



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

**FISCAL YEAR 2015-17
OPERATING AND CAPITAL IMPROVEMENT PROGRAM
ADOPTED BUDGET**





Mission Statement

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

Board of Directors

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

District Management

Rick Howard, General Manager
Rod Attebery, District Counsel
Virgil Koehne, Water and Wastewater Manager
Dina Breitstein, Finance Manager
Brian Miller, Parks and Landscape Manager
Sue Heinl, Executive Assistant

The Town of Discovery Bay Community Services District

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



June 17, 2015

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, 2015 through June 30, 2017. 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 2015/17 planning horizon, staff continues to prefer the two-year budget format which allows for improved budgetary forecasts. While a two-year budget is presented, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the Operations and Maintenance budget (O&M) and the remaining four years of the CIP are included in the document but not necessarily included in the discussion below.

While this year's budget is balanced and revenues meet expenditures, it was necessary to augment a portion of reserves from the Water Fund in the amount of \$67,794 to bridge revenue losses resulting from decreased water usage. The ongoing drought conditions throughout the state have necessitated the adoption of emergency drought regulations in 2014 as mandated by the state of California.

For FY 2015/16, the O&M budget (net of debt service) shows an increase of \$107,834 or 2% over the current year. The Capital Improvement Program (CIP) Budget continues to track with the five (5) year CIP Budget. The CIP is planned at \$10,890,740 of which \$7,070,740 is unconstrained and a funding source will need to be identified for the coming fiscal year.

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 is winding down this summer, and all of the proceeds from the bond will be expended by the end of the calendar year.

This year's CIP is limited in scope and size, with the exception of the need to construct a Title 22 wastewater tertiary treatment and denitrification facilities. Both of these projects do not have a revenue source and are mandated by the state. Date specific time times and milestones for each project have been established through the Town's NPDES permit and must be complied with throughout the planning and construction processes for these two projects. The filtration project is programmed to cost \$7.07M, while denitrification is budgeted at \$6.75M. The Board will be spending the early part of this Fiscal Year identifying funding for both of these priority projects. The Budget provides a revenue source for these projects and is listed as Unconstrained (unfunded) Revenues.

The Infrastructure Replacement Fund continues to be supported in the amount of \$525,000 annually. This fund provides long term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as underground infrastructure. The ongoing programming of these funds will play a critical role in the Town's ability to plan for its long term financial needs. Since the fund was established in Fiscal 2011/12, \$1.851 million has been placed into the capital replacement fund. In FY 2015/16, an additional \$525,000 is programmed to be added, bringing total contributions (less withdrawals) to \$2.376 million.

DISCUSSION

The Town of Discovery Bay will be ending FY 2014-15 with a number accomplishments, yet a dark cloud is looming. 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 Center, the transition of contract landscape staff to in-house staffing, and the multiple water and wastewater construction projects that will be wrapping up this summer. The Town's first ever Dog Park opened this spring, providing a location where our 4 legged friends can run and play off leash.

The four year drought continues to envelop the state and is wreaking havoc on the Town's parks and landscape infrastructure. As we move deeper into summer, and with little precipitation anticipated, our parks, turf and landscape areas will all continue to show signs of stress. I am sure that trees, plants and sections of turf will be lost to the drought. The addition of our recently hired Parks and Landscape Manager will ultimately pay dividends, but until continued winter rains and Sierra snowpack return to California, there is no silver bullet in sight.

Revenues will be significantly lower as a result of the drought, with reserves being used to augment the loss of revenue for FY 2015-16. The use of reserves to cover revenue loss into FY 2016-17 is not sustainable, however. Subsequently, Bartle Wells Associates will be conducting a study to help lead the Town through these economic and climatic challenges. That item will be coming to the Board in July, 2015.

Starting in FY 2015-16, the Town will embark on water meter roll-out system wide. Planning is currently on course, and community outreach programs should be set to begin in the late summer and early fall.

At this point, it appears that the remaining 3,800+/- unmetered properties will be metered by the end of FY 2016-17.

I do not plan on adding any new *Regular* full or part time employees in this budget cycle. However, I am considering a potential reorganization and consolidation of the Parks and Landscape functions and the Maintenance functions. Currently, the parks and landscape and maintenance functions are separate and distinct. At this point, the possible consolidation has not been formalized and I am not prepared to bring it to the Board for approval at this time. I anticipate this coming back before the Board in the first quarter of the fiscal year.

The proposed FY 2015/16 Position Schedule is included as a part of the proposed budget.

For Fiscal Year 2014/15, the Budget summary is as follows:

Adopted FY 2014–15 Operating and Capital Improvement Program Budget		Proposed FY 2015–16 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$5,184,609	Total O&M Budget	\$5,374,443
Debt Service	\$827,437	Debt Service	\$827,000
Contribution to Reserves	\$82,000	Contribution to Reserves	\$0
Capital Budget	\$6,251,972	Capital Budget	\$10,365,740
Infrastructure Replacement Fund	\$525,000	Infrastructure Replacement Fund	\$525,000
Grand Total Expense Budget	\$12,871,018	Grand Total Expense Budget	\$17,092,183
Grand Total Revenue	\$12,871,018	Grand Total Revenue	\$17,092,183

The Operating and Maintenance (O&M) section of the budget is proposed to be \$6,201,443 (included debt service) for the coming fiscal year. Consulting fees are programmed at \$300,000, a reduction of \$35,000 over current year. A proposed increase of \$107,834 or 2% over current year budget (FY 2014-15) is projected. Areas of spending in the proposed O&M Budget include an accurate reflection of expenditures based upon past years' historical data, as well as current and future contractual obligations.

The District's new website is currently in the final planning and design stage, and should be able to go live in July or August, 2015. The new site, along with the present site continues to be populated with relevant information, documents, and materials.

Our long term contract with Veolia Water is now in its fifth and final year. We look forward to continuing our ongoing partnership with Veolia. Subsequently, staff will begin the process of negotiating the first of two 5 year contract extensions, as provided for in the initial contract. The renewal process will be

extensive, and both parties will have an opportunity to review and discuss operational needs moving into the next five year cycle. This item will be before the Board in late 2015 or early 2016.

The Capital Improvement Program (CIP) proposes expenditures of \$10,365,740 with a large portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011/2012. As previously discussed, many of the projects contained in those plans are either complete, in design, or under construction. FY 2014/2015 will continue be a busy year as we begin to wrap up the projects that have been financed and transition to the new RWQCB required projects, as noted above.

As noted previously in this transmittal letter, this budget continues to fund \$525,000 in Infrastructure Replacement funds for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was specifically addressed and again recently noted as an essential component to the budget by the District's independent auditors. As of June 30, \$1,851,347 is currently in that fund for future capital replacement needs.

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, 2015, staff will incorporate the final encumbrances into the document once the actual carry-over figures are determined, most likely in September once the County closes out their books.

The primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water, and charges for residential water service. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees. In Parks and Landscape, revenues are generated by Landscape Zones 8 and 9, as well as with landscape contracts with Contra Costa County for County Zones 57, 61. Zone 8 revenues are expected to remain flat at \$478,000 and Zone 9 revenues are expected to remain flat at \$114,000. We do anticipate a 3% increase over budgeted revenues

The amount of the contribution to reserves will be known once FY 2014/15 is closed out. While a year end surplus of revenues over expenditures is hoped for, water revenues may derail the overall revenue stream, necessitating an even larger draw from the water enterprise. Once that amount is identified, that surplus will be transferred into the general reserve account. As of today, the General Reserve Account contains \$4.180M, well above the \$3.0M threshold established by the Board.

Again, I am pleased to present a budget where revenues meet expenditures, where staffing levels meet projected needs, and where service levels continue to improve. More importantly, however, it 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 Director's Mark Simon and Bob Leete for their contributions and assistance in the preparation of the FY 2015/16 annual operating, capital and revenue budgets. The committee completed their work and recommended the preliminary budget be submitted to the Board of Directors for consideration and eventual adoption.

This budget document is the culmination of considerable effort on behalf of staff, and I would like to especially thank Finance Manager Dina Breitstein for all her efforts, as well as those that participated in its production, including Water and Wastewater Manager Virgil Koehne, and the District's Engineer, Gregory Harris. Their efforts, and those of the entire staff are appreciated and I am grateful for their dedication to their mission and their commitment to the community.

I would also like to thank the entire Board of Directors for their support over the past fiscal year. As with any snapshot in time, it is what it is – and I'd like to think that when we look back on the year just ended that we look back on it as a good year. We were resourceful, innovative, and successful. We faced a number of challenges, navigated the obstacles, and hopefully met the expectations of the 14,000 people who call Discovery Bay home. The staff will continue to learn from past experience, and we look forward to an even more successful FY 2015-16.

Respectfully submitted,

Rick Howard

Rick Howard
General Manager



Town of Discovery Bay CSD Organization

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



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

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

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

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment and distribution
- Parks and Landscape Maintenance
- Recreational Activities (Coming Soon)

District Form of Government

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

Population

The 2010 census shows the total population in Discovery Bay to be 13,352 people.

Water Services

The Town of Discovery Bay CSD owns and maintains over sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates five (5) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 1,300 million gallons per year, which equates to an average daily demand of 3.6 million gallons per day.

Wastewater Services

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

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

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

Parks and Landscaping Services

The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. Over the past few years, the Board of Directors has established priorities to improve the landscape areas of Discovery Bay. Improvements can be seen throughout town, including the recently completed Discovery Bay Boulevard landscape enhancement project. The District has also initiated a number of projects within our parks system, including the recent completion of the Ravenswood Park Splash Pad, and the new playground at Cornell Park.

The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the TODBCSD, with the remaining three (3) owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

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

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

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

Contra Costa County Landscape & Lighting Zone #35:

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

Contra Costa County Landscape & Lighting Zone #57:

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

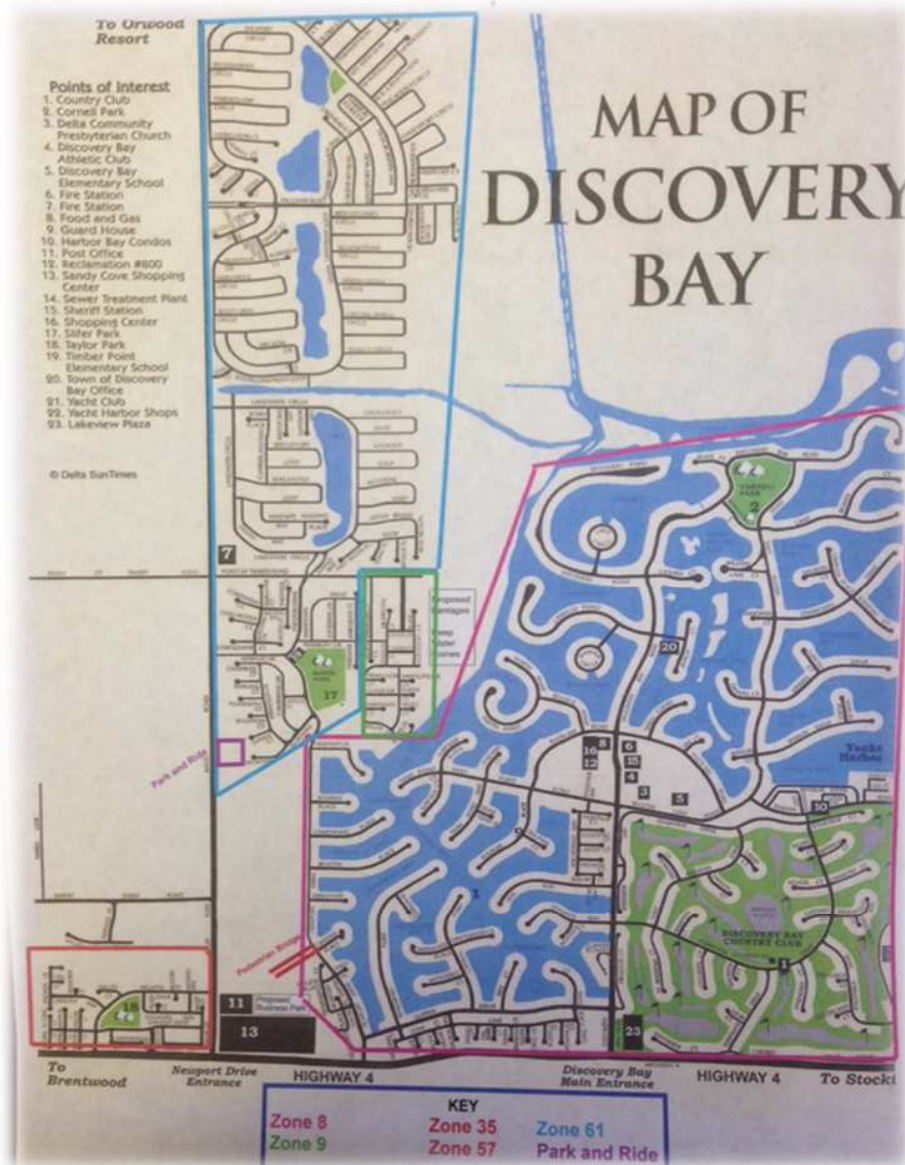
Contra Costa County Landscape & Lighting Zone #61:

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

Recreation Services

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

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



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

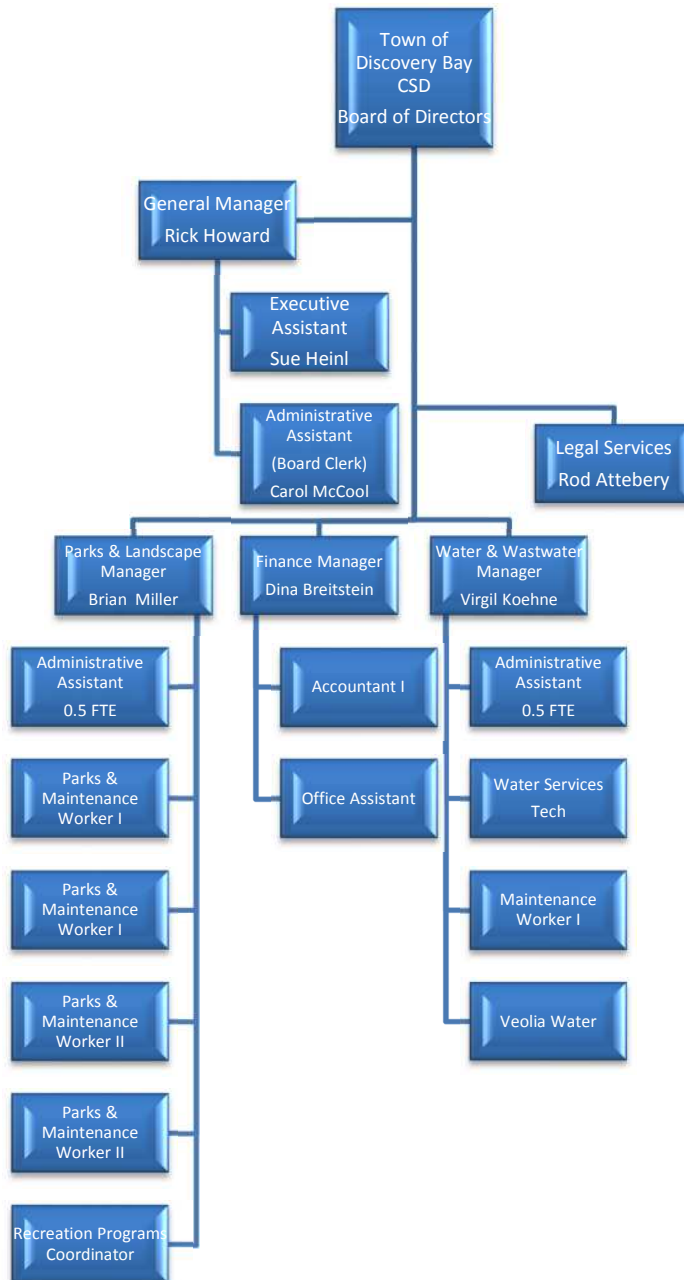


The Town of Discovery Bay lies within the metropolitan statistical areas of San Francisco/Oakland/San Jose. However, it is geographically closer to the farmlands of the central valley and the cities of Brentwood, Stockton and Tracy. The proximity to the employment centers of the Bay Area and those of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

Salary Schedule

Classification	Range	Minimum Pay Rate				Maximum Pay Rate			
		Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
Administrative Assistant	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Executive Assistant	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Finance Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
General Manager	541	53.7	4,654	9,308	111,699	72.5	6,283	12,566	150,793
Office Assistant	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Recreation Programs Coordinator	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Parks & Recreation Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Parks & Landscape Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Parks & Maintenance Worker I	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Parks & Maintenance Worker II	138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
Senior Account Clerk	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Accountant I	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Water & Wastewater Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Maintenance Worker Trainee	125	14.47	1,254	2,508	30,097	18.09	1,568	3,135	37,621
Water Services Technician II	150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

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





FY 2014-15 Authorized Positions
Regular Positions/Full Time Equivalents (FTE's)

Position Title	FY 2013-14	FY 2014-15	FY 2015-16
Director	5	5	5
General Manager	1	1	1
Water & Wastewater Manager	1	1	1
Parks & Landscape Manager	1	0	1
Parks & Recreation Manager	0	1	0
Finance Manager	1	1	1
Administrative Assistant	2	1	1
Admin Assistant/ Board Clerk	0	1	1
Recreation Program Coordinator	1	1	1
Executive Assistant	1	1	1
Office Assistant	1	1	1
Sr. Account Clerk	1	1	0
Accountant I	0	0	1
Maintenance Worker Trainee	1	0.5	0
Water Services Technition I	1	0	0
Water Services Technition II	0	1	1
Maintenance Worker II	0	0.5	1
Parks & Maintenance Worker I	0	2	1
Parks & Maintenance Worker II	1	2	3
Totals	18	21	21



Program Summaries

- ❖ General Manager Program Summary
- ❖ Financial Services Program Summary
- ❖ Water Quality Program Summary
- ❖ Wastewater Program Summary
- ❖ Lighting & Landscaping Program Summary
- ❖ Recreation Program Summary

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



Department: General Manager

Program Area: Administration

Program Description:

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

Accomplishments, 2014-2015:

- Implemented Emergency Drought Regulations in Discovery Bay.
- Adopted a number of Board Policies aimed at improving the manner in which the Town conducts its daily business.
- Rolled out water conservation program and marketing campaign.
- Transitioned Board meeting location from the District Office to the Community Center.

Objectives, 2015-2016:

- Provide management and oversight of the District's Capital Improvement Program.
- Conduct a 360° Review of the Organizations Operational Efficiencies.
- Complete a comprehensive Classification and Compensation Study.
- Work closely with the District's Engineer to ensure timely implementation of the conditions and requirements contained within the five-year NPDES Permit, including the Filtration and Denitrification Projects.
- Implement and Install Water Meter Program System Wide.
- Develop Rebate Programs aimed at water use efficiencies.

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





Department:	Financial Services
Program Area:	Administration

Program Description:

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

Accomplishments, 2014-2015:

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Review processes and look for areas for automation such as filing and financial reporting.
- Implement new Utility Billing Services and Blue Review and New Meter Software
- Reorganize and rewrite Utility billing collection and shut off rules and procedures.
- Implement Utility billing Service Agreement for Homeowners, Renters & Landlords

Objectives, 2015-2016:

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Review and implement new Meters, Meter readers and software
- Implement new meter project for Discovery Bay West
- Reorganize and rewrite water utility ordinance
- Implement Utility billing Service Agreement for Homeowners, Renters & Landlords according to new ordinance.

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





Department:	Public Services
Program Area:	Water Quality

Program Description:

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

Accomplishments, 2014-2015:

- Well #7 Project winding down with completion and operational status anticipated for late summer, 2015.
- Distributed Consumer Confidence Report with no violations noted.
- Initiated Water Reduction Programs aimed at consumer conservation.

Objectives, 2015-2016:

- Begin Water Meter Installation Project for system wide implementation.
- Bring Well 7 online.
- Continue to monitor rules and changes in law relative to safe drinking and water quality requirements.

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





Department :	Public Services
Program Area:	Wastewater

Program Description:

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

Accomplishments, 2014-2015:

- Completed Influent Pump Station, Lift Station W and Emergency Storage Lagoon project.
- Completed Lift Station F rehabilitation project.
- Continue towards a late summer 2015 completion date for the Oxidation Ditch, Clarifier and secondary improvements project.
- Completed the Booster Pump Station Project and reclaimed water intertie.
- Finished Design for Filtration Project

Objectives, 2015-2016:

- Begin construction on Filtration Title 22 Tertiary Treatment Project.
- Work on finding alternate solutions to our Salinity issue.
- Finalize 2012 Revenue Bond Projects
- Identify Funding Source(s) for Filtration Project

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



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



Department: Parks & Landscaping Services

Program Area: Parks & Landscaping

Program Description:

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

Accomplishments, 2014-2015

- Completed transition from contract maintenance to in-house parks and landscape services.
- Completed 6 (of 8) Tennis Court Renovations at Community Center
- Completed Swimming Pool Renovation at Community Center
- Opened first off-leash Dog Park in Discovery Bay
- Hosted Earth Day 2015

Objectives, 2015-2016:

- Implement Weather-Trac Irrigation Network throughout Discovery Bay.
- Monitor water consumption ensuring compliance with emergency water regulations.
- Explore "wetting" and other water based alternatives to help aid in the efficient use of irrigation.





Department:	Parks & Landscaping Services
Program Area:	Recreation Services

Program Description:

Recreation Services provides community based and age appropriate recreational programming for Discovery Bay residents non-residents 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.

