



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Michael Callahan • Vice-President –Carolyn Graham • Director – Kevin Graves • Director – Bryon Gutow • Director – Ashley Porter

**NOTICE OF THE REGULAR MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, October 2, 2024 4:30 P.M.**

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

REMOTE TELECONFERENCE LOCATION:

JW Marriott Orlando, Great Lakes
4040 Central Florida Parkway
Orlando, FL 32837

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

TO ATTEND BY ZOOM WEBINAR: <https://us06web.zoom.us/j/82820740593>

TO ATTEND BY PHONE: +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 828 2074 0593

Download Agenda Packet and Materials at www.todb.ca.gov

Finance Committee Members

Chair Carolyn Graham
Vice-Chair Ashley Porter

A. ROLL CALL

1. Call business meeting to order 4:30 p.m.
2. Roll Call.

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

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Finance DRAFT Meeting Minutes of June 5, 2024.
2. Approve Finance DRAFT Meeting Minutes of August 7, 2024.

D. PRESENTATIONS

1. Bi-Monthly Financial Report.

E. UPDATES

F. DISCUSSION

1. Discussion and Possible Feedback on Rate Study and Proposition 218 Process Schedule.
2. Discussion and Possible Feedback on Financial Software Replacement.
3. Discussion and Possible Feedback on Classification and Compensation Study.

G. FUTURE DISCUSSION/AGENDA ITEMS

H. ADJOURNMENT

1. Adjourn to the next Standing Finance Committee meeting on December 4, at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Michael Callahan • Vice-President – Carolyn Graham • Director – Kevin Graves • Director – Bryon Gutow • Director – Ashley Porter

**MINUTES OF THE REGULAR MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, June 5, 2024 4:30 P.M.**

Finance Committee Members

Chair Carolyn Graham
Vice-Chair Ashley Porter

A. ROLL CALL

1. Called business meeting to order 4:30 p.m.
2. Roll call was taken, and all members were present..

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

- Speaker has concerns over funding for upcoming large repairs. He also asked about raising rates to pay for upcoming expenses.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Special Finance DRAFT Meeting Minutes of April 3, 2024.

Vice-Chair Porter made a Motion to Approve the April 3, 2024 Draft Meeting Minutes.
Chair Graham seconded.

Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. PRESENTATIONS

1. Bi-Monthly Financial Report.

Presented by Finance Manager Margaret Moggia.

- Water expenses were lower than budgeted due to staffing vacancies, and lower than anticipated facility maintenance.
- Wastewater revenues came in higher than budgeted amount.
- Zone 8 earned approximately \$57,000 in interest income.
- Zone 8 Community Center expenses were lower than budgeted amount.
- Zone 8 Landscaping expenses were lower than budgeted amount.
- Zone 9 revenues were higher than budgeted amount.
- Capital Water projects include Marina, Newport and Willow filter repair, and Well 8.
- Capital Wastewater projects include diffuser, and denitrification.
- Capital Landscape projects include Cornell Park, Clipper Drive and the Patio Project.
- FY 2024/25 Finance activities include 2024-2025 Budget adoption, Zone 9 Assessment Report, Rate Study and updating of financial policies.

E. UPDATES

None.

F. DISCUSSION

1. Discussion and Possible Feedback for Financial Auditor selection for Fiscal Years ending June 30, 2024, June 30, 2025, and June 30, 2026.

Presented by Finance Manager Margaret Moggia.

- Staff requested proposals from twelve auditing firms.
 - Staff received two proposals.
 - Staff recommends using CLA due to their focus on local government with support of a national organization.
 - CLA is familiar with preparing an Annual Comprehensive Financial Report (ACFR) and the requirements of GFOA's Excellence in Financial Reporting.
 - Committee recommends bringing forward to a future Board of Directors Meeting.
2. Discussion and Possible Feedback to Adopt Resolution No. 2024-10 - Approving Amendment to District Financial Policy #031.

Presented by Finance Manager Margaret Moggia.

- Financial Policy #031 was established in September 2021.
 - Staff has several notable changes to the policy. Suggested edits include changes on bank accounts and cash management, internal controls, financial reporting, accounts payable, and accounting of fixed assets.
 - Committee recommends bringing forward to a future Board of Directors Meeting.
3. Discussion and Possible Feedback to Adopt Resolution No. 2024-11 – Add Policy #034 – Capitalization Policy.

Presented by Finance Manager Margaret Moggia.

