ 40.08	\$ 480.96	\$ 40.78	\$ 489.36	\$ 41.50	\$ 498.00	\$ 42.24	\$ 506.88	\$ 42.98	\$ 515.76
2" Meter	\$ 62.98	\$ 755.76	\$ 63.96	\$ 767.52	\$ 64.94	\$ 779.28	\$ 65.92	\$ 791.04	\$ 66.94	\$ 803.28
3" Meter	\$ 124.56	\$1,494.72	\$ 126.10	\$1,513.20	\$ 127.64	\$1,531.68	\$ 129.20	\$1,550.40	\$ 130.80	\$1,569.60
4" Meter	\$ 193.84	\$2,326.08	\$ 196.00	\$2,352.00	\$ 198.20	\$2,378.40	\$ 200.40	\$2,404.80	\$ 202.64	\$2,431.68
6" Meter	\$ 386.30	\$4,635.60	\$ 390.22	\$4,682.64	\$ 394.18	\$4,730.16	\$ 398.18	\$4,778.16	\$ 402.22	\$4,826.64
Irrigation Account Charge										
5/8" Meter	\$ 19.24	\$ 230.88	\$ 19.58	\$ 234.96	\$ 19.92	\$ 239.04	\$ 20.26	\$ 243.12	\$ 20.62	\$ 247.44
3/4" Meter	\$ 19.24	\$ 230.88	\$ 19.58	\$ 234.96	\$ 19.92	\$ 239.04	\$ 20.26	\$ 243.12	\$ 20.62	\$ 247.44
1" Meter	\$ 19.24	\$ 230.88	\$ 19.58	\$ 234.96	\$ 19.92	\$ 239.04	\$ 20.26	\$ 243.12	\$ 20.62	\$ 247.44
1 1/2" Meter	\$ 37.12	\$ 445.44	\$ 37.38	\$ 448.56	\$ 37.64	\$ 451.68	\$ 37.90	\$ 454.80	\$ 38.18	\$ 458.16
2" Meter	\$ 58.54	\$ 702.48	\$ 58.72	\$ 704.64	\$ 58.90	\$ 706.80	\$ 59.06	\$ 708.72	\$ 59.24	\$ 710.88
3" Meter	\$ 115.73	\$1,388.76	\$ 115.73	\$1,388.76	\$ 115.73	\$1,388.76	\$ 115.73	\$1,388.76	\$ 115.73	\$1,388.76
4" Meter	\$ 180.27	\$2,163.24	\$ 180.27	\$2,163.24	\$ 180.27	\$2,163.24	\$ 180.27	\$2,163.24	\$ 180.27	\$2,163.24
6" Meter	\$ 359.54	\$4,314.48	\$ 359.54	\$4,314.48	\$ 359.54	\$4,314.48	\$ 359.54	\$4,314.48	\$ 359.54	\$4,314.48
Newly Metered Customers :										
Meter Install Fee (10 yr payback)	\$8.01		\$8.01		\$8.01		\$8.01		\$8.01	
Metered Usage Charge:	Use (\$/ccf)									
All Usage	2.266		2.34		2.405		2.479		2.577	

DW= Dwelling Unit
ccf=100 cubic feet=748 gallons

Wastewater Services Revenue, Operations & Maintenance, and Capital Improvements

The revenue table below identifies the various sources of revenue that can be anticipated during the next fiscal year. The primary source of the Wastewater revenue is derived from Property Tax charges for the collection, conveyance, treatment, and discharge of treated effluent.

Revenue

Account Code	Revenue	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
21-31-5101	SEC Collections Wastewater	5,649,284	5,875,195	5,709,749	5,965,127	6,054,604
21-31-5177	Reimbursements	0	6,300	1,142	6,300	6,300
21-31-5179	Misc.	7,460	0	0	0	0
21-31-5243	Other	12,965	1,000	149,716	1,000	1,000
21-31-6015	Sewer Charges	142,469	153,000	97,667	157,000	157,000
21-31-6030	Connection Fees CIP	3,400	10,000	3,900	10,000	10,000
21-31-6045	Capacity Fee CIP	194,469	65,000	254,619	65,000	65,000
21-31-6046	Permit Fee	0	5,000	0	5,000	5,000
21-31-6047	Inspection Fee	5,440	5,000	6,240	5,000	5,000
21-31-6086	CO ZONES VEHICLE REIMBURSABLE	0	81,000	63,596	81,000	81,000
21-31-6087	CO ZONES PAYROLL REIMBURSABLE	0	162,000	407,231	162,000	162,000
	Total	\$6,015,487	\$6,363,495	\$6,693,859	\$6,457,427	\$6,546,904

Expenditures

Account Code	Expenditures	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
21-41-7000	Salary & Wages	408,252	557,000	347,808	610,000	663,611
21-41-7001	Overtime	0	2,000	0	2,000	2,000
21-41-7003	ER Taxes	31,103	0	0	0	0
21-41-7030	Group Insurance	138,003	164,000	118,524	180,000	180,000
21-41-7045	Workers Comp	17,651	30,000	25,794	33,000	33,000
21-41-7060	457 B Plan	13,863	19,000	16,183	14,125	14,125
21-41-7135	Vacation	7,851	0	0	0	0
21-41-7150	Temporary Employees	1,356	5,000	19,269	5,000	5,000
21-41-7165	Board of Directors Compensation	12,351	22,000	13,179	22,000	22,000
21-41-7180	Training Conferences Travel	0	30,000	1,836	30,000	30,000