Accomplishments, 2014-2015:

- Completed first full year of recreational programming and distributed four Activity Guides to every mailbox in Discovery Bay.
- Completed renovation to 6 of the 8 Community Center tennis courts.
- Completed swimming pool re-plastering project for improved community wide use
- Completed Off-leash dog park at the Community Center
- Coordinated a series of timely and family oriented events, including the annual Earth Day Family Festival, the Live Laugh Learn Senior Fair, and the Festival of the Trees that takes place in late November.
- Updated facility rental policies and fee structure to be more competitive with other local agencies, yet placing an emphasis on Discovery Bay residents and organizations.
- Established alcohol use policy for rentals and events at TODB owned facilities.
- Established a variety of party planning packages, including comprehensive all-inclusive birthday party packages at the Community Center
- Established a Volunteer Policy and Program
- Offered first in-house programs with District staff (Swim Lessons, TODB Camp & Little Sluggers Baseball)

Objectives, 2015-2016:

- Continue to provide enhanced community based and age appropriate recreational programming
- Create a brand for the Community Center and recreation department to help build awareness
- Improve marketing to help increase event and program participation of Discovery Bay residents
- Develop & implement adult/youth sports leagues & tournaments
- Develop & implement new special events
- Establish Youth Advisory Commission
- Build stronger community relationships with local groups and organizations



Budget Summaries

- ❖ Revenues “where the money comes from”
- ❖ Reserves
- ❖ Water & Wastewater Operating & Maintenance Budget
- ❖ Water & Wastewater Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 8 Revenue, Operating & Maintenance & Capital Improvement Budget
- ❖ Recreation Revenue, Operating & Maintenance & Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 9 Revenue, Operating & Maintenance & Capital Improvement Budget

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

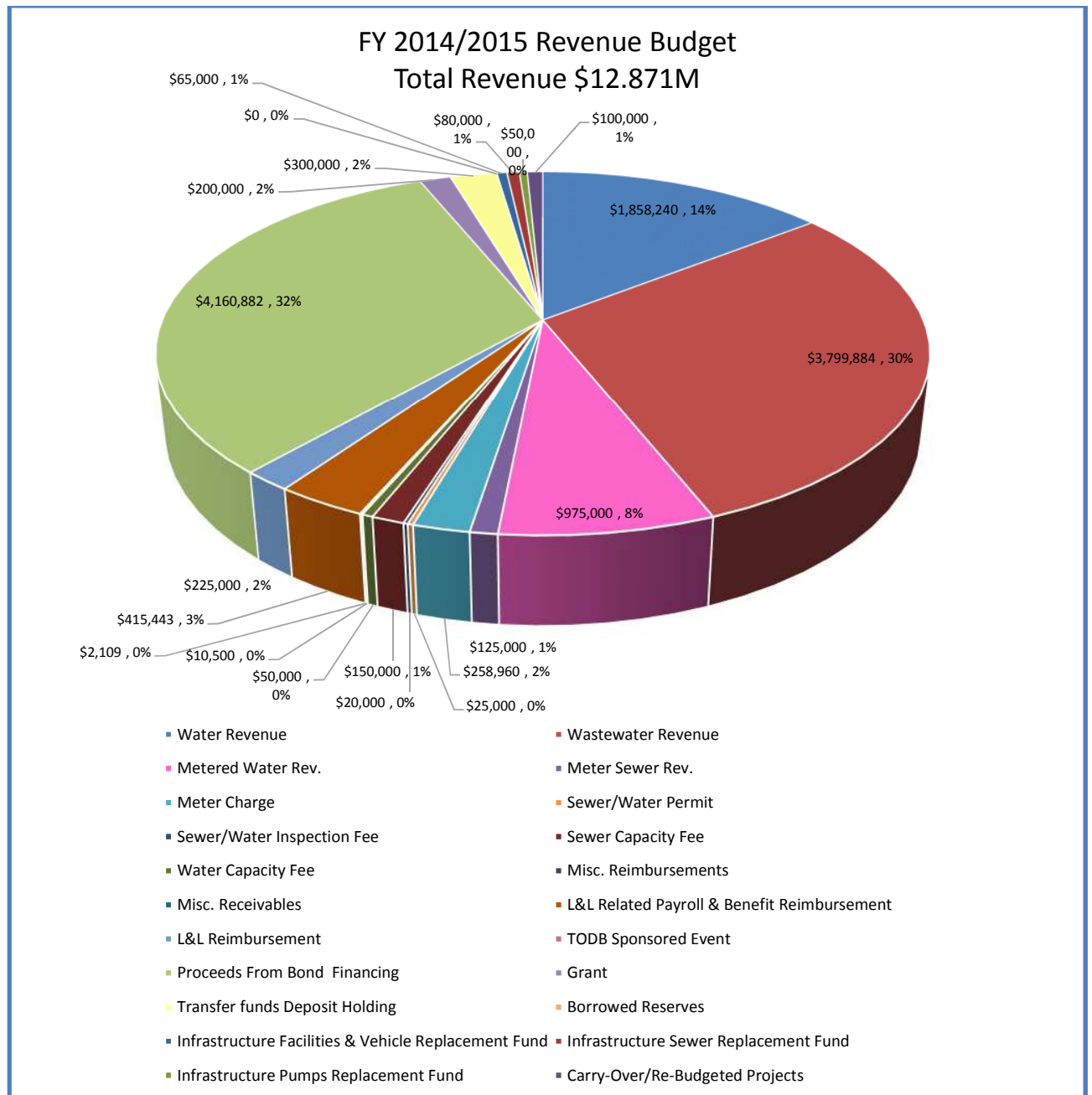


The following table identifies the various sources of revenue that can be anticipated during the course of the coming fiscal year. As is evident in the table, the primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and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

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

Revenue Projections			<i>As of March 2015</i>		
Fiscal Year	2013/2014	2014/2015	2014/2015	2015/2016	2016/2017
Account Description	Actuals	Budget	Actuals	Budget	Budget
Water Revenue	\$2,262,291	\$1,858,240	\$895,330	\$1,932,570	\$2,009,873
Wastewater Revenue	\$3,393,436	\$3,799,884	\$2,109,006	\$3,951,879	\$4,109,994
Metered Water Rev.	\$1,000,444	\$975,000	\$500,757	\$760,500	\$800,000
Meter Sewer Rev.	\$130,041	\$125,000	\$74,093	\$130,000	130,000
Meter Charge	\$20,587	\$258,960	\$138,956	\$225,000	\$225,000
Sewer/Water Permit	\$56,412	\$25,000	\$16,200	\$25,000	\$13,000
Sewer/Water Inspection Fee	\$57,320	\$20,000	\$25,920	\$20,000	\$10,000
Sewer Capacity Fee- CIP	\$272,323	\$150,000	\$235,150	\$160,000	\$80,000
Water Capacity Fee- CIP	\$37,539	\$50,000	\$28,610	\$40,000	\$20,000
Connection Fee				\$10,000	\$10,000
Misc. Reimbursements	\$45,968	\$10,500	\$7,934	\$10,500	\$10,500
Misc. Receivables	\$122,200	\$2,109	\$82,279	\$2,200	\$2,200
L&L Related Payroll & Benefit Reimbursement	\$213,561	\$415,443	\$216,423	\$432,000	\$432,000
L&L Reimbursement	\$282,610	\$225,000	\$176,925	\$250,000	\$250,000
TODB Sponsored Event	\$2,500				
Proceeds From Bond Financing- CIP	\$5,236,978	\$4,160,882	\$5,457,278	\$2,004,000	
Grant		\$200,000			
Developer Deposit Holding Account- CIP	\$76,005	\$300,000			
Contribution from Reserves				\$67,794	
Unconstrained Revenue				\$7,070,740	
Infrastructure Facilities & Vehicle Replacement Fund		\$65,000			
Infrastructure Sewer Replacement Fund		\$80,000			
Infrastructure Pumps Replacement Fund		\$50,000			
Carry-Over/Re-Budgeted		\$100,000			
Grand Total Revenue	\$13,209,215	\$12,871,018	\$9,964,861	\$17,092,183	\$8,102,567

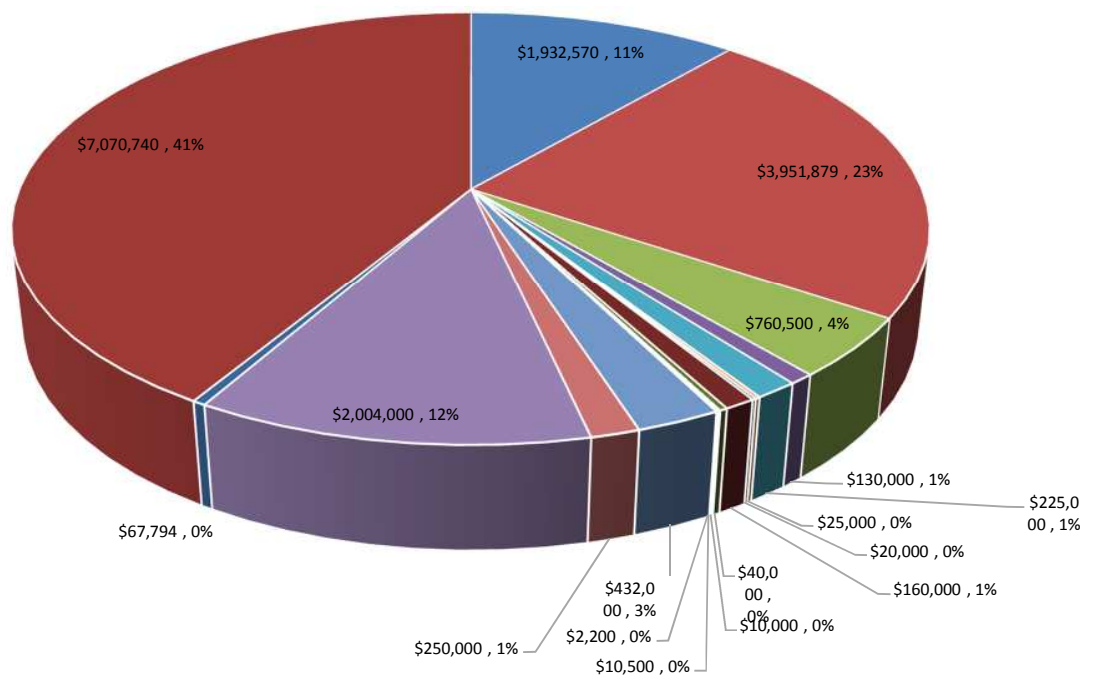
Town of Discovery Bay Community Services District
Contra Costa County, California
Revenue Budget



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



FY 2015/2016 Revenue Budget Total
Revenue \$17.092M



- Water Revenue
- Metered Water Rev.
- Meter Charge
- Sewer/Water Inspection Fee
- Water Capacity Fee- CIP
- Misc. Reimbursements
- L&L Related Payroll & Benefit Reimbursement
- TODB Sponsored Event
- Grant
- Contribution from Reserves
- Infrastructure Facilities & Vehicle Replacement Fund
- Infrastructure Pumps Replacement Fund
- Wastewater Revenue
- Meter Sewer Rev.
- Sewer/Water Permit
- Sewer Capacity Fee- CIP
- Connection Fee
- Misc. Receivables
- L&L Reimbursement
- Proceeds From Bond Financing- CIP
- Developer Deposit Holding Account- CIP
- Unconstrained Revenue
- Infrastructure Sewer Replacement Fund
- Carry-Over/Re-Budgeted

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



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

Reserves	FY 13/14	FY 14/15 Actual as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Water & Wastewater Reserves	\$4,098,213	\$4,180,213	\$4,180,213	\$4,180,213
Sewer Infrastructure Replacement Fund	\$550,000	\$750,000	\$950,000	\$1,150,000
Pumps/Motors Replacement Fund	\$140,000	\$190,000	\$240,000	\$290,000
Water Infrastructure Replacement Fund	\$500,000*	\$659,143*	\$859,143	\$1,059,143
Generators Replacement Fund	\$25,000	\$50,000	\$75,000	\$100,000
Facilities & Vehicles Replacement Fund	\$180,000*	\$202,204*	\$252,204	\$302,204
Draw Down*	(\$35,527)	(\$68,652.06)		
Reserves Total	\$4,098,213	\$4,180,213	\$4,180,213	\$4,180,213
Infrastructure Replacement Total	\$1,358,473	\$1,851,347	\$2,376,347	\$2,901,347
Total Reserves	\$5,456,686	\$6,031,560	\$6,556,560	\$7,081,560

***Reserve Draw-Down Detail FY 14/15**

*Facilities & Vehicle Replacement -- Ford F250 4x4 \$27,795.30

*Pumps/Motors Replacement -- \$50,000

*Sewer Replacement -- \$80,000

*Water Infrastructure Replacement – National Water Meter for Orion meter readers, BOD approved Feb 2015 \$40,856.76.

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



The Operations and Maintenance Budget for the Fiscal Year 2015/16 represents the day-to-day spending plan that meets the needs of the District and keeps it running smoothly and efficiently. The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures.

