**TOWN OF DISCOVERY BAY**
**COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2017-12**

**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 2017-18 AND FISCAL YEAR 2018-19**

**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, 2016 and ending on June 30, 2017; 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 2017-18 and FY 2018-19 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 2017-18 and FY 2018-19 is hereby adopted.

SECTION 2. The Budget Document for FY 2017-18 and FY 2018-19 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 21st DAY OF JUNE 2017.

Robert Leete
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 21, 2017, by the following vote of the Board:

AYES: 3- President Leete, Vice-President Graves, Director Mayer
NOES: Ø
ABSENT: 2- Director Pease, Director Steele
ABSTAIN: Ø

Michael R. Davies
Board Secretary

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

# Town of Discovery Bay Community Services District
# Fiscal Year's 2017-2019 Adopted 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 13,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers and a planned business park. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on a world-class golf course designed by Mike Asmundson. There are two (2) gated communities; Lakeshore and The Lakes, as well as nearby Ravenswood, a community planned around a public park.

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

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

## District Form of Government

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

## Population

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

## Water Services

The Town of Discovery Bay CSD owns and maintains over sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates six (6) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. The raw water is then treated in two (2) water treatment

facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 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 5,800 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

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

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

### Parks and Landscaping Services

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

### Discovery Bay Landscape & Lighting Zone #8:

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

### Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

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

### Contra Costa County Landscape & Lighting Zone #35:

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

### Contra Costa County Landscape & Lighting Zone #57:

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

### Contra Costa County Landscape & Lighting Zone #61:

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

### Recreation Services

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

## 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 and parks and recreation. While the District does not have authority over land use, zoning, law enforcement or fire protection services, the District does advise the County on decisions that affect Discovery Bay that are not within its jurisdiction. 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.

*Bill Mayer, Kevin Graves, Robert Leete, Chris Steele, Bill Pease*

### Board Position and Term

| | |
|---|---|
| President Robert Leete | 12/2014 to 12/2018 |
| Vice-President Kevin Graves | 12/2014 to 12/2018 |
| President Pro-Tempore Chris Steele | 12/2014 to 12/2018 |
| Director Bill Pease | 12/2016 to 12/2020 |
| 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 municipal 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 municipal services.

The Town of Discovery Bay Community Services District was formed in 1998 by a vote of the residents. The 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. I'm certain you've seen our Town vehicles as our staff is constantly improving the beauty of our community. Our Community Center is a recreational hub with swimming, tennis, dog parks, and year-round activities for all ages. Besides a lazy afternoon fishing off your dock, taking a turn at the end of tow rope, or hitting the links, there's a lot happening here in Discovery Bay! There are numerous community based activities such as the Big Cat Poker Run held every August, car and boat shows, concerts on the lawn, Crab Feeds, golf tournaments, motorcycle rallies, boat parades, and a whole host of other events. There is always something happening in or around town. I encourage you to get out and see what floats your boat!

Discovery Bay is a great place to not only "Live where you Play," but it's 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 Chambers web site at http://discoverybaychamber.com/index.html 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 $10.352 million for the Fiscal Year 2017-18. The budget is balanced and presents a spending plan where revenues meet expenditures. Included in 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.

While we provide water, sewer, and parks and landscape and recreational services at this time, we do keep our ear to the pulse of what is happening around us. We also stay current on issues close to home, such as the ECCFPD funding problems and Delta water quality issues.

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 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. All meetings are held at the Discovery Bay Community Center located at 1601 Discovery Bay Blvd.

If you would like to discuss Discovery Bay and any issue you may have as a resident, please be sure to contact the District Office by calling (925) 634-1131.

Sincerely,

Michael R. Davies, General Manager

Town of Discovery Bay CSD

## Finance Services Department

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

The Water Utility function maintains and operates the new automated water meters for the Districts 5,700 water accounts. The new technology transmits hourly water consumption data to our billing system by wireless network. This reliable and frequent water usage information allows you to monitor use and detect leaks. The new 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.

Key Achievements

- ✓ Timely completion of annual audits with unqualified (clean) audit over the last 5 years
- ✓ Integrated and trained on new financial accounting system
- ✓ Structurally balanced budget
- ✓ Healthy Reserve
- ✓ Implemented new water meters and AMI system
- ✓ Rolled out new Eye On Water Customer Portal
- ✓ Implemented and oversaw the Water Meter Completion Project
- ✓ 2017 Bond
- ✓ Water Meter Completion Project Funding and Project Management

Goals

- Ensure expenditures are consistent with adopted policies.
- Explore alternatives to expand on-line payment of utilities by customers.
- Customer outreach once city-wide water meters are installed for new customer portal.
- Move towards paperless documentation. → Continue implementation and training on ancillary software module.

## Water & Wastewater Services Department

WATER

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

WASTEWATER

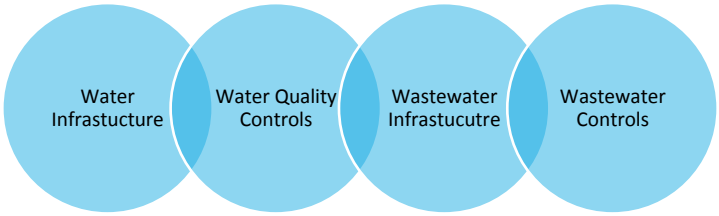
The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment and discharge of treated effluent. Specifically, the Wastewater Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town's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

Key Achievements

- ✓ Filtration Project
- ✓ Sewer Line Rapid Assessment Tool (RAT Pipeline Review System)
- ✓ Infrastructure maintenance plan and review of the 10 year master plans

Goals

- ➢ Update the 10 year Water & Wastewater Master Plans
- ➢ Completion and operation of the Filtration System
- ➢ Completion of the Water Meter Completion Project
- ➢ Scout location for Well 8, begin design
- ➢ Water & Wastewater SCADA Improvements
- ➢ Manhole Maintenance



## Lighting & Landscaping Services Department

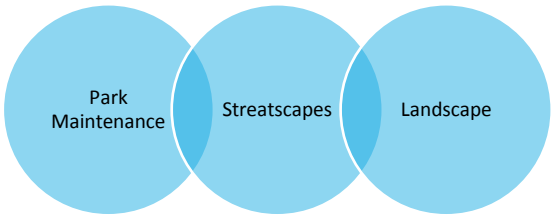
The Parks and Landscaping Program provides for the planning, maintenance & capital needs of the parks & landscaping network in Discovery Bay. Specifically, the Parks & Landscaping Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision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

Key Achievements

- ✓ Acquisition of the Discovery Bay Fire Station to be utilized as the Landscape office and storage of equipment
- ✓ Refurbishing of the Entrance to Discovery Bay
- ✓ Refurbishing of the Roberta Fuss Tot Lot
- ✓ Installing a new pool equipment Tuff Shed at the Community Center Pool
- ✓ Leading the project in replacing the Community Center Building Roof

Goals

- ➢ Redesign the Landscaped Entrance to Discovery Bay
- ➢ Maintain the quality landscaping of parks and streetscapes in Discovery Bay



## Recreation Services Department

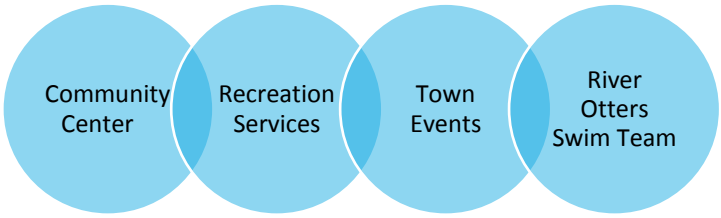
Recreation Services provides community based and age appropriate recreational programming for Discovery Bay resident's and non-resident's alike The Discovery Bay Community Center acts as the hub for these activities and is complimented by a network of parks, fields and other recreational and educational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

Key Achievements

- ✓ Continued development of a community based and age appropriate recreational programs, activities, and special events during a period of transition for Recreation Services.
- ✓ Through the recently completed Compensation Study, reorganized the current recreation staffing structure and responsibilities to more efficiently manage current recreation related programs and activities.
- ✓ Implemented regular and on-going part time/seasonal employee training program to improve the level of service provided to program participants.
- ✓ Implemented an inaugural "Scarecrow Festival" family event in October providing a new fun, safe, and free family event that culminates with a Friday Night Movie in the Park.
- ✓ Entered into a Professional Service Agreement with the American Red Cross becoming an Authorized Service Provider that requires all Aquatic Programs meet minimum National Standards related to lifeguarding and swim lessons.
- ✓ Entered into a Professional Agreement with a private service provider to conduct two (2) American Red Cross Lifeguarding classes to be held at the Discovery Bay Community in the spring of 2017.

Goals

- ➢ Review current special event offerings, evaluate community interest, and re-establish a list of Town and Community provided special events for 2016/17.
- ➢ Develop stronger community relationships with local groups and organizations such as the Chamber of Commerce, Discovery Bay Lions Club, and the Contra Costa Sheriff's Office in expanding community-wide programming and special events.
- ➢ Improve marketing avenues to help increase event and program participation from Discovery Bay residents.
- ➢ Create and implement written Agreements with the various community groups that utilize Town facilities on a regular basis at no cost that will better formalize the working relationship and expectations between the Town and the various Community Groups.



## General Counsel

Outsourced – Rod Attebery Attorney at Law from the 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 District's Attorney investigates and defends claims against the District and resolves them as a directed by the Board of Directors. At the direction of the Board of Director, General Counsel may initiate litigation to enforce the Districts rights or to protect the public health, safety or welfare. The District' General Counsel also drafts and approves the form of contracts and other legal documents, including ordinances, resolutions and legal notices. http://neumiller.com/

Key Achievements

- ✓ Assisted the General Manager and District Managers with the negotiation and preparation of various contracts, agreements and notices.
- ✓ In consultation with the District Engineers, completed major review and update of bid documents and contracts for capital improvement construction projects.
- ✓ Reviews and assist in drafting necessary ordinances to comply with state law and guides staff in the development and adoption of the District ordinances.
- ✓ Coordinated with the General & District Managers, to timely respond to claims against the District and limit the District's involvement in costly litigation.

## Water & Wastewater Engineering

Outsourced – Water, John Faucet SPE & Justin Shobe PE at the Firm Luhdorff & Scalamanini Consulting Engineers

Luhdorff & Scalamanini, 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 resources problems.

Key Achievements

- ✓ Implemented and oversaw the Water Meter Completion Project
- ✓ Water SCADA System

http://lsce.com/

Outsourced – Wastewater, Gregory Harris and Kurt Gardner of Herwit Engineering

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 other permits and 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.

Key Achievements

- ✓ Implemented and oversaw the Filtration & UV Project

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

# Transmittal Letter

June 7, 2017

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Board of Directors the Town's financial plan for the fiscal period July 1, 2017 through June 30, 2018. The annual Revenue, Operating and Capital Improvement Program budgets are the planning tools utilized by staff and the Board to track revenues and expenditures over the respective forecast period.

For the FY 2017/2019 planning horizon, staff continues to prefer the two-year budget format which allows for improved budgetary forecasts. While a two-year budget is presented, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the Operations and Maintenance budget (O&M) and the remaining four years of the Capital Improvement Project budget (CIP) are included in the document but not necessarily included in the discussion below.

CAPITAL IMPROVEMENT PROGRAM

This year's CIP is has undergone a renovation of sorts, District staff along with the water and wastewater engineers have rebuilt the CIP project listing and made the necessary changes for the next fiscal. New category subtitles have been developed and listed as: Water Supply Capacity (source, treatment and storage), Upgrades and Maintenance for Existing Water Supply Facilities, Water Distribution System & Maintenance, Water Meter Completion Project, Clarifier Rehabilitation-Wastewater Distribution System, WW Treatment Plant 1 Refurbishment, Wastewater Distribution System & Maintenance, Filtration Project, Wastewater SCADA Improvements, Denitrification Project, District Office Relocation, Manhole Maintenance, Vehicle & Equipment Purchases, Mainline Piping Replacement, District Security, Masterplans and Infrastructure Replacement.

The first major project that will be completed is the Title 22 Wastewater Tertiary Treatment otherwise known as the Filtration Project. This project is a state mandated project and the Discovery Bay Board of Director's has issued a 2017 revenue bond to pay for the costs. Date specific times and milestones for this project have been established through the Town's NPDES permit and must be complied with throughout the planning and construction processes. The Filtration Project is programmed to cost $7.4M. The completion date of this project is October 2017 which provides the District three months of testing before the State Mandated Completion Date of December 2017.

The second major project to be completed is the Water Meter Completion Project. The District has begun the Water Meter install for the remaining 3,800+/- homes that are not currently on the metered system. District water engineers Luhdorff & Scalamini have been contracted to act as the District's Project Manager. The project plan was developed in the summer 2016 and construction went out to bid in the fall. JW Backhoe & Construction was selected to complete the installation of the Districts water meters. The Board of Directors reviewed multiple funding options to finance this project. It was decided to finance $1.5M of this project with a revenue bond and to fund the balance utilizing the

Districts water reserves and infrastructure replacement funds. Concurrently the decision was made to cost out each individual install and bill each resident for the cost of their property install. All calculations will be completed in January 2018. The District plans to inform residents of their cost in March 2018, at this time residents will select one of two options to pay for the cost of their meter installation; 1. Pay for the cost to their residential property upfront and in full; or 2. To finance the cost over time.

The District will begin the process for building a new well (#8) in fiscal year 2017/2018 to allot for future growth. The planning horizon also includes the refurbishment of wastewater treatment plant 1 to provide the proper redundancy. These two projects will overlay into futures years both to be completed within the next three years.

The Infrastructure Replacement Fund continues to be supported annually. This fund provides long term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as underground infrastructure. The ongoing programming of these funds will play a critical role in the Town's ability to plan for its long term financial needs. Since the fund was established in fiscal year 2011/2012, $2.837 million has been placed into the capital replacement funds. All withdrawals will be updated after the close of fiscal year 16/17.

OPERATION & MAINTENANCE

The operation and maintenance budget in the past has been reasonably flat year over year. This next fiscal year 2017/2018 there will be a 6% increase. This increase is in the following budget categories: consulting costs due to ADA compliance, the Ground Water sustainability municipal formation, the management of the Water Meter Completion Project and increased debt service payments due to the issuance of the 2017 revenue bond.

Throughout the budget document, the Board and public will be presented with a complete financial outlook of the district's finances relative to operating expenses and the day-to-day expenditures necessary to operate the district in a prudent and resourceful manner. As is customary, this year's budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. The August 2012 Board action establishing the Discovery Bay Public Financing Authority continues to play an essential role in addressing many of those needs. The initial $14.1 million program has been completed and all of the proceeds from the bond have been expended. In 2017 the Discovery Bay Public Financing Authority issued its second revenue bond in the amount of $8.825 million. This Bond was initiated to construct the wastewater Tittle 22 Filtration project at $7.40 million and the financing of half the Water Meter Completion Project at $1.50 million. These two projects expect to be completed in December of 2017.

DISCUSSION

The Town of Discovery Bay will be ending FY 2016/2017 with a number of accomplishments. From an operational standpoint, the Town continues to operate efficiently and in a manner that is financially prudent. The past fiscal year witnessed a number of milestones, including the continuing maturation of the Community Centers Recreation Services by continuing to maintain community based age appropriate programs, activities and special events as well as focusing on future program development utilizing our town assets comprised of: The Tennis Complex, Aquatics Facilities, Community Center,

Contract Services and Special Events. In fiscal year 2016/2017 the Community Center had multiple upgrades; in October 2016 a new roof was installed on the Community Center building, the pool area found itself with new furnishings, a new ADA ramp and a new ADA gate, as well as a new pool storage building to prepare for the upcoming open swim season. The dog park was restructured adding an area for small dog only play.

The Landscaping department as always will continue to be diligently focused on looking at new and innovative alternatives to help aid in the efficient use of irrigation. The Roberta Tot Lot is seeing a new facelift as new play equipment has been ordered and preparations for its install is underway. Ravenswood splash pad underwent some major repairs to its electrical unit this splash pad continues to be a favorite spot for family party's and barbeques. New shade structures were placed at Slifer Park for this upcoming summer's enjoyment.

In 2016 the water and wastewater service departments began two state mandated projects. The Water Meter Completion Project and the Filtration Project. These two projects will continue into next fiscal year, and are scheduled to be completed by December 2017.

Though the State of California has lifted the drought restrictions Discovery Bay would ask its residents to maintain a 20% conservation of our water resources throughout the next fiscal year. This percentage was derived from our Urban Water Management plan and coincides with the Capital Improvement Program for future maintenance, development and water supply therein.

In 2016 Bartle Wells Associates has conducted a comprehensive water and wastewater rate study to help lead the District through economic, climatic and infrastructure challenges. The rates studies were presented to the Board of Director's for a Proposition 218 hearing held on July 20, 2016. The adopted water rate increase for fiscal year 2017/2018 is 15% and 12% for FY 2019 through 2021 and the adopted wastewater increase of 11% for fiscal year 2017/2018, 4% for FY 2019 through 2021.

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

The Water Rate Study conducted includes increased costs due to operations, maintaining current infrastructure, and conservation costs to maintain our current and future infrastructure. This equates to an increase of $5.64 per month. With this increase Discovery Bay remains at the bottom of the survey of the 13 surrounding agencies with an estimated monthly bill of $43.19.

The Wastewater Rate Study conducted includes increase costs due to the management and maintenance of highly technical plant operations, assumed financing of $7.4 million for the Filter project over 30 years, to support the needs of higher level of treatment, and the reduction in metered commercial sewer flow due to the drought. This equates to an increase of $7.56 per month. With an average bill of $76.32 per month.

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

For Fiscal Year 2017/2018, the Budget summary is as follows: *(numbers reflect the admin, water & wastewater departments)*

| Adopted FY 2016/2017 Operating and Capital Improvement Program Budget | | Proposed FY 2017/2018 Operating and Capital Improvement Program Budget | |
|---|---|---|---|
| Total O&M Budget | $6,097,152 | Total O&M Budget | $5,779,590 |
| Debt Service | $829,000 | Debt Service | $1,389,859 |
| Contribution to Reserves | $0 | Contribution to Reserves | |
| Capital Budget | $908,000 | Capital Budget | $2,658,000 |
| Proposed Financing for CIP projects | $10,070,740 | Proposed Financing for CIP projects | $1,392,849 |
| Infrastructure Replacement Fund | $709,000 | Infrastructure Replacement Fund | $525,000 |
| Grand Total Expense Budget | $18,613,892 | Grand Total Expense Budget | $10,352,449 |
| Grand Total Revenue | $18,613,892 | Grand Total Revenue | $10,352,449 |

The Operating and Maintenance (O&M) section of the budget is proposed to be $7,169,449 (including debt service) for the coming fiscal year. Areas of spending in the proposed O&M Budget include an accurate reflection of expenditures based upon past years' historical data, as well as current and future contractual obligations.

The Capital Improvement Program (CIP) proposes expenditures of $2,658,000 with a large portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011/2012, and are budgeted for review and update in FY 2017/2018. As previously discussed, many of the projects contained in those plans are either complete, in design, under construction or need further review. FY 2017/2018 will continue to be a busy year as we continue the construction of the projects that have been required.

As noted previously in this transmittal letter, this budget continues to fund the Infrastructure Replacement funds for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was specifically addressed and again recently noted as an essential component to the budget by the District's independent auditors. As of June 2017 $2,837,189 is currently in that fund for future capital replacement needs with a finalized number to be calculated upon completion of end of year accounting processes.