Account Code	Expenditures	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
21-41-7181	Travel & Meetings - BOD	1,789	0	3,822	0	0
21-41-7182	Travel	3,850	0	1,571	0	0
21-41-7196	Training & Education - BOD	1,119	0	1,548	0	0
21-41-7197	Train, Meet & Education	2,461	0	375	0	0
21-41-7210	Dues & Subscriptions	0	1,600	0	2,600	2,600
21-41-7225	Memberships	7,579	12,000	6,292	12,000	12,000
21-41-7255	TODB Sponsored Events	0	3,600	0	3,600	3,600
21-41-7270	Environmental Studies	9,442	0	0	0	0
21-41-7271	Consulting Services	105,533	180,000	232,991	180,000	227,900
21-41-7272	Wastewater Service Contract	1,006,625	1,043,000	916,265	1,020,271	1,045,778
21-41-7275	Preventative & Corrective-V	72,392	65,000	58,301	70,000	70,000
21-41-7277	Veolia WW Large Replacement	72,113	100,000	63,849	110,000	110,000
21-41-7286	Legal - General	41,236	106,000	36,912	106,000	106,000
21-41-7288	Legal - Litigation	10,368	25,000	5,155	25,000	25,000
21-41-7301	Annual Audit Services	19,744	30,000	1,441	30,000	30,000
21-41-7315	PR, Advertising & Elections	3,330	0	0	0	0
21-41-7316	Election Expense	4,933	15,000	0	10,000	0
21-41-7317	Advertising	1,342	3,000	1,273	3,000	3,000
21-41-7319	Internet Website	0	600	0	600	600
21-41-7345	Public Communications and Notices	0	3,600	0	3,600	3,600
21-41-7361	Telephone - general	13,108	15,000	11,116	15,000	15,000
21-41-7362	Telecom - networking	10,376	15,000	8,708	15,000	15,000
21-41-7363	Telephone - cellular	3,998	6,000	2,778	6,000	6,000
21-41-7376	Road/Construction Materials	2,851	3,000	0	3,000	3,000
21-41-7391	Diesel Fuel	0	5,000	0	0	0
21-41-7392	Vehicle & Equipment - Fuel	2,121	6,000	1,493	6,000	6,000
21-41-7393	Vehicle & Equipment Sup & Rep	28,675	30,000	6,230	30,000	30,000
21-41-7405	General Repairs - Pumps-V	53,912	30,000	53,485	30,000	30,000
21-41-7406	General Repairs-V	34,806	100,000	20,674	100,000	100,000
21-41-7407	NTR/SIP Testing - RWQCB	0	5,000	0	5,000	5,000
21-41-7408	Special Equipment	970	3,000	0	3,000	3,000
21-41-7409	Info System - Maintenance	11,026	15,000	24,182	15,000	15,000
21-41-7410	Equipment Maintenance	2,784	5,400	3,063	5,400	5,400
21-41-7411	Software Hosting	3,952	6,000	12,626	15,000	15,000

Account Code	Expenditures	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
21-41-7412	Computer Equipment & Supplies	2,269	6,000	18,051	6,000	6,000
21-41-7413	Miscellaneous Small Tools	665	3,000	299	3,000	3,000
21-41-7414	Equipment Repair	0	600	0	600	600
21-41-7415	Computer Software	438	1,500	670	1,500	1,500
21-41-7416	UV Parts	17,413	50,000	3,500	50,000	50,000
21-41-7417	Instrument & Controls-V	25,835	47,000	18,794	47,000	47,000
21-41-7421	Cleaning Supplies	0	0	664	0	0
21-41-7423	Office Furniture	726	0	0	0	0
21-41-7424	Postage	1,229	1,500	1,044	1,500	1,500
21-41-7425	Office Supplies	6,824	10,000	6,681	10,000	10,000
21-41-7437	Rent Public Meetings	0	300	0	0	0
21-41-7438	Building Rent	19,800	19,800	19,800	19,800	19,800
21-41-7439	Equipment Rental/Leasing	515	3,000	386	3,000	3,000
21-41-7440	Facility Maintenance - Landscape	3,475	2,400	3,995	2,400	2,400
21-41-7441	Building Maintenance	9,145	12,000	12,306	12,000	12,000
21-41-7451	Insurance Liability & Property	54,590	69,000	70,473	98,662	108,528
21-41-7453	Insurance - Property	0	0	238	0	0
21-41-7466	Permits & Fees	50,484	36,000	52,350	55,000	55,000
21-41-7468	NPDES Permits & Fines	10,016	70,000	35,182	70,000	70,000
21-41-7469	Personal Protective Equipment	462	1,020	525	1,020	1,020
21-41-7470	Safety Equipment & Supplies	2,299	3,000	761	3,000	3,000
21-41-7481	Utilities/Electrical Cost	537,893	575,000	412,314	575,000	575,000
21-41-7483	Utilities/Waste Cost	953	4,000	1,025	2,000	2,000
21-41-7495	Chemicals	24,176	31,000	35,610	33,000	33,000
21-41-7510	Freight	0	1,000	0	1,000	1,000
21-41-7511	UPS/Courier	56	0	0	0	0
21-41-7526	Miscellaneous Bank Charges	1,429	1,000	118	1,000	1,000
21-41-7527	Miscellaneous Services & Suppl	2,275	4,500	2,201	4,500	4,500
21-41-7528	Miscellaneous Reimbursable	0	600	0	600	600
21-41-7530	Unrecoverable Charges	0	1,000	0	1,000	1,000
21-41-7532	Miscellaneous	0	2,000	0	2,000	2,000
21-41-7533	Bad Debt	(372)	5,000	0	5,000	5,000

Account Code	Expenditures	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
21-41-7534	Special Expense	2,863	3,000	1,341	3,000	3,000
21-41-7535	Credit Memo	0	2,000	0	2,000	2,000
21-41-7536	Operating Transfer Out	1,204,469	0	0	0	0
21-41-7537	Debt Service	0	1,102,000	1,209,412	1,102,000	1,711,900
21-41-7542	Taxes & Assessments	0	1,000	0	1,000	1,000
21-41-7543	Interfund Investment Prop Tax	178	0	0	0	0
21-41-7545	Revenue Collection	5,308	6,500	0	6,500	6,500
21-41-7547	Payroll Wire Transfer Fee	339	1,560	429	1,560	1,560
21-41-7548	Accounting (A/P, A/R, GL)	0	1,200	0	1,200	1,200
21-41-7549	Public Works - Permits	334	2,000	3,292	3,500	3,500
21-41-7550	Property Taxes	11,697	17,000	11,923	17,000	17,000
21-41-7587	Developer Deposit Reimbursement	6,256	0	4,710	0	0
	Total	\$4,166,906	\$4,759,280	\$3,944,838	\$4,868,539	\$5,605,322

Capital Improvements

Account Code	Capital Improvements	Actual FY 2018-2019	Budgeted FY 2018-2019	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
	Annual Wastewater Lift Station Improvements		280,000		150,000	200,000
	Clarifier Rehabilitation-Wastewater System		160,000		5,000	150,000
	Wastewater Treatment Plant 1 Refurbishment		0		178,112	3,628,575
	Additional Capital Improvements - Wastewater System & Maintenance		650,000	80,273	110,000	230,000
	Denitrification Project		450,000	24,334	427,168	4,221,029
	Mainline Piping Replacement		250,000		-	-
	Master Plans		0	175,699	-	-
	Water/WW Combined Project Total (trucks, building repairs, equipment)		186,000	42,559	444,000	1,560,000
	Total	\$99,430	\$1,976,000	\$322,866	\$1,314,280	\$9,989,604

In fiscal year 2020/2021, the District will begin the Capital Improvement Projects which include multiple wastewater treatment plant modifications such as:

- Denitrification, engineering and design.
- UV disinfection improvements.
- Step Screen Headworks.
- 3 Lift Station upgrades.
- Plant 1 refurbishment – engineering and design.