- In review of District's approved policies, the Finance Manager noted there is no stand-alone capitalization policy.
- This policy is being established to provide the following goals and objectives:
 - Define capital assets
 - Clarify capitalizable costs versus expenses
 - Set the threshold of a capital asset
 - Determine the estimated minimum useful life of a capital asset
 - Determine the depreciation/amortization method of a capital asset
 - Describe procedures for impairment of capital assets
 - Describe procedure for replacement and retirement of capital assets
 - Describe procedure for disposal of capital assets
- Committee recommends bringing forward to a future Board of Directors Meeting.

G. FUTURE DISCUSSION/AGENDA ITEMS

None.

H. ADJOURNMENT

1. Adjourned at 5:22p.m. to the next Standing Finance Committee meeting on August 7, 2024, at the Community Center located at 1601 Discovery Bay Boulevard.

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

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TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



PLATINUM LEVEL

SDLF Platinum-Level of Governance

President – Michael Callahan • Vice-President – Carolyn Graham • Director – Kevin Graves • Director – Bryon Gutow • Director – Ashley Porter

**MINUTES OF THE SPECIAL MEETING
OF THE STANDING FINANCE COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, August 7, 2024 4:30 P.M.**

Finance Committee Members

Chair Carolyn Graham
Vice-Chair Ashley Porter

A. ROLL CALL

1. Called business meeting to order 4:30 p.m.
2. Roll Call was taken, and all members were present.

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

None.

C. DRAFT MINUTES TO BE APPROVED

1. None

D. PRESENTATIONS

1. Fiscal Year 2024 Finance Presentation and Annual Reserve Report.

Presented by Finance Manager Margaret Moggia.

- Water revenues: Total revenues came in higher than budget.
- Water expenses: Salary came in under budget due to staffing changes.
- Water fund balance is \$7,361,933 with \$5,349,779 being in reserves.
- Wastewater revenues: Interest income and capacity fees led to the revenues being higher than budgeted amount.
- Wastewater expenses: Salary came in under budget due to staffing changes.
- Wastewater fund balance is \$12,929,505 with \$9,408,945 being in reserves.
- Zone 8: revenues surpassed budgeted amount due to property tax, community center fees, rentals and interest income.
- Zone 8 fund balance is \$1,973,546 with \$1,612,247 being in reserves.
- Zone 9: \$11,430 interest income was earned.
- Zone 9 fund balance is \$412,919 with \$267,919 being in reserves.
- Capital Projects:
 - Water: Marina, Newport and Willow Filter Repair, Cathodic Protection, Well 5 Decommissioning, Well 8.
 - Wastewater: Diffuser, Denitrification.
 - Landscape: Cornell Park, Clipper Drive.
 - Community Center: Patio Project.
- Debt Portfolio:
 - 2017 Bond: Current outstanding balance of \$7,640,000.
 - 2022 Bond: Current outstanding balance of \$16,400,000.

- 2022B Bond: Current outstanding balance of \$10,768,000.
- Fiscal Year 2025 Fiscal Year Activities: Update rate study, update of Financial Policies, evaluation of new financial software.

E. UPDATES

1. Auditor Communications Update.

Finance Manager Margaret Moggia introduced Daphne Munoz, a principal with CLA Global.

- CLA is a National firm with over 60 years of experience,
- CLA will handle the annual audit for the District, as well as assist in preparation of the SCO report.
- Interim Audit will be in August 2024.
- Year-end audit will be in August 2024.
- Firm will also handle the Annual Comprehensive Financial Report (ACFR).

F. DISCUSSION

1. Discussion and Possible Feedback Regarding the Approval of the Capacity and Connection Accounting Report for Fiscal Year 2023-2024.

Presented by Finance Manager Margaret Moggia.

- Each year the District must report fees collected during the fiscal year.
- District collected \$ 517,350.00 in capacity fees.
- District collected \$6,100.00 in connection fees.
- Balance as of June 30, 2024 was \$2,577,893.07.

G. FUTURE DISCUSSION/AGENDA ITEMS

None.

H. ADJOURNMENT

1. Adjourned at 5:13p.m. to the next Standing Finance Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.



Finance Committee Meeting October 2, 2024

Financial Results through August 2024

Fiscal Year 2025 Finance Activities



Fiscal Year 2025 Financial Results (through August 31)

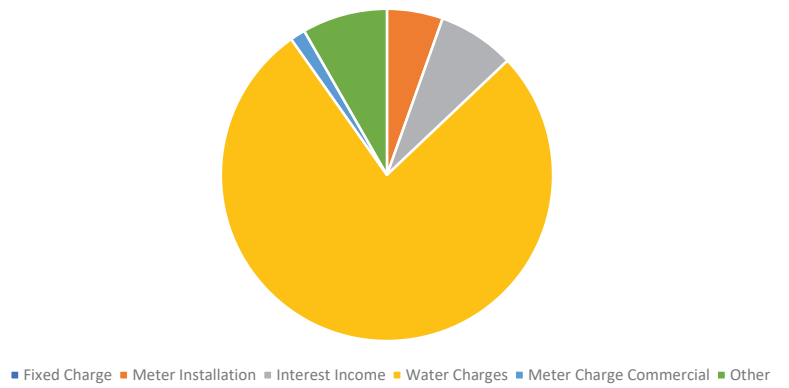
	Fund 20 (Water)	Fund 21 (Wastewater)	Fund 40 (Zone 8)	Fund 41 (Zone 9)
Revenues	\$1,027,265	\$209,610	\$73,955	\$1,708
Expenses	\$1,104,623	\$956,124	\$157,647	\$17,573
Net Income (loss)	(\$77,358)	(\$746,514)	(\$83,692)	(\$15,865)



Fiscal Year 2025 Financial Results (Water)

	Actual	Budget
Fixed Charge	0	293,000
Meter Installation	55,951	56,000
Interest Income	76,849	70,833
Water Charges	794,048	483,500
Meter Charge Commercial	15,155	15,000
Other	377,402	11,667
Total Revenues	\$1,027,265	\$930,000

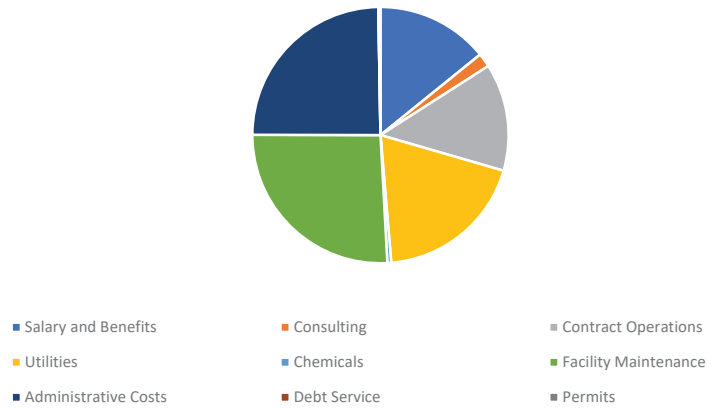
Fiscal Year 2024 - Through August 2024 Revenues



Fiscal Year 2025 Financial Results (Water)

	Actual	Budget
Salary and Benefits	156,613	229,351
Consulting	19,331	80,833
Contract Operations	149,771	171,000
Utilities	211,740	108,667
Chemicals	5,393	16,667
Facility Maintenance	286,060	144,833
Administrative Costs	272,758	249,500
Debt Service	0	0
Permits	2,958	8,333
Total Expenses	\$1,104,623	\$1,009,185

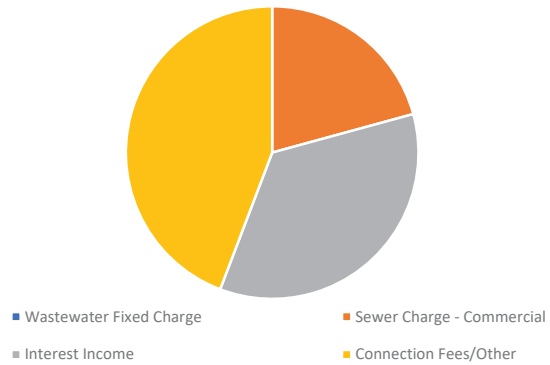
Fiscal Year 2024 - Through August 2024 Expenses



Fiscal Year 2025 Financial Results (Wastewater)

	Actual	Budget
Fixed Charge	0	1,081,083
Sewer Charge	43,507	20,000
Interest Income	73,434	66,667
Capacity Fees/Other	92,669	3,667
Total Revenues	\$209,610	\$1,171,417

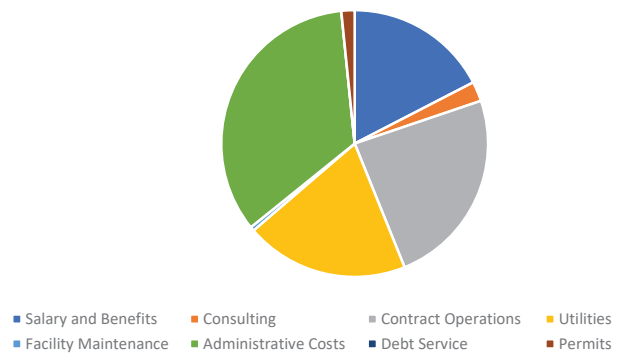
Fiscal Year 2024 - Through August 2024
Revenues



Fiscal Year 2025 Financial Results (Wastewater)

	Actual	Budget
Salary and Benefits	166,522	177,135
Consulting	22,853	38,333
Contract Operations	230,318	307,500
Utilities	189,399	133,000
Facility Maintenance	4,755	15,000
Administrative Costs	326,949	311,783
Debt Service	0	0
Permits	15,329	20,833
Total Expenses	\$956,124	\$1,003,585

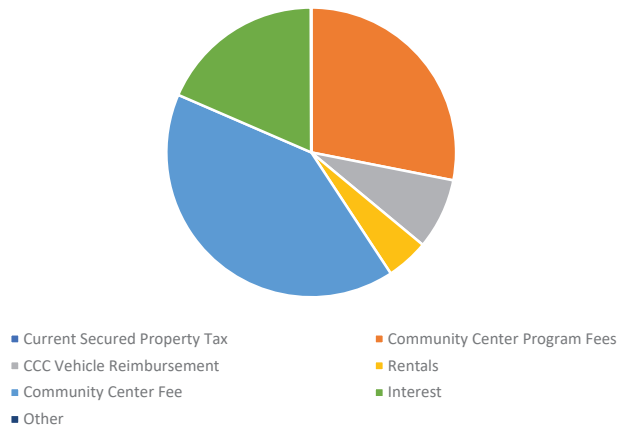
Fiscal Year 2024 - Through August 2024
Expenses



Fiscal Year 2025 Financial Results (Zone 8)

	Actual	Budget
Property Tax	0	141,880
Community Center	20,778	13,167
County Reimburse	5,856	11,167
Rentals	3,503	6,667
Community Center Fee	30,135	-
Interest	13,662	12,500
Other	20	4,000
Total Revenues	\$73,955	\$189,380

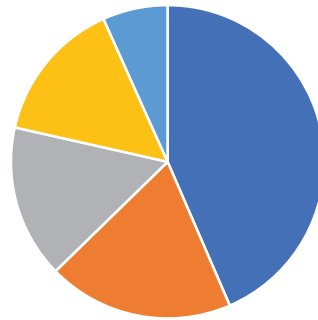
Fiscal Year 2024 - Through August 2024 Revenues



Fiscal Year 2025 Financial Results (Zone 8)

Community Center	Actual	Budget
Salary and Benefits	33,911	59,965
Administrative Costs	14,964	14,583
Facility Maintenance	12,338	10,500
Utilities	11,507	9,833
Program Costs	5,232	9,000
Total Expenses	\$77,953	\$103,882

Fiscal Year 2024 - Through August 2024
Expenses - Community Center



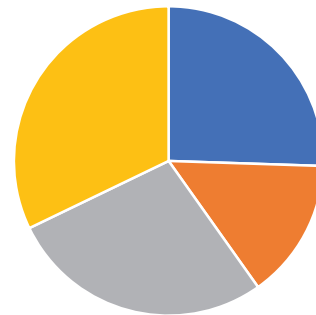
■ Salary and Benefits ■ Administrative Costs ■ Facility Maintenance ■ Utilities ■ Program Costs



Fiscal Year 2025 Financial Results (Zone 8)

Landscape	Actual	Budget
Salary and Benefits	20,337	39,282
Administrative Costs	11,686	12,800
Facility Maintenance	22,049	13,667
Utilities	25,621	25,000
Total Expenses	\$75,693	\$90,749

Fiscal Year 2024 - Through August 2024
Expenses - Landscape



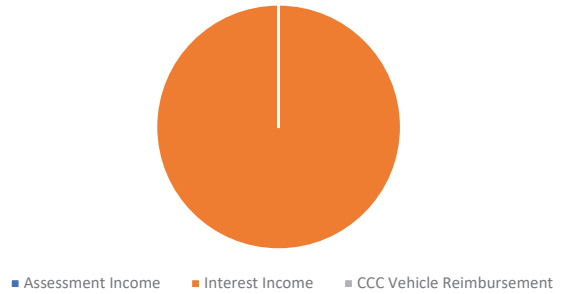
■ Salary and Benefits ■ Administrative Costs ■ Facility Maintenance ■ Utilities



Fiscal Year 2025 Financial Results (Zone 9)

	Actual	Budget
Assessment Income	0	28,500
Interest Income	1,708	1,667
County Reimburse	0	2,833
Total Revenues	\$1,708	\$33,000

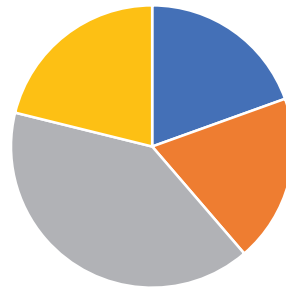
Fiscal Year 2024 - Through August 2024 Revenues



Fiscal Year 2025 Financial Results (Zone 9)

	Actual	Budget
Salary and Benefits	3,429	10,368
Facility Maintenance	3,370	10,750
Administrative Costs	7,058	8,467
Utilities	3,715	4,200
Total Expenses	\$17,573	\$34,285

Fiscal Year 2024 - Through August 2024
Expenses



■ Salary and Benefits ■ Facility Maintenance ■ Administrative Costs ■ Utilities





FY 2025 Capital Project Spend

Administration Building

Mobile Modular Design	\$112,975
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FY 2025 Debt Portfolio

December 1 Bond Payment – Principal and Interest

	2017	2022	2022B (Refunded 2012)
Original Debt Issuance	\$8,825,000	\$16,860,000	\$11,650,000
Current Debt Outstanding	\$7,640,000	\$16,400,000	\$10,768,000
All In Total Interest Cost %	3.9281%	4.1924%	3.6837%
Final Maturity	12/1/2047	12/1/2052	12/1/2042



Water Construction Proceeds - \$4.7M
Wastewater Construction Proceeds - \$0M



Upcoming Fiscal Year 2025 Finance Activities

- Update Rate Study
- Financial Software Implementation
- Classification and Compensation Study
- Completion of Annual Audit
- File State Debt Reports





Town of Discovery Bay

“A Community Services District”

STAFF REPORT

**AGENDA ITEM:
F1**

Agenda Title: Discussion and Possible Feedback on Rate Study and Proposition 218 Process Schedule.

Meeting Date: October 2, 2024

Prepared By: Margaret Moggia, Finance Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

For information only.

EXECUTIVE SUMMARY:

The Town of Discovery Bay Community Services District (Town) provides water and wastewater service to about 6,200 customers. With the passage of Proposition 218, the California Constitution was amended to establish the requirements for imposing any new or increasing any existing property-related fees and charges.

The procedural requirements of Proposition 218 for all utility rate increases include noticing requirement, public hearing, and rate increases are subject to failure to meet majority protest. In addition, Proposition 218 also established substantive requirements that apply to water and wastewater rates and charges include cost of service, intended purpose, proportional cost recovery, availability of service and general government services.

The Town last conducted a water and wastewater rate study in 2020 which provided a schedule of rate adjustments through FY2024/2025. The anticipated schedule for the next rate study is noted below.

- | | |
|----------------|--|
| October 2024 | Kick Off Of Rate Study. |
| February 2025: | Present draft rate results to the Board and seek feedback. |
| April 2025: | Present final report and recommendations to the Board:
Ask for approval to initiate the Proposition 218 process; and
Mail Proposition 218 Notice. |
| June 2025: | Proposition 218 Hearing. |
| July 1, 2025: | New rates go into effect in effect in FY 25/26 for water and wastewater on usage Fixed capital charges to be billed through the County (submit by August 2025 deadline). |

FISCAL IMPACT:

Not applicable.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

Not applicable.

ATTACHMENTS:

None.



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

**AGENDA ITEM:
F2**

Agenda Title: Discussion and Possible Feedback on Financial Software Replacement.

Meeting Date: October 2, 2024

Prepared By: Margaret Moggia, Finance Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Receive direction and feedback from Finance Committee on the replacement of the District's financial software.

EXECUTIVE SUMMARY:

In 2015, the Town of Discovery Bay CSD (District) purchased Caselle to process and report its financial data through its core financial modules and utility management to bill for water and wastewater usage. The importance of the software is to properly account for the revenues and expenditures and to ensure proper controls are in place to reflect the assets and liabilities of the District.

The current version of Caselle system has met its needs but the efficiencies of this current platform are waning to more modern ERP systems. Caselle requires manual processes from module updates, manual scanning of financial documents, and some of the services are outsourced which require manual entries that may result in posting errors if not properly checked.

In continuing to evaluate the system controls over financial tracking and reporting, staff has been researching other financial software to identify what features the District could benefit from in a modern ERP system. ERP stands for enterprise resource planning which is a software system that includes all the tools and processes required, including HR, supply chain, finance, accounting, and more.

Through these ERP systems, the District would benefit from streamlining internal processes, reducing outsourcing of certain services, and providing added security features that determines access based on role rather than person. Staff identified two systems that are part of cooperative agreements which allows for the District to receive the benefit of competitive pricing, but all find a solution that is the right fit for the District and provide these functionalities

- Fully integrated system that reduces manual entries
- Real time updates versus individual modules updates at monthly intervals
- Repository of financial records that eliminates the need for manual scanning
- Tighter access controls by defined user roles
- Improved procurement tracking from requisition to contract spending
- Accounts payable automation that performs OCR scan of invoices, and electronic approval
- Human resource module for payroll processing, onboarding and benefit tracking
- Additional report options
- Online user community

Staff did participate in software demos of the two systems to evaluate their features and ask questions to make a comparison to the current system. The demonstration certainly showed that the current platform is lacking in functionality and ease of use. It also showed that staff time can reduce manual steps in processing information and redirecting its efforts to more analysis.

Comparison of software

Caselle	New ERP Financial Software
Core Financials	Core Financials / Budgeting / AP Automation
	Applicant Tracking
	Benefit Enrollment
Fixed Assets (previously managed by predecessor auditors)	Fixed Assets
Payroll Processing / Timecard (outsourced)	Human Resources Management
	Employee Access / Time Attendance
	Purchasing
	Project Accounting
	Contract Management
Utility Management / Cashiering	Utility Billing / Cashiering / Service Order Mobile
	Content Management

With this added functionality is added direct cost. For example, staff has received the preliminary pricing compared to the current software as follows:

	Caselle	New ERP Financial Software
Annual Software License Fee (1)	\$18,000	\$60,000 (3)
Third-Party Outsource Costs	\$10,000	\$0
Annual Estimated Utility Merchant Fees (variable) (2)	\$58,000	\$48,000
<i>Estimated Annual Costs</i>	<i>\$86,000</i>	<i>\$108,000</i>

- (1) The annual fees cover and includes all support, annual maintenance, any upgrades and enhancements to the modules purchased.
- (2) A variable The District pays the cost for water/wastewater utilizing credit cards/ electronic funds transfers
- (3) The above pricing does include an additional discount on the cooperative pricing. The pricing remains unchanged for the first three years and may escalate up to 5% in future years.

Staff have been reviewing the total cost picture and has provided a general estimate of the real dollars. However, there are additional savings from redirecting staff's efforts from processing to analysis. For example, currently staff spend approximately 20 hours a month scanning invoices in a separate system. With the new ERP system, the invoice would be entered into the financial software through OCR and then used to electronically route for processing and approval. Another example is the time spent manually updating modules and budget analysis at certain time intervals, but the new ERP system would provide more real-time access to information as it is processed.

In addition to the fees noted above, there is one-time implementation costs that would be necessary to bring the software into place. The costs cover the specific set-up and training for the District. It is estimated to take nearly 700 hours over a 9–12-month period. Costs are estimated to be approximately \$120,000.

Prior to finalizing the selection and negotiation of final pricing, staff seeks the committee's input on what other

considerations should be considered to ensure that we have the appropriate financial software platform to meet our business needs for appropriate oversight, tracking and reporting.

FISCAL IMPACT:

The introduction of a new comprehensive financial software may have more direct costs to the District, but it will also allow for greater oversight for management and staff, security access, and business efficiencies allowing time saved on processing to focus on more analysis.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

Not applicable.

ATTACHMENTS:

None.



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Agenda Title: Discussion and Possible Feedback on Classification and Compensation Study.

Meeting Date: October 2, 2024

Prepared By: Margaret Moggia, Finance Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

For discussion and feedback.

EXECUTIVE SUMMARY:

Classification and Compensation Study (Study) are utilized by public agencies to study current labor markets and provide new information to determine whether the organization’s pay structure is appropriate to the jobs being performed or require modifications to jobs and or equity based upon organizational changes that may have occurred since the prior study was completed. The study is intended to provide a Board with a series of recommendations as to whether the organization’s current compensation structure, policies and personnel practices are effective, or if they need to be updated and adjusted.

- Classification work includes a review of job descriptions including surveys and interviews with specified positions
- Compensation work includes a salary and benefit comparison both internally and externally, and recommendation on salary and compensation structure

The last Study was completed in 2015, and typically these studies are conducted at least every 5 years. Since it has been nearly 10 years, staff has been reviewing a proposal from CPS HR Consulting, a human resources and management consulting firm, to provide these services to the District. Depending on the scope of work, the range of services may cost between \$16,000 and \$40,000.

FISCAL IMPACT:

Funding for the Classification and Compensation can be funded from the Consulting budget.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

Not applicable.

ATTACHMENTS

None.

September 20, 2024

Town of Discovery Bay

Cost Letter for Classification and Compensation Consulting Services

PROVIDED BY:

VICKI QUINTERO BRASHEAR

Director of Products and Services

CPS HR Consulting
2450 Del Paso Rd, Suite 220
Sacramento, CA 95834
P: 916-471-3481
vbrashear@cps hr.us
www.cps hr.us



Your Path to Performance

September 20, 2024

Margaret Moggia
Finance Manager
Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94505

Sent via e-mail to: mmoggia@todb.ca.gov

Dear Ms. Moggia:

CPS HR Consulting (CPS HR) is pleased to submit this proposal to Town of Discovery Bay (Town) to provide classification and compensation consulting services. We are excited to deliver this as your potential partner in achieving organizational excellence. With our comprehensive range of HR services, we combine our unmatched government sector knowledge with a shared perspective to drive impactful results.

We are committed to delivering services that are nothing short of exceptional, and we are eager to discuss how we can tailor our solutions to best serve you. In business since 1985, we pride ourselves in establishing and nurturing long-term relationships with the agencies we serve as we live out our mission of bringing excellence in Human Resources to the public sector.

We look forward to the possibility of working with the Town on these important projects. Should you have any questions, please do not hesitate to contact me at **(916) 471-3481** or via e-mail at **vbrashear@cpshr.us**.

Sincerely,



Vicki Quintero Brashear
Director of Products and Services

Experience and Qualifications

ORGANIZATION IDENTIFICATION INFORMATION	
Legal Name and DBA	Cooperative Personnel Services dba CPS HR Consulting
Headquarters	Physical: 2450 Del Paso Road, Suite 220, Sacramento, CA 95834 Mailing: 2450 Del Paso Road, Suite 160, Sacramento, CA 95834
Main Phone	(800) 822-4277
Regional Offices	20211 Guadalupe Street, Suite 260, Austin, TX 78705 9233 Park Meadows Dr #139, Lone Tree, CO 80124 1968 S. Coast Hwy # 961, Laguna Beach, CA 92651
Years in Business	38 years; established in 1985
# of FTEs	103
Type of Organization	Joint Powers Authority
Website	www.cpshr.us

About CPS HR Consulting

CPS HR is a client-centric human resources and management consulting firm specializing in addressing the unique challenges and complexities encountered by government and non-profit organizations. With a history dating back to 1985, **we have consistently served as a trusted advisor to our clients**, understanding their specific needs as self-supporting public agencies.

Our mission is to advance excellence in human resources within the public sector, and our vision is to empower individuals to fulfill the ideals of public service. CPS HR's core competency lies in our in-depth knowledge and expertise in the public sector landscape. Being a public agency ourselves, we possess a deep understanding of the intricacies and issues faced by our client base.

We differentiate ourselves by offering best-practice expertise that emphasizes an integrated, systems-oriented approach to human resources. Our consultants recognize that the various facets of human resources, including classification and compensation, function cohesively to nurture an optimal HR system.

For nearly four decades, CPS HR has been delivering classification and compensation services to a wide spectrum of clients, ranging from state, federal, and local governments to special districts and non-profit organizations. Our extensive experience includes numerous projects with agencies of similar size and scope.

Core Services

CPS HR believes in an integrated, systems-based approach to talent management and provides consulting in all the key areas listed below.

CPS HR CONSULTING CORE SERVICES



Comprehensive HR solutions for advanced organizational performance.



CLASSIFICATION & COMPENSATION

- Classification
- Compensation



DIVERSITY, EQUITY & INCLUSION (DEI)

- DEI Strategic Planning
- DEI Training



HR CONSULTING

- Audit & Compliance
- HR Outsourcing
- HR Membership
- Complaint Investigations



LICENSING & CERTIFICATION

- Accreditation
- Candidate Management
- Program Management
- Testing Services



ORGANIZATIONAL STRATEGY

- Organizational Assessment
- Change Management
- Employee Engagement
- Performance Management
- Succession Planning
- Workforce Planning



RECRUITMENT & SELECTION

- Executive Search
- Mid-Management and Specialized Recruitment
- General Recruitment
- Employer Branding



TESTING

- Assessment Center
- Job Analysis
- Test Rental
- Test Administration
- Selection Tools Development



TRAINING & DEVELOPMENT

- Executive Coaching
- Training Center
- Open Enrollment Training
- On-Site Training

CORE MARKETS



Federal



State



Local



Special Districts



Education



Non-Profit Organizations

Joint Powers Authority

Cooperative Personnel Services, doing business as CPS HR Consulting, is a national firm and is a governmental Joint Powers Authority (JPA) of the State of California. A JPA is a public agency created pursuant to the Joint Exercise of Powers Act (Government Code 6500 et seq). This Act allows two or more government agencies to establish a new public entity authorized to exercise those powers jointly held. A JPA is an instrumentality of a state or a political subdivision of a state and is not a registered corporation of any state. Cooperative Personnel Services was established under a “Joint Powers Agreement” by the State Personnel Board of the State of California, the counties of Sacramento and Sonoma, the Hayward Unified School District, the City of Anaheim, and the East Bay Municipal Utility District, and its purpose is to provide the opportunity for the joint powers “to discuss, study and solve common or similar problems with respect to modern human resource and related management processes.”

Scope of Work

We understand the Town is seeking a classification and total compensation study within the following parameters:

■ Classification Study

- Up to **13** classifications and up to **22** incumbents
- One (**1**) orientation (total) for study participants
- Online position description questionnaire with online, 1-level supervisor review process
- Incumbent/supervisor job evaluation interviews of incumbents and up to **3** supervisor interviews
- Update of the **13** existing classification specifications (no new classifications are expected to be needed)

Not included in scope: Physical environment review for each classification, creation of new classifications, update of the classification structure, classification policy development, incumbent allocations to the newly updated classifications, review of employee appeals to job allocations or the content of classification specifications, report creation, presentation delivery, or classification system maintenance training. CPS HR can provide costs for these services if requested.

■ Total Compensation Study

- Salary¹ + benefits collection, analysis, and comparison
- Up to **13** benchmark classifications
- Labor market pool of up to **12** agencies (CPS HR will conduct research on a pool of up to 15 agencies and will provide recommendations to the Town)
- Internal equity analysis at the classification level
- Delivery of data sheets and benefits tables showing market results and job matches
- Updated salary recommendations and compensation structure

Not included in scope: Development of implementation costs, individual employee salary determinations, compensation policy development, employee orientations, report creation, presentation delivery, or compensation system maintenance training. CPS HR can provide costs for these services if requested.

¹ CPS HR collects the minimum and maximum of the salary range; not actual, individual salaries.

Cost

A **time and materials cost structure** has been developed. CPS HR will bill for time expended monthly per staff member.

Labor Code	Hourly Rate
Technical Specialist	\$140
Principal Consultant	\$135
Project Manager/Principal Program Coordinator/Senior Consultant	\$125
HR Consultant/Program Coordinator	\$115
Administrative Technician	\$95

The estimated number of hours needed for each activity is below:

- **Classification Study:** 121.50 hours (at Principal Consultant, HR Consultant/Program Coordinator, and Administrative Technician rates); **approximately \$15,970**
- **Total Compensation Study:** 194.25 hours (at Technical Specialist, Principal Consultant, HR Consultant/Program Coordinator, and Administrative Technician rates); **approximately \$25,290**

The Town may alternatively desire to encumber a maximum spending amount (for example, \$10,000) and draw down on the cap for various classification and compensation tasks on an ad hoc basis based on the Town’s priorities. For example, reviewing and updating the Town’s current step system could be conducted for approximately 35 hours at the Technical Specialist and Project Manager rates.

Pricing Assumptions

Not included in the fixed fee:	
Materials Production	CPS HR provides all documents electronically. Hard copy printing of documents for this engagement will be the responsibility of the client.
Consultant Travel Time and Expenses	We have not included travel costs since all work will be conducted virtually through the use of tele- and web-conferences and the sharing of documents through an online portal provided by CPS HR.