The key to the preparation of this budget is to ensure all carry-over projects are properly accounted for, that revenue projections are based upon historic and anticipated revenues, and that spending is prudent and sensible. As the end of the Fiscal Year is June 30, 2017, staff will incorporate the final encumbrances into the document once the actual carry-over figures are determined, most likely in December once the County closes out their books.

The primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water, and charges for residential water service. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees. In Parks and Landscape, revenues are generated by Landscape Zones 8 and 9, as well as with landscape contracts with Contra Costa County for County Zones 57, 61. Zone 8 Assessed Income is expected at $616,220 and Zone 9 Assessed Income is expected to be $134,000.

The amount of the contribution to reserves will be known once FY 2016/2017 is closed. While a year end surplus of revenues over expenditures is hoped for, water revenues may unsettle the overall revenue stream, necessitating an even larger draw from the water enterprise. The main cause of this is the Board of Directors Decision made on Feb 15, 2017 to borrow half of the water meter completion project bond funds and to utilize the balance of funds for the project out of the water reserves. Any surplus identified, will be transferred into the general reserve account. As of today, the General Reserve Account contains $1.677M for water, $2.516M for wastewater, $399K for Lighting & Landscaping Zone #8 and $188K for Lighting & Landscaping Zone #9.

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

I would like to thank and acknowledge Directors Bill Mayer and Bob Leete of the finance committee for their contributions in the preparation of the FY 2017/2018 annual operating, capital and revenue budgets, and Bill Pease and Kevin Graves of the water and wastewater committee for their in the contribution of the FY 2017/2018 annual capital budgets. The committees completed their work and recommended the proposed budget be submitted to the Board of Directors for consideration and eventual adoption.

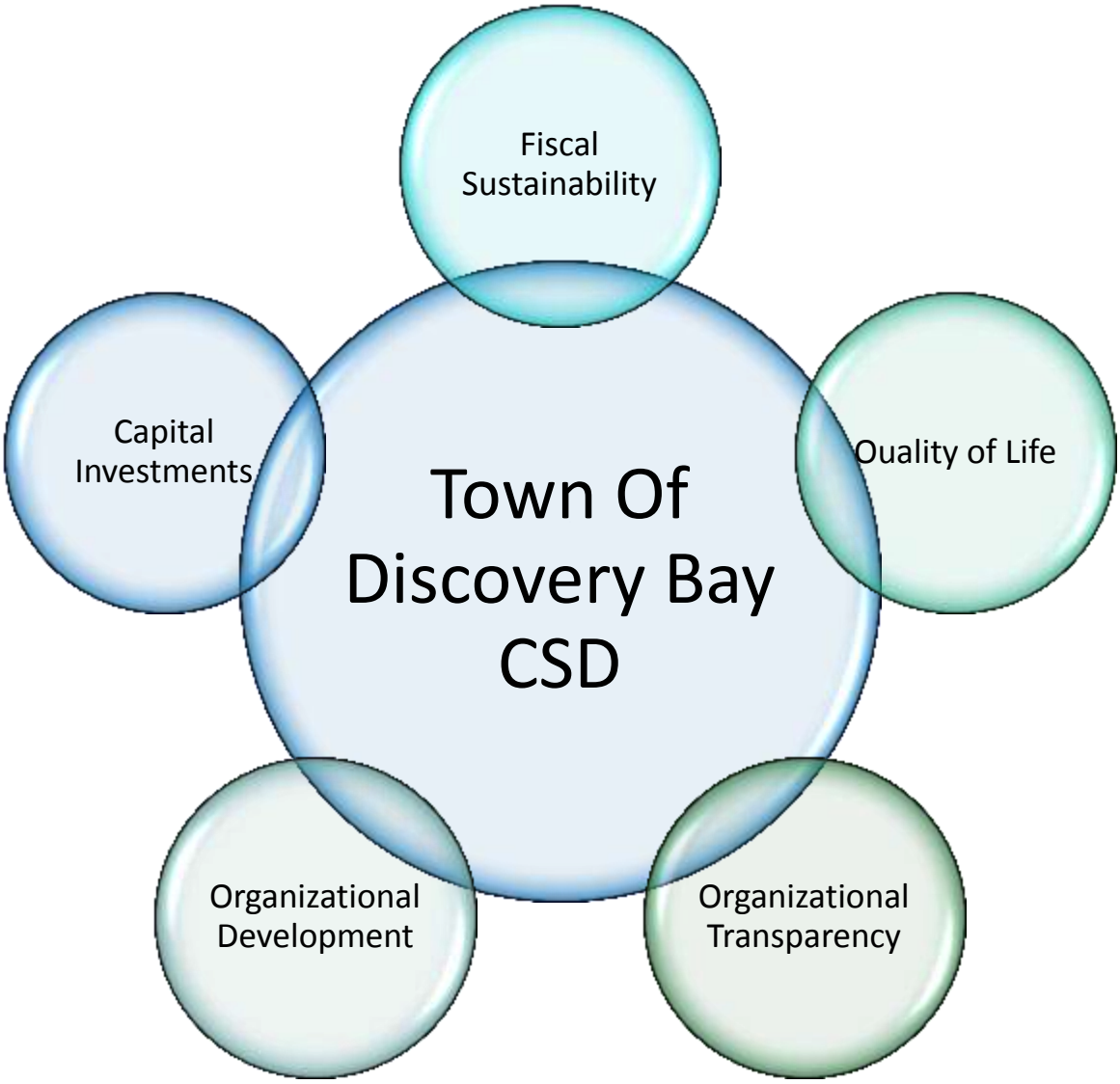
I would also like to thank the entire Board of Directors for their support over the past fiscal year. In preparing for the next fiscal year and continuing into the future I expect that District will continue to remain resourceful, innovative, and successful.

Respectfully submitted,

*Dina Breitstein*
Finance Manager

## Strategic Goals

Below is the result of the Town of Discovery Bay's Strategic Planning Meeting annually held in January.



## Goals, Objectives and Action

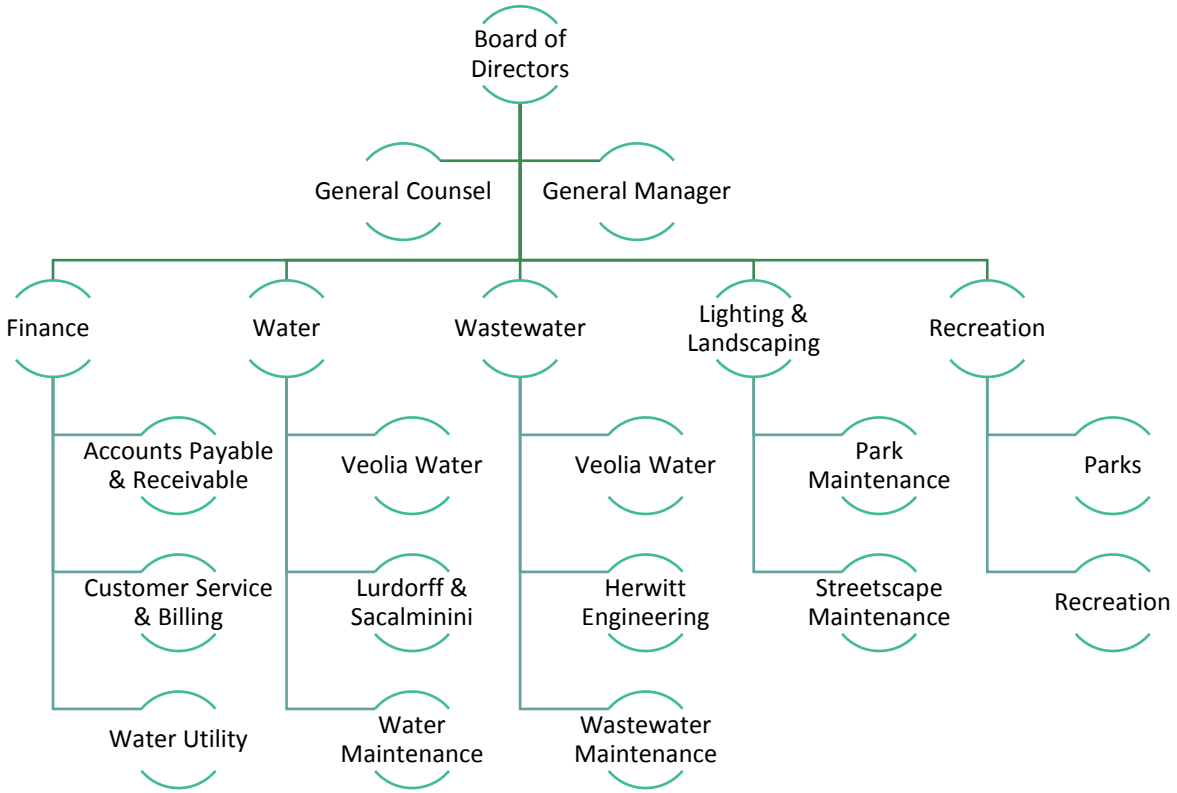
| Goal | Objective | Performance Outlook |
|---|---|---|
| Fiscal Sustainability | • Balance Revenues and expenditures to ensure fiscal stability<br>• Monitor trends in key revenue sources<br>• Provide core services in an efficient and effective manner | • Review expenditure vs. budget reports for each department on a monthly basis<br>• Conduct quarterly review and make adjustments needed |
| Quality of Life | • Focus on key services, programs and activities for seniors and youth<br>• Partner with service clubs to promote community-wide events<br>• Maintain and expand parks throughout the community | • Provide quarterly reports on activities in youth, seniors and park & recreation programs. |
| Organizational Transparency | • Post key information on the District's website<br>• Use social media to inform and engage the public<br>• Pre-pare the budget in a user friendly, informative & transparent format | • Post all agendas, reports and contract on the District's website<br>• Post all policy documents and resolutions documents on the website |
| Organizational Development | • Evaluate staffing levels to ensure adequate delivery of core services<br>• Provide training and resources in order to sustain a talented workforce<br>• Maintain accountability and recognition of employees | • Pre-pare long term staffing plan<br>• Develop training of key management and supervisorial staff<br>• Uphold and maintain safety training |
| Capital Investments | • Invest in liable resources to maintain, improve District's resources<br>• Prioritize and evaluate needed capital investments | • Deliver capital projects on time and within budget<br>• Seek funding opportunities to fund infrastructure projects<br>• Update the 10 year master plan |

# Authorized Positions

## Current Positions

| Position Title | FY 2015-2016 | FY 2016-2017 | FY 2017-2018 | FY 2018-2019 |
|---|---|---|---|---|
| Office Assistant | 1 | 2 | 2 | 2 |
| Administrative Assistant | 2 | 2 | 2 | 2 |
| Executive Assistant | 1 | 1 | 1 | 1 |
| Accountant | 1 | 1 | 1 | 1 |
| Water Services Technician I | 0 | 1 | 1 | 1 |
| Water Services Technician II | 1 | 1 | 1 | 1 |
| Parks & Maintenance Worker I | 2 | 0 | 0 | 0 |
| Parks & Maintenance Worker II | 2 | 4 | 4 | 4 |
| Recreation Programs Coordinator | 1 | 0 | 0 | 0 |
| Recreation Programs Coordinator Supervisor | 0 | 1 | 1 | 1 |
| Parks & Landscape Manager | 1 | 1 | 1 | 1 |
| Water & Wastewater Manager | 1 | 1 | 1 | 1 |
| Finance Manager | 1 | 1 | 1 | 1 |
| General Manager | 1 | 1 | 1 | 1 |
| **Total** | **16** | **17** | **17** | **17** |

## Organizational Chart by Department



## Salary & Wages

| Position | Range # | Hourly (min) | Monthly (min based on 40hrs/wk) | Hourly (max) | Monthly (max based on 40hrs/wk) |
|---|---|---|---|---|---|
| **100 Series – Temporary/Intermittent Staff** | | | | | |
| Recreation Leader I | 100 | $10.00 | $1,733 | $11.03 | $1,912 |
| Recreation Leader II | 105 | $10.76 | $1,865 | $11.03 | $2,011 |
| Lifeguard | 110 | $11.03 | $1,911.83 | $12.18 | $2,111 |
| LG/Swm Inst/Rec Lead III | 115 | $12.00 | $2,079.96 | $13.25 | $2,297 |
| Pool Supervisor | 125 | $14.10 | $2,443.95 | $15.56 | $2,697 |
| **200 Series- Non Management Staff** | | | | | |
| Landscape/Maintenance I | 220 | $17.20 | $2,981 | $19.45 | $3,371 |
| Landscape/Maintenance II | 235 | $20.45 | $3,545 | $23.14 | $4,011 |
| Landscape/Maintenance III | 250 | $22.57 | $3,912 | $25.55 | $4,429 |
| Office Asst./ Customer Service A | 225 | $17.62 | 3,054 | $19.94 | $3,456 |
| Office Asst./ Customer Service B | 230 | $19.45 | $3,371 | $22.03 | $3,819 |
| Account Clerk | 240 | $20.96 | $3,633 | $23.72 | $4,111 |
| Admin Assistant A | 245 | $21.47 | $3,721 | $24.29 | $4,210 |
| Admin Assistant B | 260 | $23.70 | $4,108 | $26.82 | $4,649 |
| Senior Account Clerk | 255 | $23.14 | $4,011 | $26.17 | $4,536 |
| Accountant I | 275 | $26.17 | $4,536 | $32.72 | $5,671 |
| Executive Assistant A | 270 | $26.83 | $4,651 | $30.36 | $5,262 |
| Executive Assistant B | 280 | $29.62 | $5,134 | $33.53 | $5,812 |
| Water Tech I | 210 | $18.52 | $3,210 | $20.98 | $3,637 |
| Water Tech II | 270 | $26.83 | $4,651 | $30.36 | $5,262 |
| Water Tech II | 280 | $30.36 | $5,262 | $33.53 | $5,812 |
| **Series 300: Management Staff** | | | | | |
| Recreation Program Coordinator | 300 | $26.83 | $4,651 | $33.53 | $5,812 |
| **Managers** | 350 | $33.65 | $5,833 | $42.11 | $7,299 |

## Minimum Wage Adjustment 2017-2018

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

| | Effective | 01/01/18 | | | | | |
|---|---|---|---|---|---|---|---|
| | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
| | | | | | | | |
| Recreation Leader I | $10.00 | $11.00 | $11.07 | $11.15 | $11.20 | $11.25 | |
| Recreation Leader II | $10.76 | $11.25 | $11.30 | $11.40 | $11.59 | $11.60 | |
| Lifeguard | $11.03 | $11.50 | $11.67 | $11.84 | $12.01 | $12.18 | |
| Lifeguard/Swim Instructor & Rec Leader III | $12.00 | $12.00 | $12.30 | $12.61 | $12.92 | $13.25 | |
| Assist. Pool Supervisor | $13.10 | $13.10 | $13.43 | $13.76 | $14.11 | $14.45 | |
| Pool Supervisor | $14.10 | $14.10 | $14.45 | $14.81 | $15.18 | $15.56 | |
| | | | | | | | |
| Park/Landscape/Maintenance I | $17.20 | $17.20 | $17.63 | $18.07 | $18.52 | $18.99 | $19.46 |
| Park/Landscape/Maintenance II | $20.45 | $20.45 | $20.96 | $21.49 | $22.02 | $22.57 | $23.14 |
| Park/Landscape/Maintenance III | $22.57 | $22.57 | $23.13 | $23.71 | $24.31 | $24.91 | $25.54 |
| | | | | | | | |
| Office Assistant/Customer Service Representative A | $17.62 | $17.62 | $18.06 | $18.51 | $18.97 | $19.45 | $19.94 |
| Office Assistant/Customer Service Representative B | $19.45 | $19.45 | $19.94 | $20.43 | $20.95 | $21.47 | $22.01 |
| Account Clerk | $20.96 | $20.96 | $21.48 | $22.02 | $22.57 | $23.14 | $23.71 |
| Administrative Assistant/Park-Recreation Assistant A | $21.47 | $21.47 | $22.01 | $22.56 | $23.12 | $23.70 | $24.29 |
| Administrative Assistant/Park-Recreation Assistant B | $23.70 | $23.70 | $24.29 | $24.90 | $25.52 | $26.16 | $26.81 |
| Sr. Account Clerk | $23.14 | $23.14 | $23.72 | $24.31 | $24.92 | $25.54 | $26.18 |
| Accountant I | $26.17 | $26.17 | $26.82 | $27.49 | $28.18 | $28.89 | $29.61 |
| (con't from Accountant I above) | $28.89 | $28.89 | $29.61 | $30.35 | $31.11 | $31.89 | $32.69 |
| | | | | | | | |
| Executive Assistant A | $26.83 | $26.83 | $27.50 | $28.19 | $28.89 | $29.62 | $30.36 |
| Executive Assistant B | $29.62 | $29.62 | $30.36 | $31.12 | $31.90 | $32.69 | $33.51 |
| | | | | | | | |
| Water Tech I | $18.52 | $18.52 | $18.98 | $19.46 | $19.94 | $20.44 | $20.95 |
| Water Tech II | $26.83 | $26.83 | $27.50 | $28.19 | $28.89 | $29.62 | $30.36 |
| Water Tech III | $30.36 | $30.36 | $31.12 | $31.90 | $32.69 | $33.51 | |
| | | | | | | | |
| Recreation Program Supervisor | $26.83 | $26.83 | $27.50 | $28.19 | $28.89 | $29.62 | $30.36 |
| (Con't from Rec Program Supervisor Above) | | $30.36 | $31.12 | $31.90 | $32.69 | $33.51 | |
| | | | | | | | |

- The numbers in green represent the current/existing salary rates.
- The number in blue represents the immediate effect.
- The numbers in red are the new pay scale rates.

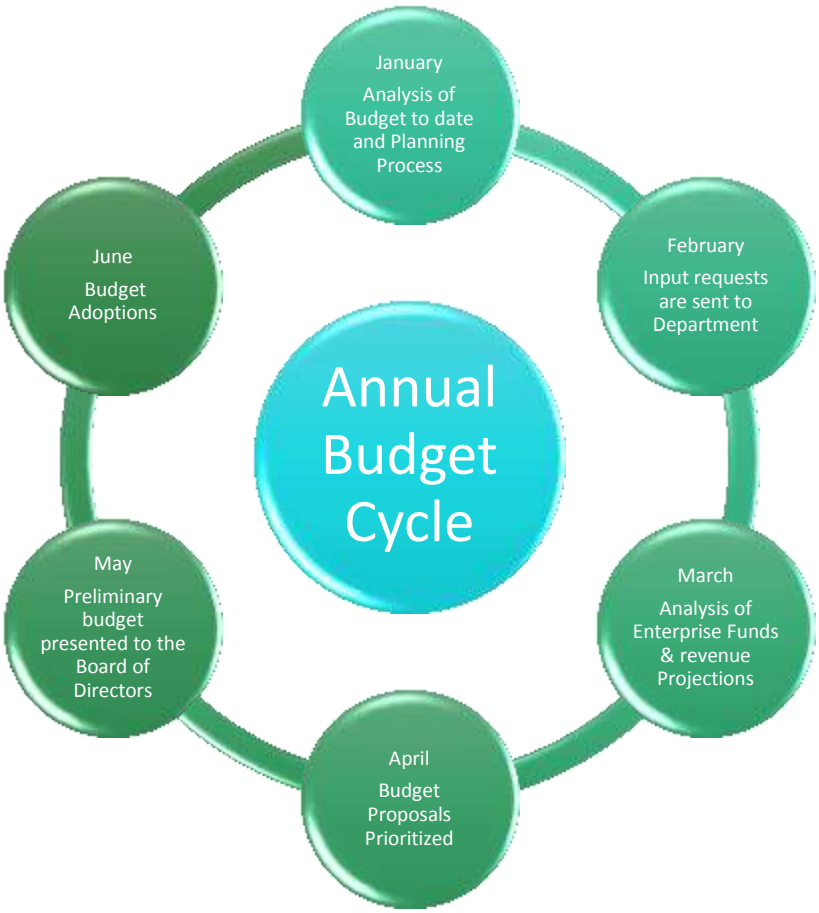
# The Budget Process

Fiscal Year 2017-2019

## 2 Year Budget Build

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

The Districts 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 distributed to each Department Head.

