



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



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

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

For the Regular Meeting of Wednesday

June 1, 2016

7:00 P.M. Regular Meeting

Community Center  
1601 Discovery Bay Boulevard



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

## NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday June 1, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### REGULAR MEETING 7:00 P.M.

#### **A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

#### **C. AREA AGENCIES REPORTS / PRESENTATION**

1. Sheriff's Office Report
2. CHP Report
3. East Contra Costa Fire Protection District Report
4. Supervisor Mary Piepho, District III Report

#### **D. COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report\*\*

\*\*These meetings are held Quarterly

#### **E. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting for May 18, 2016
2. Approve Register of District Invoices

#### **F. PRESENTATIONS**

1. Sergeant Williams-Cain County Animal Control Services regarding leash laws and issues related to animals at public parks

**G. BUSINESS AND ACTION ITEMS**

1. Discuss and receive input, comments and direction to the Proposed Fiscal Year 2016-17 and Fiscal Year 2017-18 Proposed DRAFT Operating, Capital and Revenue Budgets
2. Consider approving a lease with Delta Seaweed Removal in the amount of \$500.00 per month for the use of a vacant portion of the Plant No. 1 property for water weeds removed from the bays in the community
3. Consider approving Resolution No. 2016-07 for the proposed Fire Hydrant Policy
4. Accept the report of water conservation regulation, and consider establishing a voluntary conservation goal, and direct staff to revise Ordinance No. 25
5. Authorize the General Manager to sign a contract for Construction Management Services for the Effluent Filtration Project

**H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

**I. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**J. MANAGER'S REPORT – Discussion and Possible Action**

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

**L. DISTRICT LEGAL COUNSEL REPORT**

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

**N. CORRESPONDENCE – Discussion and Possible Action**

1. Received – Discovery Bay Tennis - Pickleball 2016 Committee - 04-20-2016
2. Received – Notice of Public Hearing – Land Use Permit LP 16-2001 establish a master take-out food establishment permit, Discovery Bay Shopping Center, allow a weekly outdoor farmers market, and up to 10 outdoor non-profit special events per year - 05-23-2016
3. Received - Staff report for LP16-2001 Discovery Bay Shopping Center for the June 6, 2016 Zoning Administrator meeting 05-26-2016

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

**Q. ADJOURNMENT**

1. Adjourn to the next regular meeting of June 15, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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## There are no written materials for agenda items listed below:

- C. AREA AGENCIES REPORTS / PRESENTATION
- D. COMMITTEE/LIAISON REPORTS
- F. PRESENTATIONS  
Sergeant Williams-Cain County Animal Control Services regarding leash laws and issues related to animals at public parks
- G. BUSINESS AND ACTION ITEMS  
G-5 Authorize the General Manager to sign a contract for Construction Management Services for the Effluent Filtration Project - Will be provided prior to the meeting
- H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)
- I. PRESIDENT REPORT AND DIRECTORS' COMMENTS
- J. MANAGER'S REPORT – Discussion and Possible Action
- K. GENERAL MANAGER'S REPORT – Discussion and Possible Action
- L. DISTRICT LEGAL COUNSEL REPORT
- M. SUB-COMMITTEE UPDATES – Discussion and Possible Action
- O. PUBLIC RECORD REQUESTS RECEIVED
- P. FUTURE AGENDA ITEMS



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday May 18, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### REGULAR MEETING 7:00 P.M.

#### **A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Call business meeting to order – 7:00 p.m. by President Pease

Pledge of Allegiance – Led by Director Steele

Roll Call – All Present

Legal Counsel Attebery – Government Code Section 54954.2 allows a Board to add an item to the agenda under circumstances listed below:

1. The Item came to the attention of the Board after the agenda was posted, and
2. The item requires the immediate attention of the Board

The item is regarding the Byron Bethany Irrigation District detachment and the County administrator is requesting comments related to the action of reallocating taxes to East Contra Costa Fire Protection District or to Fire Protection services in general. The Board of Supervisors must act on the negotiation side of the taxes prior to the detachment occurring before the item goes to LAFCO. The Board of Supervisors is meeting on May 24<sup>th</sup> to consider this item and there will not be a meeting prior to that date, therefore the item is added to this agenda for action under E-6.

Motion by: Director Simon to add item E-6 Byron Bethany Detachment – to authorize the Board President to sign a letter on behalf of the District to the Contra Costa County Board of Supervisors regarding the County staff recommendation related to the Byron Bethany Detachment process.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

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

There were 2 public comment speakers – 1) regarding the landscaping in Discovery Bay, landscaping along the wall on Highway 4, and the monitoring of the areas that are not within a Home Owner Association; 2) regarding battery type motors on Willow Lake.

#### **C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for May 4, 2016
2. Approval of DRAFT minutes of regular meeting for May 4, 2016
3. Approve Register of District Invoices

Motion by: Vice-President Leete to approve the Consent Calendar

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

**D. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

**1. Veolia Report – Month of April 2016**

Project Manager Berney Sadler – Provided the details of the April 2016 Monthly Operations Report.

**E. BUSINESS AND ACTION ITEMS**

**1. Consider authorizing the Prop 218 notification for the proposed Water and Wastewater Rates and set July 20, 2016, for the Prop 218 Public Hearing**

Finance Manager Breitstein – Provided the details of the Water and Wastewater Rate Studies from Bartle Wells and Associates for the 5 year period beginning July 1, 2016 and ending June 2017.

There were 4 public comment speakers 1) Regarding the capacity - Interim General Manager Kutsuris – Provided details regarding the capacity and that the wastewater rates are not for an expanded capacity and the Filtration Project is the driver for wastewater, which is required by the Regional Water Quality Control Board and is also part of the District permit. 2) Regarding rates increasing and water conservation; 3) Regarding the meters throughout Discovery Bay and the water and wastewater rates increasing. Interim General Manager Kutsuris – Commented on the increasing regulations from the State, which placed requirements on the District in order to build infrastructure for the wastewater side. Regarding the increase in rates for water that driver is the need for a new (Well No. 8), and the pending retirement of another Well. In terms of the water rates, over the past several years there has been an increased amount of money spent on emergency water repairs. The move towards metering will benefit those that are not metered since the amount on a property tax bill is an average of heavy water use and those that conserve. The residents with a meter will receive a monthly water bill and be able to control their usage. 4) Whether the filtration project will improve water quality. The board stated that there are different pipes for water and wastewater, and that the filtration system is for wastewater. The Interim General Manager Kutsuris stated that the \$7.4 million dollar project will improve what goes into the delta, that portion does not help what is coming into the pipes, whereas the district annual water quality report will show the quality of the water; that report is approved and will be in the mailboxes shortly. The inclusion of Well No. 8 and the importance of that Well will be for reliability of the system.

Motion by: Vice-President Leete direct staff to set a Public Hearing for July 20, 2016 on the adoption of the proposed rate increase(s) for the period FY 2016-17 through FY 2020-21; (2) Direct staff to advertise the notice of the Public Hearing once a week for two weeks prior to the date set for the Public Hearing in a newspaper of general circulation; and 3) Direct staff to prepare the necessary adoption resolution pursuant to the Proposition 218 Public Hearing.

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

**2. Consider approving Resolution No. 2016-06 related to the November 8, 2016 election for the Board of Directors**

Interim General Manager Kutsuris – Provided the details regarding the November 8 election and there are two seats which are up for election, currently held by Board President Bill Pease and Director Mark Simon

Motion by: Director Graves to move to accept the report and approve Resolution No. 2016-06 ordering the Board of Director elections on November 8, 2016, and the District's specifications for the election.

Second by: Director Steele

Vote: Motion Carried – AYES: 5, NOES: 0

**3. Consider approving changes to the California Special District Association Bylaws**

Interim General Manager Kutsuris – Provided the details regarding the California Special District Association Bylaws and the recommendations to accept the bylaws.

Motion by: Director Simon to accept the report regarding the proposed California Special District Association Bylaw changes and authorize the Board President to register a “yes” vote on behalf of the District.

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5, NOES: 0

**4. Consider approving the Contract with Luhdorff and Scalmanini, Consulting Engineers, in an amount of \$20,405.00 for the update to the Urban Water Management Plan**

Interim General Manager Kutsuris – Provided the details regarding the State requirements for the preparation of the Urban Water Management Plan. The 2010 UWMP was adopted by this Board in January 2016 and at that time it was recognized the need for the 2015 UWMP. The original amount from Luhdorff and Scalmanini, Consulting Engineers was approximately \$25,000 and was negotiated down to \$20,405; the project should be complete in August of this year.

Motion by: Director Simon to authorize the Interim General Manager to sign a contract in the amount of \$20,405.00 with Luhdorff and Scalmanini Consulting Engineers for the preparation of the updated 2015 Urban Water Management Plan.

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5, NOES: 0

**5. Consider approving Resolution No. 2016-07 for the Fire Hydrant Policy for the Town of Discovery Bay**

Interim General Manager Kutsuris – This item will be continued to the June 1, 2016

**6. Byron Bethany Detachment – Authorize letter to Contra Costa County**

Legal Counsel Attebery – Provided the details regarding the Byron Bethany Irrigation District detachment. The Board of Supervisors staff recommendation is going to be that the ad valorem tax that is received by BBID be reallocated to East Contra Costa Fire District. There was discussion between the Board and Legal Counsel regarding the steps after the Board of Supervisors meeting on May 24<sup>th</sup>. Legal Counsel stated that in order to detach property that the Cortese-Knox Act requires that the detachment be heard by LAFCO and that LAFCO make the determination that detachment is appropriate.

There were 2 public comment speakers regarding the reallocation of taxes. Legal Counsel Attebery stated that the reallocation of taxes is property taxes and those taxes are divided by a tax area. There are different qualifying taxing entities that receive a portion of the 1%, there are 8 different taxing entities that include Schools, Fire, General Fund for the County, BBID, a multitude of services that are provided throughout the County here in Discovery Bay. This case the Auditor-Controller takes the tax received by BBID and distributes proportionally to those qualifying entities and Discovery Bay is not an entity that receives a tax in that area. The discussion continued with the Board regarding the funds and that the Cities have a legal responsibility to provide fire protection for the residents and that is the intent Staff will be bringing to the Board of Supervisors.

Motion by: Vice-President Leete to authorize the Board President to sign a letter on behalf of the District to the Contra Costa County Board of Supervisors regarding the County staff recommendation related to the Byron Bethany Detachment process.

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

**F. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

None

**G. PRESENTATIONS**

**H. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

Director Graves – Provided his report and the details of the Contra Costa County Aviation Advisory Committee meeting on May 12, 2016 in regards to improving Vasco Road to Byron Highway and for the East Contra Costa County Fire Protection District meeting on May 2, 2016.

Vice-President Leete – Provided the details of the East County Water Management meeting on May 12<sup>th</sup> regarding various State propositions.

**I. MANAGER'S REPORTS – Discussion and Possible Action**

None

**J. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

None

**K. DISTRICT LEGAL COUNSEL REPORT**

Legal Counsel Attebery - Introduced a new associate with Neumiller and Beardslee, Andy Pinasco.

**L. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

President Pease – Park and Recreation meeting May 18, 2016 discussion regarding the sign for the renaming of the Cornell Park Baseball field in honor of Darryl Weeden.

**M. CORRESPONDENCE – Discussion and Possible Action**

1. R – Letter from Hanson Bridgett LLP to East Contra Costa Fire Protection District regarding Legal Analysis Property Tax Revenue Transfers 04-29-2016
2. R - Letter from Contra Costa County Office of the Sheriff regarding vehicular speeding 04-28-2016
3. R - Letter & Brochure from Gary Phillips, Executive Vice-President regarding the Bob Murray, & Associates recruitment status update for the Town of Discovery Bay General Manager
4. R - Letter from Contra Costa County Supervisor Piepho regarding Brentwood Agricultural Land Trust's Acquisition
5. R - Contra Costa County Aviation Advisory Committee meeting minutes 03-10-2016
6. R - Contra Costa County Aviation Advisory Committee meeting minutes 04-14-2016
7. R - East Contra Costa Fire Protection District meeting minutes 04-04-2016

Interim General Manager Kutsuris – Provided details regarding Contra Costa County Office of the Sheriff, an update on the Bob Murray recruitment, and the letter regarding Brentwood Agricultural Land Trust's Acquisition on the Cecchini Property. There was discussion between the Board and the Interim General Manager in regards to the development rights on the property.

**N. PUBLIC RECORD REQUESTS RECEIVED**

None

**O. FUTURE AGENDA ITEMS**

None

**P. ADJOURNMENT**

The meeting adjourned at 7:56 p.m. to the next Regular meeting of June 1, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-20-16

<http://www.todb.ca.gov/agendas-minutes>





# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

June 01, 2016

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk  
**Submitted By:** Catherine Kutsuris, Interim General Manager *Cat*

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

### Fiscal Impact:

**Amount Requested** \$ 193,120.19

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

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2015/2016  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2015/2016  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2015/2016

AGENDA ITEM: E-2

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On June 01, 2016  
Town of Discovery Bay CSD  
For Fiscal Year's 7/15 - 6/16**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Contra Costa County Reimbursement</b>				
Belson Outdoors, Inc.	138336	Litter Bag Refills (Z57,Z61)	05/05/16	\$368.50
Commercial Tree Care	24806	Tree Pruning (Z57)	04/14/16	\$2,530.00
Delta Debris Box Service	1185934	40Yd Green (Z57,Z61)	04/30/16	\$153.00
Henson Plumbing, Inc.	49968	Landscape Reimb (Z57)	05/24/16	\$2,100.00
Tee Janitorial & Maintenance	8319	Janitorial Service May 2016 (Z57,Z61)	05/21/16	\$80.00
			<b>Contra Costa County</b>	
			<b>Sub-Total</b>	<b>\$5,231.50</b>

**Water**

Aaron Goldsworthy	3	Training And Education	05/23/16	\$300.00
Aflac	430267	Supplemental Insurance May 2016	05/25/16	\$311.72
Alhambra	13710019 051316	Bottle Water Service	05/13/16	\$8.31
Badger Meter	80006588	Beacon Cellular Data April 2016	05/12/16	\$2,052.34
Bartle Wells Associates	1008D	Water Rate Study	05/16/16	\$1,115.35
Big Dog Computer	BDC33221	High Speed Circuit Installation and Monthly Server Maintenance	05/01/16	\$707.50
Big Dog Computer	BDC33222	Misc. Service Requests	05/02/16	\$135.90
Big Dog Computer	BDC33223	Hardware Repair, Equipment For Board Meetings	05/04/16	\$47.50
Big Dog Computer	BDC33224	Misc. Service Requests	05/10/16	\$77.17
Bill Pease	MAY 2016	Expense Report May 2016	05/25/16	\$138.00
Chris Steele	MAY 2016	Expense Report May 2016	05/25/16	\$138.00
County Of Contra Costa, Dept of Info Tec	10296	Data Processing May 2016	05/18/16	\$19.40
Discovery Pest Control	179232	Pest Control	05/09/16	\$27.20
Freedom Mailing Service, Inc	28930	Water Bill Processing April 2016	05/06/16	\$994.98
J.W. Backhoe & Construction, Inc.	2574	Water Leak On Firwood Ct	05/03/16	\$1,950.88
J.W. Backhoe & Construction, Inc.	2579	Water Leak On Beaver Ln	05/09/16	\$6,015.00
J.W. Backhoe & Construction, Inc.	2580	Locate Water Services Dune Point Ct	05/16/16	\$422.40
J.W. Backhoe & Construction, Inc.	2585	WWTP#1 Transported Steel Plates	05/23/16	\$428.50
Kleinfelder, Inc.	1106297	Vehicle Storage Facility	05/10/16	\$1,082.70
MailFinance	N5938404	Quarterly Lease Postage Machine	05/16/16	\$96.41
Mark Simon	MAY 2016	Expense Report May 2016	05/25/16	\$138.00
Neopost (Postage Account)	7900044908384658/516	Postage	05/15/16	\$136.86
Neumiller & Beardslee	276794	General Services	04/27/16	\$5,245.00
Office Depot	834067453001	Office Supplies	04/15/16	\$31.99
Office Depot	834831844001	Office Supplies	04/19/16	\$75.47
Office Depot	836366499001	Office Supplies	04/25/16	\$31.45
Office Depot	836366500001	Office Supplies	04/23/16	\$3.99
Office Depot	836869062002	Office Supplies	05/06/16	\$77.68
Office Depot	836869489001	Office Supplies	04/28/16	\$59.11
Office Depot	838261628001	Office Supplies	05/05/16	\$137.76
Office Depot	838261689001	Office Supplies	05/05/16	\$11.42
Office Team	45738745	Temporary Employee	05/10/16	\$564.78
Office Team	45800874	Temporary Employee	05/18/16	\$552.99
Pacific Gas & Electric	1521433231-2/051216	Electric & Gas Bill 04/12/16-05/11/16	05/12/16	\$4,416.70
Pacific Gas & Electric	2943721807-5/051016	Electric & Gas Bill 04/08/16-05/09/16	05/10/16	\$15,881.32
ReliaStar Life Insurance Company	#JR52 457(B) 053116	457(b) 05/16/16-05/31/16	05/31/16	\$392.27
Ricoh USA, Inc	5041632851	Photocopier	04/19/16	\$80.98
Ricoh USA, Inc	5042223248	Photocopier	05/18/16	\$110.42
Robert Leete	MAY 2016	Expense Report May 2016	05/25/16	\$187.84
Shred-It USA-Concord	9410757630	Shredding Service	05/19/16	\$211.38
Some Gave All	MAY 2016	Expense Report May 2016	05/25/16	\$293.67
TASC	450775312003/061516	IRS Sec 125 Health Savings Account	06/01/16	\$241.66
Tee Janitorial & Maintenance	8319	Janitorial Service May 2016	05/21/16	\$285.60
Univar	SJ743829	Chemicals Delivered 05/02/16	05/02/16	\$281.05
Univar	SJ743830	Chemicals Delivered 05/02/16	05/02/16	\$188.71
Univar	SJ745851	Chemicals Delivered 05/12/16	05/12/16	\$277.04
Univar	SJ745852	Chemicals Delivered 05/12/16	05/12/16	\$172.65
Upper Case Printing, Ink.	10665	Utility Bills and Envelopes	05/12/16	\$937.92

**Water Sub-Total \$47,094.97**

**Wastewater**

Aflac	430267	Supplemental Insurance May 2016	05/25/16	\$467.58
Alhambra	13710019 051316	Bottle Water Service	05/13/16	\$12.46
Bartle Wells Associates	1008E	Wastewater Rate Study	05/16/16	\$660.00
Big Dog Computer	BDC33221	High Speed Circuit Installation and Monthly Server Maintenance	05/01/16	\$1,061.25
Big Dog Computer	BDC33222	Misc. Service Requests	05/02/16	\$203.85
Big Dog Computer	BDC33223	Hardware Repair, Equipment For Board Meetings	05/04/16	\$71.25
Big Dog Computer	BDC33224	Misc. Service Requests	05/10/16	\$115.75
Bill Pease	MAY 2016	Expense Report May 2016	05/25/16	\$207.00
Cascade Integration And Development	1118	SCADA System Upgrade	05/16/16	\$13,937.25
Cascade Integration And Development	1119	SCADA System Upgrade	05/16/16	\$2,619.00
Chris Steele	MAY 2016	Expense Report May 2016	05/25/16	\$207.00

Cintas	18555256	Uniforms	05/11/16	\$23.89
Cintas	185556143	Uniforms	05/18/16	\$23.89
Cintas	185557011	Uniforms	05/25/16	\$23.89
County Of Contra Costa, Dept of Info Tec	10296	Data Processing May 2016	05/18/16	\$29.10
Discovery Pest Control	179057	WWTP#1 Pest Control	05/03/16	\$70.00
Discovery Pest Control	179232	Pest Control	05/09/16	\$40.80
J.W. Backhoe & Construction, Inc.	2576	Water Leak WWTP#1	05/04/16	\$2,627.95
J.W. Backhoe & Construction, Inc.	2578	Raised Sewer Manholes	05/06/16	\$11,350.00
Kleinfelder, Inc.	1106297	Vehicle Storage Facility	05/10/16	\$1,624.06
MailFinance	N5938404	Quarterly Lease Postage Machine	05/16/16	\$144.62
Mark Simon	MAY 2016	Expense Report May 2016	05/25/16	\$207.00
Neopost (Postage Account)	7900044908384658/516	Postage	05/15/16	\$205.29
Neumiller & Beardslee	276794	General Services	04/27/16	\$7,877.50
Office Depot	834067453001	Office Supplies	04/15/16	\$48.00
Office Depot	834831844001	Office Supplies	04/19/16	\$113.20
Office Depot	836366434001	Office Supplies	04/26/16	\$8.15
Office Depot	836366499001	Office Supplies	04/25/16	\$47.18
Office Depot	836366500001	Office Supplies	04/23/16	\$5.98
Office Depot	836869062002	Office Supplies	05/06/16	\$116.51
Office Depot	836869489001	Office Supplies	04/28/16	\$88.67
Office Depot	836869490001	Office Supplies	04/28/16	\$7.26
Office Depot	838261628001	Office Supplies	05/05/16	\$206.63
Office Depot	838261689001	Office Supplies	05/05/16	\$17.12
Office Team	45738745	Temporary Employee	05/10/16	\$847.18
Office Team	45800874	Temporary Employee	05/18/16	\$829.49
Pacific Gas & Electric	1181942262-4/050916	Electric & Gas Bill 04/07/16-05/08/16	05/09/16	\$3,762.03
Pacific Gas & Electric	7312115758-7/051216	Electric & Gas Bill 04/11/16-05/10/16	05/12/16	\$30,398.98
ReliaStar Life Insurance Company	#JRS2.457(B) 053116	457(b) 05/16/16-05/31/16	05/31/16	\$588.41
Ricoh USA, Inc	5041632851	Photocopier	04/19/16	\$121.48
Ricoh USA, Inc	5042223248	Photocopier	05/18/16	\$165.62
Robert Leete	MAY 2016	Expense Report May 2016	05/25/16	\$281.76
Shred-It USA-Concord	9410757630	Shredding Service	05/19/16	\$317.08
Some Gave All	MAY 2016	Expense Report May 2016	05/25/16	\$440.51
Stantec Consulting Services Inc	1050049	WWTP Master Plan Update	05/18/16	\$370.00
SWRCB	473198	Permit To Issue W DID Storm Number	05/25/16	\$622.00
TASC	450775312003/061516	IRS Sec 125 Health Savings Account	06/01/16	\$362.49
Tee Janitorial & Maintenance	8319	Janitorial Service May 2016	05/21/16	\$428.40
Telstar Instruments, Inc.	85662	Scada System	04/18/16	\$5,349.75

**Wastewater Sub-Total \$89,354.26**

**Community Center**

**Community Center Sub-Total \$0.00**

**Grand Total \$141,680.73**

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On June 01, 2016**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/15 - 6/16**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019 051316	Community Center-Bottle Water Service	05/13/16	\$45.71
Belson Outdoors, Inc.	138336	Litter Bag Refills	05/05/16	\$302.12
Cintas	18555256	Uniforms	05/11/16	\$40.05
Cintas	18555256	Community Center-Mats	05/11/16	\$45.68
Cintas	185556143	Uniforms	05/18/16	\$43.62
Cintas	185556143	Community Center-Mats	05/18/16	\$45.68
Cintas	185557011	Uniforms	05/25/16	\$40.05
Cintas	185557011	Community Center-Mats	05/25/16	\$45.68
Delta Debris Box Service	1185934	40Yd Green	04/30/16	\$150.00
Department of Justice	165985	Community Center-Pre Employment Screening	05/04/16	\$147.00
Discovery Bay Lions Club Foundation	2	Community Center-Rental Cancellation	05/25/16	\$50.00
Discovery Pest Control	180842	Community Center-Pest Control	05/09/16	\$99.00
Henson Plumbing, Inc.	50847	Community Center-Service Call	05/05/16	\$125.00
Office Depot	838585765001	Community Center-Office Supplies	05/09/16	\$221.55
Pacific Gas & Electric	0869258994-1/050916	Electric & Gas Bill 04/07/16-05/08/16	05/09/16	\$418.87
Pacific Gas & Electric	5702839598-6/051016	Community Center-Electric & Gas Bill 04/07/16-05/08/16	05/10/16	\$1,361.44
Pacific Gas & Electric	5939734421-5/051616	Electric & Gas Bill 04/16/16-05/16/16	05/16/16	\$7,689.37
Tee Janitorial & Maintenance	8319	Janitorial Service May 2016	05/21/16	\$720.00
Tee Janitorial & Maintenance	8319	Community Center-Janitorial Service May 2016	05/21/16	\$260.00
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 04/01/16-04/30/16	04/30/16	\$39.06
Town of Discovery Bay, CSD	9-900-000-002-6.03	Community Center-Water Bill 04/01/16-04/30/16	04/30/16	\$403.39
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 04/01/16-04/30/16	04/30/16	\$25.70
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 04/01/16-04/30/16	04/30/16	\$168.43
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 04/01/16-04/30/16	04/30/16	\$438.47
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 04/01/16-04/30/16	04/30/16	\$198.67
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 04/01/16-04/30/16	04/30/16	\$31.74
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 04/01/16-04/30/16	04/30/16	\$22.67
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 04/01/16-04/30/16	04/30/16	\$157.24
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 04/01/16-04/30/16	04/30/16	\$11.18
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 04/01/16-04/30/16	04/30/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 04/01/16-04/30/16	04/30/16	\$18.74
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 04/01/16-04/30/16	04/30/16	\$33.86
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 04/01/16-04/30/16	04/30/16	\$3.02
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 04/01/16-04/30/16	04/30/16	\$33.86
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 04/01/16-04/30/16	04/30/16	\$210.77
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 04/01/16-04/30/16	04/30/16	\$3.02
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 04/01/16-04/30/16	04/30/16	\$6.04
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 04/01/16-04/30/16	04/30/16	\$6.04
Town of Discovery Bay, CSD	458	Payroll Reimbursement April 2016	05/20/16	\$30,078.54
Trugreen	46697275	Weed & Feed Plus Dimension	05/16/16	\$1,685.00
U.S. HealthWorks	2904641-CA	Community Center-Pre Employment Screening	04/29/16	\$25.00
Watersavers Irrigation Inc.	1694608-00	Landscape Maintenance	05/12/16	\$46.69
			<b>Total</b>	<b>\$45,507.62</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On June 01, 2016**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/15 - 6/16**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Retrofit Systems	1180	Rewire Splash Pad Controller	05/23/16	\$150.00
Belson Outdoors, Inc.	138336	Litter Bag Refills	05/05/16	\$66.33
Bill Brandt Ford	147054	Oil Change	05/04/16	\$47.89
Cintas	18555256	Uniforms	05/11/16	\$40.05
Cintas	185556143	Uniforms	05/18/16	\$43.63
Cintas	185557011	Uniforms	05/25/16	\$40.05
Delta Debris Box Service	1185934	40Yd Green	04/30/16	\$100.00
Pacific Gas & Electric	0403377952-3/050916	Electric & Gas Bill 04/07/16-05/08/16	05/09/16	\$80.34
Sheredan Hart	MAY 2016	Expense Report May 2016	05/23/16	\$150.00
Tee Janitorial & Maintenance	8319	Janitorial Service May 2016	05/21/16	\$280.00
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 04/01/16-04/30/16	04/30/16	\$134.56
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 04/01/16-04/30/16	04/30/16	\$262.17
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 04/01/16-04/30/16	04/30/16	\$177.50
Town of Discovery Bay, CSD	459	Payroll Reimbursement April 2016	05/20/16	\$4,359.32
			<b>Total</b>	<b>\$5,931.84</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

June 01, 2016

**Prepared By:** Dina Breitstein, Finance Manager

**Submitted By:** Dina Breitstein, Finance Manager

### Agenda Title

Fiscal Year 2016-17 and Fiscal Year 2017-18 Proposed DRAFT Operating, Capital and Revenue Budgets

### Recommended Action

Discuss and Receive Input and Comments and Direction to the Proposed Fiscal Year 2016-17 and Fiscal Year 2017-18 Proposed DRAFT Operating, Capital and Revenue Budgets.

### Executive Summary

The preparation of the Proposed DRAFT Fiscal Year 2016-17 Operating, Capital and Revenue Budgets has been ongoing for the past few months. The Finance Committee has met and reviewed the proposed spending plans and revenue estimates.

For this coming fiscal year, the Budget document continues to reflect the same two-year forecast as has been the case for the past two budget cycles. Staff has found the two-year budget process to be extremely beneficial for longer term planning purposes. The Capital Improvement Program continues to be a five-year plan allowing staff to more accurately plan for future capital expenses. While the Board is presented with a two year budget, only the upcoming fiscal year budget will be adopted. Each successive year's budget will result in the adoption of that year's budget prior to the next fiscal year.

The FY 2016-17 unconstrained projected water and wastewater expenditures are \$8,543,152, not including fiscal constraints for the required NPDES mandated Title 22 Filtration project in the amount of \$7,070,740, and the Water Meter Project \$3,000,000 for a total of \$18,613,892. The Filtration and Water Meter projects are constrained, indicating that there is not an identified revenue source for those projects. Once financing has been identified, the district will then be prepared to match expenditures with anticipated revenues of \$18,613,892. The current projected Operating Budget for FY 2016-17 is 10% more than the current year budget. Overall, the Operating budget is projected at \$6,926,152. The current year adopted Operating budget is \$6,201,443.

Revenues for the enterprise funds are not sufficient in providing operating capital into the coming year. This is due to the ongoing conservation efforts of our water resource, the maintenance of our infrastructure and the need for state mandated capital improvements. Bartle Wells and Associates has completed a water and wastewater rate study that would increase our rates for the FY 2016-2017 year by 15% for water and 11% for wastewater.

The Five (5) Year Capital Improvement Program Budget was prepared using the Water and Wastewater Master Plans as the primary project list. For FY 2016-17, the proposed CIP is \$11,687,740.

The Parks, Landscape and Recreation budgets will continue to be constrained.

The next steps in the process are the Budget Adoption by the Board of Directors on June 15, 2016. If necessary, the Board could delay adoption until Wednesday July 6, 2016 if additional time is needed or if additional information is warranted.

### Fiscal Impact:

**Amount Requested** None at this time.

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

**Prog/Fund # Category:**

### Previous Relevant Board Actions for This Item

### Attachments

1. FY 2016-17 and FY 2017-18 Operating, Five Year Capital Improvement Program, and Revenue Budgets

AGENDA ITEM: G-1



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

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**FISCAL YEAR 2016-18  
OPERATING AND CAPITAL IMPROVEMENT PROGRAM  
PROPOSED BUDGET**



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**Mission Statement**

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

**Board of Directors**

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

**District Management**

Catherine Kutsuris, Interim General Manager  
Rod Attebery, District Counsel  
Dina Breitstein, Finance Manager  
Virgil Koehne, Water and Wastewater Manager  
Brian Miller, Parks and Landscape Manager

The Town of Discovery Bay Community Services District

1800 Willow Lake Road  
Discovery Bay, CA 94505  
925-634-1131  
[www.todb.ca.gov](http://www.todb.ca.gov)

*\*Photo's in this document are courtesy of Bill Klipp <http://www.wkimages.net/>*



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 Contra Costa County, California  
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June 1, 2016

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, 2016 through June 30, 2018. The annual Revenue, Operating and Capital Improvement Program budgets are the planning tools utilized by staff and the Board to track revenues and expenditures over the respective forecast period.

For the FY 2016/2018 planning horizon, staff continues to prefer the two-year budget format which allows for improved budgetary forecasts. While a two-year budget is presented, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the Operations and Maintenance budget (O&M) and the remaining four years of the CIP are included in the document but not necessarily included in the discussion below.

#### CAPITAL IMPROVEMENT PROGRAM

This year's CIP is limited in scope and size, District staff has reviewed the previous year's CIP project listing and reduced the CIP listing for this fiscal year by the following: \$2.4M for district offices, \$750K for replacing the 8 inch mainline, \$4M for plant 1 rehabilitation. The plant 1 rehabilitation is a project that the District would like to evaluate further.

The first major project planned is the immediate need to construct a Title 22 wastewater tertiary treatment. This project does not have a revenue source and is state mandated. Date specific times and milestones for this project have been established through the Town's NPDES permit and must be complied with throughout the planning and construction processes. The filtration project is programmed to cost \$7.07M. The Board will be spending the early part of this Fiscal Year identifying funding for this project. The Budget currently does not provide a revenue source for this project.

The second major project in FY 2016-2017 is the Water Meter Project. The District has begun the water meter roll out project for the other 3,800 homes that are not currently on the metered system. District staff has been surveying properties around Discovery Bay and placing the properties in 6 distinct categories from standard to more difficult. Upon completion of the surveyed properties the board of directors will be presented with the results and recommendations. The planned process for this state mandated project is; July 2017 the District will begin customer outreach, the bid process will begin in late summer early fall, construction to begin in early November 2016. The estimated completion of this project is spring 2017.

The Infrastructure Replacement Fund continues to be supported annually. This fund provides long term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as underground infrastructure. The ongoing programming of these funds will play a critical role in the Town's ability to plan for its long term financial needs. Since the fund was established in Fiscal 2011/2012, \$2.376 million has been placed into the capital replacement fund. In FY 2016/2017, an additional \$709,000 is programmed to be added, bringing total contributions (less withdrawals) to \$3.085 million.

#### OPERATION & MAINTENANCE

The operation and maintenance budget in the past has been reasonably flat year over year. This next fiscal year 2016-2017 there will be a 10% increase. This increase is in the following budget categories: salary & wages; due to 2 additional staff, insurances due to increased staff costs, additional water & wastewater facility Improvements & operations, consulting costs to evaluate our water and wastewater masterplans, and lastly the renewal of our 5 year contract with Veolia Water. Veolia water remains the Districts water and wastewater operators. Veolia Water 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. Veolia also sustains Wastewater collection, treatment and distribution services to approximately 5,800 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2.

Throughout the budget document, the Board and public will be presented with a complete financial outlook of the district's finances relative to operating expenses and the day-to-day expenditures necessary to operate the district in a prudent and resourceful manner. As is customary, this year's budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. The August 2012 Board action establishing the Discovery Bay Public Financing Authority continues to play an essential role in addressing many of those needs. The initial \$14.1 million program has been completed and all of the proceeds from the bond have been expended.

#### DISCUSSION

The Town of Discovery Bay will be ending FY 2015-2016 with a number of accomplishments. From an operational standpoint, the Town continues to operate efficiently and in a manner that is financially prudent. The past fiscal year witnessed a number of milestones, including the continuing maturation of the Community Centers Recreation Services by continuing to maintain community based age appropriate programs, activities and special events as well as focusing on future program development utilizing our town assets comprised of: The Tennis Complex, Aquatics Facilities, Community Center, Contract Services and Special Events.

The Landscaping department will be focusing on implementing Weather-Trac Irrigation Network throughout Discovery Bay and exploring “wetting” and other water based alternatives to help aid in the efficient use of irrigation.

The four year drought continues to envelop the state and 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. If we as a District do not meet the 20% conservation goal the District will have to move forward some of the projected future infrastructure projects. This would be costly to the district as it would not allow us to build up monies in reserves overtime to be able to pay for these Capital assets.

As a result revenues will be significantly lower, with the possible use of reserves to augment the loss of revenue for FY 2015-2016. The use of reserves to cover revenue loss into FY 2016-2017 may not be sustainable. Bartle Wells Associates has conducted a comprehensive water and wastewater rate study to help lead the District through these economic and climatic challenges. That item has been presented to the Board of Director’s for a Proposition 218 hearing to be held July 20, 2016. The proposed water rate increase for fiscal year 16/17 is 15%, 15% for FY 17/18 and 12% for FY 2019 through 2021 and the proposed wastewater increase of 11% for fiscal year 16/17, 11% 17/18, 4% for FY 2019 through 2021.

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

The Water Rate Study conducted includes financing costs for Well 8, increased costs due to operations, maintaining current infrastructure, new staff for customer service and water services, and conservation costs to maintain our current and future infrastructure. This equates to an increase of \$4.90 per month. With this increase Discovery Bay remains at the bottom of the survey of the 13 surrounding agencies with an estimated monthly bill of \$37.56.

The Wastewater Rate Study conducted includes increase costs due to the management and maintenance of highly technical plant operations, assumed financing of \$7.4 million for the Filter project over 30 years, to support the needs of higher level of treatment, and the reduction in metered commercial sewer flow due to the drought. This equates to an increase of \$6.81 per month. With an average bill of \$68.78 per month.

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

Starting in FY 2016-2017, the Town will embark on a water meter roll-out system. Planning is currently on course, and community outreach programs should be set to begin this summer and into early fall. At this point, it appears that the remaining 3,800+/- unmetered properties will be metered by the end of FY 2016-2017.

For Fiscal Year 2016/2017, the Budget summary is as follows:

Adopted FY 2015/2016 Operating and Capital Improvement Program Budget		Proposed FY 2016/2017 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$5,374,443	Total O&M Budget	\$6,097,152
Debt Service	\$827,000	Debt Service	\$829,000
Contribution to Reserves	\$0	Contribution to Reserves	\$0
Capital Budget	\$3,295,000	Capital Budget	\$908,000
Proposed Financing for CIP projects	\$7,070,740	Proposed Financing for CIP projects	\$10,070,740
Infrastructure Replacement Fund	\$525,000	Infrastructure Replacement Fund	\$709,000
Grand Total Expense Budget	\$17,092,183	Grand Total Expense Budget	\$18,613,892
Grand Total Revenue	\$17,092,183	Grand Total Revenue	\$18,613,892

The Operating and Maintenance (O&M) section of the budget is proposed to be \$6,923,152 (included debt service) for the coming fiscal year. A proposed increase of 10% over current year budget (FY 2015-2016) is projected. Areas of spending in the proposed O&M Budget include an accurate reflection of expenditures based upon past years' historical data, as well as current and future contractual obligations.

We look forward to continuing our ongoing partnership with Veolia Water. Subsequently, staff recently completed the process of negotiating a 5 year contract extension, as provided for in the initial contract. The renewal process was extensive, and both parties have had an opportunity to review and discuss operational needs moving into the next five year cycle.

The Capital Improvement Program (CIP) proposes expenditures of \$11,687,740 with a large portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011/2012, and are budgeted for review and update in FY 2016/2017. As previously discussed, many of the projects contained in those plans are either complete, in design, under construction or need further review. FY 2016/2017 will continue to be a busy year as we begin the projects that have been required.

As noted previously in this transmittal letter, this budget continues to fund the Infrastructure Replacement funds for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was specifically addressed and again recently noted as an essential component to the budget by the District's independent auditors. As of June 2016 \$2,376,347 is currently in that fund for future capital replacement needs with a finalized number to be calculated at year end.

The key to the preparation of this budget is to ensure all carry-over projects are properly accounted for, that revenue projections are based upon historic and anticipated revenues, and that spending is prudent and sensible. As the end of the Fiscal Year is June 30, 2016, staff will incorporate the final encumbrances into the document once the actual carry-over figures are determined, most likely in September once the County closes out their books.

The primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water, and charges for residential water service. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees. In Parks and Landscape, revenues are generated by Landscape Zones 8 and 9, as well as with landscape contracts with Contra Costa County for County Zones 57, 61. Zone 8 revenues are expected to increase by \$22,000 to \$514,207 and Zone 9 revenues are expected to increase \$14,000 to \$128,000.

The amount of the contribution to reserves will be known once FY 2015/2016 is closed out. While a year end surplus of revenues over expenditures is hoped for, water revenues may derail the overall revenue stream, necessitating an even larger draw from the water enterprise. Once that amount is identified, that surplus will be transferred into the general reserve account. As of today, the General Reserve Account contains \$4.4M, well above the \$3.0M threshold established by the Board.

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

I would like to thank and acknowledge Directors Mark Simon and Bob Leete for their contributions and assistance in the preparation of the FY 2016/2017 annual operating, capital and revenue budgets. The committee completed their work and recommended the proposed budget be submitted to the Board of Directors for consideration and eventual adoption.

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

Respectfully submitted,

Dina Breitstein  
Finance Manager



# Town of Discovery Bay CSD Organization

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



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

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

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

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

**District Form of Government**

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



### **Population**

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

### **Water Services**

The Town of Discovery Bay CSD owns and maintains over sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates six (6) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 1,300 million gallons per year, which equates to an average daily demand of 3.6 million gallons per day.

### **Wastewater Services**

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

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

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

### **Parks and Landscaping Services**

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

Discovery Bay Landscape & Lighting Zone #8:

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

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

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

Contra Costa County Landscape & Lighting Zone #35:

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

Contra Costa County Landscape & Lighting Zone #57:

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

Contra Costa County Landscape & Lighting Zone #61:

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

Recreation Services

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

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



FY 2015-2018 Current and Proposed Positions

Position Title	FY 2015-2016	FY 2016-2017	FY 2017-2018
Office Assistant	1	1	1
Administrative Assistant	2	2	2
Executive Assistant	1	1	1
Project Analyst	0	*1	1
Accountant	1	1	1
Water Services Technician I	0	*1	1
Water Services Technician II	1	1	1
Parks & Maintenance Worker I	2	2	2
Parks & Maintenance Worker II	3	3	3
Recreation Programs Coordinator	1	1	1
Parks & Landscape Manager	1	1	1
Water & Wastewater Manager	1	1	1
Finance Manager	1	1	1
General Manager	1	1	1
Board of Directors	5	5	5
<b>Total Positions</b>	<b>21</b>	<b>23</b>	<b>23</b>

\*The Town of Discovery Bay would like to propose two (2) new positions; a projects analyst and a Water Services Technician I. The project analyst would handle project specific duties as well as utility billing for the new metered customers. The Water Services Technician would be working with the new metered customers during the water meter roll out project and assist in maintaining the meter system for the new 3,800 utility customers.

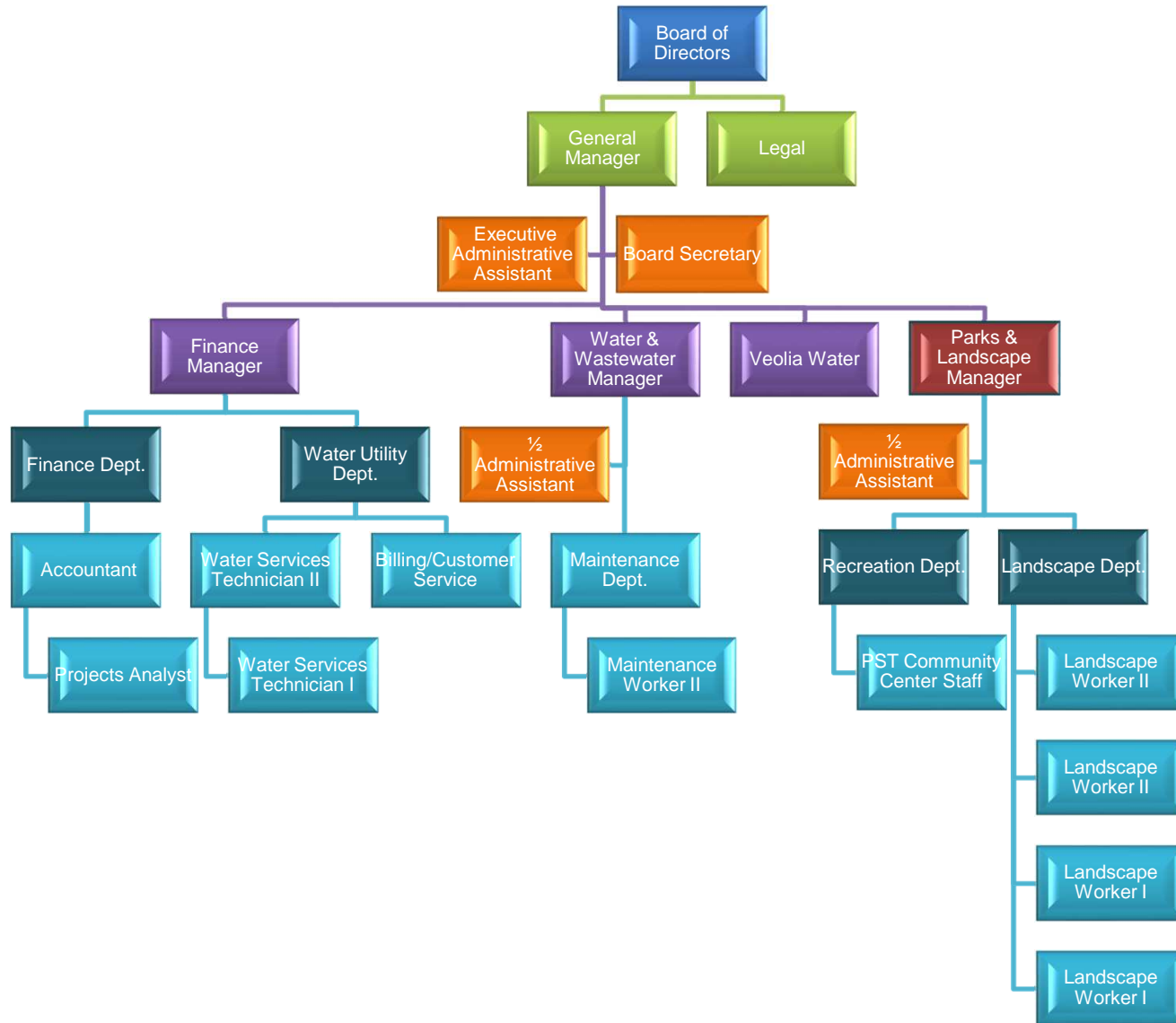
**Town of Discovery Bay Community Services District**  
**Contra Costa County, California**  
**Salary & Wages**



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

Classification	Range	Minimum Pay Rate				Maximum Pay Rate			
		Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
Office Assistant	131	\$ 16.78	\$ 1,454	\$ 2,909	\$ 34,904	\$ 20.98	\$ 1,818	\$ 3,636	\$ 43,629
Parks & Maintenance Worker I	131	\$ 16.78	\$ 1,454	\$ 2,909	\$ 34,904	\$ 20.98	\$ 1,818	\$ 3,636	\$ 43,629
Water Services Technition I	131	\$ 16.78	\$ 1,454	\$ 2,909	\$ 34,904	\$ 20.98	\$ 1,818	\$ 3,636	\$ 43,629
Projects Analyst	131	\$ 16.78	\$ 1,454	\$ 2,909	\$ 34,904	\$ 20.98	\$ 1,818	\$ 3,636	\$ 43,629
Parks & Maintenance Worker II	138	\$ 19.95	\$ 1,729	\$ 3,457	\$ 41,489	\$ 24.93	\$ 2,161	\$ 4,322	\$ 51,862
Administrative Assistant	139	\$ 22.50	\$ 1,772	\$ 3,554	\$ 42,527	\$ 25.56	\$ 2,215	\$ 4,430	\$ 53,158
Executive Assistant	148	\$ 25.53	\$ 2,213	\$ 4,426	\$ 53,110	\$ 31.92	\$ 2,766	\$ 5,532	\$ 66,387
Recreation Programs Coordinator	148	\$ 25.53	\$ 2,213	\$ 4,426	\$ 53,110	\$ 31.92	\$ 2,766	\$ 5,532	\$ 66,387
Accountant	148	\$ 25.53	\$ 2,213	\$ 4,426	\$ 53,110	\$ 31.92	\$ 2,766	\$ 5,532	\$ 66,387
Water Services Technition II	150	\$ 26.83	\$ 2,325	\$ 4,650	\$ 55,799	\$ 33.53	\$ 2,906	\$ 5,812	\$ 69,748
Finance Manager	517	\$ 29.69	\$ 2,573	\$ 5,146	\$ 61,755	\$ 40.08	\$ 3,474	\$ 6,947	\$ 83,370
Parks & Landscaping Manager	517	\$ 29.69	\$ 2,573	\$ 5,146	\$ 61,755	\$ 40.08	\$ 3,474	\$ 6,947	\$ 83,370
Water & Wastewater Manager	517	\$ 29.69	\$ 2,573	\$ 5,146	\$ 61,755	\$ 40.08	\$ 3,474	\$ 6,947	\$ 83,370
General Manager	541	\$ 53.70	\$ 4,654	\$ 9,308	\$ 111,699	\$ 72.50	\$ 6,283	\$ 12,566	\$ 150,793

# Town of Discovery Bay Current Organizational Chart





# Budget Summaries

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

**Town of Discovery Bay Community Services District**  
**Contra Costa County, California**  
**Revenues - "Where the money comes from"**



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

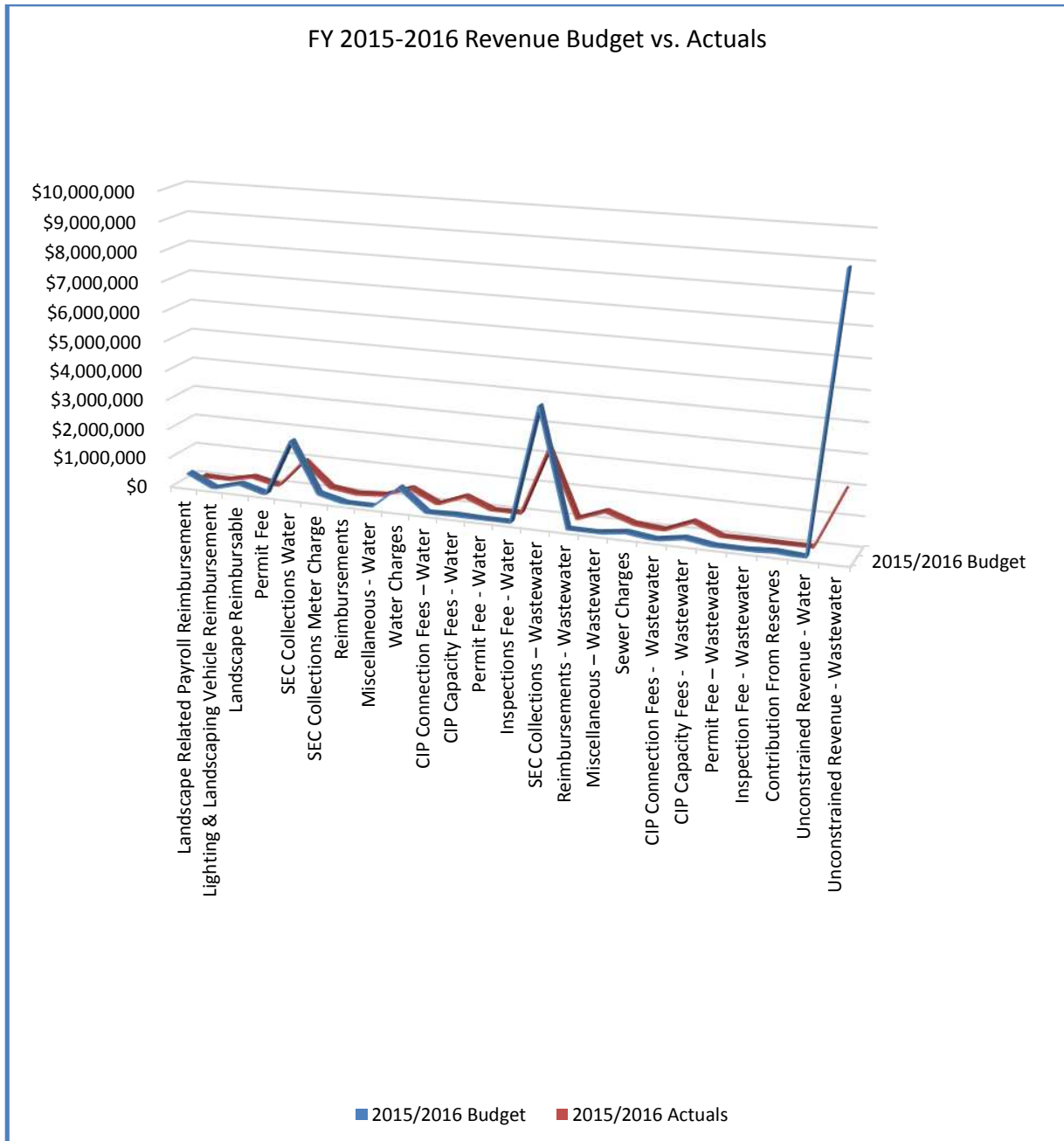
Of the approximately 5,000 residential and commercial properties in Discovery Bay, roughly 2,200 are billed for water use through meters. The remaining 2,800 properties are scheduled to receive water meters prior to the state mandated date of 2024.

Revenue Projections				
Fiscal Year	2015/2016	2015/2016	2016/2017	2017/2018
Account Description	Budget	Actuals	Budget	Budget
Landscape Related Payroll Reimbursement	\$432,000	\$24,121	\$453,000	
Lighting & Landscaping Vehicle Reimbursement			\$25,000	
Landscape Reimbursable	\$250,000	\$204,909	\$1,090,000	
Permit Fee		\$3,850		
SEC Collections Water	\$1,932,570	\$965,531	\$2,222,456	\$2,555,824
SEC Collections Meter Charge	\$225,000	\$155,831	\$258,750	\$297,563
Reimbursements	\$4,200	\$32,317	\$4,200	\$4,200
Miscellaneous - Water	\$1,100	\$101,384	\$1,100	\$1,100
Water Charges	\$760,500	\$438,558	\$874,575	\$1,005,761
CIP Connection Fees – Water	\$5,000	\$7,700	\$5,000	\$5,000
CIP Capacity Fees - Water	\$40,000	\$369,550	\$20,000	\$20,000
Permit Fee - Water	\$10,000		\$5,000	\$5,000
Inspections Fee - Water	\$10,000	\$12,480	\$5,000	\$5,000
SEC Collections – Wastewater	\$3,951,879	\$2,289,572	\$4,544,661	\$5,226,360
Reimbursements - Wastewater	\$6,300	\$56,525	\$6,300	\$6,300
Miscellaneous – Wastewater	\$1,100	\$407,019	\$1,100	\$1,100
Sewer Charges	\$130,000	\$92,939	\$149,500	\$171,925
CIP Connection Fees - Wastewater	\$5,000	\$7,700	\$5,000	\$5,000
CIP Capacity Fees - Wastewater	\$160,000	\$390,454	\$80,000	\$80,000
Permit Fee – Wastewater	\$15,000		\$8,000	\$8,000
Inspection Fee - Wastewater	\$10,000	\$12,480	\$5,000	\$5,000
Contribution From Reserves	\$67,794			
Unconstrained Revenue - Water				
Unconstrained Revenue - Wastewater	\$9,074,740	\$2,004,000		
<b>Total Revenue</b>	<b>\$17,092,183</b>	<b>\$7,576,920</b>	<b>\$9,763,642</b>	<b>\$9,403,133</b>

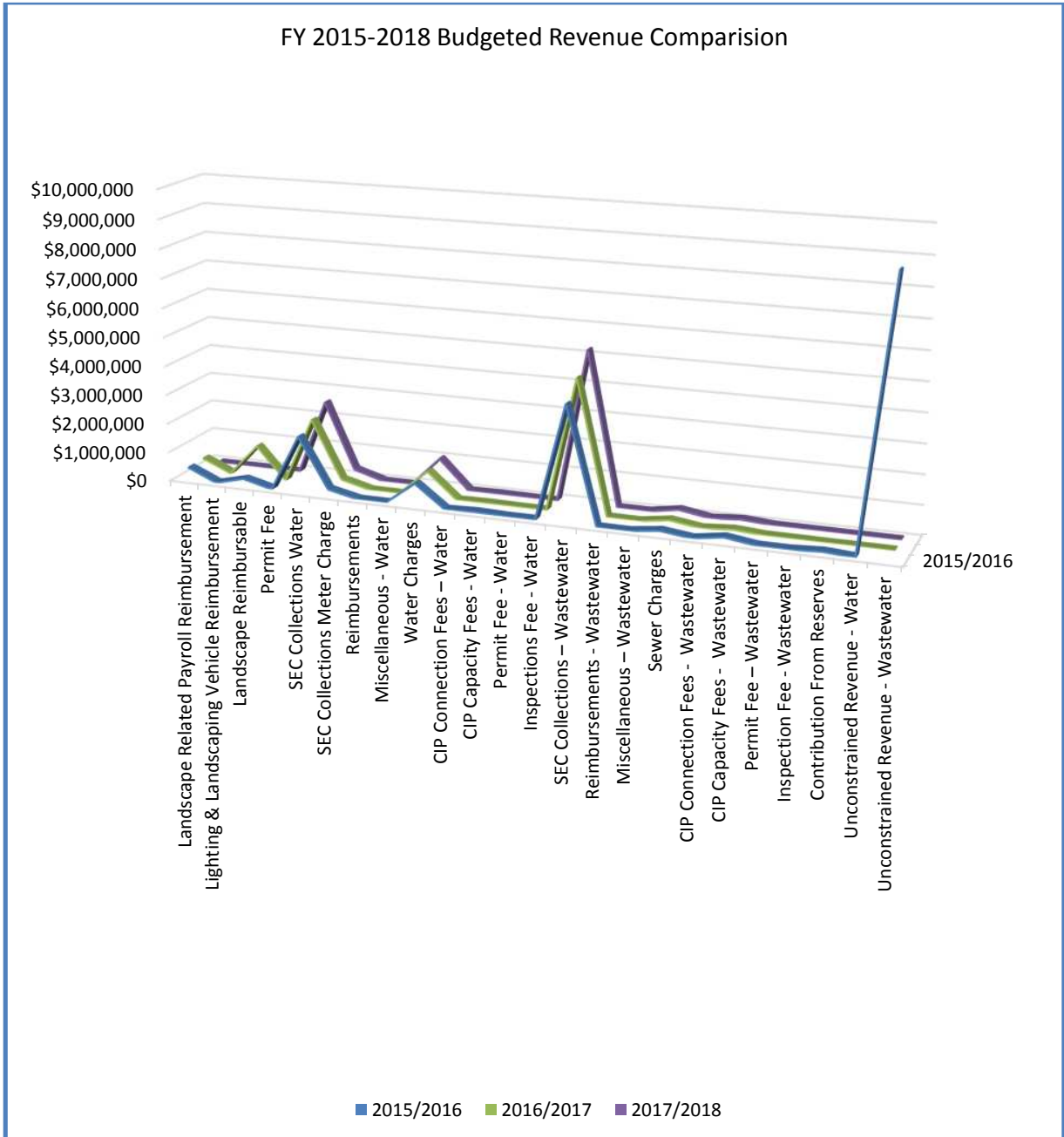
- Unconstrained revenue in FY 15/16 \$7,070,740 for the filter project has yet to be funded.



FY 2015-2016 Revenue Budget vs. Actuals







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



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

<b>Reserves</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Actuals</b>	<b>FY 16/17 Budget</b>	<b>FY 17/18 Budget</b>
Water & Wastewater Reserves	\$4,400,950	\$4,400,950	\$4,400,950	\$4,400,950
Sewer Infrastructure Replacement Fund	\$950,000	\$950,000	\$1,150,000	\$1,350,000
Pumps/Motors Replacement Fund	\$240,000	\$240,000	\$290,000	\$340,000
Water Infrastructure Replacement Fund	\$859,143	\$859,143	\$1,243,143	\$1,980,143
Generators Replacement Fund	\$75,000	\$75,000	\$100,000	\$125,000
Facilities & Vehicles Replacement Fund	\$252,204	\$252,204	\$302,204	\$352,204
Draw Down*				
<b>Reserves Total</b>	<b>\$4,400,950</b>	<b>\$4,400,950</b>	<b>\$4,400,950</b>	<b>\$4,400,950</b>
<b>Infrastructure Replacement Total</b>	<b>\$2,376,347</b>	<b>\$2,376,347</b>	<b>\$3,085,347</b>	<b>\$4,147,347</b>
<b>Total Reserves</b>	<b>\$6,777,297</b>	<b>\$6,777,297</b>	<b>\$7,486,297</b>	<b>\$8,548,297</b>

**\*Reserve Draw-Down Detail FY 15/16**

Draw down will be finalized upon fiscal year end close.

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



The Operations and Maintenance Budget for the Fiscal Year 2015/2016 represents the day-to-day spending plan that meets the needs of the District and keeps it running smoothly and efficiently. The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures.

For FY 2016/2017 the O&M budget remains essentially the same as FY 2015/2016. The Operations and Maintenance (O&M) program has a proposed spending plan of \$6,926,152 in FY 2016/2017 and \$6,860,064 in FY 2017/2018 for a total of \$13,786,216 over two years. This represents an increase of 10% over FY 2015/2016. Increases to the O&M program are evident in the Salary & Wages as well as Group Insurance, where an increase is needed as insurance costs continue to increase year over year. Consulting represents another area that is increased due to plant operations and capital improvement projects.

Water & Wastewater	FY 15/16 Budget	FY 15/16 Actuals as of April 2016	FY 16/17 Budget	FY 17/18 Budget
Personnel	\$1,120,743	\$645,905	\$1,332,922	\$1,361,774
Operation & Maintenance	\$5,080,700	\$4,147,618	\$5,593,230	\$5,498,290
<b>Total</b>	<b>\$6,201,443</b>	<b>\$4,793,522</b>	<b>\$6,926,152</b>	<b>\$6,860,064</b>

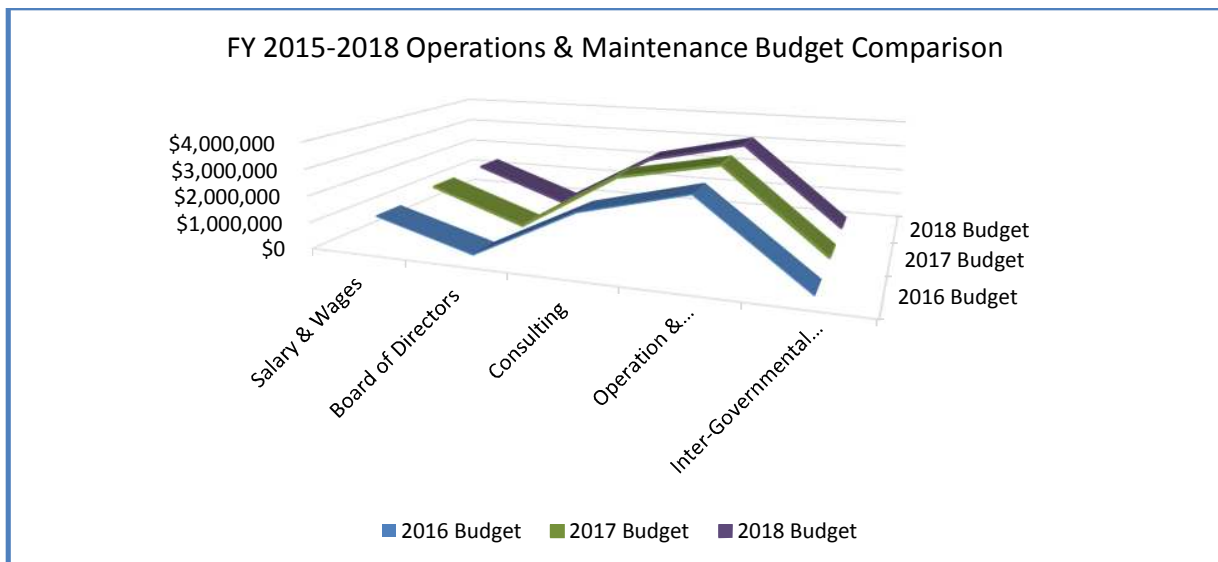
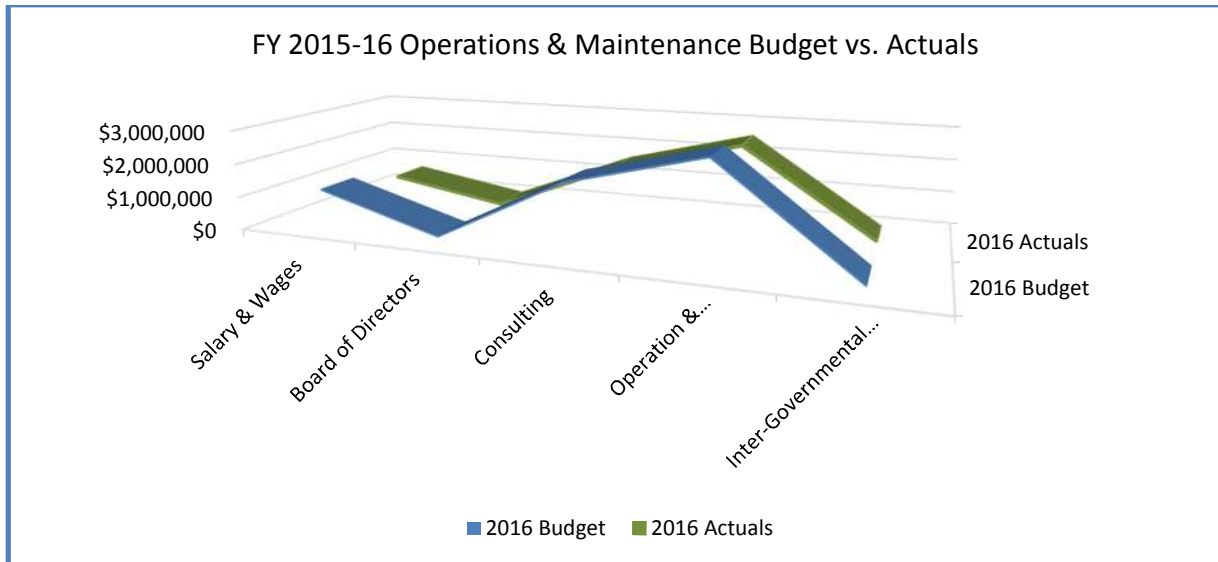
Operations & Maintenance	FY 15/16 Budget	FY 15/16 Actuals as of April 2016	FY 16/17 Budget	FY 17/18 Budget
<b>Total Budget</b>	<b>\$6,201,443</b>	<b>\$4,793,522</b>	<b>\$6,926,152</b>	<b>\$6,860,064</b>

Administration Division	FY 15/16 Budget	FY 15/16 Actuals as of April 2016	FY 16/17 Budget	FY 17/18 Budget
<b>Salary &amp; Wages</b>				
Salary & Wages	\$426,000		\$453,000	\$453,000
Employer Taxes				
Overtime				
<b>Operation &amp; Maintenance</b>				
Landscape Related Reimbursable	\$250,000	\$255,587	\$330,000	\$330,000
<b>General Fund Total</b>	<b>\$676,000</b>	<b>\$255,587</b>	<b>\$783,000</b>	<b>\$783,000</b>

<b>Water Division</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Actuals as of April 2016</b>	<b>FY 16/17 Budget</b>	<b>FY 17/18 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$323,000	\$199,556	\$327,721	\$340,830
Employer Taxes				
Overtime	\$2,000		\$2,000	\$2,000
Group Insurance	\$15,697	\$53,521	\$46,000	\$46,000
Worker's Comp	\$20,600	\$4,176	\$20,600	\$22,660
457 B Plan	\$12,360	\$9,391	\$13,000	\$13,000
Reimbursement of Wages				
Temp Employees	\$15,000	\$8,815	\$3,000	\$3,000
<b>Board of Directors</b>				
Compensation	\$16,560	\$8,464	\$16,560	16,560
Travel	\$2,400	\$3,241	\$2,400	\$2,400
Trainings, Meetings	\$800	\$1,045	\$800	\$800
<b>Consulting Services</b>				
Environmental Studies				
Consulting Services	\$114,900	\$133,315	\$181,000	\$106,000
Waste Water Service Contract	\$508,000	\$415,805	\$618,000	\$636,540
Preventative & Corrective	\$42,800	\$10,057	\$42,800	\$42,800
P&C Large Replacement	\$40,000	\$4,996	\$40,000	\$40,000
Legal	\$62,000	\$22,060	\$62,000	\$62,000
Audit Services	\$12,800		\$16,300	\$16,500
Contract Mailing	\$15,000	\$10,458	\$15,000	\$15,000
<b>Operations &amp; Maintenance</b>				
Travel	\$3,200	\$3,602	\$3,200	\$3,200
Training	\$2,800	\$1,047	\$2,800	\$2,800
Subscriptions	\$1,060		\$1,060	\$1,060
Memberships	\$7,200	\$5,751	\$7,200	\$7,200
TODB Sponsored Events	\$2,400		\$2,400	\$2,400
PR, Advertising & Elections	\$10,000	\$7,313	\$23,000	\$20,000
Telecommunications	\$12,280	\$7,664	\$12,280	\$12,280
Materials	\$3,280	\$9,691	\$6,580	\$6,580
Automotive Fuel, Supplies & Repairs	\$12,400	\$5,394	\$12,400	\$12,400
Repairs & Maintenance	\$402,720	\$279,408	\$390,600	\$385,600
Water Meter & Registers	\$25,000	\$244,834	\$40,000	\$25,000
Office Supplies	\$5,400	\$5,149	\$5,400	\$5,400
Rent & Facility Expense	\$7,800	\$6,543	\$19,800	\$21,800
Insurance	\$31,388	\$481	\$34,000	\$37,400
Permits & Fees	\$18,000	\$13,854	\$16,000	\$16,000
Utilities	\$320,000	\$293,749	\$320,000	\$320,000
Chemicals	\$20,000	\$13,093	\$20,000	\$20,000
Freight	\$1,120	\$13	\$1,120	\$1,120
Other	\$107,600	\$103,989	\$109,600	\$109,600
<b>Inter-Governmental Charges</b>				
Inter-Governmental	\$15,840	\$10,290	\$15,840	\$15,840
<b>Water Fund Total</b>	<b>\$2,213,405</b>	<b>\$1,896,765</b>	<b>\$2,450,461</b>	<b>\$2,391,770</b>

<b>Wastewater Division</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Actuals as of April 2016</b>	<b>FY 16/17 Budget</b>	<b>FY 17/18 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$216,000	\$249,710	\$342,061	\$355,744
Employer Taxes				
Overtime	\$3,000		\$3,000	\$3,000
Group Insurance	\$23,546	\$80,281	\$69,000	\$69,000
Worker's Comp	\$30,000	\$6,263	\$30,000	\$30,000
457 B Plan	\$18,540	\$14,086	\$18,540	\$18,540
Reimbursement of Wages				
Temp Employees	\$15,000	\$20,106	\$5,000	\$5,000
<b>Board of Directors</b>				
Compensation	\$24,840	\$12,696	\$24,840	\$24,840
Travel	\$3,600	\$3,927	\$3,600	\$3,600
Trainings, Meetings	\$1,200	\$392	\$1,200	\$1,200
<b>Consulting Services</b>				
Environmental Studies				
Consulting Services	\$185,100	\$137,402	\$222,000	\$147,000
Waste Water Service Contract	\$762,000	\$623,707	\$927,000	\$954,810
Preventative & Corrective	\$64,200	\$57,408	\$64,200	\$64,200
P&C Large Replacement	\$85,000	\$111,113	\$60,000	\$60,000
Legal	\$93,000	\$33,014	\$93,000	\$93,000
Audit Services	\$19,200		\$20,000	\$20,000
Contract Mailing				
<b>Operations &amp; Maintenance</b>				
Travel	\$4,800	\$6,124	\$4,800	\$4,800
Training	\$4,200	\$1,067	\$4,200	\$4,200
Subscriptions	\$1,590		\$1,590	\$1,590
Memberships	\$10,800	\$5,468	\$10,800	\$1,800
TODB Sponsored Events	\$3,600		\$3,600	\$3,600
PR, Advertising & Elections	\$10,200	\$9,694	\$17,200	\$13,800
Telecommunications	\$19,700	\$17,890	\$19,700	\$19,700
Materials	\$5,820	\$3,449	\$5,820	\$5,820
Automotive Fuel, Supplies & Repairs	\$17,600	\$28,400	\$17,600	\$17,000
Repairs & Maintenance	\$285,880	\$70,551	\$277,600	\$302,600
Office Supplies	\$8,100	\$6,229	\$8,100	\$7,500
Rent & Facility Expense	\$11,700	\$26,160	\$35,700	\$35,700
Insurance	\$47,082	\$1,727	\$47,100	\$51,810
Permits & Fees	\$49,000	\$36,020	\$61,000	\$61,000
Utilities	\$484,000	\$308,415	\$484,000	\$484,000
Chemicals	\$20,000	\$7,521	\$20,000	\$20,000
Freight	\$1,480	\$20	\$1,480	\$1,480
Other	\$754,400	\$748,968	\$755,100	\$765,100
<b>Inter-Governmental Charges</b>				
Inter-Governmental	\$27,860	\$13,363	\$33,860	\$33,860
<b>Wastewater Fund Total</b>	<b>\$3,312,038</b>	<b>\$2,641,171</b>	<b>\$3,692,691</b>	<b>\$3,685,294</b>

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



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



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The Capital Improvement Program for Fiscal Year 2016/2017 is valued at \$11,687,740 and \$13,607,740 over the two year period FY 16/17-17/18. Fiscal Year 2016/2017 projects include funding necessary to properly service, maintain and support the basic functions of District operations; continued construction for the two (2) CIP Water & Wastewater Projects as well as \$30,000 for a new town vehicle and \$525,000 for Infrastructure replacement Funds.

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

*Wastewater– Capital Improvements and Structures & Replacements*

For FY 2016/2017 the Wastewater CIP and Structures & Replacements represent 4 projects at a total combined cost of \$7,678,740; of which is \$7,070,740 is allocated to the construction work of the Wastewater Master plan which will be financed. \$608,000 is allocated to the approved CIP projects including, Lift Station Improvements, SCADA Improvements, Rehab of Manholes, Raising Manholes, and a Generator for Plant 1.

*Water Capital Improvements and Structures & Replacements*

For FY 2016/2017 The Water Wastewater CIP and Structures & Replacements includes 3 projects at total combined cost of \$3,270,000. The CIP projects include Water SCADA Improvements, Willow Lake WTP Stabilization- Soils and the Water Meter project.

*Equipment: Capital*

There are no planned equipment purchases listed for FY 2016/2017 at this time.

*Vehicle: Capital*

The district plans to purchase one new vehicle in FY 2016/2017 in the amount of \$30,000.

*Building and Improvements*

There are no planned building and improvement projects for FY 2016/2017 at this time.

Infrastructure Replacement Fund

The addition of the Infrastructure Replacement Fund allocates \$709,000 in FY 2016/2017 for four distinct areas: Sewer Infrastructure; Pumps and Motors Replacement; Water Infrastructure; Generators and Facilities and Vehicles Replacement.

Capital Improvement	FY 15/16 Budget	FY 15/16 Actuals as of April 2016	FY 16/17 Budget	FY 17/18 Budget
Wastewater Capital Improvements & Structures Replacement	\$9,742,740	\$3,765,445	\$7,678,740	\$608,000
Water Capital Improvements & Structures & Replacement	\$258,000	\$32,172	\$3,270,000	\$250,000
Vehicle Capital			\$30,000	
Equipment Capital	\$15,000	\$9,292		
Building & Improvements	\$350,000	\$216,975		
Infrastructure Replacement	\$525,000	\$525,000	\$709,000	\$1,062,000
<b>Total Capital Improvements</b>	<b>\$10,890,740</b>	<b>\$4,548,884</b>	<b>\$11,687,740</b>	<b>\$1,920,000</b>

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

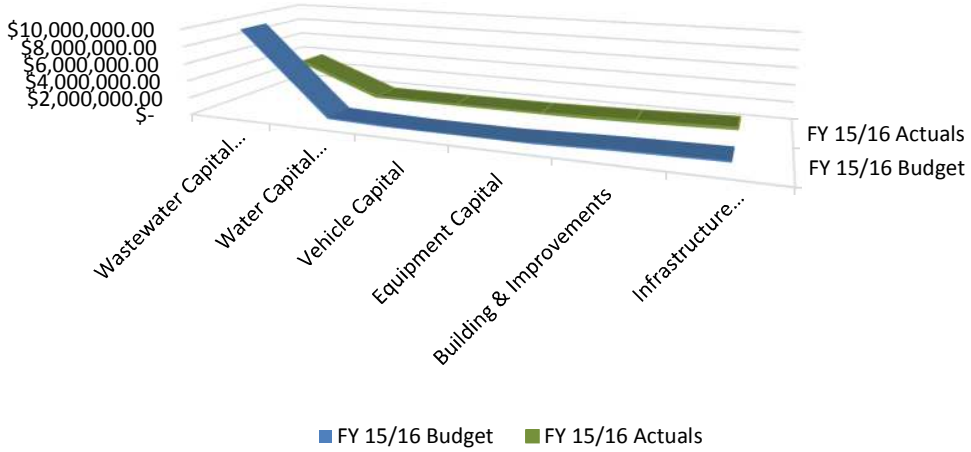




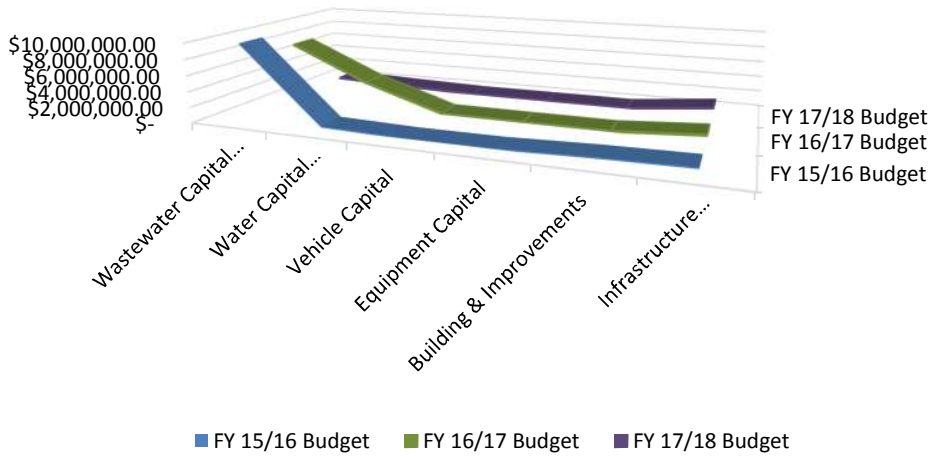
**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Capital Improvement Budget**



**FY 2015-2016 Capital Improvement Budget vs. Actuals**



**FY 2015-2018 Capital Improvement Budget Comparison**



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



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

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

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

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

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

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

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

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

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

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

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

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



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

<b>Reserves</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Actuals</b>	<b>FY 16/17 Budget</b>	<b>FY 17/18 Budget</b>
Zone 8	\$399,138	\$399,138*	\$338,717*	\$270,160*
Zone 9	\$188,304	\$188,304	\$189,270*	\$188,855*
Reserves Draw Down			*(59,455)	*(68,920)
<b>Total L&amp;L Reserves</b>	<b>\$587,442</b>	<b>\$587,442</b>	<b>\$527,987</b>	<b>\$459,015</b>

\*Reserve Draw-Down Detail FY 16/17 (estimated)  
 (\$65,000) to Cover Budget Expenditures for Zone 8

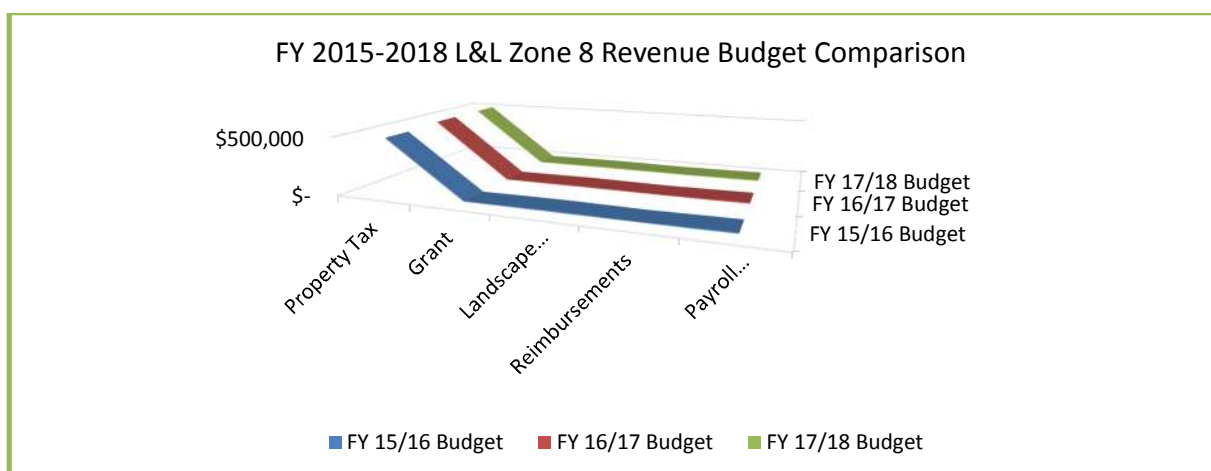
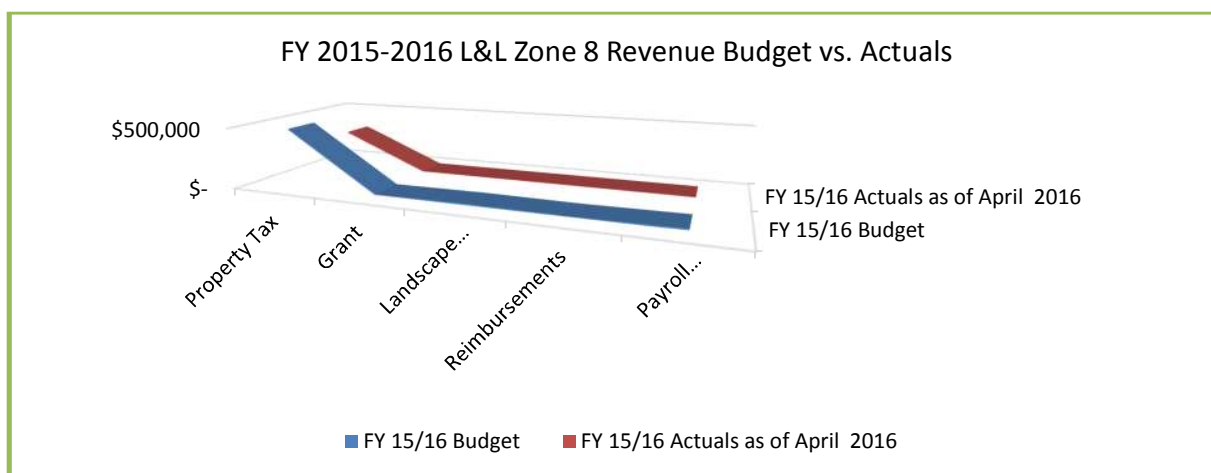
\*Addition of Reserves FY 16/17 (Estimated)  
 \$966.00 to Zone 9

15/16 Reserves to be finalized after fiscal year end close

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



L&L 8 Revenue	FY 15/16 Budget	FY 15/16 Actuals as of April 2016	FY 16/17 Budget	FY 17/18 Budget
Property Tax	\$478,000	\$313,640	\$500,000	\$500,000
Grant				
Landscape Related Reimbursable	\$6,000		\$6,000	\$6,000
Reimbursements				
Payroll Reimbursable	\$8,207		\$8,207	\$8,207
<b>Total Revenue</b>	<b>\$492,207</b>	<b>\$313,640</b>	<b>\$514,207</b>	<b>\$514,207</b>



**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Lighting and Landscape Zone 8 Operation &  
 Maintenance Expenditures**

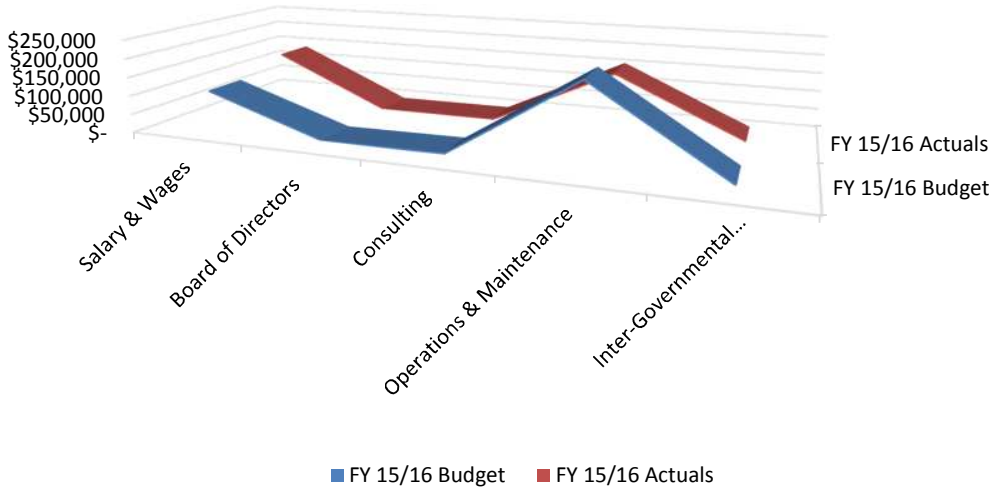


<b>L&amp;L 8 Expenditures</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Actuals as of April 2016</b>	<b>FY 16/17 Budget</b>	<b>FY 17/18 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$104,176	\$141,549	\$108,000	\$112,000
Employer Taxes				
Reimbursement of Wages				
Reimbursement of ER Taxes				
Temp Employees				
<b>Consulting</b>				
Consulting Services				
Legal	\$1,000	\$933	\$1,000	\$1,000
Audit	\$2,220		\$2,220	\$2,200
<b>Operations &amp; Maintenance</b>				
Travel	\$1,000		\$1,000	\$1,000
Training	\$1,500	\$35	\$1,500	\$1,500
Subscriptions	\$200		\$200	\$200
Memberships	\$525	\$60	\$525	\$525
PR, Advertising & Elections	\$50	\$50	\$50	\$50
Telecommunications	\$3,325	\$2,227	\$3,825	\$3,825
Materials	\$2,000	\$2,585	\$3,500	\$3,500
Automotive Fuel, Supplies & Repairs	\$5,000	\$5,353	\$5,000	\$5,000
Repairs & Maintenance	\$4,950	\$4,581	\$6,700	\$6,700
Office Supplies	\$2,450	\$165	\$2,500	\$2,500
Rent & Facility Exp	\$70,000	\$42,246	\$55,200	\$55,200
Insurance	\$1,700	\$47	\$1,700	\$1,700
Permits & Fees				
Utilities	\$118,500	\$99,290	\$120,000	\$120,000
Chemicals				
Freight				
Other	\$4,750	\$2,275	\$3,000	\$3,000
<b>Inter-Governmental Charges</b>				
Inter-Governmental Charges	\$6,500	\$7,606	\$6,500	\$6,500
<b>Total Expenditures</b>	<b>\$329,846</b>	<b>\$309,002</b>	<b>\$322,420</b>	<b>\$326,420</b>

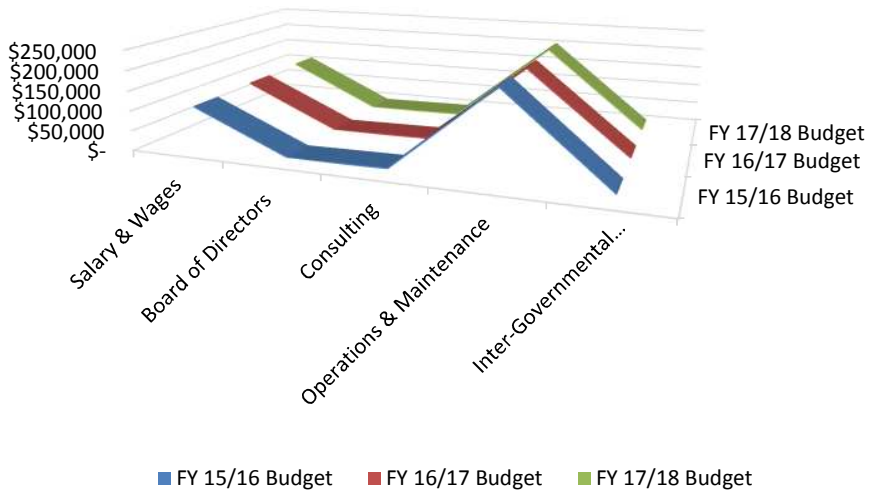
**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Lighting and Landscape Zone 8 Operation &  
 Maintenance Expenditures**



**FY 2015-2016 L&L Zone 8 Operations & Maintenance Budget vs. Actuals**



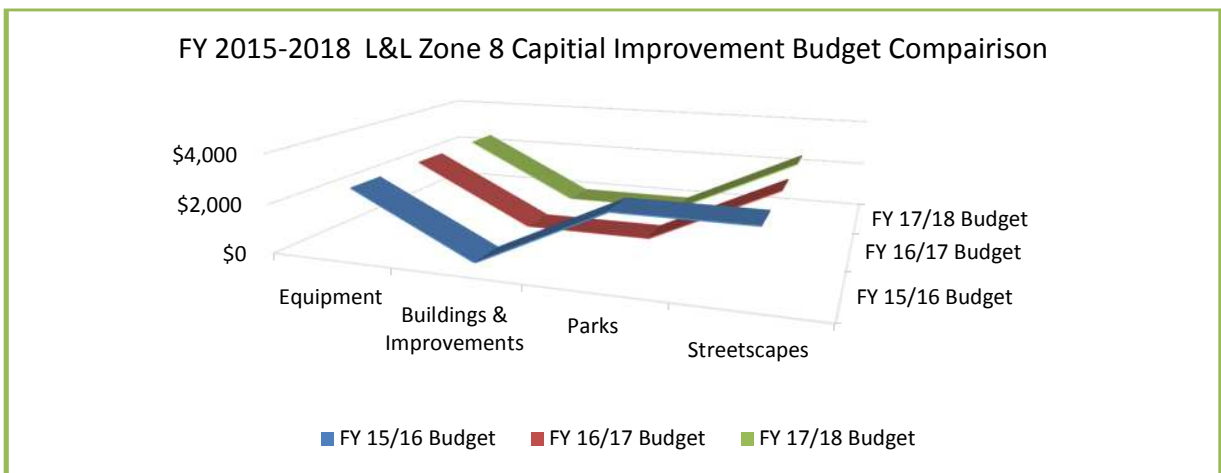
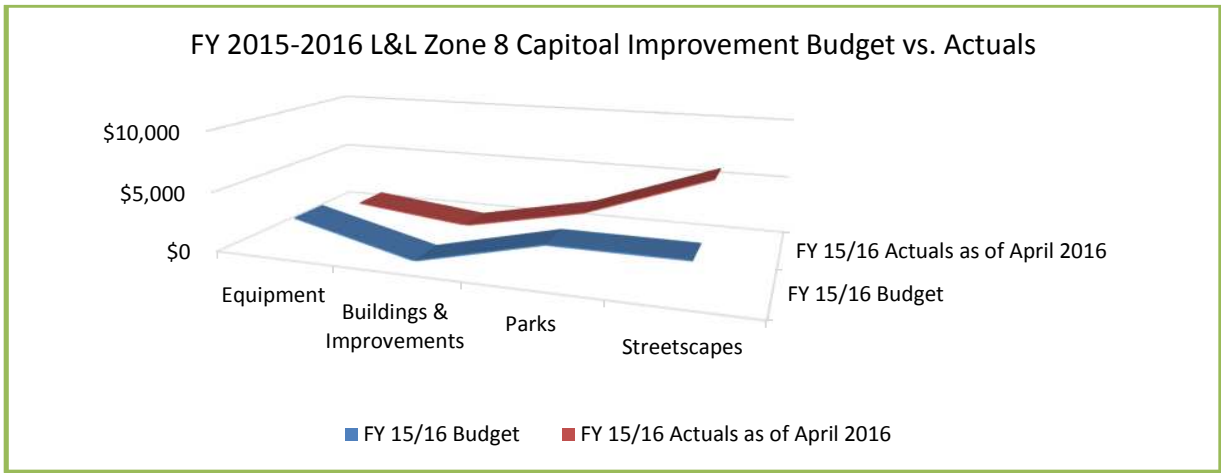
**FY 2015-2016 L&L Zone 8 Operations & Maintenance Budget Comparison**



**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Lighting and Landscape Zone 8 Capital  
 Improvements**



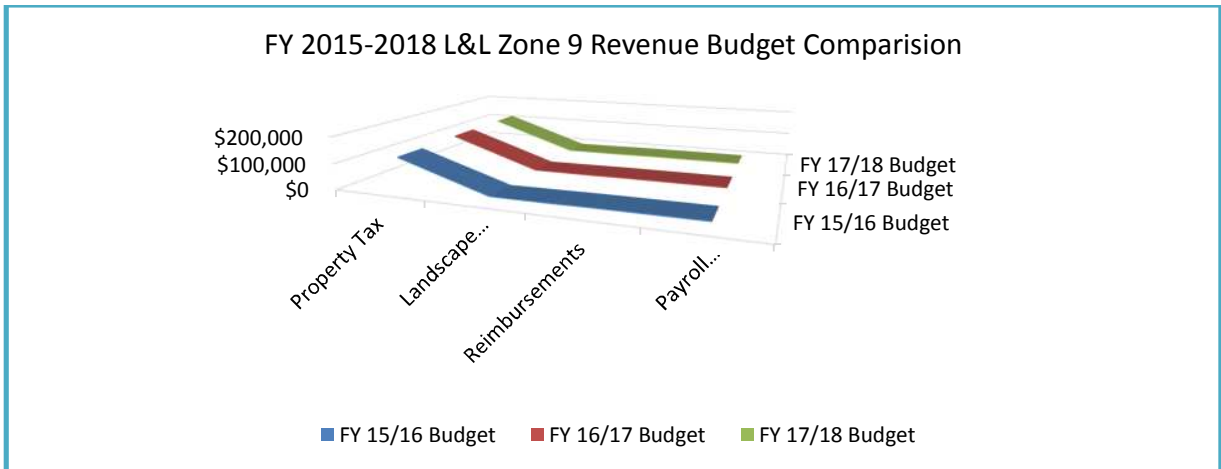
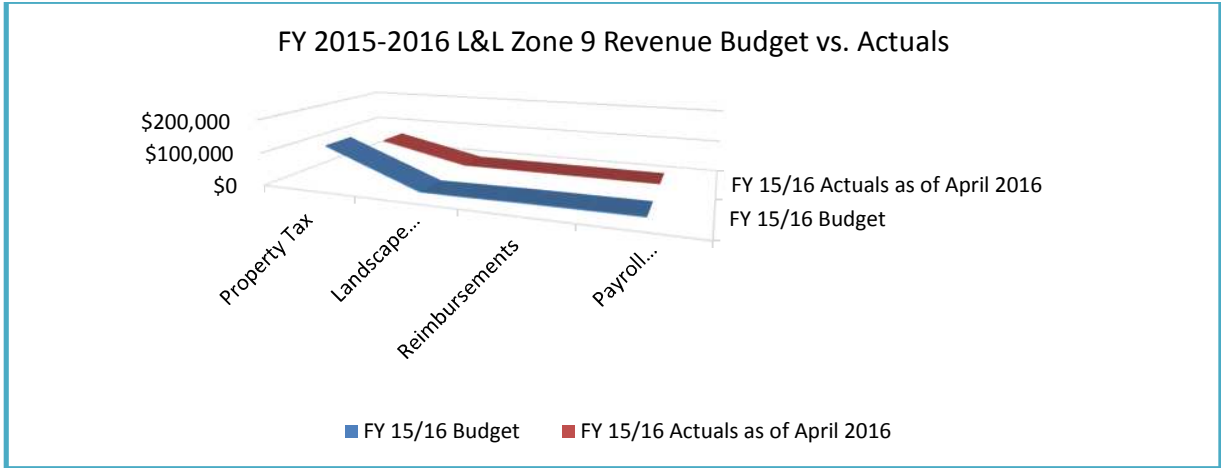
L&L 8 Capital Improvement	FY 15/16 Budget	FY 15/16 Actuals as of April 2016	FY 16/17 Budget	FY 17/18 Budget
Equipment	\$2,500	\$1,101	\$2,500	\$2,500
Buildings & Improvements				
Parks	\$2,500	\$2,164		
Streetscapes	\$2,500	\$5,999	\$2,500	\$2,500
<b>Total CIP</b>	<b>\$7,500</b>	<b>\$9,264</b>	<b>\$5,000</b>	<b>\$5,000</b>



**Town of Discovery Bay Community Services District**  
**Contra Costa County, California**  
**Lighting & Landscape Zone 9 Revenue**



L&L 9 Revenue	FY 15/16 Budget	FY 15/16 Actuals as of April 2016	FY 16/17 Budget	FY 17/18 Budget
Property Tax	\$114,000	\$63,122	\$119,000	\$119,800
Landscape Related Reimbursements				
Reimbursements	\$4,000		\$4,000	\$4,000
Payroll reimbursements	\$5,000		\$5,000	\$5,000
<b>Total Revenue</b>	<b>\$123,000</b>	<b>\$63,122</b>	<b>\$128,000</b>	<b>\$128,800</b>



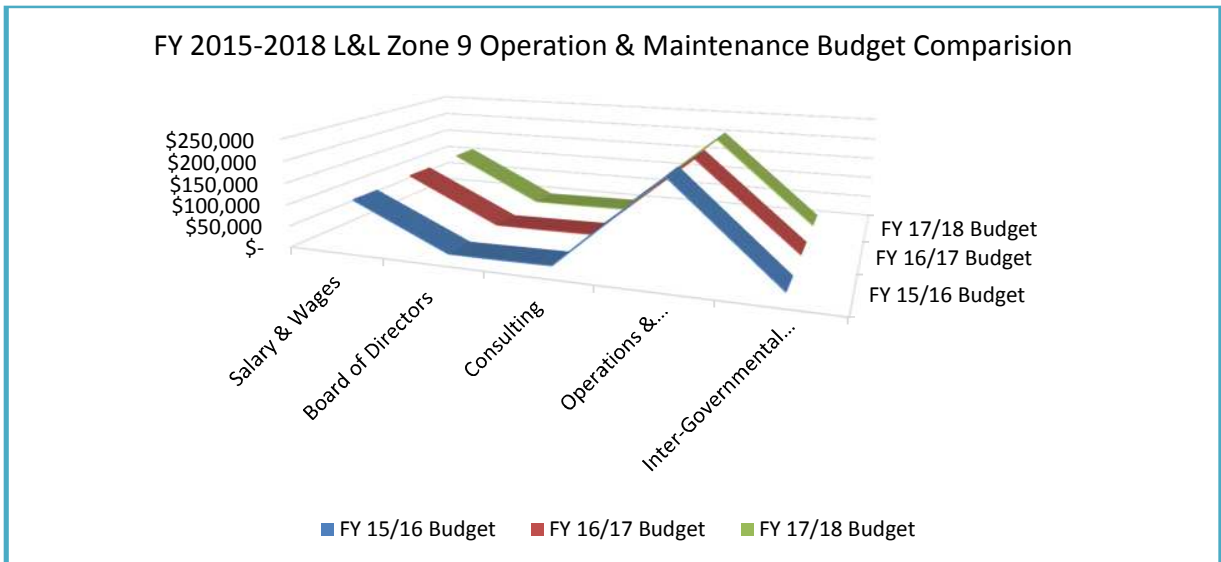
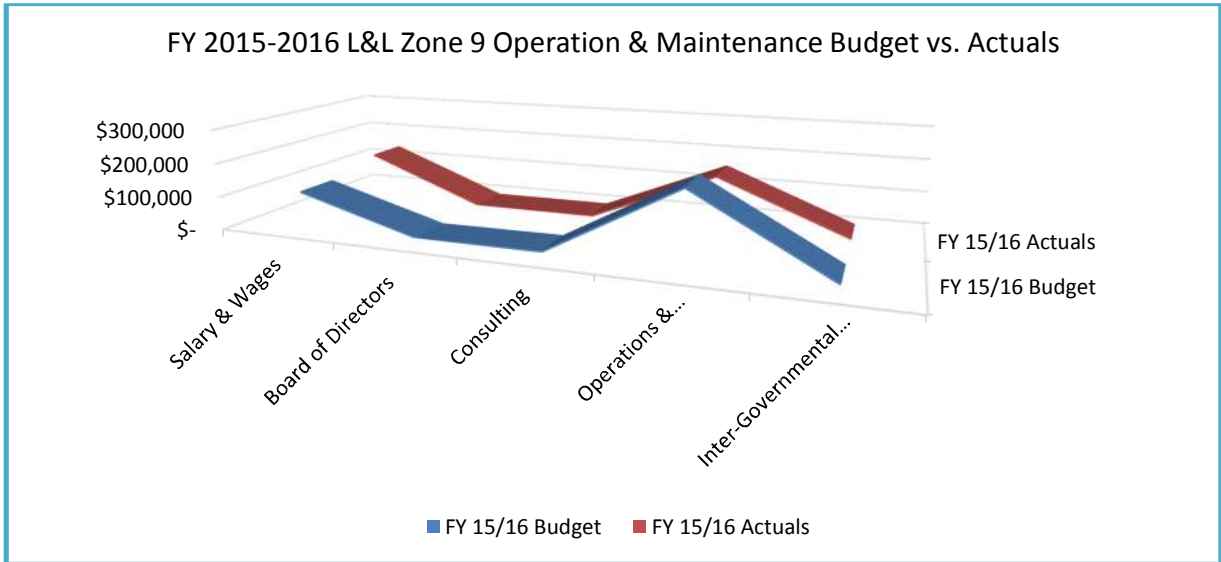


**Town of Discovery Bay Community Services District**  
**Contra Costa County, California**  
**Lighting & Landscape Zone 9 Operations &**  
**Maintenance Expenditures**



<b>L&amp;L 9 Expenditures</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Actuals as of April 2016</b>	<b>FY 16/17 Budget</b>	<b>FY 17/18 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$52,362	\$12,518	\$54,524	\$56,705
Employer Taxes				
Temp Employees				
<b>Consulting</b>				
Consulting Services	\$4,100		\$4,100	\$4,100
Legal	\$1,000	\$622	\$1,000	\$1,000
Audit	\$2,200		\$2,200	\$2,200
<b>Operations &amp; Maintenance</b>				
Travel	\$500		\$500	\$500
Training	\$300	\$35	\$300	\$300
Subscriptions	\$200		\$200	\$200
Memberships	\$240	\$369	\$400	\$400
PR, Advertising & Elections	\$60	\$127	\$60	\$60
Telecommunications	\$2,450	\$2,299	\$2,900	\$2,900
Materials	\$1,700	\$2,213	\$1,700	\$1,700
Automotive Fuel, Supplies & Repairs	\$3,250	\$3,801	\$4,500	\$4,500
Repairs & Maintenance	\$3,200	\$2,680	\$5,000	\$5,000
Office Supplies	\$1,550	\$21	\$1,550	\$1,550
Rent & Facility Exp	\$15,850	\$13,921	\$16,950	\$16,950
Insurance	\$1,200	\$47	\$1,200	\$1,200
Permits & Fees				
Utilities	\$21,450	\$8,243	\$22,850	\$22,850
Chemicals				
Freight				
Other	\$1,000	\$357	\$1,000	\$1,000
<b>Inter-Governmental Charges</b>				
Inter-Governmental Charges	\$1,600	\$440	\$1,600	\$1,600
<b>Total Expenditures</b>	<b>\$114,212</b>	<b>\$47,693</b>	<b>\$122,534</b>	<b>\$124,715</b>

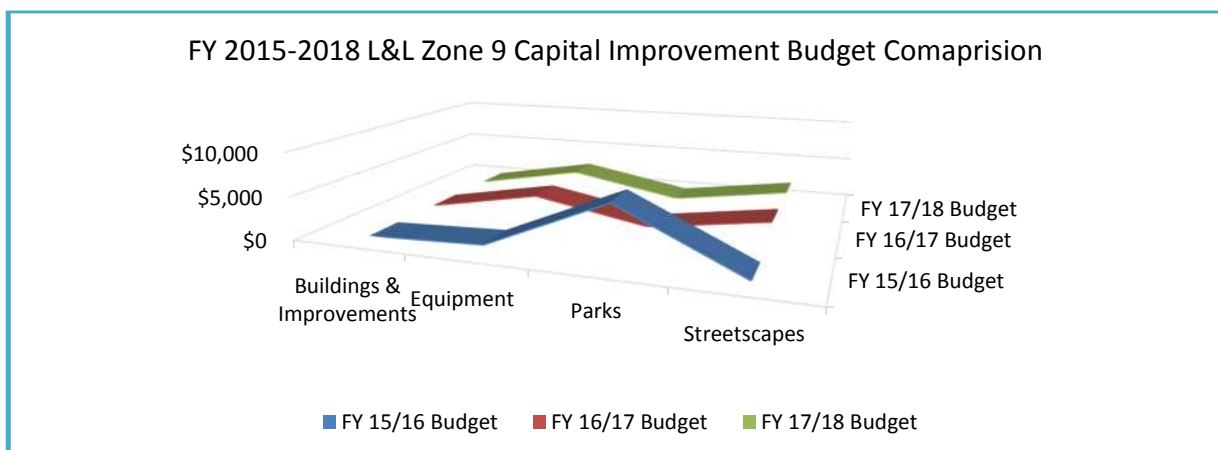
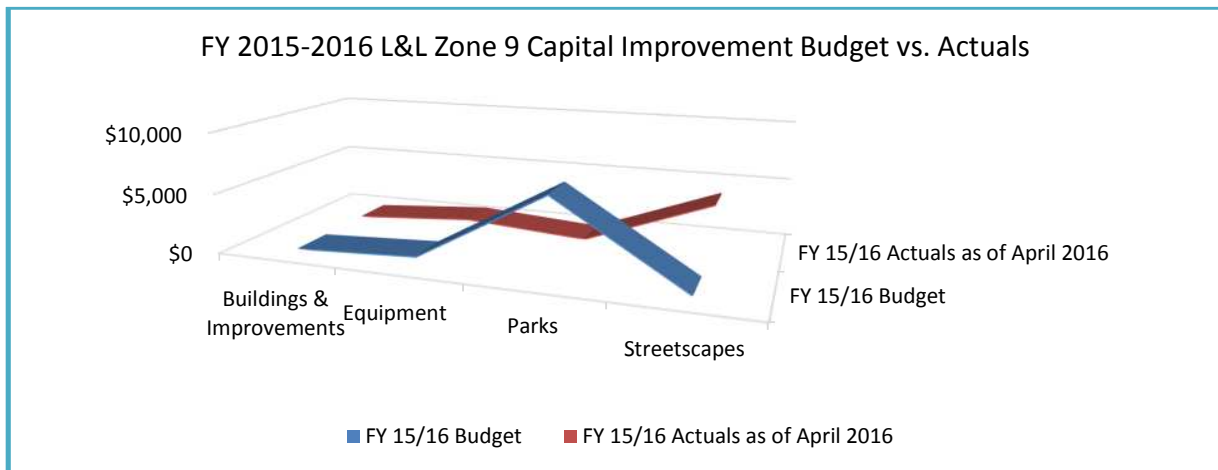
**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Lighting & Landscape Zone 9 Operation &  
 Maintenance Expenditures**



**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Lighting & Landscape Zone 9 Capital Improvements**



L&L 9 Capital Improvement	FY 15/16 Budget	FY 15/16 Actuals as of April 2016	FY 16/17 Budget	FY 17/18 Budget
Buildings & Improvements				
Equipment	\$500	\$734	\$2,500	\$2,500
Parks	\$6,500			
Streetscapes		\$3,999	\$2,000	\$2,000
<b>Total CIP</b>	<b>\$7,000</b>	<b>\$4,733</b>	<b>\$4,500</b>	<b>\$4,500</b>



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



The Discovery Bay Recreation and Community Center was established to provide community based and age appropriate recreational programming. These activities will be the byproduct of the purchase of the Discovery Bay Community Center in FY 2012/2013. Recreational activities take place throughout town; and the Community Center is the central location for those activities.

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

The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures. For FY 2016/2017 the Operations and Maintenance (O&M) Program has a proposed spending plan of \$328,308. There are no planned CIP projects for FY 2016/2017 that will utilize the community center or Lighting and Landscaping Zone 8 revenues. The planned projects are PG&E funded. The source of the funds are from the PG&E dewatering project which brought in \$327,411 of unanticipated one-time revenues, a community center grant of \$5,000 and a benefit project of \$17,000 totaling \$349,411. Some of the potential uses for these funds will benefit the community center. The potential projects that the Parks & Landscaping manger has planned are;

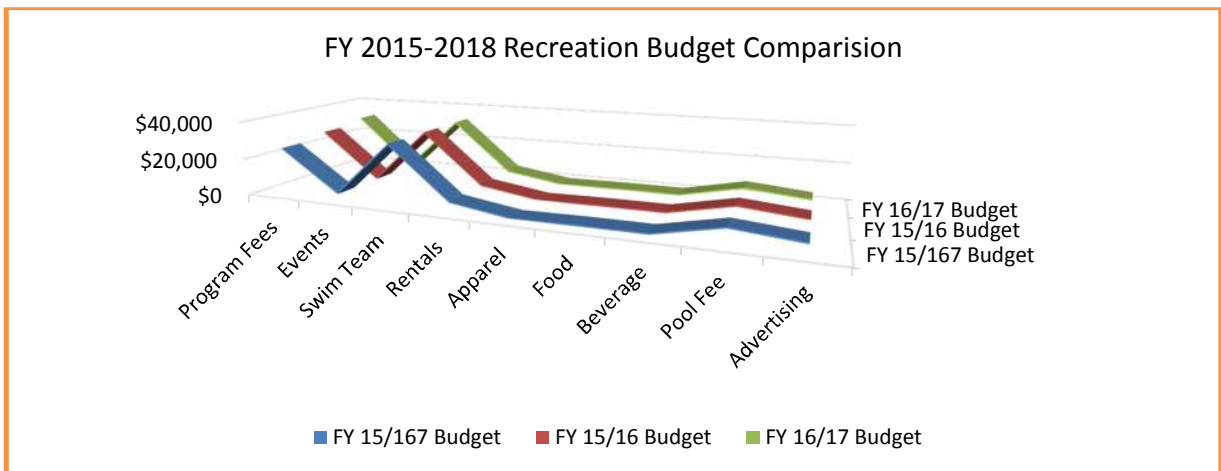
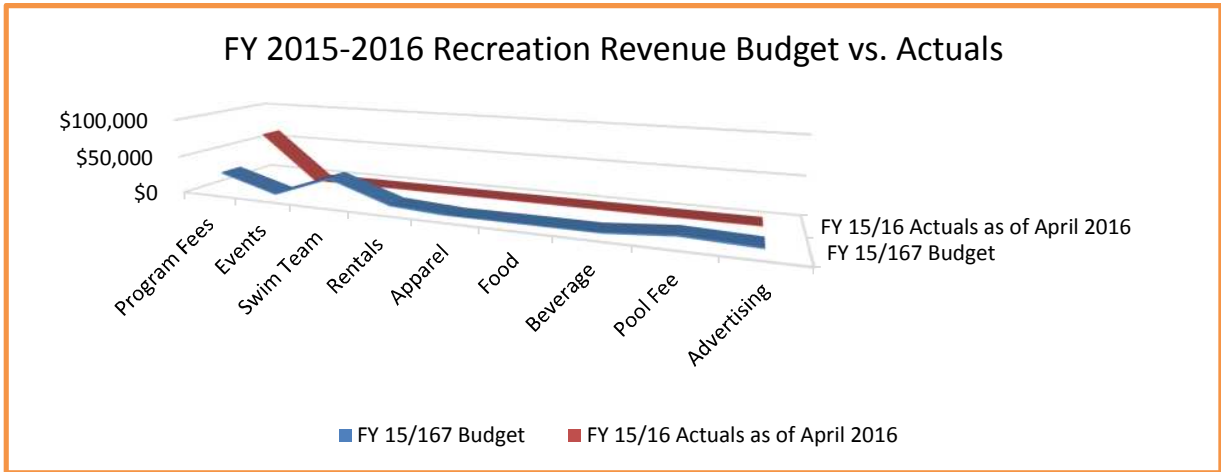
- R&R concrete trippers
- R&R pool equipment enclosure
- Pool side furnishings
- Repair south side access gate
- Resurface tennis courts 3&4 (possible pickle ball courts)
- Archery Equipment
- New community center roof
- Replace the play structure at the Roberta Fuss tot lot

These projects are subject to Board approval and will be prioritized according to safety compliance and maintenance.

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



Community Center Revenue	FY 15/167 Budget	FY 15/16 Actuals as of April 2016	FY 16/17 Budget	FY 17/18 Budget
Program Fees	\$25,000	\$63,346	\$28,000	\$31,000
Events	\$3,000		\$3,000	\$3,000
Swim Team	\$32,000		\$32,000	\$32,000
Rentals	\$5,000		\$35,000	\$35,000
Apparel	\$100		\$100	\$100
Food	\$500		\$500	\$500
Beverage	\$500		\$500	\$500
Pool Fee	\$7,500		\$7,500	\$7,500
Advertising	\$4,500		\$4,500	\$4,500
<b>Total Revenue</b>	<b>\$78,100</b>	<b>\$63,346</b>	<b>\$111,100</b>	<b>\$114,100</b>

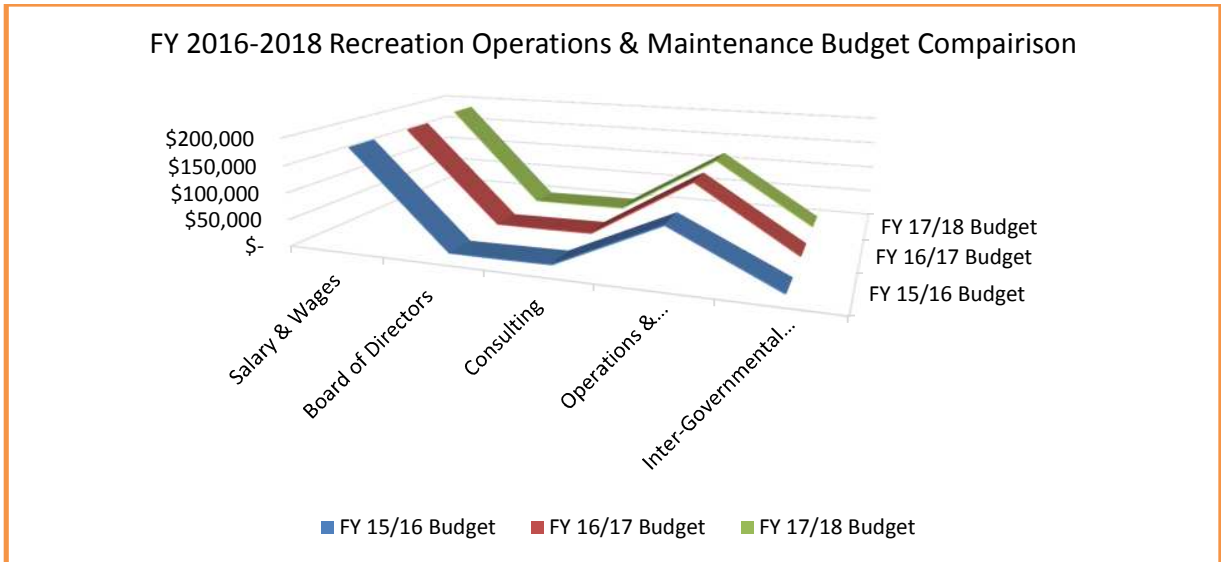
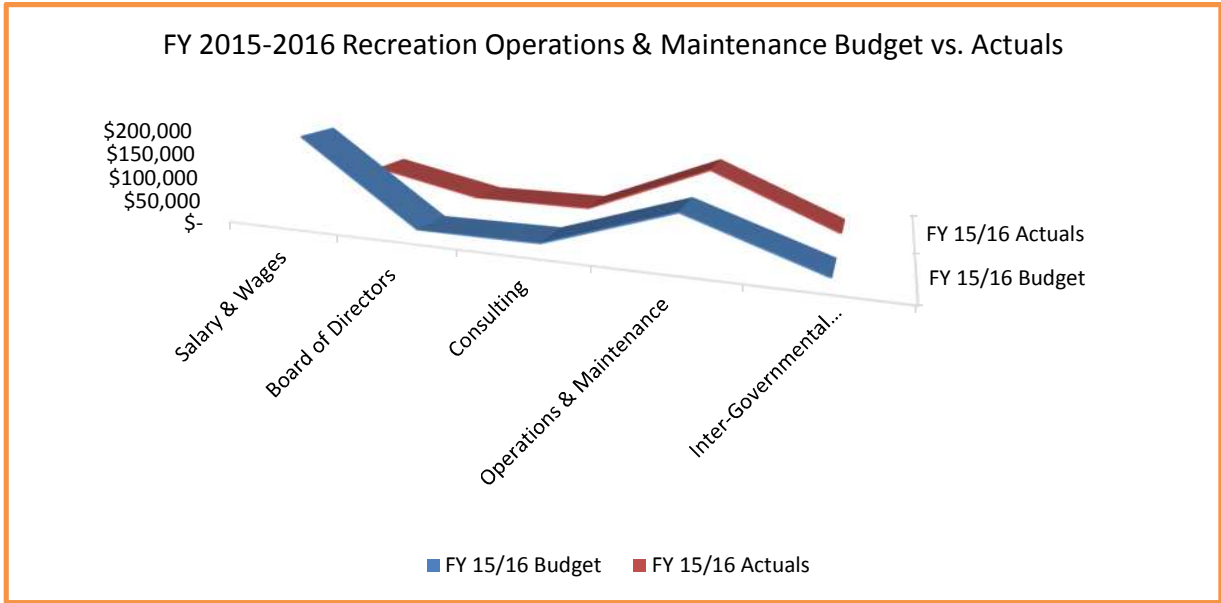


**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Recreation & Community Center Operations &  
 Maintenance Budget**



<b>Community Center Expenses</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Actuals as of April 2016</b>	<b>FY 16/17 Budget</b>	<b>FY 17/18 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$178,908	\$52,186	\$178,908	\$186,064
Employer Taxes				
Temp Employees				
<b>Consulting</b>				
Consulting Services				
Legal	\$1,500	\$2,149	\$1,500	\$1,500
Audit	\$1,000		\$1,000	\$1,000
<b>Operations &amp; Maintenance</b>				
Travel	\$700		\$700	\$700
Training	\$1,500	\$249	\$1,500	\$1,500
Subscriptions	\$300		\$300	\$300
Memberships				
Events		\$2,089		
PR, Advertising & Elections	\$9,000	\$12,060	\$9,000	\$9,000
Telecommunications	\$3,700	\$2,810	\$3,900	\$3,900
Materials				
Automotive Fuel, Supplies & Repairs	\$100	\$77	\$100	\$100
Repairs & Maintenance	\$11,900	\$13,938	\$7,900	\$7,900
Office Supplies	\$4,500	\$4,361	\$4,500	\$4,500
Rent & Facility Exp	\$9,000	\$23,161	\$24,000	\$24,000
Pool Maintenance		\$11,417	\$6,000	\$6,000
Insurance	\$4,500		\$4,500	\$4,500
Permits & Fees	\$2,000	\$1,477	\$2,000	\$2,000
Safety & Equipment		\$2,136	\$1,000	\$1,000
Utilities	\$35,000	\$22,715	\$38,000	\$38,000
Chemicals	\$3,000	\$4,199	\$8,500	\$8,500
Freight				
Other	\$6,800	\$10,855	\$6,800	\$6,800
Community Center Exp	\$29,000	\$26,348	\$28,000	\$28,000
<b>Inter-Governmental Charges</b>				
Inter-Governmental Charges	\$200		\$200	\$200
<b>Total Expenditures</b>	<b>\$302,608</b>	<b>\$192,227</b>	<b>\$328,308</b>	<b>\$335,464</b>

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



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



Community Center CIP	FY 15/16 Budget	FY 15/16 Actuals as of <i>April 2016</i>	FY 16/17 Budget	FY 17/18 Budget
Building & Improvements	N/A	\$2,163.79	N/A	N/A
<b>Total CIP</b>	<b>N/A</b>	<b>\$2,163.79</b>	<b>N/A</b>	<b>N/A</b>





## All in One Place

- ❖ Revenue Budget
- ❖ Water & Wastewater Operating & Maintenance Budget
- ❖ Water & Wastewater Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 8 & 9 Operating & Maintenance Budget
- ❖ Lighting & Landscaping Zone 8& 9 Capital Improvement Budget
- ❖ Recreation Operating & Maintenance Budget and Capital Improvement Budget

**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Revenues - "Where the money comes from"**



<b>Revenue Projections</b>				
<b>Fiscal Year</b>	<b>2015/2016</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>
<b>Account Description</b>	<b>Budget</b>	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>
Landscape Related Payroll Reimbursement	\$432,000	\$24,121	\$453,000	
Lighting & Landscaping Vehicle Reimbursement			\$25,000	
Landscape Reimbursable	\$250,000	\$204,909	\$1,090,000	
Permit Fee		\$3,850		
SEC Collections Water	\$1,932,570	\$965,531	\$2,222,456	\$2,555,824
SEC Collections Meter Charge	\$225,000	\$155,831	\$258,750	\$297,563
Reimbursements	\$4,200	\$32,317	\$4,200	\$4,200
Miscellaneous - Water	\$1,100	\$101,384	\$1,100	\$1,100
Water Charges	\$760,500	\$438,558	\$874,575	\$1,005,761
CIP Connection Fees – Water	\$5,000	\$7,700	\$5,000	\$5,000
CIP Capacity Fees - Water	\$40,000	\$369,550	\$20,000	\$20,000
Permit Fee - Water	\$10,000		\$5,000	\$5,000
Inspections Fee - Water	\$10,000	\$12,480	\$5,000	\$5,000
SEC Collections – Wastewater	\$3,951,879	\$2,289,572	\$4,544,661	\$5,226,360
Reimbursements - Wastewater	\$6,300	\$56,525	\$6,300	\$6,300
Miscellaneous – Wastewater	\$1,100	\$407,019	\$1,100	\$1,100
Sewer Charges	\$130,000	\$92,939	\$149,500	\$171,925
CIP Connection Fees - Wastewater	\$5,000	\$7,700	\$5,000	\$5,000
CIP Capacity Fees - Wastewater	\$160,000	\$390,454	\$80,000	\$80,000
Permit Fee – Wastewater	\$15,000		\$8,000	\$8,000
Inspection Fee - Wastewater	\$10,000	\$12,480	\$5,000	\$5,000
Contribution From Reserves	\$67,794			
Unconstrained Revenue - Water				
Unconstrained Revenue - Wastewater	\$9,074,740	\$2,004,000		
<b>Total Revenue</b>	<b>\$17,092,183</b>	<b>\$7,576,920</b>	<b>\$9,763,642</b>	<b>\$9,403,133</b>

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



<b>Reserves</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Actuals</b>	<b>FY 16/17 Budget</b>	<b>FY 17/18 Budget</b>
Water & Wastewater Reserves	\$4,400,950	\$4,400,950	\$4,400,950	\$4,400,950
Sewer Infrastructure Replacement Fund	\$950,000	\$950,000	\$1,150,000	\$1,350,000
Pumps/Motors Replacement Fund	\$240,000	\$240,000	\$290,000	\$340,000
Water Infrastructure Replacement Fund	\$859,143	\$859,143	\$1,243,143	\$1,980,143
Generators Replacement Fund	\$75,000	\$75,000	\$100,000	\$125,000
Facilities & Vehicles Replacement Fund	\$252,204	\$252,204	\$302,204	\$352,204
Draw Down*				
<b>Reserves Total</b>	<b>\$4,400,950</b>	<b>\$4,400,950</b>	<b>\$4,400,950</b>	<b>\$4,400,950</b>
<b>Infrastructure Replacement Total</b>	<b>\$2,376,347</b>	<b>\$2,376,347</b>	<b>\$3,085,347</b>	<b>\$4,147,347</b>
<b>Total Reserves</b>	<b>\$6,777,297</b>	<b>\$6,777,297</b>	<b>\$7,486,297</b>	<b>\$8,548,297</b>

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



Water & Wastewater	FY 15/16 Budget	FY 15/16 Actuals as of <i>April 2016</i>	FY 16/17 Budget	FY 17/18 Budget
Personnel	\$1,120,743	\$645,905	\$1,332,922	\$1,361,774
Operation & Maintenance	\$5,080,700	\$4,147,617	\$5,593,230	\$5,498,290
<b>Total</b>	<b>\$6,201,443</b>	<b>\$4,793,522</b>	<b>\$6,923,152</b>	<b>\$6,860,064</b>

Operations & Maintenance	FY 15/16 Budget	FY 15/16 Actuals as of <i>April 2016</i>	FY 16/17 Budget	FY 17/18 Budget
<b>Total Budget</b>	<b>\$6,201,443</b>	<b>\$4,793,522</b>	<b>\$6,923,152</b>	<b>\$6,860,064</b>

Administration Division	FY 15/16 Budget	FY 15/16 Actuals as of <i>April 2016</i>	FY 16/17 Budget	FY 17/18 Budget
<b>Salary &amp; Wages</b>				
Salary & Wages	\$426,000		\$453,000	\$453,000
Employer Taxes				
Overtime				
<b>Operation &amp; Maintenance</b>				
Landscape Related Reimbursable	\$250,000	\$255,587	\$330,000	\$330,000
<b>General Fund Total</b>	<b>\$676,000</b>	<b>\$255,587</b>	<b>\$783,000</b>	<b>\$783,000</b>

<b>Water Division</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Actuals as of April 2016</b>	<b>FY 16/17 Budget</b>	<b>FY 17/18 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$323,000	\$199,556	\$327,721	\$340,830
Employer Taxes				
Overtime	\$2,000		\$2,000	\$2,000
Group Insurance	\$15,697	\$53,521	\$46,000	\$46,000
Worker's Comp	\$20,600	\$4,176	\$20,600	\$22,660
457 B Plan	\$12,360	\$9,391	\$13,000	\$13,000
Reimbursement of Wages				
Temp Employees	\$15,000	\$8,815	\$3,000	\$3,000
<b>Board of Directors</b>				
Compensation	\$16,560	\$8,464	\$16,560	16,560
Travel	\$2,400	\$3,241	\$2,400	\$2,400
Trainings, Meetings	\$800	\$1,045	\$800	\$800
<b>Consulting Services</b>				
Environmental Studies				
Consulting Services	\$114,900	\$133,315	\$181,000	\$106,000
Waste Water Service Contract	\$508,000	\$415,805	\$618,000	\$636,540
Preventative & Corrective	\$42,800	\$10,057	\$42,800	\$42,800
P&C Large Replacement	\$40,000	\$4,996	\$40,000	\$40,000
Legal	\$62,000	\$22,060	\$62,000	\$62,000
Audit Services	\$12,800		\$16,300	\$16,500
Contract Mailing	\$15,000	\$10,458	\$15,000	\$15,000
<b>Operations &amp; Maintenance</b>				
Travel	\$3,200	\$3,602	\$3,200	\$3,200
Training	\$2,800	\$1,047	\$2,800	\$2,800
Subscriptions	\$1,060		\$1,060	\$1,060
Memberships	\$7,200	\$5,751	\$7,200	\$7,200
TODB Sponsored Events	\$2,400		\$2,400	\$2,400
PR, Advertising & Elections	\$10,000	\$7,313	\$23,000	\$20,000
Telecommunications	\$12,280	\$7,664	\$12,280	\$12,280
Materials	\$3,280	\$9,691	\$6,580	\$6,580
Automotive Fuel, Supplies & Repairs	\$12,400	\$5,394	\$12,400	\$12,400
Repairs & Maintenance	\$402,720	\$279,408	\$390,600	\$385,600
Water Meter & Registers	\$25,000	\$244,834	\$40,000	\$25,000
Office Supplies	\$5,400	\$5,149	\$5,400	\$5,400
Rent & Facility Expense	\$7,800	\$6,543	\$19,800	\$21,800
Insurance	\$31,388	\$481	\$34,000	\$37,400
Permits & Fees	\$18,000	\$13,854	\$16,000	\$16,000
Utilities	\$320,000	\$293,749	\$320,000	\$320,000
Chemicals	\$20,000	\$13,093	\$20,000	\$20,000
Freight	\$1,120	\$13	\$1,120	\$1,120
Other	\$107,600	\$103,989	\$109,600	\$109,600
<b>Inter-Governmental Charges</b>				
Inter-Governmental	\$15,840	\$10,290	\$15,840	\$15,840
<b>Water Fund Total</b>	<b>\$2,213,405</b>	<b>\$1,896,765</b>	<b>\$2,450,461</b>	<b>\$2,391,770</b>

<b>Wastewater Division</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Actuals as of April 2016</b>	<b>FY 16/17 Budget</b>	<b>FY 17/18 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$216,000	\$249,710	\$342,061	\$355,744
Employer Taxes				
Overtime	\$3,000		\$3,000	\$3,000
Group Insurance	\$23,546	\$80,281	\$69,000	\$69,000
Worker's Comp	\$30,000	\$6,263	\$30,000	\$30,000
457 B Plan	\$18,540	\$14,086	\$18,540	\$18,540
Reimbursement of Wages				
Temp Employees	\$15,000	\$20,106	\$5,000	\$5,000
<b>Board of Directors</b>				
Compensation	\$24,840	\$12,696	\$24,840	\$24,840
Travel	\$3,600	\$3,927	\$3,600	\$3,600
Trainings, Meetings	\$1,200	\$392	\$1,200	\$1,200
<b>Consulting Services</b>				
Environmental Studies				
Consulting Services	\$185,100	\$137,402	\$222,000	\$147,000
Waste Water Service Contract	\$762,000	\$623,707	\$927,000	\$954,810
Preventative & Corrective	\$64,200	\$57,408	\$64,200	\$64,200
P&C Large Replacement	\$85,000	\$111,113	\$60,000	\$60,000
Legal	\$93,000	\$33,014	\$93,000	\$93,000
Audit Services	\$19,200		\$20,000	\$20,000
Contract Mailing				
<b>Operations &amp; Maintenance</b>				
Travel	\$4,800	\$6,124	\$4,800	\$4,800
Training	\$4,200	\$1,067	\$4,200	\$4,200
Subscriptions	\$1,590		\$1,590	\$1,590
Memberships	\$10,800	\$5,468	\$10,800	\$1,800
TODB Sponsored Events	\$3,600		\$3,600	\$3,600
PR, Advertising & Elections	\$10,200	\$9,694	\$17,200	\$13,800
Telecommunications	\$19,700	\$17,890	\$19,700	\$19,700
Materials	\$5,820	\$3,449	\$5,820	\$5,820
Automotive Fuel, Supplies & Repairs	\$17,600	\$28,400	\$17,600	\$17,000
Repairs & Maintenance	\$285,880	\$70,551	\$277,600	\$302,600
Office Supplies	\$8,100	\$6,229	\$8,100	\$7,500
Rent & Facility Expense	\$11,700	\$26,160	\$35,700	\$35,700
Insurance	\$47,082	\$1,727	\$47,100	\$51,810
Permits & Fees	\$49,000	\$36,020	\$61,000	\$61,000
Utilities	\$484,000	\$308,415	\$484,000	\$484,000
Chemicals	\$20,000	\$7,521	\$20,000	\$20,000
Freight	\$1,480	\$20	\$1,480	\$1,480
Other	\$754,400	\$748,968	\$755,100	\$765,100
<b>Inter-Governmental Charges</b>				
Inter-Governmental	\$27,860	\$13,363	\$33,860	\$33,860
<b>Wastewater Fund Total</b>	<b>\$3,312,038</b>	<b>\$2,641,171</b>	<b>\$3,692,691</b>	<b>\$3,685,294</b>

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



<b>Capital Improvement</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Actuals as of April 2016</b>	<b>FY 16/17 Budget</b>	<b>FY 17/18 Budget</b>
Wastewater Capital Improvements & Structures Replacement	\$9,742,740	\$3,765,445	\$7,678,740	\$608,000
Water Capital Improvements & Structures & Replacement	\$258,000	\$32,172	\$3,270,000	\$250,000
Vehicle Capital			\$30,000	
Equipment Capital	\$15,000	\$9,292		
Building & Improvements	\$350,000	\$216,975		
Infrastructure Replacement	\$525,000	\$525,000	\$709,000	\$1,062,000
<b>Total Capital Improvements</b>	<b>\$10,890,740</b>	<b>\$4,548,884</b>	<b>\$11,687,740</b>	<b>\$1,920,000</b>

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



**Proposed FY 2016-2021 Capital Improvement Projects**

Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	5 year Total
5	Secondary Effluent Pump Station Modifications	\$ 262,599.00					\$ 262,599.00
7	Effluent Filtration	\$ 5,248,141.00					\$ 5,248,141.00
10	Upgrade UV Disinfection	\$ 1,440,000.00					\$ 1,440,000.00
12	Add Pump to Export Pump Station	\$ 120,000.00					\$ 120,000.00
<b>CMB 5,7,10,12</b>	<b>FILTER PROJECT</b>	<b>\$ 7,070,740.00</b>					<b>\$ 7,070,740.00</b>
15	Annual Lift Station Improvements	\$ 330,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 1,730,000.00
16	Annual SCADA Improvements	\$ 50,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 130,000.00
20	Vehicle Purchases	\$ 30,000.00					\$ 30,000.00
40	Annual Rehab Manholes	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 20,000.00		\$ 74,000.00
41	Annual Raise Manholes	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		\$ 40,000.00
52	Well 8				\$ 198,000.00	\$ 1,936,000.00	\$ 2,134,000.00
54	Treatment Filter Unit at Willow Lk WTP, media etc.						\$ -
55	New Backwash Tank at Willow Lk WTP piping mod & fd						\$ -
56	New Recycle Pumps at willow Lk WTP 3 pumps, pip...						\$ -
57	Recycle Pump Upgrade- Newport						\$ -
60	Replace 8-in mainline w/new 16in C905- willow lk						\$ -
61	New Water Storage Tank- Newport WTP						\$ -
71	Upgrade Ox Ditch 1						\$ -
73	Vehicle Storage Facility						\$ -
75	District Offices						\$ -
83	Valve Replacement Project						\$ -
85	Sandblast & Epoxy Clarifier #1 WWTP#1						\$ -
87	Denitrifying Project				\$ 450,000.00	\$ 7,600,000.00	\$ 8,050,000.00
101	Plant 1 Headwork cleaning, repairs & coating						\$ -
104	Street coating of plant 1 and portion of Channel Rd						\$ -
105	Storm Drain repairs at Newport WTP						\$ -
108	Water SCADA Improvements	\$ 250,000.00	\$ 250,000.00				\$ 500,000.00
109	Replace Lagoon Dredge		\$ 110,000.00				\$ 110,000.00
110	Plant 1 Upgrades						\$ -
111	Willow Lake WTP Stabilization-soils	\$ 20,000.00					\$ 20,000.00
112	Clarifier Rehabilitation		\$ 100,000.00	\$ 100,000.00			\$ 200,000.00
113	CCTV Van- televise the sewer lines				\$ 250,000.00		\$ 250,000.00
114	Step Screen - Headworks				\$ 200,000.00		\$ 200,000.00
115	Water Meter Project	\$ 3,000,000.00					\$ 3,000,000.00
116	Generator for Plant 1	\$ 200,000.00					\$ 200,000.00
	<b>Total</b>	<b>\$ 11,687,740</b>	<b>\$ 1,920,000</b>	<b>\$ 2,055,000</b>	<b>\$ 3,718,000</b>	<b>\$ 12,987,000</b>	<b>\$ 32,367,740</b>



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



<b>Reserves</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Actuals</b>	<b>FY 16/17 Budget</b>	<b>FY 17/18 Budget</b>
Zone 8	\$399,138	\$399,138*	\$338,717*	\$270,160*
Zone 9	\$188,304	\$188,304	\$189,270*	\$188,855*
Reserves Draw Down			*(59,455)	*(68,920)
<b>Total L&amp;L Reserves</b>	<b>\$587,442</b>	<b>\$587,442</b>	<b>\$527,987</b>	<b>\$459,015</b>

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



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

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

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

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



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

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

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

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

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

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



<b>Community Center Revenue</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Actuals as of April 2016</b>	<b>FY 16/17 Budget</b>	<b>FY 17/18 Budget</b>
Program Fees	\$25,000		\$28,000	\$31,000
Events	\$3,000		\$3,000	\$3,000
Swim Team	\$32,000		\$32,000	\$32,000
Rentals	\$5,000		\$35,000	\$35,000
Apparel	\$100		\$100	\$100
Food	\$500		\$500	\$500
Beverage	\$500		\$500	\$500
Pool Fee	\$7,500		\$7,500	\$7,500
Advertising	\$4,500		\$4,500	\$4,500
<b>Total Revenue</b>	<b>\$78,100</b>	<b>\$63,346</b>	<b>\$111,100</b>	<b>\$114,100</b>

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



<b>Community Center Expenses</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Actuals as of April 2016</b>	<b>FY 16/17 Budget</b>	<b>FY 17/18 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$178,908	\$52,186	\$178,908	\$186,064
Employer Taxes				
Temp Employees				
<b>Consulting</b>				
Consulting Services				
Legal	\$1,500	\$2,149	\$1,500	\$1,500
Audit	\$1,000		\$1,000	\$1,000
<b>Operations &amp; Maintenance</b>				
Travel	\$700		\$700	\$700
Training	\$1,500	\$249	\$1,500	\$1,500
Subscriptions	\$300		\$300	\$300
Memberships				
Events		\$2,089		
PR, Advertising & Elections	\$9,000	\$12,060	\$9,000	\$9,000
Telecommunications	\$3,700	\$2,810	\$3,900	\$3,900
Materials				
Automotive Fuel, Supplies & Repairs	\$100	\$77	\$100	\$100
Repairs & Maintenance	\$11,900	\$13,938	\$7,900	\$7,900
Office Supplies	\$4,500	\$4,361	\$4,500	\$4,500
Rent & Facility Exp	\$9,000	\$23,161	\$24,000	\$24,000
Pool Maintenance		\$11,417	\$6,000	\$6,000
Insurance	\$4,500		\$4,500	\$4,500
Permits & Fees	\$2,000	\$1,477	\$2,000	\$2,000
Safety & Equipment		\$2,136	\$1,000	\$1,000
Utilities	\$35,000	\$22,715	\$38,000	\$38,000
Chemicals	\$3,000	\$4,199	\$8,500	\$8,500
Freight				
Other	\$6,800	\$10,855	\$6,800	\$6,800
Community Center Exp	\$29,000	\$26,348	\$28,000	\$28,000
<b>Inter-Governmental Charges</b>				
Inter-Governmental Charges	\$200		\$200	\$200
<b>Total Expenditures</b>	<b>\$302,608</b>	<b>\$192,227</b>	<b>\$328,308</b>	<b>\$335,464</b>

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



Community Center CIP	FY 15/16 Budget	FY 15/16 Actuals as of <i>April 2016</i>	FY 16/17 Budget	FY 17/18 Budget
Building & Improvements	N/A	\$2,163.79	N/A	N/A
<b>Total CIP</b>	<b>N/A</b>	<b>\$2,163.79</b>	<b>N/A</b>	<b>N/A</b>





# Appendix A

❖ Salary Range Tables

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



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

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

**Management Salary Range Table**

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

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



# Town of Discovery Bay

"A Community Services District"

## AGENDA REPORT

Meeting Date

June 1, 2016

**Prepared By:** Catherine Kutsuris  
**Submitted By:** Same

**Agenda Title:**

Authorize a lease with Delta Seaweed Removal in the amount of \$500.00 per month for a portion of vacant property at Plant No. 1 to be used as a drying area and transfer point for water weeds removed from the bays in the community

**Recommended Action:**

Authorize the General Manager to sign the attached contract, on behalf of the District, with Matthew and Janet Saale of Delta Seaweed Removal for a vacant portion of Plant 1 No. at the northerly end of the property

**Executive Summary:**

On May 27, 2015, the Board authorized a lease with Delta Seaweed Removal for a portion of vacant land at Plant No. 1. The leased area was to be used as a drying area and transfer point for water weeds removed from the bays in the community.

The lease terms included a \$500.00 monthly rate along with a \$1500.00 deposit. That lease was terminated by the lessee in November of 2015.

The company is interested in entering into another lease with the same rates. The proposed lease with the same financial terms is attached.

**Fiscal Impact:**

Amount Requested \$

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

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

**Previous Relevant Board Actions for This Item**

May 20<sup>th</sup> and May 27<sup>th</sup> 2015

**Attachments**

Proposed Lease

AGENDA ITEM: G-2

**TOWN OF DISCOVERY BAY  
STORAGE SPACE AGREEMENT**

This LEASE AGREEMENT ("Lease") is made and entered into as of \_\_\_\_\_, 2016, by and between the Town of Discovery Bay, a community services district organized under the laws of the State of California ("Lessor"), and Delta Seaweed Removal (DSR) ("Lessee").

**AGREEMENT**

1. Premises. Lessor hereby leases and lets to Lessee, and Lessee hereby takes and leases from Lessor, subject to the terms and conditions contained herein, the "storage" area which is an unimproved lot located at 2500 Channel Road, (the "Premises") in Discovery Bay, California, more commonly referred to as Plant 1, and as outlined on the attached Exhibit "A."

1.1. Lessee is granted the right at all times during the Lease Term to the nonexclusive use of the Premises. Lessee does not have any rights of access to or rights of use of Lessor's treatment facility or pond located near the Premises. Lessor has the sole discretion to determine the manner in which the Premises are maintained and operated and the use of the Premises shall be subject to the Rules and Regulations, which may be amended at Lessor's sole discretion from time to time, attached hereto as Exhibit "B". Lessor shall enforce the Rules and Regulations in a consistent and nondiscriminatory manner regarding all tenants and occupants of the Premises, including their respective officers, agents, employees, independent contractors, and invitees. Lessee shall comply with all such rules and regulations as published, revised, and promulgated. Lessee acknowledges that the Premises may have additional tenants occupying designated portions of the Premises from time to time.

1.2. The access gate to the Premises shall remain locked at all times. Lessee shall be responsible for ensuring the access gate is locked upon Lessee's entrance to and exit from the Premises. Lessee shall provide Lessor with a key to the access gate upon execution of this Lease.

1.3. Lessor may, from time to time, use the Premises for deliveries of materials and supplies as necessary to conduct the business of the Town of Discovery Bay.

2. Term. The term of this Lease shall commence on \_\_\_\_\_, 2016 and shall terminate one year thereafter on \_\_\_\_\_, 2017 (the "Term").

2.1. The term of this Lease may be extended for additional periods upon the mutual written consent of the parties and only after approval by the Lessor's Board of Directors.

2.2. Should Lessee hold over and continue in possession of the Premises after termination of the term of this Lease or any renewal or extension term of this Lease, Lessee's

continued occupancy of the Premises shall be deemed a tenancy from month to month at an initial minimum rental based on the rent charged for the last month of the Term.

2.3. Lessee shall, on a regular basis, remove any non-organic material and debris that is present on the Premises as part of Lessee's business operations. Lessee shall spread all organic materials present on the Premises at least weekly to minimize odors from the organic materials. The Premises shall also regularly be cleaned to avoid any accumulation of non-organic material, debris and resulting residue. By October 31 of each year of the Term, the Premises shall be completely cleared of all organic and non-organic materials deposited by Lessee. This date may be extended if operational conditions of Lessee warrant and only upon approval of Lessor's General Manager.

2.4. During the Term of this Lease, should the organic material stored by Lessee on the Premises create odors that emanate out of the Premises and cause an odor issue on nearby properties, Lessee shall, upon written notice from Lessor, have three (3) calendar days to cure the cause of such odor. If Lessee fails to address the odor and its causes, this Lease may be terminated by Lessor on the fourth (4<sup>th</sup>) calendar day.

2.5. Upon termination of this Lease, any material, spoils, organic and non-organic material, debris, and residue, on or around the Premises and used by Lessee in its business operations, shall be removed and the Premises shall be thoroughly cleaned and returned to Lessor in the same condition as provided to Lessee upon commencement of this Lease.

3. Rent. Lessee shall pay monthly rent (the "Rent") in the amount of \$ 500.00 (Five Hundred Dollars). Rent shall be paid based upon the date of execution of this Lease and invoice shall be paid within ten calendar days of receipt of such invoice. All rent shall be paid by Lessee to Lessor at Town of Discovery Bay, 1800 Willow Lake Road, Discovery Bay, CA 94505-9376, or any other place or places that Lessor may from time to time designate by written notice given to Lessee. Rent for any partial month shall be prorated for that month based on a thirty (30) day month.

3.1. Lessee shall pay a security deposit in the amount of \$1500.00 (One Thousand Five Hundred Dollars).

3.2. In no event will the Lessor accept any ownership interest in the Lessee or other business entity, nor take any interest in any property, whether real, personal, or intellectual, in lieu of rent.

4. Use. Lessee shall have the right to use the Premises solely for storage purposes and the drying process of organic compounds/debris.

4.1. Lessee may, from time to time, store equipment that is utilized for the sole purpose of weed removal. The equipment expressly permitted to be stored on the Premises is listed on the attached Exhibit "C." All items stored on the Premises shall be kept neat and orderly. Notwithstanding the foregoing, Lessor through its General Manager, shall have the

authority to direct Lessee to remove equipment and containers from the Premises that are not deemed necessary for Lessee's day to day operations.

4.2. If during the Term of this Lease, or any extension hereof, the application of any statute, code or ordinance of any government, authority, agency, official or officer applicable to the Premises shall make it impossible or not economical for Lessee to operate in the Premises in accordance with Paragraph 4, then Lessee or Lessor, at its option, may terminate this Lease, whereupon the Rent and all other charges payable hereunder by Lessee shall be prorated in accordance with Paragraph 3 as of such date of termination.

4.3. Lessee shall not vacate or abandon the Premises at any time during the Term hereof or any extension term.

4.4. Only employees of Lessee shall be allowed to enter the Premises. Lessee shall not permit any non-employee of Lessee to enter the Premises.

4.5. The Premises shall only be used by the Lessee between the hours of 8 a.m. and 8 p.m.

4.6. Lessee shall only enter the site from Channel Road and Lessee is not permitted to enter the Pump Station, Treatment Facility or surrounding facilities for any reason.

5. Subletting or Assignment. Lessee may not sublet or assign this Lease.

6. Lessor's Representations and Warranties. Lessor represents and warrants that:

6.1. Lessor shall maintain the Premises in the manner in the same or better condition in which it was at the time Lessee initially began occupancy. The Lessee accepts the Premises in an "As Is" condition.

7. Lessee's Covenants. Lessee covenants and agrees it shall:

7.1. Pay rent when due without notice or demand;

7.2. Maintain the Premises in a clean, safe and good condition and return the Premises to Lessor at the Termination Date in accordance with Paragraph 10 hereof;

7.3. Comply with all statutes, codes, ordinances, rules and regulations applicable to the Premises;

7.4. Give Lessor prompt notice of any accident, damage, destruction, or occurrence affecting the Premises;

7.5. At its sole cost and expense, promptly perform all maintenance and repairs to the Premises ; and



7.6. Lessor shall have access to the Premises for inspection and necessary maintenance.

8. Insurance. Lessee, at its own expense, shall maintain automobile and commercial general liability insurance including bodily injury and property damage insuring itself and Lessor as an additional insured with minimum coverage as follows: One Million Dollars (\$1,000,000.00) combined single liability. Lessee shall deliver to Lessor copies of all such policies and all endorsements thereto within thirty (30) days after commencement of this Lease or, in case of renewals, fifteen (15) days prior to the expiration of any policy, with evidence that each policy is fully paid for, and that no cancellation, material change or non-renewal thereof shall be effective except after thirty (30) days' prior written notice from the insurer. Any insurance purchased by the Lessor covering the Premises or its contents will not provide any coverage for any property belonging to the Lessee. If the Lessee wishes such coverage for its property or for loss of Premises as a result of fire or other casualty, then Lessee will be solely responsible for purchasing same. In addition to the insurance requirements of this paragraph, Lessee shall maintain during the Term of this Lease, at its own expense, a business license issued by Contra Costa County.

9. Liability of Lessor. Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the demised Premises or any part thereof during the term of this Lease and any extension thereof. Lessee agrees to be liable for and insure against all claims for damages, no matter how caused, unless such claims or damages are substantially caused by the gross negligence or willful misconduct of Lessor, Lessor's agents, or as a result of the condition of the Premises prior to Lessee's occupation.

10. Liens. Lessee agrees not to permit any claim for labor, materials, or other claim of any kind whatsoever, to become a lien upon or to be reduced to judgment against the Premises or any part thereof. Lessor shall have the right to post notices of nonresponsibility.

11. Cancellation. Notwithstanding the provisions set forth in Paragraphs 2 and 2.1 herein, Lessee and Lessor shall have the right to cancel this Lease upon giving thirty (30) days written notice of its intent to cancel to the other party.

12. Hazardous Materials. Lessee shall be unconditionally and absolutely liable for all losses and damages sustained by Lessor as a result of any breach of, or the failure by Lessee to perform under, any environmental representation, warranty, covenant, obligation and indemnification provided in this Lease. Lessee shall only use or allow the use of Hazardous Materials (as that term is hereinafter defined) on or about the Premises in the ordinary course of Lessee's business, and in reasonable quantities. Such use of Hazardous Materials shall not in any manner violate the Environmental Laws (as that term is hereinafter defined). Except for the foregoing, Lessee shall not cause or permit the Premises to be used to generate, manufacture, refine, transport, treat, store, handle, dispose of, transfer, produce or process hazardous waste. Lessee shall not cause or permit any release or discharge of Hazardous Materials onto the Premises or onto any

adjacent property from the Premises as a result of any act or omission on the part of Lessee, its agents, employees, licensees or invitees. Lessee shall conduct and complete all investigations, studies, sampling and testing, and all removal, remediation and/or other actions necessary to clean up and remove all Hazardous Materials on, under, from or affecting the Premises if Lessee is required by the Environmental Laws to undertake such activities. Upon termination of this Lease, Lessee shall deliver the Premises to Lessor free of all Hazardous Materials brought there by Lessee, its agents, employees, licenses or invitees. The obligations herein shall survive the death or dissolution of any or all of the Lessee(s) and shall be binding upon the estate of any such deceased party and upon any surviving party the same as if such death had not occurred. Lessee shall pay any costs, expenses, claims, damages and attorney's fees due under this Paragraph 12 regardless of whether such amounts occur pre-petition or post-petition after the filing for any bankruptcy or reorganization relief under state or federal laws. For purposes hereof, "Hazardous Materials" include, without limitation, any "hazardous substances," "pollutants" and "contaminants" as used in, or defined pursuant to, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 USC §§9601 et seq., and 40 CFR §§302.1 et seq.; "pollutants," "toxic pollutants," "oil" and "hazardous substances" as defined pursuant to the Federal Water Pollution Control Act, as amended, 33 USC §§1251 et seq., and 40 CFR §§116.1 et seq., 129.1 et seq. and 302.1 et seq.; and any other substance, waste, pollutant, contaminant or material, including petroleum products and derivatives, which are defined as hazardous or toxic or the use, transport, disposal, storage, treatment, recycling, handling, release, threatened release, discharge or emission of which is regulated or governed by any federal, state or local law, ordinance, rule or regulation, including the foregoing cited statutes and rules, or any guideline or publication promulgated pursuant thereto ("Environmental Laws").

13. Surrender. Upon the expiration or earlier termination of the Lease, Lessee shall surrender the Premises to Lessor in good order, condition, and repair, ordinary wear and tear excepted. Lessee shall, at its sole cost and expense, remove any and all of Lessee's personal property stored in the Premises, including furniture, furnishings, movable partitions and other fixtures, and improvements or alterations approved by Lessor. All fixtures and improvements not removed shall become the property of the Lessor.

14. Termination. Should Lessee (i) abandon or vacate the Premises prior to the expiration or termination of this Lease; (ii) fail to pay Rent upon the date when payment is due and such failure is not cured by Lessee within five (5) days of delivery of written notice to Lessee; (iii) create a hazardous situation or threat to health or safety due to the acts, omission operations of Lessee; (iv) fail to perform any obligation under this Lease and such failure continues for ten (10) days after written notice of such failure (except where a shorter period of time is specified in this Lease in which case the shorter period shall apply); (v) release or use any Hazardous Materials in violation of any laws or this Lease by reason of the acts or omissions of Lessee; then Lessor shall have the right to give a written termination notice to Lessee, and on the date specified in such notice, Lessee's right to possession shall terminate and this Lease shall

terminate. In no event, shall Lessor give Lessee less than three (3) calendar day's written notice of termination.

15. Notice. All notice, demands, requests, consents, approvals, offers, statements, and other instruments or communications required or permitted to be given hereunder in writing shall be deemed to have been given when delivered or when mailed by first class mail, postage prepaid, addressed to Lessor or Lessee as follows

As to Lessor:           Town of Discovery Bay  
                                  Attention: General Manager  
                                  Town of Discovery Bay CSD  
                                  1800 Willow Lake Road  
                                  Discovery Bay, CA 94505-9376

As to Lessee:            Janette Saale  
                                  Delta Seaweed Removal  
                                  5670 Beaver Lane  
                                  Discovery Bay, CA 94505

16. Amendments. This Lease may not be amended, modified, or terminated, nor may any obligation hereunder be waived orally, and no such amendment, modification, termination, or waiver shall be effective for any purposes unless it is in writing and signed by the party against whom enforcement thereof is sought.

17. Severability. If any provision of the Lease or any application thereof shall be invalid or unenforceable, the remainder of the Lease and any other application of such provision shall not be affected thereby.

18. Governing Law. This lease shall be governed by and construed in accordance with the laws of the Town of Discovery Bay and the State of California.

19. Indemnification. Lessee shall hold harmless and indemnify Lessor from and against any and all damage or claims that may arise during normal operation of Lessee's business, except loss or damage arising from any negligent act by Lessor, its agents or employees.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the day and year set forth above.

**LESSOR:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Catherine Kutsuris, Interim General Manager  
Town of Discovery Bay Community  
Services District

**LESSEE:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Matthew Saale or Janette Saale, Delta  
Seaweed Removal



Google

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**EXHIBIT "B"**  
**RULES AND REGULATIONS**

All terms not otherwise defined herein shall have the same meaning as set forth in the Lease.

1. Lessor shall provide its own lock which shall be "daisy chained" to Lessor's lock located on the exterior gate to the Premises.
2. Lessee and its employees shall not disturb other occupants of the Premises by making any undue or unseemly noise, or otherwise. Lessee shall not, without Lessor's written consent, install or operate in or upon the Premises any machine or machinery causing noise or vibration perceptible outside the Premises. All combustible material must be kept in OSHA approved containers. In no event shall hazardous materials be stored on the Premises.
3. Lessee shall not install, construct, or erect any sheds, buildings or fixtures on the Premises without the consent of Lessor. The expense of remedying any breakage, damage or stoppage resulting from a violation of this rule shall be borne by Lessee.
4. Lessee shall have the non-exclusive right, along with other lessees of the Premises, to use Channel Road to access the Premises and any parking area, or driveway apron, located on the Premises.
5. Lessor assumes no responsibility for and shall not be liable for any damages resulting from any error in regard to any identification of Lessee or its employees from admission to or exclusion from the Premises.
6. The Lessor shall have no responsibility for janitorial and other custodial services. Reasonable care and caution shall be used by Lessee to keep all shared facilities by tenants and administrators clean.
7. Lessor reserves the right to exclude or expel from the Premises any person who, in the judgment of the Lessor is under the influence of alcohol or drugs, or someone who brings in or stores any drugs on the Premises, or who is in the judgment of Lessor, disturbing other Lessees or Lessor in any way or who shall in any manner do any act in violation of any district, state, or federal law or any of the rules and regulations of the Premises.
8. Lessor shall not be responsible to Lessee for the non-observance or violation of any of these Rules and Regulations by any other tenant. Lessor reserves the right to make such other reasonable rules and regulations as may be necessary or appropriate, in Lessor's sole

judgment, for the safety, care and cleanliness of the Premises, and for the preservation of good order therein. Subsequent rules and regulations shall be binding upon the parties hereto the same as if inserted in this Lease at the time of execution.

9. Lessee agrees not to store any merchandise crates, goods, supplies or other materials of any kind outside the gates of the leased Premises without special permission. Lessee further agrees to remove all trash and debris from the Premises at Lessees expense and not to burn trash or other substances in or on the exterior of, the leased Premises. The equipment expressly permitted to be stored on the Premises is listed on the attached Exhibit "C."
  
10. No sweepings, rubbish, rags, or other substances shall be thrown therein. All damages resulting from any misuse of the Premises shall be borne by Lessee who, or whose servants, employees, agents, visitors, or licensees, shall have caused the same.

\_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**EXHIBIT "C"**  
**PERMITTED EQUIPMENT**

1. Barge (24x12)
2. 2 weed harvesters
3. 30' utility trailer
4. Backhoe





# Town of Discovery Bay

"A Community Services District"

## AGENDA REPORT

Meeting Date

June 1, 2016

**Prepared By:** Dina Breitstein, Finance Manager

**Submitted By:** Dina Breitstein, Finance Manager

### Agenda Title

Adoption of Resolution No. 2016-07 establishing a Fire Hydrant Policy for Town of Discovery Bay

### Recommended Action

Adopt Resolution No. 2016-07 establishing a Fire Hydrant Policy for the Town of Discovery Bay

### Executive Summary

The Town of Discovery Bay Community Services District Board of Directors (Board) has previously discussed with staff the possibility of protecting the Public Water Supply of the Town of Discovery Bay from contamination and theft in regards to the 560+/- fire hydrants located within the district boundary.

At the discretion of the District, and in accordance with Ordinance No.7 dated January 17, 2001, hydrants may be used for other purposes. To protect the operability of these devices as well as the health and welfare of the public, the District maintains them and closely monitors their use. Therefore, hydrants shall only be operated by District personnel, fire protection departments or districts, and persons or companies granted a permit to operate hydrants in accordance with the regulations of the District.

Staff has developed the proposed Fire Hydrant Policy which provides a framework and process to guide residents and businesses of the community of the rules, restrictions and regulations for obtaining a permit before utilizing the districts fire hydrants.

**Fiscal Impact:** None

**Amount Requested**

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

**Prog/Fund # Category:**

### Previous Relevant Board Actions for This Item

None

### Attachments

Resolution No. 2016-07

Fire Hydrant Policy

AGENDA ITEM: G-3



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2016-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
FIRE HYDRANT POLICY**

WHEREAS, the Town of Discovery Bay Community Services District is responsible for protecting the Public Water Supply of the District from contamination and theft in regards to the 560+/- fire hydrants located within its boundary and;

WHEREAS, a Fire Hydrant Policy has been established in accordance to Ordinance No.7 dated January 17, 2001, hydrants may be used for other purposes and;

WHEREAS, hydrants shall only be operated by District personnel, fire protection departments or districts, and persons or companies granted a permit to operate hydrants in accordance with the regulations of the District.

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

SECTION 1. That the Board adopt the Fire Hydrant Policy and that it be incorporated herein and made a part of this Resolution.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 1<sup>st</sup> DAY OF JUNE 2016.

\_\_\_\_\_  
William Pease  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on June 1, 2016, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Catherine Kutsuris  
Board Secretary



## Town of Discovery Bay

<b>Program Area:</b> Water Utility	<b>Policy Name:</b> Fire Hydrant Policy	<b>Policy Number:</b> 025
<b>Date Established:</b> June 1, 2016	<b>Date Amended:</b> N/A	<b>Resolution:</b> 2016-07

### Fire Hydrant Policy

#### **Purpose**

This policy controls unauthorized usage of the Town of Discovery Bay fire hydrants, to protect the distribution system's integrity, protect the water quality, preserve fire protection, and provide temporary water needs to the Town of Discovery Bay's Customers.

#### **Introduction**

Hydrants are part of Public Water Supply of the Town of Discovery Bay water distribution system for the purposes of fire protection and water main flushing. At the discretion of the District, and in accordance with Ordinance No.7 dated January 17, 2001, hydrants may be used for other purposes. To protect the operability of these devices as well as the health and welfare of the public, the District maintains them and closely monitors their use. Therefore, hydrants shall only be operated by District personnel, fire protection departments or districts, and persons or companies granted a permit to operate hydrants in accordance with the regulations of the District.

#### **Permit Application and Rental Process**

A permit application shall be submitted to the Town of Discovery Bay for approval. All permit applications will be reviewed and approved by the District's General Manager or Designee. Applications are available at the District office located at 1800 Willow Lake Rd.

Upon approval of the application, the applicant will receive a permit, a town hydrant meter and a copy of Hydrant Meter Operating Instructions. It is imperative these instructions are given to the permit holder using the hydrant meter and that they are followed explicitly. Improper use of both the meter and fire hydrant can cause water quality complications and result in confiscation of the hydrant meter, revocation of the permit and the imposition of fines or penalties.

If the rental meter is used in conjunction with a water tank, the water tank requires inspection from a qualified District employee to determine if proper air gap protection is being used.

### **Proper Equipment Use**

Proper care of the Town of Discovery Bay's equipment is required. All hydrants must be opened with a hydrant wrench to prevent damage, and the valve must be fully open. Meter or Hydrant damage will be charged to the permit holder. It is a violation when equipment in disrepair causes water waste and may result in fines or penalties.

### **The Permit Holder is responsible for any water consumption through the hydrant meter**

All consumption charges must be paid to Town of Discovery Bay on a monthly basis (within 30 days of invoice).

### **Reporting Consumption**

Monthly water consumption, including zero consumption, must be reported to The Town of Discovery Bay District Office between the 1st and the 5th of the following month. The Permit Holder is responsible for bringing the meter into the District office during this time period to allow District staff to obtain the read from the meter. Verbal reports are not accepted. Failure to do so will result in a penalty fee.

### **Penalty for failure to report**

Failure to report monthly meter readings on time and in sequence will result in a fee per meter that is not reported on time, regardless of usage.

### **Permits are Non-Transferable**

Subcontractors hired by permit holders are not authorized to use the permit holder's meter. Subcontractors must acquire a separate permit from the Town of Discovery Bay.

### **The Town of Discovery Bay may revoke all permits for reasons that include, but are not limited to:**

1. Failure to remit payment to The Town of Discovery Bay within 90 days of an invoice
2. Receiving numerous violations within the same year
3. Any other unauthorized use, misuse, theft or dishonesty involving Town of Discovery Bay meters, hydrant wrenches, fire hydrants or hydrant water use

After loss of privileges and denial of future use, unauthorized use may result in criminal and/or civil charges.



# Town of Discovery Bay

"A Community Services District"

## AGENDA REPORT

Meeting Date

June 01, 2016

**Prepared By:** Justin Shobe - Luhdorff & Scalmanini; and Virgil Koehne - Water and Wastewater Manager  
**Submitted By:** Catherine Kutsuris, General Manager

### Agenda Title

Report and proposed actions related to water conservation

### Recommended Action

Accept report on water conservation regulations, determine whether mandatory water restrictions can be substituted with voluntary, and consider establishing a voluntary conservation goal, 15% to 20% and direct staff to return with an amendment to Ordinance No. 25

### Executive Summary

The State has modified the emergency drought regulations to where each agency can replace their conservation standard with a locally developed standard based upon specific circumstances. For reference, our standard is currently 29%. The regulation requires each agency to self-certify a locally developed standard based on the level of available water supplies assuming three additional dry years. The new regulation keeps in place the monthly reporting requirements and specific prohibitions against certain water uses, such as, no watering of sidewalks and driveways and no overwatering landscape to where water is running over sidewalks, and the prohibited activities are enforceable with fines.

The District can self-certify a 0% conservation standard based on adequate regional groundwater supplies during three additional dry years. However, in the adopted 2010 Urban Water Management Plan, the District has committed to comply with SBX7-7 by the year 2020, which established a goal to reduce per-capita water usage by 20% by 2020 target, and the District's goal is 210-gallons per-capita per day (gpcd). During the 2014 drought year, when voluntary reductions and the State's prohibitions were in place, our gpcd was an average of 210 gpcd, which was a 14% reduction from 2013 and complied with our 2020 target. During the 2015 drought year, our gpcd was an average of 156 gpcd, which was a 36% reduction from 2013 and far exceeded our 2020 target, but that was with the restricted 2-days of watering, etc.

With the above considerations, staff recommends two actions related to conservation. 1) The District petition and self-certify to the State for a 0% conservation standard in order to avoid legal obligations for complying with State mandated conservation, based on having adequate groundwater basin supply. 2) Establish a voluntary 15% to 20% conservation goal looking forward to the District's 2020 water use target. Staff believe this voluntary conservation goal may be accomplished by asking homes to alternate water days. For example, homes with an even address would water on even calendar days, and those with an odd number address would water on the "odd" calendar days of the month. Again, this is proposed to be a voluntary conservation measure. With the combination of the state imposed water restrictions and the voluntary even/odd watering, staff believes that the community can achieve a 15 to 20 percent goal. The voluntary reductions would also provide benefits to the water infrastructure planning and improvements over the next few years.

It should be noted, that prior to 2013, the District saw much higher water usage than our 2013 base year. Prior to 2010, the District gpcd was approximately 265. Given the population growth since then, returning to those very high levels of water usage would require accelerating the water infrastructure improvements.

### Fiscal Impact: \$

**Amount Requested**

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

**Prog/Fund # . Category:**

### Previous Relevant Board Actions for This Item

### Attachments

AGENDA ITEM: G-4

MAY 06 2016

# Discovery Bay Tennis – Pickleball 2016 Committee

4/20/2016

Catherine Kutsuris  
Interim Town Manager  
Town of Discovery Bay  
Error! Bookmark not defined.1800 Willow Lake Rd.  
Discovery Bay, CA 94505

Dear Catherine,

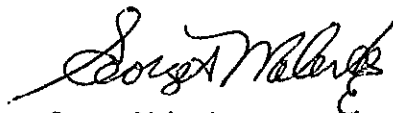
A committee of local citizens has created the attached recommendations in response to ideas that have circulated about potential funds that may be available to improve some of the pickleball and tennis facilities in our community. We wish to be included on the Boards agenda to make a presentation of these recommendations for the June 1<sup>st</sup> board meeting. Would you confirm when our request has been approved.

If you need any additional information from us please give one of us a call.

Sincerely,



Randi Laforge  
[Randi.laforge@comcast.net](mailto:Randi.laforge@comcast.net)  
925-234-1171



George Melendez  
[keokimelen@yahoo.com](mailto:keokimelen@yahoo.com)

CC: Bill Pease, President  
Robert Leete, Vice President  
Kevin Graves, Director  
Mark Simon, Director  
Chris steele, Director

# Discovery Bay Tennis – Pickleball 2016 Committee

**Proposal To:** Town of Discovery Bay Board  
**Subject:** Tennis Court to Pickleball Conversion  
**Date:** April 25, 2016

**Background:** The following signatories represent a committee of Discovery Bay residents who actively use the towns tennis and pickleball courts. This committee was formed to offer advice to our elected leaders on the proposed modifications to some of the current Community Center facilities, particularly the tennis and pickleball courts.

The committee has met several times and discussed the proposal to convert the Community Center tennis courts 3 & 4 to pickleball use and the earlier pickleball group proposal to convert the tennis court in Cornell Park to four pickleball courts.

The attached exhibit 1 covers the reasoning both the tennis players and the pickleball players wish to keep pickleball at Cornell and have only tennis at the Community Center.

The committee also asked most of the current tennis and pickleball players their thoughts on the two proposals and it was almost unanimous that the community would be best served by keeping all pickleball at Cornel and fixing tennis courts 3 & 4 at a future time when funds became available. Because of this we circulated different petitions with each playing group, The Early Birds, The ladies tennis team, men's tennis and the pickleball players and they are attached for your perusal.

**Proposal:** From our discussions and the support we received from the players we developed the following phased plan to be done as funds become available. With the long term plan based on the overall concept to end up with what the playing community of tennis and pickleball players feel are the best facilities for their respective sports and a well protected swimming facility and the communities ability to use a larger part of the Community Center recreational property as a park, as in the rest of the community.

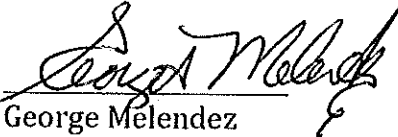
- **Phase I**
  - Convert Cornell park tennis court to four pickleball courts.
  
- **Phase II**
  - Fence Community Center tennis courts and dog-park from balance of park area so entrance to these areas is open to the public during daylight times. To aid in security and keep operating costs down install a programmable auto lock gate system to open at dawn and close at dusk as was previously discussed by staff and improve fencing along rear water way.
  
- **Phase III**
  - When funds become available, more extensively fence the pool area to make a swim complex to be controlled through the Community Center building. This to leave the balance of the park area, including picnic areas, barbecue area, the dog-park and tennis courts open to the public as the other parks. This would be a small version of the swim park in Brentwood.

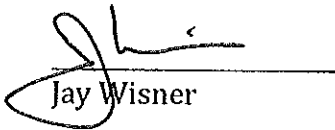
Comments: About other issues that have been raised.

- **Tennis availability at Cornell park**
  - Tennis would be available during all daylight hours at the Community Center and Discovery Bay is small enough that all can easily reach this central tennis facility. And it is expected that at some time in the future the lighted courts will be restored.
- **Water safety issues at the back of the Community Center Park area**
  - This to be mitigated with the updated fencing in phase II and in our water community we are all exposed to many water areas.

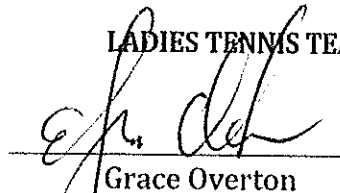
Respectfully Submitted,

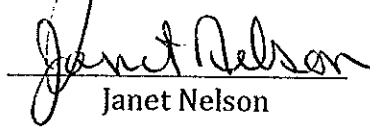
**MENS TENNIS**

  
George Melendez

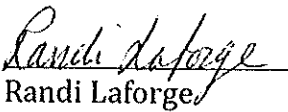
  
Jay Wisner

**LADIES TENNIS TEAM**


  
Grace Overton

  
Janet Nelson

**PICKLEBALL**

  
Randi Laforge

  
Mario Sarabia

  
Francine Ferguson

**EARLY BIRDS TENNIS**

  
Dennis Ward

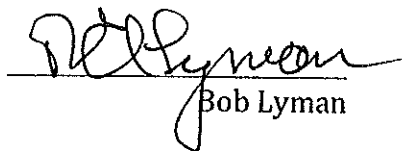
  
Bob Lyman



Exhibit 1

**WHY THE TENNIS/PICKLEBALL COMMUNITY THINKS NEW  
PICKLEBALL COURTS SHOULD BE AT CORNELL PARK**

- Tennis players feel that having pickleball and tennis at a common facility creates a commotion and noise issue that makes it extremely difficult to concentrate playing tennis.
- Tennis play at the moment is fine using 6 courts and the tennis players are 100% supportive of using the funds to add the pickleball courts at Cornell Park leaving improvements to courts 3 & 4 for the future.
- Pickleball has grown and in need of additional courts and the players desire is to convert the tennis court at Cornell to 4 courts creating a 6 court facility.
- In the future when the Community Center tennis courts 3 & 4 are improved it is our opinion that Discovery Bay would have a gem of a tennis facility to hold tournaments and would make it the best public tennis facility in Contra Costa County.

TODB Board Of Directors:  
Bill Pease, Pres Robert Leete, VP Kevin Graves Mark Simon Chris Steele

Gentlemen,

Date: 3/26/2016

The undersigned represent a long time Discovery Bay tennis group known as the "Drop-In" who have been playing on the tennis courts on the weekends currently owned by the Town of Discovery Bay since there existence..

We have become aware of a proposal to convert a couple of tennis courts into pickleball courts. While we know many of the pickleball players, enjoy their company and support our community providing this additional form of recreation, we wish to strongly register our opposition to moving pickleball play adjacent to the tennis play. The noise that comes from pickleball play makes it extremely hard to concentrate while playing tennis

Name	Signature
1. <u>Darrell Dorch</u>	<u>Darrell Dorch</u>
2. <u>Cynthia Sebastian</u>	<u>Cynthia Sebastian</u>
3. <u>FRANCIS SEBASTIAN</u>	<u>Francis Sebastian</u>
4. <u>Ken PERLIS</u>	<u>Ken Perlis</u>
5. <u>ARNOLD PLONCZAK</u>	<u>Arnold Plonczak</u>
6. <u>Rick Manix</u>	<u>Rick Manix</u>
7. <u>LINDA LEVINE</u>	<u>Linda Levine</u>
8. <u>ROSE PERLIS</u>	<u>Rose Perlis</u>
9. <u>Anita Sparks</u>	<u>Anita Sparks</u>
10. <u>Ken Perlis</u>	<u>Ken Perlis</u>
11. <u>MARTIN KOBOLD</u>	<u>Martin Kobold</u>
12. <u>George Melendez</u>	<u>George Melendez</u>
13. <u>Jim</u>	<u>Jim Wisner</u>

Discovery Bay Early Birds Tennis Group

Town of Discovery Bay Directors  
Gentlemen,

Date: 4/15/16

The undersigned represent a long time Discovery Bay tennis group known as the "Early Birds" who have been playing on the tennis courts currently owned by the Town of Discovery Bay for many years.

We have become aware of a proposal to convert a couple of tennis courts into pickleball courts. While we know many of the pickleball players, enjoy their company and support our community providing this additional form of recreation, we wish to strongly register our opposition to moving pickleball play adjacent to the tennis play. The noise that comes from pickleball play makes it extremely hard to concentrate while playing tennis.

Thank you for listening:

FRANCIS SEBASTIAN

Francis Sebastian

Frank Fiesch

Frank Fiesch

Phillip Kaffel

Phillip Kaffel

Alfred A. Azzurro

ALFRED A. AZZURRO

Nancy Moore

BARLAN AVERITT

Barlan Averitt

Cynthia Sebastian

Kelli Nunn

Kelli Nunn

Jessica Jovan

Dennis Ward

STEIN GRAMMSTADT

DT SNYDER

Jessica Jovan

Jessica Jovan

V.T. Snyder

V.T. Snyder

Beverly Bounet

Beverly Bounet

Town Of Discovery Bay Board Of Directors:

Bill Pease, Pres Robert Leete, VP Kevin Graves Mark Simon Chris Steele

Gentlemen,

Date: 4/1/16

We are some of the current active pickleball players who play at the Discovery Bay pickleball courts.

We continue to attract more players to the game of pickleball and in January proposed adding to the courts at Cornell Park. We now know that there has been discussion about converting tennis courts to pickleball at the Community Center. After discussions with several in the tennis community we wish to clearly state that our strong preference is to convert the tennis court at Cornell and not move our play adjacent to tennis play.

Respectfully submitted:

Randi Laforge

Bob Lyman

CAROL DEMARS

~~Randi Laforge~~

~~Bob Lyman~~

~~Carol Demars~~

David Smuckler

~~David Smuckler~~

Lee Sun

~~Lee Sun~~

Wayne DAnno

~~Wayne DAnno~~

DAVE DEMARS

Nancy Hoffman

~~Nancy Hoffman~~

~~Richard Laforge~~

RICHARD LAFORGE

~~Wayne DAnno~~ DB

~~Bill Giles~~

LARRY MEELEORAC

~~John~~

~~Laura Roe~~

LISA TROBISKEY

~~Alia Schmitt~~

Laura Roe

Laura Roe

Marie Grant

~~Jerry P~~

~~Jerry P~~

TERRY SILVA

RANDY ZIERAU

EARL TUCKER

~~Randy Zierau~~

~~Earl Tucker~~

LIZ CLOUGH

Marie Schmitt

Mary Freeman

~~Allen Letty~~

~~Marie Schmitt~~

~~Jim Fehbe~~

Dorbie Ferris

John W...  
[Signature]

\_\_\_\_\_

[Signature]

JEFF SOUCE

\_\_\_\_\_

[Signature] George Hubbert

\_\_\_\_\_

Marie Wilson Marie Wilson

\_\_\_\_\_

[Signature]

Francine Ferguson

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TownOfDiscoveryBay CSD  
Received  
MAY 23 2016

## RE-NOTICE

# NOTICE OF A PUBLIC HEARING

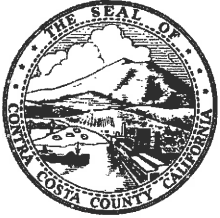
You are hereby notified that on MONDAY, JUNE 6, 2016, at 1:30 p.m. at 30 Muir Road, Martinez, California, the County Zoning Administrator will consider a LAND USE PERMIT application as described below:

JONATHAN KENDLER, CENTURY MANAGEMENT CO. (Applicant) – HOFMANN HOLDINGS LP (Owner), County File #LP16-2001: The applicant requests approval of a Land Use Permit/Development Plan to establish a master take-out food establishment permit for the Discovery Bay Shopping Center, allow a weekly outdoor farmers market, and up to 10 outdoor non-profit special events per year, and to revise Development Plan DP87-3080, Condition of Approval #1, to allow commercial office and retail uses in all three existing buildings at the Shopping Center. The project site is located at 1520 Discovery Bay Boulevard and 1540 Riverlake Road in the Discovery Bay area in unincorporated Contra Costa County. (Zoning: P-1 Planned Unit District) (Assessor's Parcel Numbers: 004-182-005, 004-182-006)

If you challenge the project in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the County at, or prior to, the public hearing.

For further details, contact the Contra Costa County Department of Conservation and Development, Community Development Division, 30 Muir Road, Martinez, California, or Stanley Muraoka at 925-674-7781.

John Kopchik, Director  
Department of Conservation and Development



## Department of Conservation and Development

### County Zoning Administrator

Monday, June 6, 2016 – 1:30 P.M.

(Continued from May 16, 2016)

#### STAFF REPORT

Agenda Item # \_\_\_\_\_

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<b>Project Title:</b>	Land Use Permit / Development Plan to establish a master take-out food establishment permit for the Discovery Bay Shopping Center, allow a weekly outdoor farmers market, and up to 10 outdoor non-profit special events per year, and to revise Development Plan DP87-3080, Condition of Approval #1, to allow commercial office and retail uses in all three existing buildings at the Shopping Center
<b>County File(s):</b>	#LP16-2001
<b>Applicant/Owner:</b>	<u>Jonathan Kendler, Century Management Co. (Applicant) – Hofmann Holdings LP (Owner)</u>
<b>Zoning/General Plan:</b>	Planned Unit (P-1) / Commercial (CO)
<b>Site Address/Location:</b>	1520 Discovery Bay Boulevard and 1540 Riverlake Road in the Discovery Bay area in unincorporated Contra Costa County (APN: 004-182-005, 004-182-006)
<b>California Environmental Quality Act (CEQA) Status:</b>	Categorical Exemption – Class 1: CEQA Guidelines Section 15301(a), Existing Facilities, interior and exterior alterations
<b>Project Planner:</b>	Stan Muraoka, Senior Planner (925) 674-7781
<b>Staff Recommendation:</b>	Approve (See Section II for Full Recommendation)

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#### I. PROJECT SUMMARY

The applicant requests approval of a Land Use Permit / Development Plan to establish a master take-out food establishment permit for the Discovery Bay Shopping Center, allow a weekly outdoor farmers market, and up to 10 outdoor

non-profit special events per year, and to revise Development Plan DP87-3080, Condition of Approval #1, to allow commercial office and retail uses in all three existing buildings at the Shopping Center.

## **II. RECOMMENDATION**

Staff recommends that the Zoning Administrator APPROVE the proposed combination Land Use Permit / Development Plan, subject to the attached findings and conditions of approval.

## **III. GENERAL INFORMATION**

A. General Plan: Commercial (CO)

B. Zoning: Planned Unit District (P-1)

C. California Environmental Quality Act (CEQA) Compliance: Categorical Exemption – Class 1: CEQA Guidelines Section 15301(a), Existing Facilities, interior and exterior alterations.

D. Previous Applications:

RZ73-1786: The Board of Supervisors approved Rezone RZ73-1786 on August 7, 1973 that rezoned land in the Discovery Bay area from A-2 General Agriculture District and R-100 Single-Family Residential District to P-1 Planned Unit District.

DP74-3014: On June 3, 1975, the County Planning Commission approved Development Plan DP74-3014 that granted final development plan approval for the rezoned P-1 area, including shopping and office uses.

DP80-3052: On February 24, 1981, the County Planning Commission approved Development Plan DP80-3052 that provided for a shopping center proposal on the project parcel. The shopping center was to be built in phases with a total of 116,800 square feet of commercial space in eight buildings in a cluster and a 470 space parking lot.

DP87-3080: The East County Planning Commission approved Development Plan DP87-3080 on March 14, 1988 that granted final development plan approval for a revised shopping center on the site that would consist of seven buildings



totaling 84,000 square feet and a 396 space parking lot. The decision was appealed to the Board of Supervisors. The Board upheld the Planning Commission approval on November 29, 1988.

#### **IV. SITE/AREA DESCRIPTION**

The Discovery Bay Shopping Center is located on a 12-acre site on the west side of Discovery Bay Boulevard between Riverview Road and Sand Point Road. The Shopping Center is comprised of two Assessor's Parcels, APN 004-182-005 and APN 004-182-006. Only the northern portion of the Shopping Center approved in DP87-3080 has been constructed, including Buildings 1, 2, and 4 totaling 33,970 square feet in 23 tenant suites and 236 parking spaces. Building 1, located at 1555 Riverlake Road, is on the first parcel (APN 004-182-005), and Buildings 2 and 4, located at 1540 and 1520 Discovery Bay Boulevard, respectively, are on the northern portion of the second parcel (APN 004-182-006). The remainder of the Shopping Center site to the south of Building 2 remains undeveloped.

North of Building 4 at the corner of Discovery Bay Boulevard and Riverlake Road is a Valero gas station and convenience market. There are condominiums to the west of the shopping center and single-family residences to the north and south. Business offices, a fire station, a community center, and a church are located to the east across Discovery Bay Boulevard.

Currently, 25,876 square feet in 18 tenant suites is leased to various businesses, including two real estate companies, two insurance companies, a veterinarian, a dry cleaner, a fitness club, a massage center, a boat dealer, an optometrist, a nail salon, a wine bar, an ice cream and coffee shop, a pizza parlor, the Ministry Center of the Calvary Fellowship, the Discovery Bay Contra Costa County Sheriff's Annex together with the Discovery Bay Chamber of Commerce, Reclamation District #800, and a bank ATM. In addition to the leased space, there are five vacant tenant suites with a total of 8,094 square feet of leasable space.

#### **IV. PROJECT DESCRIPTION**

The proposed project includes (A) establishing a master take-out food establishment permit for the Discovery Bay Shopping Center; (B) allowing events on a portion of the Shopping Center parking lot, including a weekly outdoor farmers market and up to 10 outdoor non-profit special events per year; and (C) revising Development Plan DP87-3080, Condition of Approval #1, to allow

commercial office and retail uses in all three existing buildings at the Shopping Center.

- A. Take-Out Food Establishments. At present, there are three take-out food establishments with a total of 5,551 square feet in the Shopping Center, including Aladino’s Pizza in Suite G and Callahan’s Coffee & Cones in Suite A of Building 1, located at 1555 Riverlake Road, and Unwined Wine and Cheese Bar in Suite 300 of Building 4, located at 1520 Discovery Bay Boulevard. The applicant requests approval of a master land use permit for take-out food establishments in order to be able to lease the five currently vacant tenant suites with a total of 8,094 square feet to take-out food establishments. Without approval of this request, each new take-out food establishment would need to seek approval of a land use permit. Approval of the master take-out food establishment land use permit would allow take-out food establishments in the following eight tenant suites with a total of 13,645 square feet of leasable space.

**Building 1, 1555 Riverlake Road**

Suite	Square Feet	Tenant
A	800	Callahan's Coffee and Cones
E	1,200	VACANT
G	4,000	Aladino's Pizza
K	800	VACANT
L	800	VACANT

**Building 2, 1540 Discovery Bay Boulevard**

Suite	Square Feet	Tenant
G	4,800	VACANT

**Building 4, 1520 Discovery Bay Boulevard**

Suite	Square Feet	Tenant
300	751	Unwined Wine and Cheese Bar
400	494	VACANT

**TOTAL**

Suites	Square Feet
8	13,645

The applicant has requested flexibility in being allowed to lease any tenant suite

that is currently occupied to a take-out food establishment, provided that the total of 13,645 square feet for food establishment use is not exceeded.

- B. Outdoor Events. The applicant requests approval of outdoor events, including a weekly outdoor farmers market and up to 10 outdoor non-profit special events per year.

The farmers market would be held on Thursdays from 4:00 PM to 8:00 PM or to dusk, whichever occurs earlier, or on Saturdays from 8:00 AM to dusk. The applicant expects a maximum of 120 attendees at any given time and a maximum of 80 vehicles.

The non-profit special events would include Discovery Bay Chamber of Commerce mixers, related events hosted by Chamber of Commerce members, and the annual Discovery Bay Christmas parade. The applicant states that these events are intended to help support residents and businesses in the Discovery Bay community. Up to 10 of these special events would be held each year on Saturdays, Sundays, and federal holidays from 8:00 AM to dusk, and on weekdays from 4:00 PM to dusk. The Discovery Bay Christmas parade would occur on a Saturday from 9:00 AM to 9:00 PM. The applicant expects a maximum of 150 attendees at any given time and a maximum of 100 vehicles.

The farmers market and non-profit special events would be held on the northernmost portion of the Discovery Bay Shopping Center parking lot adjacent to Riverlake Road. Up to 16 parking spaces would be taken up for the farmers market and special events. Following would be common to the farmers market and all special events:

- A maximum of 1.5 hours of set up time and a maximum of 1.5 hours of clean up/take down time;
- Amplified music;
- Sales of prepared food;
- Security personnel provided by the farmers market/event organizer;
- Traffic personnel provided by the farmers market/event organizer;
- No alcoholic beverage sales;
- Use of restroom facilities at Aladino's Pizza, Unwined Wine and Cheese Bar, and Callahan's Coffee and Cones; and

- Overflow parking, at the Delta Community Presbyterian Church.
- C. Update Development Plan DP87-3080. As described previously, Development Plan DP87-3080 allowed development of a shopping center that would consist of seven buildings totaling 84,000 square feet and a 396 space parking lot. At this time, three buildings totaling 33,970 square feet in 23 tenant suites and 236 parking spaces have been constructed. Condition of Approval #1 of DP87-3080 allows retail uses (“shops”) in Building 2 and office uses in Building 4, as shown on the November 23, 1987 Discovery Bay Shopping Center Landscape Plan. The applicants request modification of Condition of Approval #1 to allow commercial office and retail uses in Buildings 1, 2, and 4.

**V. AGENCY COMMENTS**

- A. Floodplain - Application and Permit Center. On January 26, 2016, the Application and Permit Center Floodplain Tech returned the Agency Comments Request form, stating that a floodplain permit was not needed.
- B. Contra Costa Health Services Department, Environmental Health Division. The Environmental Health Division submitted a letter on February 1, 2016, stating that a permit was required for any well or soil boring, that abandoned wells and septic tanks must be destroyed under a permit from the Division, that a health permit and approved restrooms will be required for retail food facilities, and that dumpster areas were required to meet Division standards for sewer and water.

An Advisory Note is included in the Conditions of Approval and Advisory Notes whereby the applicant is responsible for contacting the Environmental Health Division regarding its requirements and permits.

- C. Building Inspection Division. On February 4, 2016, the Division returned the Agency Comments Request form, with one comment: that current building codes will need to be met for any change of occupancy.

An Advisory Note is included in the Conditions of Approval and Advisory Notes whereby the applicant is required to submit building plans to the Building Inspection Division and to comply with Division requirements for any tenant improvements.

- D. Discovery Bay Community Services District. A letter was received on February 12, 2016, stating that the District had no negative comment on Callahan's Coffee and Cones. Subsequently, a letter was received on March 9, 2016, stating that the District recommends approval of the proposed project as it would streamline the permitting process and give the Shopping Center more flexibility in leasing tenant suites.
- E. Public Works, Engineering Services Division. The Engineering Services Division submitted an email on May 9, 2016, stating that the Division had no comments.
- F. East Contra Costa Fire District. The project application was routed to the Fire District on January 13, 2016. To date, no comments from the District have been received.
- G. Reclamation District #800. The project application was routed to Reclamation District #800 on January 27, 2014. To date, no comments from the District have been received.

## **VI. STAFF ANALYSIS**

- A. Consistency with General Plan. The proposed project would establish up to five new take-out food establishments in the Discovery Bay Shopping Center. The Shopping Center property has a General Plan Land Use designation of Commercial (CO), which allows for a broad range of commercial uses typically found in community commercial districts, including shopping centers. The property is developed with three buildings totaling 33,970 square feet and 236 parking spaces. Current tenants of the Discovery Bay Shopping Center include two real estate companies, two insurance companies, a veterinarian, a dry cleaner, a fitness club, a massage center, a boat dealer, an optometrist, a nail salon, a wine bar, an ice cream and coffee shop, a pizza parlor, the Ministry Center of the Calvary Fellowship, the Discovery Bay Contra Costa County Sheriff's Annex together with the Discovery Bay Chamber of Commerce, Reclamation District #800, and a bank ATM. Adjacent to the Shopping Center is a gas station with a convenience market. The leasing of a total of 13,645 square feet to take-out food establishments would increase the number of retail uses at the Shopping Center in a manner that would be consistent with the CO General Plan designation for the project site. Further, the proposed modification of Development Plan DP87-3080 to allow a mix of commercial retail and office uses in Buildings 1, 2, and 4 of the Shopping Center, rather than

limiting Building 2 to retail uses and Building 4 to office uses, would provide more flexibility to the applicant in leasing tenant suites to either a retail or office business and would not affect the General Plan consistency of the Shopping Center.

The proposed project is also subject to the "Policies for Discovery Bay Area", Policies 3-204(a) through 3-204(u) of the General Plan Land Use Element. The establishment of up to five new take-out food establishments in the Discovery Bay Shopping Center would be consistent with these General Plan policies. The take-out food establishments would provide a food service that would serve the residential areas surrounding the Shopping Center, and thereby, enhance the maintenance of Discovery Bay as a "mixed density residential project" as stipulated in Policy 3-204(h). Further, the future food establishments would not be large-scale regional businesses and would enhance the character of the Shopping Center and the surrounding Discovery Bay community. The proposed outdoor events, including the weekly farmers market and up to 10 yearly non-profit special events, would reinforce the Shopping Center as a community focal point, again as stipulated in in Policy 3-204(h).

Discovery Bay Boulevard is a designated arterial in the Transportation and Circulation Element of the General Plan. As an arterial, Discovery Bay Boulevard functions to move traffic to and from Highway 4, which connects the neighborhoods around the Discovery Bay Shopping Center to the rest of the County. Leasing tenant suites in the Shopping Center and holding the outdoor events would not change the configuration of the Shopping Center or any local roadways.

At the request of staff, the applicant submitted a Focused Parking and Traffic Analysis, dated May 23, 2016. The traffic analysis included an assessment of existing conditions and future conditions at full occupancy of the Discovery Bay Shopping Center with all five vacant tenant suites leased to food establishments, at the intersection of Riverlake Road and the Shopping Center's north entrance, and at the intersection of Discovery Bay Boulevard and the Shopping Center's east entrance. With the leasing of the five vacant tenant suites the traffic analysis projected an additional 380 daily vehicular trips, with 21 new weekday PM peak hour trips and 25 new weekend mid-day peak hour trips. With the additional peak hour trips, there would be minor increases in vehicle delay at the two intersections; however, the traffic level of service (LOS) each intersection would not change and would remain at LOS A at the Riverlake

Road intersection and at LOS B at the Discovery Bay Boulevard intersection. Accordingly, the proposed project would be consistent with General Plan transportation policies for arterials.

Consistency with Zoning. In general, land uses in a Planned Unit District (P-1) that are in harmony with each other, serve to fulfill the function of the P-1 District, and are consistent with the General Plan are allowed. The proposed project is within the Discovery Bay Planned Unit District, within an area designated in Development Plan DP74-3014 as a shopping center. The Discovery Bay Shopping Center was developed pursuant to a subsequent development plan, DP87-3080. The leasing of tenant suites to five new take-out food establishments would be consistent with the intent and purpose of the Shopping Center and are compatible with and would enhance the allowed uses in the Discovery Bay P-1 District.

The May 23, 2016 Focused Parking and Traffic Analysis addressed parking at the Discovery Bay Shopping Center for up to 13,645 square feet of space being leased to food establishments. As detailed in the May 2016 parking study, if the five currently vacant tenant suites are leased to food establishments, there would be a total of 13,645 square feet of space leased to food establishments that would generate an overall parking demand for 229 spaces, with a resultant parking surplus of 7 spaces.

Take-out food establishments are permitted with an approved land use permit, and therefore, the applicant has requested a master take-out food establishment permit for eight tenant suites with a total of 13,645 square feet of leasable space. As stated previously, the applicant has requested flexibility in being allowed to lease any tenant suite that is currently occupied to a take-out food establishment. Accordingly, a Condition of Approval is included herein that would allow the applicant to lease any tenant suite in the Shopping Center to a food establishment, subject to review and approval by the Department of Conservation and Development, Community Development Division, and provided that the total of 13,645 square feet for food establishment use is not exceeded.

As described previously, the take-out food establishments would provide a food service that would serve the residential areas surrounding the Shopping Center. The take-out food establishments would be required to follow trash pickup and disposal requirements. Adherence to these requirements would be

overseen by the Discovery Bay Shopping Center management.

Development Plan DP87-3080 limits Building 2 to retail uses and Building 4 to office uses, and therefore, DP87-3080 was modified in Land Use Permit /Development Plan LP14-2003 to allow Unwined Wine and Cheese Bar, a retail use, to be located in Building 4. In approving LP14-2003, staff determined that none of the required development standards of DP87-3080 would be altered for Unwined and that the project would be consistent with the Discovery Bay P-1 District. The applicant-requested modification of DP87-3080 to allow a mix of commercial retail and office uses in Buildings 1, 2, and 4 would enhance the overall community-serving commercial character of the Shopping Center in a manner that would be consistent with the Discovery Bay P-1 District.

In the Discovery Bay P-1 District, a retail business that is conducted in an enclosed building is permitted if it is consistent with Development Plan DP87-3080. DP87-3080 does not include any provision for conducting a retail business outside of an enclosed building, and therefore, outdoor seating would require approval of a land use permit. The Unwined Wine and Cheese Bar was established under Land Use Permit / Development Plan LP14-2003, which allowed 34 outdoor seats within a patio area. Future proposals for outdoor seating would similarly require a land use permit.

As in the case of outdoor seating, DP87-3080 does not include any provisions for allowing drive-through businesses, and prohibits drive-through businesses in Building 7, which has not yet been built. Future proposals for drive-through businesses in any of the other buildings approved pursuant to DP87-3080 would require a land use permit / development plan.

- B. Temporary Events Ordinance: Pursuant to County Code Chapter 82-44 (Temporary Events Ordinance), a land use permit is required when four or more events will be held at a venue in a twelve-month period. The applicant proposes a weekly outdoor farmers market and up to 10 outdoor non-profit special events per year. Accordingly, a land use permit is required for these temporary events.

The purpose of the Temporary Events Ordinance is to establish procedures for evaluating, permitting, and regulating short-term events that are conducted on private property and generate or invite public participation, invitees or spectators. These procedures are necessary to protect and promote the health,



safety, and welfare of the public, temporary event participants, and nearby residents; minimize the impacts of the temporary events on the normal free flow of vehicular and pedestrian traffic; minimize the impacts of noise; protect the safety of the property; and minimize disturbance and inconvenience to neighbors, neighboring properties, and neighborhoods. As conditioned, the weekly outdoor farmers market and the up to 10 yearly outdoor non-profit special events would not adversely impact the health and safety of farmers market / special event patrons and would maintain and protect the surrounding neighborhoods.

C. Appropriateness of Use. Leasing the five vacant tenant suites and holding the outdoor events at the Discovery Bay Shopping Center raises concerns regarding aesthetics and parking.

1. Aesthetics. The businesses that occupy the five vacant tenant suites would be subject to the appearance and signage requirements of the Shopping Center, and thereby, the storefront would be architecturally consistent with existing tenants of the Shopping Center. Also, Development Plan DP87-3080 includes a sign plan along with sign criteria, which requires Zoning Administrator review and approval of tenant signs. Thus, as the tenant suites are leased, the tenant signs would be subject to Zoning Administrator review and approval. Accordingly, the appearance of the Shopping Center would not be significantly altered by leasing the five vacant tenant suites.

Regarding the farmers market and outdoor events, the appearance of the Shopping Center will be altered on a temporary basis for each event. The applicant anticipates that there would be a maximum of 1.5 hours of set up time and a maximum of 1.5 hours of clean up/take down time. After clean up, the Shopping Center would resume its normal appearance.

2. Parking. As analyzed in the May 23, 2016 Focused Parking and Traffic Analysis, there are 236 total parking spaces, including 7 handicapped spaces and 229 standard parking spaces. Under current conditions parking at the Discovery Bay Shopping Center meets the requirements of the County Code. The existing businesses at the shopping center generate a parking demand for 175 spaces, resulting in a parking surplus of 61 spaces. The 175 parking spaces include 27 spaces allocated to the 8,094 square feet of vacant space within the Shopping Center.

Based on the most conservative County Code requirement for restaurants (1 space/100 square feet), a parking demand of 81 spaces would be calculated for the 8,094 square feet of vacant space being leased to food establishments, with a resultant increase in parking demand of 54 spaces. With the leasing of the vacant 8,094 square feet to food establishments, there would be a total of 13,645 square feet of space leased to food establishments with an overall parking demand for the Shopping Center of 229 parking spaces. There would be a resultant parking surplus of 7 parking spaces. Thus parking for full occupancy of the Shopping Center would be accommodated by the existing 236 parking spaces.

With respect to the proposed outdoor events, including the weekly farmers market and up to 10 yearly non-profit special events, there would potentially be a maximum of 80 vehicles at the Shopping Center for a farmers market and a maximum of 100 vehicles at the Shopping Center for a special event. Thus the number of spaces available at the Shopping Center would not be sufficient to accommodate all of the vehicles for shop patrons and farmers market/special event attendees, and as many as 93 vehicles would need to be parked off-site. The applicant has secured off-site parking across Discovery Bay Boulevard at the Delta Community Presbyterian Church for event parking. In addition, there would be traffic personnel provided by the farmers market/event organizer to direct event traffic to the Church property. Staff believes that, as conditioned to include requirements for available off-site parking and traffic personnel, traffic related to the farmers market and the special events would not create a parking overflow at the Shopping Center that would affect surrounding residential neighborhoods.

## **VII. CONCLUSION**

The proposed project consists of a master take-out food establishment permit for the Discovery Bay Shopping Center, outdoor events to include a weekly farmers market, and up to 10 non-profit special events per year, and revision of Development Plan DP87-3080, Condition of Approval #1, to allow commercial office and retail uses in all three existing buildings at the Shopping Center. These changes would add flexibility to leasing available tenant suites at the Shopping Center, increase the variety of food establishments in the Shopping Center, and enhance the viability of the Shopping Center as a community focal point. Staff recommends approval of LP16-2001, with the attached findings and conditions of approval.

**FINDINGS AND CONDITIONS OF APPROVAL – COUNTY FILE #LP16-2001,  
JONATHAN KENDLER, CENTURY MANAGEMENT CO. (APPLICANT) – HOFMANN  
HOLDINGS LP (OWNER)**

FINDINGS

A. Growth Management Performance Standards

1. Traffic: Currently, existing intersection levels of service at the Discovery Bay Shopping Center entrance at Discovery Bay Boulevard operates at Level of Service (LOS) B during the weekday PM peak hour and during the weekend mid-day peak hour, while the Shopping Center entrance at Riverlake Road operates at LOS A during the during the weekday PM peak hour and during the weekend mid-day peak hour. The Discovery Bay Shopping Center, at full occupancy of its 23 tenant suites, will generate 1.451 daily trips with 80 trips during the weekday PM peak hour and 202 trips during the weekend mid-day peak hour. With these future trips, the Shopping Center entrance at Discovery Bay Boulevard will continue to operate at LOS B during the weekday PM peak hour and during the weekend mid-day peak hour, while the Shopping Center entrance at Riverlake Road will continue to operates at LOS A during the during the weekday PM peak hour and during the weekend mid-day peak hour. Thus the pattern of vehicular traffic to and from the Shopping Center is not expected to change at full occupancy.

2. Water: The Discovery Bay Shopping Center is in the service area of the Discovery Bay Community Services District (CSD). Leasing of the five vacant tenant suites will slightly increase the intensity of commercial land uses in the Shopping Center, and consequently, will incrementally increase the use of water at the Shopping Center. The project application and plans were reviewed by the CSD and the CSD recommended approval of the project.

3. Sanitary Sewer. The leasing of five vacant tenant suites does not involve an increase in population and will slightly increase the intensity of commercial land uses at the Discovery Bay Shopping Center. Overall, there will be a slight increase in the demand for sanitary sewer service at the Shopping Center. The project application and plans were reviewed by the CSD, which supplies sanitary sewer service to the Shopping Center and the CSD recommended approval of the project

4. Fire Protection: Full occupancy of the Discovery Bay Shopping Center will slightly

increase the intensity of commercial land uses at the Shopping Center, but will not expand its footprint. The East Contra Costa Fire Protection District maintains Fire Station 59 at 1685 Bixler Road that provides fire protection service to Discovery Bay. This station is located 3.6 miles from the project site. At full occupancy, the Shopping Center will generate a slight increase in demand for fire protection service. Any new tenants at the Shopping Center will be required to submit tenant improvement plans to the East Contra Costa Fire Protection District and comply with all applicable fire codes.

5. Public Protection: The leasing of the five vacant tenant suites will slightly increase the intensity of commercial land uses at the Discovery Bay Shopping Center, but will not expand the footprint of the Shopping Center. At full occupancy, the Shopping Center will generate a slight increase in demand for police services; however, the full leasing of the Shopping Center is not expected to affect police response times, as the Sheriff's Annex at Discovery Bay is located in Building 1, Suite J.

6. Parks and Recreation: The Discovery Bay Shopping Center does not provide any housing units and will not increase the demand for parks or recreation facilities.

7. Flood Control and Drainage: The Discovery Bay Shopping Center has drainage improvements that have been approved by the County. New construction at the Shopping Center will be subject to applicable County building, grading, and drainage codes. Accordingly, changes at the Shopping Center will not create a hazard associated with any existing flood hazard condition.

#### B. Planned Unit District Findings

In approving a modification to a final development plan in a P-1 Planned Unit District, findings are required that the proposed project is consistent with the intent and purpose of the P-1 District and is compatible with other uses in the vicinity, both inside and outside the district.

Project Finding: The proposed project will modify Development Plan DP87-3080, Condition of Approval #1, by allowing commercial retail and office uses in Buildings 1, 2, and 4 of the Discovery Bay Shopping Center. As approved, DP87-3080 allowed only retail shops in Building 2 and only offices in Building 4. Over time, commercial retail and office uses have located in Buildings 1, 2, and 4. Most recently, Land Use Permit / Development Plan LP14-2003 allowed a retail use in Building 4, Suite 300. None of the required development standards of DP87-3080 will be altered in allowing

commercial retail and office uses in all three existing buildings. Allowing a mix of commercial retail and office uses in the three buildings will provide the Shopping Center with flexibility in leasing the tenant suites. At full occupancy, the Shopping Center will provide new retail services to the surrounding neighborhoods, and thereby, will enhance the overall community-serving commercial character of the Shopping Center in a manner that will be consistent with the Discovery Bay P-1 District.

Allowing a master take-out food establishment permit for a total of 13,645 square feet for food establishment use in the Discovery Bay Shopping Center and permitting outdoor events, including the weekly farmers market and up to 10 yearly non-profit special events, will enhance the overall community-serving commercial character of the Shopping Center in a manner that will be consistent with the Discovery Bay P-1 District

C. Land Use Permit Findings

The following are required findings for the approval of a land use permit in the R-B District.

1. *The proposed project shall not be detrimental to the health, safety and general welfare of the county.*

Project Finding: The establishment of up to five new take-out food establishments in the Discovery Bay Shopping Center will be consistent with the three existing food establishments at the Shopping Center including, Aladino's Pizza, Callahan's Coffee & Cones, and Unwined Wine and Cheese Bar. The new food establishments will be subject to applicable Contra Costa Health Services Environmental Health Division regulations and standards. These regulations and standards will ensure that the new food establishments will not present health and safety risks. The weekly outdoor farmers market and the up to 10 yearly outdoor non-profit special events will be conditioned such that the outdoor events will not adversely impact the health and safety of farmers market/special event patrons and will maintain and protect the surrounding neighborhoods

2. *The proposed project shall not adversely affect the orderly development within the County or the community.*

Project Finding: Leasing five tenant suites to take-out food establishments will

intensify commercial retail uses within the Discovery Bay Shopping Center and enable it to more completely serve the surrounding residential neighborhoods. The concentration of food establishments at the Shopping Center will provide surrounding residential neighborhoods with food choices at a specific location within the community and will promote orderly future development and maintenance of the community. Allowing weekly outdoor farmers market and the up to 10 yearly outdoor non-profit special events will not adversely affect orderly development of the area, as the outdoor events will enhance the Shopping Center and provide a community focus for outdoor events that currently does not exist in the Discovery Bay community, and thereby, will promote future development and maintenance of the community.

3. *The proposed project shall not adversely affect the preservation of property values and the protection of the tax base within the county.*

Project Finding: The establishment of up to five new take-out food establishments and holding outdoor events at the Discovery Bay Shopping Center will enhance existing and future developments in the Discovery Bay area, through enhancing the viability of the Shopping Center and the overall Alamo commercial district. Enhancement of this commercial area will increase the availability of amenities to the surrounding residential neighborhoods and will not cause a reduction of property values in the vicinity.

4. *The proposed project as conditioned shall not adversely affect the policy and goals as set by the General Plan.*

Project Finding: The establishment of up to five new take-out food establishments and holding outdoor events, including a weekly farmers market and up to 10 yearly special events such as Discovery Bay Chamber of Commerce mixers, will be compatible with the Commercial land use policies and the goals of the General Plan. As conditioned, the take-out food establishments and outdoor events meet the intent and purpose of the General Plan through ensuring that the commercial services that will be provided will be at a convenient location for commercial activities in the Discovery Bay area, and further, will be supportive of and will not disrupt existing commercial retail and office businesses.

5. *The proposed project shall not create a nuisance and/or enforcement problem within the neighborhood or community.*

Project Finding: The establishment of up to five new take-out food establishments

and holding outdoor events at the Discovery Bay Shopping Center is not anticipated to create a crime or nuisance problem within the Discovery Bay community. Based on crime statistics for the Discovery Bay area provided by the Sheriff's Office website, there have been no crimes reported at the Discovery Bay Shopping Center or its immediate vicinity in 2016. Accordingly, the project is not expected to create a nuisance and/or enforcement problem.

6. *The proposed project as conditioned shall not encourage marginal development within the neighborhood.*

Project Finding: The establishment of up to five new take-out food establishments and holding outdoor events at the Discovery Bay Shopping Center will not encourage marginal development within the community. All new commercial activities will be located in an established shopping center surrounded by existing residential neighborhoods. Approval of the land use permit will not change the established uses on the site or in the vicinity.

7. *That special conditions or unique characteristics of the subject property and its location or surroundings are established.*

Project Finding: The Discovery Bay Shopping Center, along with the Sandy Cove Shopping Center on Highway 4 at Bixler Road, is one of two shopping centers serving Discovery Bay. It is the only shopping center along Discovery Bay Boulevard. As such, the shopping center is unique in being directly accessible from residential neighborhoods along Discovery Bay Boulevard. The establishment of up to five new take-out food establishments and holding outdoor events at the Discovery Bay Shopping Center will complement existing commercial tenants of the Shopping Center and will strengthen the Shopping Center's unique characteristics in providing neighborhood-serving commercial services and amenities.

CONDITIONS OF APPROVAL FOR COUNTY FILE #LP16-2001

Project Approval

1. The combination Land Use Permit / Development Plan is APPROVED as generally described in the application and materials received by the Department of Conservation and Development, Community Development Division (CDD) on January 7, 2016, as revised by the site plan and tenant roster submitted on March 28, 2016, the schematic floor plans submitted on May 20, 2016, and the events list and event location map submitted on April 21, 2016, subject to the conditions below.
2. Any change from the approved plans shall require review and approval by the CDD and may require the filing of an application to modify this Land Use Permit / Development Plan.
3. Development Plan DP87-3080, Condition of Approval #1, is hereby revised as follows:

*This approval is based on the Development Plan received by the Community Development Department dated November 23, 1987 which consists of the following items:*

*A. Site Plan (Sheet 1).*

*B. Building Elevations (Sheets 2 and 3).  
Sign Plan (Sheet 4).*

*C. Landscape Plan (Sheet 5), except that commercial retail and office uses shall be allowed in Buildings 1, 2, and 4.*

*All items in the following conditions which state "per plan(s)" refer to the aforementioned item(s) of this Development Plan.*

4. All other approved Conditions of County File #DP87-8030, which are pertinent, shall remain in full force and effect.

Application Costs

5. The Land Use Permit / Development Plan application was subject to an initial deposit of \$3,087, plus time and material costs if the application review expenses exceed the initial deposit. Any additional fee due must be paid prior to issuance



of a building permit, or 60 days of the effective date of this permit, whichever occurs first. The fees include costs through permit issuance and final file preparation. Pursuant to Contra Costa County Board of Supervisors Resolution Number 2013/340, where a fee payment is over 60 days past due, the application shall be charged interest at a rate of ten percent (10%) from the date of approval. The applicant may obtain current costs by contacting the project planner. A bill will be mailed to the applicant shortly after permit issuance.

#### Take-Out Food Establishments

6. Prior to establishment of any food establishment approved under this permit, the applicant shall obtain a business license from the County Tax Collector's Office. Within thirty (30) days of the establishment of the use approved under this permit, the applicant shall provide evidence to the CDD that the business license has been obtained. This license shall be renewed annually or as otherwise required, and shall remain in good standing as long as the approved use is in operation.
7. The Discovery Bay Shopping Center management shall be responsible for monitoring food establishment uses in the shopping center. The following 8 tenant suites are approved for use by food establishments:
  - Suites A, E, G, K, and L in Building 1 (1555 Riverlake Road),
  - Suite G in Building 2 (1540 Discovery Bay Boulevard), and
  - Suites 300 and 400 in Building 4 (1520 Discovery Bay Boulevard).

Any tenant suite identified above may be exchanged for another tenant suite not identified above for use by a food establishment, subject to review and approval by the CDD prior to occupancy, and provided that the total of 13,645 square feet for food establishment use is not exceeded.

8. Future use of more than 13,645 square feet of leasable space by food establishments at the Discovery Bay Shopping Center shall require submittal of a land use permit application. A parking study may be required by the CDD as part of the application submittal.
9. Outdoor seating for a food business shall not be allowed without a subsequent land use permit.

10. A drive-through food business shall not be allowed without a subsequent combination land use permit / development plan.
11. Tenant signs shall be subject to review and approval by the CDD and must comply with the provisions of the DP87-3080 Sign Plan.
12. The Discovery Bay Shopping Center management shall be responsible for continuing to maintain the cleanliness of the Shopping Center, including control and removal of trash, litter, and garbage originating from take-out food establishments. Management shall promptly address any complaints received regarding the trash, litter, and garbage from take-out food establishments. If the Shopping Center management does not properly address complaints received in a timely manner, a cash deposit of \$2,000 shall be posted with the CDD to cover possible costs of trash, litter, or garbage removal. If the cash deposit falls below \$2,000, the Shopping Center management shall deposit the difference forthwith. If inflation makes an increase in the deposit necessary, the change in the cash deposit amount shall be considered at a public hearing.
13. Upon the request of any private property owner located within 400 feet of the Discovery Bay Shopping Center, the shopping center management shall ensure the pick-up and proper disposal of trash, litter, and garbage originating from any take-out food establishment in the Shopping Center that is deposited on such private property and visible from the street, at least three times a week. Such provision shall be included in the lease of each take-out food establishment.
14. Each take-out food establishment shall pick up and properly dispose of trash, litter, and garbage daily, Monday through Friday, within 400 feet of the establishment. Such provision shall be included in the lease of each take-out food establishment.
15. Trash pick-up at the Discovery Bay Shopping Center shall only be during daylight hours.

#### Outdoor Farmers Market and Outdoor Non-Profit Special Events

16. A weekly farmers market is permitted. Hours of operation for the farmers market shall be on Thursdays from 4:00 PM to 8:00 PM or to dusk, whichever occurs earlier, or on Saturdays from 8:00 AM to dusk, not including the time required for setting up the event and cleaning up once it has concluded. Set up time shall be

for a maximum of 1.5 hours, and clean up/take down time shall be for a maximum of 1.5 hours.

17. Up to 10 non-profit special events are permitted. Hours of operation for the non-profit special events, including the Discovery Bay Chamber of Commerce mixers and related events hosted by Chamber of Commerce members, shall be on Saturdays, Sundays, and federal holidays from 8:00 AM to dusk, and on weekdays from 4:00 PM to dusk, not including the time required for setting up the event and cleaning up once it has concluded. Hours of operation for the Discovery Bay Christmas parade shall be on a Saturday from 9:00 AM to 9:00 PM, not including the time required for setting up the parade and cleaning up once it has concluded. Set up time shall be for a maximum of 1.5 hours, and clean up/take down time shall be for a maximum of 1.5 hours.
18. The farmers market and special events shall be held on the northernmost portion of the Discovery Bay Shopping Center parking lot adjacent to Riverlake Road as shown on the event location map.
19. All equipment associated with the farmers market / special events shall be removed with the discontinuance of the use and the site shall be restored to its original condition.
20. The applicant shall make a good faith effort to minimize project-related disruptions to adjacent properties and to tenants in the Shopping Center. This shall be communicated to all farmers market and event-related vendors and contractors.
21. The Discovery Bay Shopping Center management shall be responsible for continuing to maintain the cleanliness of the Shopping Center, including control and removal of trash, litter, and garbage originating from the farmers market and special events. Management shall promptly address any complaints received regarding the trash, litter, and garbage from the farmers market / special event. If the Shopping Center management does not properly address complaints received in a timely manner, a cash deposit of \$2,000 shall be posted with the CDD to cover possible costs of trash, litter, or garbage removal. If the cash deposit falls below \$2,000, the Shopping Center management shall deposit the difference forthwith. If inflation makes an increase in the deposit necessary, the change in the cash deposit amount shall be considered at a public hearing.

22. At the conclusion of farmers market /special event, the organizers shall ensure pick up and proper disposal of trash, litter and garbage originating from the market that has been deposited on public property within 400 feet of any boundary of the Shopping Center.
23. Upon the request of any private property owner located within 400 feet of the Discovery Bay Shopping Center, the shopping center management shall ensure the pick-up and proper disposal of trash, litter, and garbage originating from the farmers market / special event that is deposited on such private property and visible from the street, at least three times a week.
24. The farmers market and special events, including set up and clean up/take down, shall not generate or emit any noise or sound that exceeds the noise levels for the duration of time shown in the table below when measured from the abutting residential property lines. Exterior noise levels shall be measured with a sound level meter.

Cumulative Duration of Time	9:00 AM - 8:00 PM	8:00 PM – 10:00 PM	10:00 PM - 9:00 AM
30 minutes per hour	60 dBA	55 dBA	55 dBA
15 minutes per hour	65 dBA	60 dBA	55 dBA
5 minutes per hour	70 dBA	65 dBA	55 dBA
1 minute per hour	75 dBA	70 dBA	55 dBA
Level not to be exceeded at any time	80 dBA	75 dBA	55 dBA

25. Amplified sound is prohibited after 8:00 PM on Thursdays and after 10:00 PM on Saturdays.
26. The farmers market/event organizers shall provide security and traffic personnel for each farmers market and special event. Traffic personnel shall be responsible for monitoring the Shopping Center parking lots and directing vehicles to the overflow parking area as necessary in order to maintain parking spaces adjacent to the tenant suites for customers.
27. Any food service at the farmers market or special event shall be subject to prior approval by the Health Services Department.
28. Temporary signage shall only be displayed during the approved hours of operation. Signage shall not be placed in a manner that impairs the views of

pedestrians or motorists. Signs shall not be placed in a manner that conflicts with or otherwise impairs the visibility of any permanent signage at the Discovery Bay Shopping Center or elsewhere.

29. No sale of alcoholic beverages is allowed under this land use permit.
30. Any modifications to the farmers market or special events shall be submitted for review and approval by the CDD, and may require a public hearing.

### Construction

All construction activity shall comply with the following restrictions, which shall be stated on the face of the construction drawings.

31. The applicant shall make a good faith effort to minimize project-related disruptions to adjacent properties, and to uses on the site. This shall be communicated to all project-related contractors.
32. The applicant shall require their contractors and subcontractors to fit all internal combustion engines with mufflers which are in good condition and shall locate stationary noise-generating equipment such as air compressors as far away from existing residences as possible.
33. The site shall be maintained in an orderly fashion. Following the cessation of construction activity, all construction debris shall be removed from the site.
34. Large trucks and heavy equipment are subject to the same restrictions that are imposed on construction activities, except that the hours are limited to 9:00 AM to 4:00 PM.
35. All construction activities shall be limited to the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday, and are prohibited on state and federal holidays on the calendar dates that these holidays are observed by the state or federal government as listed below:

New Year's Day (State and Federal)

Birthday of Martin Luther King, Jr. (State and Federal)

Washington's Birthday (Federal)  
Lincoln's Birthday (State)  
President's Day (State and Federal)  
Cesar Chavez Day (State)  
Memorial Day (State and Federal)  
Independence Day (State and Federal)  
Labor Day (State and Federal)  
Columbus Day (State and Federal)  
Veterans Day (State and Federal)  
Thanksgiving Day (State and Federal)  
Day after Thanksgiving (State)  
Christmas Day (State and Federal)

For details on the actual date the state and federal holidays occur, please visit the following websites:

Federal Holidays: [www.federalreserve.gov/aboutthefed/k8.htm](http://www.federalreserve.gov/aboutthefed/k8.htm)

California Holidays: [www.sos.ca.gov/holidays.htm](http://www.sos.ca.gov/holidays.htm)

#### ADVISORY NOTES

PLEASE NOTE ADVISORY NOTES ARE ATTACHED TO THE CONDITIONS OF APPROVAL, BUT ARE NOT A PART OF THE CONDITIONS OF APPROVAL. ADVISORY NOTES ARE PROVIDED FOR THE PURPOSE OF INFORMING THE APPLICANT OF ADDITIONAL ORDINANCE AND OTHER LEGAL REQUIREMENTS THAT MUST BE MET IN ORDER TO PROCEED WITH DEVELOPMENT.

A. NOTICE OF 90-DAY OPPORTUNITY TO PROTEST FEES, DEDICATIONS, RESERVATIONS, OR OTHER EXACTIONS PERTAINING TO THE APPROVAL OF THIS PERMIT.

This notice is intended to advise the applicant that pursuant to Government Code Section 66000, et. seq., the applicant has the opportunity to protest fees, dedications, reservations, and/or exactions required as part of this project approval. The

opportunity to protest is limited to a ninety-day (90) period after the project is approved.

The 90-day period in which you may protest the amount of any fee or imposition of any dedication, reservation, or other exaction required by this approved permit, begins on the date this permit was approved. To be valid, a protest must be in writing pursuant to Government Code Section 66020 and delivered to the CDD within 90-days of the approval date of this permit.

B. The applicant shall submit building plans to the Building Inspection Division and comply with Division requirements. It is advisable to check with the Division prior to requesting a building permit or proceeding with the project.

C. The applicant is responsible for contacting the Health Services Department Environmental Health Division regarding its requirements and/or obtaining additional permits as required as part of the proposed project.

D. The applicant must comply with the requirements of the East Contra Costa Fire District. The applicant is advised to submit plans to the Fire District for approval prior to submitting for a building permit.

E. The applicant is advised that plans submitted for a building permit must receive prior approval and be stamped by the Discovery Bay Community Services District.

F. The applicant must comply with the requirements of the Discovery Bay Community Services District.

## **ATTACHMENTS**

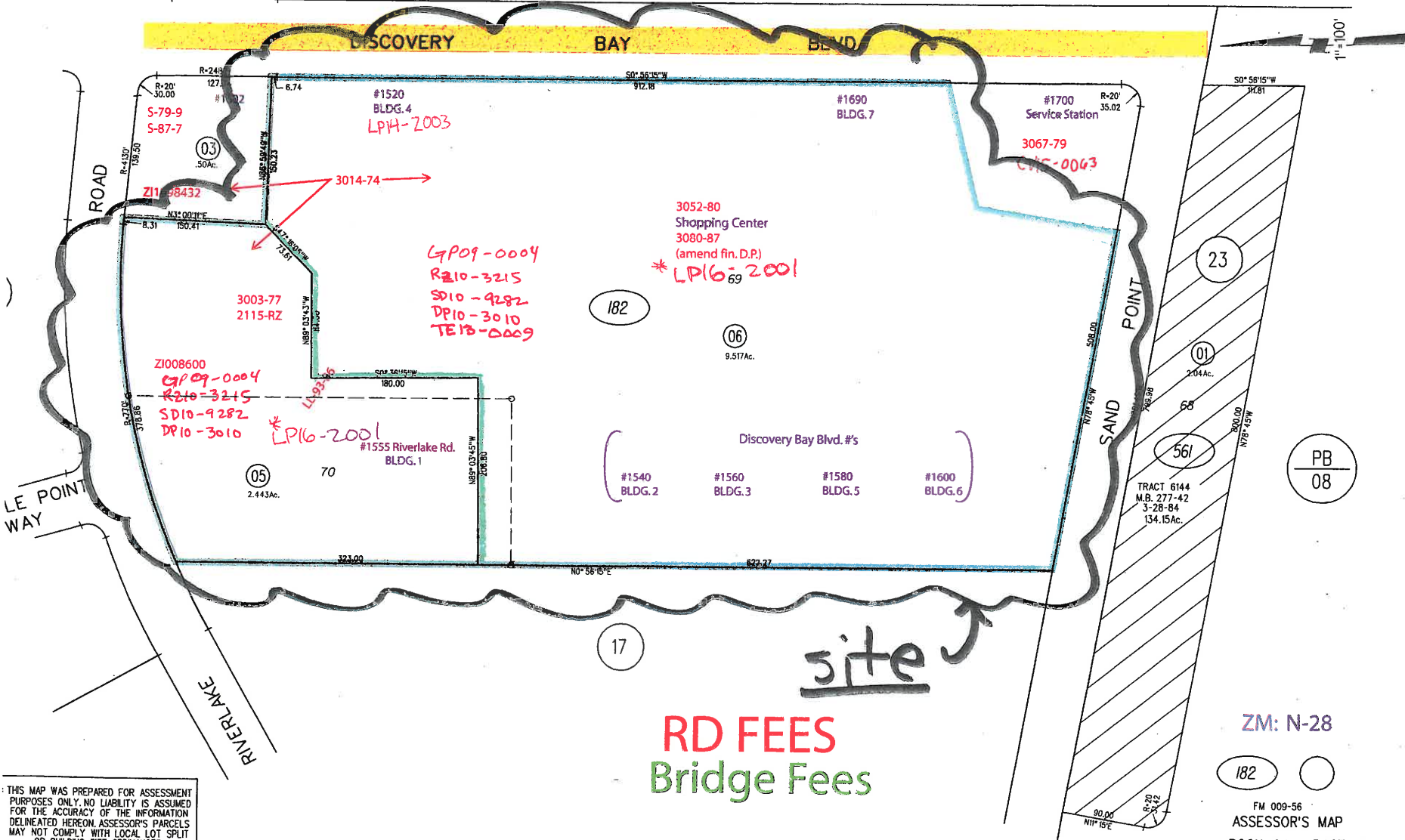
- ATTACHMENT 1:      MAPS AND PLANS**
- ATTACHMENT 2:      PHOTOGRAPHS**
- ATTACHMENT 3:      AGENCY COMMENTS**
- ATTACHMENT 4:      RELEVANCE**



**ATTACHMENT 1**

**MAPS AND PLANS**

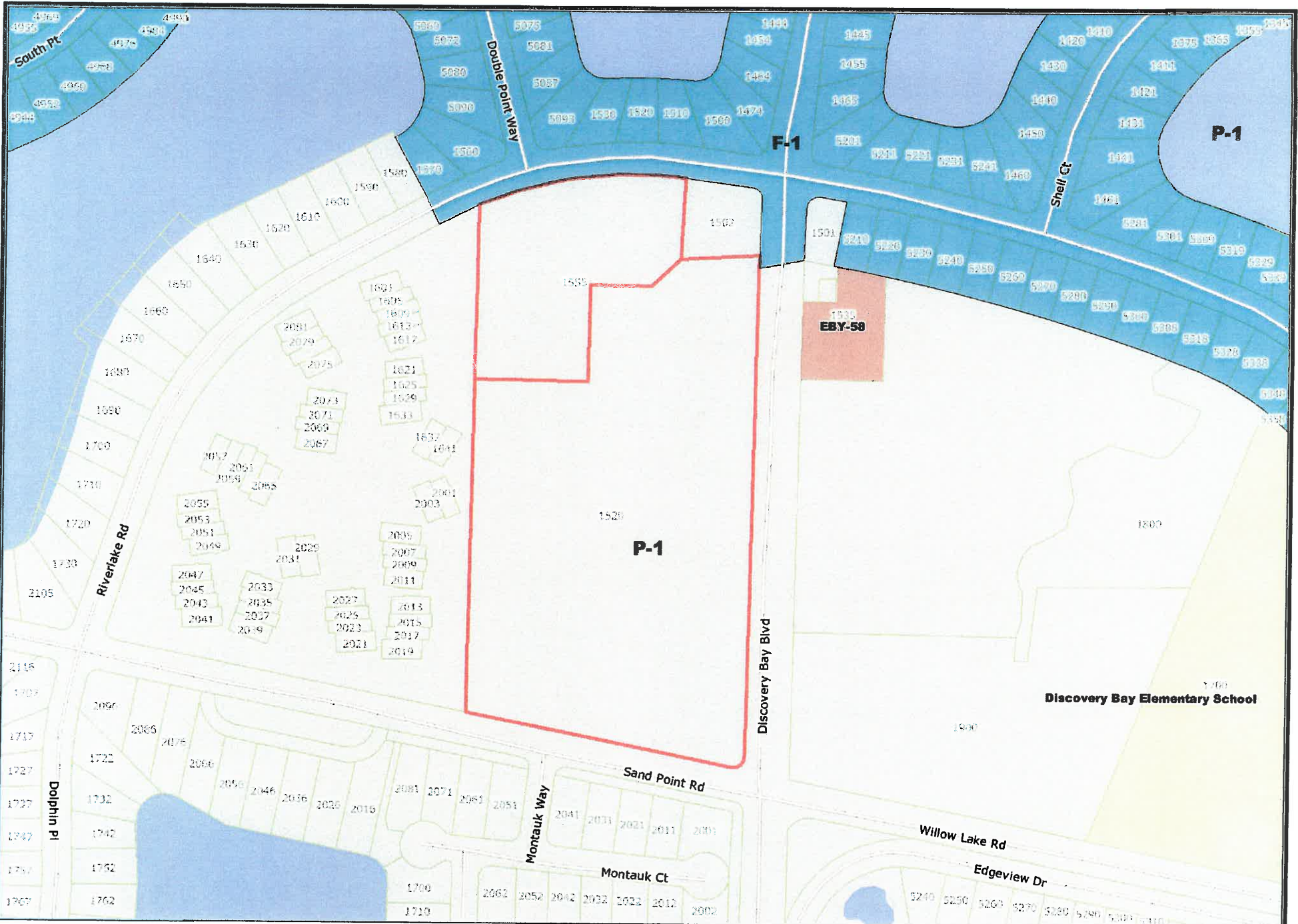
SEE REFERENCE LISTING ON BACK OF PG. 13



THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

**RD FEES**  
**Bridge Fees**

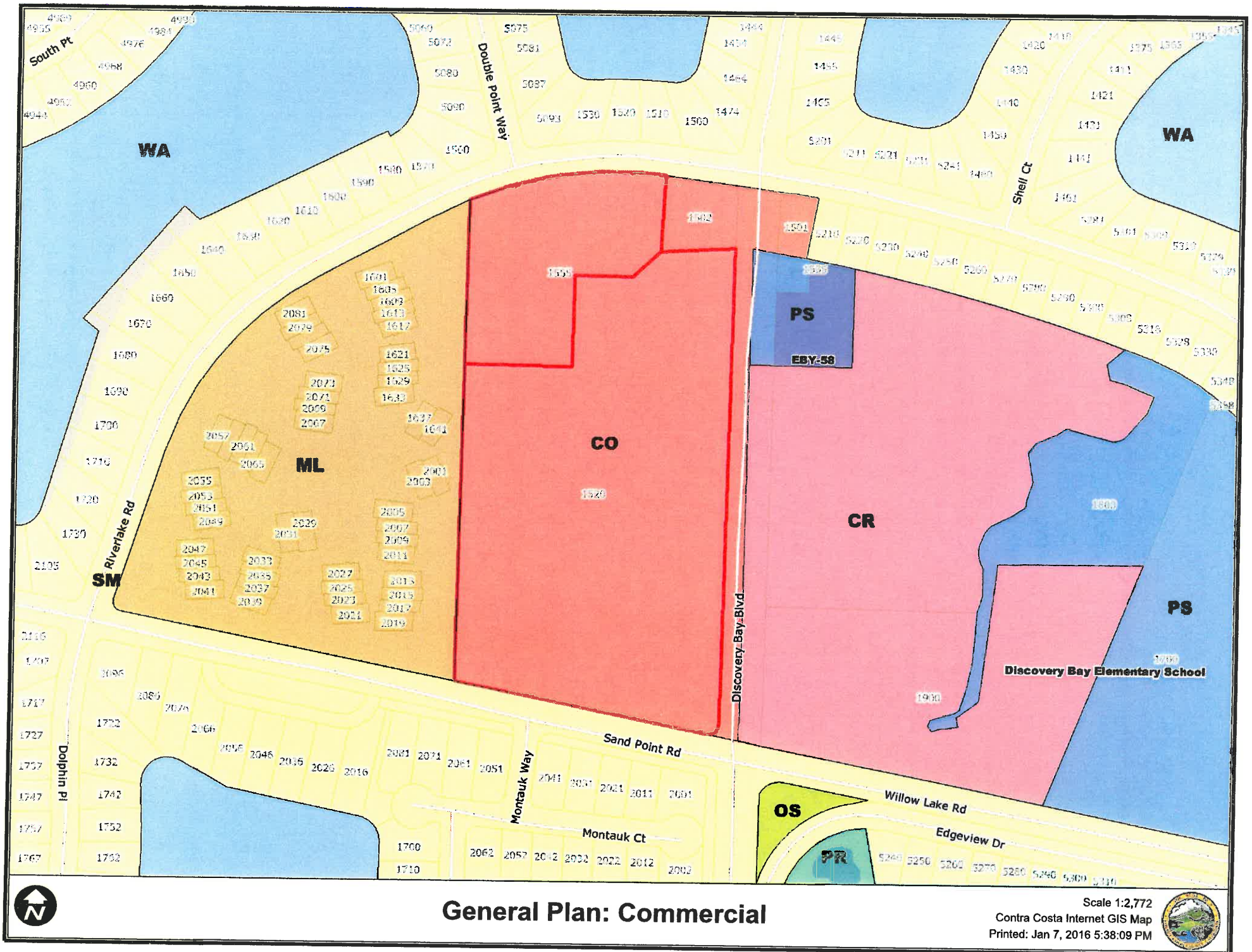
ZM: N-28  
182  
FM 009-56  
ASSESSOR'S MAP  
BOOK 04 PAGE 18  
CONTRA COSTA COUNTY, CALIF.



**Zoning: P-1**

Scale 1:2,772  
 Contra Costa Internet GIS Map  
 Printed: Jan 7, 2016 5:40:40 PM





**General Plan: Commercial**

Scale 1:2,772  
 Contra Costa Internet GIS Map  
 Printed: Jan 7, 2016 5:38:09 PM





LP16-2001

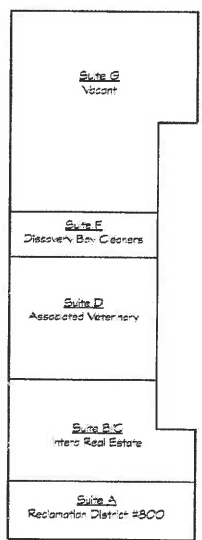
RECEIVED  
CONTRA COSTA COUNTY  
MAY 20 2016  
Dept of Conservation & Development



DISCOVERY BAY  
SHOPPING  
CENTER  
DISCOVERY BAY, CA

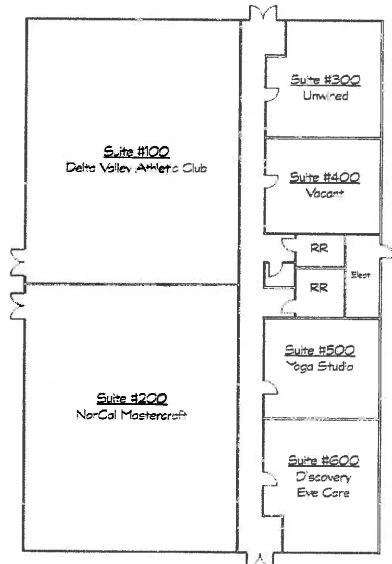
PRELIMINARY  
NOT FOR CONSTRUCTION

1540 DISCOVERY BAY BLVD



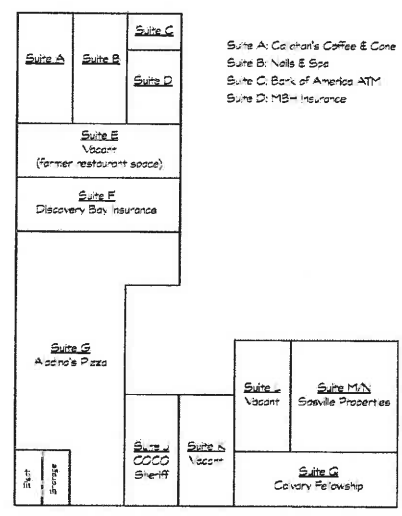
1540 DISCOVERY BAY BLVD  
SCALE: N.T.S.

1520 DISCOVERY BAY BLVD



1520 DISCOVERY BAY BLVD.  
SCALE: N.T.S.

1555 RIVERLAKE BLVD



Suite A: Calahan's Coffee & Cone  
Suite B: Nails & Spa  
Suite C: Bank of America ATM  
Suite D: MB Insurance

1555 RIVERLAKE RD.  
SCALE: N.T.S.

NOTE: SCHEMATIC FLOOR PLANS PROVIDED BY  
CLIENT FOR REFERENCE ONLY

SCHEMATIC FLOOR  
PLANS

REVISIONS

KEY DATE	02/05/2016
ISSUE DATE	
SCALE	AS NOTED
DRAWN	TH
JOB	400331
PR	BY GC OC JKR

ARCH - SHEET  
SP-1C

© 2016 ARCHITECTS, INC. EXPRESSLY RESERVES ITS COPYRIGHT AND OTHER PROPERTY RIGHTS IN THESE PLANS. THESE PLANS ARE NOT TO BE REPRODUCED, COPIED OR OTHERWISE TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE EXPRESS WRITTEN PERMISSION AND CONSENT OF SDG ARCHITECTS, INC.

# **ATTACHMENT 2**

# **PHOTOGRAPHS**



Aerial View (2010)

Scale 1:2,772  
Contra Costa Internet GIS Map  
Printed: Jan 7, 2016 5:42:23 PM







View of main shopping center entrance onto Discovery Bay Blvd  
January 26, 2016



View of parking lot from Discovery Bay Blvd  
January 26, 2016



View toward Discovery Bay Blvd from main shopping center entrance  
January 26, 2016



View of shopping center entrance onto Riverlake Rd  
January 26, 2016



View toward Riverlake Rd from shopping center parking lot  
January 26, 2016



View of building at 1540 Riverlake Rd  
January 26, 2016



View of parking behind building at 1540 Riverlake Rd  
January 26, 2016



View from parking lot at 1540 Riverlake Rd toward building at 1555 Riverlake Rd  
January 26, 2016





View of building at 1555 Riverlake Rd from parking lot near Riverlake Rd  
January 26, 2016



View from building at 1520 Discovery Bay Blvd toward building at 1555 Riverlake Rd  
January 26, 2016



View from parking lot at main shopping center entrance of building at 1520 Discovery Bay Blvd  
January 26, 2016



View from Discovery Bay Blvd of building at 1520 Discovery Bay Blvd  
January 26, 2016

**ATTACHMENT 3**

**AGENCY COMMENTS**

# RE: Any Engineering Services Comments on LP16-2001

Monday, May 09, 2016

8:42 AM

Subject	<b>RE: Any Engineering Services Comments on LP16-2001</b>
From	<a href="#">Jocelyn LaRocque</a>
To	Stanley Muraoka
Sent	Monday, May 09, 2016 7:10 AM

Stan,

PWD has not comments on the project.

**Jocelyn A. Bolibol LaRocque, PE**  
**Senior Civil Engineer**

Contra Costa County Public Works Department • Engineering Services Division  
255 Glacier Drive • Martinez, CA 94553-4825

(925) 313-2000 Main Office • (925) 313-2315 Direct • (925) 313-2333 Fax  
e-mail: [jocelyn.larocque@pw.cccounty.us](mailto:jocelyn.larocque@pw.cccounty.us) • website: [www.cccpublicworks.org](http://www.cccpublicworks.org)

“Accredited by the American Public Works Association”



CONTRA COSTA COUNTY  
**TOWN OF DISCOVERY BAY**  
A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

---

March 4, 2016

Contra Costa County Department of Conservation & Development  
Attn: Stanley Muraoka  
Community Development Division  
30 Muir Road  
Martinez, CA 94553

RE: County File Number Land Use Permit Application – LP 16-2001

Dear Mr. Muraoka:

The Town of Discovery Bay Community Services District Board of Directors considered the above referenced Land Use Permit and recommends the application be approved given that it streamlines the permitting process as well as allows the center more flexibility to lease out spaces.

Thank you for referring this to the Town.

Best wishes,

A handwritten signature in black ink, appearing to read 'Catherine Kutsuris'.

Catherine Kutsuris, Interim General Manager  
Town of Discovery Bay CSD

C: Board of Directors

LP16-2001



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



CONTRA COSTA COU.  
FEB 12 P 2:4  
WILLOW LAKE CONSERVATION

President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

---

February 4, 2016

Contra Costa County Department of Conservation & Development  
Attn: Stanley Muraoka  
Community Development Division  
30 Muir Road  
Martinez, CA 94553

RE: County File Number Land Use Permit Application – LP 16-2001 – Michael Callahan  
Callahan’s Ice Cream Cones & Coffee

Dear Mr. Muraoka:

The Town of Discovery Bay Community Services District Board of Directors heard testimony and took under consideration the above referenced matter at their regular meeting of February 3, 2016.

The Board of Directors had no negative comment.

Sincerely,

Rick Howard, General Manager  
Town of Discovery Bay CSD

RH/sh

C: Board of Directors



*Jan*  
 1/13/16  
 (10)



## AGENCY COMMENT REQUEST

Date \_\_\_\_\_

We request your comments regarding the attached application currently under review.

DISTRIBUTION	
<p><u>Internal</u></p> <p><input checked="" type="checkbox"/> Building Inspection      ___ Grading Inspection</p> <p>___ Advance Planning      ___ Housing Programs</p> <p>___ Trans. Planning      ___ Telecom Planner</p> <p>___ ALUC Staff      ___ HCP/NCCP Staff</p> <p><input checked="" type="checkbox"/> APC Floodplain Tech      ___ County Geologist</p> <p><u>Health Services Department</u></p> <p><input checked="" type="checkbox"/> Environmental Health      ___ Hazardous Materials</p> <p><u>Public Works Department</u></p> <p><input checked="" type="checkbox"/> Engineering Services (Full-size)      ___ Traffic</p> <p>___ Flood Control (Full-size)      ___ Special Districts</p> <p><u>Local</u></p> <p><input checked="" type="checkbox"/> Fire District <u>East Contra Costa</u></p> <p><input checked="" type="checkbox"/> Sanitary District <u>Discovery Bay Comm</u></p> <p><input checked="" type="checkbox"/> Water District <u>Same</u></p> <p>___ City of _____</p> <p>___ School District(s) _____</p> <p>___ LAFCO _____</p> <p>___ Reclamation District # _____</p> <p>___ East Bay Regional Park District</p> <p><input checked="" type="checkbox"/> Diablo/Discovery Bay/Crockett CSD</p> <p>___ MAC/TAC _____</p> <p>___ Improvement/Community Association</p> <p><u>Others/Non-local</u></p> <p>___ CHRIS – Sonoma State</p> <p>___ CA Fish and Wildlife, Region 3 – Bay Delta</p> <p><u>Additional Recipients</u></p> <p><input checked="" type="checkbox"/> <u>District III</u></p> <p><input checked="" type="checkbox"/> <u>Rec. 800</u></p>	<p>Please submit your comments to:</p> <p>Project Planner <u>Stanley Muraoka</u></p> <p>Phone # <u>925-674-7781</u></p> <p>E-mail <u>Stanley.Muraoka@dcd.cccounty.us</u></p> <p>County File # <u>LP 16-2001</u></p> <p>Prior to <u>February 7, 2016</u></p> <p style="text-align: center;">*****</p> <p>We have found the following special programs apply to this application:</p> <p><u>NO</u> Active Fault Zone (Alquist-Priolo)</p> <p><u>B</u> Flood Hazard Area, Panel # _____</p> <p><u>No</u> 60-dBA Noise Control</p> <p><u>No</u> CA EPA Hazardous Waste Site</p> <p style="text-align: center;">*****</p> <p><u>community services</u></p> <p><b>AGENCIES:</b> Please indicate the applicable code section for any recommendation required by law or ordinance. Please send copies of your response to the Applicant and Owner.</p> <p>Comments: ___ None    <input checked="" type="checkbox"/> Below    ___ Attached</p> <p>_____  <u>THE REQUIREMENTS OF THE</u>  <u>CURRENT BUILDING CODES</u>  <u>HAVE TO BE MET FOR</u>  <u>ANY CHANGE OF OCCUPANCIES</u></p> <p>_____        _____        _____        _____        _____        _____</p> <p>Print Name <u>ABED CHOWDHURY</u></p> <p><u>Abled Chowdhury</u>      2/4/16        Signature      DATE</p> <p>Agency phone # <u>925-674-7740</u></p>

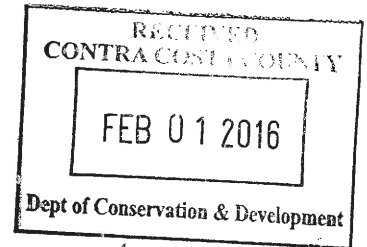
WILLIAM B. WALKER, M.D.  
HEALTH SERVICES DIRECTOR  
RANDALL L. SAWYER  
CHIEF ENVIRONMENTAL HEALTH & HAZMAT OFFICER  
MARILYN C. UNDERWOOD, PH.D. REHS  
DIRECTOR OF ENVIRONMENTAL HEALTH



CONTRA COSTA  
ENVIRONMENTAL HEALTH

2120 Diamond Blvd., Suite 200  
Concord, California 94520  
Ph (925) 692-2500  
Fax (925) 692-2502  
www.cchealth.org/eh/

DEPT OF CONSERVATION  
AND DEVELOPMENT



LP16-2001

January 26, 2016

Stanley Muraoka  
Department of Conservation and Development  
Community Development Division  
30 Muir Road  
Martinez, CA 94553-4601

RE: LP16-2001 (Proposed takeout food service at Discovery Bay Shopping Center)  
Discovery Bay Shopping Center  
APN: 004-182-005 & 006

Dear Mr. Muraoka:

The Contra Costa Environmental Health Division (CCEHD) has received a request for agency comments for the above referenced project. The following are our comments if the project is served by public sewer and public water :

1. A permit from CCEHD is required for any well or soil boring prior to commencing drilling activities, including those associated with water supply, environmental investigation and cleanup, or geotechnical investigation.
2. Any abandoned wells (water, environmental, or geotechnical) and septic tanks must be destroyed under permit from CCEHD. If the existence of such wells or septic tanks are known in advance or discovered during construction or other activities, these must be clearly marked, kept secure, and destroyed pursuant to CCEHD requirements.
3. A health permit is required for retail food facilities. Plans must be submitted to CCEHD and approved prior to the issuance of building permits for such facilities. Prior to the submission of plans, CCEHD staff is available to meet with prospective developers/operators to discuss the requirements for these facilities and the plan review process.
4. Dumpster areas serving retail food facilities are required to have a drain to the sanitary sewer and provided with a hot/cold water supply unless they intend to use an approved existing dumpster than already serves retail food facilities. It is recommended that developers be informed of this requirement, since it is usually easier to plan for the installation of sewer and water in dumpster areas during initial construction rather than install these afterwards.
5. Retail food facilities must have approved restrooms.



These comments do not limit an applicant's obligation to comply with all applicable laws and regulations. If you should have any questions, please do not hesitate to call me at (925) 692-2535.

Sincerely,

A handwritten signature in black ink, appearing to read 'JDoser', with a long horizontal stroke extending to the right.

Joseph G. Doser, REHS  
Supervising Environmental Health Specialist

cc: Roberto Rodriguez, Contra Costa Environmental Health

JGD:tf

*See  
1/13/16  
(10)*



## AGENCY COMMENT REQUEST

Date \_\_\_\_\_

We request your comments regarding the attached application currently under review.

DISTRIBUTION	Please submit your comments to:
<p><u>Internal</u></p> <p><input checked="" type="checkbox"/> Building Inspection      ___ Grading Inspection</p> <p>___ Advance Planning      ___ Housing Programs</p> <p>___ Trans. Planning      ___ Telecom Planner</p> <p>___ ALUC Staff      ___ HCP/NCCP Staff</p> <p><input checked="" type="checkbox"/> APC Floodplain Tech      ___ County Geologist</p> <p><u>Health Services Department</u></p> <p><input checked="" type="checkbox"/> Environmental Health      ___ Hazardous Materials</p> <p><u>Public Works Department</u></p> <p><input checked="" type="checkbox"/> Engineering Services (Full-size)      ___ Traffic</p> <p>___ Flood Control (Full-size)      ___ Special Districts</p> <p><u>Local</u></p> <p><input checked="" type="checkbox"/> Fire District <u>East Contra Costa</u></p> <p><input checked="" type="checkbox"/> Sanitary District <u>Discovery Bay comm</u></p> <p><input checked="" type="checkbox"/> Water District <u>same</u></p> <p>___ City of _____</p> <p>___ School District(s) _____</p> <p>___ LAFCO _____</p> <p>___ Reclamation District # _____</p> <p>___ East Bay Regional Park District</p> <p><input checked="" type="checkbox"/> Diablo/Discovery Bay/Crockett CSD</p> <p>___ MAC/TAC _____</p> <p>___ Improvement/Community Association</p> <p><u>Others/Non-local</u></p> <p>___ CHRIS – Sonoma State</p> <p>___ CA Fish and Wildlife, Region 3 – Bay Delta</p> <p><u>Additional Recipients</u></p> <p><input checked="" type="checkbox"/> <u>District III</u></p> <p><input checked="" type="checkbox"/> <u>Rec. 800</u></p>	<p>Project Planner <u>Stanley Muraoka</u></p> <p>Phone # <u>925-674-7781</u></p> <p>E-mail <u>Stanley.Muraoka@dcd.cccounty.us</u></p> <p>County File # <u>LP 16-2001</u></p> <p>Prior to <u>February 7, 2016</u></p> <p style="text-align: center;">*****</p> <p>We have found the following special programs apply to this application:</p> <p><u>NO</u> Active Fault Zone (Alquist-Priolo)</p> <p><u>B</u> Flood Hazard Area, Panel # _____</p> <p><u>No</u> 60-dBA Noise Control</p> <p><u>No</u> CA EPA Hazardous Waste Site</p> <p style="text-align: center;">*****</p> <p><u>community services</u></p> <p><b>AGENCIES:</b> Please indicate the applicable code section for any recommendation required by law or ordinance. Please send copies of your response to the Applicant and Owner.</p> <p>Comments: <input checked="" type="checkbox"/> None      ___ Below      ___ Attached</p> <hr/> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">NO FPP REQUIRED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">JAN 26 P 3 44</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">CONTRA COSTA COUNTY</div> </div> <hr/> <p>Print Name <u>Robert B Hendry III</u></p> <p>Signature <u>Robert B Hendry III</u>      DATE <u>1/26/16</u></p> <p>Agency phone # <u>4-7744</u></p>

# **ATTACHMENT 4**

## **RELEVANCE**

CONDITIONS OF APPROVAL FOR DEVELOPMENT PLAN 3080-87

1. This approval is based on the Development Plan received by the Community Development Department dated November 23, 1987 which consists of the following items:

- A. Site Plan (Sheet 1).
- B. Building Elevations (Sheets 2 and 3).
- C. Sign Plan (Sheet 4).
- D. Landscape Plan (Sheet 5).

All items in the following conditions which state "per plan(s)" refer the aforementioned item(s) of this Development Plan.

2. Prior to issuance of a building permit, elevations and architectural design of the proposed buildings and structures shall be subject to final review and approval by the County Zoning Administrator. The type and color of exterior materials for the roof and walls of all structures shall be stated.
3. The roofs and exterior walls shall be free of all objects: e.g., TV aerials, air conditioning/heating units, water or electric meters, etc., or shall be screened from view.
4. Prior to the issuance of a Building Permit, the applicant shall submit revised site and landscape and irrigation plans subject to review and approval by the Zoning Administrator for the southwestern portion of the project focussing on the realignment of Building 6.
5. Sign criteria shall meet the following stipulations:
  - A. Satellite signs are approved per plans, any change shall require review and approval by the Zoning Administrator.
  - B. Major tenant signs shall be subject to review and approval by the County Zoning Administrator.
  - C. The center sign shall be redesigned to reflect an elevation of 12 to 15 feet and shall be free of lettering. The shopping center name shall be displayed on monument signs located at the shopping center's entry/exit point on Discovery Bay Blvd. These signs may be illuminated by ground mounted lights. Both the center sign and the monument signs shall be subject to review and approval of the Zoning Administrator prior to construction.
  - D. One sign per tenant shall be allowed.
6. Drive-through operations shall be prohibited from Building 7.

7. The child care facility (Building 6) shall adhere with State requirements.
8. The applicant shall comply with the following road and drainage requirements:
  - A. Unless exceptions are specifically granted, this development shall conform to the requirements of Division 914 (Drainage) of the Subdivision Ordinance.
  - B. Restrict access along Discovery Bay Blvd., Sand Point and Riverlake Road with the exception of the access points shown on the applicants site plan.
  - C. Provide left turn channelization along the Discovery Bay Boulevard frontage of this property, subject to the review of the Public Works Department, Road Engineering Division and review and approval of the County Zoning Administrator.
  - D. Submit improvement plans prepared by a registered civil engineer to the Public Works Department, Engineering Services Division, for review; pay the inspection, plan review and applicable lighting fees. These plans shall include any necessary traffic signage and striping plans including locations of driveways for review by the County Traffic Engineer. The improvement plans shall be submitted to the Public Works Department, Engineering Services Division, prior to the issuance of any building permit. The review of improvement plans and payment of all fees shall be completed prior to the clearance of any building for final inspection by the Public Works Department. If final inspection is requested prior to construction of improvements, the applicant shall execute a road improvement agreement with Contra Costa County and post bonds required by the agreement to guarantee completion of the work.
  - E. Comply with the requirements of the Bridge/Thoroughfare Fee Ordinances for the Discovery Bay as adopted by the Board of Supervisors.
  - F. Prevent storm drainage, originating on the property and conveyed in a concentrated manner, from drainage across the sidewalks and driveways.
  - G. Furnish proof to the Public Works Department, Engineering Services Division, of the acquisition of all necessary rights of entry, permits and/or easements for the construction of off-site, temporary or permanent, road and drainage improvements.
  - H. Install all new utility distribution services underground.

9. Prior to issuance of a Building Permit, final landscape and irrigation plans shall be submitted for review and approval by the County Zoning Administrator. These plans shall include:

A) The placing of Lombardy Poplars along the western property line at 32 foot intervals, and thus be centered in every fourth wrought iron fence section.

10. Prior to occupancy the landscaping shall be installed.

11. A bicycle path shall be located on the westside of Discovery Bay Boulevard; maintenance of the pathway shall be subject to review and approval of the Zoning Administrator with consideration given the establishing a maintenance district.

MM/aa  
1/29/88

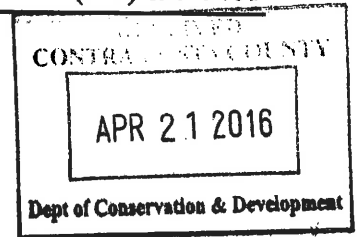
DPVIII/3080-87C.MM  
Revised 8/22/88  
2/9/89



# Century Management Company

P.O. Box 787  
Concord, CA 94522  
Phone (925) 478-2000  
Fax (925) 825-1401

April 20, 2016



Stan Muraoka, Senior Planner  
Contra Costa County  
Department of Conservation & Development  
30 Muir Road  
Martinez, CA 94553

RE: Land Use Permit/Development Plan (County File LP16-2001)  
APN: 004-182-005, -006 // Discovery Bay Shopping Center

Dear Mr. Muraoka,

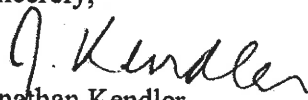
I am in receipt of your April 8, 2016 Notice of Completion letter related to the above referenced Land Use Permit Application. Although it is highly unlikely that all of the 8,094 sq ft of vacant space at the shopping center will be leased to food related establishments, the Owner would like the maximum amount of flexibility to accommodate future leasing activity.

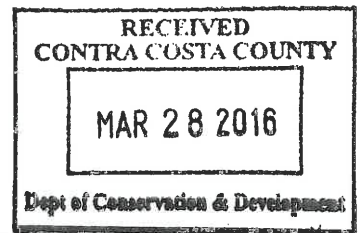
Regarding the County's possible requirement of a deposit or bond to ensure the Owner properly picks up and disposes of trash, I can certainly understand this condition for a new and untested shopping center development. However, Discovery Bay Shopping Center has a history of uninterrupted operation for more than 25 years. During that time a wide range of tenants (Pizza, Donut Shop, Deli, Chinese Restaurant, Coffee Shop, and etc.) have been and still are engaged in selling take-out food.

It is in the interest of the Owner to maintain the shopping center to the highest standards of cleanliness. Not once in my recollection has there been a complaint that trash generated by tenants at the shopping center has created a nuisance for adjacent property owners. To that end, the Owner has set up a strict maintenance regimen including twice weekly pick up of the two commercial trash receptacles located on the property, twice monthly commercial sweeping service and an on-site custodian servicing the restrooms and providing three hours of manual clean up three times per week. On those rare occasions when unlawful dumping has occurred on the property, it has always been removed immediately and properly disposed of.

The Owner has demonstrated its ability to maintain the grounds of the shopping center in the most professional manner. I submit that any requirement for a deposit meant to force the Owner to maintain a cleanliness standard that it has clearly upheld over the life of the shopping center is overly burdensome and unnecessary.

Sincerely,

  
Jonathan Kendler  
Property Management



**Discovery Bay Shopping Center Tenant Roster  
Mar 01 2016**

Sq Ft *616-2001*

**1540 Discovery Bay Blvd**

A	Reclamation District #800	1,300
B/C	Alain Pinel Realtors	2,400
D	Associated Veterinary Practice	2,200
F	Discovery Bay Cleaners	900
G	VACANT	4,800
		<hr/>
		11,600

**1520 Discovery Bay Blvd**

100	Clubcorp, Inc dba DVAC	2,880
100	NorCal MasterCraft / Darrell C. Lamanna	2,880
300	Unwined / Anthony & Alyssa Roost	751
400	VACANT	494
500	Robert A. Ovitt	565
600	Discovery Eye Care	800
		<hr/>
		8,370

**1555 Riverlake Road**

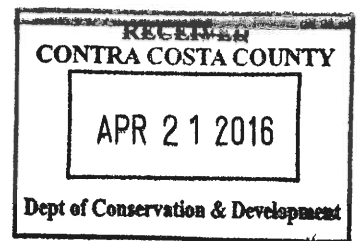
A	Callahan's Coffee & Cones	800
B	Tipz n'Toez Nail Salon	800
C	Bank of America - Lease Admin.	260
D	MBH Insurance & Financial Services	540
E	VACANT - formerly Oriental House Chinese Restaurant	1,200
F	Discovery Bay Insurance	1,200
G	Aladino's Pizza	4,000
J	CCC Sheriff // DB Chamber	800
K	VACANT	800
L	VACANT	800
M/N	Sasville Properties	1,600
Q	Calvary Fellowship, Inc.	1,200
		<hr/>
		14,000

**Totals** 

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**33,970**



## Discovery Bay Shopping Center Events

- **When the event would occur (day of week and event times)**
  - 1) Farmers Market- Thursdays from 4:00-8:00 PM during the summer months. Days and times may change in the fall or winter because of daylight savings time and weather.
  - 2) Other Non-Profit events to help support our kids, businesses and community's will occur mostly on weekends. There will be no more than 10 separate events per year in the shopping center.
- **Estimated number of attendees/participants;**
  - 1) Farmers Market- 120 attendees at any given time.
  - 2) Other Non-Profit events -150 at any given time
- **Estimated number of vehicles;**
  - 1) Farmers Market- 80 cars- Many will walk, take bike or golf carts.
  - 2) Other Non-Profit events- 100- Many will walk, take bike or golf carts.
- **Whether any food will be served or sold;**

Yes food will be served. We are aware that health permits must be obtained.
- **Whether any beverages, including alcoholic beverages, will be served or sold;**

Beer and wine will be served at UnWined which already has an ABC license.
- **Whether you will have music/entertainment;**

Yes, we may have music during our events and will not have any music past 9:00 PM.
- **Whether you will have security for the event;**

Yes, all events will have event personnel for security from the event organizer.
- **Whether any parking, traffic, or crowd control measures will be in place for the event;**

Yes, All events will traffic and crowd control personnel from the event organizer.
- **A site plan showing the location on the shopping center property the event will be held;**

Attached.
- **Locations and type of on-site restrooms for the event.**

Aladino's, Unwined and Callahan's will allow the public to use all their restroom facilities. Letters attached.
- **Time and activities for event set up/preparation and event take down/clean up.**

Some events may need 1.5 hours of set up and 1.5 of take down after each event. Most will not need more than 1.0 hour before and after.

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