District Staff and the Board of Directors will continue to discuss and plan to fund Denitrification in fiscal year 2020/2021. For a complete listing of capital projects and associated costs please see page 48.

Budgeted Fund Summary

Wastewater Fund Summary	Year End Fund Balance FY 18/19	Budgeted Revenues FY 19/20	Budgeted Expenses FY 19/20	Budgeted Fund Balance FY 19/20	Estimated Revenues FY 20/21	Estimate Expenses FY 20/21	Estimate Fund Balance FY 20/21	Estimated Revenues FY 21/22	Estimate Expenses FY 21/22	Estimate Fund Balance FY 21/22
Beginning Fund Balance (Carryover)		10,854,059			10,482,274			10,756,882		
O&M Funds	4,181,357	4,759,280	4,759,280	4,181,357	4,868,539	4,868,539	4,181,357	5,605,322	5,605,322	4,181,357
Capital Improvement Funds	2,789,676	1,329,215	1,976,000	2,142,891	1,313,888	1,314,280	2,142,499	666,582	9,989,604	(7,180,523)
Revolving Funds	2,082,426	275,000	0	2,357,426	275,000		2,632,426	275,000	0	2,907,426
Reserve Funds	1,800,600	0	0	1,800,600	0	0	1,800,600	0	0	1,800,600
YE Fund Balance	\$10,854,059	\$17,217,554	\$6,735,280	\$10,482,274	\$16,939,701	\$6,182,819	\$10,756,882	\$17,303,786	\$15,594,926	\$1,708,860

The wastewater revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Wastewater Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Capital Improvement Funds are District revenues and expenses needed for capital improvements of the water distribution systems. These funds are generally budgeted revenues comprised of rate payers and capacity and connection fees.

Revolving Funds are for the future maintenance or improvements of the wastewater infrastructure system, pumps, generators facilities, and vehicles replacements.

Reserve Funds have been established for emergency use for the wastewater system. This reserve is 30% of the water operating budget.

As of fiscal year 20/21, the District will need to identify funding opportunities to complete the necessary capital projects. In fiscal year 19/20, the District is in the process of a rate study to properly plan for the costs of these future projects.

Wastewater Utility Rates

WASTEWATER	Proposed FY 2020-21		Proposed FY 2021-22		Proposed FY 2022-23		Proposed FY 2023-24		Proposed FY 2024-25	
	Monthly (\$/month)	Yearly (\$/DU)								
Residential/Unmetered										
Single Family (Each DU)	\$ 83.34	\$1,000.08	\$ 84.59	\$1,015.08	\$ 85.86	\$1,030.32	\$ 87.15	\$1,045.80	\$ 88.46	\$1,061.52
Multifamily/Condos (Each DU)	\$ 63.89	\$ 766.68	\$ 65.92	\$ 791.04	\$ 68.01	\$ 816.12	\$ 70.17	\$ 842.04	\$ 72.40	\$ 868.80
Vacant	\$ 18.67	\$ 224.04	\$ 18.67	\$ 224.04	\$ 18.67	\$ 224.04	\$ 18.67	\$ 224.04	\$ 18.67	\$ 224.04
Non-Residential/Metered	Use (\$/ccf)									
Business/Government/Clubs	6.05		6.384		6.737		7.109		7.501	
Restaurants/Bars/Dining Facilities	17.337		17.899		18.479		19.078		19.696	
Schools	5.462		5.781		6.118		6.475		6.853	
Other Domestic Strength Users	6.05		6.384		6.737		7.109		7.501	

DW= Dwelling Unit

Lighting & Landscaping, Community Center Zone #8 Services Revenue, Operations & Maintenance, and Capital Improvements

The Lighting and Landscaping Zone #8 (Zone 8) receives its revenues from property taxes (appropriations limit set by the California Department of Finance); and from cost recovery fees and charges derived from the recreational classes, facility rentals, donations, novelty/beverage/food sales and community center events.

Revenue

Account Code	Revenue	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
40-31-5106	Current Secured Property Tax	679,564	672,615	668,740	684,000	690,840
40-31-5148	Advertising Revenue	0	800	930	0	0
40-31-5149	Community Center Program Fees	33,128	75,000	27,207	40,000	50,000
40-31-5150	Community Center Events	210	3,000	484	3,000	3,000
40-31-5151	Landscape Related Reimbursable	0	6,000	0	6,000	6,000
40-31-5195	Interest Income	0	0	32,819	26,255	19,692
40-31-5226	CCC Vehicle Reimbursement	71,301	55,000	0	14,200	15,000
40-31-5243	Other	1,313,141	131,275	119	6,000	6,000
40-31-6000	Recreation Revenue	5,440	0	1,465	0	0
40-31-6690	Swim Team	38,950	60,000	(500)	0	0
40-31-6695	Rentals	39,256	38,000	5,489	38,000	38,000
40-31-6996	Community Center Apparel	51	300	115	300	300
40-31-6997	Community Center Food	136	100	0	100	100
40-31-6998	Community Center Beverage	501	500	232	500	500
40-31-6999	Community Center Pool Fee	2,655	7,500	0	1,000	7,500
	Total	\$2,184,331	\$1,050,090	\$737,100	\$819,355	\$836,932

Expenditures

Account Code	Expenditures	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
40-41-7000	Salary & Wages	126,154	160,000	98,060	175,000	183,750
40-41-7003	ER Taxes	10,103	0	0	0	0
40-41-7135	Vacation	2,720	0	0	0	0
40-41-7150	Temporary Employees	0	0	2,552	0	0
40-41-7180	Training Conferences Travel	0	3,000	624	1,500	1,500