March: Departments heads meet with the Finance Manager to discuss their budget requests.

April: Department heads meet with the Finance Committee to review the preliminary budget, where the budget is prioritized, refined, compiled into the preliminary budget to bring to the Board of Director's.

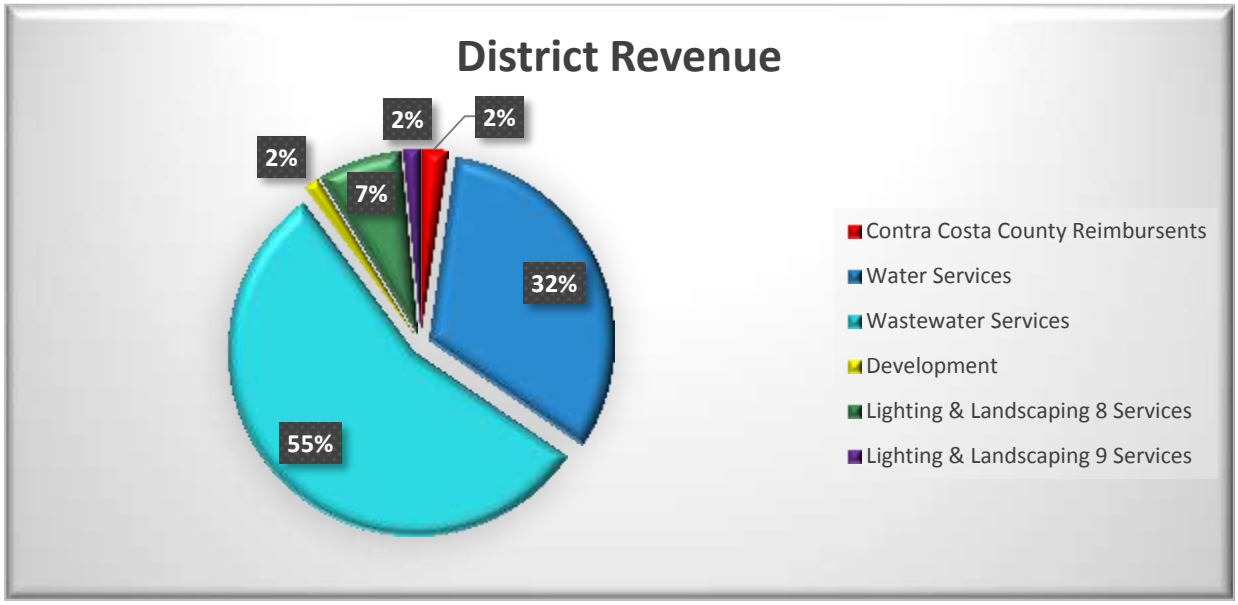
May: the preliminary budget is presented to the board of Director's requesting any comments or recommendations.

June:  The final budget is presented and adopted by the Board of Director's.

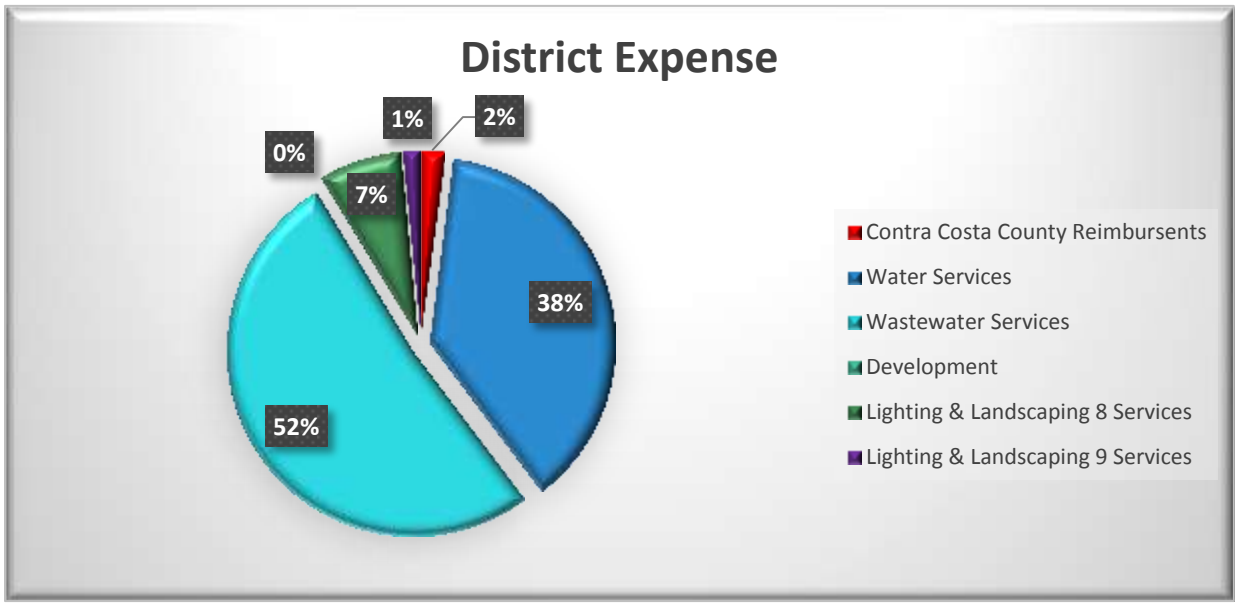
## Budget Overview

The Town of Discovery Bay supports the Administration Department *(which is defined as 3 Contra Costa County owned Special District maintained by TODB*), the Water Department, the Wastewater Department and two Lighting and Landscaping Department Zones 8 & 9. Data is for Budget year 2017-2018

### District Revenue



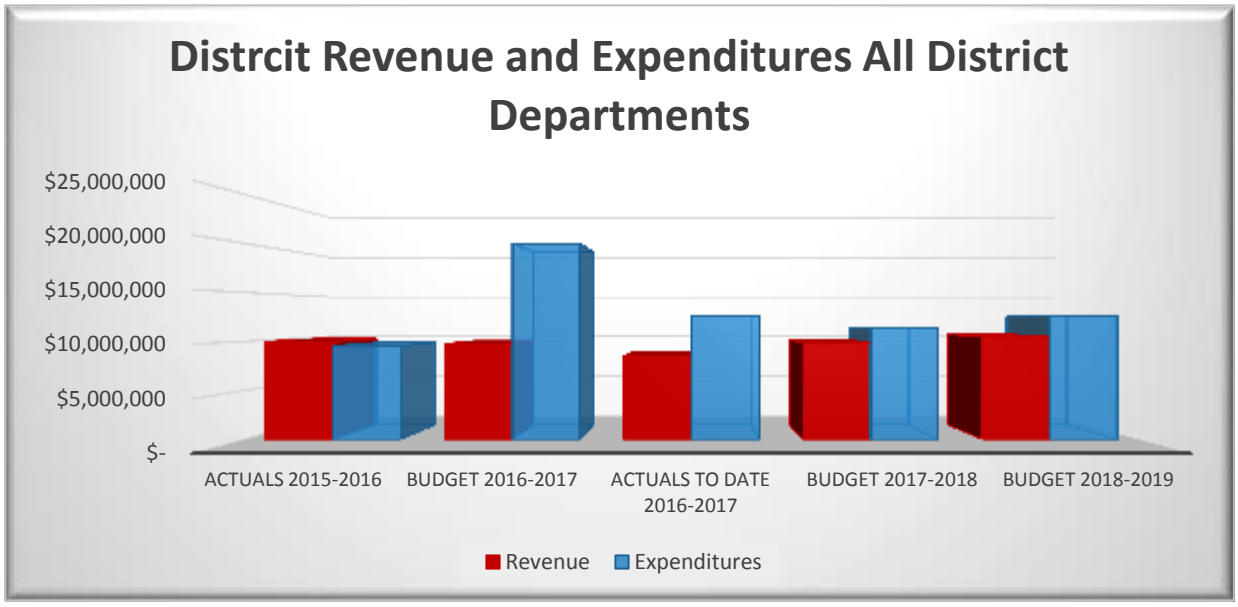

### District Expenditures



## District Wide Revenue and Expenditure Summary

**Administration (CC zones 35, 57, 61, PnR), Water, Wastewater, Z8, CC, Z9**

| | Actuals | Budget | Actuals to Date | Budget | Budget |
|---|---|---|---|---|---|
| | **Actuals 2015-2016** | **Budget 2016-2017** | **tuals To Date 2016-2** | **Budget 2017-2018** | **Budget 2018-2019** |
| **Revenue** | $ 9,985,857 | $ 9,737,074 | $ 8,456,775 | $ 9,821,407 | $ 10,465,507 |
| **Expenditures** | $ 9,533,544 | $ 20,000,154 | $ 12,618,654 | $ 11,324,129 | $ 12,531,502 |
| **Revenues in Excess of Expenditures** | $ 452,313 | $ (10,263,080) | $ (4,161,879) | $ (1,502,722) | $ (2,065,995) |



# 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. There are also included 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 is 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 | Administration Revenue | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 10-31-5150 | Payroll Reimbursement | $24,121 | $453,000 | $0 | $146,000 | $161,000 |
| 10-31-5151 | Vehicle Reimbursement | $66,660 | $25,000 | $49,802 | $41,000 | $45,000 |
| 10-31-5226 | Landscape Reimbursable | $264,993 | $1,090,000 | $96,479 | $39,900 | $44,000 |
| 10-31-6046 | Permit Fee | $5,600 | $0 | $1,050 | $0 | $0 |
| | **Total** | **361,374** | **$1,568,000** | **$147,331** | **$226,900** | **$250,000** |

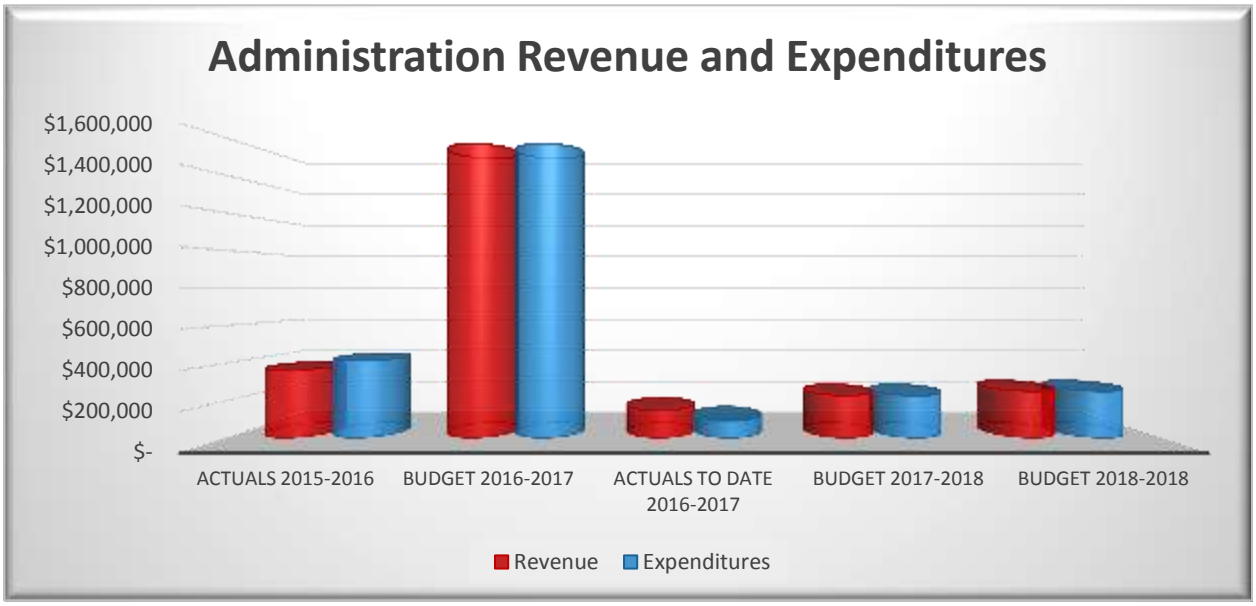
## Expenditures

| Account Code | Administration Expenditures | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 10-41-7000 | Salary & Wages | $146,018 | $841,000 | $0 | $146,000 | $161,000 |
| 10-41-7393 | Vehicle & Equipment Sup & Rep | $0 | $25,000 | $0 | $41,000 | $45,000 |
| 10-41-7529 | Contra Costa County Landscape Reimbursable | $266,325 | $305,000 | $93,099 | $39,900 | $44,000 |
| | **Total** | **$412,343** | **$1,171,000** | **$93,099** | **$226,900** | **$250,000** |

## Capital Improvements

| Account Code | Administration Expenditures | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 101100 | Special Zones | $0 | $397,000 | $0 | $0 | $0 |
| | **Total Capital Improvements** | **$0** | **$397,000** | **$0** | **$0** | **$0** |

| | Actuals 2015-2016 | Budget 2016-2017 | Actuals to Date 2016-2017 | Budget 2017-2018 | Budget 2018-2018 |
|---|---|---|---|---|---|
| **Revenue** | $ 361,373.55 | $ 1,568,000.00 | $ 147,331.13 | $ 226,900.00 | $ 250,000.00 |
| **Expenditures** | $ 412,342.52 | $ 1,568,000.00 | $ 93,099.32 | $ 226,900.00 | $ 250,000.00 |
| **Revenues in Excess of Expenditures** | $ (50,968.97) | $ - | $ 54,231.81 | $ - | $ - |




- *Expenditures exceed revenues represents the delay in the reimbursement payment from Contra Costa County Special Districts*

# Water Services Revenue, Operations & Maintenance and Capital Improvements

## Water Services Revenue

The revenue table below identifies the various sources of revenue that can be anticipated during the course of the next fiscal year. The primary source of the water revenue is derived from Property Tax charges and Monthly Water Bills for Water distribution maintenance and monthly volume water usage. July of fiscal year 2017-2018 the remaining 3,500 homes will have a water meter installed with the capital improvement project #115 Water Meter Completion Project.

## Revenue

| Account Code | Revenue | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 20-31-5100 | SEC Collections Water | $1,755,261 | $2,009,873 | $1,810,164 | $0 | $0 |
| 20-31-5102 | SEC Collections Meter Charge | $268,431 | $225,000 | $331,819 | $1,114,000 | $1,249,000 |
| 20-31-6000 | Water Charges | $740,115 | $790,000 | $607,278 | $1,980,000 | $2,221,000 |
| 20-31-6086 | Commercial Meter Charge | $7,224 | $0 | $45,002 | $69,000 | $69,000 |
| 20-31-5177 | Reimbursements | $32,317 | $4,200 | $0 | $4,200 | $4,200 |
| 20-31-5179 | Miscellaneous | $61,433 | $0 | $11,220 | $0 | $0 |
| 20-31-5243 | Other | $45,248 | $1,100 | $16,652 | $1,100 | $1,100 |
| 20-31-6030 | Developer Connection Fee | $11,100 | $5,000 | $2,100 | $5,000 | $5,000 |
| 20-31-6045 | Developer Capacity Fee | $534,450 | $20,000 | $101,850 | $20,000 | $20,000 |
| 20-31-6046 | Developer Permit Fee | $0 | $5,000 | $0 | $5,000 | $5,000 |
| 20-31-6047 | Developer Inspection Fee | $18,080 | $5,000 | $3,360 | $5,000 | $5,000 |
| | **Total** | **$3,473,659** | **$3,065,173** | **$2,929,444** | **$3,203,300** | **$3,579,300** |

## Expenditures

| Account Code | Expenses | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 20-41-7000 | Salary & Wages | $305,632 | $327,721 | $209,555 | $345,000 | $362,000 |
| 20-41-7001 | Overtime | $0 | $2,000 | $0 | $2,000 | $2,000 |
| 20-41-7030 | Group Insurance | $63,660 | $46,000 | $55,427 | $46,000 | $46,000 |
| 20-41-7045 | Workers Comp | $20,890 | $20,600 | $1,281 | $22,600 | $22,000 |
| 20-41-7060 | 457 B Plan | $10,917 | $13,000 | $8,589 | $13,000 | $13,000 |
| 20-41-7150 | Temporary Employees | $23,663 | $3,000 | $9,016 | $3,000 | $3,000 |
| 20-41-7165 | Board of Directors Compensation | $10,442 | $16,560 | $10,580 | $16,560 | $16,560 |
| 20-41-7181 | Travel & Meetings - BOD | $3,263 | $2,400 | $1,198 | $2,400 | $2,400 |
| 20-41-7182 | Travel | $3,941 | $3,200 | $1,489 | $3,200 | $3,200 |
| 20-41-7196 | Training & Education - BOD | $1,045 | $800 | $540 | $800 | $800 |
| 20-41-7197 | Train, Meet & Education | $1,791 | $2,800 | $653 | $5,200 | $2,800 |
| **Account Code** | **Expenses** | **Actual FY** | **Budgeted FY** | **Actuals to Date** | **Budgeted FY** | **Budgeted FY** |

| | | 2015/2016 | 2016-2017 | FY 2016-2017 | 2017-2018 | 2018-2019 |
|---|---|---|---|---|---|---|
| 20-41-7210 | Dues & Subscriptions | $0 | $1,060 | $0 | $1,060 | $1,060 |
| 20-41-7225 | Memberships | $5,851 | $7,200 | $5,628 | $7,200 | $7,200 |
| 20-41-7255 | TODB Sponsored Events | $0 | $2,400 | $0 | $2,400 | $2,400 |
| 20-41-7271 | Consulting Services | $167,789 | $181,000 | $70,828 | $318,000 | $106,000 |
| 20-41-7272 | Water Service Contract | $518,305 | $618,000 | $563,751 | $636,540 | $636,540 |
| 20-41-7275 | Preventative & Corrective | $11,649 | $42,800 | $19,082 | $42,800 | $42,800 |
| 20-41-7276 | Contract Mailing | $12,453 | $15,000 | $9,265 | $15,000 | $15,000 |
| 20-41-7277 | Veolia W Large Replacement | $6,736 | $40,000 | $18,845 | $40,000 | $40,000 |
| 20-41-7286 | Legal - General | $39,110 | $32,000 | $44,596 | $32,000 | $32,000 |
| 20-41-7288 | Legal - Litigation | $703 | $30,000 | $5,640 | $30,000 | $30,000 |
| 20-41-7301 | Annual Audit Services | $13,762 | $16,300 | $11,710 | $16,500 | $16,500 |
| 20-41-7316 | Election Expense | $0 | $9,000 | $2,830 | $0 | $0 |
| 20-41-7317 | Advertising | $1,633 | $2,000 | $331 | $2,000 | $2,000 |
| 20-41-7318 | Public Relations | $2,118 | $6,000 | $5,488 | $6,000 | $6,000 |
| 20-41-7319 | Internet Website | $0 | $400 | $0 | $4,800 | $4,800 |
| 20-41-7345 | Public Communications and Notices | $4,919 | $5,600 | $447 | $2,400 | $2,400 |
| 20-41-7361 | Telephone - general | $5,693 | $8,400 | $4,102 | $8,400 | $8,400 |
| 20-41-7362 | Telecom - networking | $1,652 | $1,080 | $5,331 | $1,080 | $1,080 |
| 20-41-7363 | Telephone - cellular | $2,068 | $2,800 | $2,706 | $2,800 | $2,800 |
| 20-41-7376 | Road/Construction Materials | $7,980 | $4,500 | $26,202 | $4,500 | $4,500 |
| 20-41-7391 | Diesel Fuel | $274 | $1,500 | $1,904 | $1,500 | $1,500 |
| 20-41-7392 | Vehicle & Equipment - Fuel | $4,418 | $6,500 | $3,334 | $6,500 | $6,500 |
| 20-41-7393 | Vehicle & Equipment Sup & Rep | $1,424 | $4,400 | $1,478 | $4,400 | $4,400 |
| 20-41-7404 | Water Meter and Registers | $52,132 | $40,000 | $57,994 | $25,000 | $25,000 |
| 20-41-7405 | General Repairs - Pumps | $0 | $0 | $0 | $30,000 | $30,000 |
| 20-41-7406 | General Repairs | $294,669 | $350,000 | $356,168 | $350,000 | $350,000 |
| 20-41-7407 | Testing | $0 | $0 | $0 | $15,000 | $15,000 |
| 20-41-7408 | Special Equipment | $3,396 | $1,200 | $95 | $1,200 | $1,200 |
| 20-41-7409 | Info System - Maintenance | $12,700 | $10,000 | $8,473 | $10,000 | $10,000 |
| 20-41-7410 | Equipment Maintenance | $4,073 | $3,600 | $1,784 | $3,600 | $3,600 |
| 20-41-7411 | Software Hosting | $18,930 | $12,000 | $5,480 | $12,000 | $12,000 |
| 20-41-7412 | Computer Equipment & Supplies | $3,395 | $2,400 | $3,309 | $2,400 | $2,400 |
| 20-41-7413 | Miscellaneous Small Tools | $1,932 | $7,000 | $571 | $2,000 | $2,000 |
| 20-41-7414 | Equipment Repair | $60 | $400 | $0 | $400 | $400 |
| 20-41-7415 | Computer Software | $26 | $4,000 | $302 | $4,000 | $4,000 |
| **Account Code** | **Expenses** | **Actual FY 2015/2016** | **Budgeted FY 2016-2017** | **Actuals to Date FY 2016-2017** | **Budgeted FY 2017-2018** | **Budgeted FY 2018-2019** |