For FY 15/16 the O&M budget remains essentially the same as FY 14/15. The Operations and Maintenance (O&M) program has a proposed spending plan of \$6,201,443 in FY 15/16 and \$6,179,370 in FY 16/17 for a total of \$12,380,813 over two years. This represents an increase of \$107,406 or 2% over FY 14/15. Increases to the O&M program are evident in the Salary & Wages as well as Group Insurance, where an increase is needed as insurance costs continue to increase year over year.

Water & Wastewater	FY 14/15 Budget	FY 15/16 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Personnel	\$957,950	\$815,300	\$1,120,743	\$1,172,140
Operation & Maintenance	\$5,136,087	\$3,378,218	\$5,080,700	\$5,007,230
Total	\$6,094,037	\$4,193,518	\$6,201,443	\$6,179,370

Operations & Maintenance	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Total Budget	\$6,094,037	\$4,193,518	\$6,201,443	\$6,179,370

Administration Division	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$373,899	\$21,076	\$388,000	\$388,000
Employer Taxes	\$41,544	\$2,187	\$38,000	\$38,000
Overtime				
Operation & Maintenance				
Landscape Related Reimbursable	\$225,000	\$184,214	\$250,000	\$250,000
General Fund Total	\$640,443	\$207,477	\$676,000	\$676,000

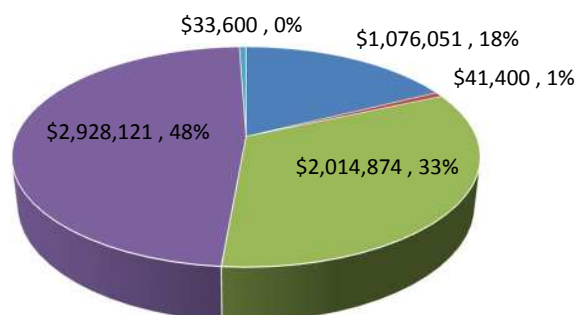
Water Division	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$193,503	\$239,774	\$302,000	\$314,000
Employer Taxes	\$21,500	\$20,251	\$21,000	\$22,000
Overtime	\$2,000		\$2,000	\$2,000
Group Insurance	\$15,240	\$40,524	\$15,697	\$36,000
Worker's Comp	\$20,000	\$720	\$20,600	\$20,600
457 B Plan	\$12,000	\$8,280	\$12,360	\$13,000
Reimbursement of Wages		\$17,006		
Reimbursement of ER Taxes		\$1,338		
Temp Employees	\$3,360		\$15,000	\$3,600
Board of Directors				
Compensation	\$16,560	\$7,490	\$16,560	16,560
Travel	\$2,400	\$759	\$2,400	\$2,400
Trainings, Meetings	\$800	\$575	\$800	\$800
Consulting Services				
Consulting Services	\$153,320	\$54,161	\$114,900	\$100,000
Waste Water Service Contract	\$489,430	\$365,454	\$508,000	\$525,000
Preventative & Corrective	\$42,800	\$19,384	\$42,800	\$42,800
P&C Large Replacement	\$40,000		\$40,000	\$40,000
Legal	\$62,000	\$30,827	\$62,000	\$62,000
Audit Services	\$12,400	\$9,000	\$12,800	\$12,800
Contract Mailing	\$15,000	\$9,476	\$15,000	\$15,000
Operations & Maintenance				
Travel	\$2,000	\$4,036	\$3,200	\$3,200
Training	\$2,800	\$2,776	\$2,800	\$2,800
Subscriptions	\$1,060	\$25	\$1,060	\$1,060
Memberships	\$7,200	\$3,935	\$7,200	\$7,200
TODB Sponsored Events	\$2,400	\$708	\$2,400	\$2,400
PR, Advertising & Elections	\$7,800	\$13,505	\$10,000	\$11,600
Telecommunications	\$9,480	\$7,479	\$12,280	\$12,280
Materials	\$1,880	\$5,490	\$3,280	\$3,280
Automotive Fuel, Supplies & Repairs	\$12,400	\$7,302	\$12,400	\$12,400
Repairs & Maintenance	\$251,600	\$354,197	\$402,720	\$391,600
Water Meter & Registers		\$28,520	\$25,000	\$25,000
Office Supplies	\$4,600	\$5,683	\$5,400	\$5,400
Rent & Facility Expense	\$13,800	\$10,157	\$7,800	\$7,800
Insurance	\$30,000	\$186	\$31,388	\$34,000
Permits & Fees	\$16,000	\$13,869	\$18,000	\$18,000
Utilities	\$310,000	\$274,322	\$320,000	\$320,000
Chemicals	\$30,000	\$8,910	\$20,000	\$20,000
Freight	\$1,320	\$9	\$1,120	\$1,120
Other	\$137,263	\$85,344	\$107,600	\$107,600
Inter-Governmental Charges				
Inter-Governmental	\$11,014	\$10,309	\$15,840	\$15,840
Water Fund Total	\$1,954,930	\$1,661,781	\$2,213,405	\$2,231,140

Wastewater Division	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$290,245	\$189,273	\$201,000	\$209,000
Employer Taxes	\$32,250	\$15,844	\$15,000	\$15,000
Overtime	\$3,000		\$3,000	\$3,000
Group Insurance	\$22,860	\$61,639	\$23,546	\$54,000
Worker's Comp	\$30,000	\$1,080	\$30,000	\$30,000
457 B Plan	\$18,000	\$11,706	\$18,540	\$18,540
Reimbursement of Wages		\$167,194		
Reimbursement of ER Taxes		\$17,410		
Temp Employees	\$5,040		\$15,000	\$5,400
Board of Directors				
Compensation	\$24,840	\$11,235	\$24,840	\$24,840
Travel	\$3,600	\$1,298	\$3,600	\$3,600
Trainings, Meetings	\$1,200	\$863	\$1,200	\$1,200
Consulting Services				
Consulting Services	\$229,980	\$173,714	\$185,100	\$163,500
Waste Water Service Contract	\$734,145	\$548,181	\$762,000	\$785,000
Preventative & Corrective	\$64,200	\$33,674	\$64,200	\$64,200
P&C Large Replacement	\$60,000	\$29,820	\$85,000	\$60,000
Legal	\$93,000	\$50,088	\$93,000	\$93,000
Audit Services	\$18,600	\$9,000	\$19,200	\$19,200
Contract Mailing				
Operations & Maintenance				
Travel	\$3,000	\$5,348	\$4,800	\$4,800
Training	\$4,200	\$2,708	\$4,200	\$4,200
Subscriptions	\$1,590	\$38	\$1,590	\$1,590
Memberships	\$10,800	\$5,259	\$10,800	\$10,800
TODB Sponsored Events	\$3,600	\$1,061	\$3,600	\$3,600
PR, Advertising & Elections	\$11,700	\$20,257	\$10,200	\$17,400
Telecommunications	\$14,220	\$11,669	\$19,700	\$19,700
Materials	\$2,820	\$4,266	\$5,820	\$5,820
Automotive Fuel, Supplies & Repairs	\$18,600	\$13,877	\$17,600	\$17,600
Repairs & Maintenance	\$382,400	\$80,808	\$285,880	\$259,600
Office Supplies	\$6,900	\$9,013	\$8,100	\$8,100
Rent & Facility Expense	\$20,700	\$24,509	\$11,700	\$11,700
Insurance	\$45,000	\$279	\$47,082	\$47,100
Permits & Fees	\$49,000	\$27,251	\$49,000	\$49,000
Utilities	\$465,000	\$228,489	\$484,000	\$484,000
Chemicals	\$20,000	\$14,662	\$20,000	\$20,000
Freight	\$1,980	\$295	\$1,480	\$1,480
Other	\$789,674	\$512,679	\$754,400	\$750,400
Inter-Governmental Charges				
Inter-Governmental	\$16,520	\$33,592	\$27,860	\$27,860
Wastewater Fund Total	\$3,498,664	\$2,318,079	\$3,312,037	\$3,294,230

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

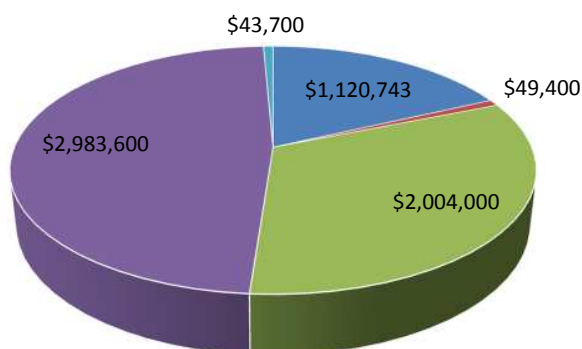


FY 2014/2015 Operations & Maintenance Budget
Total Expenditures \$6.094M



- Salary & Wages
- Board of Directors Compensation
- Contract Services
- Operation & Maintenance
- Inter-Governmental Charges

FY 2015/2016 Operations & Maintenance Budget
Total Expenditures \$6.201M



- Salary & Wages
- Board of Directors
- Consulting
- Operations & Maintenance
- Inter-Governmental Charges

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



The Capital Improvement Program for Fiscal Year 2015/2017 is valued at \$15,890,740 and includes funding necessary to properly service, maintain and support the basic functions of District operations; it includes \$10,000,740 continued construction for the two (2) CIP Water & Wastewater Master Plans as well as \$350,000 for the approved Building and Improvements, \$15,000 for Equipment purchases and \$525,000 for Infrastructure replacement Funds.

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

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

Wastewater– Capital Improvements and Structures & Replacements

For FY 2015/2016 the Wastewater CIP and Structures & Replacements represent 14 projects at a total combined cost of \$9,742,740; of which is \$2,004,000 is allocated to the construction work of the Wastewater Master plan which will be financed and \$7,070,740 is allocated for growth induced projects. \$668,000 is allocated to the approved CIP projects including, Lift Station Improvements, SCADA Improvements, Rehab of Manholes, Raising Manholes, upgrade of Ox Ditch #2, Sandblast Epoxy Clarifier #1, Plant 1 Headworks Cleaning; and rehab transfer station Plant 1&2.

Water Capital Improvements and Structures & Replacements

For FY 2015/2016 The CIP for Domestic Water production includes 2 projects at total combined cost of \$258,000. The CIP projects include replacing 8-in Mainline on with new 16in C905 on Willow Lake Rd and Strom Drain repairs at the Newport Water Treatment plant.

Equipment: Capital

The district plans to purchase a portable light trailer in fiscal year 2015/2016 in the amount of \$15,000.

Vehicle: Capital

There are no planned vehicle purchases listed for FY 2015/2016 at this time.

Building and Improvements

For FY 2015/2016 there are 2 planned Building & Improvement projects totaling \$350,000. These projects included \$150,000 for district offices design and \$200,000 for a Vehicle Storage Facility at Wastewater Treatment Plant #2.

Infrastructure Replacement Fund

The addition of the Infrastructure Replacement Fund allocates \$525,000 in FY 2015/2016 for four distinct areas: Sewer Infrastructure; Pumps and Motors Replacement; Water Infrastructure; Generators and Facilities and Vehicles Replacement.

Capital Improvement	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Wastewater Capital Improvements & Structures Replacement	\$4,788,952	\$4,947,728	\$9,742,740	\$448,000
Water Capital Improvements & Structures & Replacement	\$898,020	\$1,005,125	\$258,000	\$794,200
Vehicle Capital	\$40,000			
Equipment Capital		\$28,513	\$15,000	
Building & Improvements	\$525,000	\$49,531	\$350,000	\$2,400,000
Infrastructure Replacement	\$525,000	\$485,000	\$525,000	\$525,000
Total Capital Improvements	\$6,776,972	\$6,575,897	\$10,890,740	\$4,167,200

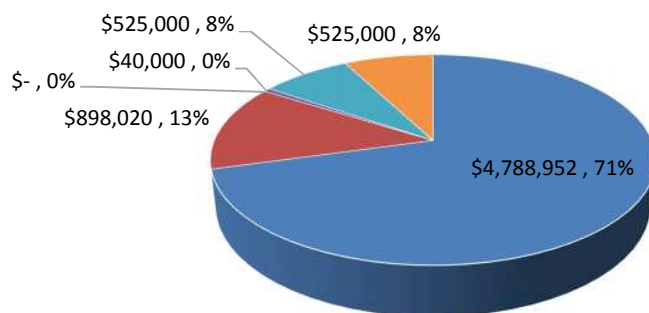
- Please see section of document "All In One Place" for list of Capital Improvement projects and 5 year spending plan.