Account Code	Expenditures	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
40-41-7197	Train, Meet & Education	100	0	441	0	0
40-41-7210	Dues & Subscriptions	0	200	0	200	200
40-41-7225	Memberships	0	525	0	525	525
40-41-7271	Consulting Services	816	0	395	0	0
40-41-7286	Legal - General	452	1,000	1,235	1,000	1,000
40-41-7301	Annual Audit Services	2,200	2,200	0	2,200	2,200
40-41-7317	Advertising	0	50	667	50	50
40-41-7361	Telephone - general	0	1,125	0	1,125	1,125
40-41-7362	Telecom - networking	1,814	900	1,378	900	900
40-41-7363	Telephone - cellular	1,158	2,000	1,235	2,000	2,500
40-41-7376	Road/Construction Materials	0	500	0	500	500
40-41-7392	Vehicle & Equipment - Fuel	5,945	5,000	5,819	6,500	6,500
40-41-7393	Vehicle & Equipment Sup & Rep	3,123	3,000	4,900	3,500	3,500
40-41-7409	Info System - Maintenance	0	800	199	800	800
40-41-7410	Equipment Maintenance	363	3,000	1,107	500	500
40-41-7412	Computer Equipment & Supplies	0	150	1,909	150	150
40-41-7413	Miscellaneous Small Tools	1,865	1,500	716	1,000	1,000
40-41-7414	Equipment Repair	1,582	1,000	951	1,000	1,000
40-41-7415	Computer Software	0	0	270	0	0
40-41-7421	Cleaning Supplies	0	1,000	131	500	500
40-41-7422	Minor Equipment/Furniture	0	150	0	0	0
40-41-7424	Postage	0	150	0	150	150
40-41-7425	Office Supplies	716	1,200	1,258	1,000	1,000
40-41-7438	Building Rent	7,800	9,000	0	9,000	9,000
40-41-7439	Equipment Rental/Leasing	0	2,000	449	1,500	1,500
40-41-7440	Facility Maintenance - Landscape	73,001	50,000	15,825	30,000	30,000
40-41-7441	Building Maintenance	12,663	8,000	8,009	10,000	10,000
40-41-7451	Insurance Liability & Property	1,865	1,700	1,700	2,611	2,872
40-41-7467	Special Expense	8,323	0	0	0	0
40-41-7469	Personal Protective Equipment	2,600	3,000	2,543	3,000	3,000
40-41-7470	Safety Equipment & Supplies	414	0	347	0	0
40-41-7481	Utilities/Electrical Cost	92,644	90,000	72,548	92,000	92,000
40-41-7482	Utilities/Water Cost	51,907	40,000	36,923	50,000	50,000

Account Code	Expenditures	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
40-41-7483	Utilities/Waste Cost	12,448	5,000	8,811	5,000	5,000
40-41-7526	Miscellaneous Bank Charges	778	0	575	0	0
40-41-7527	Miscellaneous Services & Suppl	606	2,000	209	2,000	2,000
40-41-7534	Special Expense	0	1,000	0	1,000	1,000
40-41-7536	Operating Transfer Out	248,037	0	0	0	0
40-41-7542	Taxes & Assessments	0	2,000	0	2,000	2,000
40-41-7543	Interfund Investment Prop Tax	0	300	0	300	300
40-41-7544	Reimbursement for County Admin	0	500	0	500	500
40-41-7545	Revenue Collection	5,364	2,000	5,207	5,500	5,500
40-41-7549	Public Works - Permits	0	500	0	500	500
40-41-7550	Property Taxes	3,379	3,000	1,463	3,000	3,000
40-41-7551	CCC DB Sign Replacement	1,019	5,000	979	2,000	2,000
40-41-7585	Gain or Loss Disposal/Sale of	44,677	0	0	0	0
40-41-8000	Salary & Wages	194,188	265,000	143,545	204,394	246,510
40-41-8003	ER Taxes	15,269	0	0	0	0
40-41-8150	Temporary Employees	0	0	1,465	0	0
40-41-8180	Training Conferences Travel	0	2,500	278	1,000	500
40-41-8182	<i>Travel & Meetings</i>	242	0	0	0	0
40-41-8197	<i>Train, Meet & Education</i>	425	0	576	0	0
40-41-8210	Dues & Subscriptions	175	300	175	0	0
40-41-8225	Memberships	979	500	913	500	500
40-41-8255	Donation Expenditures	6,273	0	7,422	6,000	6,000
40-41-8256	Events	5,793	3,000	463	1,500	1,500
40-41-8271	Consulting Services	316	0	0	0	0
40-41-8273	Professional Fees	0	0	0	0	0
40-41-8286	Legal - General	13,989	1,500	7,087	10,000	5,000
40-41-8301	Annual Audit Services	1,000	1,000	0	1,000	1,000
40-41-8317	Advertising	14,484	16,000	14,214	15,000	15,000
40-41-8319	Internet Website	0	0	0	0	0
40-41-8361	Telephone - general	4,825	5,000	3,798	4,000	4,000
40-41-8362	Telecom - networking	2,453	3,000	2,046	2,500	2,500
40-41-8363	Telephone - cellular	645	1,200	487	1,000	1,000
40-41-8392	Vehicle & Equipment - Fuel	0	100	4	0	0
40-41-8393	Vehicle & Equipment Sup & Rep	0	0	105	0	0

Account Code	Expenditures	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
40-41-8406	General Repairs	2,500	5,000	776	5,000	5,000
40-41-8408	Special Equipment	765	100	313	100	100
40-41-8409	Info System - Maintenance	110	2,000	3,370	2,000	2,000
40-41-8410	Equipment Maintenance	100	800	0	800	800
40-41-8411	Software Hosting	4,665	5,000	4,136	5,000	5,000
40-41-8412	Computer Equipment & Supplies	180	1,500	724	500	500
40-41-8413	Miscellaneous Small Tools	84	500	0	500	500
40-41-8422	Minor Equipment/Furniture	46	0	0	0	0
40-41-8424	Postage	3,027	6,000	3,173	3,500	3,500
40-41-8425	Office Supplies	3,476	4,000	3,164	4,000	4,000
40-41-8438	Rent & Facility Expense	53	0	767	0	0
40-41-8439	Equipment Rental/Leasing	0	1,000	0	0	0
40-41-8440	Facility Maintenance - Landscape	17,714	15,000	1,804	12,000	12,000
40-41-8441	Building Maintenance	11,141	15,000	6,795	13,000	13,000
40-41-8442	Pool Maintenance	467	10,500	0	2,500	11,000
40-41-8451	Insurance Liability & Property	3,600	3,500	3,600	10,439	12,483
40-41-8453	Insurance - Property	270	1,000	37	0	0
40-41-8466	Permits & Fees	1,132	2,000	835	2,000	2,000
40-41-8469	Personal Protective Equipment	0	600	289	600	600
40-41-8470	Safety Equipment & Supplies	658	1,500	492	1,000	1,000
40-41-8481	Utilities/Electrical Cost	12,083	24,000	7,571	13,000	28,000
40-41-8482	Utilities/Water Cost	9,689	14,000	9,506	14,000	14,000
40-41-8483	Utilities/Waste Cost	6,648	6,000	2,630	6,000	7,000
40-41-8495	Chemicals	3,523	10,000	0	1,000	12,000
40-41-8526	Miscellaneous Bank Charges	4,278	2,500	2,306	2,500	2,500
40-41-8527	Miscellaneous Services & Suppl	296	1,000	335	500	500
40-41-8534	Special Expense	0	300	0	0	0
40-41-8535	Credit Memo	2,054	3,500	594	2,500	2,500
40-41-8539	COGS - Community Center	0	300	567	600	600
40-41-8540	Swim Team Expenses	14,550	0	766	0	0
40-41-8541	Food Exp	0	100	0	100	100
40-41-8542	Beverage Exp	0	500	0	100	500
40-41-8543	Program Fees	21,510	35,000	20,152	30,000	35,000
40-41-8548	Inter-governmental Charges	0	200	0	200	200
40-41-8550	Property Taxes	470	500	470	500	500

Account Code	Expenditures	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
	Total	\$1,205,007	\$885,450	\$537,183	\$800,844	\$889,915

Capital Improvements

Account Code	Capital Improvements	Actual FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
	Landscaping/Streetscapes		150,000	9,510	85,000	500,000
	Parks	131,109	335,000	50,593	495,000	210,000
	Building/Equipment	22,725				
	Total	\$153,834	\$485,000	\$60,103	\$580,000	\$710,000

Zone #8 maintains the front entrance into Discovery Bay, the streetscapes, Cornell Park, and manages the Community Center park grounds. In fiscal year 20/21 plans are underway to complete;

- The Community Center Pool Project
- Convert Tennis Courts 3 & 4 to Pickleball courts
- Landscaping Master Plan

For a complete listing of capital projects and associated costs please see page 48.