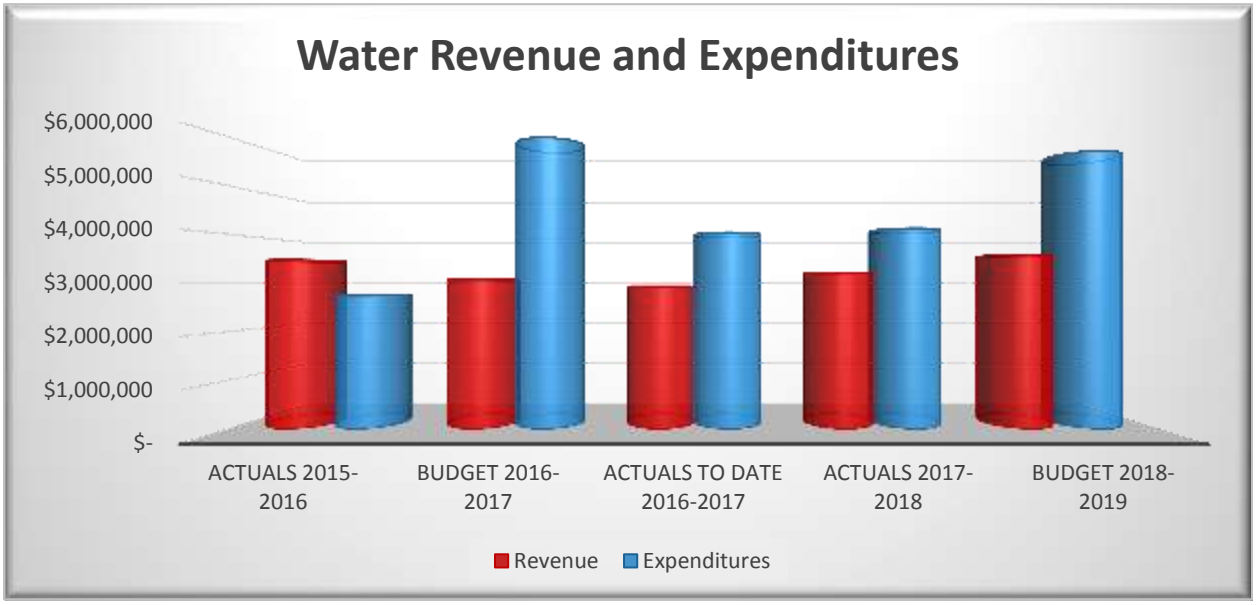
| | | | | | | |
|---|---|---|---|---|---|---|
| 20-41-7422 | Minor Equipment/ Furniture | $168 | $0 | $0 | $0 | $0 |
| 20-41-7423 | Office Furniture | $0 | $0 | $917 | $0 | $0 |
| 20-41-7424 | Postage | $826 | $1,000 | $714 | $1,000 | $1,000 |
| 20-41-7425 | Office Supplies | $6,406 | $4,400 | $6,272 | $4,400 | $4,400 |
| 20-41-7437 | Rent Public Meetings | $0 | $200 | $0 | $200 | $200 |
| 20-41-7438 | Building Rent | $0 | $12,000 | $12,000 | $13,000 | $12,000 |
| 20-41-7439 | Equipment Rental/Leasing | $1,740 | $2,000 | $499 | $2,000 | $2,000 |
| 20-41-7440 | Facility Maintenance - Landscaping | $0 | $1,600 | $73 | $1,600 | $1,600 |
| 20-41-7441 | Building Maintenance | $5,713 | $4,000 | $10,121 | $6,000 | $6,000 |
| 20-41-7451 | Insurance - Liability | $20,667 | $22,000 | $0 | $24,200 | $24,200 |
| 20-41-7453 | Insurance - Property | $0 | $12,000 | $35 | $13,200 | $13,200 |
| 20-41-7466 | Permits & Fees | $17,546 | $16,000 | $28,093 | $16,000 | $16,000 |
| 20-41-7469 | Personal Protective Equipment | $1,026 | $680 | $454 | $680 | $680 |
| 20-41-7470 | Safety Equipment & Supplies | $1,666 | $1,400 | $993 | $1,400 | $1,400 |
| 20-41-7481 | Utilities/Electrical Cost | $340,221 | $320,000 | $311,463 | $320,000 | $320,000 |
| 20-41-7483 | Utilities/Waste Cost | $281 | $0 | $0 | $0 | $0 |
| 20-41-7495 | Chemicals | $11,429 | $20,000 | $10,718 | $20,000 | $20,000 |
| 20-41-7510 | Freight | $0 | $800 | $0 | $800 | $800 |
| 20-41-7511 | UPS/Courier | $13 | $320 | $0 | $320 | $320 |
| 20-41-7526 | Miscellaneous Bank Charges | $4,723 | $4,000 | $4,628 | $4,000 | $4,000 |
| 20-41-7527 | Miscellaneous Services & Supply | $1,816 | $1,200 | $879 | $1,200 | $1,200 |
| 20-41-7528 | Miscellaneous Reimbursable | $0 | $400 | $0 | $400 | $400 |
| 20-41-7529 | Landscape Related Reimbursable | $55 | $0 | $0 | $0 | $0 |
| 20-41-7530 | Unrecoverable Charges | $0 | $1,000 | $0 | $1,000 | $1,000 |
| 20-41-7532 | Miscellaneous | $420 | $2,000 | $0 | $2,000 | $2,000 |
| 20-41-7533 | Bad Debt | $0 | $5,000 | $752 | $5,000 | $5,000 |
| 20-41-7534 | Special Expense | $4,038 | $2,000 | $837 | $2,000 | $2,000 |
| 20-41-7535 | Credit Memo | $28 | $5,000 | $0 | $5,000 | $5,000 |
| 20-41-7537 | Debt Service | $88,204 | $89,000 | $88,498 | $292,127 | $257,904 |
| 20-41-7542 | Taxes & Assessments | $0 | $400 | $0 | $400 | $400 |
| 20-41-7545 | Revenue Collection | $2,162 | $2,400 | $2,197 | $2,400 | $2,400 |
| 20-41-7547 | Data Processing/Payroll Wire Transfer | $302 | $1,040 | $188 | $1,040 | $1,040 |
| 20-41-7548 | Accounting (A/P, A/R, GL) | $0 | $800 | $0 | $800 | $800 |
| 20-41-7549 | Public Works - Permits | $7,082 | $10,000 | $6,834 | $10,000 | $10,000 |
| 20-41-7550 | Property Taxes | $425 | $1,200 | $150 | $1,200 | $1,200 |
| **Account Code** | **Expenses** | **Actual FY 2015/2016** | **Budgeted FY 2016-2017** | **Actuals to Date FY 2016-2017** | **Budgeted FY 2017-2018** | **Budgeted FY 2018-2019** |
| 20-41-7587 | Developer Deposit | $357 | $0 | $0 | $0 | $0 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | Reimbursement | | | | | |
| | **Total** | **$2,162,412** | **$2,450,461** | **$2,023,313** | **$2,854,607** | **$2,621,384** |

## Capital Improvements

| Account Code | Capital Improvements | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 20-1160 | Water Capital Improvements & Structure Replacement | $317,611 | $3,270,000 | $1,766,808 | $925,000 | $2,840,000 |
| 20-1100 | Equipment | $3,717 | $0 | $0 | $81,000 | $0 |
| 20-1120 | Vehicle | $0 | $12,000 | $0 | $14,000 | $0 |
| 20-1180-49 | Water Infrastructure Replacement | $200,000 | $200,000 | $200,000 | $200,000 | $200,000 |
| 20-1180-48 | Booster Pump Infrastructure Replacement | $20,000 | $20,000 | $20,000 | $20,000 | $20,000 |
| 20-1180-50 | Facility Infrastructure Replacement | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 |
| 20-1180- | Vehicle Replacement | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 |
| 20-1180-67 | Generator Infrastructure Replacement | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 |
| | **Total** | **$571,328** | **$3,532,000** | **$2,016,808** | **$1,270,000** | **$3,090,000** |

| | Actuals 2015-2016 | Budget 2016-2017 | Actuals to Date 2016-2017 | Budget 2017-2018 | Budget 2018-2019 |
|---|---|---|---|---|---|
| **Revenue** | $ 3,473,659 | $ 3,065,173 | $ 2,929,444 | $ 3,203,300 | $ 3,579,300 |
| **Expenditures** | $ 2,733,740 | $ 5,982,461 | $ 4,040,121 | $ 4,124,607 | $ 5,711,384 |
| **Revenues over Expenditures** | $ 739,919 | $ (2,917,288) | $ (1,110,677) | $ (921,307) | $ (2,132,084) |




Beginning in January 2017 the Water Services Department began Water Meter Completion Project with an estimated budget of $3.111M. The District hired Luhdorff & Scalamanini Contract Engineers to write the Bid document and to act as the project manager for the duration of the project. This project overlaps fiscal years beginning in FY 16/17 and ending in FY 17/18 with the completion date estimated at December 2017. For this project the Board of Director's made the decision to bond $1.5M of the project, and to utilize water reserves to cover the remainder of the project. This project is the primary cause for the overage of expenditures in the water department for fiscal years 2016 through 2018. The overages will utilize the $1.5M of bond monies and the remainder water reserves.

In fiscal year 18/19 the district is beginning a new Capital Improvement Project of constructing a new Well for the District (Well #8) and decommissioning of Well #5A. The estimated cost of this well is $2.2M. This is the primary reason for the overage of expenses in fiscal year 18/19. As this budget year approaches District Staff and the Board of Directors will continue to discuss how to best pay for Well #8. The District has planned to utilize Infrastructure Replacement Funds, Capacity & Connection Fees as well as Reserves to cover the cost of this Well.

## Reserves

| Account Code | Reserves | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| Reserves | Water Reserves | $1,677,759 | $1,677,759 | $1,677,759 | $1,677,759 | $1,677,759 |
| Infrastructure Replacement | Booster Pump Replacement Fund | $95,068 | $20,000 | $115,068 | $135,068 | $155,068 |
| Infrastructure Replacement | W Infrastructure Replacement Fund | $612,290 | $200,000 | $812,290 | $1,012,290 | $1,212,290 |
| Infrastructure Replacement | Generators Replacement Fund | $39,200 | $10,000 | $49,200 | $59,200 | $69,200 |
| Infrastructure Replacement | Facility & Vehicle Replacement Fund | $46,000 | $10,000 | $56,000 | $66,000 | $76,000 |
| Replacement | Vehicle Replacement Fund | $46,000 | $10,000 | $56,000 | $66,000 | $76,000 |
| Infrastructure Replacement | Water Rate Study Infrastructure | | | $184,000 | $537,000 | $1,032,000 |
| | **Total** | **$2,516,317** | **$1,927,759** | **$2,950,317** | **$3,553,317** | **$4,298,317** |

- *All reserve deductions will be calculated at the end of the fiscal year.*

## Developer Fees

| Account Code | Reserves | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| Developer Fees | Capacity & Connection Fees | | | $776,966 | $811,966 | $846,996 |
| | **Total** | | | **$776,966** | **$811,966** | **$846,996** |

- *All developer additional revenue or deductions will be calculated at the end of the fiscal year.*

The District maintains a water reserve of $1.677M. This reserve has been established to be utilized for emergency use or project spend for the water utility system. In addition to the water reserve in 2011 the District established an infrastructure replacement program. These funds are saved for the future replacements or improvements of the water infrastructure system including, wells, pipes, tanks, pumps motors, vehicles, meters, readers and generator replacements. The board has authorized the use of these funds for infrastructure needs. In 2017 The Board of Directors has authorized the use of the reserve funds and the infrastructure replacement funds to assist the district with paying for the Water Meter Completion Project and any infrastructure improvements along the way that the project will expose. In addition to utilizing the Water Reserves and the Infrastructure Replacement funds the District received in 2017 a $1.5M revenue bond for the Water Meter Completion Project. The total estimated project budget is $3.11M.

The Developer Fees are acquired when new home construction permits are pulled. These fee are charged to connect and utilize the Districts water and wastewater utilities. All developer fees are on the Districts website http://www.todb.ca.gov/ordinances-town-discovery-bay.

## Water Utility Rate

A Wastewater rate study was conducted and adopted in 2016. You can find the entire rate study on the district website at http://www.todb.ca.gov/.

| **Water Enterprise** | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Monthly Water Rate Table | | | | | | | | |
| (Fiscal Years 2017 through 2021) | | | | | | | | |
| | **2017-18** | | **2018-19** | | **2019-20** | | **2020-21** | |
| **Unmetered Accounts** | Monthly | Annually | Monthly | Annually | Monthly | Annually | Monthly | Annually |
| **Parcel Size (Square Fee/DU)** | | | | | | | | |
| Condos w/ Irrigation | $36.55 | $438.60 | --- | | --- | | --- | --- |
| Condos w/o Irrigation | $23.91 | $286.92 | --- | | --- | | --- | --- |
| Under 5,000 sf | $36.55 | $438.60 | --- | | --- | | --- | --- |
| 5,000-10,000 sf | $46.03 | $552.36 | --- | | --- | | --- | --- |
| 10,001-15,000 sf | $55.51 | $666.12 | --- | | --- | | --- | --- |
| Over 15,000 sf | $55.51 | $666.12 | --- | | --- | | --- | --- |
| Vacant | $14.67 | $176.04 | $14.67 | | $14.67 | | $14.67 | --- |
| Plus each addition 1000 sf | --- | | --- | | --- | | --- | --- |
| | | | | | | | | |
| **Metered Accounts** | | | | | | | | |
| *Non-Irrigation Accounts* | | | | | | | | |
| 5/8" Meter | $16.20 | $194.40 | $18.02 | $216.24 | $20.06 | $240.72 | $22.35 | $268.20 |
| 1" Meter | $16.20 | $194.40 | $18.02 | $216.24 | $20.06 | $240.72 | $22.35 | $268.20 |
| 1 1/2" Meter | $31.43 | $377.16 | $35.07 | $420.84 | $39.16 | $469.92 | $43.74 | $524.88 |
| 2" Meter | $49.68 | $596.16 | $55.50 | $666.00 | $62.04 | $744.48 | $69.37 | $832.44 |
| 3" Meter | $98.34 | $1,180.08 | $109.99 | $1,319.88 | $123.06 | $1,476.72 | $137.72 | $1,652.64 |
| 4" Meter | $153.09 | $1,837.08 | $171.30 | $2,055.60 | $191.71 | $2,300.52 | $214.63 | $2,575.56 |
| 6" Meter | $305.18 | $3,662.16 | $341.60 | $4,099.20 | $382.43 | $4,589.16 | $428.26 | $5,139.12 |
| *Irrigation Accounts* | | | | | | | | |
| 5/8" Meter | $15.29 | $183.48 | $17.00 | $204.00 | $18.92 | $227.04 | $21.07 | $252.84 |
| 1" Meter | $15.20 | $182.40 | $17.00 | $204.00 | $18.92 | $227.04 | $21.07 | $252.84 |
| 1 1/2" Meter | $29.60 | $355.20 | $33.03 | $396.36 | $36.87 | $442.44 | $41.18 | $494.16 |
| 2" Meter | $46.76 | $561.12 | $52.23 | $626.76 | $58.38 | $700.56 | $65.27 | $783.24 |
| 3" Meter | $92.50 | $1,110.00 | $103.45 | $1,241.40 | $115.73 | $1,388.76 | $129.52 | $1,554.24 |
| 4" Meter | $143.97 | $1,727.64 | $161.08 | $1,932.96 | $180.27 | $2,163.24 | $201.81 | $2,421.72 |
| 6" Meter | $286.93 | $3,443.16 | $321.17 | $3,854.04 | $359.54 | $4,314.48 | $402.62 | $4,831.44 |
| | | | | | | | | |
| Metered Charge (All Usage) | $1.80 | | $2.02 | | $2.26 | | $2.53 | |

*DU= 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 course of 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. July of fiscal year 2017-2018 the remaining Title 22 Filtration project will be complete.

