



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

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## TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT FISCAL YEAR'S 2018-2019 ADOPTED BUDGET

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## Discovery Bay at a Glance

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

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 15,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers 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 (4) gated communities; Clipper Estates, The Country Club, 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 1998 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the TODBCSD the responsibility of providing the following special services to the residents of Discovery Bay:

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

### District Form of Government

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

### Population

The census report states the total population in Discovery Bay to be 15,277 people.

### Water Services

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

with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 900 million gallons per year, which equates to an average daily demand of 2.5 million gallons per day.

### Wastewater Services

The District provides wastewater collection, treatment, and distribution services to approximately 6,000 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

To facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants are capable of producing an average of 1.8 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 before discharging the treated water into Old River.

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

### Parks and Landscaping Services

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

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

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

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

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

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

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

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

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

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

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

#### Recreation Services

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

## Board of Directors

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

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



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

### Board Position and Term

President Kevin Graves	12/2014 to 12/2018
Vice-President Bill Mayer	12/2016 to 12/2020
Director Robert Leete	12/2014 to 12/2018
Director Chris Steele	12/2014 to 12/2018
Director Bill Pease	12/2016 to 12/2020

## Message from the General Manager

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

The Town of Discovery Bay Community Services District was formed in 1998 by a vote of the residents. The District provides domestic water supply, treatment, and delivery as well as wastewater collection, treatment, and disposal to the approximately 15,000 residents and businesses that call Discovery Bay home. We are also responsible for park maintenance and landscaping on many of our boulevards, streets, and roads. I’m certain you’ve seen our Town vehicles as our staff is constantly improving the beauty of our community. Our Community Center is a recreational hub with swimming, tennis, dog parks, and year-round activities for all ages. Besides a lazy afternoon fishing off your dock, taking a turn at the end of the tow rope, or hitting the links, there’s a lot happening here in Discovery Bay! There are numerous community-based activities such as the Big Cat Poker Run held every August, car and boat shows, concerts on the lawn, Crab Feeds, golf tournaments, motorcycle rallies, boat parades, and a whole host of other events. There is always something happening in or around town. I encourage you to get out and see what floats your boat!

Discovery Bay is a great place to not only “Live where you Play,” but it’s also a great place to do business. The Discovery Bay Chamber of Commerce hosts monthly business “mixers” at different locations around town to show off the local business community. Check the Chamber’s website at <http://discoverybaychamber.com/index.html> for additional information on their many community activities.

From the standpoint of your local government, the CSD operates the water and wastewater utilities on a combined operating and capital budget of \$11.2 million for the Fiscal Year 2018-19. The budget is balanced and presents a spending plan where revenues meet expenditures. Included in the Capital Improvement Program are projects that continue to address the long-term capital needs of the District. A robust capital replacement fund represents an ongoing structural element of long-term financial sustainability.

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

As Discovery Bay continues to mature, I can assure you that the Board of Directors and the entire staff are working diligently to provide a comfortable place where residents can live, work and play and where



we can enjoy the many qualities we all like in a small town. Please join us at one of our Board of Directors' meetings that are held the first and third Wednesday of the month at 7:00 p.m. All meetings are held at the Discovery Bay Community Center located at 1601 Discovery Bay Blvd.

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

Sincerely,

Michael R. Davies, General Manager

Town of Discovery Bay CSD

## Finance Services Department

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

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

### Key Achievements

- ✓ Timely completion of annual audits with unqualified (clean) audit over the last six (6) years
- ✓ Structurally balanced budget
- ✓ Healthy Reserve
- ✓ Implemented new water meters and AMI system
- ✓ Eye On Water Customer Portal
- ✓ 2012 and 2017 Bond Reporting
- ✓ Water Meter Completion Project Funding and Project Management

**Goals**

- Ensure expenditures are consistent with adopted policies.
- Customer outreach once District-wide water meters are installed for new customer portal.
- Move towards paperless documentation. Continue implementation and training on ancillary software module.



## Water & Wastewater Services Department

### WATER

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

### WASTEWATER

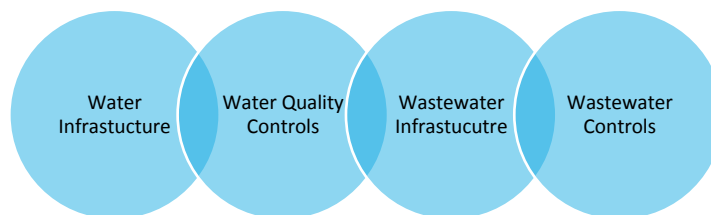
The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment, and discharge of treated effluent. Specifically, the Wastewater Program includes information necessary for the Board of Directors to establish priorities and make a well-informed decision in regards to the Town's wastewater matters. Also, 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. Also, this program negotiates, administers, implements, and approves contracts for the provision of municipal services.

#### Key Achievements

- ✓ Filtration Project
- ✓ Pipeline Assessments
- ✓ Infrastructure maintenance plan and review of the 10-year master plans

#### Goals

- Update the ten (10) year Water & Wastewater Master Plans
- Scout location for Well 8, begin design
- Water & Wastewater SCADA Improvements
- Manhole Maintenance



## Lighting & Landscaping Services Department

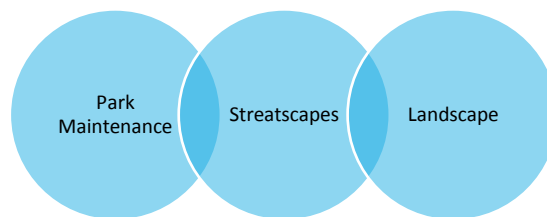
The Parks and Landscaping Program provides for the planning, maintenance & capital needs of the parks & landscaping network in Discovery Bay. Specifically, the Parks & Landscaping Program includes information necessary for the Board of Directors to establish priorities and make a well-informed decision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

### Key Achievements

- ✓ Community Center Building Swimming Pool Renovation Project Approval
- ✓ Slifer Park shade Structure Project is now completed.

### Goals

- Renovation of the Community Center Swimming Pool
- Rebuild the Swimming Pool Chemical Equipment Enclosure
- Remove and replace the play structure at Ravenswood Park



## Recreation Services Department

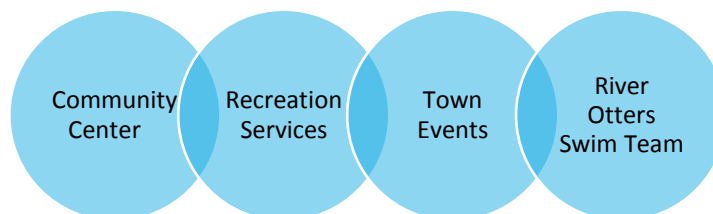
Recreation Services provides community-based and age-appropriate recreational programming for Discovery Bay resident's and non-resident's alike. The Discovery Bay Community Center acts as the hub for these activities and is complimented by a network of parks, fields and other recreational and educational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

### Key Achievements

- ✓ Continued development of community-based and age-appropriate recreation programs, activities, and community-wide special events for Recreation Services.
- ✓ Completed the Town's first Recreation Services Department Annual Report.
- ✓ Partnered with the Discovery Bay Lions Club in hosting a second community-wide concert and a "Paws on Parade" event generating a total of \$15,000 for improvements projects to the Discovery Bay Community Center which included initial refurbishment work to the large community BBQ area and making a small improvement to the dog park.
- ✓ Developed and implemented written agreements between the Town of Discovery Bay and the following community organizations; Discovery Bay Lions Club; the Boy Scouts of America; and the River Otters Parents Booster Club.
- ✓ Entered into an agreement with GreenPlay, Inc. to provide consulting services focused on revenue generation sources for the Community Center.
- ✓ Continued expansion of regular and on-going part-time/seasonal employee training programs to improve the level of service provided to program participants.

### Goals

- Continued development of community relationships with local groups and organizations such as the Discovery Bay Lions Club, the River Otters Parent Booster Club, Discovery Bay Pickleball Club, Discovery Bay Chamber of Commerce, and the Contra Costa Sheriff's Office in expanding community-wide programming and special events at the Discovery Bay Community Center.
- Develop an action plan from the completion of "Phase One, Special Board Workshop" with GreenPlay, Inc.
- Examine current pricing and cost recovery practices related to the Town's Recreation programming and facility usage fees and developing a methodology that results in fair and consistent cost recovery mythology.
- Examine current special interest recreational opportunities offered and look for new and creative ways to expand current offerings.
- Focus on the expansion of available marketing avenues to help increase event and program participation from Discovery Bay residents.



## General Counsel

Outsourced –Law Office of Neumiller & Beardslee

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

### Key Achievements

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

## Water & Wastewater Engineering

### Outsourced – Luhdorff & Scalamanini Consulting Engineers (Water)

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

#### Key Achievements

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

<http://lsce.com/>

### Outsourced – Herwit Engineering (Wastewater)

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

#### Key Achievements

- ✓ Implemented and oversaw the Filtration Project

<http://herwit.com>



## District Mission, Vision, Goals & Values

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

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

### MISSION

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

### VISION

Maintain a full service and sustainable community

Grow in harmony with the environment and the Delta

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

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

### GOALS

Responsible management of public funds

Preservation of our neighborhoods and natural resources

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

Continually improve the quality of our services

Promote and protect the environment

Take pride in community assets

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

Recognize pioneers of the community

### VALUES

Innovation \* Accountability \* Respect \* Integrity \* Professionalism

## Transmittal Letter

June 6, 2017

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Board of Directors the Town's financial plan for the fiscal period July 1, 2018, through June 30, 2019. 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 2018/2019 planning horizon, staff continues to prefer the two-year budget format which allows for improved budgetary forecasts. While a two-year budget is presented, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the Operations and Maintenance budget (O&M) and the remaining four years of the Capital Improvement Project budget (CIP) are included in the document but not necessarily involved in the discussion below.

### CAPITAL IMPROVEMENT PROGRAM

This year's CIP projects are categorized as: Water Supply Capacity (source, treatment and storage), Upgrades and Maintenance for Existing Water Supply Facilities, Water Distribution System & Maintenance, Water Meter Completion Project, Clarifier Rehabilitation-Wastewater Distribution System, WW Treatment Plant 1 Refurbishment, Wastewater Distribution System & Maintenance, Filtration Project, Wastewater SCADA Improvements, Denitrification Project, District Office Relocation, Vehicle & Equipment Purchases, Mainline Piping Replacement, District Security, Masterplans and Infrastructure Replacement.

The first major project that will be completed is a site location to build a new Well #8 in fiscal year 2019/2020 to allow for future growth. The Water Systems will also rehabilitate Well #2 and Well #4A. The planning horizon also includes the refurbishment of Wastewater Treatment Plant 1 to provide the proper redundancy.

The Infrastructure Replacement Fund continues to be supported annually. This fund provides long-term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as 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.

### OPERATION & MAINTENANCE

The operation and maintenance budget in the past has been reasonably flat year over year. This next fiscal year 2018/2019 there will be a 7% increase. This increase is in the following budget categories: consulting costs due to ADA compliance, the Ground Water sustainability municipal formation, the management of the water Well #8 Site Location, NPDES Permit and increased debt service payments due to the issuance of the 2017 revenue bond. Please note that all salaries are budgeted at top step regardless of the individual employee's position in the step range.

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

### DISCUSSION

The Town of Discovery Bay will be ending FY 2017/2018 with a number of accomplishments. From an operational standpoint, the Town continues to operate efficiently and in a manner that is financially prudent. The community center is continuing to mature in their Recreation Services by growing the community-based age-appropriate programs, activities and special events as well as focusing on future program development utilizing our town assets comprised of: The Tennis Complex, Aquatics Facilities, Community Center, Contract Services and Special Events. In fiscal year 2018/2019 the Community Center is looking forward to multiple upgrades; including the rehabilitation of the pool and the chemical equipment room. The Landscaping department as always will continue to be diligently focused on looking at new and innovative alternatives to help aid in the efficient use of irrigation. The new shade structure that was built at Slifer Park is now complete for this summer's enjoyment, and Ravenswood Park will look forward to a new play structure over the next fiscal year.

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

In 2016 Bartle Wells Associates has conducted a comprehensive water and wastewater rate study to help lead the District through economic, climatic and infrastructure challenges. The rates studies were presented to the Board of Directors for a Proposition 218 hearing held on July 20, 2016. The adopted water rate increase for fiscal year 2018/2019 is 12% and 12% for FY 2020 through 2021 and the adopted wastewater increase of 4% for fiscal year 2018/2019, 4% for FY 2020 through 2021.

The Water Rate Study conducted includes increased costs due to operations, maintaining current infrastructure, and conservation costs to maintain our current and future infrastructure. Discovery Bay remains at the bottom of the survey of the 13 surrounding agencies with an estimated monthly bill of \$40.32 for 20 units of water.

The Wastewater Rate Study conducted includes increase costs due to the management and maintenance of highly technical plant operations, assumed financing of \$7.4 million for the Filter project over 30 years, to support the needs of a higher level of treatment, and the reduction in metered

commercial sewer flow due to the drought. The overall increase for the fiscal year 2018/2019 equates to \$3.06 per month, with an average bill of \$79.38 per month.

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

For Fiscal Year 2018/2019, the Budget summary is as follows: *(numbers reflect the admin, water & wastewater departments)*

Adopted FY 2017/2018 Operating and Capital Improvement Program Budget		Proposed FY 2018/2019 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$5,779,590	Total O&M Budget	\$6,198,870
Debt Service	\$1,389,859	Debt Service	\$1,358,932
Contribution to Reserves		Contribution to Reserves	
Capital Budget	\$2,658,000	Capital Budget	\$3,301,173
Proposed Financing/Reserves for CIP projects	\$1,392,849	Proposed Financing/Reserves for CIP projects	\$1,775,275
Infrastructure Replacement Fund	\$525,000	Infrastructure Replacement Fund	\$525,000
Grand Total Expense Budget	\$10,352,449	Grand Total Expense Budget	\$11,383,975
Grand Total Revenue	\$10,352,449	Grand Total Revenue	\$11,383,975

The Operating and Maintenance (O&M) section of the budget is proposed to be \$7,557,802 (including debt service) for the coming fiscal year. Areas of spending in the proposed O&M Budget include an accurate reflection of expenditures based upon past years' historical data, as well as current and future contractual obligations.

The Capital Improvement Program (CIP) proposes expenditures of \$3,826,173 with a significant portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011/2012, and are under redevelopment in FY 2018/2019. As previously discussed, many of the projects contained in those plans are either complete, in design, under construction or need further review.

As noted previously in this transmittal letter, this budget continues to fund the Infrastructure Replacement funds for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was explicitly addressed and again recently noted as an essential component to the budget by the District's independent auditors.

The key to the preparation of this budget is to ensure all carry-over projects are adequately accounted for, that revenue projections are based upon historical and anticipated revenues, and that spending is prudent and sensible. As the end of the Fiscal Year is June 30, 2018, staff will incorporate the final encumbrances into the document once the actual carry-over figures are determined, most likely in December once the County completes the year-end close.

The primary sources of revenues are derived from residential and commercial charges for water and wastewater. 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 35, 57, and 61. Zone 8 Appropriations income is expected at \$644,137, and Zone 9 Assessed income is expected to be \$134,000.

The amount of the contribution to reserves will be known once FY 2017/2018 is closed. While a year-end surplus of revenues over expenditures is hoped for, water revenues may unsettle the overall revenue stream, necessitating an even larger draw from the water enterprise caused by the Water Meter Project. Any surplus identified, will be transferred into the general reserve account.

I am pleased to present a budget where staffing levels meet projected needs, and where service levels continue to improve. More importantly, however, it extends 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 also like to thank the entire Board of Directors for their support over the past fiscal year. In preparing for the next fiscal year and continuing into the future, I expect that District will continue to remain resourceful, innovative, and successful.

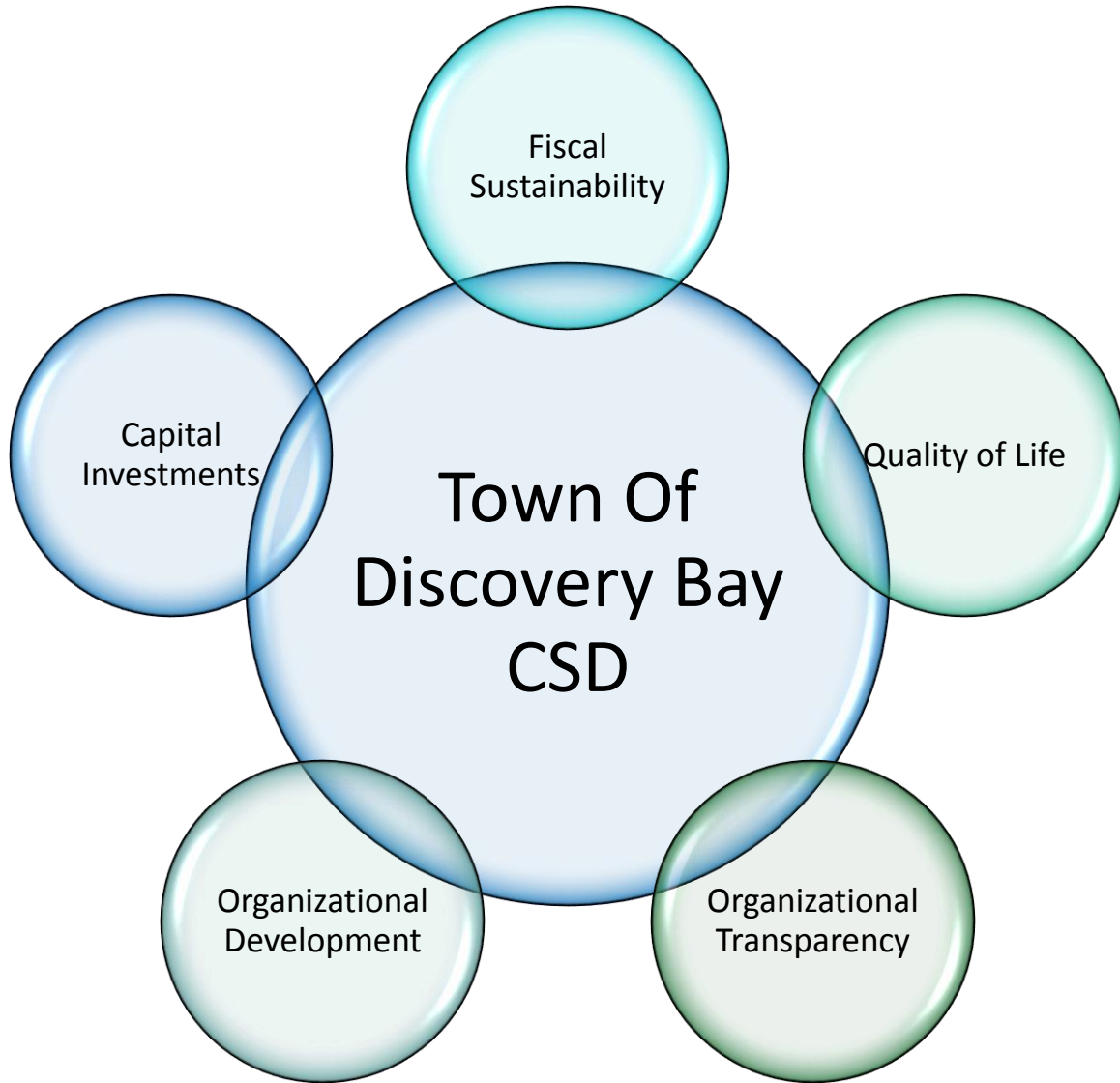
Respectfully submitted,

*Dina Breitstein*

Finance Manager

## Strategic Goals

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



## Goals, Objectives, and Action

Goal	Objective	Performance Outlook
Fiscal Sustainability	<ul style="list-style-type: none"> <li>• Balance Revenues and expenditures to ensure fiscal stability</li> <li>• Monitor trends in key revenue sources</li> <li>• Provide core services in an efficient and effective manner</li> </ul>	<ul style="list-style-type: none"> <li>• Review expenditure vs. budget reports for each department on a monthly basis</li> <li>• Conduct quarterly review and make adjustments needed</li> </ul>
Quality of Life	<ul style="list-style-type: none"> <li>• Focus on key services, programs, and activities for seniors and youth.</li> <li>• Partner with service clubs to promote community-wide events.</li> <li>• Maintain and expand parks throughout the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide quarterly reports on activities for youth, seniors, and park &amp; recreation programs.</li> </ul>
Organizational Transparency	<ul style="list-style-type: none"> <li>• Post key information on the District’s website.</li> <li>• Use social media to inform and engage the public.</li> <li>• Pre-prepare the budget in a user-friendly, informative &amp; transparent format.</li> </ul>	<ul style="list-style-type: none"> <li>• Post all agendas, reports, and contract on the District’s website.</li> <li>• Post all policy documents and resolutions documents on the website.</li> <li>• Pre-prepare the budget in a user-friendly, informative &amp; transparent format.</li> </ul>
Organizational Development	<ul style="list-style-type: none"> <li>• Evaluate staffing levels to ensure adequate delivery of core services.</li> <li>• Provide training and resources to sustain a talented workforce.</li> <li>• Maintain accountability and recognition of employees.</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-prepare a long-term staffing plan.</li> <li>• Develop training of key management and supervisory staff.</li> <li>• Uphold and maintain safety training.</li> </ul>
Capital Investments	<ul style="list-style-type: none"> <li>• Invest in liable resources to maintain, improve District’s resources.</li> <li>• Prioritize and evaluate needed capital investments.</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver capital projects on time and within budget.</li> <li>• Seek funding opportunities to fund infrastructure projects.</li> <li>• Update the ten (10) year master plan.</li> </ul>

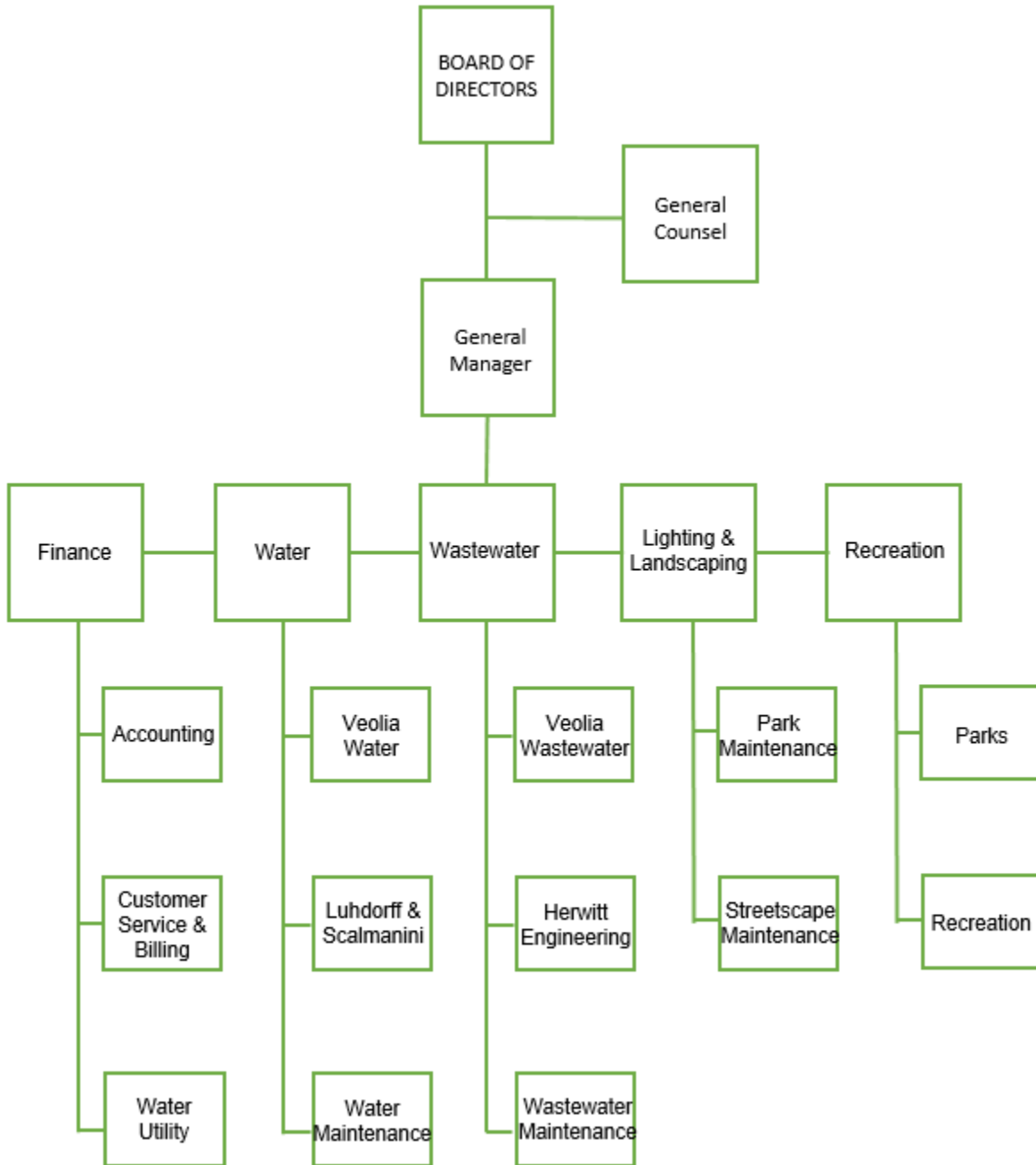
## Authorized Positions

### Current Positions

Position Title	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020
Office Assistant	1	1	1	1
Administrative Assistant	2	2	2	2
Executive Assistant	1	1	1	1
Project Analyst	1	1	0	0
Account Clerk	0	0	1	1
Accountant	1	1	1	1
Water Services Technician I	1	1	1	1
Water Services Technician II	1	1	1	1
Parks & Maintenance Worker I	0	0	1	1
Parks & Maintenance Worker II	4	4	3	3
Parks & Maintenance Worker III	0	0	1	1
Recreation Programs Coordinator	0	0	0	0
Recreation Programs Coordinator Supervisor	1	1	1	1
Parks & Landscape Manager	1	1	1	1
Water & Wastewater Manager	1	1	1	1
Finance Manager	1	1	1	1
General Manager	1	1	1	1
<b>Total</b>	<b>17</b>	<b>17</b>	<b>18</b>	<b>18</b>



## Organizational Chart by Department



## Salary & Wages

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

## Minimum Wage Adjustment 2018-2019

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

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

*\*This table will be updated with new minimum wage rates in 2019.*

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

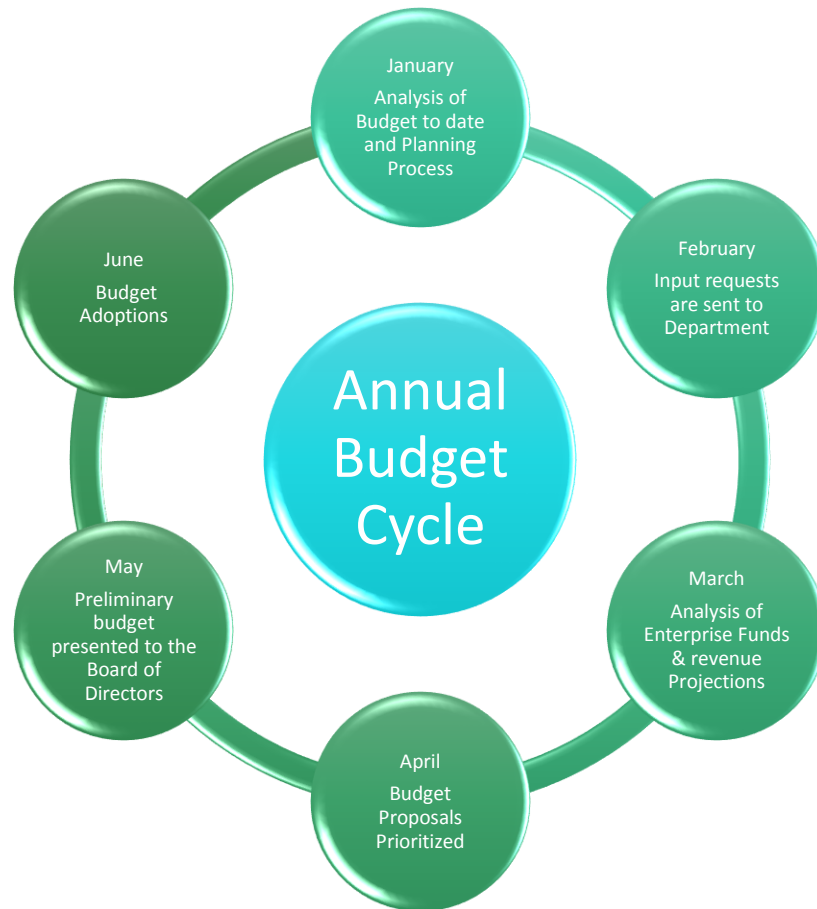
## The Budget Process

Fiscal Year 2017-2019

### 2 Year Budget Build

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

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



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

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

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

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

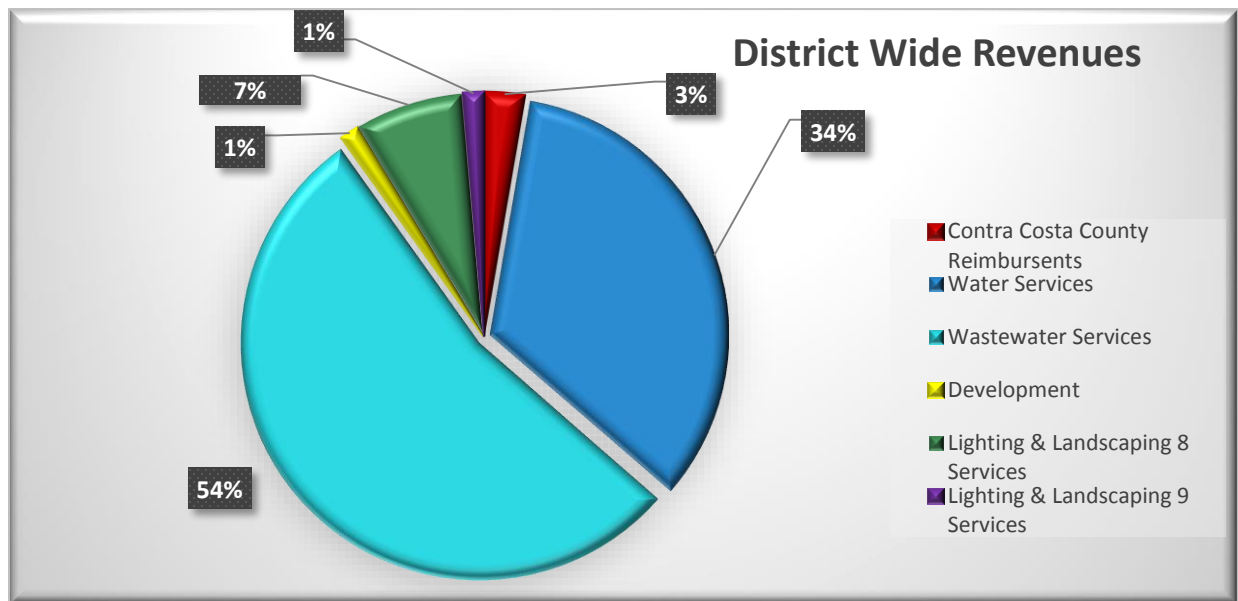
**May:** the preliminary budget is presented to the board of Director's requesting any comments or recommendations.