Budgeted Fund Summary

Zone 8 Fund Summary	Year End Fund Balance FY 19/20	Budgeted Revenues FY 19/20	Budgeted Expenses FY 19/20	Budgeted Fund Balance FY 19/20	Estimated Revenues FY 20/21	Estimate Expenses FY 20/21	Estimate Fund Balance FY 20/21	Estimated Revenues FY 21/22	Estimate Expenses FY 21/22	Estimate Fund Balance FY 21/22
Beginning Fund Balance (Carryover)		2,179,796			1,859,436			1,327,947		
O&M Funds	1,405,589	885,450	885,450	1,405,589	800,844	800,844	1,405,589	889,915	889,915	1,405,589
Capital Improvement Funds	304,207	129,640	485,000	(51,153)	18,511	550,000	(582,642)	(52,983)	710,000	(1,345,625)
Revolving Funds	70,000	35,000	-	105,000			105,000		-	105,000
Reserve Funds	400,000	-	-	400,000	-	-	400,000	-	-	400,000
YE Fund Balance	2,179,796	3,229,886	1,370,450	1,859,436	2,678,791	1,350,844	1,327,947	2,164,879	1,599,915	564,964

The Zone 8 revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Lighting & Landscaping Zone 8 Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Capital Improvement Funds are Zone 8 revenues and expenses needed for capital improvements of the landscaping and parks including the Community Center. These funds are generally budgeted revenues comprised of property taxes; and from cost recovery fees and charges derived from the recreational classes, facility rentals, donations, novelty/beverage/food sales and community center events.

Revolving Funds are for the future maintenance or improvements of the landscaping, parks, and vehicles replacements.

Reserve Funds have been established for emergency use for the Lighting and Landscape Zone 8 Department. This reserve is 50% of the Zone 8 operating budget.

Lighting & Landscaping Zone #9 Services Revenue, Operations & Maintenance, and Capital Improvements

The Lighting and Landscaping Zone #9 (Zone 9) receives its revenues from an Assessment. Annually an engineering report is completed by Herwit Engineering. The District uses this engineering report to calculate the operating revenue needed to maintain and operate the Lighting and Landscaping Zone 9.

Revenue

Account Code	Revenue	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
41-31-5120	Assessment Income	133,680	143,521	143,869	146,391	149,319
41-31-5226	CCC Vehicle Reimbursement	17,825	13,000	0	13,000	13,000
	Total	\$151,505	\$156,521	\$143,869	\$159,391	\$162,319

Expenditures

Account Code	Expenditures	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
41-41-7000	Salary & Wages	25,903	61,000	18,904	42,000	45,840
41-41-7003	ER Taxes	2,004	0	0	0	0
41-41-7135	Vacation	358	0	0	0	0
41-41-7150	Temporary Employees	0	0	1,316	0	0
41-41-7165	Board of Directors Compensation	230	0	0	0	0
41-41-7180	Training Conferences Travel	0	1,000	1,239	1,000	1,000
41-41-7181	Travel & Meetings - BOD	201	0	0	0	0
41-41-7196	Training & Education - BOD	850	0	0	0	0
41-41-7197	Train, Meet & Education	355	0	269	0	0
41-41-7210	Dues & Subscriptions	0	200	0	200	200
41-41-7225	Memberships	127	400	0	400	400
41-41-7271	Consulting Services	264	3,900	395	3,900	3,900
41-41-7286	Legal - General	0	1,000	1,370	1,000	1,000
41-41-7301	Annual Audit Services	2,200	2,000	0	2,000	2,000
41-41-7317	Advertising	0	0	750	0	0
41-41-7361	Telephone - general	99	1,000	122	1,000	500
41-41-7362	Telecom - networking	86	700	166	700	500
41-41-7363	Telephone - cellular	1,158	1,200	1,181	1,200	1,200

Account Code	Expenditures	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
41-41-7376	Road/Construction Materials	0	200	0	200	200
41-41-7392	Vehicle & Equipment - Fuel	5,069	5,000	4,228	5,000	5,000
41-41-7393	Vehicle & Equipment Sup & Rep	3,089	1,500	1,934	2,000	2,000
41-41-7406	General Repairs	0	100	0	100	100
41-41-7409	Info System - Maintenance	0	1,000	199	1,000	500
41-41-7410	Equipment Maintenance	290	1,500	479	1,500	1,500
41-41-7412	Computer Equipment & Supplies	0	750	1,890	750	750
41-41-7413	Miscellaneous Small Tools	2,232	3,000	1,026	2,500	2,500
41-41-7414	Equipment Repair	846	1,500	893	1,250	1,250
41-41-7415	Computer Software	0	0	90	0	0
41-41-7421	Cleaning Supplies	0	500	29	500	500
41-41-7422	Minor Equipment/Furniture	0	500	0	500	500
41-41-7424	Postage	0	50	0	50	50
41-41-7425	Office Supplies	0	500	188	500	500
41-41-7438	Building Rent	15,600	9,000	0	9,000	9,000
41-41-7439	Equipment Rental/Leasing	0	1,000	0	1,000	1,000
41-41-7440	Facility Maintenance - Landscape	9,521	17,000	1,382	17,000	17,000
41-41-7441	Building Maintenance	4,284	3,000	3,669	4,000	4,000
41-41-7451	Insurance Liability & Property	165	1,200	1,200	1,680	2,016
41-41-7466	Permits & Fees	0	0	50	0	0
41-41-7469	Personal Protective Equipment	1,836	3,000	2,112	3,000	3,000
41-41-7470	Safety Equipment & Supplies	391	0	20	0	0
41-41-7481	Utilities/Electrical Cost	1,164	1,350	989	1,350	1,350
41-41-7482	Utilities/Water Cost	23,744	20,000	13,650	25,000	25,375
41-41-7483	Utilities/Waste Cost	1,971	1,500	3,599	3,000	3,000
41-41-7526	Miscellaneous Bank Charges	0	0	110	0	0
41-41-7527	Miscellaneous Services & Suppl	50	500	320	500	500
41-41-7534	Special Expense	0	500	0	500	500
41-41-7536	Operating Transfer Out	48,066	0	0	0	0