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

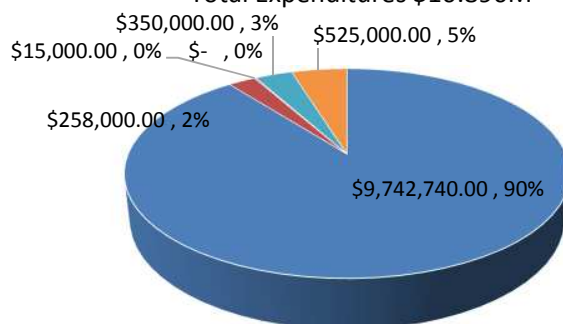


FY 2014/2015 Capital Improvement Budget
Total Expenditures \$6.776M



- Wastewater Capital Improvements- Structures & Replacements
- Water Capital Improvements- Structures & Replacements
- Equipment Capital
- Vehicle
- Building & Improvements
- Infrastructure Replacement

FY 2015/2016 Capital Improvement Budget
Total Expenditures \$10.890M



- Wastewater Capital Improvements & Structure Replacement
- Water Capital Improvements & Structure Replacement
- Vehicle
- Equipment
- Building Improvements
- Infrastructure Replacement



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



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

Discovery Bay Landscape & Lighting Zone #8:

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

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

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

Contra Costa County Landscape & Lighting Zone #35:

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

Contra Costa County Landscape & Lighting Zone #57:

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

Contra Costa County Landscape & Lighting Zone #61:

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

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



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

Reserves	FY 13/14	FY 14/15 Actual as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Zone 8	\$400,000	\$315,800*	\$315,800	\$315,800
Zone 9	\$150,000	\$150,000	\$150,000	\$150,000
Reserves Draw Down		(84,200.00)		
Total L&L Reserves	\$550,000	\$465,800	\$465,800	\$465,800

*Reserve Draw-Down Detail FY 14/15

* Zone 8-Tennis Courts Resurfacing Saviano Company \$84,200

***Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting and Landscape Zone 8 Revenue, Expenditure
and Capital Improvement Budget***



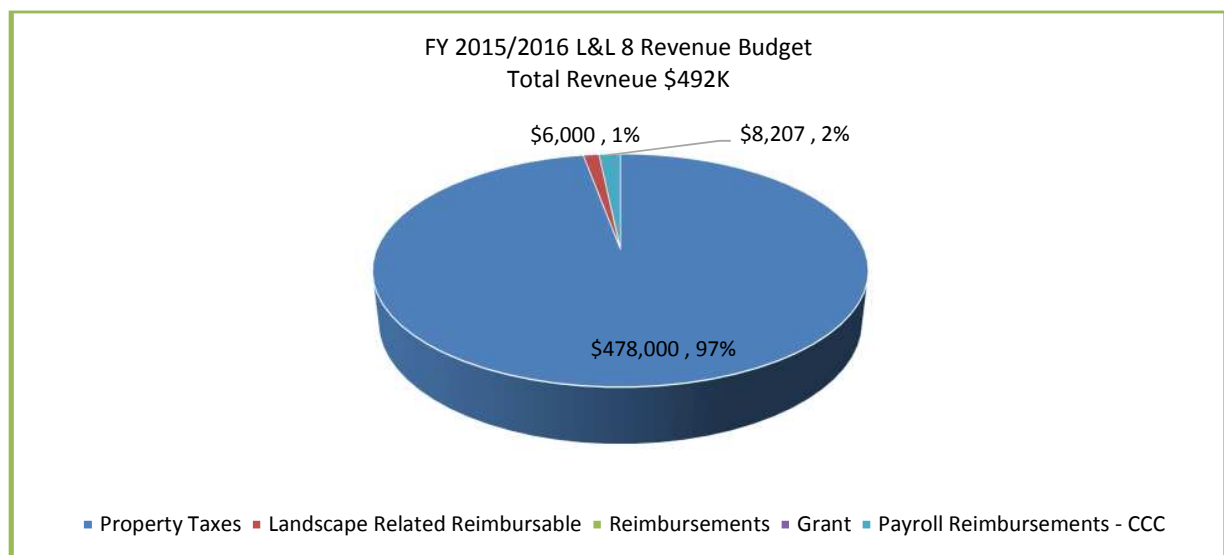
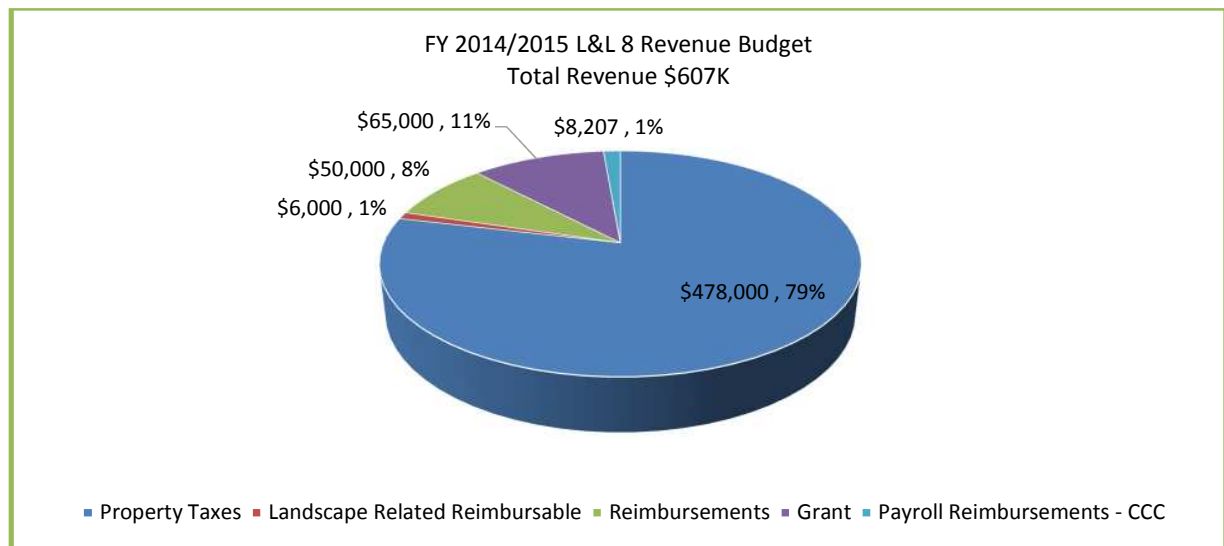
L&L 8 Revenue	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Property Tax	\$478,000	\$287,982	\$478,000	\$478,000
Grant	\$65,000			
Landscape Related Reimbursable	\$6,000		\$6,000	\$6,000
Reimbursements	\$50,000	\$790		
Payroll Reimbursable	\$8,206		\$8,207	\$8,207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

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

Permits & Fees				
Utilities	\$118,500	\$91,875	\$118,500	\$118,500
Chemicals				
Freight				
Other	\$4,750	\$2,182	\$4,750	\$4,750
Inter-Governmental Charges				
Inter-Governmental Charges	\$1,650	\$8,155	\$6,500	\$6,500
Total Expenditures	\$304,996	\$225,254	\$329,846	\$318,597

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

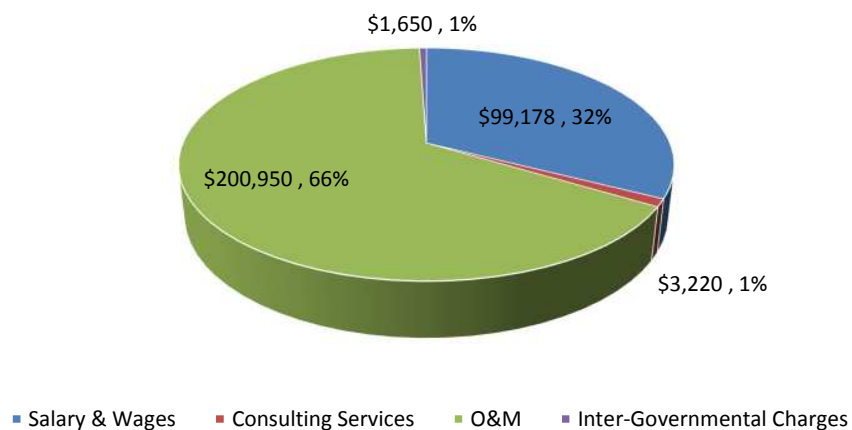
***Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting and Landscape Zone 8 Revenue, Expenditure
and Capital Improvement Budget***



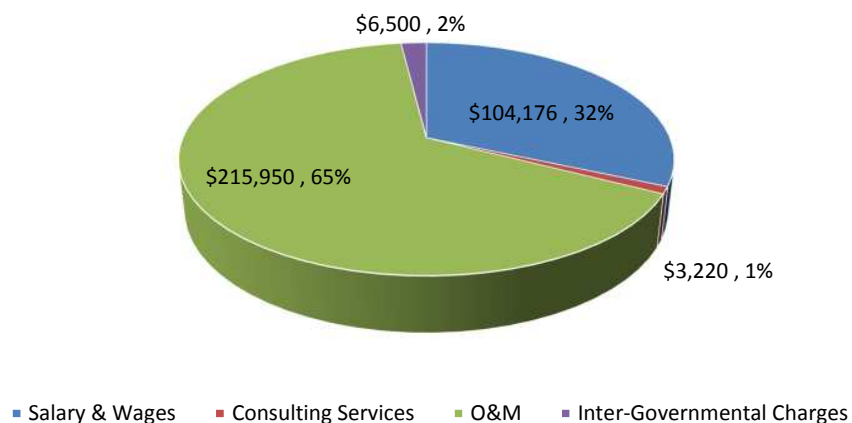
***Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting and Landscape Zone 8 Revenue, Expenditure
and Capital Improvement Budget***



FY 2014/2015 L&L 8 Operations & Maintenance Budget
Total Expenditures \$304K



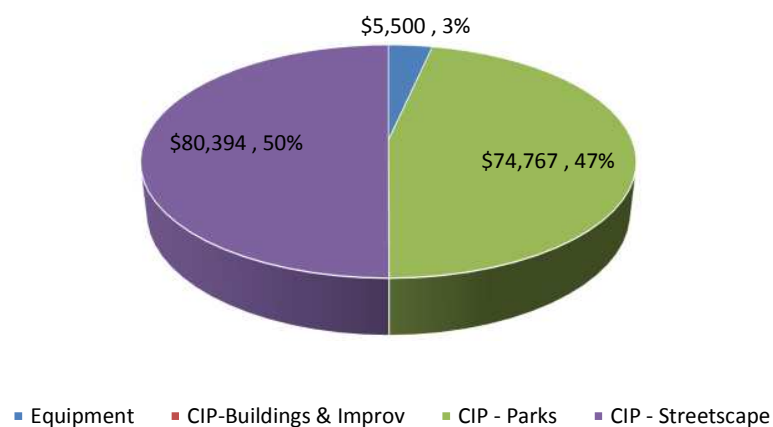
FY 2015/2016 L&L 8 Operations & Maintenance Budget
Total Expenditures \$330K



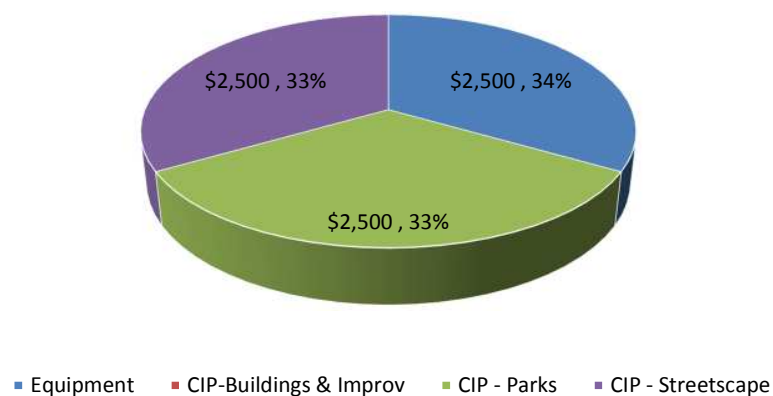
***Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting and Landscape Zone 8 Revenue, Expenditure
and Capital Improvement Budget***



FY 2014/2015 L&L 8 Capital Improvement Budget
Total Expenditures \$160K



FY 2015/2016 L&L 8 Capital Improvement Budget
Total Expenditures \$7.5K



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



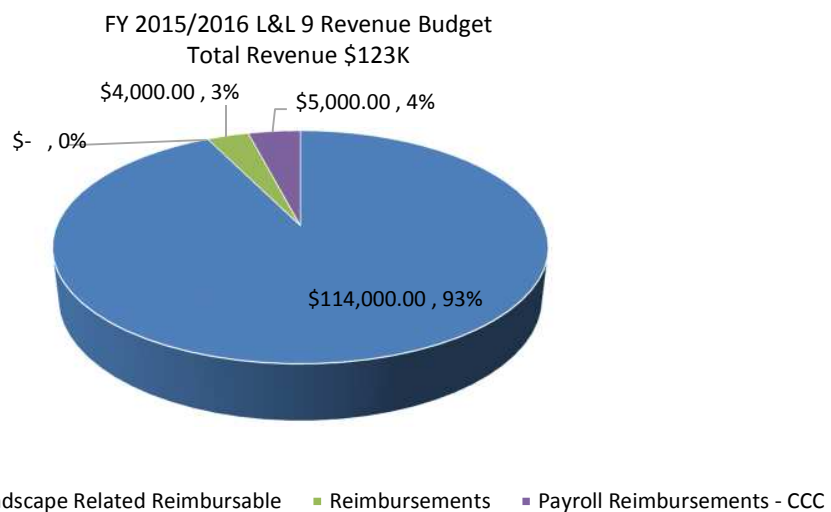
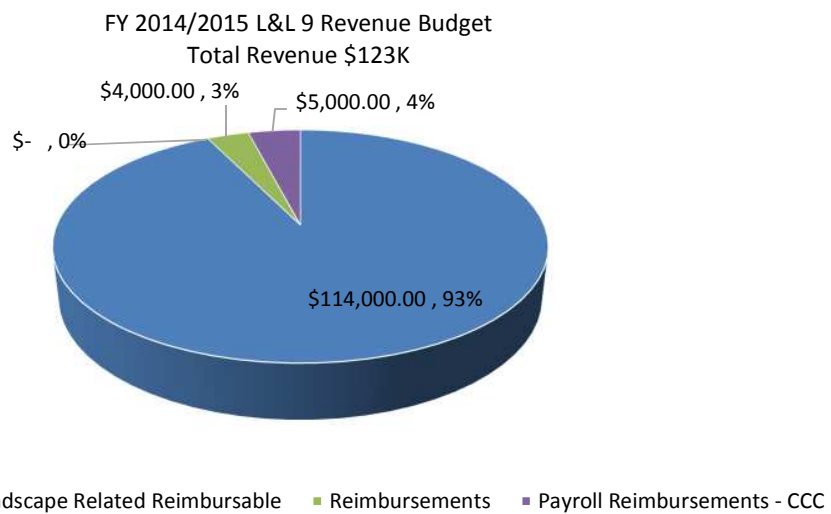
L&L 9 Revenue	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Property Tax	\$114,000	\$62,100	\$114,000	\$114,000
Landscape Related Reimbursements				
Reimbursements	\$4,000	\$719	\$4,000	\$4,000
Payroll reimbursements	\$5,000		\$5,000	\$5,000
Total Revenue	\$123,000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

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

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

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

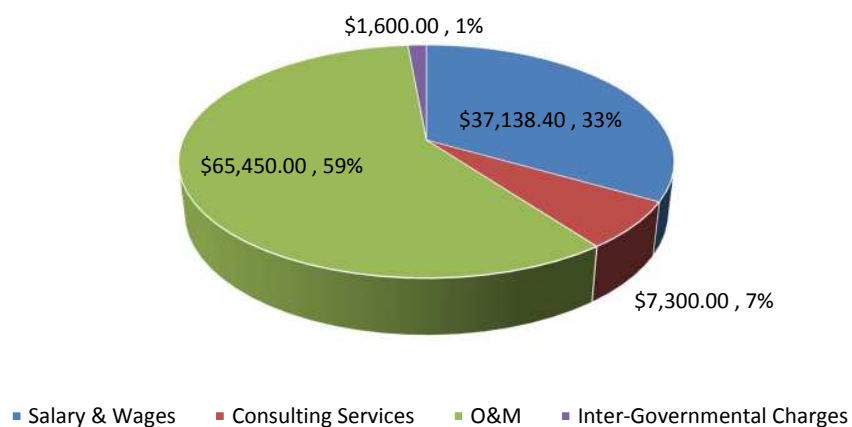
***Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscape Zone 9 Revenue, Expenditure
and Capital Improvement Budget***



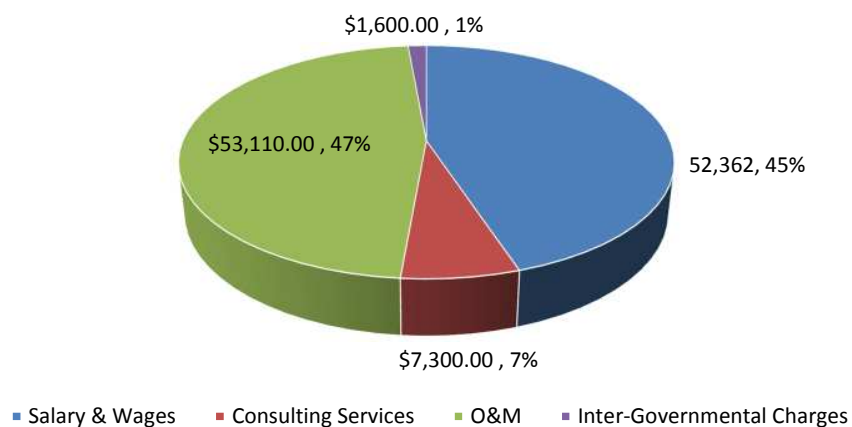
***Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscape Zone 9 Revenue, Expenditure
and Capital Improvement Budget***



FY 2014/2015 Operations & Maintenance Budget
Total Budget \$111K



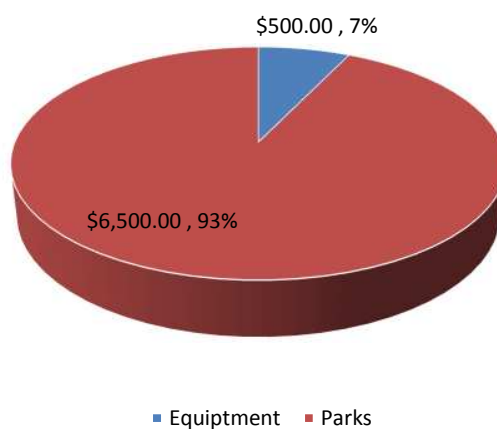
FY 2015/2016 Operations & Maintenance Budget
Total Budget \$116K



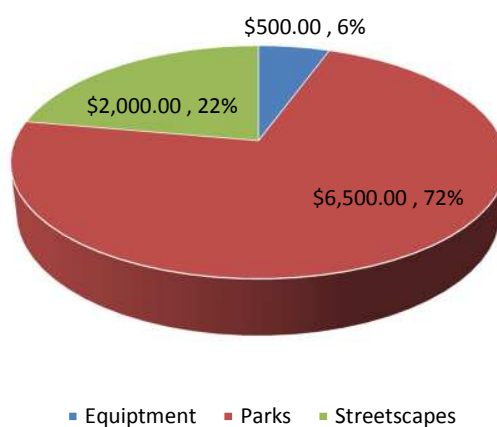
***Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting & Landscape Zone 9 Revenue, Expenditure
and Capital Improvement Budget***



FY 2014/2015 Capital Improvement Budget
Total Budget \$7K



FY 2015/2016 Capital Improvement Budget
Total Budget \$9K





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



The Discovery Bay Recreation and Community Center was established to provide community based and age appropriate recreational programming. These activities will be the byproduct of the purchase of the Discovery Bay Community Center in FY 2012/13. Recreational activities take place throughout town; and the Community Center is the central location for those activities.

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

The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures. For FY 15/16 the Operations and Maintenance (O&M) program has a proposed spending plan of \$302,608. There are no planed CIP projects for FY 15/16.

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



Community Center Revenue	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Program Fees	\$25,000		\$25,000	\$25,000
Events	\$3,000		\$3,000	\$3,000
Swim Team	\$32,000		\$32,000	\$32,000
Rentals	\$5,000		\$5,000	\$5,000
Apparel	\$100		\$100	\$100
Food	\$500		\$500	\$500
Beverage	\$500		\$500	\$500
Pool Fee	\$7,500		\$7,500	\$7,500
Advertising	\$4,500		\$4,500	\$4,500
Total Revenue	\$78,100	\$69,887	\$78,100	\$78,100

Community Center Expenses	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$156,518	\$62,997	\$161,518	\$161,518
Employer Taxes	\$17,390	\$6,000	\$17,390	\$17,390
Temp Employees				
Consulting				
Consulting Services				
Legal	\$1,500	\$1,560	\$1,500	\$1,500
Audit			\$1,000	\$1,000
Operations & Maintenance				
Travel	\$700	\$379	\$700	\$700
Training	\$1,500	\$1,039	\$1,500	\$1,500
Subscriptions	\$300	\$305	\$300	\$300
Memberships				
Events		\$2,485		
PR, Advertising & Elections	\$9,000	\$6,568	\$9,000	\$9,000
Telecommunications	\$3,700	\$2,377	\$3,700	\$3,700
Materials		\$514		
Automotive Fuel, Supplies & Repairs	\$100	\$383	\$100	\$100
Repairs & Maintenance	\$11,900	\$6,706	\$11,900	\$11,900
Office Supplies	\$3,000	\$1,989	\$4,500	\$4,500
Rent & Facility Exp	\$9,000	\$14,365	\$9,000	\$9,000
Insurance	\$4,500		\$4,500	\$4,500
Permits & Fees	\$2,000	\$730	\$2,000	\$2,000
Utilities	\$35,000	\$22,079	\$35,000	\$35,000

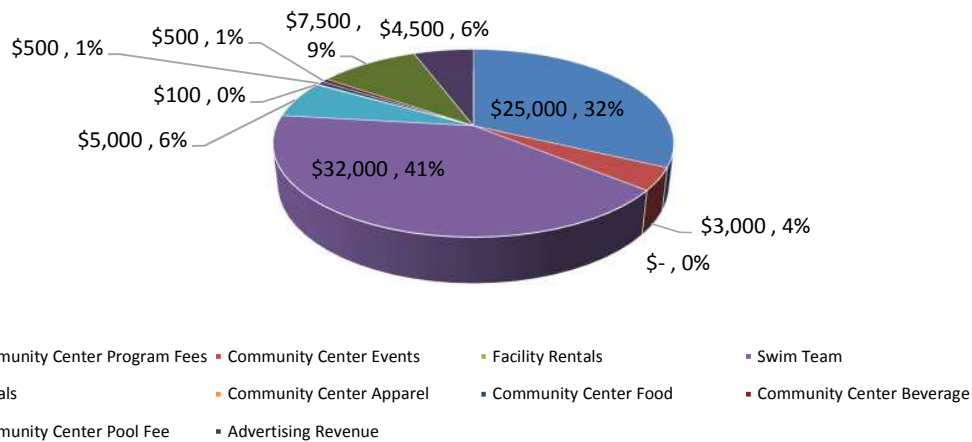
Chemicals	\$3,000	\$2,773	\$3,000	\$3,000
Freight				
Other	\$6,800	\$8,125	\$6,800	\$6,800
Community Center Exp	\$29,200	\$25,566	\$29,000	\$29,00
Inter-Governmental Charges				
Inter-Governmental Charges			\$200	\$200
Total Expenditures	\$295,108	\$166,942	\$302,608	\$302,608

Community Center CIP	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Building & Improvements	\$115,000	\$148,703	N/A	N/A
Total CIP	\$115,000	\$148,703	N/A	N/A

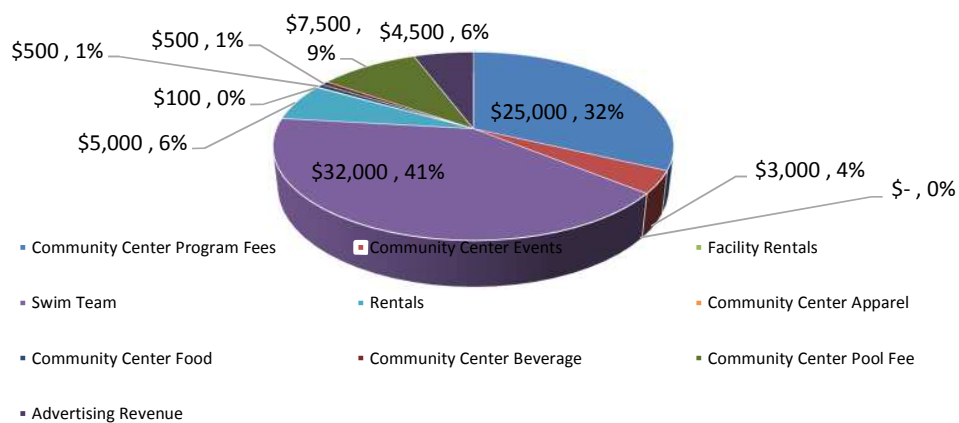
Town of Discovery Bay Community Services District
Contra Costa County, California
Recreation & Community Center Revenue, Operations
& Maintenance and Capital Improvement Budget



FY 2014/2015 Community Center Revenue Budget
Total Reveune \$78K



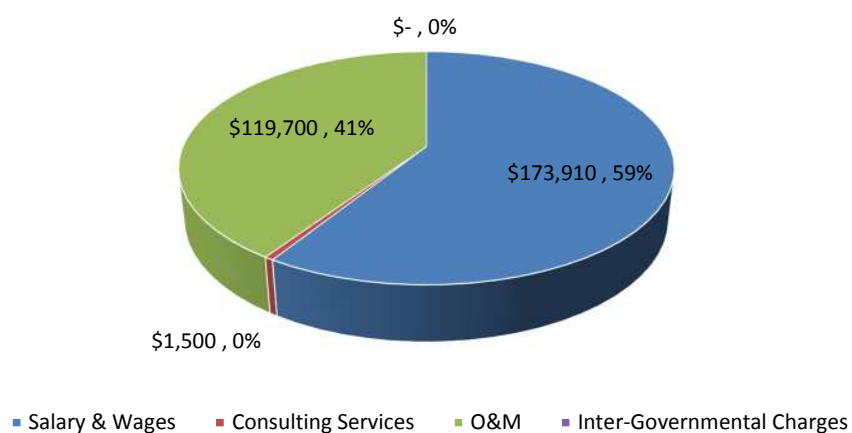
FY 2015/2016 Community Center Revenue Budget
Total Reveune \$78K



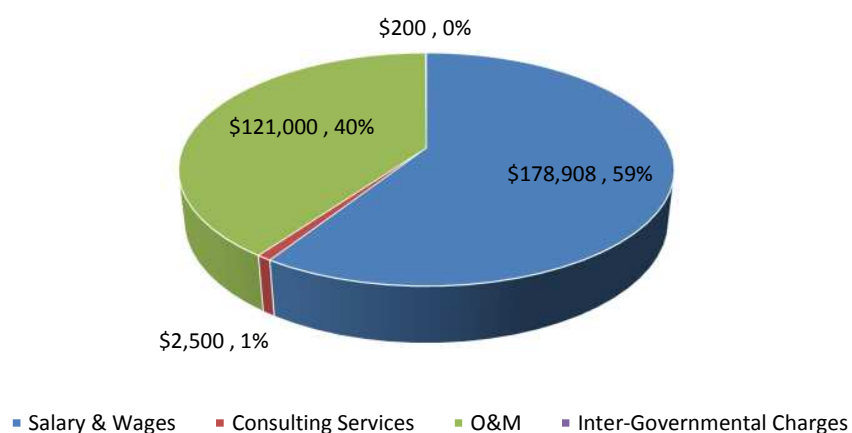
***Town of Discovery Bay Community Services District
Contra Costa County, California
Recreation & Community Center Revenue, Operations
& Maintenance and Capital Improvement Budget***



FY 2014/2015 Community Center Operations & Maintenance Budget
Total Expenditures \$295K



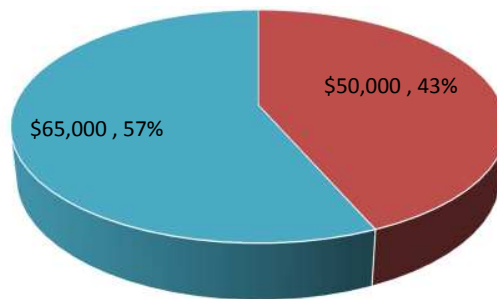
FY 2015/2016 Community Center Operations & Maintenance Budget
Total Expenditures \$303K



***Town of Discovery Bay Community Services District
Contra Costa County, California
Recreation & Community Center Revenue, Operations
& Maintenance and Capital Improvement Budget***



FY 2014/2015 Community Center Capital Improvement Budget
Total Expenditures \$115K



■ Building & Improv ■ CIP Swimming Pool ■ CIP Security Cameras ■ CIP Community Center Sign ■ Tennis Courts



All in One Place

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

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



Revenue Projections			<i>As of March 2015</i>		
Fiscal Year	2013/2014	2014/2015	2014/2015	2015/2016	2016/2017
Account Description	Actuals	Budget	Actuals	Budget	Budget
Water Revenue	\$2,262,291	\$1,858,240	\$895,330	\$1,932,570	\$2,009,873
Wastewater Revenue	\$3,393,436	\$3,799,884	\$2,109,006	\$3,951,879	\$4,109,994
Metered Water Rev.	\$1,000,444	\$975,000	\$500,757	\$760,500	\$800,000
Meter Sewer Rev.	\$130,041	\$125,000	\$74,093	\$130,000	130,000
Meter Charge	\$20,587	\$258,960	\$138,956	\$225,000	\$225,000
Sewer/Water Permit	\$56,412	\$25,000	\$16,200	\$25,000	\$13,000
Sewer/Water Inspection Fee	\$57,320	\$20,000	\$25,920	\$20,000	\$10,000
Sewer Capacity Fee- CIP	\$272,323	\$150,000	\$235,150	\$160,000	\$80,000
Water Capacity Fee- CIP	\$37,539	\$50,000	\$28,610	\$40,000	\$20,000
Connection Fee				\$10,000	\$10,000
Misc. Reimbursements	\$45,968	\$10,500	\$7,934	\$10,500	\$10,500
Misc. Receivables	\$122,200	\$2,109	\$82,279	\$2,200	\$2,200
L&L Related Payroll & Benefit Reimbursement	\$213,561	\$415,443	\$216,423	\$432,000	\$432,000
L&L Reimbursement	\$282,610	\$225,000	\$176,925	\$250,000	\$250,000
TODB Sponsored Event	\$2,500				
Proceeds From Bond Financing- CIP	\$5,236,978	\$4,160,882	\$5,457,278	\$2,004,000	
Grant		\$200,000			
Developer Deposit Holding Account- CIP	\$76,005	\$300,000			
Contribution from Reserves				\$67,794	
Unconstrained Revenue				\$7,070,740	
Infrastructure Facilities & Vehicle Replacement Fund		\$65,000			
Infrastructure Sewer Replacement Fund		\$80,000			
Infrastructure Pumps Replacement Fund		\$50,000			
Carry-Over/Re-Budgeted		\$100,000			
Grand Total Revenue	\$13,209,215	\$12,871,018	\$9,964,861	\$17,092,183	\$8,102,567

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



Reserves	FY 13/14	FY 14/15 Actual as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Water & Wastewater Reserves	\$4,098,213	\$4,180,213	\$4,180,213	\$4,180,213
Sewer Infrastructure Replacement Fund	\$550,000	\$750,000	\$950,000	\$1,150,000
Pumps/Motors Replacement Fund	\$140,000	\$190,000	\$240,000	\$290,000
Water Infrastructure Replacement Fund	\$500,000*	\$659,143*	\$859,143	\$1,059,143
Generators Replacement Fund	\$25,000	\$50,000	\$75,000	\$100,000
Facilities & Vehicles Replacement Fund	\$180,000*	\$202,204*	\$280,000	\$330,000
Draw Down*	(\$35,527)	(\$68,552.06)		
Reserves Total	\$4,098,213	\$4,180,213	\$4,180,213	\$4,180,213
Infrastructure Replacement Total	\$1,358,473	\$1,851,347	\$2,376,347	\$2,901,347
Total Reserves	\$5,456,686	\$6,031,560	\$6,556,560	\$7,081,560

***Reserve Draw-Down Detail FY 14/15**

*Facilities & Vehicle Replacement -- Ford F250 4x4 \$27,795.30

*Pumps/Motors Replacement -- \$50,000

* Sewer Replacement -- \$80,000

*Water Infrastructure Replacement – National Water Meter for Orion meter readers, BOD approved Feb 2015 \$40,856.76.

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



Water & Wastewater	FY 14/15 Budget	FY 15/16 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Personnel	\$957,950	\$815,300	\$1,120,743	\$1,172,140
Operation & Maintenance	\$5,136,087	\$3,378,218	\$5,080,700	\$5,007,230
Total	\$6,094,037	\$4,193,518	\$6,201,443	\$6,179,370

Operations & Maintenance	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Total Budget	\$6,094,037	\$4,193,518	\$6,201,443	\$6,179,370

Administration Division	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$373,899	\$21,076	\$388,000	\$388,000
Employer Taxes	\$41,544	\$2,187	\$38,000	\$38,000
Overtime				
Operation & Maintenance				
Landscape Related Reimbursable	\$225,000	\$184,214	\$250,000	\$250,000
General Fund Total	\$640,443	\$207,477	\$676,000	\$676,000

Water Division	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$193,503	\$239,774	\$302,000	\$314,000
Employer Taxes	\$21,500	\$20,251	\$21,000	\$22,000
Overtime	\$2,000		\$2,000	\$2,000
Group Insurance	\$15,240	\$40,524	\$15,697	\$36,000
Worker's Comp	\$20,000	\$720	\$20,600	\$20,600
457 B Plan	\$12,000	\$8,280	\$12,360	\$13,000
Reimbursement of Wages		\$17,006		
Reimbursement of ER Taxes		\$1,338		
Temp Employees	\$3,360		\$15,000	\$3,600
Board of Directors				
Compensation	\$16,560	\$7,490	\$16,560	16,560
Travel	\$2,400	\$759	\$2,400	\$2,400
Trainings, Meetings	\$800	\$575	\$800	\$800
Consulting Services				
Consulting Services	\$153,320	\$54,161	\$114,900	\$100,000
Waste Water Service Contract	\$489,430	\$365,454	\$508,000	\$525,000
Preventative & Corrective	\$42,800	\$19,384	\$42,800	\$42,800
P&C Large Replacement	\$40,000		\$40,000	\$40,000
Legal	\$62,000	\$30,827	\$62,000	\$62,000
Audit Services	\$12,400	\$9,000	\$12,800	\$12,800
Contract Mailing	\$15,000	\$9,476	\$15,000	\$15,000
Operations & Maintenance				
Travel	\$2,000	\$4,036	\$3,200	\$3,200
Training	\$2,800	\$2,776	\$2,800	\$2,800
Subscriptions	\$1,060	\$25	\$1,060	\$1,060
Memberships	\$7,200	\$3,935	\$7,200	\$7,200
TODB Sponsored Events	\$2,400	\$708	\$2,400	\$2,400
PR, Advertising & Elections	\$7,800	\$13,505	\$10,000	\$11,600
Telecommunications	\$9,480	\$7,479	\$12,280	\$12,280
Materials	\$1,880	\$5,490	\$3,280	\$3,280
Automotive Fuel, Supplies & Repairs	\$12,400	\$7,302	\$12,400	\$12,400
Repairs & Maintenance	\$251,600	\$354,197	\$402,720	\$391,600
Water Meter & Registers		\$28,520	\$25,000	\$25,000
Office Supplies	\$4,600	\$5,683	\$5,400	\$5,400
Rent & Facility Expense	\$13,800	\$10,157	\$7,800	\$7,800
Insurance	\$30,000	\$186	\$31,388	\$34,000
Permits & Fees	\$16,000	\$13,869	\$18,000	\$18,000
Utilities	\$310,000	\$274,322	\$320,000	\$320,000
Chemicals	\$30,000	\$8,910	\$20,000	\$20,000
Freight	\$1,320	\$9	\$1,120	\$1,120
Other	\$137,263	\$85,344	\$107,600	\$107,600
Inter-Governmental Charges				
Inter-Governmental	\$11,014	\$10,309	\$15,840	\$15,840
Water Fund Total	\$1,954,930	\$1,661,781	\$2,213,405	\$2,231,140

Wastewater Division	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$290,245	\$189,273	\$201,000	\$209,000
Employer Taxes	\$32,250	\$15,844	\$15,000	\$15,000
Overtime	\$3,000		\$3,000	\$3,000
Group Insurance	\$22,860	\$61,639	\$23,546	\$54,000
Worker's Comp	\$30,000	\$1,080	\$30,000	\$30,000
457 B Plan	\$18,000	\$11,706	\$18,540	\$18,540
Reimbursement of Wages		\$167,194		
Reimbursement of ER Taxes		\$17,410		
Temp Employees	\$5,040		\$15,000	\$5,400
Board of Directors				
Compensation	\$24,840	\$11,235	\$24,840	\$24,840
Travel	\$3,600	\$1,298	\$3,600	\$3,600
Trainings, Meetings	\$1,200	\$863	\$1,200	\$1,200
Consulting Services				
Consulting Services	\$229,980	\$173,714	\$185,100	\$163,500
Waste Water Service Contract	\$734,145	\$548,181	\$762,000	\$785,000
Preventative & Corrective	\$64,200	\$33,674	\$64,200	\$64,200
P&C Large Replacement	\$60,000	\$29,820	\$85,000	\$60,000
Legal	\$93,000	\$50,088	\$93,000	\$93,000
Audit Services	\$18,600	\$9,000	\$19,200	\$19,200
Contract Mailing				
Operations & Maintenance				
Travel	\$3,000	\$5,348	\$4,800	\$4,800
Training	\$4,200	\$2,708	\$4,200	\$4,200
Subscriptions	\$1,590	\$38	\$1,590	\$1,590
Memberships	\$10,800	\$5,259	\$10,800	\$10,800
TODB Sponsored Events	\$3,600	\$1,061	\$3,600	\$3,600
PR, Advertising & Elections	\$11,700	\$20,257	\$10,200	\$17,400
Telecommunications	\$14,220	\$11,669	\$19,700	\$19,700
Materials	\$2,820	\$4,266	\$5,820	\$5,820
Automotive Fuel, Supplies & Repairs	\$18,600	\$13,877	\$17,600	\$17,600
Repairs & Maintenance	\$382,400	\$80,808	\$285,880	\$259,600
Office Supplies	\$6,900	\$9,013	\$8,100	\$8,100
Rent & Facility Expense	\$20,700	\$24,509	\$11,700	\$11,700
Insurance	\$45,000	\$279	\$47,082	\$47,100
Permits & Fees	\$49,000	\$27,251	\$49,000	\$49,000
Utilities	\$465,000	\$228,489	\$484,000	\$484,000
Chemicals	\$20,000	\$14,662	\$20,000	\$20,000
Freight	\$1,980	\$295	\$1,480	\$1,480
Other	\$789,674	\$512,679	\$754,400	\$750,400
Inter-Governmental Charges				
Inter-Governmental	\$16,520	\$33,592	\$27,860	\$27,860
Wastewater Fund Total	\$3,498,664	\$2,318,079	\$3,312,037	\$3,294,230

[illegible]

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



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

Reserves	FY 13/14	FY 14/15 Actual as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Zone 8	\$400,000	\$315,800*	\$315,800	\$315,800
Zone 9	\$150,000	\$150,000	\$150,000	\$150,000
Reserves Draw Down		(84,200.00)		
Total L&L Reserves	\$550,000	\$465,800	\$465,800	\$465,800

*Reserve Draw-Down Detail FY 14/15

* Zone 8-Tennis Courts Resurfacing Saviano Company \$84,200

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



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

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

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

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



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

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

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

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

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

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



Community Center Revenue	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Program Fees	\$25,000		\$25,000	\$25,000
Events	\$3,000		\$3,000	\$3,000
Swim Team	\$32,000		\$32,000	\$32,000
Rentals	\$5000		\$5000	\$5000
Apparel	\$100		\$100	\$100
Food	\$500		\$500	\$500
Beverage	\$500		\$500	\$500
Pool Fee	\$7,500		\$7,500	\$7,500
Advertising	\$4,500		\$4,500	\$4,500
Total Revenue	\$78,100	\$69,887	\$78,100	\$78,100

Community Center Expenses	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Salary & Wages				
Salary & Wages	\$156,518	\$62,997	\$161,518	\$161,518
Employer Taxes	\$17,390	\$6,000	\$17,390	\$17,390
Temp Employees				
Consulting				
Consulting Services				
Legal	\$1,500	\$1,560	\$1,500	\$1,500
Audit			\$1,000	\$1,000
Operations & Maintenance				
Travel	\$700	\$379	\$700	\$700
Training	\$1,500	\$1,039	\$1,500	\$1,500
Subscriptions	\$300	\$305	\$300	\$300
Memberships				
Events		\$2,485		
PR, Advertising & Elections	\$9,000	\$6,568	\$9,000	\$9,000
Telecommunications	\$3,700	\$2,377	\$3,700	\$3,700
Materials		\$514		
Automotive Fuel, Supplies & Repairs	\$100	\$383	\$100	\$100
Repairs & Maintenance	\$11,900	\$6,706	\$11,900	\$11,900
Office Supplies	\$3,000	\$1,989	\$4,500	\$4,500
Rent & Facility Exp	\$9,000	\$14,365	\$9,000	\$9,000
Insurance	\$4,500		\$4,500	\$4,500
Permits & Fees	\$2,000	\$730	\$2,000	\$2,000
Utilities	\$35,000	\$22,079	\$35,000	\$35,000
Chemicals	\$3,000	\$2,773	\$3,000	\$3,000
Freight				
Other	\$6,800	\$8,125	\$6,800	\$6,800

Community Center Exp	\$29,200	\$25,566	\$29,000	\$29,00
Inter-Governmental Charges				
Inter-Governmental Charges			\$200	\$200
Total Expenditures	\$295,108	\$166,942	\$302,608	\$302,608

Community Center CIP	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Building & Improvements	\$115,000	\$148,703	N/A	N/A
Total CIP	\$115,000	\$148,703	N/A	N/A



Appendix A

❖ Salary Range Tables

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



TOWN OF DISCOVERY BAY CSD									
Salary Range Table									
Effective July 1, 2011									
Range #	Minimum Pay Rate					Maximum Pay Rate			
	Hourly	Bimonthly	Monthly	Annual		Hourly	Bimonthly	Monthly	Annual
101	8.00	693	1,387	16,640		10.00	867	1,733	20,800
102	8.20	711	1,421	17,056		10.25	888	1,777	21,320
103	8.41	728	1,457	17,482		10.51	911	1,821	21,853
104	8.62	747	1,493	17,919		10.77	933	1,867	22,399
105	8.83	765	1,531	18,367		11.04	957	1,913	22,959
106	9.05	784	1,569	18,827		11.31	981	1,961	23,533
107	9.28	804	1,608	19,297		11.60	1,005	2,010	24,122
108	9.51	824	1,648	19,780		11.89	1,030	2,060	24,725
109	9.75	845	1,690	20,274		12.18	1,056	2,112	25,343
110	9.99	866	1,732	20,781		12.49	1,082	2,165	25,976
111	10.24	888	1,775	21,301		12.80	1,109	2,219	26,626
112	10.50	910	1,819	21,833		13.12	1,137	2,274	27,291
113	10.76	932	1,865	22,379		13.45	1,166	2,331	27,974
114	11.03	956	1,912	22,938		13.79	1,195	2,389	28,673
115	11.30	980	1,959	23,512		14.13	1,225	2,449	29,390
116	11.59	1,004	2,008	24,100		14.48	1,255	2,510	30,125
117	11.88	1,029	2,059	24,702		14.85	1,287	2,573	30,878
118	12.17	1,055	2,110	25,320		15.22	1,319	2,637	31,650
119	12.48	1,081	2,163	25,953		15.60	1,352	2,703	32,441
120	12.79	1,108	2,217	26,602		15.99	1,385	2,771	33,252
121	13.11	1,136	2,272	27,267		16.39	1,420	2,840	34,083
122	13.44	1,165	2,329	27,948		16.80	1,456	2,911	34,935
123	13.77	1,194	2,387	28,647		17.22	1,492	2,984	35,809
124	14.12	1,223	2,447	29,363		17.65	1,529	3,059	36,704
125	14.47	1,254	2,508	30,097		18.09	1,568	3,135	37,621
126	14.83	1,285	2,571	30,850		18.54	1,607	3,214	38,562
127	15.20	1,318	2,635	31,621		19.00	1,647	3,294	39,526
128	15.58	1,350	2,701	32,411		19.48	1,688	3,376	40,514
129	15.97	1,384	2,768	33,222		19.96	1,730	3,461	41,527
130	16.37	1,419	2,838	34,052		20.46	1,774	3,547	42,565
131	16.78	1,454	2,909	34,904		20.98	1,818	3,636	43,629
132	17.20	1,491	2,981	35,776		21.50	1,863	3,727	44,720

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

Management Salary Range Table

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

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



End