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

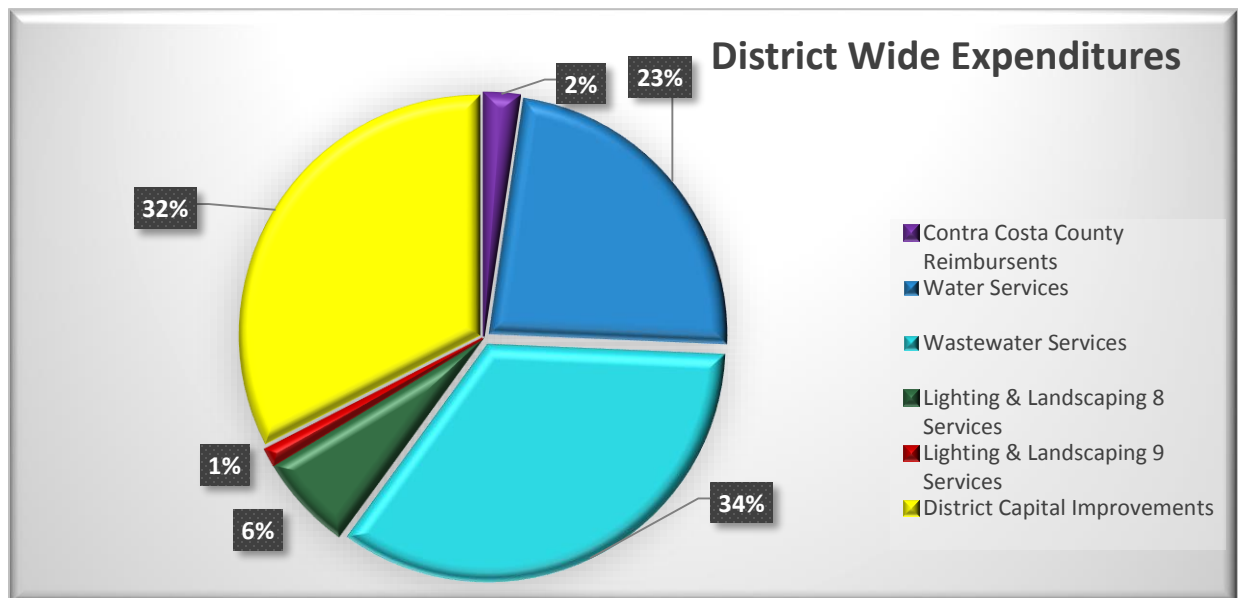
## Budget Overview

The Town of Discovery Bay supports the Administration Department (*which is defined as the Contra Costa County owned Special District maintained by TODB*), the Water Department, the Wastewater Department and two Lighting and Landscaping Department Zones 8 & 9. Data is for budget year 2018-2019

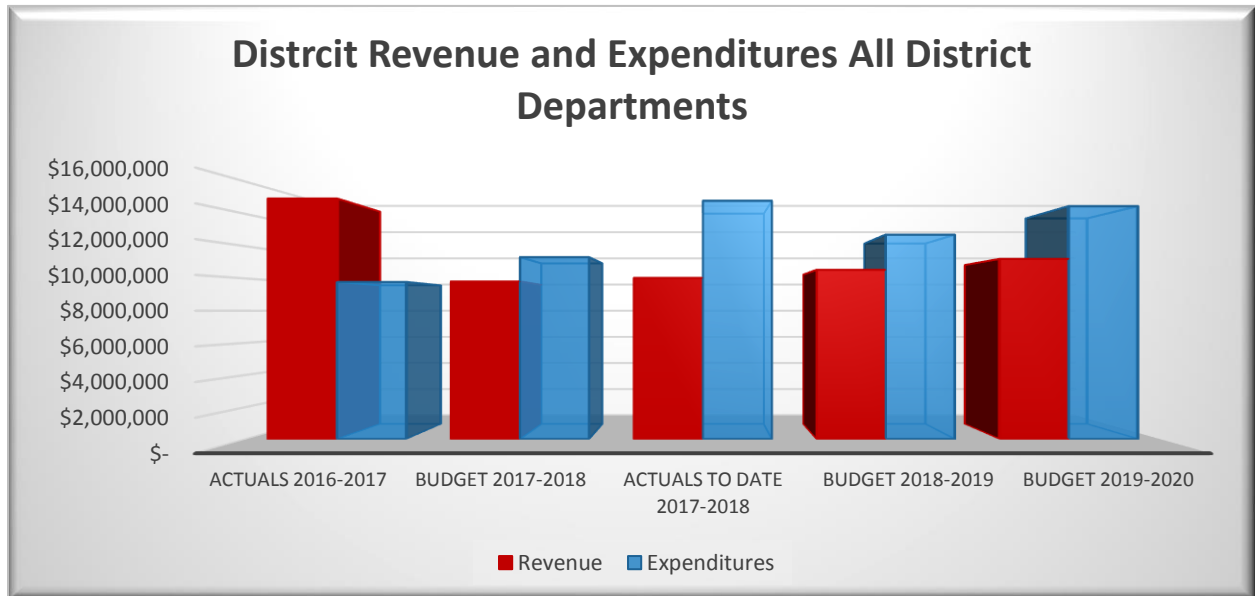
### District Revenue



### District Expenditures



## District Wide Revenue and Expenditure Summary



Beginning in 2016 the District embarked on two major projects:

1. The Wastewater filtration project where the District borrowed 7.4 million dollars to pay for the project and;
2. The Water Meter Completion Project where the District borrowed 1.5 million dollars to assist in paying for the project. The District also used its water reserve funds to cover the balance of the project costs.

Actuals 2016-2017 reflect the receipt of bond proceeds. The 2017-2018 Actuals to Date Expenditures reflect the higher expenses due to these two projects. The District used Bond proceeds of \$8,825,000 to pay for these projects; \$7,400,000 for the Filtration Project and \$1,500,000 for the Water Meter Completion Project.

## Administration Services Revenue, Operations & Maintenance, and Capital Improvements

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

- Zone 35 includes the landscaped median islands on Bixler Road at the intersection of Highway 4 and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.
- Zone 57 includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.
- Zone 61 includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive, and Slifer Drive. Slifer Park is also included in this zone.

### Revenue

Account Code	Administration Revenue	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
10-31-5150	Payroll Reimbursement	\$0	\$146,000	\$0	\$165,000	\$165,000
10-31-5151	Vehicle Reimbursement	\$0	\$41,000	\$66,483	\$84,000	\$84,000
10-31-5177	Reimbursements	\$35,671	\$0	\$0	\$0	\$0
10-31-5226	Landscape Reimbursements	\$103,558	\$39,900	\$21,595	\$34,000	\$34,000
10-31-5243	Other	\$0	\$0	\$526	\$0	\$0
10-31-6046	Permit Fee	\$2,650	\$0	\$750	\$0	\$0
	<b>Total</b>	<b>\$141,879</b>	<b>\$226,900</b>	<b>\$89,353</b>	<b>\$283,000</b>	<b>\$283,000</b>

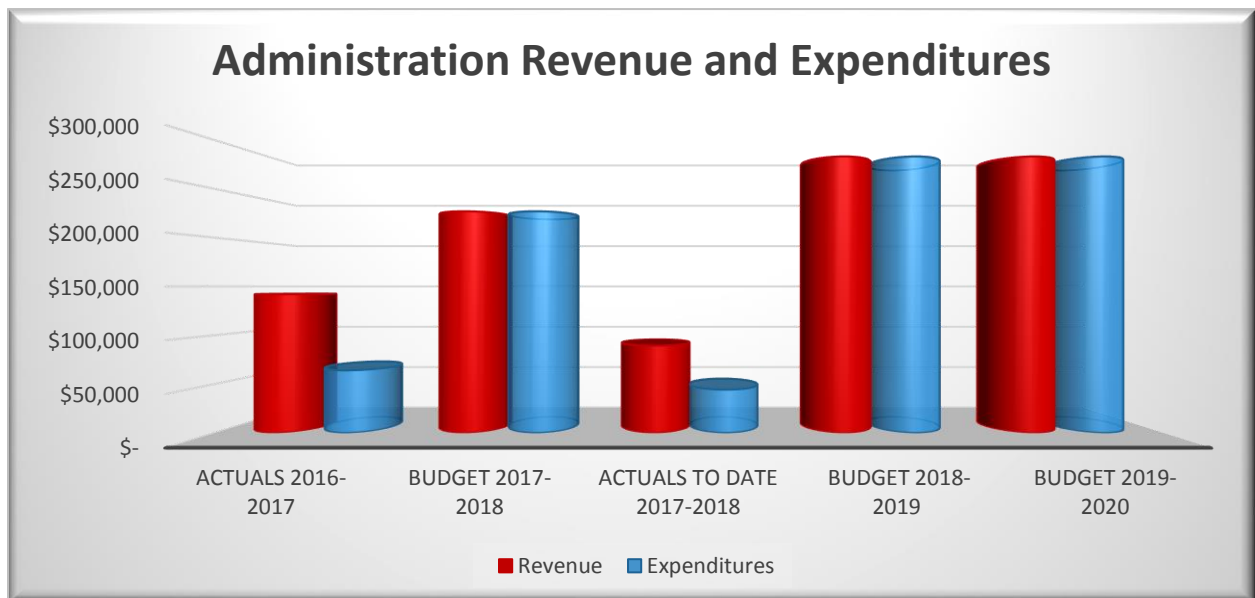
### Expenditures

Account Code	Administration Expenditures	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
10-41-7000	Salary & Wages	\$0	\$146,000	\$0	\$165,000	\$165,000
10-41-7393	Vehicle & Equipment Sup & Rep	\$0	\$41,000	\$0	\$84,000	\$84,000
10-41-7529	Contra Costa County Landscape Reimbursable	\$64,077	\$39,900	\$44,370	\$34,000	\$34,000
	<b>Total</b>	<b>\$64,077</b>	<b>\$226,900</b>	<b>\$44,317</b>	<b>\$283,000</b>	<b>\$283,000</b>

## Capital Improvements

There are no capital improvements plan for Zones 35, 57 and 61 in the fiscal year 2018-2019.

	Actuals 2016-2017	Budget 2017-2018	Actuals To Date 2017-2018	Budget 2018-2019	Budget 2019-2020
Revenue	\$ 141,879.17	\$ 226,900.00	\$ 89,352.86	\$ 283,000.00	\$ 283,000.00
Expenditures	\$ 64,077.36	\$ 226,900.00	\$ 44,316.57	\$ 283,000.00	\$ 283,000.00
Revenues in Excess of Expenditures	\$ 77,801.81	\$ -	\$ 45,036.29	\$ -	\$ -



- Where expenditures exceed revenues, this represents the delay in the reimbursement payment from Contra Costa County Special Districts

Contra Costa County increased the budgets for the above Landscaping & Maintenance Zones over the 2017/2018 budget. This increase will only slightly assist the District in completing quality landscape care and maintenance. The District is continuing with its review of these zones and the sustainability to financially maintain them.

The Contra Costa Final Engineers Report 2018/2018 is located at this web address:

<http://www.contracosta.ca.gov/DocumentCenter/View/49878/Final-Engineers-Report-201819>



## Water Services Revenue, Operations & Maintenance, and Capital Improvements

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

### Revenue

Account Code	Revenue	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
20-31-5100	SEC Collections Water	\$1,984,404	\$0	\$375,947	\$0	\$0
20-31-5102	SEC Collections Meter/Account Charge	\$363,758	\$1,114,000	\$977,902	\$1,249,000	\$1,401,000
20-31-6000	Water Charges	\$862,264	\$1,980,000	\$1,349,269	\$2,221,000	\$2,492,000
20-31-6086	Meter Charge	\$54,048	\$69,000	\$48,784	\$69,000	\$69,000
20-31-5163	TODB Sponsored Events	\$0	\$0	\$2,656	\$0	\$0
20-31-5177	Reimbursements	\$6,860	\$4,200	\$2,576	\$4,200	\$4,200
20-31-5179	Miscellaneous	\$13,013	\$0	\$15,826	\$0	\$0
20-31-5243	Other	\$31,511	\$1,100	\$57,296	\$1,100	\$1,100
20-31-6030	Developer Connection Fee	\$5,300	\$5,000	\$7,600	\$10,000	\$10,000
20-31-6045	Developer Capacity Fee	\$257,050	\$20,000	\$368,600	\$20,000	\$20,000
20-31-6046	Developer Permit Fee	\$0	\$5,000	\$3,050	\$5,000	\$5,000
20-31-6047	Developer Inspection Fee	\$8,480	\$5,000	\$12,160	\$5,000	\$5,000
20-31-5226	Water Meter Rental	\$4,159	\$0	\$475	\$0	\$0
20-31-5152	Borrowed Reserves	\$1,042,138	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$4,632,983</b>	<b>\$3,203,300</b>	<b>\$3,222,142</b>	<b>\$3,584,300</b>	<b>\$4,007,300</b>

### Expenditures

Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
20-41-7000	Salary & Wages	\$293,446	\$345,000	\$262,592	\$435,000	\$479,000
20-41-7001	Overtime	\$0	\$2,000	\$0	\$2,000	\$2,000
20-41-7030	Group Insurance	\$66,507	\$46,000	\$67,936	\$100,000	\$110,000
20-41-7045	Workers Comp	\$13,302	\$22,600	\$660	\$22,000	\$22,000
20-41-7060	457 B Plan	\$9,768	\$13,000	\$7,725	\$13,000	\$13,000
20-41-7150	Temporary Employees	\$9,016	\$3,000	\$0	\$3,000	\$3,000
20-41-7165	Board of Directors Compensation	\$12,006	\$16,560	\$7,866	\$16,560	\$16,560
20-41-7181	Travel & Meetings - BOD	\$1,198	\$2,400	\$2,291	\$2,400	\$2,400
20-41-7182	Travel	\$1,575	\$3,200	\$2,217	\$3,200	\$3,200
20-41-7196	Training & Education - BOD	\$540	\$800	\$1,252	\$800	\$800
20-41-7197	Train, Meet & Education	\$653	\$5,200	\$1,834	\$6,000	\$6,000
20-41-7210	Dues & Subscriptions	\$0	\$1,060	\$0	\$1,060	\$1,060
20-41-7225	Memberships	\$5,628	\$7,200	\$5,652	\$7,200	\$7,200
20-41-7255	TODB Sponsored Events	\$0	\$2,400	\$0	\$2,400	\$2,400
20-41-7271	Consulting Services	\$99,983	\$318,000	\$79,449	\$107,000	\$107,000

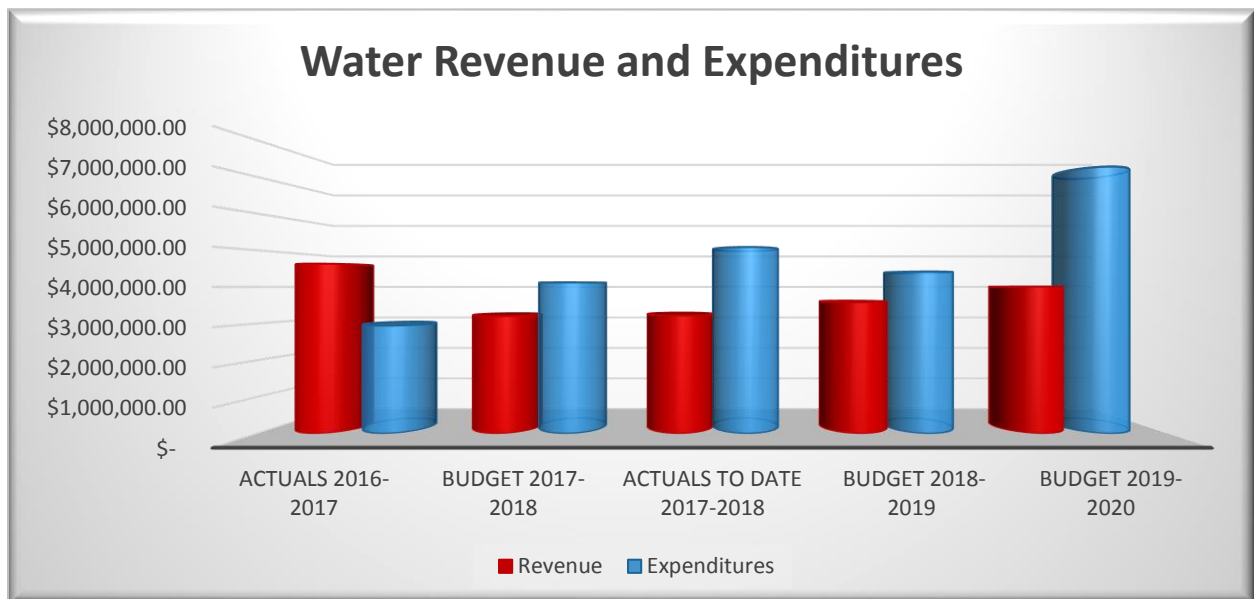
Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
20-41-7272	Water Service Contract	\$615,001	\$636,540	\$528,666	\$636,540	\$655,700
20-41-7275	Preventative & Corrective	\$20,299	\$42,800	\$18,014	\$42,800	\$42,800
20-41-7276	Contract Mailing	\$12,799	\$15,000	\$22,084	\$39,000	\$39,000
20-41-7277	Veolia W Large Replacement	\$18,845	\$40,000	\$8,508	\$40,000	\$40,000
20-41-7286	Legal - General	\$58,910	\$32,000	\$39,332	\$32,000	\$32,000
20-41-7288	Legal - Litigation	\$8,036	\$30,000	\$8,800	\$30,000	\$30,000
20-41-7301	Annual Audit Services	\$11,710	\$16,500	\$835	\$16,500	\$16,500
20-41-7316	Election Expense	\$2,830	\$0	\$0	\$4,000	\$0
20-41-7317	Advertising	\$1,347	\$2,000	\$3,057	\$2,000	\$2,000
20-41-7318	Public Relations	\$5,467	\$6,000	\$5,582	\$6,000	\$6,000
20-41-7319	Internet Website	\$540	\$4,800	\$3,520	\$4,800	\$4,800
20-41-7345	Public Communications and Notices	\$447	\$2,400	\$1,947	\$2,400	\$2,400
20-41-7361	Telephone - general	\$4,918	\$8,400	\$3,936	\$8,400	\$8,400
20-41-7362	Telecom - networking	\$5,483	\$1,080	\$3,890	\$1,080	\$1,080
20-41-7363	Telephone - cellular	\$3,303	\$2,800	\$2,996	\$5,000	\$5,000
20-41-7376	Road/Construction Materials	\$26,829	\$4,500	\$9,735	\$10,000	\$10,000
20-41-7391	Diesel Fuel	\$1,904	\$1,500	\$0	\$1,500	\$1,500
20-41-7392	Vehicle & Equipment - Fuel	\$4,261	\$6,500	\$4,406	\$6,500	\$6,500
20-41-7393	Vehicle & Equipment Sup & Rep	\$1,680	\$4,400	\$5,366	\$4,400	\$4,400
20-41-7404	Water Meter and Registers	\$66,788	\$25,000	\$91,736	\$93,000	\$93,000
20-41-7405	General Repairs - Pumps	\$0	\$30,000	\$0	\$30,000	\$30,000
20-41-7406	General Repairs	\$375,421	\$350,000	\$275,384	\$350,000	\$350,000
20-41-7407	Testing	\$0	\$15,000	\$0	\$0	\$0
20-41-7408	Special Equipment	\$95	\$1,200	\$555	\$1,200	\$1,200
20-41-7409	Info System - Maintenance	\$9,547	\$10,000	\$6,308	\$10,000	\$10,000
20-41-7410	Equipment Maintenance	\$2,069	\$3,600	\$2,044	\$3,600	\$3,600
20-41-7411	Software Hosting	\$14,987	\$12,000	\$12,384	\$12,000	\$12,000
20-41-7412	Computer Equipment & Supplies	\$3,741	\$2,400	\$2,419	\$2,400	\$2,400
20-41-7413	Miscellaneous Small Tools	\$772	\$2,000	\$1,058	\$2,000	\$2,000
20-41-7414	Equipment Repair	\$0	\$400	\$0	\$400	\$400
20-41-7415	Computer Software	\$302	\$4,000	\$404	\$4,000	\$4,000
20-41-7417	Instrument & Controls	\$0	\$0	\$0	\$12,500	\$12,500
20-41-7423	Office Furniture	\$917	\$0	\$67	\$0	\$0
20-41-7424	Postage	\$847	\$1,000	\$824	\$1,000	\$1,000
20-41-7425	Office Supplies	\$7,983	\$4,400	\$5,521	\$4,400	\$4,400
20-41-7437	Rent Public Meetings	\$0	\$200	\$0	\$200	\$200
20-41-7438	Building Rent	\$12,000	\$13,000	\$13,200	\$13,200	\$13,200
20-41-7439	Equipment Rental/Leasing	\$585	\$2,000	\$257	\$2,000	\$2,000
20-41-7440	Facility Maintenance - Landscape	\$73	\$1,600	\$0	\$1,600	\$1,600

Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
20-41-7441	Building Maintenance	\$11,319	\$6,000	\$4,425	\$6,000	\$6,000
20-41-7451	Insurance - Liability	\$21,674	\$24,200	\$2,065	\$24,200	\$24,200
20-41-7453	Insurance - Property	\$35	\$13,200	\$0	\$13,200	\$13,200
20-41-7466	Permits & Fees	\$30,239	\$16,000	\$25,103	\$16,000	\$16,000
20-41-7469	Personal Protective Equipment	\$547	\$680	\$828	\$680	\$680
20-41-7470	Safety Equipment & Supplies	\$1,087	\$1,400	\$448	\$1,400	\$1,400
20-41-7481	Utilities/Electrical Cost	\$372,412	\$320,000	\$372,370	\$400,000	\$420,000
20-41-7483	Utilities/Waste Cost	\$219	\$0	\$509	\$0	\$0
20-41-7495	Chemicals	\$14,661	\$20,000	\$23,670	\$25,000	\$26,000
20-41-7510	Freight	\$0	\$800	\$0	\$800	\$800
20-41-7511	UPS/Courier	\$0	\$320	\$608	\$320	\$320
20-41-7526	Miscellaneous Bank Charges	\$7,226	\$4,000	\$11,503	\$12,000	\$12,000
20-41-7527	Miscellaneous Services & Supplies	\$1,358	\$1,200	\$876	\$1,200	\$1,200
20-41-7528	Miscellaneous Reimbursable	\$0	\$400	\$0	\$400	\$400
20-41-7530	Unrecoverable Charges	\$0	\$1,000	\$0	\$1,000	\$1,000
20-41-7532	Miscellaneous	\$0	\$2,000	\$0	\$2,000	\$2,000
20-41-7533	Bad Debt	\$752	\$5,000	\$429	\$5,000	\$5,000
20-41-7534	Special Expense	\$956	\$2,000	\$645	\$2,000	\$2,000
20-41-7535	Credit Memo	\$0	\$5,000	\$0	\$5,000	\$5,000
20-41-7537	Debt Service	\$88,498	\$292,127	\$153,474	\$257,904	\$257,904
20-41-7542	Taxes & Assessments	\$0	\$400	\$0	\$400	\$400
20-41-7544	Reimbursement for County Admin	\$0	\$0	\$368	\$0	\$0
20-41-7545	Revenue Collection	\$2,197	\$2,400	\$1,083	\$2,400	\$2,400
20-41-7546	Investment Fee	\$0	\$0	\$0	\$0	\$0
20-41-7547	Payroll Wire Transfer Fee	\$208	\$1,040	\$205	\$1,040	\$1,040
20-41-7548	Accounting (A/P, A/R, GL)	\$0	\$800	\$0	\$800	\$800
20-41-7549	Public Works - Permits	\$6,834	\$10,000	\$19,505	\$10,000	\$10,000
20-41-7550	Property Taxes	\$150	\$1,200	\$2,961	\$1,200	\$1,200
	<b>Total</b>	<b>\$2,374,724</b>	<b>\$2,854,607</b>	<b>\$2,143,382</b>	<b>\$2,947,984</b>	<b>\$3,038,144</b>

## Capital Improvements

Account Code	Capital Improvements	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
20-1160	Water Capital Improvements & Structure Replacement	\$317,611	\$925,000	\$2,680,496	\$1,237,173	\$3,933,324
20-1100	Equipment	\$3,717	\$81,000	\$0	\$20,000	\$100,000
20-1120	Vehicle	\$0	\$14,000	\$13,830	\$0	\$0
20-1180-49	Water Infrastructure Replacement	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
20-1180-48	Booster Pump Infrastructure Replacement	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
20-1180-50	Facility Infrastructure Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
20-1180	Vehicle Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
20-1180-67	Generator Infrastructure Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	<b>Total</b>	<b>\$571,328</b>	<b>\$1,270,000</b>	<b>\$2,944,325</b>	<b>\$1,507,173</b>	<b>\$4,283,324</b>

	Actuals 2016-2017	Budget 2017-2018	Actuals To Date 2017-2018	Budget 2018-2019	Budget 2019-2020
Revenue	\$ 4,632,982.92	\$ 3,203,300.00	\$ 3,222,142.16	\$ 3,584,300.00	\$ 4,007,300.00
Expenditures	\$ 2,946,051.79	\$ 4,124,607.00	\$ 5,087,707.70	\$ 4,455,157.00	\$ 7,321,468.00
Revenues over Expenditures	\$ 1,686,931.13	\$ (921,307.00)	\$ (1,865,565.54)	\$ (870,857.00)	\$ (3,314,168.00)



Beginning in January 2017 the Water Services Department started the Water Meter Completion Project with an estimated budget of \$3.111M. The District hired Luhdorff & Scalamanini Contract Engineers to write the Bid document and to act as the project manager for the duration of the project. This project was partially funded by bond monies, of \$1.5M with the balance of the project paid out of the water reserve fund \$1.629M. This project is the primary cause for the overage of expenditures in the water department for fiscal years 2017 through 2018. Now complete, the District installed 3,496 meters with a total project cost of \$3,129,108.

In fiscal year 2018/2019, the district will begin new Capital Improvement Projects. The design and site acquisition for a new well named Well #8, and the reconstruction of two existing wells Well #2 and Well #4A. The estimated cost of these projects is \$547K. The District must also complete a Water Meter Cross Connection Survey. District Staff and the Board of Directors will continue to discuss and plan to fund Well #8 in fiscal year 2019/2020.

#### Reserves

Account Code	Reserves & Restricted Accounts	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Reserves	Water Reserves	\$1,677,759	\$48,651	\$48,651	\$48,651	\$48,651
Infrastructure Replacement	Booster Pump Replacement Fund	\$115,068	\$135,068	\$155,068	\$175,068	\$195,068
Infrastructure Replacement	W Infrastructure Replacement Fund	\$812,290	\$218,728	\$418,728	\$618,728	\$818,728
Infrastructure Replacement	Generators Replacement Fund	\$49,200	\$59,200	\$69,200	\$79,200	\$89,200
Infrastructure Replacement	Facility & Vehicle Replacement Fund	\$56,000	\$66,000	\$76,000	\$86,000	\$96,000
Infrastructure Replacement	Vehicle Replacement Fund	\$56,000	\$66,000	\$76,000	\$86,000	\$96,000
Infrastructure Replacement	Water Pipe Distribution Replacement Fund	\$184,000	\$537,000	\$1,032,000	\$1,032,000	\$1,032,000
	<b>Total</b>	<b>\$2,950,317</b>	<b>\$1,130,647</b>	<b>\$1,875,647</b>	<b>\$2,125,647</b>	<b>\$2,375,647</b>

## Developer Fees

Account Code	Restricted Account	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Developer Fees	Capacity & Connection Fees	\$1,034,016	\$1,407,466	\$1,437,466	\$1,467,466	\$1,497,466
	<b>Total</b>	<b>\$1,034,016</b>	<b>\$1,407,466</b>	<b>\$1,437,466</b>	<b>\$1,467,466</b>	<b>\$1,497,466</b>

The District maintains a water reserve. This reserve has been established for emergency use or project spend for the water utility system. In addition to the water reserve in 2011, the District created an infrastructure replacement program. These funds are for the future replacements or improvements of the water infrastructure system including, wells, pipes, tanks, pumps motors, vehicles, meters, readers and generator replacements. The board has authorized the use of these funds for infrastructure needs. In 2017 it was approved the use the reserve funds and the infrastructure replacement funds to assist the District with paying for the Water Meter Completion Project and any infrastructure improvements along the way that the project had exposed. The project was completed in December 2017 with project costs totaling \$3,129,107 and infrastructure repairs totaling \$793,562.

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

## Water Utility Rate

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

WATER Residential Unmetered	Current		Proposed FY 2016/17		Proposed FY 2017/18		Proposed FY 2018/19		Proposed FY 2019/20		Proposed FY 2020/21	
	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)
Parcel Size (Square Fee/DU)												
Condos w/irrigation	\$32.86	\$394.28	\$36.55	\$438.60								
Condos w/o irrigation	\$21.52	\$258.18	\$23.91	\$286.92								
Under 5,000	\$32.86	\$394.28	\$36.55	\$438.60								
5,000 - 10,000	\$41.56	\$498.66	\$46.03	\$552.36								
10,001 - 15,000	\$50.25	\$603.02	\$55.51	\$666.12								
Over 15,000,	\$50.25	\$603.02	\$55.51	\$666.12								
Vacant	\$14.67	\$176.00	\$14.67	\$176.00	\$14.67	\$176.00	\$14.67	\$176.00	\$14.67	\$176.00	\$14.67	\$176.00
Plus Each Additional 1,000	\$2.90	\$34.80	\$3.21	\$38.54								
WATER All Metered	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)
Non-irrigation Account Charge:												
5/8 Inch Meter	\$9.98		\$13.85		\$16.20		\$18.02		\$20.06		\$22.35	
1 Inch Meter	\$9.98		\$13.85		\$16.20		\$18.02		\$20.06		\$22.35	
1 1/2 Inch Meter	\$19.98		\$26.73		\$31.43		\$35.07		\$39.16		\$43.74	
2 Inch Meter	\$31.96		\$42.15		\$49.68		\$55.50		\$62.04		\$69.37	
3 Inch Meter	\$63.91		\$83.29		\$98.34		\$109.99		\$123.06		\$137.72	
4 Inch Meter	\$99.86		\$129.58		\$153.09		\$171.30		\$191.71		\$214.63	
6 Inch Meter	\$199.72		\$258.15		\$305.18		\$341.60		\$382.43		\$428.26	
Irrigation Account Charge:												
5/8" Inch Meter	\$3.02		\$13.08		\$15.29		\$17.00		\$18.92		\$21.07	
1 Inch Meter	\$3.02		\$13.08		\$15.29		\$17.00		\$18.92		\$21.07	
1 1/2 Inch Meter	\$6.04		\$25.18		\$29.60		\$33.03		\$36.87		\$41.18	
2 Inch Meter	\$9.67		\$39.68		\$46.76		\$52.23		\$58.38		\$65.27	
3 Inch Meter	\$19.34		\$78.35		\$92.50		\$103.45		\$115.73		\$129.52	
4 Inch Meter	\$30.21		\$121.86		\$143.97		\$161.08		\$180.27		\$201.81	
6 Inch Meter	\$60.42		\$242.73		\$286.93		\$321.17		\$359.54		\$402.62	
Metered Usage Charge:												
All Usage		\$1,512		\$1,580		\$1,799		\$2,015		\$2,257		\$2,528

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

## Wastewater Services Revenue, Operations & Maintenance, and Capital Improvements

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

### Revenue

Account Code	Revenue	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
21-31-5101	SEC Collections Wastewater	\$4,758,988	\$5,283,000	\$5,200,338	\$5,499,000	\$5,724,000
21-31-5163	TODB Sponsored Events	\$0	\$0	\$10,623	\$0	\$0
21-31-5152	Reimbursement of Borrowed Reserves	\$4,002,338	\$0	\$0	\$0	\$0
21-31-6015	Commercial Sewer Charges	\$119,126	\$141,000	\$109,226	\$147,000	\$153,000
21-31-5177	Reimbursements	\$100	\$6,300	\$215	\$6,300	\$6,300
21-31-5179	Miscellaneous	\$11,740	\$0	\$965	\$0	\$0
21-31-5243	Other	\$12,080	\$1,100	\$118,953	\$1,100	\$1,000
21-31-6030	Developer Connection Fee	\$5,300	\$5,000	\$7,600	\$10,000	\$10,000
21-31-6045	Developer Capacity Fee	\$298,461	\$80,000	\$402,126	\$65,000	\$65,000
21-31-6046	Developer Permit Fee	\$0	\$8,000	\$0	\$8,000	\$8,000
21-31-6047	Developer Inspection Fee	\$8,480	\$5,000	\$12,160	\$5,000	\$5,000
	<b>Total</b>	<b>\$9,216,613</b>	<b>\$5,529,400</b>	<b>\$5,862,207</b>	<b>\$5,741,400</b>	<b>\$5,972,300</b>

### Expenditures

Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
21-41-7000	Salary & Wages	\$364,451	\$360,000	\$308,846	\$480,000	\$528,000
21-41-7001	Overtime	\$0	\$3,000	\$0	\$3,000	\$3,000
21-41-7030	Group Insurance	\$99,252	\$69,000	\$101,904	\$149,000	\$164,000
21-41-7045	Workers Comp	\$19,953	\$30,000	\$990	\$30,000	\$30,000
21-41-7060	457 B Plan	\$15,161	\$18,540	\$11,587	\$19,000	\$19,000
21-41-7150	Temporary Employees	\$7,057	\$5,000	\$0	\$5,000	\$5,000
21-41-7165	Board of Directors Compensation	\$18,009	\$24,840	\$11,799	\$24,840	\$24,840
21-41-7181	Travel & Meetings - BOD	\$1,887	\$3,600	\$3,326	\$3,600	\$3,600
21-41-7182	Travel	\$2,015	\$4,800	\$1,963	\$4,800	\$4,800
21-41-7196	Training & Education - BOD	\$810	\$1,200	\$1,878	\$1,200	\$1,200
21-41-7197	Train, Meet & Education	\$980	\$7,800	\$1,400	\$8,000	\$8,000
21-41-7210	Dues & Subscriptions	\$0	\$1,590	\$140	\$1,590	\$1,590
21-41-7225	Memberships	\$6,437	\$7,200	\$7,898	\$7,200	\$7,200
21-41-7255	TODB Sponsored Events	\$0	\$3,600	\$5,623	\$3,600	\$3,600



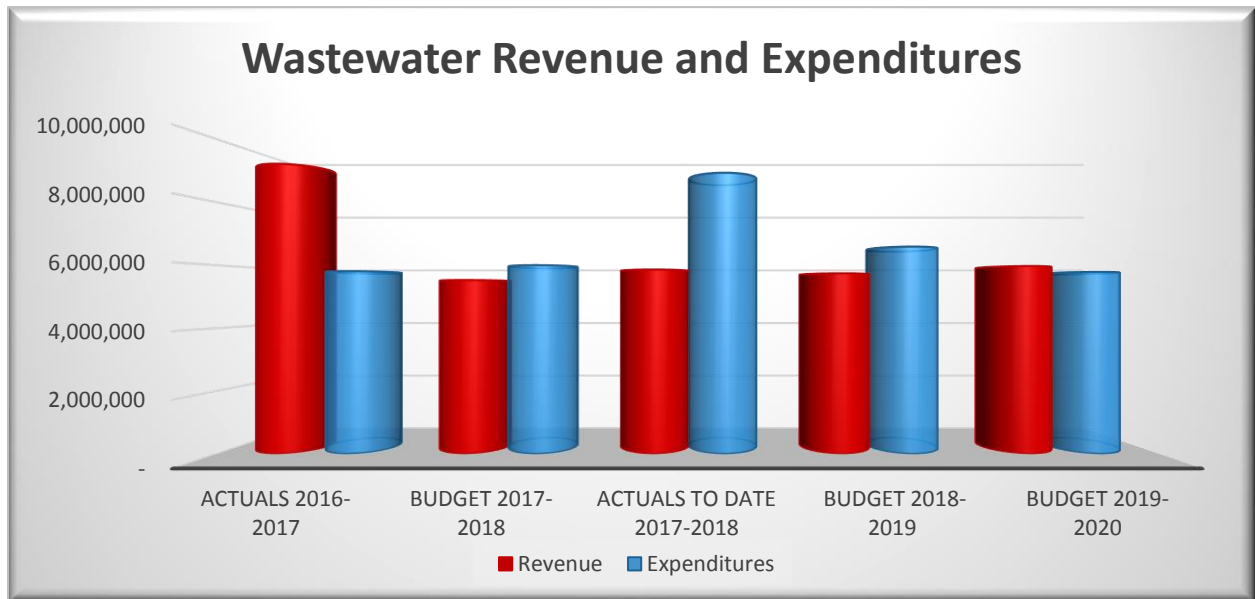
Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
21-41-7270	Environmental Studies	\$4,651	\$0	\$0	\$0	\$0
21-41-7271	Consulting Services	\$94,967	\$190,000	\$36,275	\$102,000	\$120,000
21-41-7272	Wastewater Service Contract	\$922,502	\$955,000	\$792,999	\$983,000	\$1,012,500
21-41-7275	Preventative & Corrective	\$67,177	\$64,200	\$40,605	\$64,200	\$64,200
21-41-7277	Veolia WW Large Replacement	\$73,445	\$60,000	\$22,736	\$60,000	\$60,000
21-41-7286	Legal - General	\$79,709	\$73,000	\$38,549	\$73,000	\$73,000
21-41-7288	Legal - Litigation	\$12,053	\$45,000	\$13,200	\$45,000	\$45,000
21-41-7301	Annual Audit Services	\$17,565	\$20,000	\$1,253	\$20,000	\$20,000
21-41-7316	Election Expense	\$4,245	\$0	\$0	\$5,000	\$0
21-41-7317	Advertising	\$1,347	\$3,000	\$3,857	\$3,000	\$3,000
21-41-7319	Internet Website	\$810	\$7,200	\$5,280	\$600	\$600
21-41-7345	Public Communications and Notices	\$64	\$3,600	\$0	\$3,600	\$3,600
21-41-7361	Telephone - general	\$12,892	\$15,000	\$11,413	\$15,000	\$15,000
21-41-7362	Telecom - networking	\$10,682	\$15,000	\$7,795	\$15,000	\$15,000
21-41-7363	Telephone - cellular	\$3,569	\$4,200	\$2,675	\$6,000	\$6,000
21-41-7376	Road/Construction Materials	\$941	\$1,800	\$0	\$1,800	\$1,800
21-41-7391	Diesel Fuel	\$2,857	\$5,000	\$0	\$5,000	\$5,000
21-41-7392	Vehicle & Equipment - Fuel	\$3,039	\$6,000	\$2,692	\$6,000	\$6,000
21-41-7393	Vehicle & Equipment Sup & Rep	\$13,950	\$6,000	\$24,716	\$6,000	\$6,000
21-41-7405	General Repairs - Pumps	\$19,775	\$30,000	\$1,751	\$30,000	\$30,000
21-41-7406	General Repairs	\$26,662	\$100,000	\$28,279	\$100,000	\$100,000
21-41-7407	NTR/SIP Testing - RWQCB	\$0	\$5,000	\$0	\$5,000	\$5,000
21-41-7408	Special Equipment	\$106	\$3,000	\$7	\$3,000	\$3,000
21-41-7409	Info System - Maintenance	\$13,908	\$15,000	\$9,535	\$15,000	\$15,000
21-41-7410	Equipment Maintenance	\$2,754	\$5,400	\$2,616	\$5,400	\$5,400
21-41-7411	Software Hosting	\$12,627	\$6,000	\$4,763	\$6,000	\$6,000
21-41-7412	Computer Equipment & Supplies	\$4,583	\$3,600	\$2,199	\$3,600	\$3,600
21-41-7413	Miscellaneous Small Tools	\$187	\$3,000	\$2,108	\$3,000	\$3,000
21-41-7414	Equipment Repair	\$0	\$600	\$0	\$600	\$600
21-41-7415	Computer Software	\$550	\$6,000	\$626	\$6,000	\$6,000
21-41-7416	UV Parts	\$0	\$50,000	\$21,799	\$50,000	\$50,000
21-41-7417	Instrument & Controls	\$0	\$50,000	\$0	\$47,000	\$47,000
21-41-7422	Minor Equipment/Furniture	\$1,375	\$0	\$0	\$0	\$0
21-41-7424	Postage	\$1,239	\$1,500	\$1,025	\$1,500	\$1,500
21-41-7425	Office Supplies	\$8,837	\$6,000	\$5,990	\$6,000	\$6,000
21-41-7437	Rent Public Meetings	\$0	\$300	\$0	\$300	\$300
21-41-7438	Building Rent	\$18,000	\$20,000	\$19,800	\$19,800	\$19,800
21-41-7439	Equipment Rental/Leasing	\$877	\$3,000	\$386	\$3,000	\$3,000

Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
21-41-7440	Facility Maintenance - Landscape	(\$14,962)	\$2,400	\$0	\$2,400	\$2,400
21-41-7441	Building Maintenance	\$6,219	\$12,000	\$6,878	\$12,000	\$12,000
21-41-7451	Insurance - Liability	\$49,056	\$30,300	\$570	\$30,300	\$30,300
21-41-7453	Insurance - Property	\$52	\$18,480	\$0	\$18,480	\$18,480
21-41-7466	Permits & Fees	\$40,413	\$36,000	\$32,286	\$36,000	\$36,000
21-41-7467	Special Expense	\$0	\$0	\$0	\$0	\$0
21-41-7468	NPDES Permits & Fines	\$180,828	\$0	\$0	\$70,000	\$10,000
21-41-7469	Personal Protective Equipment	\$1,246	\$1,020	\$381	\$1,020	\$1,020
21-41-7470	Safety Equipment & Supplies	\$1,463	\$3,000	\$441	\$3,000	\$3,000
21-41-7481	Utilities/Electrical Cost	\$434,055	\$480,000	\$399,651	\$500,000	\$525,000
21-41-7483	Utilities/Waste Cost	\$328	\$4,000	\$948	\$4,000	\$4,000
21-41-7495	Chemicals	\$15,064	\$20,000	\$24,146	\$30,000	\$31,000
21-41-7510	Freight	\$0	\$1,000	\$0	\$1,000	\$1,000
21-41-7511	UPS/Courier	\$0	\$480	\$0	\$0	\$0
21-41-7526	Miscellaneous Bank Charges	\$3	\$4,000	\$91	\$4,000	\$4,000
21-41-7527	Miscellaneous Services & Supplies	\$1,274	\$4,500	\$1,123	\$4,500	\$4,500
21-41-7528	Miscellaneous Reimbursable	\$0	\$600	\$0	\$600	\$600
21-41-7530	Unrecoverable Charges	\$0	\$1,000	\$0	\$1,000	\$1,000
21-41-7532	Miscellaneous	\$0	\$2,000	\$0	\$2,000	\$2,000
21-41-7533	Bad Debt	\$0	\$5,000	\$0	\$5,000	\$5,000
21-41-7534	Special Expense	\$1,493	\$3,000	\$1,662	\$3,000	\$3,000
21-41-7535	Credit Memo	\$0	\$5,000	\$0	\$2,000	\$2,000
21-41-7536	Operating Transfer Out	\$0	\$0	\$0	\$0	\$0
21-41-7537	Debt Service	\$739,107	\$1,097,732	\$1,096,058	\$1,101,028	\$1,101,028
21-41-7542	Taxes & Assessments	\$0	\$17,000	\$0	\$17,000	\$17,000
21-41-7544	Reimbursement for County Admin	\$0	\$0	\$552	\$0	\$0
21-41-7545	Revenue Collection	\$3,823	\$3,600	\$4,986	\$5,000	\$5,000
21-41-7547	Payroll Wire Transfer Fee	\$312	\$1,560	\$308	\$1,560	\$1,560
21-41-7548	Accounting (A/P, A/R, GL)	\$0	\$1,200	\$0	\$1,200	\$1,200
21-41-7549	Public Works - Permits	\$0	\$2,000	\$0	\$2,000	\$2,000
21-41-7550	Property Taxes	\$11,483	\$8,500	\$15,466	\$8,500	\$8,500
21-41-7587	Developer Deposit Reimbursement	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$3,445,216</b>	<b>\$4,087,942</b>	<b>\$3,148,010</b>	<b>\$4,326,818</b>	<b>\$4,98,318</b>

## Capital Improvements

Account Code	Capital Improvements	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
21-1155	Wastewater Capital Improvements & Structure Replacement	\$2,084,316	\$1,533,000	\$5,258,804	\$2,014,000	\$1,025,000
21-1100	Equipment	\$5,575	\$84,000	\$0	\$30,000	\$150,000
21-1120	Vehicle	\$0	\$21,000	\$20,744	\$0	\$0
800	PG&E Funded Projects	\$0	\$0	\$229,089	\$0	\$0
21-1180-47	Wastewater Infrastructure Replacement	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
21-1180-48	Collection & Pumps Infrastructure Replacement	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
21-1180-50	Facility Infrastructure Replacement	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
21-1180-	Vehicle Replacement	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
21-1180-67	Generator Infrastructure Replacement	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	<b>Total</b>	<b>\$2,364,892</b>	<b>\$1,913,000</b>	<b>\$5,783,638</b>	<b>\$2,319,000</b>	<b>\$1,450,000</b>

	Actuals 2016-2017	Budget 2017-2018	Actuals To Date 2017-2018	Budget 2018-2019	Budget 2019-2020
Revenue	9,216,613	5,529,400	5,862,207	5,741,400	5,972,300
Expenditures	5,810,108	6,000,942	8,931,647	6,645,818	5,848,318
Revenues over Expenditures	3,406,505	(471,542)	(3,069,440)	(904,418)	123,982



In December of 2017, the District completed the Title 22 Filtration Project. This project added tertiary filtration and UV upgrades to the District’s Wastewater Plant 2. The National Pollution Discharge Elimination Systems (NPDES) permit that governs all wastewater activities for the District was renewed by the Regional Water Quality Control Board (RWQCB) on June 6, 2014. In the renewal, the RWQCB required the District to add tertiary filtration and UV upgrades and changed the permit limits for coliform in compliance with the CCR Title 22 unrestricted reuse. The facilities were obligatory to be constructed and operational by December 31, 2017, discharge limits have lowered. This project is listed in the Wastewater Rate Study and provides the necessary cash flow to pay the debt service of the bond. The project budget was \$7.4M, and in April 2017, the bond financing was finalized to fund the Filtration Project. The above table and graph show the actuals to date and the overage of expenses about this project. The District is utilizing the bond funds to reimburse the costs paid by reserves and to pay for costs that carried into FY 2017/2018. This total cost of the project is \$7,305,161, and the remainder of the bond funds will be used to finish resurfacing the pavement around the new structure.

## Reserves

Account Code	Reserves & Restricted Accounts	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Reserves	Wastewater Reserves	\$2,516,638	\$2,516,638	\$2,516,638	\$2,516,638	\$2,516,638
Infrastructure Replacement	Collection Pumps & Motors Replacement Fund	\$172,602	\$202,602	\$232,602	\$262,602	\$292,602
Infrastructure Replacement	WW Infrastructure Replacement Fund	\$1,150,000	\$1,350,000	\$1,550,000	\$1,750,000	\$1,950,000
Infrastructure Replacement	Generators Replacement Fund	\$74,029	\$89,029	\$104,029	\$119,029	\$134,029
Infrastructure Replacement	Facility Infrastructure Replacement Fund	\$84,000	\$99,000	\$114,000	\$129,000	\$144,000
Infrastructure Replacement	Vehicle Replacement Fund	\$84,000	\$99,000	\$114,000	\$129,000	\$144,000
	<b>Total</b>	<b>\$4,081,269</b>	<b>\$4,356,269</b>	<b>\$4,631,269</b>	<b>\$4,906,269</b>	<b>\$5,181,269</b>

## Developer Fees

Account Code	Restricted Account	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Developer Fees	Capacity & Connection Fees	\$2,124,236	\$2,434,742	\$2,494,742	\$2,554,742	\$2,614,742
	<b>Total</b>	<b>\$2,124,236</b>	<b>\$2,434,742</b>	<b>\$2,494,742</b>	<b>\$2,554,742</b>	<b>\$2,614,742</b>

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

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

## Wastewater Utility Rate

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

WASTEWATER	Current		Proposed FY 2016/17		Proposed FY 2017/18		Proposed FY 2018/19		Proposed FY 2019/20		Proposed FY 2020/21	
	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)
<b>Residential Unmetered</b>												
Single Family - Each DU	\$61.95	\$743.36	\$68.76	\$825.13	\$76.32	\$915.89	\$79.38	\$952.53	\$82.55	\$990.63	\$85.85	\$1,030.26
Multiple Family/Condos - Each DU	\$46.46	\$557.56	\$51.57	\$618.89	\$57.25	\$686.97	\$59.54	\$714.45	\$61.92	\$743.03	\$64.40	\$772.75
Vacant	\$18.67	\$224.00	\$18.67	\$224.00	\$18.67	\$224.00	\$18.67	\$224.00	\$18.67	\$224.00	\$18.67	\$224.00
<b>Nonresidential Metered</b>	Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)	
Business/Government/Clubs	\$4.303		\$4.776		\$5.302		\$5.514		\$5.734		\$5.964	
Restaurants/Bars/Dining Facilities	\$12.601		\$13.987		\$15.526		\$16.147		\$16.793		\$17.464	
Schools	\$3.873		\$4.299		\$4.772		\$4.963		\$5.161		\$5.368	
Other Domestic Strength Users	\$4.303		\$4.776		\$5.302		\$5.514		\$5.734		\$5.964	

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

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

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

### Revenue

Account Code	Revenue	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
40-31-5106	Current Secured Property Tax	\$609,107	\$616,220	\$603,521	\$644,137	\$663,461
40-31-5107	Supplemental Property Tax	\$159	\$0	\$0	\$0	\$0
40-31-5108	Unitary Property Tax	\$2,590	\$0	\$0	\$0	\$0
40-31-5111	Current Unsecure Property Tax	\$15,913	\$0	\$0	\$0	\$0
40-31-5117	Other Tax	\$4,768	\$0	\$0	\$0	\$0
40-31-5151	Landscape Related Reimbursable	\$0	\$6,000	\$0	\$6,000	\$6,000
40-31-5177	Reimbursements	\$2,363	\$0	\$570	\$0	\$0
40-31-5226	CCC Vehicle Reimbursement	\$48,678	\$8,207	\$0	\$14,200	\$14,200
	<b>Total</b>	<b>\$683,579</b>	<b>\$630,427</b>	<b>\$604,091</b>	<b>\$664,337</b>	<b>\$683,661</b>

### Expenditures

Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
40-41-7000	Salary & Wages	\$151,808	\$148,000	\$120,366	\$160,000	\$168,000
40-41-7182	Travel	\$16	\$1,000	\$0	\$1,000	\$1,000
40-41-7197	Train, Meet & Education	\$6,489	\$1,500	\$2,425	\$1,500	\$1,500
40-41-7210	Dues & Subscriptions	\$0	\$200	\$0	\$200	\$200
40-41-7225	Memberships	\$0	\$525	\$60	\$525	\$525
40-41-7271	Consulting Services	(\$694)	\$0	\$95	\$0	\$0
40-41-7286	Legal - General	\$315	\$1,000	\$2,033	\$1,000	\$1,000
40-41-7301	Annual Audit Services	\$2,200	\$2,220	\$0	\$2,200	\$2,200
40-41-7317	Advertising	\$0	\$50	\$0	\$50	\$50
40-41-7361	Telephone - general	\$0	\$1,125	\$0	\$1,125	\$1,125
40-41-7362	Telecom - networking	\$1,501	\$900	\$1,536	\$900	\$900
40-41-7363	Telephone - cellular	\$1,474	\$2,000	\$1,341	\$2,000	\$2,000
40-41-7376	Road/Construction Materials	\$0	\$500	\$0	\$500	\$500
40-41-7392	Vehicle & Equipment - Fuel	\$3,944	\$4,000	\$4,313	\$4,000	\$4,000
40-41-7393	Vehicle & Equipment Sup & Rep	\$327	\$2,000	\$1,702	\$2,000	\$2,000
40-41-7406	General Repairs	\$0	\$0	\$0	\$0	\$0
40-41-7408	Special Equipment	\$0	\$0	\$0	\$0	\$0
40-41-7409	Info System - Maintenance	\$432	\$800	\$114	\$800	\$800

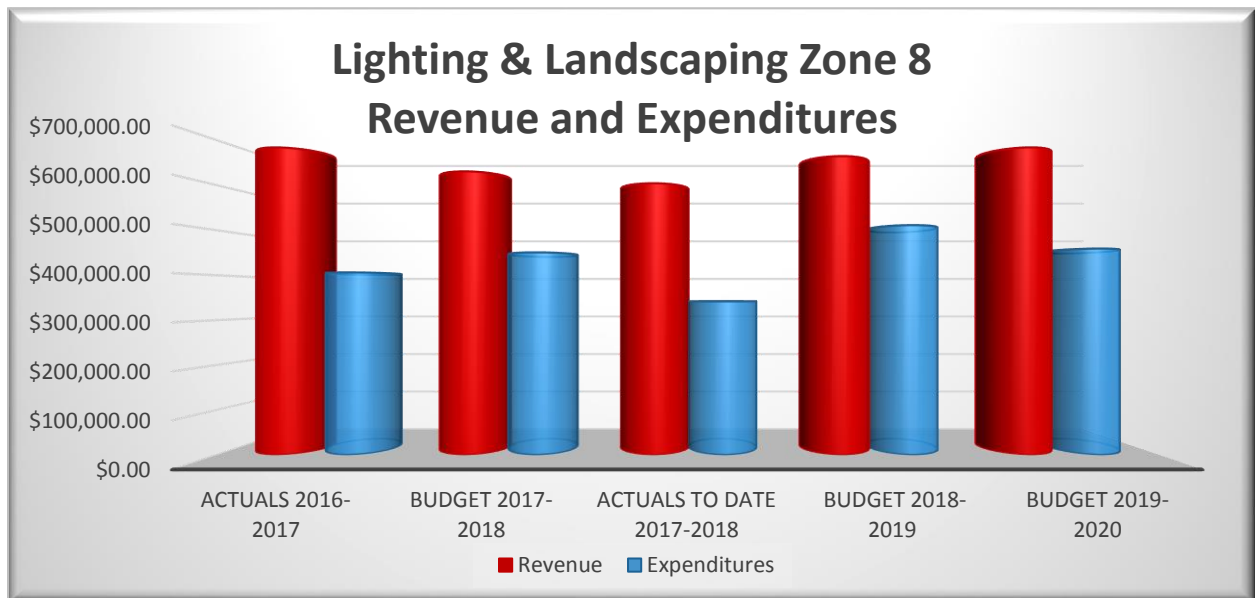
Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
40-41-7410	Equipment Maintenance	\$3,384	\$4,500	\$663	\$3,000	\$3,000
40-41-7411	Software Hosting	\$0	\$0	\$0	\$0	\$0
40-41-7412	Computer Equipment & Supplies	\$0	\$150	\$0	\$150	\$150
40-41-7413	Miscellaneous Small Tools	\$1,261	\$1,500	\$1,656	\$3,000	\$3,000
40-41-7414	Equipment Repair	\$26	\$750	\$883	\$750	\$750
40-41-7415	Computer Software	\$0	\$0	\$0	\$0	\$0
40-41-7421	Cleaning Supplies	\$30	\$1,000	\$0	\$1,000	\$1,000
40-41-7422	Minor Equipment/Furniture	\$0	\$150	\$0	\$150	\$150
40-41-7424	Postage	\$0	\$150	\$0	\$150	\$150
40-41-7425	Office Supplies	\$929	\$1,200	\$537	\$1,200	\$1,200
40-41-7438	Building Rent	\$7,800	\$9,000	\$2,600	\$9,000	\$9,000
40-41-7439	Equipment Rental/Leasing	\$83	\$2,000	\$38	\$2,000	\$2,000
40-41-7440	Facility Maintenance - Landscape	\$42,510	\$50,000	\$31,335	\$50,000	\$50,000
40-41-7441	Building Maintenance	\$10,607	\$6,000	\$14,905	\$8,000	\$8,000
40-41-7451	Insurance - Liability	\$6,742	\$1,700	\$0	\$1,700	\$1,700
40-41-7453	Insurance - Property	\$0	\$0	\$0	\$0	\$0
40-41-7466	Permits & Fees	\$0	\$0	\$0	\$0	\$0
40-41-7469	Personal Protective Equipment	\$4,099	\$3,000	\$4,406	\$3,000	\$3,000
40-41-7470	Safety Equipment & Supplies	\$188	\$0	\$0	\$0	\$0
40-41-7481	Utilities/Electrical Cost	\$101,460	\$80,000	\$79,728	\$80,000	\$80,000
40-41-7482	Utilities/Water Cost	\$33,061	\$35,000	\$35,519	\$35,000	\$35,000
40-41-7483	Utilities/Waste Cost	\$10,899	\$5,000	\$4,894	\$5,000	\$5,000
40-41-7526	Miscellaneous Bank Charges	\$867	\$0	\$1,972	\$0	\$0
40-41-7527	Miscellaneous Services & Supplies	\$4	\$2,000	\$245	\$2,000	\$2,000
40-41-7534	Special Expense	\$428	\$1,000	\$0	\$1,000	\$1,000
40-41-7542	Taxes & Assessments	\$2,051	\$2,000	\$0	\$2,000	\$2,000
40-41-7543	Inter-fund Investment Prop Tax	\$0	\$300	\$0	\$300	\$300
40-41-7544	Reimbursement for County Admin	\$11,066	\$500	\$1,176	\$500	\$500
40-41-7545	Revenue Collection	\$0	\$2,000	\$5,404	\$2,000	\$2,000
40-41-7548	Accounting (A/P, A/R, GL)	\$49	\$0	\$2,256	\$0	\$0
40-41-7549	Public Works - Permits	\$0	\$500	\$0	\$500	\$500
40-41-7550	Property Taxes	\$938	\$2,000	\$911	\$2,000	\$2,000
40-41-7551	CCC DB Sign Replacement	\$0	\$0	\$18,800	\$5,000	\$5,000
	<b>Total</b>	<b>\$406,290</b>	<b>\$377,220</b>	<b>\$341,912</b>	<b>\$396,200</b>	<b>\$404,200</b>



## Capital Improvements

Account Code	Capital Improvements	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
40-1135	Building & Improvements	\$0	\$0	\$0	\$0	\$0
40-1155	Parks	\$0	\$0	\$0	\$0	\$0
40-1160	Streetscapes	\$0	\$2,500	\$0	\$100,000	\$0
40-1100	Equipment	\$0	\$36,000	\$0	\$15,000	\$20,000
40-1180	Light Pole Replacement Fund	\$0	\$30,000	\$0	\$0	\$30,000
40-1180	Vehicle Replacement Fund	\$0	\$5,000	\$0	\$0	\$5,000
	<b>Total</b>	<b>\$0</b>	<b>\$73,500</b>	<b>\$0</b>	<b>\$115,000</b>	<b>\$55,000</b>

	Actuals 2016-2017	Budget 2017-2018	Actuals To Date 2017-2018	Budget 2018-2019	Budget 2019-2020
<b>Revenue</b>	\$683,579.36	\$630,427.00	\$604,090.99	\$664,337.00	\$683,661.00
<b>Expenditures</b>	\$406,290.39	\$450,720.00	\$341,911.85	\$511,200.00	\$459,200.00
<b>Revenues over Expenditures</b>	\$277,288.97	\$179,707.00	\$262,179.14	\$153,137.00	\$224,461.00



Lighting and Landscaping Zone #8 maintains the front entrance into Discovery Bay, the streetscapes, Cornell Park, and also manages the Community Center park grounds. In fiscal year 2018/2019, the Lighting and Landscape Department will be refurbishing the front entrance into Discovery Bay. Plans are in the design stage of the project and once finalized they will be brought to the Board of Directors for approval along with payment options.

## Reserves

Account Code	Reserves & Restricted Accounts	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Reserves	Zone 8 Reserve Fund	\$399,138	\$399,138	\$284,138	\$284,138	\$284,138
Infrastructure Replacement	Vehicle Replacement Fund	\$0	\$5,000	\$5,000	\$10,000	\$15,000
Infrastructure Replacement	Light Pole Replacement Fund	\$0	\$30,000	\$30,000	\$60,000	\$90,000
	<b>Total</b>	<b>\$399,138</b>	<b>\$434,138</b>	<b>\$319,138</b>	<b>\$354,138</b>	<b>\$389,138</b>

The District maintains a landscaping reserve. This reserve has been established for emergency use, or project spends for the Lighting and Landscaping District #8. In addition to the reserve, in 2017 the District created an infrastructure replacement program. These funds are saved for the future replacements or improvements of the Lighting and Landscaping District including, vehicles, and light pole replacements. In fiscal year 2018/2019, this District may need to utilize the reserves to complete the Front Entrance Project and to purchase needed Equipment for Zone 8.

## Lighting & Landscaping Zone #8 Appropriations

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

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

<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/documents/PricePopulation2018.pdf>

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

Discovery Bay Lighting Landscape Zone 8  
Appropriations Limit Calculation

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

\* Based on factors provided in the annual  
Price and Population Information letter from  
the California Department of Finance.  
Dated May 2018

## Recreation Service Revenue, Operations & Maintenance, and Capital Improvements

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

### Revenue

Account Code	Revenue	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
40-31-5148	Advertising Revenue	\$0	\$800	\$0	\$800	\$800
40-31-5149	Community Center Program Fees	\$48,870	\$31,000	\$0	\$33,000	\$35,000
40-31-5150	Community Center Events	\$1,545	\$3,000	\$0	\$3,000	\$3,000
40-31-6000	Recreation Revenue	\$3,251	\$0	\$128,103	\$0	\$0
40-31-6690	Swim Team	\$40,875	\$32,000	\$0	\$38,000	\$38,000
40-31-6695	Rentals	\$37,427	\$38,000	\$0	\$38,000	\$38,000
40-31-6996	Community Center Apparel	\$671	\$100	\$0	\$100	\$300
40-31-6997	Community Center Food	\$184	\$100	\$0	\$100	\$100
40-31-6998	Community Center Beverage	\$847	\$100	\$0	\$500	\$500
40-31-6999	Community Center Pool Fee	\$6,960	\$7,500	\$0	\$7,500	\$7,500
	<b>Total</b>	<b>\$140,629</b>	<b>\$112,600</b>	<b>\$128,103</b>	<b>\$121,000</b>	<b>\$123,200</b>

### Expenditures

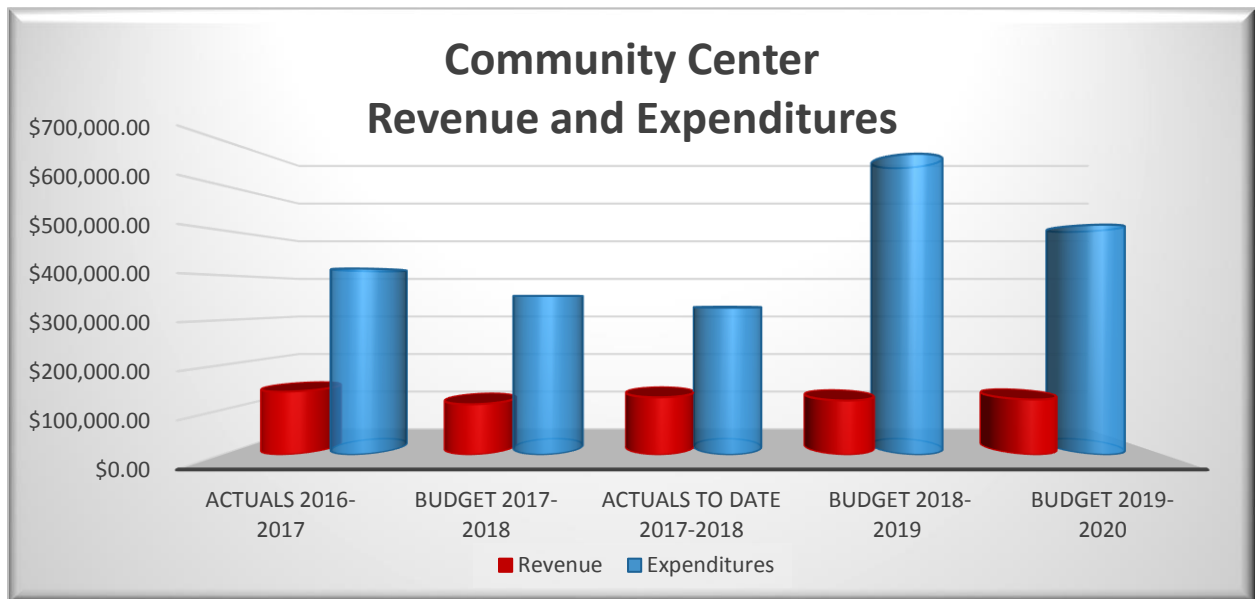
Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
40-41-8000	Salary & Wages	\$233,440	\$188,000	\$182,820	\$230,000	\$250,000
40-41-8182	Travel & Meetings	\$293	\$700	\$194	\$700	\$700
40-41-8197	Train, Meet & Education	\$718	\$1,500	\$985	\$1,500	\$1,500
40-41-8210	Dues & Subscriptions	\$455	\$300	\$0	\$300	\$300
40-41-8225	Memberships	\$645	\$0	\$475	\$0	\$500
40-41-8256	Events	\$3,560	\$0	\$9,048	\$0	\$3,000
40-41-8271	Consulting Services	\$0	\$10,000	\$2,595	\$0	\$0
40-41-8273	Professional Fees	\$0	\$0	\$0	\$0	\$0
40-41-8286	Legal - General	\$0	\$1,500	\$1,474	\$1,500	\$1,500
40-41-8301	Annual Audit Services	\$1,000	\$1,000	\$0	\$1,000	\$1,000
40-41-8317	Advertising	\$16,080	\$16,000	\$13,442	\$16,000	\$16,000
40-41-8319	Internet Website	\$0	\$0	\$0	\$0	\$0
40-41-8361	Telephone - general	\$4,265	\$2,000	\$3,967	\$2,000	\$5,000
40-41-8362	Telecom - networking	\$2,053	\$700	\$2,087	\$700	\$2,000
40-41-8363	Telephone - cellular	\$409	\$1,200	\$107	\$1,200	\$1,200
40-41-8392	Vehicle & Equipment - Fuel	\$0	\$100	\$0	\$100	\$100
40-41-8406	General Repairs	\$371	\$2,500	\$0	\$2,500	\$2,500
40-41-8408	Special Equipment	\$0	\$100	\$0	\$100	\$100

Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
40-41-8409	Info System - Maintenance	\$3,306	\$2,000	\$3,502	\$2,000	\$2,000
40-41-8410	Equipment Maintenance	\$285	\$800	\$0	\$800	\$800
40-41-8411	Software Hosting	\$4,450	\$4,000	\$3,734	\$4,000	\$4,000
40-41-8412	Computer Equipment & Supplies	\$0	\$0	\$0	\$0	\$1,500
40-41-8415	Computer Software	\$320	\$0	\$0	\$0	\$0
40-41-8424	Postage	\$2,959	\$3,000	\$2,878	\$3,000	\$3,000
40-41-8425	Office Supplies	\$4,300	\$2,500	\$2,691	\$2,500	\$2,500
40-41-8439	Equipment Rental/Leasing	\$59	\$1,000	\$0	\$1,000	\$1,000
40-41-8440	Facility Maintenance - Landscape	\$15,893	\$20,000	\$2,573	\$15,000	\$15,000
40-41-8441	Building Maintenance	\$10,798	\$5,000	\$11,139	\$10,000	\$10,000
40-41-8442	Pool Maintenance	\$8,207	\$8,500	\$6,897	\$8,500	\$8,500
40-41-8451	Insurance - Liability	\$6,742	\$3,500	\$0	\$3,500	\$3,500
40-41-8453	Insurance - Property	\$0	\$1,000	\$0	\$1,000	\$1,000
40-41-8466	Permits & Fees	\$1,071	\$2,000	\$1,468	\$2,000	\$2,000
40-41-8469	Personal Protective Equipment	\$662	\$500	\$271	\$500	\$500
40-41-8470	Safety Equipment & Supplies	\$2,738	\$750	\$2,717	\$750	\$1,200
40-41-8481	Utilities/Electrical Cost	\$18,753	\$20,000	\$22,765	\$20,000	\$20,000
40-41-8482	Utilities/Water Cost	\$1,544	\$12,000	\$8,453	\$12,000	\$12,000
40-41-8483	Utilities/Waste Cost	\$4,775	\$6,000	\$4,490	\$6,000	\$6,000
40-41-8495	Chemicals	\$12,190	\$8,500	\$6,575	\$8,500	\$8,500
40-41-8526	Miscellaneous Bank Charges	\$3,940	\$2,500	\$2,861	\$2,500	\$2,500
40-41-8527	Miscellaneous Services & Supplies	\$1,363	\$1,000	\$638	\$1,000	\$1,000
40-41-8534	Special Expense	\$2,882	\$300	\$106	\$300	\$300
40-41-8535	Credit Memo	\$260	\$3,500	\$1,439	\$3,500	\$3,500
40-41-8538	Inspection & Fees	\$0	\$0	\$0	\$0	\$0
40-41-8539	COGS - Community Center	\$0	\$0	\$0	\$0	\$300
40-41-8540	Swim Team Expenses	\$8,202	\$0	\$0	\$0	\$0
40-41-8541	Food Expense	\$0	\$0	\$184	\$0	\$100
40-41-8542	Beverage Expense	\$461	\$0	\$0	\$0	\$500
40-41-8543	Program Fees	\$34,282	\$20,000	\$18,446	\$20,000	\$35,000
40-41-8548	Inter-governmental Charges	\$0	\$200	\$0	\$200	\$200
40-41-8550	Property Taxes	\$1,089	\$0	\$470	\$500	\$500
40-41-8588	CC County Accrued Sales Tax	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$414,822</b>	<b>\$354,150</b>	<b>\$321,468</b>	<b>\$386,650</b>	<b>\$432,300</b>

## Capital Improvements

Account Code	Capital Improvements	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
To Be Assigned	Building & Improvements	\$0	\$0	\$0	\$33,000	\$0
To Be Assigned	Pool	\$0	\$0	\$0	\$250,000	\$0
To Be Assigned	Equipment	\$0	\$0	\$6,426	\$0	\$0
To Be Assigned	Park/Tennis Courts	\$0	\$0	\$0	\$0	\$70,000
To Be Assigned	Swimming Pool Replacement Fund	\$0	\$0	\$0	\$0	\$5,000
To Be Assigned	Tennis Court Replacement Fund	\$0	\$0	\$0	\$0	\$5,000
	<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,423</b>	<b>\$283,000</b>	<b>\$80,000</b>

	Actuals 2016-2017	Budget 2017-2018	Actuals To Date 2017-2018	Budget 2018-2019	Budget 2019-2020
<b>Revenue</b>	\$140,628.50	\$112,600.00	\$128,102.51	\$121,000.00	\$123,200.00
<b>Expenditures</b>	\$414,822.20	\$354,150.00	\$327,890.59	\$669,650.00	\$512,300.00
<b>Revenues over Expenditures</b>	(\$274,193.70)	(\$241,550.00)	(\$199,788.08)	(\$548,650.00)	(\$389,100.00)



The Community Center located at 1601 Discovery Bay Blvd was purchased in 2013. Renovations continue annually so that the District can offer a variety of events and classes for the residents of Discovery Bay. In the 2018/2019 year, the Recreation Department will be renovating the pool for \$250,000 and the chemical room for \$33,000. The recreation program guide is sent out in the fall for the fall/winter season and in the spring for the spring/summer season. These guides list all of the town's events and classes for residents of all ages. The Board of Directors and Staff are working together to develop a plan to increase revenues for the Community Centers future. The Community Center remains a valuable asset for Discovery Bay's parks and recreation programs.

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

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

### Revenue

Account Code	Revenue	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
41-31-5114	Prior Unsecured Property Tax	\$385	\$0	\$0	\$0	\$0
41-31-5120	Assessment Income	\$127,033	\$134,000	\$130,712	\$134,000	\$134,000
41-31-5177	Reimbursements	\$0	\$0	\$0	\$500	\$500
41-31-5179	Miscellaneous	\$110	\$5,000	\$0	\$4,500	\$4,500
41-31-5226	CCC Vehicle Reimbursement	\$0	\$4,000	\$0	\$4,000	\$4,000
	<b>Total</b>	<b>\$127,528</b>	<b>\$143,000</b>	<b>\$130,712</b>	<b>\$143,000</b>	<b>\$143,000</b>

### Expenditures

Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
41-41-7000	Salary & Wages	\$54,885	\$61,000	\$39,591	\$61,000	\$61,000
41-41-7182	Travel	\$19	\$500	\$0	\$500	\$500
41-41-7197	Train, Meet & Education	\$133	\$300	\$100	\$300	\$300
41-41-7210	Dues & Subscriptions	\$0	\$200	\$0	\$200	\$200
41-41-7225	Memberships	\$0	\$400	\$0	\$400	\$400
41-41-7271	Consulting Services	\$0	\$4,100	\$0	\$3,900	\$3,900
41-41-7286	Legal - General	\$0	\$1,000	\$0	\$1,000	\$1,000
41-41-7301	Annual Audit Services	\$2,200	\$2,200	\$0	\$2,000	\$2,000
41-41-7317	Advertising	\$0	\$60	\$76	\$0	\$0
41-41-7361	Telephone - general	\$235	\$1,000	\$77	\$1,000	\$1,000
41-41-7362	Telecom - networking	\$263	\$700	\$0	\$700	\$700
41-41-7363	Telephone - cellular	\$1,474	\$1,200	\$1,512	\$1,200	\$1,200
41-41-7376	Road/Construction Materials	\$13,851	\$200	\$0	\$200	\$200
41-41-7392	Vehicle & Equipment - Fuel	\$4,627	\$3,000	\$4,390	\$5,000	\$5,000
41-41-7393	Vehicle & Equipment Sup & Rep	\$1,605	\$1,500	\$2,255	\$1,500	\$1,500
41-41-7406	General Repairs	\$0	\$100	\$0	\$100	\$100
41-41-7409	Info System - Maintenance	\$29	\$1,000	\$0	\$1,000	\$1,000
41-41-7410	Equipment Maintenance	\$1,610	\$1,500	\$918	\$1,500	\$1,500
41-41-7412	Computer Equipment & Supplies	\$0	\$750	\$0	\$750	\$750
41-41-7413	Miscellaneous Small Tools	\$927	\$900	\$341	\$900	\$900

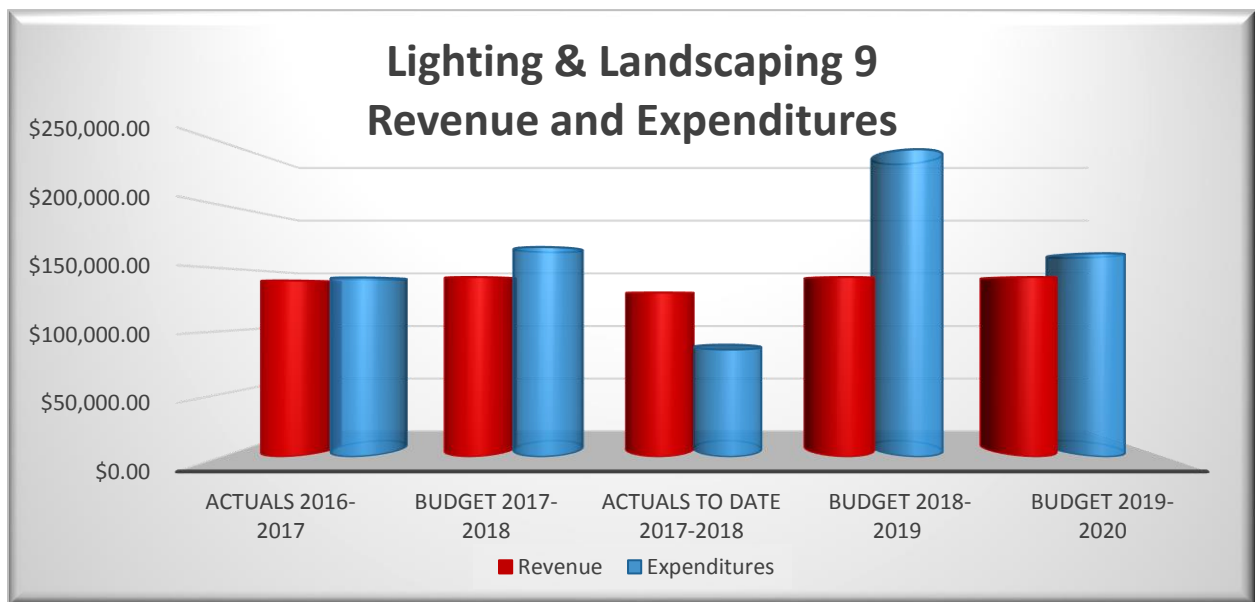
Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
41-41-7414	Equipment Repair	\$234	\$750	\$703	\$750	\$750
41-41-7421	Cleaning Supplies	\$0	\$500	\$0	\$500	\$500
41-41-7422	Minor Equipment/Furniture	\$0	\$500	\$0	\$500	\$500
41-41-7424	Postage	\$0	\$50	\$0	\$50	\$50
41-41-7425	Office Supplies	\$645	\$500	\$185	\$500	\$500
41-41-7438	Building Rent	\$7,800	\$9,000	\$860	\$9,000	\$9,000
41-41-7439	Equipment Rental/Leasing	\$0	\$1,000	\$0	\$1,000	\$1,000
41-41-7440	Facility Maintenance - Landscape	\$8,406	\$12,750	\$545	\$12,750	\$12,750
41-41-7441	Building Maintenance	\$5,041	\$3,000	\$3,773	\$3,000	\$3,000
41-41-7451	Insurance - Liability	\$5,968	\$1,200	\$0	\$1,200	\$1,200
41-41-7469	Personal Protective Equipment	\$4,631	\$1,500	\$3,863	\$1,500	\$1,500
41-41-7470	Safety Equipment & Supplies	\$0	\$0	\$99	\$0	\$0
41-41-7481	Utilities/Electrical Cost	\$950	\$1,350	\$824	\$1,350	\$1,350
41-41-7482	Utilities/Water Cost	\$19,032	\$20,000	\$17,085	\$20,000	\$20,000
41-41-7483	Utilities/Waste Cost	\$2,298	\$1,500	\$1,155	\$1,500	\$1,500
41-41-7527	Miscellaneous Services & Supply	\$0	\$500	\$500	\$500	\$500
41-41-7534	Special Expense	\$139	\$500	\$0	\$500	\$500
41-41-7542	Taxes & Assessments	\$484	\$1,000	\$0	\$1,000	\$1,000
41-41-7545	Revenue Collection	\$423	\$600	\$423	\$600	\$600
41-41-7548	Accounting (A/P, A/R, GL)	\$4,769	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$142,677</b>	<b>\$137,810</b>	<b>\$79,274</b>	<b>\$139,350</b>	<b>\$139,350</b>



## Capital Improvements

Account Code	Capital Improvements	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
41-1135	Building & Improvements	\$0	\$0	\$0	\$10,000	\$0
41-1155	Parks	\$0	\$0	\$6,040	\$0	\$0
41-1160	Streetscapes	\$0	\$0	\$0	\$0	\$0
41-1100	Equipment	\$0	\$24,000	\$0	\$75,000	\$2,500
41-1180	Vehicle Replacement Fund	\$0	\$5,000	\$0	\$5,000	\$5,000
To Be Assigned	Splash Pad Replacement Fund	\$0	\$0	\$0	\$15,000	\$15,000
	<b>Total</b>	<b>\$0</b>	<b>\$29,000</b>	<b>\$6,040</b>	<b>\$105,000</b>	<b>\$22,500</b>

	Actuals 2016-2017	Budget 2017-2018	Actuals To Date 2017-2018	Budget 2018-2019	Budget 2019-2020
<b>Revenue</b>	\$140,233.22	\$143,000.00	\$130,712.25	\$143,000.00	\$143,000.00
<b>Expenditures</b>	\$142,676.82	\$166,810.00	\$85,313.86	\$244,350.00	\$161,850.00
<b>Revenues over Expenditures</b>	(\$2,443.60)	(\$23,810.00)	\$45,398.39	(\$101,350.00)	(\$18,850.00)



Zone #9 is a Lighting and Landscaping District which maintains the Ravenswood area of Discovery Bay. Revenues are derived from an annual engineer's assessment and report. The Board of Directors approves the report and the assessment per residential property to cover the Operations and Maintenance, Capital Improvement and Reserve Budgets each fiscal year. This maintenance zone like Zone #8 runs very leanly. In the next fiscal year, the department will be purchasing a new play structure for the park and new equipment to maintain the landscape areas. Zone #9 will utilize its reserves for this purchase as to keep the assessment level for the residents of this maintenance district.

## Reserves

Account Code	Reserves & Restricted Accounts	Year-End FY 2016-2017	Estimated FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2019-2020
Reserves	Zone 9 Reserves	\$177,721	\$177,721	\$92,721	\$92,721	\$92,721
Infrastructure Replacement	Vehicle Replacement Fund	\$0	\$5,000	\$10,000	\$15,000	\$20,000
Infrastructure Replacement	Splash Pad & Play Structure Replacement Fund				\$5,000	\$10,000
	<b>Total</b>	<b>\$177,721</b>	<b>\$182,721</b>	<b>\$102,721</b>	<b>\$112,721</b>	<b>\$122,721</b>

Lighting and Landscaping District Zone #9 maintains a reserve. This reserve has been established for emergency use or project spending for the Lighting and Landscaping District Zone #9. In addition to the reserve, in 2017 the District developed a Vehicle Replacement Program. These funds are saved for the future replacements of the Lighting and Landscaping District vehicles and Park Splash Pad repairs.

## Lighting & Landscaping Zone #9 Engineers Report

As part of the annual assessment process for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9, the Town of Discovery Bay Board of Directors adopted a Resolution annually, which directed HERWIT Engineering to prepare the assessment report. HERWIT provides the Draft of the Final Assessment Engineer’s Report to District Staff. In that report, HERWIT determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment.

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

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

## Capital Projects

The Capital Improvement Projects for Fiscal Year 2018/2019 is valued at \$4,296,173. The budgeted projects include funding necessary to properly service, maintain and support the essential functions of District operations; continued rehabilitation of the wastewater lift stations as well as Water and Wastewater pipeline maintenance and replacements, Lighting & Landscaping Projects, and Equipment purchases. The District plans to add \$545,000 for Infrastructure Replacement Funds.

The CIP is broken down into ten (10) distinct areas – Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; Building & Improvements; Zone #8 Capital Improvements; Community Center; Zone #9 Capital Improvements and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure, as well as preparing to accommodate future development.

### Wastewater Capital Improvements and Structures & Replacements

For FY 2018/2019 the Wastewater CIP and Structures & Replacements represent five (5) major projects with multiple components per project for a total combined cost of \$2,319,000. These costs are allocated to the approved CIP projects including, Lift Station Improvements, SCADA Improvements, Plant 1 Refurbishment, Wastewater Distribution System & Maintenance, and Mainline Piping Replacement.

### Water Capital Improvements and Structures & Replacements

For FY 2018/2019 The Water Wastewater CIP and Structures & Replacements includes four (4) projects at a total combined cost of \$1,507,173. The CIP projects include Water Supply Capacity (source, treatment & storage) and Upgrades & Maintenance of the Existing Water Supply Facilities, upgrading of hypo tanks and a Water Meter Cross Connection Survey.

### Equipment Capital

The District plans to purchase a sweeping brush for the GEHL for \$5,000.

### Vehicle Capital

There are no vehicle purchases planned for fiscal year 2018/2019.

### Building and Improvements Capital

In fiscal year 2018/2019, the District plans to improve upon its security systems at our Water & Wastewater plant facilities. The District will be implementing new electronic gates and locks at all operations facilities.

### Infrastructure Replacement Funds

In fiscal year 2018/2019, the District plans to add additional funds into the infrastructure replacement funds. \$275,000 for wastewater, \$250,000 for water, and \$20,000 for Zone #9.

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

Lighting and Landscaping Zone #8 and #9 will be splitting the cost of a new Wood Chipper for a total amount of \$30,000; Zone #8 will pay 50% of the cost and Zone #9 will pay 50% of the cost. Zone #8 has also budgeted \$100,000 for the redesign of the front entrance into Discovery Bay. The Community Center,

under Zone 8, will be repairing the pool for a cost of \$250,000 and the Chemical Room for \$33,000. Zone #9 will be completing Trellis repairs and Maintenance and replacing the play structure at Ravenswood Park for a total of \$70,000.

### Capital Project Listing

Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
	<b>CIP for Water Supply Capacity (Source, Treatment, and Storage)</b>						
52	Well 8 - Site Acquisition, CEQA, Exploratory, Production Well, Pipeline, Design & Construction for 1,800 gpm well			\$400,000	\$1,800,000		
	Abandon and Destroy Well 5A and Site Decommissioning				\$75,000		
61	Newport WTP Storage Tank - Site Acquisition Earthwork, Foundation, 275,000 gallon Tank, Pipe, Valves, Controls				\$820,000		
55/57	Willow Lake WTP Filter Project - 850 gpm Filter D, second Backwash Tank, Recycle Pumps Upgrade					\$700,000	
	Contingency for Well Construction						Future
	<b>Upgrades and Maintenance for Existing Water Supply Facilities</b>						
120	Well 4A Rehab - Maintenance to Halt Well Decline, Pump Modifications, and Refurbishment			\$72,173			
	Well 2 Rehab - Maintenance and Pump Upgrade to Water Lube			\$75,000			
108	Newport WTP PLC/ Control System Upgrade- SCADA Improvements	\$250,000			\$213,324		
121	Water Storage Tank Maintenance		\$75,000				
	Filter Media Replacements - Willow and Newport (5 filters \$25K ea.)			\$125,000			
111	Stabilization Soils- Willow Lake WTP			\$20,000			
	<b>Water Distribution System</b>						

Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
	Mainline Conditions Assessment - Develop Long-term Mainline CIP					\$150,000	
	Mainline CIP Program Long-Term (budget to replace/upgrade 2-3 miles in Years 6-10)						Future
	Pantages - Kellogg Creek Crossing 16-inch mainline from Discovery Pt to Point of Timber Rd - verify schedule??				\$375,000		
	Pantages - Kellogg Creek Crossing 16-inch mainline from Cabrillo Pt to Point of Timber Rd - verify schedule??				\$375,000		
	6-inch pipeline replacement Lakeview Business Park (400 ft. Firwood to business park)			\$50,000	\$200,000		
	<b>Additional Capital Improvements - Water Distribution System &amp; Maintenance</b>						
	Newport & Willow Lake Water Treatment Plant- Installation of spill containment curbing/diversion			\$20,000			
	Upgrade Hypo Tanks at Newport & Willow Lake Water Treatment Plants						\$25,000
115	<b>Water Meter Completion Project</b>						
	Water Meter Project	\$3,000,000					
	Water Meter Cross Connection Survey			\$400,000			
15	<b>Annual Wastewater Lift Station Improvements</b>	\$330,000					
	Lift Station R		\$87,500				
	Lift Station J		\$87,500				
	Lift Station S		\$87,500				
	Lift Station H		\$87,500				
	Lift Station A			\$150,000			
	Lift Station C			\$150,000			
	Lift Station D			\$150,000			
	Lift Station E			\$150,000			
112	<b>Clarifier Rehabilitation- Wastewater Distribution System</b>						
	Plant 2 Clarifier #3 System- Clarifier rehab/trough leveling			\$100,000			
	Clarifier Launderers Cover Plant 2						\$300,000

Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
110	<b>Wastewater Treatment Plant 1 Refurbishment</b>						
	<i>Rehab Includes: Ox Ditch 1 crack sealing &amp; structural repair</i>			\$150,000			
	<i>Ox Ditch 2 Rotor repairs, recoat steel</i>			\$150,000			
	<i>Clarifier #1 &amp; #2 rehab</i>			\$225,000			
	<i>MCC Replacement &amp; MCC Standby Generator 2016 dollars escalate at 4% (Combine with Denite Project)</i>					\$661,000	
	<i>Influent Pump station odor control system</i>			\$120,000			
	<i>Headworks coating, grating, instruments &amp; misc.</i>				\$75,000		
	<i>Storm Drain Improvements</i>			\$20,000			
	<i>Reclaimed Water to Plant 1 for Maintenance Operations</i>			\$25,000			
	<i>Pump Station W Valve/gate</i>			\$50,000			
	<b>Additional Capital Improvements - Wastewater Distribution System &amp; Maintenance</b>						
122	Plant 2 RAS & WAS Pumping System-Covering Structure Installation			\$25,000			
109	Replace Lagoon Dredge			\$110,000			
116	Influent Pump station Generator	\$200,000					
113	CCTV Van						\$250,000
114	Step Screen Headworks					\$200,000	
124	Outfall Diffuser Engineers report		\$45,000				
	Outfall Diffuser Repairs				\$500,000		
125	O&M Manual for plant 1 & 2 and sewer pump stations - needed to operate Tittle 22 facility		\$60,000	\$140,000			
7	<b>Filtration Project</b>						
	Filtration Project Complete by Dec 2017	\$7,070,740					
	<i>Plant 2 Paving</i>			\$94,000			
87	<b>Denitrification Project</b>						
	Denitrification Project				\$450,000	\$5,000,000	\$2,600,000
	<b>Relocate District Office</b>						
	Move District Main Office Building to a new site due to Willow Lake Storage Tank				\$250,000		

Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
	<b>Vehicle &amp; Equipment Purchases</b>						
20	Truck	\$30,000	\$35,000				
126	Leak Detection Equipment		\$25,000				
127	Sweeping Brush for the GEHL			\$5,000			
128	District Message Boards		\$80,000				
129	<b>Mainline Piping Replacement</b>						
	235 feet of pipe replacement (Lakeview Business Plaza from Cherry Hills)		\$250,000				
130	<b>District Security</b>						
	Cameras			\$50,000			
	Gates		\$40,000				
	Locks		\$20,000				
131	<b>Master Plans Services</b>						
	Water Master Plan			\$75,000	\$75,000		
	Wastewater Master Plan			\$200,000			
	<b>Water Infrastructure Replacement</b>						
	Water Infrastructure Replacement Fund	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
	Booster Pump Replacement Fund	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
	Generators Replacement Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Facility Replacement Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Vehicle Replacement Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	<b>Wastewater Infrastructure Replacement</b>						
	Wastewater Infrastructure Replacement Fund	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
	Collection Pumps & Motors Replacement Fund	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
	Generators Replacement Fund	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	Facility Replacement Fund	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	Vehicle Replacement Fund	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	<b>Lighting &amp; Landscaping Zone 8</b>						
	Streetscapes		\$2,500	\$100,000			
	Equipment		\$36,000	\$15,000	\$20,000		
	Light Pole Replacement Fund		\$30,000		\$30,000	\$30,000	\$30,000
	Vehicle Replacement Fund		\$5,000		\$5,000	\$5,000	\$5,000



Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
	<b>Z8 Community Center</b>						
	Pool			\$250,000			
	Pool Chemical Room			\$33,000			
	Park/Tennis Courts				\$70,000		
	Swimming Pool Replacement Fund				\$5,000	\$5,000	\$5,000
	Tennis Court Replacement Fund				\$5,000	\$5,000	\$5,000
				\$250,000			
	<b>Lighting &amp; Landscaping Zone 9</b>						
	Building & Improvements			\$10,000			
	Equipment		\$24,000	\$75,000	\$2,500		
	Vehicle Replacement Fund		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Splash Pad Replacement Fund			\$15,000	\$15,000	\$15,000	\$15,000

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

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

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

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

### Reserve Funds

Account Code	Reserves	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
<b>Reserves</b>	Water Reserves	\$1,677,759	\$48,652	\$48,652	\$48,652	\$48,652
<b>Reserves</b>	Wastewater Reserves	\$2,516,638	\$2,516,638	\$2,516,638	\$2,516,638	\$2,516,638
<b>Reserves</b>	Zone 8 Reserve Fund	\$399,138	\$399,138	\$284,138	\$284,138	\$284,138
<b>Reserves</b>	Zone 9 Reserves	\$177,721	\$177,721	\$92,721	\$92,721	\$92,721
<b>Reserves</b>	<b>Total</b>	<b>\$4,771,256</b>	<b>\$3,142,149</b>	<b>\$2,942,149</b>	<b>\$2,942,149</b>	<b>\$2,942,149</b>

### Infrastructure Replacement Funds

Account Code	Restricted Accounts	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
<b>Infrastructure Replacement</b>	Booster Pump Replacement Fund	\$115,068	\$135,068	\$155,068	\$175,068	\$195,068
<b>Infrastructure Replacement</b>	W Infrastructure Replacement Fund	\$812,290	\$218,728	\$418,728	\$618,728	\$818,728
<b>Infrastructure Replacement</b>	Generators Replacement Fund	\$49,200	\$59,200	\$69,200	\$79,200	\$89,200
<b>Infrastructure Replacement</b>	Facility Replacement Fund	\$56,000	\$66,000	\$76,000	\$86,000	\$96,000
<b>Infrastructure Replacement</b>	Vehicle Replacement Fund	\$56,000	\$66,000	\$76,000	\$86,000	\$96,000
<b>Infrastructure Replacement</b>	Water Pipeline Distribution Replacement Fund	\$184,000	\$537,000	\$1,032,000	\$1,032,000	\$1,032,000

Account Code	Restricted Accounts	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Infrastructure Replacement	Collection Pumps & Motors Replacement	\$172,602	\$202,602	\$232,602	\$262,602	\$292,602
Infrastructure Replacement	WW Infrastructure Replacement Fund	\$1,150,000	\$1,350,000	\$1,550,000	\$1,750,000	\$1,950,000
Infrastructure Replacement	Generators Replacement Fund	\$74,029	\$89,029	\$104,029	\$119,029	\$134,029
Infrastructure Replacement	Facility Infrastructure Replacement Fund	\$84,000	\$99,000	\$114,000	\$129,000	\$144,000
Infrastructure Replacement	Vehicle Replacement Fund	\$84,000	\$99,000	\$114,000	\$129,000	\$144,000
Infrastructure Replacement	LL8 Vehicle Replacement Fund	\$0	\$0	\$0	\$5,000	\$10,000
Infrastructure Replacement	LL8 Light Pole Replacement Fund	\$0	\$0	\$0	\$30,000	\$60,000
Infrastructure Replacement	LL8 Playground Replacement Fund	\$0	\$0	\$0	\$0	\$5,000
Infrastructure Replacement	CC Swimming Pool Replacement Fund	\$0	\$0	\$0	\$0	\$5,000
Infrastructure Replacement	CC Tennis Court Replacement Fund	\$0	\$0	\$0	\$0	\$5,000
Infrastructure Replacement	LL9 Splash Pad & Playground Replacement Fund				\$5,000	\$10,000
Infrastructure Replacement	LL9 Vehicle Replacement Fund	\$0	\$0	\$0	\$5,000	\$10,000
	<b>Total</b>	<b>\$2,837,189</b>	<b>\$2,921,627</b>	<b>\$3,941,627</b>	<b>\$4,511,627</b>	<b>\$5,096,627</b>

## Developer Fees

Account Code	Restricted Accounts	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Developer Fees	Capacity & Connection Fees Water	\$1,034,016	\$1,407,466	\$1,437,466	\$1,467,466	\$1,497,466
Developer Fees	Capacity & Connection Fees Wastewater	\$2,124,236	\$2,434,742	\$2,509,742	\$2,584,742	\$2,659,742
	<b>Total</b>	<b>\$3,158,252</b>	<b>\$3,842,208</b>	<b>\$3,947,208</b>	<b>\$4,052,208</b>	<b>\$4,157,208</b>

## Public Financing Authority

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

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

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

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

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

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

## Debt Service

The Town of Discovery Bay, prior to issuing Lease Revenue Bonds in 2012 which was necessary to finance a large capital project, first needed to become a member of a financing authority. In 2012 The Town of Discovery Bay created a JPA with Byron Bethany Irrigation District (BBID).

At the time the District's former Bond Counsel recommended the formation of a Discovery Bay JPA as well as a BBID JPA as the superior "vehicle" to structure and issue tax-exempt municipal debt issuances ("Municipal Bonds"). Counsel advised that the formation of the JPA's would mutually benefit both the Town as well as the BBID in that either district could utilize the financing powers of their respective JPA to issue Municipal Bonds as future needs arise.

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

*\* to date all monies have been expended.*

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

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

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

## Debt Service Payments

Debit Service Payments	Bond	Date	Amount Paid
Deutsche Bank	2012	November 2012	\$139,167.40
Deutsche Bank	2012	April 2013	\$254,283.46
US Bank	2012	October 2013	\$559,355.55
US Bank	2012	April 2014	\$266,453.90
US Bank	2012	October 2014	\$561,456.04
US Bank	2012	April 2015	\$263,505.78
US Bank	2012	November 2015	\$586,505.15
US Bank	2012	April 2016	\$258,919.88
US Bank	2012	September 2016	\$568,886.14
US Bank	2012	April 2017	\$257,218.89
US Bank	2012	October 2017	\$567,173.50
US Bank	2017	October 2017	\$248,064.90
US Bank	2012	April 2018	\$255,010.04
US Bank	2017	April 2018	\$176,382.68
<b>Total</b>			<b>\$4,962,383.31</b>

## District Awards

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

*\*(The District of Distinction was awarded in 2014, recertification was completed in 2016, and recertification is again in the process in 2018.)*

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

## Supplemental Information

### Glossary

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

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

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

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

**BUDGET MESSAGE (Transmittal Letter):** A written discussion of the proposed budget presented by the Finance Manager to the Board of Directors.

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

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

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

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

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

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

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



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

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

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

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

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

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