Account Code	Expenditures	Actuals FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
41-41-7542	Taxes & Assessments	0	0	423	0	0
41-41-7545	Revenue Collection	423	600	0	600	600
41-41-7550	Property Taxes	0	1,000	0	1,000	1,000
	Total	\$152,575	\$148,150	\$64,191	\$136,880	\$140,231

Capital Improvements

Account Code	Capital Improvements	Actual FY 2018-2019	Budgeted FY 2019-2020	Actuals to Date FY 2019-2020	Budgeted FY 2020-2021	Budgeted FY 2021-2022
	Landscaping/Streetscapes	0	0	0	0	0
	Parks	0	173,000	100,000	0	0
	Building/Equipment	22,725	0	0	0	0
	Total	\$22,725	\$173,000	\$100,000	\$0	\$0

Lighting and Landscaping Zone 9 is the Ravenswood area of Discovery Bay. There are no capital improvement plans for FY20/21.

Budgeted Fund Summary

Zone 9 Fund Summary	Year End Fund Balance FY 19/20	Budgeted Revenues FY 19/20	Budgeted Expenses FY 19/20	Budgeted Fund Balance FY 19/20	Estimated Revenues FY 20/21	Estimate Expenses FY 20/21	Estimate Fund Balance FY 20/21	Estimated Revenues FY 21/22	Estimate Expenses FY 21/22	Estimate Fund Balance FY 21/22
Beginning Fund Balance (Carryover)		298,677			134,048			156,559		
O&M Funds	-	148,150	148,150	-	136,880	136,880	-	140,231	140,231	-
Capital Improvement Funds	198,677	(36,629)	173,000	(10,952)	2,511	-	(8,441)	2,088		(6,353)
Revolving Funds	25,000	45,000	-	70,000	20,000		90,000	20,000	-	110,000
Reserve Funds	75,000	-	-	75,000	-	-	75,000	-	-	75,000
YE Fund Balance	298,677	455,198	321,150	134,048	293,439	136,880	156,559	318,878	140,231	178,647

The Zone 9 revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Lighting & Landscaping Zone 9 Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Capital Improvement Funds are Zone 9 revenues and expenses needed for capital improvements of the landscaping and parks. These funds are generally budgeted revenues comprised of the Engineering Report Assessment.

Revolving Funds are for the future maintenance or improvements of the landscaping, parks, and vehicles replacements.

Reserve Funds have been established for emergency use for the Zone 9 Lighting & Landscape Department. This reserve is 50% of the Zone 9 operating budget.

Lighting & Landscaping Zone #9 Engineer's Report

As part of the annual assessment process for the Ravenswood Improvement District (Zone 9), the Town of Discovery Bay Board of Directors adopt a Resolution annually, which directs HERWIT Engineering to prepare the assessment report. HERWIT provides the Draft of the Final Assessment Engineer's Report to District Staff. In that report, HERWIT determines assessed costs per parcel based on the operating budget.

HERWIT Engineering lists all factors leading to any increased assessment as well as the funds needed to maintain the reserve amount and cover the increased cost of operations.

The Annual Assessment can be viewed on the Districts website at <http://www.todb.ca.gov/>.

Capital Projects

The Capital Improvement Projects for Fiscal Year 2020/2021 are valued at \$5,060,280. The budgeted projects include funding necessary to properly service, maintain and support the essential functions of District operations; continued rehabilitation of the wastewater lift stations as well as Water and Wastewater pipeline maintenance and replacements, Lighting & Landscaping Projects, and equipment purchases.

Wastewater Capital Improvements and Structures & Replacements

For FY 2020/2021 the Wastewater CIP and Structures & Replacements represent four (4) major projects with multiple components per project for a total combined cost of \$870,280. These costs are allocated to the approved CIP projects including, Lift Station Improvements, Plant 1 Refurbishment, Denitrification Design, Wastewater Distribution System & Maintenance.

Water Capital Improvements and Structures & Replacements

For FY 2020/2021 The Water CIP and Structures & Replacements includes five (5) projects at a total combined cost of \$2,880,000. The CIP projects include Water Supply Capacity (source, treatment & storage) and Upgrades & Maintenance of the Existing Water Supply Facilities, Water Distribution System Upgrades and Replacements, Water Master & Asset Management Plan, as well as Infrastructure Replacements as required.

Vehicle Capital

The District plans to purchase a new truck in fiscal year 2020/2021 for an estimated cost at \$40,000.

Building and Improvements Capital

In fiscal year 2020/2021, the District plans to improve upon its physical security systems at our Water & Wastewater plant facilities. New electronic gates and locks will be installed at all operation facilities for an estimated cost of \$150,000 along with an upgrade to its Cyber Security and Information Technology platforms for an estimated cost of \$150,000. The District plans to begin the process of relocating its offices away from Treatment Plant on Willow Lake Road.

Revolving funds for Infrastructure Replacements and Maintenance

In fiscal year 2020/2021, the District plans to add additional funds into the infrastructure replacement funds. \$275,000 for wastewater, \$250,000 for water.

Lighting & Landscaping Zone #8, Community Center & Zone #9 Capital

Zone 8 Community Center Pool project is currently under review. Zone #9 does not have any capital projects for FY 2020/2021.

Capital Project Listing

Project #	Project Name	FY 20/21 Year (1)	FY 21/22 Year (2)	FY 22/23 Year (3)	FY 23/24 Year (4)	FY 24/25 Year (5)
Water						
CIP for Water Supply Capacity (Source, Treatment and Storage)						
6001	Well 8 - Site Acquisition, CEQA, Exploratory, Production Well, Pipeline, Design & Construction for 1,800 gpm well (STAND ALONE WELL PROJECT) Entire Project, including engineering, studies, monitoring well	750,000	2,650,000	877,500		
	Abandon and Destroy Well 5A and Site Decommissioning			75,000		
Upgrades and Maintenance for Existing Water Supply Facilities						
6003	Well Rehab every 3-4 years (Wells 1B, 2, 4A, 6) going to do 1B first	250,000			200,000	
6007	Filter Repair (Newport & Willow)	100,000	218,000			
Water - Replacements						
6010	Mainline CIP Program Long-Term (budget to replace/upgrade 46 Miles total for DB) REPLACE 18 MILES OF ORIGINAL AC PIPE		500,000	750,000	1,000,000	1,500,000
6011	Cathodic Protection	250,000				
6013	6-inch pipeline replacement Lakeview Business Park (400 ft. Firwood to business park)	290,000				
6015	Edgeview St. Andrews /Clubhouse	300,000				
6021	Marina Underwater Crossing	600,000				
	Additional Capital Improvements - Water Distribution System & Maintenance	25,000	25,000			
Master Plans						
6018	Water Master & Asset Management Plans	250,000				
6019	2020 Urban Water Management Plan (state mandated)	40,000				
6020	America's Water Infrastructure Act (AWIA) Emergency Response & Emergency Preparedness Plans	25,000				