### Revenue

| Account Code | Revenue | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 21-31-5101 | SEC Collections Wastewater | $4,162,264 | $4,109,994 | $4,343,182 | $5,283,000 | $5,499,000 |
| 21-31-6015 | Commercial Sewer Charges | $226,026 | $135,200 | $93,997 | $141,000 | $147,000 |
| 21-31-5177 | Reimbursements | $0 | $6,300 | $0 | $6,300 | $6,300 |
| 21-31-5179 | Miscellaneous | $52,783 | $0 | $284 | $0 | $0 |
| 21-31-5243 | Other | $301,305 | $1,100 | $12,080 | $1,100 | $1,100 |
| 21-31-6030 | Developer Connection Fee | $11,000 | $5,000 | $2,100 | $5,000 | $5,000 |
| 21-31-6045 | Developer Capacity Fee | $578,002 | $80,000 | $134,973 | $80,000 | $80,000 |
| 21-31-6046 | Developer Permit Fee | $0 | $8,000 | $0 | $8,000 | $8,000 |
| 21-31-6047 | Developer Inspection Fee | $18,080 | $5,000 | $3,360 | $5,000 | $5,000 |
| | **Total** | **$5,349,461** | **$4,350,594** | **$4,589,977** | **$5,529,400** | **$5,751,400** |

### Expenditures

| Account Code | Expenses | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 21-41-7000 | Salary & Wages | $381,631 | $342,061 | $239,495 | $360,000 | $378,000 |
| 21-41-7001 | Overtime | $0 | $3,000 | $0 | $3,000 | $3,000 |
| 21-41-7030 | Group Insurance | $95,127 | $69,000 | $82,631 | $69,000 | $76,000 |
| 21-41-7045 | Workers Comp | $31,336 | $30,000 | $1,921 | $30,000 | $30,000 |
| 21-41-7060 | 457 B Plan | $16,739 | $18,540 | $13,392 | $18,540 | $19,000 |
| 21-41-7150 | Temporary Employees | $42,376 | $5,000 | $7,057 | $5,000 | $5,000 |
| 21-41-7165 | Board of Directors Compensation | $15,663 | $24,840 | $15,870 | $24,840 | $24,840 |
| 21-41-7181 | Travel & Meetings - BOD | $3,970 | $3,600 | $1,887 | $3,600 | $3,600 |
| 21-41-7182 | Travel | $6,609 | $4,800 | $1,946 | $4,800 | $4,800 |
| 21-41-7196 | Training & Education - BOD | $392 | $1,200 | $810 | $1,200 | $1,200 |
| 21-41-7197 | Train, Meet & Education | $1,547 | $4,200 | $980 | $7,800 | $4,200 |
| 21-41-7210 | Dues & Subscriptions | $0 | $1,590 | $0 | $1,590 | $1,590 |
| 21-41-7225 | Memberships | $7,118 | $10,800 | $5,617 | $7,200 | $7,200 |
| 21-41-7255 | TODB Sponsored Events | $0 | $3,600 | $0 | $3,600 | $3,600 |
| 21-41-7271 | Consulting Services | $157,684 | $222,000 | $89,039 | $190,000 | $147,000 |

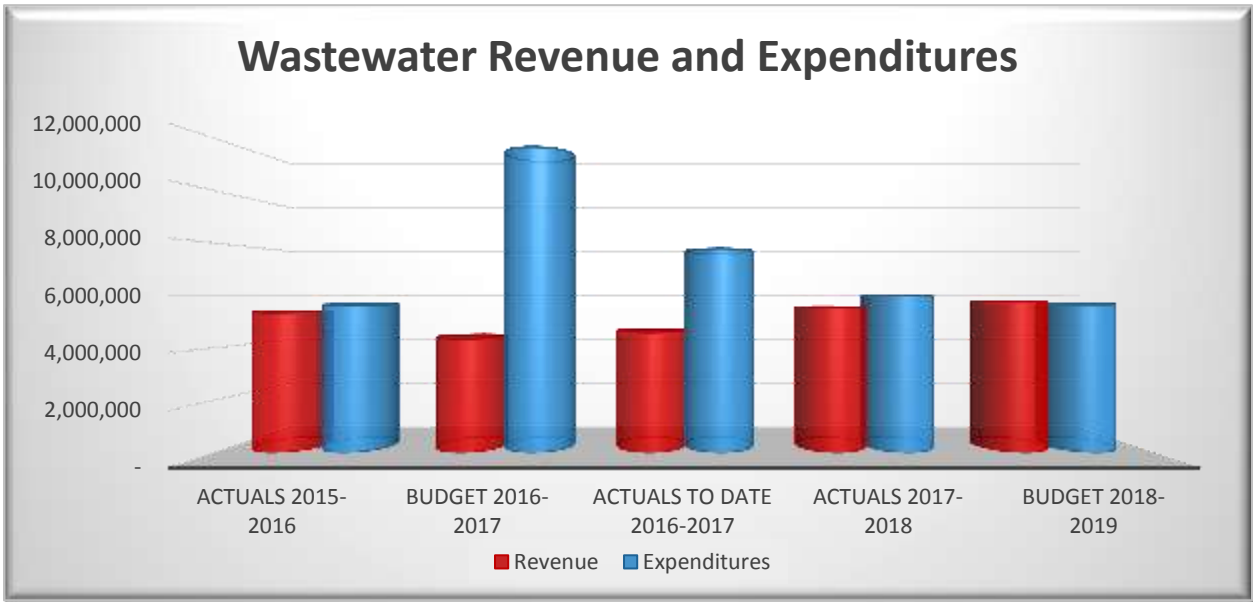
| Account Code | Expenses | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 21-41-7272 | Wastewater Service Contract | $777,458 | $927,000 | $845,627 | $955,000 | $983,000 |
| 21-41-7275 | Preventative & Corrective | $87,445 | $64,200 | $59,000 | $64,200 | $64,200 |
| 21-41-7277 | Veolia WW Large Replacement | $125,936 | $60,000 | $73,445 | $60,000 | $60,000 |
| 21-41-7286 | Legal - General | $58,676 | $48,000 | $64,281 | $73,000 | $73,000 |
| 21-41-7288 | Legal - Litigation | $978 | $45,000 | $8,459 | $45,000 | $45,000 |
| 21-41-7301 | Annual Audit Services | $20,643 | $20,000 | $17,565 | $20,000 | $20,000 |
| 21-41-7316 | Election Expense | $0 | $10,000 | $4,245 | $0 | $0 |
| 21-41-7317 | Advertising | $1,599 | $3,000 | $49 | $3,000 | $3,000 |
| 21-41-7318 | Public Relations | $3,177 | $0 | $0 | $0 | $0 |
| 21-41-7319 | Internet Website | $0 | $600 | $0 | $7,200 | $600 |
| 21-41-7320 | Public Reports | $0 | $0 | $0 | $0 | $0 |
| 21-41-7345 | Public Communications and Notices | $6,954 | $3,600 | $64 | $3,600 | $3,600 |
| 21-41-7361 | Telephone - general | $13,940 | $10,500 | $10,697 | $15,000 | $15,000 |
| 21-41-7362 | Telecom - networking | $4,750 | $5,000 | $10,243 | $15,000 | $15,000 |
| 21-41-7363 | Telephone - cellular | $3,049 | $4,200 | $3,034 | $4,200 | $0 |
| 21-41-7376 | Road/Construction Materials | $0 | $1,800 | $0 | $1,800 | $1,800 |
| 21-41-7391 | Diesel Fuel | $411 | $5,000 | $2,857 | $5,000 | $5,000 |
| 21-41-7392 | Vehicle & Equipment - Fuel | $2,538 | $6,000 | $2,500 | $6,000 | $6,000 |
| 21-41-7393 | Vehicle & Equipment Sup & Rep | $26,472 | $6,600 | $10,283 | $6,000 | $6,000 |
| 21-41-7405 | General Repairs - Pumps | $19,222 | $30,000 | $10,184 | $30,000 | $30,000 |
| 21-41-7406 | General Repairs | $26,464 | $200,000 | $19,900 | $100,000 | $100,000 |
| 21-41-7407 | NTR/SIP Testing - RWQCB | $0 | $5,000 | $0 | $5,000 | $5,000 |
| 21-41-7408 | Special Equipment | $3,500 | $3,000 | $106 | $3,000 | $3,000 |
| 21-41-7409 | Info System - Maintenance | $19,038 | $15,000 | $12,172 | $15,000 | $15,000 |
| 21-41-7410 | Equipment Maintenance | $2,909 | $5,400 | $2,327 | $5,400 | $5,400 |
| 21-41-7411 | Software Hosting | $11,785 | $6,000 | $2,205 | $6,000 | $6,000 |
| 21-41-7412 | Computer Equipment & Supplies | $3,853 | $3,600 | $3,934 | $3,600 | $3,600 |
| 21-41-7413 | Miscellaneous Small Tools | $1,274 | $3,000 | $83 | $3,000 | $3,000 |
| 21-41-7414 | Equipment Repair | $91 | $600 | $0 | $600 | $600 |
| 21-41-7415 | Computer Software | $50 | $6,000 | $550 | $6,000 | $6,000 |
| 21-41-7416 | UV Parts | $0 | $0 | $0 | $50,000 | $50,000 |
| 21-41-7417 | Instrument & Controls | $0 | $0 | $0 | $50,000 | $50,000 |
| 21-41-7422 | Minor Equipment/ Furniture | $251 | $0 | $0 | $0 | $0 |
| 21-41-7424 | Postage | $1,301 | $1,500 | $1,059 | $1,500 | $1,500 |
| 21-41-7425 | Office Supplies | $6,716 | $6,600 | $7,279 | $6,000 | $6,000 |
| 21-41-7437 | Rent Public Meetings | $0 | $300 | $0 | $300 | $300 |

| Account Code | Expenses | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 21-41-7438 | Building Rent | $0 | $18,000 | $18,000 | $20,000 | $18,000 |
| 21-41-7439 | Equipment Rental/Leasing | $578 | $3,000 | $749 | $3,000 | $3,000 |
| 21-41-7440 | Facility Maintenance - Landscaping | $15,288 | $2,400 | ($14,962) | $2,400 | $2,400 |
| 21-41-7441 | Building Maintenance | $17,443 | $12,000 | $4,391 | $12,000 | $12,000 |
| 21-41-7451 | Insurance - Liability | $48,605 | $30,300 | $158 | $30,300 | $30,300 |
| 21-41-7453 | Insurance - Property | $0 | $16,800 | $52 | $18,480 | $18,480 |
| 21-41-7466 | Permits & Fees | $43,815 | $36,000 | $37,194 | $36,000 | $36,000 |
| 21-41-7467 | Special Expense | $0 | $0 | $0 | $0 | $0 |
| 21-41-7468 | NPDES NOV Fines | $0 | $25,000 | $180,828 | $0 | $0 |
| 21-41-7469 | Personal Protective Equipment | $1,058 | $1,020 | $1,023 | $1,020 | $1,020 |
| 21-41-7470 | Safety Equipment & Supplies | $2,608 | $3,000 | $1,463 | $3,000 | $3,000 |
| 21-41-7481 | Utilities/Electrical Cost | $378,252 | $480,000 | $351,587 | $480,000 | $480,000 |
| 21-41-7483 | Utilities/Waste Cost | $3,959 | $4,000 | $0 | $4,000 | $4,000 |
| 21-41-7495 | Chemicals | $7,521 | $20,000 | $15,064 | $20,000 | $20,000 |
| 21-41-7510 | Freight | $0 | $1,000 | $0 | $1,000 | $1,000 |
| 21-41-7511 | UPS/Courier | $20 | $480 | $0 | $480 | $0 |
| 21-41-7526 | Miscellaneous Bank Charges | $862 | $0 | ($1) | $4,000 | $4,000 |
| 21-41-7527 | Miscellaneous Services & Supply | $4,116 | $4,500 | $1,079 | $4,500 | $4,500 |
| 21-41-7528 | Miscellaneous Reimbursable | $0 | $600 | $0 | $600 | $600 |
| 21-41-7530 | Unrecoverable Charges | $0 | $0 | $0 | $1,000 | $1,000 |
| 21-41-7532 | Miscellaneous | $100 | $2,000 | $0 | $2,000 | $2,000 |
| 21-41-7533 | Bad Debt | $0 | $0 | $0 | $0 | $0 |
| 21-41-7534 | Special Expense | $4,627 | $3,000 | $1,314 | $3,000 | $3,000 |
| 21-41-7535 | Credit Memo | $0 | $5,000 | $0 | $5,000 | $5,000 |
| 21-41-7537 | Debt Service | $740,721 | $740,000 | $739,107 | $1,097,732 | $1,101,028 |
| 21-41-7542 | Taxes & Assessments | $0 | $17,000 | $0 | $17,000 | $17,000 |
| 21-41-7544 | Reimbursement for County Admin | $443 | $0 | $0 | $0 | $0 |
| 21-41-7545 | Revenue Collection | $3,242 | $3,600 | $3,823 | $3,600 | $3,600 |
| 21-41-7547 | Data Processing/Payroll Wire Transfer | $453 | $1,560 | $282 | $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 | $463 | $2,000 | $0 | $2,000 | $2,000 |
| 21-41-7550 | Property Taxes | $8,338 | $8,500 | $11,483 | $13,500 | $13,500 |
| 21-41-7587 | Developer Deposit Reimbursement | $482 | $0 | $0 | $0 | $0 |
| | **Total** | **$3,273,663** | **$3,692,691** | **$2,985,429** | **$4,087,942** | **$4,084,818** |

## Capital Improvements

| Account Code | Capital Improvements | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 21-1155 | Wastewater Capital Improvements & Structure Replacement | $2,084,316 | $7,678,740 | $4,799,204 | $1,533,000 | $1,263,000 |
| 21-1100 | Equipment | $5,575 | $0 | $4,799,204 | $84,000 | $30,000 |
| 21-1120 | Vehicle | $0 | $18,000 | $4,799,204 | $21,000 | $0 |
| 800 | PG&E Funded Projects | $0 | $0 | $4,799,204 | $0 | $0 |
| 21-1180-47 | Wastewater Infrastructure Replacement | $200,000 | $200,000 | $4,799,204 | $200,000 | $200,000 |
| 21-1180-48 | Collection & Pumps Infrastructure Replacement | $30,000 | $30,000 | $4,799,204 | $30,000 | $30,000 |
| 21-1180-50 | Facility Infrastructure Replacement | $15,000 | $15,000 | $4,799,204 | $15,000 | $15,000 |
| 21-1180- | Vehicle Replacement | $15,000 | $15,000 | $4,799,204 | $15,000 | $15,000 |
| 21-1180-67 | Generator Infrastructure Replacement | $15,000 | $15,000 | $4,799,204 | $15,000 | $15,000 |
| | **Total** | **$2,364,892** | **$7,971,740** | **$4,799,204** | **$1,913,000** | **$1,568,000** |

| | Actuals 2015-2016 | Budget 2016-2017 | Actuals to Date 2016-2017 | Budget 2017-2018 | Budget 2018-2019 |
|---|---|---|---|---|---|
| **Revenue** | 5,349,461 | 4,350,594 | 4,589,977 | 5,529,400 | 5,751,400 |
| **Expenditures** | 5,638,554 | 11,664,431 | 7,784,633 | 6,000,942 | 5,652,818 |
| **Revenues over Expenditures** | (289,094) | (7,313,837) | (3,194,656) | (471,542) | 98,582 |




In May of 2016 the District began the Tittle 22 Filtration Project is the addition of tertiary filtration and UV upgrades to the District's Wastewater Plant 2. The District's National Pollution Discharge Elimination Systems ("NPDES") permit that governs all wastewater activities for the District was renewed by the Regional Water Quality Control Board ("RWQCB") on June 6, 2014. In the renewal, the RWQCB required the District to add tertiary filtration and UV upgrades and changed the permit limits for coliform in compliance with the CCR Title 22 unrestricted reuse. The facilities are required to be constructed and operational by December 31, 2017. The discharge limits also will change to lower values on this date. The Wastewater Master Plan, adopted in 2012, anticipated the future RWQCB requirement for filtration, and the District has begun construction on filtration and UV disinfection facilities in conformance with the Wastewater Master Plan and the RWQCB requirements. The construction of these facilities is expected to be completed on or about October 2017. This project is in the District's Wastewater Rate Study conducted in 2015 and provides the necessary cash flow to pay the debit service of the bond. The estimated project budget is $7.4M. In April of 2017 the District finalized the bond to finance the Filtration Project. The above shows the actuals to date and the overage of expenses in relation to this project. The District is utilizing the Bond funds to reimburse expenses paid by district reserves and to pay for further expenses into FY 17/18.

## Reserves

| Account Code | Reserves | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| Reserves | Wastewater Reserves | $2,516,638 | $2,516,638 | $2,516,638 | $2,516,638 | $2,516,638 |
| Infrastructure Replacement | Collection Pumps & Motors Replacement Fund | $142,602 | $30,000 | $172,602 | $202,602 | $232,602 |
| Infrastructure Replacement | WW Infrastructure Replacement Fund | $950,000 | $200,000 | $1,150,000 | $1,350,000 | $1,550,000 |
| Infrastructure Replacement | Generators Replacement Fund | $59,029 | $15,000 | $74,029 | $89,029 | $104,029 |
| Infrastructure Replacement | Facility Infrastructure Replacement Fund | $138,000 | $30,000 | $84,000 | $99,000 | $114,000 |
| Replacement | Vehicle Replacement Fund | | | $84,000 | $99,000 | $114,000 |
| | **Total** | **$3,806,269** | **$2,791,638** | **$4,081,269** | **$4,356,269** | **$4,631,269** |

- *All reserve deductions will be calculated at the end of the fiscal year.*

## Developer Fees

| Account Code | Reserves | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| Developer Fees | Capacity & Connection Fees | | | $1,678,422 | $1,776,422 | $1,847,422 |
| | **Total** | | | **$1,678,422** | **$1,776,422** | **$1,847,422** |

- *All developer additional revenue or deductions will be calculated at the end of the fiscal year.*

The District maintains a wastewater reserve of $2.516M. This reserve has been established to be utilized for emergency use or project spend for the wastewater utility system. In addition to the wastewater reserve in 2011 the District established an infrastructure replacement program. These funds are saved for the future replacements or improvements of the wastewater infrastructure system including, pipes, chemical tanks, pumps, motors, vehicles, and generator replacements.

The Developer Fees are acquired when new home construction permits are pulled. These fee are charged to connect and utilize the Districts water and wastewater utilities. All developer fees are on the Districts website http://www.todb.ca.gov/ordinances-town-discovery-bay.

## Wastewater Utility Rate

A Wastewater rate study was conducted and adopted in 2016. You can find the entire rate study on the district website at http://www.todb.ca.gov/.

| **Wastewater Enterprise** | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Monthly Wastewater Rate Schedule | | | | | | | | |
| (Fiscal Years 2017 through 2021) | | | | | | | | |
| | **2017-18** | | **2018-19** | | **2019-20** | | **2020-21** | |
| | Monthly | Annual | Monthly | Annual | Monthly | Annual | Monthly | Annual |
| **Residential/Unmetered** | | | | | | | | |
| | | | | | | | | |
| Single Family (Each DU) | $76.32 | $915.84 | $79.38 | $952.56 | $82.55 | $990.60 | $85.85 | $1,030.20 |
| Multifamily/Condos (Each DU) | $57.25 | $687.00 | $59.54 | $714.48 | $61.92 | $743.04 | $64.40 | $772.80 |
| Vacant | $18.67 | $ 224.04 | $18.67 | $224.04 | $18.67 | $224.04 | $18.67 | $224.04 |
| | | | | | | | | |
| **Non-Residential/Metered (Use $/ccf)** | | | | | | | | |
| | Volume Use | | Volume Use | | Volume Use | | Volume Use | |
| Business/Government/Clubs | $5.30 | | $5.51 | | $5.73 | | $5.96 | |
| Restaurants/Bars/Dining Facilities | $15.53 | | $16.15 | | $16.79 | | $17.46 | |
| Schools | $4.77 | | $4.96 | | $5.16 | | $5.37 | |
| Other Domestic Strength Users | $5.30 | | $5.51 | | $5.73 | | $5.96 | |

*DU= Dwelling Unit*

*CCF = 100 Cubic Feet = 748 Gallons*

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

The Lighting and Landscaping District #8 receives its revenues from an Appropriations limit set by the California Department of Finance. The District uses this calculation year over year to calculate the operating revenue that the District utilizes to maintain and operate the Lighting and Landscaping Zone #8 District.

## Revenue

| Account Code | Revenue | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 40-31-5107 | Supplemental Property Tax | $0 | $0 | $159 | $0 | $0 |
| 40-31-5111 | Current Unsecure Property Tax | $16,005 | $0 | $15,913 | $0 | $0 |
| 40-31-5117 | Other Tax | $5,948 | $0 | $611 | $0 | $0 |
| 40-31-5120 | Assessment Income | $548,951 | $500,000 | $555,802 | $616,220 | $628,544 |
| 40-31-5151 | Landscape Related Reimbursable | $0 | $6,000 | $0 | $6,000 | $6,000 |
| 40-31-5180 | Payroll Reimbursements - CCC | $0 | $8,207 | $0 | $8,207 | $8,207 |
| | **Total** | **$570,905** | **$514,207** | **$572,485** | **$630,427** | **$642,751** |

## Expenditures

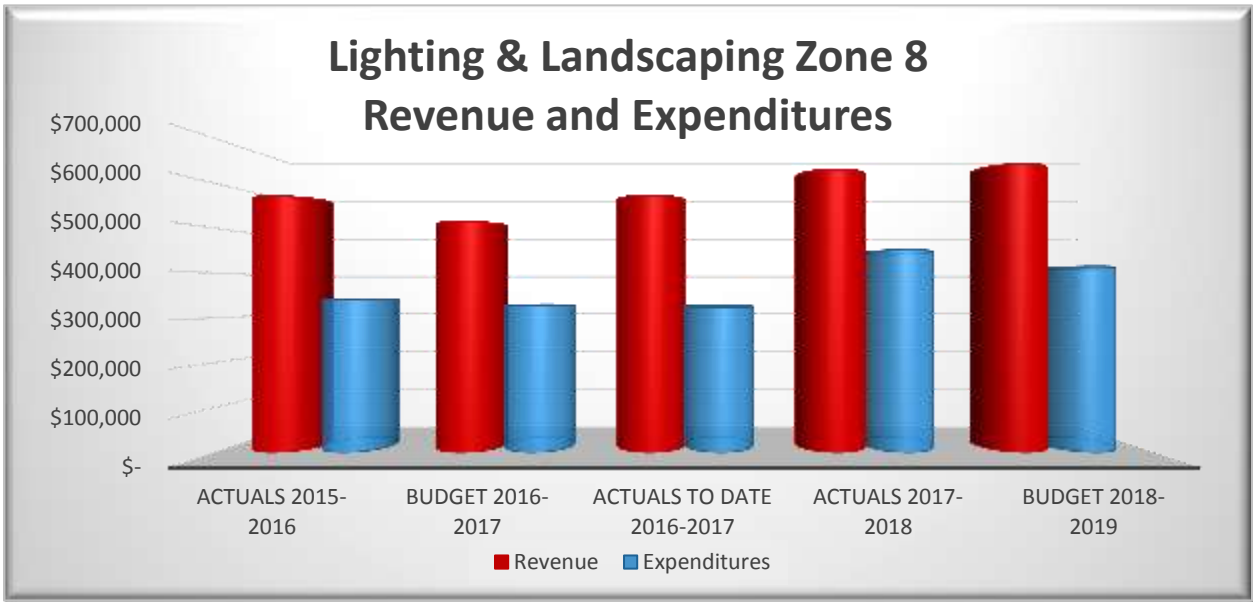
| Account Code | Expenses | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 40-41-7000 | Salary & Wages | $136,812 | $108,000 | $116,320 | $148,000 | $150,000 |
| 40-41-7182 | Travel | $0 | $1,000 | $16 | $1,000 | $1,000 |
| 40-41-7197 | Train, Meet & Education | $35 | $1,500 | $1,546 | $1,500 | $1,500 |
| 40-41-7210 | Dues & Subscriptions | $0 | $200 | $0 | $200 | $200 |
| 40-41-7225 | Memberships | $60 | $525 | $0 | $525 | $525 |
| 40-41-7286 | Legal - General | $933 | $1,000 | $315 | $1,000 | $1,000 |
| 40-41-7301 | Annual Audit Services | $2,220 | $2,220 | $2,200 | $2,220 | $2,200 |
| 40-41-7317 | Advertising | $0 | $50 | $0 | $50 | $50 |
| 40-41-7361 | Telephone - general | $1,174 | $1,125 | $0 | $1,125 | $1,125 |
| 40-41-7362 | Telecom - networking | $627 | $700 | $1,161 | $900 | $900 |
| 40-41-7363 | Telephone - cellular | $942 | $2,000 | $1,209 | $2,000 | $2,000 |
| 40-41-7376 | Road/Construction Materials (s | $0 | $500 | $0 | $500 | $500 |
| 40-41-7392 | Vehicle & Equipment – Fuel | $4,489 | $3,000 | $3,147 | $4,000 | $4,000 |
| 40-41-7393 | Vehicle & Equipment Sup & Rep | $1,715 | $2,000 | $256 | $2,000 | $2,000 |
| 40-41-7408 | Special Equipment | $320 | $0 | $0 | $0 | $0 |
| 40-41-7409 | Info System - Maintenance | $161 | $800 | $432 | $800 | $800 |

| Account Code | Expenses | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 40-41-7410 | Equipment Maintenance | $2,389 | $3,500 | $2,393 | $4,500 | $4,500 |
| 40-41-7412 | Computer Equipment & Supplies | $0 | $150 | $0 | $150 | $150 |
| 40-41-7413 | Miscellaneous Small Tools | $1,770 | $1,500 | $1,261 | $1,500 | $1,500 |
| 40-41-7414 | Equipment Repair | $111 | $750 | $26 | $750 | $750 |
| 40-41-7421 | Cleaning Supplies (household i | $0 | $1,000 | $30 | $1,000 | $1,000 |
| 40-41-7422 | Minor Equipment (furniture <$1 | $0 | $150 | $0 | $150 | $150 |
| 40-41-7424 | Postage | $0 | $150 | $0 | $150 | $150 |
| 40-41-7425 | Office Supplies | $407 | $1,200 | $929 | $1,200 | $1,200 |
| 40-41-7438 | Building Rent | $0 | $200 | $0 | $9,000 | $9,000 |
| 40-41-7439 | Equipment Rental/Leasing | $41 | $2,000 | $83 | $2,000 | $2,000 |
| 40-41-7440 | Facility Maintenance - Landscaping | $38,840 | $50,000 | $41,879 | $50,000 | $50,000 |
| 40-41-7441 | Building Maintenance | $8,283 | $3,000 | $9,814 | $6,000 | $6,000 |
| 40-41-7451 | Insurance - Liability | $3,657 | $1,700 | $0 | $1,700 | $1,700 |
| 40-41-7469 | Personal Protective Equipment | $3,043 | $3,000 | $3,712 | $3,000 | $3,000 |
| 40-41-7470 | Safety Equipment & Supplies | $9 | $0 | $188 | $0 | $0 |
| 40-41-7481 | Utilities/Electrical Cost | $92,776 | $80,000 | $83,934 | $80,000 | $80,000 |
| 40-41-7482 | Utilities/Water Cost | $21,538 | $35,000 | $29,987 | $35,000 | $35,000 |
| 40-41-7483 | Utilities/Waste Cost | $6,175 | $5,000 | $8,888 | $5,000 | $5,000 |
| 40-41-7526 | Miscellaneous Bank Charges | $0 | $0 | $867 | $0 | $0 |
| 40-41-7527 | Miscellaneous Services & Supply | $1,981 | $2,000 | $53 | $2,000 | $2,000 |
| 40-41-7534 | Special Expense | $294 | $1,000 | $240 | $1,000 | $1,000 |
| 40-41-7542 | Taxes & Assessments | $820 | $1,200 | $2,051 | $2,000 | $2,000 |
| 40-41-7543 | Inter-fund (Investment Property | $0 | $300 | $0 | $300 | $300 |
| 40-41-7544 | Reimbursement for County Admin | $2,085 | $500 | $10,655 | $500 | $500 |
| 40-41-7545 | Revenue Collection | $4,824 | $2,000 | $0 | $2,000 | $2,000 |
| 40-41-7549 | Public Works - Permits | $0 | $500 | $0 | $500 | $500 |
| 40-41-7550 | Property Taxes | $1,962 | $2,000 | $938 | $2,000 | $2,000 |
| | **Total** | **$340,493** | **$322,420** | **$324,528** | **$377,220** | **$379,200** |

## Capital Improvements

| Account Code | Capital Improvements | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 40-1160 | Streetscapes | $0 | $2,500 | $0 | $2,500 | $0 |
| 40-1100 | Equipment | $0 | $2,500 | $0 | $36,000 | $0 |
| 40-1180- | Light Pole Replacement Fund | $0 | $0 | $0 | $30,000 | $30,000 |
| 40-1180- | Vehicle Replacement Fund | $0 | $0 | $0 | $5,000 | $5,000 |
| | **Total** | **$0** | **$5,000** | **$0** | **$73,500** | **$35,000** |

| | Actuals | Budget | Actuals to Date | Budget | Budget |
|---|---|---|---|---|---|
| | **Actuals 2015-201** | **Budget 2016-201** | **als To Date 2016-** | **Actuals 2017-201** | **Budget 2018-2019** |
| **Revenue** | $ 570,905 | $ 514,207 | $ 572,485 | $ 630,427 | $ 642,751 |
| **Expenditures** | $ 340,493 | $ 327,420 | $ 324,528 | $ 450,720 | $ 414,200 |
| **Revenues over Expenditures** | $ 230,412 | $ 186,787 | $ 247,956 | $ 179,707 | $ 228,551 |
| **Reserve Utilization** | | | | | |




Lighting and Landscaping Zone #8 on a weekly basis maintains the front entrance into Discovery Bay, the streetscapes, and Cornell Park. This Zone runs very lean as provided by the data above. The reason for the lean expenses is increased efficiencies and the lack of Capital Projects planned at this time. Zone #8 also maintains the Community Center park grounds. Next fiscal year the Lighting and Landscape Department needs to purchase some new equipment. The costs of the equipment are split between

Zone #8 and Zone #9. The purchases include a tractor, seed tiller, and an aerator for a total cost to Zone #8 of $36K.

## Reserves

| Account Code | Reserves | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| Reserves | Zone 8 Reserve Fund | $399,138 | $399,138 | $399,138 | $399,138 | $434,138 |
| Replacement | Vehicle Replacement Fund | $0 | $0 | $0 | $5,000 | $5,000 |
| Infrastructure Replacement | Light Pole Replacement Fund | $0 | $0 | $0 | $30,000 | $30,000 |
| | **Total** | **$399,138** | **$399,138** | **$399,138** | **$434,138** | **$469,138** |

- *All reserve deductions will be calculated at the end of the fiscal year.*

The District maintains a water reserve of $399K. This reserve has been established to be utilized for emergency use or project spend for the Lighting and Landscaping District #8. In addition to the reserve, in 2017 the District established an infrastructure replacement program. These funds are saved for the future replacements or improvements of the Lighting and Landscaping District including, vehicles, and light pole replacements.

## Lighting & Landscaping Zone #8 Appropriations

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 its appropriation limit in accordance Article XIII B of the California Constitution, known as the Proposition 4 or the GANN limit.

Staff collects the necessary information from the California Department of Finance and calculates the Appropriations Limit for Zone 8 for board approval every July. The calculation is based on the previous year's appropriation limit and factors in the change of California's per capita personal income and local population percentage change.

http://www.dof.ca.gov/Forecasting/Demographics/Estimates/documents/PricePopulation2017.pdf

Below is a snapshot of the history of previous Appropriations calculations by fiscal year.

ATTACHMENT "A"

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 | $ 616,220.40 | 3.36 | 1.0336 | 0.64 | 1.0064 | 1.04021504 |

* Based on factors provided in the annual Price and Population Information letter from the California Department of Finance. Dated May 2017

# Recreation Service Revenue, Operations & Maintenance and Capital Improvements

The recreation department was established with the purchase of the Community Center in 2013. The Community Center is part of Zone #8 and is funded by the revenue that the community center generates from classes, the swim team and events, as well as Zone #8.

## Revenue

| Account Code | Revenue | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 40-31-5148 | Advertising Revenue | $0 | $4,500 | $0 | $800 | $800 |
| 40-31-5149 | Community Center Program Fees | $38,583 | $28,000 | $0 | $31,000 | $31,000 |
| 40-31-5150 | Community Center Events | $4,210 | $3,000 | $0 | $3,000 | $3,000 |
| 40-31-6000 | Recreation Revenue | $7,389 | $0 | $64,859 | $0 | $0 |
| 40-31-6690 | Swim Team | $38,625 | $32,000 | $0 | $32,000 | $32,000 |
| 40-31-6695 | Rentals | $8,739 | $35,000 | $30,000 | $38,000 | $38,000 |
| 40-31-6996 | Community Center Apparel | $600 | $100 | $0 | $100 | $100 |
| 40-31-6997 | Community Center Food | $453 | $500 | $0 | $100 | $100 |
| 40-31-6998 | Community Center Beverage | $743 | $500 | $0 | $100 | $100 |
| 40-31-6999 | Community Center Pool Fee | $7,908 | $7,500 | $0 | $7,500 | $7,500 |
| | **Total** | **$107,250** | **$111,100** | **$94,859** | **$112,600** | **$112,600** |

## Expenditures

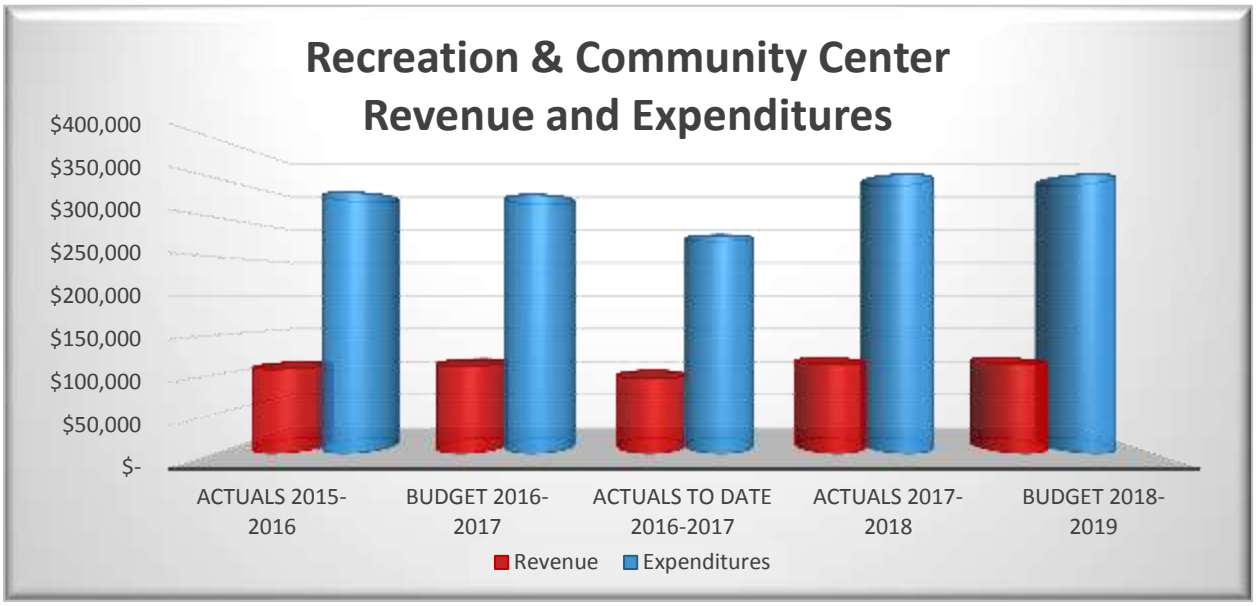
| Account Code | Expenses | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 40-41-8000 | Salary & Wages | $159,005 | $178,908 | $135,838 | $188,000 | $198,000 |
| 40-41-8182 | Travel & Meetings | $0 | $700 | $293 | $700 | $700 |
| 40-41-8197 | Train, Meet & Education | $394 | $1,500 | $684 | $1,500 | $1,500 |
| 40-41-8210 | Dues & Subscriptions | $0 | $300 | $310 | $300 | $300 |
| 40-41-8225 | Memberships | $0 | $0 | $0 | $0 | $0 |
| 40-41-8256 | Events | $2,935 | $0 | $1,592 | $0 | $0 |
| 40-41-8271 | Consulting Services | $0 | $0 | $0 | $10,000 | $0 |
| 40-41-8286 | Legal - General | $2,149 | $1,500 | $0 | $1,500 | $1,500 |
| 40-41-8301 | Annual Audit Services | $0 | $1,000 | $1,000 | $1,000 | $1,000 |
| 40-41-8317 | Advertising | $12,060 | $9,000 | $15,999 | $16,000 | $16,000 |
| 40-41-8319 | Internet Website | $0 | $0 | $0 | $0 | $0 |
| 40-41-8361 | Telephone - general | $1,876 | $2,000 | $3,487 | $2,000 | $2,000 |
| 40-41-8362 | Telecom - networking | $627 | $700 | $1,674 | $700 | $700 |
| 40-41-8363 | Telephone - cellular | $942 | $1,200 | $303 | $1,200 | $1,200 |
| 40-41-8392 | Vehicle & Equipment - Fuel | $77 | $100 | $0 | $100 | $100 |

| Account Code | Expenses | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 40-41-8406 | General Repairs | $592 | $1,000 | $371 | $2,500 | $2,500 |
| 40-41-8408 | Special Equipment | $3,282 | $100 | $0 | $100 | $100 |
| 40-41-8409 | Info System - Maintenance | $6,535 | $2,000 | $2,651 | $2,000 | $2,000 |
| 40-41-8410 | Equipment Maintenance | $100 | $800 | $285 | $800 | $800 |
| 40-41-8411 | Software Hosting | $4,275 | $4,000 | $3,685 | $4,000 | $4,000 |
| 40-41-8412 | Computer Equipment & Supplies | $385 | $0 | $0 | $0 | $0 |
| 40-41-8423 | Office Furniture | $0 | $0 | $0 | $0 | $0 |
| 40-41-8424 | Postage | $2,438 | $3,000 | $2,959 | $3,000 | $3,000 |
| 40-41-8425 | Office Supplies | $2,743 | $1,500 | $3,244 | $2,500 | $2,500 |
| 40-41-8439 | Equipment Rental/Leasing | $156 | $1,000 | $0 | $1,000 | $1,000 |
| 40-41-8440 | Facility Maintenance - Landscaping | $15,766 | $18,000 | $15,070 | $20,000 | $20,000 |
| 40-41-8441 | Building Maintenance | $12,059 | $5,000 | $8,463 | $5,000 | $5,000 |
| 40-41-8442 | Pool Maintenance | $8,662 | $6,000 | $13,482 | $8,500 | $8,500 |
| 40-41-8451 | Insurance - Liability | $3,609 | $3,500 | $0 | $3,500 | $3,500 |
| 40-41-8453 | Insurance - Property | $0 | $1,000 | $0 | $1,000 | $1,000 |
| 40-41-8466 | Permits & Fees | $1,865 | $2,000 | $1,071 | $2,000 | $2,000 |
| 40-41-8469 | Personal Protective Equipment | $893 | $500 | $294 | $500 | $500 |
| 40-41-8470 | Safety Equipment & Supplies | $2,086 | $500 | $2,225 | $750 | $750 |
| 40-41-8481 | Utilities/Electrical Cost | $15,567 | $20,000 | $13,833 | $20,000 | $20,000 |
| 40-41-8482 | Utilities/Water Cost | $3,819 | $12,000 | $781 | $12,000 | $12,000 |
| 40-41-8483 | Utilities/Waste Cost | $7,097 | $6,000 | $3,886 | $6,000 | $6,000 |
| 40-41-8495 | Chemicals | $6,551 | $8,500 | $7,688 | $8,500 | $8,500 |
| 40-41-8511 | UPS/Courier | $0 | $0 | $0 | $0 | $0 |
| 40-41-8526 | Miscellaneous Bank Charges | $5,191 | $2,000 | $2,382 | $2,500 | $2,500 |
| 40-41-8527 | Miscellaneous Services & Supply | $2,918 | $1,000 | $1,672 | $1,000 | $1,000 |
| 40-41-8534 | Special Expense | $1,012 | $300 | $867 | $300 | $300 |
| 40-41-8535 | Credit Memo | $6,813 | $3,500 | $260 | $3,500 | $3,500 |
| 40-41-8538 | Inspection & Fees | $0 | $0 | $0 | $0 | $0 |
| 40-41-8540 | Swim Team Expenses | $10,525 | $8,000 | $8,202 | $0 | $0 |
| 40-41-8541 | Food Expense | $288 | $0 | $0 | $0 | $0 |
| 40-41-8542 | Beverage Expense | $0 | $0 | $0 | $0 | $0 |
| 40-41-8543 | Program Fees | $26,098 | $20,000 | $22,257 | $20,000 | $20,000 |
| 40-41-8548 | Inter-governmental Charges | $0 | $200 | $0 | $200 | $200 |
| | **Total** | **$331,388** | **$328,308** | **$277,127** | **$354,150** | **$354,150** |

## Capital Improvements

Currently there are no capital improvement projects planned for the Recreation and the Community Center.

| | Actuals 2015-2016 | Budget 2016-2017 | Actuals to Date 2016-2017 | Budget 2017-2018 | Budget 2018-2018 |
|---|---|---|---|---|---|
| **Revenue** | $ 107,250 | $ 111,100 | $ 94,859 | $ 112,600 | $ 112,600 |
| **Expenditures** | $ 331,388 | $ 328,308 | $ 277,127 | $ 354,150 | $ 354,150 |
| **Revenues over Expenditures** | $ (224,138) | $ (217,208) | $ (182,269) | $ (241,550) | $ (241,550) |




The Community Center located at 1601 Discovery Bay Blvd was purchased in 2013. Renovations continue annually, so that the District is able to offer a variety of events and classes for the residents of Discovery Bay. The recreation program guide is sent out in the fall for the fall/winter season and in and in the spring for the spring/summer season. These guides lists all of the town's events and classes for residents of all ages. Currently the Community Center runs at a deficit of $241K which is recovered by the Zone #8 appropriations limit. The Board of Directors and Staff are working together to develop a plan to increase revenues for the Community Centers future. The Community Center remains a valuable asset for Discovery Bay's parks and recreation programs.

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

The Lighting and Landscaping District #8 receives its revenues from an Appropriations limit set by the California Department of Finance. The District uses this calculation year over year to calculate the operating revenue that the District utilizes to maintain and operate the Lighting and Landscaping Zone 8 District.

## Revenue

| Account Code | Revenue | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 41-31-5114 | Prior Unsecured Property Tax | $0 | $0 | $385 | $0 | $0 |
| 41-31-5120 | Assessment Income | $123,209 | $119,000 | $122,185 | $134,000 | $140,000 |
| 41-31-5177 | Reimbursements | $0 | $4,000 | $0 | $4,000 | $4,000 |
| 41-31-5179 | Miscellaneous | $0 | $5,000 | $110 | $5,000 | $5,000 |
| | **Total** | **$123,209** | **$128,000** | **$122,680** | **$143,000** | **$149,000** |

## Expenditures

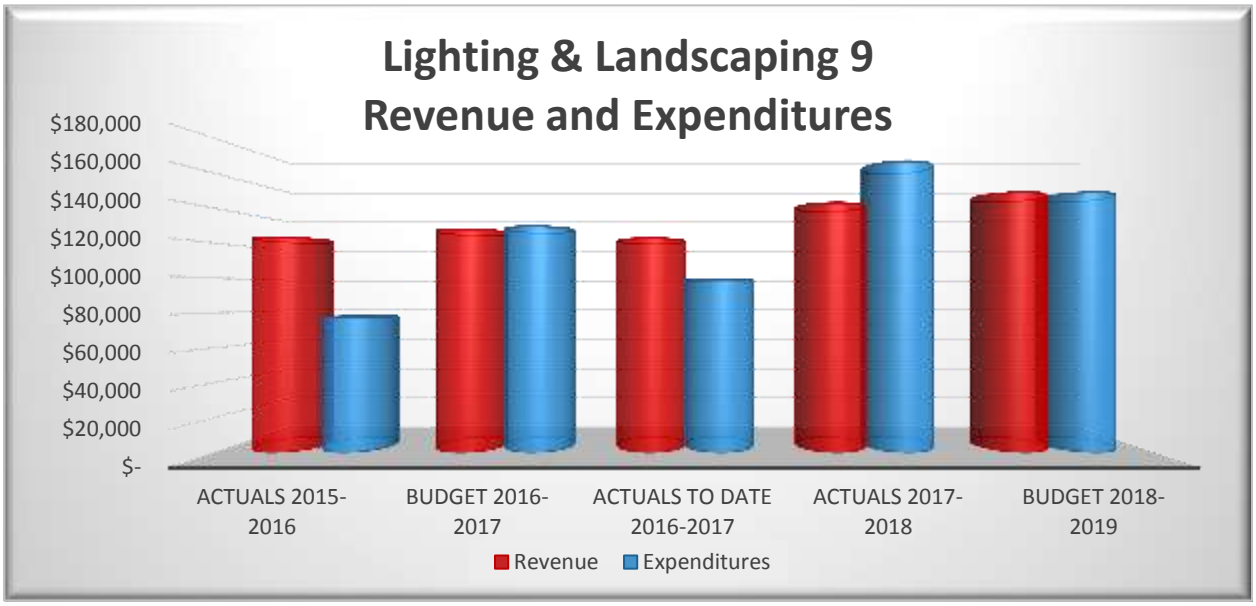
| Account Code | Expenses | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 41-41-7000 | Salary & Wages | $29,393 | $54,524 | $31,278 | $61,000 | $65,000 |
| 41-41-7182 | Travel | $0 | $500 | $19 | $500 | $500 |
| 41-41-7197 | Train, Meet & Education | $35 | $300 | $133 | $300 | $300 |
| 41-41-7210 | Dues & Subscriptions | $0 | $200 | $0 | $200 | $200 |
| 41-41-7225 | Memberships | $170 | $400 | $0 | $400 | $400 |
| 41-41-7271 | Consulting Services | $0 | $4,100 | $0 | $4,100 | $4,100 |
| 41-41-7286 | Legal - General | $622 | $1,000 | $0 | $1,000 | $1,000 |
| 41-41-7301 | Annual Audit Services | $2,200 | $2,200 | $2,200 | $2,200 | $2,200 |
| 41-41-7317 | Advertising | $127 | $60 | $0 | $60 | $0 |
| 41-41-7361 | Telephone - general | $1,262 | $1,000 | $220 | $1,000 | $1,000 |
| 41-41-7362 | Telecom - networking | $627 | $700 | $263 | $700 | $400 |
| 41-41-7363 | Telephone - cellular | $942 | $1,200 | $1,209 | $1,200 | $1,200 |
| 41-41-7376 | Road/Construction Materials (s | $0 | $200 | $13,851 | $200 | $200 |
| 41-41-7392 | Vehicle & Equipment - Fuel | $3,718 | $3,000 | $3,771 | $3,000 | $3,000 |
| 41-41-7393 | Vehicle & Equipment Sup & Rep | $1,637 | $1,500 | $1,605 | $1,500 | $1,500 |
| 41-41-7406 | General Repairs | $5 | $100 | $0 | $100 | $100 |
| 41-41-7408 | Special Equipment | $217 | $0 | $0 | $0 | $0 |
| 41-41-7409 | Info System – Maintenance | $211 | $1,000 | $17 | $1,000 | $1,000 |
| **Account Code** | **Expenses** | **Actual FY** | **Budgeted FY** | **Actuals to Date** | **Budgeted FY** | **Budgeted FY** |

| | | 2015/2016 | 2016-2017 | FY 2016-2017 | 2017-2018 | 2018-2019 |
|---|---|---|---|---|---|---|
| 41-41-7410 | Equipment Maintenance | $1,369 | $1,500 | $693 | $1,500 | $1,500 |
| 41-41-7412 | Computer Equipment & Supplies | $0 | $750 | $0 | $750 | $750 |
| 41-41-7413 | Miscellaneous Small Tools | $704 | $900 | $927 | $900 | $900 |
| 41-41-7414 | Equipment Repair | $580 | $750 | $0 | $750 | $750 |
| 41-41-7421 | Cleaning Supplies (household i | $11 | $500 | $0 | $500 | $500 |
| 41-41-7422 | Minor Equipment (furniture <$1 | $0 | $500 | $0 | $500 | $500 |
| 41-41-7424 | Postage | $0 | $50 | $0 | $50 | $50 |
| 41-41-7425 | Office Supplies | $55 | $500 | $645 | $500 | $500 |
| 41-41-7438 | Building Rent | $0 | $200 | $0 | $9,000 | $9,000 |
| 41-41-7439 | Equipment Rental/Leasing | $41 | $1,000 | $0 | $1,000 | $1,000 |
| 41-41-7440 | Facility Maintenance - Landscaping | $12,033 | $12,750 | $6,481 | $12,750 | $12,750 |
| 41-41-7441 | Building Maintenance | $3,360 | $3,000 | $9,948 | $3,000 | $3,000 |
| 41-41-7451 | Insurance - Liability | $3,304 | $1,200 | $0 | $1,200 | $1,200 |
| 41-41-7469 | Personal Protective Equipment | $3,063 | $1,500 | $4,116 | $1,500 | $1,500 |
| 41-41-7470 | Safety Equipment & Supplies | $9 | $0 | $0 | $0 | $0 |
| 41-41-7481 | Utilities/Electrical Cost | $700 | $1,350 | $801 | $1,350 | $1,350 |
| 41-41-7482 | Utilities/Water Cost | $8,333 | $20,000 | $18,210 | $20,000 | $20,000 |
| 41-41-7483 | Utilities/Waste Cost | $1,611 | $1,500 | $2,198 | $1,500 | $1,500 |
| 41-41-7527 | Miscellaneous Services & Supply | $155 | $500 | $0 | $500 | $500 |
| 41-41-7532 | Miscellaneous | $50 | $0 | $0 | $0 | $0 |
| 41-41-7534 | Special Expense | $42 | $500 | $139 | $500 | $500 |
| 41-41-7542 | Taxes & Assessments | $18 | $1,000 | $0 | $1,000 | $1,000 |
| 41-41-7545 | Revenue Collection | $423 | $600 | $423 | $600 | $600 |
| | **Total** | **$77,025** | **$122,534** | **$99,145** | **$137,810** | **$141,450** |

## Capital Improvements

| Account Code | Capital Improvements | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| 41-1135 | Building & Improvements | $0 | $500 | $0 | $0 | $0 |
| 41-1155 | Parks | $0 | $6,500 | $0 | $0 | $0 |
| 41-1100 | Equipment | $0 | $0 | $0 | $24,000 | $2,500 |
| 41-1180 | Vehicle Replacement Fund | $0 | $0 | $0 | $5,000 | $5,000 |
| | **Total** | **$0** | **$7,000** | **$0** | **$29,000** | **$7,500** |

| | Actuals 2015-2016 | Budget 2016-2017 | Actuals to Date 2016-2017 | Budget 2017-2018 | Budget 2018-2018 |
|---|---|---|---|---|---|
| **Revenue** | $ 123,209 | $ 128,000 | $ 122,680 | $ 143,000 | $ 149,000 |
| **Expenditures** | $ 77,025 | $ 129,534 | $ 99,145 | $ 166,810 | $ 148,950 |
| **Reenues over Expenditures** | $ 46,184 | $ (1,534) | $ 23,535 | $ (23,810) | $ 50 |




Zone #9 is a Lighting and Landscaping District which maintains the Ravenswood area of Discovery Bay. Revenues are derived from and annual engineers assessment and report. The Board of Directors approves the report and the assessment per residential property to cover the Operations and Maintenance, Capital Improvement and Reserve Budgets each fiscal year. This Maintenance Zone like Zone #8 runs very lean. In the next fiscal year the department will be purchasing 3 large pieces of equipment a tractor, a slit seeder and an aerator. The cost of this equipment will be split between maintenance Zone #8 and Zone #9. The cost to Zone #9 is $24K. The Zone will utilize its reserves for this purchase as to keep the assessment level for the residents of this Maintenance District.

## Reserves

| Account Code | Reserves | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| Reserves | Zone 9 Reserves | $188,304 | $188,304 | $188,304 | $188,304 | $193,304 |
| Replacement | Vehicle Replacement Fund | $0 | $0 | $0 | $5,000 | $5,000 |
| | **Total** | **$188,304** | **$188,304** | **$188,304** | **$193,304** | **$198,304** |

- *All reserve deductions will be calculated at the end of the fiscal year.*

Lighting and Landscaping District Zone #9 maintains a reserve of $188K. This reserve has been established to be utilized for emergency use or project spending for the Lighting and Landscaping District Zone #9. In addition to the reserve, in 2017 the District established a Vehicle Replacement Program. These funds are saved for the future replacements of the Lighting and Landscaping District vehicles.

## Lighting & Landscaping Zone #9 Engineers Report

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 a Resolution annually, which directed 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 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.

HERWIT Engineering lists all factors leading to the 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 2017/2018 is valued at $3,285,500. The budgeted projects include funding necessary to properly service, maintain and support the basic functions of District operations; continued construction for the two (2) CIP Water & Wastewater Projects as well as $35,000 for an new town vehicle, Lighting & Landscaping Equipment purchase and $565,000 for Infrastructure replacement Funds.

The CIP is broken down into 9 distinct areas – Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; Building & Improvements; Zone #8 Capital Improvements; Zone #9 Capital Improvements and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure, as well as preparing to accommodate future development.

*Wastewater Capital Improvements and Structures & Replacements*

For FY 2017/2018 the Wastewater CIP and Structures & Replacements represent 7 projects at a total combined cost of $1,533,000; of which is allocated to the approved CIP projects including, Lift Station Improvements, SCADA Improvements, Plant 1 Refurbishment, Wastewater Distribution System & Maintenance, Mainline Piping Replacement, Rehab of Manholes, Raising Manholes. Also in this fiscal year is the completion of the Bonded Tittle 22 Filtration Project.

*Water Capital Improvements and Structures & Replacements*

For FY 2017/2018 The Water Wastewater CIP and Structures & Replacements includes 3 projects at total combined cost of $925,000. The CIP projects include Water Supply Capacity (source, treatment & storage) and Upgrades & Maintenance of the Existing Water Supply Facilities. Also in this fiscal year is the completion of the Partially Bonded Water Meter Project.

*Equipment Capital*

The District plans to purchase equipment in fiscal year 17/18. Leak Detection equipment $25,000 for the water systems, and District Message Boards $80,000.

*Vehicle Capital*

The district plans to purchase one new vehicle in FY 2017/2018 in the amount of $35,000.

*Building and Improvements Capital*

In fiscal year 17/18 the District plans to improve upon its Security systems at our Water & Wastewater plant facilities. The district will be implementing new electronic gates $40,000 and locks $20,000 at all of our treatment facilities.

*Infrastructure Replacement Funds*

In fiscal year 17/18 the District plans to add additional funds into the infrastructure replacement funds. $275,000 for wastewater, $250,000 for water, $35,000 for Zone #8 and $5,000 for Zone #9.

*Lighting & Landscaping Zone #8 & Zone #9 Capital*

Lighting and Landscaping Zone #8 and #9 will be splitting the cost of a new Tractor, a Slit Seeder, and an Aerator for a total amount of $60,000, Zone #8 will pay 60% of the cost and Zone #9 will pay 40% of the cost. Zone #8 has also budgeted $2,500 for maintaining the streetscapes.

*PG&E Projects*

The District received one time revenues from PG&E for a gas line maintenance project that occurred between September 2015 and January 2016. Additionally, PG&E representatives presented a check in the amount of $5,000 for the use of the Community Center during the December gas outage as well as notified the Town that they have also agreed to make a contribution of $17,000 for new playground equipment at the Roberta Fuss Tot Lot on Clipper Drive. Total one-time unanticipated revenues total $349,411. These project are ongoing and spread over a period of fiscal years.

List of the Projects Approved by the Board of Directors on February 17, 2017

- Wastewater Treatment Plant: Completed
  - 1) Add Insulation to Parking Cover: $8,600.
  - 2) Replace aggregate base in Parking Cover to Asphalt: $15,000, or,
  - 3) Replace aggregate base in Parking Cover to Concrete: $30,000 (preferred).
  - 4) Add asphalt to comply with RWQCB NOV at Bio-Solids station: $40,000.
- Community Center:
  - 1) Add small dog area to dog park $10,000 (possible donors as an Earth Day project) $10K not in # below. Completed
  - 2) ADA Ramp and Gate at Pool $6,500. Completed
  - 3) Replace front and rear lights/adding improved lighting $12,000
  - 4) R&R concrete trippers $10,500
  - 5) R&R Pool Equipment Enclosure $56,000
  - 6) Pool side furnishings $5,000 (use PGE grant of $5,000) Completed
  - 7) Repair south side access gate $2,600
  - 8) Repair BBQ Area $7,500
  - 9) Resurface Tennis Courts 3&4 (possible Pickle Ball Courts) $55,000
  - 10) Archery Equipment $1,500
  - 11) New Community Center Roof $40,000 Completed

- 12) Replace play structure at Roberta Fuss Tot Lot (possible 13) PGE Community Benefit Project) $65,000

## Capital Project Listing

| Project # | Project Name | FY 16/17 Budget | FY 17/18 Budget | FY 18/19 Budget | FY 19/20 Budget | FY 20/21 Budget | FY 21/22 Budget |
|---|---|---|---|---|---|---|---|
| | **CIP for Water Supply Capacity (Source, Treatment and Storage)** | | | | | | |
| 52 | Well 8 - Site Acquisition, CEQA, Exploratory, Production Well, Pipeline, Design & Construction for 1,800 gpm well | | $400,000 | $1,800,000 | | | |
| | Abandon and Destroy Well 5A and Site Decommissioning | | | | $75,000 | | |
| 61 | Newport WTP Storage Tank - Site Acquisition Earthwork, Foundation, 275,000 gallon Tank, Pipe, Valves, Controls | | | | $820,000 | | |
| 55/57 | Willow Lake WTP Filter Project - 850 gpm Filter D, second Backwash Tank, Recycle Pumps Upgrade | | | | | $700,000 | |
| | | | | | | | |
| | **Upgrades and Maintenance for Existing Water Supply Facilities** | | | | | | |
| | Well 4A Rehab - Maintenance to Halt Well Decline, Pump Modifications and Refurbishment | | $75,000 | | | | |
| | Well 2 Rehab - Maintenance and Pump Upgrade to Water Lube | | | | | $75,000 | |
| 108 | Newport WTP PLC/ Control System Upgrade-SCADA Improvements | $250,000 | $250,000 | | | | |
| | Water Storage Tank Maintenance | | $75,000 | | | | |
| | Filter Media Replacements - Willow and Newport (5 filters $25K ea.) | | | $125,000 | | | |
| 111 | Stabilization Soils- Willow Lake WTP | $20,000 | | | | | |
| | | | | | | | |
| | **Water Distribution System** | | | | | | |
| | Pantages - Kellogg Creek Crossing 16-inch mainline from Discovery Pt to Point of Timber Rd | | | $375,000 | | | |
| | Pantages - Kellogg Creek Crossing 16-inch mainline from Cabrillo Pt to Point of Timber Rd – | | | $375,000 | | | |

| Project # | Project Name | FY 16/17 Budget | FY 17/18 Budget | FY 18/19 Budget | FY 19/20 Budget | FY 20/21 Budget | FY 21/22 Budget |
|---|---|---|---|---|---|---|---|
| | **Additional Capital Improvements - Water Distribution System & Maintenance** | | | | | | |
| | Newport & Willow Lake Water Treatment Plant- Installation of spill containment curbing/diversion | | | $20,000 | | | |
| | Upgrade Hypo Tanks at Newport & Willow Lake Water Treatment Plants | | | | | | $25,000 |
| | | | | | | | |
| | **Water Meter Completion Project** | | | | | | |
| 115 | Water Meter Project | $3,000,000 | | | | | |
| | | | | | | | |
| 15 | **Annual Wastewater Lift Station Improvements** | $330,000 | | | | | |
| | Lift Station R | | $87,500 | | | | |
| | Lift Station J | | $87,500 | | | | |
| | Lift Station S | | $87,500 | | | | |
| | Lift Station H | | $87,500 | | | | |
| | Lift Station A | | | $150,000 | | | |
| | Lift Station C | | | $150,000 | | | |
| | Lift Station D | | | $150,000 | | | |
| | Lift Station E | | | $150,000 | | | |
| | | | | | | | |
| 112 | **Clarifier Rehabilitation- Wastewater Distribution System** | | | | | | |
| | Plant 2 Clarifier #3 System- Clarifier rehab/trough leveling | | | $100,000 | | | |
| | Clarifier Launders Cover Plant 2 | | | | | | $300,000 |
| | | | | | | | |
| | **Wastewater Treatment Plant 1 Refurbishment** | | | | | | |
| 110 | Rehab Wastewater Treatment Plant 1 | | | | | | |
| | *Rehab Includes: Ox Ditch 1 crack sealing & structural repair $150K* | | | $150,000 | | | |
| | *Ox Ditch 2 Rotor repairs, recoat steal $150K* | | | $150,000 | | | |
| | *Clarifier #1 & #2 rehab $225K* | | $225,000 | | | | |
| | *MCC Replacement & MCC Standby Generator $570K 2016 dollars escalate at 4% (Combine with Denite Project)* | | | | | $661,000 | |
| | *Influent Pump station odor control system $120K* | | $120,000 | | | | |
| | *Headworks coating, grating, instruments &* | | | | $75,000 | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | *misc. $75K* | | | | | | |
| **Project #** | **Project Name** | **FY 16/17 Budget** | **FY 17/18 Budget** | **FY 18/19 Budget** | **FY 19/20 Budget** | **FY 20/21 Budget** | **FY 21/22 Budget** |
| | *Storm Drain Improvements $20K* | | $20,000 | | | | |
| | *Reclaimed Water to Plant 1 for Maintenance Operations ($25K)* | | $25,000 | | | | |
| | *Pump Station W Valve/gate ($50K)* | | $50,000 | | | | |
| | | | | | | | |
| | **Additional Capital Improvements - Wastewater Distribution System & Maintenance** | | | | | | |
| | Plant 2 RAS & WAS Pumping System- Covering Structure Installation | | $25,000 | | | | |
| | All Clarifiers- Algae Growth Mitigation | | $75,000 | | | | |
| 109 | Replace Lagoon Dredge | | | $110,000 | | | |
| 116 | Influent Pump station Generator | $200,000 | | | | | |
| 113 | CCTV Van | | | | | | $250,000 |
| 114 | Step Screen Headworks | | | | | $200,000 | |
| | Outfall Diffuser Engineers report | | $45,000 | | | | |
| | Outfall Diffuser Repairs | | | | $200,000 | | |
| | O&M Manual for plant 1 & 2 and sewer pump stations - needed to operate Tittle 22 facility | | $200,000 | | | | |
| | | | | | | | |
| | **Filtration Project** | | | | | | |
| 7 | Filtration Project Compete by Dec 2017 | $7,070,740 | | | | | |
| | *Includes: Secondary Effluent Pump Station Modifications* | | | | | | |
| | *Effluent Filtration* | | | | | | |
| | *Upgrade UV Disinfection* | | | | | | |
| | *Additional Pump to Export Pump Station* | | | | | | |
| | | | | | | | |
| | **Wastewater SCADA Improvements** | | | | | | |
| 16 | Annual SCADA Improvements | $50,000 | $20,000 | $20,000 | $20,000 | $20,000 | $20,000 |
| | | | | | | | |
| | **Denitrification Project** | | | | | | |
| 87 | Denitrification Project | | | | $450,000 | $5,000,000 | $2,600,000 |
| | | | | | | | |
| | **Relocate District Office** | | | | | | |
| | Move District Main Office Building to new site due to Willow Lake Storage Tank | | | | $250,000 | | |
| | | | | | | | |
| | **Manhole Maintenance** | | | | | | |
| 40 | Rehab Manholes | $18,000 | $18,000 | $18,000 | $18,000 | $18,000 | $18,000 |
| 41 | Raise Manholes | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 |
| | | | | | | | |
| | **Vehicle & Equipment Purchases** | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Truck | $30,000 | $35,000 | | | | |
| **Project #** | **Project Name** | **FY 16/17 Budget** | **FY 17/18 Budget** | **FY 18/19 Budget** | **FY 19/20 Budget** | **FY 20/21 Budget** | **FY 21/22 Budget** |
| | Leak Detection Equipment | | $25,000 | | | | |
| | Sweeping Brush for the GEHL | | | $5,000 | | | |
| | District Message Boards | | $80,000 | | | | |
| | | | | | | | |
| | **Mainline Piping Replacement** | | | | | | |
| | 235 feet of pipe replacement (Lakeview Business Plaza) | | $250,000 | | | | |
| | | | | | | | |
| | **District Security** | | | | | | |
| | Cameras | | | $50,000 | | | |
| | Gates | | $40,000 | | | | |
| | Locks | | $20,000 | | | | |
| | | | | | | | |
| | **Master Plans** | | | | | | |
| | Water Master Plan | | $125,000 | $125,000 | | | |
| | Wastewater Master Plan | | $100,000 | $100,000 | | | |
| | | | | | | | |
| | **Water Infrastructure Replacement** | | | | | | |
| | Water Infrastructure Replacement Fund | $200,000 | $200,000 | $200,000 | $200,000 | $200,000 | $200,000 |
| | Booster Pump Replacement Fund | $20,000 | $20,000 | $20,000 | $20,000 | $20,000 | $20,000 |
| | Generators Replacement Fund | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 |
| | Facility Replacement Fund | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 |
| | Vehicle Replacement Fund | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 |
| | | | | | | | |
| | **Wastewater Infrastructure Replacement** | | | | | | |
| | Wastewater Infrastructure Replacement Fund | $200,000 | $200,000 | $200,000 | $200,000 | $200,000 | $200,000 |
| | Collection Pumps & Motors Replacement Fund | $30,000 | $30,000 | $30,000 | $30,000 | $30,000 | $30,000 |
| | Generators Replacement Fund | $15,000 | $15,000 | $15,000 | $15,000 | $15,000 | $15,000 |
| | Facility Replacement Fund | $15,000 | $15,000 | $15,000 | $15,000 | $15,000 | $15,000 |
| | Vehicle Replacement Fund | $15,000 | $15,000 | $15,000 | $15,000 | $15,000 | $15,000 |
| | | | | | | | |
| | **Other 16/17 Projects** | | | | | | |
| 4 | Project # 4 Secondary | | | | | | |
| 73 | Project # 73 Vehicle Storage | | | | | | |
| 75 | District Offices | | | | | | |
| 118 | Plant #2 Lab | | | | | | |
| | | | | | | | |
| | **Landscaping Capital** | | | | | | |
| | Equipment | | $60,000 | | | | |
| | | | | | | | |
| | **L&L Infrastructure Replacement** | | | | | | |
| | Vehicles & Equipment (Light Poles) | | $40,000 | | | | |
| | | | | | | | |
| | **PG&E Funded Projects** | $347,200 | | | | | |
| 800 | Community Center Roof | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Demo/Replacement | | | | | | |
| **Project #** | **Project Name** | **FY 16/17 Budget** | **FY 17/18 Budget** | **FY 18/19 Budget** | **FY 19/20 Budget** | **FY 20/21 Budget** | **FY 21/22 Budget** |
| 800 | Playground Replacement | | | | | | |
| 800 | Pool Equipment Cover | | | | | | |

**Projects in green are Bond/Reserve Funded*

# District Reserves, Infrastructure Replacement Funds & Capacity and Connection Fees

The Town of Discovery Bay Community Services District has a reserve fund for each department as well as Infrastructure Replacement Funds. The reserve funds are saved annually and set aside by the District to fund any future costs of upkeep or any unexpected costs that may arise over the course of the fiscal year.

The Infrastructure Replacement Funds are restricted funds saved annually and set aside for a specific future or unexpected costs that may arise over the course of the fiscal year.

Capacity and Connection Fees (Developer Fees) these fees are restricted revenues received by developers for connecting into the Districts water and wastewater supply. These monies can only be used for infrastructure repairs and construction of the water or wastewater treatment facilities.

## Reserve Funds

| Account Code | Reserves | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| Reserves | Water Reserves | $1,677,759 | $1,677,759 | $1,677,759 | $1,677,759 | $1,677,759 |
| | Wastewater Reserves | $2,516,638 | $2,516,638 | $2,516,638 | $2,516,638 | $2,516,638 |
| | Zone 8 Reserve Fund | $399,138 | $399,138 | $399,138 | $399,138 | $399,138 |
| | Zone 9 Reserves | $188,304 | $188,304 | $188,304 | $188,304 | $188,304 |
| | **Total** | **$4,781,839** | **$4,781,839** | **$4,781,839** | **$4,781,839** | **$4,781,839** |

## Infrastructure Replacement Funds

| Account Code | Reserves | Actual FY 2015/2016 | Budgeted FY 2016-2017 | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| Infrastructure Replacement | W Booster Pump Replacement Fund | $95,068 | $20,000 | $115,068 | $135,068 | $155,068 |
| Infrastructure Replacement | W Infrastructure Replacement Fund | $612,290 | $200,000 | $812,290 | $1,012,290 | $1,212,290 |
| Infrastructure Replacement | W Generators Replacement Fund | $39,200 | $10,000 | $49,200 | $59,200 | $69,200 |
| Infrastructure Replacement | W Facility Replacement Fund | $46,000 | $10,000 | $56,000 | $66,000 | $76,000 |
| Replacement | W Vehicle Replacement Fund | $46,000 | $10,000 | $56,000 | $66,000 | $76,000 |
| Infrastructure Replacement | Water Rate Study Infrastructure | | | $184,000 | $537,000 | $1,032,000 |
| Infrastructure Replacement | WW Collection Pumps & Motors Replacement Fund | $142,602 | $30,000 | $172,602 | $202,602 | $232,602 |
| **Account Code** | **Reserves** | **Actual FY** | **Budgeted FY** | **Actuals to Date** | **Budgeted FY** | **Budgeted FY** |

| | | 2015/2016 | 2016-2017 | FY 2016-2017 | 2017-2018 | 2018-2019 |
|---|---|---|---|---|---|---|
| Infrastructure Replacement | WW Infrastructure Replacement Fund | $950,000 | $200,000 | $1,150,000 | $1,350,000 | $1,550,000 |
| Infrastructure Replacement | WW Generators Replacement Fund | $59,029 | $15,000 | $74,029 | $89,029 | $104,029 |
| Infrastructure Replacement | WW Facility Infrastructure Replacement Fund | $138,000 | $30,000 | $84,000 | $99,000 | $114,000 |
| Replacement | WW Vehicle Replacement Fund | | | $84,000 | $99,000 | $114,000 |
| Replacement | LL8 Vehicle Replacement Fund | $0 | $0 | $0 | $5,000 | $5,000 |
| Infrastructure Replacement | LL8 Light Pole Replacement Fund | $0 | $0 | $0 | $30,000 | $30,000 |
| Replacement | LL9 Vehicle Replacement Fund | $0 | $0 | $0 | $5,000 | $5,000 |
| | **Total** | **$2,128,189** | **$525,000** | **$2,837,189** | **$3,755,189** | **$4,775,189** |

## Developer Fees

| Account Code | Reserves | | | Actuals to Date FY 2016-2017 | Budgeted FY 2017-2018 | Budgeted FY 2018-2019 |
|---|---|---|---|---|---|---|
| Developer Fees | Water Capacity & Connection Fees | | | $776,966 | $811,966 | $846,996 |
| | Wastewater Capacity & Connection Fees | | | $1,678,422 | $1,776,422 | $1,847,422 |
| | **Total** | | | **$2,455,189** | **$2,588,388** | **$2,694,418** |

## Debt Service

The Town of Discovery Bay, prior to issuing Lease Revenue Bonds in 2012 which was necessary to finance a large capital project, first needed to become a member of a financing authority. While there are a number of financing authorities throughout the state which the District could of joined and become a member, it is also not uncommon for two (2) agencies to form their own Joint Powers Authority (JPA) to facilitate the establishment of a financing authority. In 2012 The Town of Discovery Bay created a JPA with Byron Bethany Irrigation District (BBID). Two (2) separate JPA's were formed – one (1) for the benefit of Discovery Bay and one (1) 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.

At the time the District's former Bond Counsel recommended the formation of a Discovery Bay JPA as well as a BBID JPA as the superior "vehicle" to structure and issue tax-exempt municipal debt issuances ("Municipal Bonds"). Counsel advised that the formation of the JPA's would 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 requires two (2) 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 proposed that the Town of Discovery Bay JPA be governed by a five (5) member board, comprised of the Board of Directors for the Town and that the BBID JPA be governed by a five (5) member board, comprised of the Board of Directors for the BBID (the "Governing Board(s)").

The 2012 Municipal bonds were issued for $12,600,000. To date have all been expended. The projects part of the initial bond are as follows:

| | |
|---|---|
| Water Project Improvements: | |
| Planning & Construction of Well 7 | $1,500,000 |
| | |
| Wastewater project Improvements: | |
| UV Bank 4 Installation | $250,000 |
| Lift Station F Rehabilitation | $500,000 |
| Influent Pump station | $1,050,000 |
| Re-Activate Pump Station W | $400,000 |
| Emergency Storage Facilities | $250,000 |
| Splitter Box, Ox Ditch, Clarifier, RAS Pumps at Plant 2, Standby Aerators | $6,050,000 |
| New Solar Dryer and Belt Presses | $3,800,000 |
| Contingency | $300,000 |
| Total | $12,600,000 |

The Debit Service Payments made by the District since 2012

| **Debit Service Payments** | | | **Paid** |
|---|---|---|---|
| Deutche Bank | November 2012 | $ | 139,167.40 |
| | April 2013 | $ | 254,283.46 |
| USA Bank | October 2013 | $ | 559,355.55 |
| | April 2014 | $ | 266,453.90 |
| | October 2014 | $ | 561,456.04 |
| | April 2015 | $ | 263,505.78 |
| | November 2015 | $ | 568,505.15 |
| | April 2016 | $ | 258,919.88 |
| | September 2016 | $ | 568,886.14 |
| | | **$** | **3,440,533.30** |

In January 2017 the District issued its second Municipal Bond for the following projects:

| | |
|---|---|
| Water Project Improvements: | |
| Water Meter Completion Project | $1,500,000 |
| | |
| Wastewater project Improvements: | |
| Filtration & UV | $7,400,000 |
| Total Bond Purchase | $8,825,000 |

## 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 Lease 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 made the decision 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.

Counsel advised that the formation of the JPA's would 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 proposed that the Town of Discovery Bay JPA be governed by a five member board, comprised of the Board of Directors for the Town and that the BBID JPA be governed by a five member board, 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.

Town of Discovery Bay Public Financing Authority Current Projects FY 2016-2019:

### Project #7 Filtration

The Town's National Pollution Discharge Elimination System (NPDES) permit that governs all wastewater activities for the Town was renewed by the Regional Water Quality Control Board (RWQCB) on June 6, 2014. In this renewal, the RWQCB required the Town to add tertiary filtration and UV upgrades and changed the permit limits for coliform in compliance with CCR Title 22 unrestricted reuse. The facilities are required to be constructed and operational by December 31, 2017. The discharge limits also change to the lower values on this date.

The wastewater master plan anticipated the future regulatory requirement for filtration even though it was not required at the time the master plan was completed. On June 6, 2014 the Regional Water Quality Control Board (RWQCB) adopted resolution R5-2014-0073 which modified the Town of

Discovery Bay National Pollution Discharge Elimination System (NPDES) permit to require filtration be constructed by December 31, 2017. Filtration and UV disinfection facilities have been designed in conformance with the wastewater master plan and the NPDES permit and construction of the facilities is underway. At the completion of the project the Town will produce tertiary treated water for unrestricted reuse in conformance with Title 22 of the California.

Estimated Project Cost $7,400,000

### Project #115 Water Meter Completion

In 2005 Governor Arnold Schwarzenegger signed Assembly Bill 2572 requiring all cities in California to install water meters on all homes by 2025 (A copy of AB 2572 is provided in Appendix A). Current State law requires that homes built after January 1, 1992, have a water meter installed on their service connection.

In 2012, the Town of Discovery Bay Community Services District (District) began discussions to implement the Meter Installation Completion Program to complete meter installations in advance of the state mandate to meet the AB2572 requirements. The District determined that they would complete the installation of meters in fiscal year 2016-2017. The District is currently in the process of planning the final phases for completing the project and installing meters on all remaining residential services by fiscal year end of 2017.

At the end of 2016, the total number of services requiring meters was 5,736, of which 2,200 were metered (38%). Approximately 3,531 residential services within the District's service remain unmetered. The District's commercial accounts are metered and have been for several years.

Estimated Project Cost $3,111,359.

## District Awards

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

**(The originally earned in 2014 and recertification was done in 2016.)*

# Supplemental Information

## Glossary

ADOPTED OPERATING BUDGET: The official budget as approved by the Board of Director's 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 Director's.

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 City Council.

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 Director's. 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 Director's for review and approval.

RESOLUTION: A special or temporary order of a legislative body requiring less formality that 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, overtime. Benefits include health, and life.