Capital Project Listing (Continued)

Project #	Project Name	FY 20/21 Year (1)	FY 21/22 Year (2)	FY 22/23 Year (3)	FY 23/24 Year (4)	FY 24/25 Year (5)
Wastewater						
7001	Annual Wastewater Lift Station Improvements	150,000	200,000			
	Clarifier Rehabilitation-Wastewater System	5,000	150,000	-	299,000	-
	Wastewater Treatment Plant 1 Refurbishment	178,112	3,628,575	490,908	-	-
	Additional Capital Improvements - Wastewater System & Maintenance	110,000	230,000	225,000	132,000	-
	Other Mast Plan Projects				180,000	362,000
7018	Denitrification Project	427,168	4,221,029	4,288,029	-	-
7019	Mainline Piping Replacement - 235 ft of pipe replacement Lakeview Business Plaza from Cherry Hills				250,000	
Relocate District Office						
8002	Move District Main Office Building to new site due to Willow Lake Storage Tank	400,000	2,600,000			
8003	Vehicle & Equipment Purchases - Truck	40,000				
8004	District Security Phase 3	150,000				
8005	Cyber Security/Information Technology - system and hardware upgrades	150,000				100,000
Zone 8						
	Pool Refurbishment or New Pool - DECISION TO BE DETERMINED	360,000				
Tennis Courts						
	Courts 1&2					30,000
	Courts 3&4 (Grant to change to Pickleball)	68,000				
	Courts 5&6	30,000				
	Courts 7&8		30,000			
	Storage Replacement (kids club) including concrete slab		30,000			
	HVAC Back of the building)	12,000				
	Property Fencing	25,000				

Capital Project Listing (Continued)

Project #	Project Name	FY 20/21 Year (1)	FY 21/22 Year (2)	FY 22/23 Year (3)	FY 23/24 Year (4)	FY 24/25 Year (5)
	Bathroom Remodel ADA (also included with new pool)			115,000		
	Electrical (repair current electrical system and install new lighting-throughout property)		150,000			
	Paint outside building replace dry rot					300,000
	Replace interior wood doors (3) ADA			80,000		
4001	Landscaping					
	Medians landscape replacement-DB BLVD		100,000			
	Master Plan	85,000				
	Clipper Drive - Planting & Enhancements		250,000			
	Newport Dr. from Capstan to Clipper Planting & Enhancements		150,000			
	Willow Lake Ct- Sprinklers & Planting				18,000	
4002	Parks					
	Basketball Court - resurfacing			20,000		
	Bocce Ball & Horseshoe Pit (removal)			10,000		
Zone 9						
5000	Parks					
	Ravenswood enhancements			20,000		
5002	Landscaping					
	Poe enhancements					350,000
	Wilde enhancements			20,000		
	Total Budget	5,070,280	15,132,604	6,971,437	2,079,000	2,642,000

Public Financing Authority

A Public Financing Authority or (PFA) is a tax-exempt bond issuing authority that was created by local governments, for local governments, with the goal of increasing and streamlining economic development projects. PFA was established to simplify the issuance of conduit bonds.

The Town of Discovery Bay, prior to issuing Revenue Bonds that will be necessary to finance large capital projects, must first become a member of a financing authority. While there are a number of financing authorities throughout the state which the District could join and become a member, it is also not uncommon for two agencies to form their own Joint Powers Authority (JPA) to facilitate the establishment of a financing authority.

In 2012 District staff met with the staff of the Byron Bethany Irrigation District (BBID) and both parties along with their Board of Directors decided that the two agencies create a JPA to establish a financing authority. As a result, two separate JPA's were formed – one for the benefit of Discovery Bay and one for the benefit of the BBID. This provides both agencies the ability to utilize the JPA as a financing authority as they deem appropriate. Each JPA is solely responsible for their Authority.

The JPA's mutually benefit both the Town as well as the BBID in that either district could utilize the financing powers of their respective JPA to issue Municipal Bonds as future needs arise.

The formation of the JPA's requires two separate legal public entities to facilitate the creation of a new legal entity in accordance with Article 1 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California. It is a five-member board governs the Town of Discovery Bay JPA, comprised of the Board of Directors for the Town and a five-member board governs the BBID JPA, comprised of the Board of Directors for the BBID (the "Governing Board(s)").

At the time of the formation, there were minimal cost implications to the Town of Discovery. The costs were related to staff time spent on administrative tasks associated with meetings of the JPA. In the future, there would be significant interest cost savings for financings associated with the JPA.

Debt Service

The 2012 Municipal bonds were issued for \$14,100,000. The projects under this bond are listed below:

** to date all monies have been expended.*

2012 Bonded Projects	Bond Year	Project Cost
Water Project Improvements		
Planning & Construction of Well #7	2012	\$1,500,000.00
Wastewater Project Improvements		\$250,000.00
UV Bank 4 Installation	2012	\$500,000.00
Lift Station F Rehabilitation	2012	\$1,050,000.00
Influent Pump station	2012	\$400,000.00
Re-Activate Pump Station W	2012	\$250,000.00
Emergency Storage Facilities	2012	\$6,050,000.00
Splitter Box, Ox Ditch, Clarifier, RAS Pumps at Plant 2, Standby Aerators	2012	\$3,800,000.00
New Solar Dryer and Belt Presses	2012	\$300,000.00
Contingency	2012	
Total		*\$14,100,000.00

In 2017 the District issued its second Municipal bond for \$8,825,000. The projects under this bond are listed below: ** investors paid a premium for these bonds, variance between \$8.825M and \$8.900M.*

2017 Bonded Projects	Bond Year	Project Cost
Water Project Improvements		
Water Meter Completion Project	2017	\$1,500,000.00
Wastewater Project Improvements		
Filtration Project	2017	\$7,400,000.00
Total		*\$8,900,000.00

Debt Service Payments

Debit Service Payments	Bond	Date	Amount Paid
Deutsche Bank	2012	November-12	\$139,167.40
Deutsche Bank	2012	April-13	\$254,283.46
US Bank	2012	October-13	\$559,355.55
US Bank	2012	April-14	\$266,453.90
US Bank	2012	October-14	\$561,456.04
US Bank	2012	April-15	\$263,505.78
US Bank	2012	November-15	\$586,505.15
US Bank	2012	April-16	\$258,919.88
US Bank	2012	September-16	\$568,886.14
US Bank	2012	April-17	\$257,218.89
US Bank	2012	October-17	\$567,173.50
US Bank	2017	October-17	\$248,064.90
US Bank	2012	April-18	\$255,010.04
US Bank	2017	April-18	\$176,382.68
US Bank	2012	November-18	\$570,155.47
US Bank	2017	November-18	\$351,350.00
US Bank	2012	April-19	\$252,651.47
US Bank	2017	April-19	\$173,655.85
US Bank	2012	October-19	\$572,675.43
US Bank	2017	October-19	\$180,536.20
US Bank	2012	April-20	\$249,427.78
US Bank	2017	April-20	\$169,652.24
Total			\$7,482,487.75

Future Debit Service Payments	Bond	Date	Annual Amount
US Bank	2012	Fiscal Year 2020-2021	\$829,762.50
US Bank	2017	Fiscal Year 2020-2021	\$526,568.75

District Awards

The Town has earned District of Distinction, District Transparency Certificate of Excellence, and Special District Governance Platinum-Level through *Special District Leadership Foundation (SDLF)*.

**(The District of Distinction was awarded in 2014, 2016 and 2018. The recertification process is every two years.)*

The Board of Directors and the General Manager of the Town of Discovery Bay have each achieved individual recognition in SDLF Special District Governance

Supplemental Information

Glossary

ADOPTED OPERATING BUDGET: The official budget as approved by the Board of Directors at the start of each fiscal year.

APPROPRIATION: A legal authorization by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended.

BENEFITS: These include retirement/pension, health, life and disability insurance, worker's compensation, vacation, administrative, medical, and special leave of absence time.

BUDGET: A plan of financial operation comprised of estimated expenditures for a given period (a single fiscal year for the District) and the proposed means of financing the expenditures (through revenues).

BUDGET MESSAGE: A written discussion of the proposed budget presented by the Finance Manager to the Board of Directors.

CAPITAL IMPROVEMENT PROJECT: The budget unit to group all activities and costs necessary to implement a specific capital improvement and/or acquisition. A project can include the construction, acquisition, expansion, replacement, or rehabilitation of a physical facility or improvement. Projects often include planning and design, land acquisition, and project management costs related to such facilities and improvements.

DEBT SERVICE: Established for the payment of interest and principal on all debt other than payable exclusively from special assessments.

DEPARTMENT: A major organizational group of the District with overall management responsibility for an operation or a group of related operations within a functional area.

EXPENSES: Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position, the results of the operations, and adopts a budget for the coming year. The Town of Discovery Bay's fiscal year is from July 1 to June 30.

FUND: A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves, and equities segregated for the purpose of carrying out specific activities of attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE: Is an accumulation of revenues minus expenditures. Each fund maintained by the District has a fund balance. Fund balance can be used in future years for purposes determined by Board of Directors.

OBJECTIVE: A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program.

PRELIMINARY BUDGET: A budget in its preliminary preparation stage prior to review and formulation by the Board of Directors. In the preliminary stage, a budget forecasting current costs into the future and new or modified spending proposals for the future.

PROPOSED BUDGET: The budget as formulated and proposed by Finance Manager; it is submitted to the Board of Directors for review and approval.

RESOLUTION: A special or temporary order of a legislative body requiring less formality than an ordinance.

REVENUE: Money that the District receives as income such as utility payments, fees from specific services, receipts from other governments, fines, grants, and interest income.

SALARIES AND BENEFITS: Compensation paid to or on behalf of District employees for salaries and wages, and overtime. Benefits include health, and life, Dental and Vision.



Advertising Order Confirmation

<u>Ad Order Number</u> 0006487991	<u>Customer</u> DISCOVERY BAY, TOWN OF	<u>PO Number</u> Covid
<u>Sales Representative</u> Anna Davis	<u>Customer Account</u> 2005834	<u>Ordered By</u>
<u>Order Taker</u> Anna Davis	<u>Customer Address</u> COMMUNITY SERVICES DISTRICT 1800 WILLOW LAKE RD. DISCOVERY BAY, CA 94514-9376	<u>Customer Fax</u> 9255132705
<u>Order Source</u> Email	<u>Customer Phone</u> 925-634-1131	<u>Customer Email</u> cmccool@hodb.ca.gov

<u>Invoice Text</u> East County Times	<u>Promo Type</u> ECT Legals	<u>Special Pricing</u>
<u>Blind Box</u> 0	<u>Materials</u>	
<u>Color</u>	<u>Production Color</u>	<u>Production Method</u> AdBooker
<u>Pick Up</u>	<u>Ad Type</u> Legal Liner	<u>Production Notes</u>

NOTICE OF PUBLIC HEARING
TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2020-2021 REVENUE, OPERATING
AND CAPITAL BUDGETS

Notice is hereby given that on Wednesday June 17, 2020, at 7:00 p.m., in accordance with Government Code section 61110, the Town of Discovery Bay Community Services District ("District") Board of Directors, will hold a public hearing at their Regular Meeting to consider adopting a Resolution establishing the adoption of the draft budget for fiscal years 2020/21. A copy of the draft budget is available during normal business hours at the District Office, 1800 Willow Lake Road, Discovery Bay CA and on the District's website: www.hodb.ca.gov. The public hearing will take place at the Discovery Bay Community Center, 1601 Discovery Bay Blvd., Discovery Bay CA. If public entry is denied due to COVID-19 restrictions, attendance may be made via teleconference as noted on the meeting agenda.
 ECT# 6487991 June 3, 2020

<u>Product</u>	<u>Requested Placement</u>	<u>Requested Position</u>	<u>Run Dates</u>	<u># Inserts</u>
East Bay Times:ECT	Legals CLS	General Legal - 1076-	06/03/20	1
East Bay Times:EB Full	Legals CLS	General Legal - 1076-	06/03/20	1

<u>Net Amount</u> 53.10	<u>Tax Amount</u> 0.00	<u>Total Amount</u> 53.10
<u>Payment Amount</u> 0.00	<u>Amount Due</u> \$53.10	

Order Charges:

Please note: If you pay by bank card, your card statement will show "CAL NEWSPAPER ADV" or "CALIFORNIA NEWSPAPER ADVERTISING SERVICES", depending on the type of card used.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2020-13

**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 2020-21**

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 Finance 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, 2020 and ending on June 30, 2021; 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 2020-21 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 Operating, Capital and Revenue budgets for all operational functions of the Town of Discovery Bay Community Services District for FY 2020-21 is hereby adopted.

SECTION 2. The Budget Document for FY 2020-21 is incorporated herein and is made a part of this Resolution.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 17th DAY OF JUNE 2020.

Bill Pease
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 17, 2020, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary