



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET

For the Meeting of Tuesday  
June 4, 2013

6:00P.M. Regular Meeting

District Office  
1800 Willow Lake Road



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

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**NOTICE, CALL, AND AGENDA  
OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Tuesday, June 4, 2013  
1800 Willow Lake Road, Discovery Bay, California  
SPECIAL MEETING 6:00 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**SPECIAL MEETING AT 6:00 P.M.**

**A. ROLL CALL**

1. Call business meeting to order 6:00 p.m.
2. Roll Call

**B. PUBLIC COMMENT**

The public may comment on any item on the Agenda that 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. SPECIAL MEETING ITEM (6:00 P.M.)**

1. Annual Fiscal Year 2013-14 and Fiscal Year 2014-15 Preliminary DRAFT Operating, Capital and Revenue Budgets

**D. ADJOURNMENT**

1. Adjourn to the Regular Meeting dated June 5, 2013 at 7:00 p.m. on 1800 Willow Lake Rd – Located behind Delta Community Presbyterian Church

"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 CSD 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"*

## AGENDA REPORT

**Meeting Date**

June 4, 2013

**Prepared By:** Dina Breitstein, Finance Manager  
**Submitted By:** Rick Howard, General Manager

### Agenda Title

Fiscal Year 2013-14 and Fiscal Year 2014-15 Preliminary DRAFT Operating, Capital and Revenue Budgets

### Recommended Action

Discuss and Receive Input and Recommendations relative to the preliminary Fiscal Year 2013-14 and Fiscal Year 2014-15 Preliminary DRAFT Operating, Capital and Revenue Budgets.

### Executive Summary

The preparation of the Preliminary DRAFT Fiscal Year 2013-15 Operating, Capital and Revenue Budgets has been ongoing for the past few months. The Budget Review Subcommittee has met and reviewed the proposed spending plans, recommended changes and made comments. The initial draft of the budget was transmitted to the Board at their regular meeting on May 15, 2013.

For this coming fiscal year, the Budget document reflects a two-year forecast as opposed to the traditional one year budget. The transition to a two year budget provides staff and the Board an ability to project an additional year into the future. While the Board is presented with a two year budget, only the first 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.

For FY 2013-14, total projected water and wastewater expenditures of \$13,276,006 are matched with anticipated revenues of \$13,276,006. The Operating Budget for FY 2013-14 is 18.37% greater than the current year budget. However, exclusive of Debt Service in the amount of \$828,000, the overall increase to the Operating budget is 13.35%. Overall, the Operating budget is projected at \$6.140 Million. The current year adopted Operating budget is \$4.603 Million net of debt service. It should be noted, however, that this budget does include a contribution to operating reserves in the amount of \$225,787, with an additional \$210,000 reimbursement to the General Operating Reserve fund to account for the funds that were utilized to pay for the enterprises portion of the Community Center site, for a net operating budget in the amount of \$4.876, or 5.61%.

Revenues for the enterprise funds are sufficient to provide operating capital into the coming year with a less than CPI rate increase. The current CPI for Water and Sewer using the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, 12-month analysis table is 4.7%. For the FY 2013-14 year, a proposed rate increase of 2.7% is proposed. A separate discussion and presentation on the Rates will occur at the Regular Board meeting on June 5, 2013.

The Five (5) Year Capital Improvement Program Budget was prepared by using the Water and Wastewater Master Plans as the primary project list. For FY 2013-14, the proposed CIP is \$7.135 Million (less carryover encumbrances from prior year projects that will be re-budgeted).

Parks, Landscaping and Recreation figures are currently in their final review stage. Those figures will be made available at the Budget Workshop (June 4, 2013). However, the Parks and Landscape budgets see the most activity moving into the next fiscal year. Staff is recommending the addition of 2 FTE's, one a Parks and Maintenance Worker I position and 10/12 of a Recreation Projects Coordinator position (programmed start date September 1, 2013). The addition of the Parks and Maintenance Worker I position will allow the District to provide in-house some of those services currently contracted out to other landscape firms. With only one Parks and Maintenance Worker position presently on staff, a team of two is recommended for operational efficiencies. The Recreation Projects Coordinator position will initiate the process of developing a recreation program for all Discovery Bay residents.

This position will require a strong background in parks and recreation with program development skills, as well as community outreach and fund raising abilities.

(Continued)

It is anticipated that this new position will be responsible for the development of the programs, production of the recreation guide, and overall management of the community center site. The Community Center Committee recommended the addition of this position at their meeting on May 29, 2013.

Additionally, at the Community Center Committee meeting on May , 2013, the Committee recommended that the Board of Directors include in the preliminary FY 2013-14 Zone 8 CIP Budget funding for a complete renovation of the Community Center building. If authorized, the project schedule will call for the renovations to take place over the remainder of this calendar year, with a proposed opening date of March 1, 2014. Once complete, the renovations will provide the opportunity to offer community based programming in a facility that is designed to accommodate different types of classes, programs, rentals, and other community based activities. The estimated renovation budget for the project is \$552,500, with revenues derived from Park Impact fees, Measure WW Park grant funds, proportionate share of water and wastewater enterprise funds, and either a loan for the water and wastewater enterprise fund or from the Community Center fund. The Board will be able to make that decision once the project is authorized and more detailed financial information is available. A copy of the May 29, 2013 Community Center Committee Report which details the recommended action is attached.

Staff is seeking input in to the Budget at this time.

**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. May 29, 2013 Community Center Committee Report titled: Community Center Operational Status Beginning July 1, 2013
2. Community Center Building Renovation Estimate
3. Proposal for Architectural Design Services for the Community Center Building Renovation
4. FY 2013-15 Operating, Five Year Capital Improvement Program, and Revenue Budgets

**AGENDA ITEM: C-1**



# Town of Discovery Bay

*"A Community Services District"*  
Community Center Committee  
**AGENDA REPORT**

Meeting Date

May 29, 2013

**Prepared By:** Rick Howard, General Manager

**Submitted By:** Rick Howard, General Manager

## Agenda Title

Community Center Operational Status Beginning July 1, 2013

## Recommended Action

As necessary

## Executive Summary

As the committee is aware, the Community Center's existing operational status will change significantly once the fitness equipment component of the facility ceases operations on June 30, 2013. Additionally, the current class schedule will also change due to the few members that utilize that service no longer participating in the classes that are offered.

At the last Committee meeting, staff presented a preliminary budget for a complete building renovation (attached). Pending Board authorization, staff would anticipate that the renovation schedule would begin in July with design and work its way through permitting and bidding. Once awarded, construction could begin and take place in the fall/winter of 2013. Staff anticipates that the building would be ready for a grand re-opening in early Spring 2014.

Due to the changes effective June 30, 2013, staff recommends that the building itself be closed and remain closed until after the renovation period. In the meantime, the facility, including the tennis courts and the swimming pool, would be open to the public. Also, the grounds would be made available for use/rentals similar to other Discovery Bay park facilities. The gates would be open in the morning and closed and locked at dusk.

In the FY 2013/14 proposed Operating Budget, staff has included a Recreation Projects Coordinator position to begin October 1, 2013. This position will help oversee the proposed construction as well as begin the process of developing a recreation program for all Discovery Bay residents. This position will require a strong background in parks and recreation with program development skills, as well as community outreach and fund raising abilities. It is anticipated that this new position will be responsible for the development of the programs, production of the recreation guide, and overall management of the community center site.

It should be noted that the GreenPlay report recommended that the Town begin its recreational program with a modest program, and build from a starting point that is not overly burdensome. Staff believes that with a six to seven month planning and programming period, a small but successful program could be in place for the coming year that would begin to meet the needs of the community.

This recommendation was difficult for staff to formulate. However, with the pending opening of Delta Valley Athletic Club in Discovery Bay, and with the programs and services offered at their facilities, it became readily apparent that the limited opportunities for programming did not support the financial outlay of staffing the facility for the few classes that would be offered on a weekly basis. Consequently, after significant discussions with staff and input from the GreenPlay consultants, staff recommends that the community center building be closed effective June 30, 2013, that the site remain open for free play and reserved tennis, swimming (seasonal), and overall site use; and that design and construction take place in order to renovate the building, with a grand reopening set for early Spring 2014; and that a Recreation Projects Coordinator position be funded to begin the process of developing a recreation program that is inclusive for all Discovery Bay residents.

Attached is a preliminary job description for the Recreation Projects Coordinator position as well as a proposal for design services from Lee Jagoe Architects for the buildings renovation.

Staff is seeking Committee input and possible recommendations for Board consideration relative to this item.

**Fiscal Impact:**

**Previous Relevant Board Actions for This Item**

**Attachments**

Job description for the Recreation Projects Coordinator  
Design Services Proposal from Lee Jagoe Architects for building renovation

**AGENDA ITEM: E-3**

# Discovery Bay Community Center Building Renovation Estimate

Building is 5,000 sq.ft +/-

**Estimated Cost of Construction:**

Exterior Renovations @ \$20/sq.ft	\$100,500
Interior Renovations @ \$60/sq.ft	\$301,500
Total Construction Estimate @ \$80/sq.ft	\$402,000
PS&E @ 15%	\$60,300
FF&E @ 10%	\$40,200
Contingency	\$50,000
Estimated Total Cost of Construction	552,500*

**Sources of Available Funds:**

Park Dedication Fees	\$118,800	From Kiper Homes \$1,350 @ 88
Measure WW Park Funds	\$65,000	Remaining per capita WW funds
Community Center Fund	\$450,000	Unrestricted Funds
Hofmann Funds	\$950,000	Requires equal Match from TODB.
Twelve Lots	\$360,000	(estimate @ \$30K/lot 2015/16)
Water/Sewer Funds	\$110,500	(982 sq.ft Board Room is approx 20% of facility/20% of cost)

\* Estimate provided by Architect

Proposal to Provide Architectural and Related Services

For Review Purposes only:

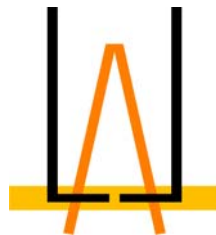
# Phase I-Draft Copy

Discovery Bay  
Community Center

in  
Discovery Bay, California

by

Town of Discovery Bay



**LEE • JAGOE ARCHITECTURE**

I N C O R P O R A T E D

Mark B. Lee, Architect C012684

David E. Jagoe

2291 W. March Lane, Suite #B-200 • Stockton, CA 95207

(209) 957-9254 • FAX (209) 957-9347

e-mail: [mlee.ljarch@gmail.com](mailto:mlee.ljarch@gmail.com) or [djagoe.ljarch@gmail.com](mailto:djagoe.ljarch@gmail.com) • web: [www.leejagoe.com](http://www.leejagoe.com)



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# INTRODUCTION

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**Lee-Jagoe Architecture, Inc.** is very pleased to submit this proposal for architectural services for Design, Design Development and Construction Drawings for a remodeled Community Center, formerly the existing Swim and Tennis facility to be based on the program requirements by the Owner, codes applicable in Contra Costa County, the State of California, and selected Federal requirements, for the Owner, "**Town of Discovery Bay**".

Per discussions with the Owner's Representative, we would become part of an overall team of consultants, providing Design, Design Development, Construction Drawings and Owner required construction reviews. It is our objective to provide the management coordination and production of the building plans only for this phase of work.

Final Site Planning services will be provided by the Civil Engineer under the scope of the Owner. Final Landscape services will be provided by the Landscape Architect under the scope of the Owner. Utility coordination shall be provided by the Civil Engineer and the proposed Consultant Team.

## PROJECT SUMMARY

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The project for which the work is to be completed is defined as follows:

- A. Provide Schematic Design, Design Development and Construction Documents for an approximate 4,825 sq. ft. remodeled Community Center Building.
- B. Construction shall be (to be verified): Sprinkled Type V-B wood frame, A-3 occupancy  
  
Construction fire ratings and area separation walls may vary depending on location to property lines, fire separation walls, building square footage and configuration.
- C. Provide As-Built drawings of the building only, dimensioned only. The Civil Engineer, under a separate contract, shall be responsible for site verification any proposed site work.
- D. This project may require an Administrative Use Permit or County Departmental Design and Site Plan Review approval from Contra Costa County which a Graphic Submittal Package would be submitted and approved as part of this proposal. This service is not part of this proposal and shall be considered an extra service
- E. The proposal is for the Town of Discovery Bay only. Notwithstanding the foregoing, the Owner shall be entitled to assign its' interest in this proposal and any other agreement with Lee-Jagoe Architecture to any affiliate of the Owner or to a limited partnership in which the Owner or its affiliate is the general partner.
- F. The proposal is for the Town of Discovery Bay Community Center Facility- Phase I only.

# SCOPE OF SERVICES

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We propose to provide our services to you in specific phases, starting with "As-Built Measuring and Drawings, Schematic Designs, completion of the Design Development and Construction Documents and culminating in limited Construction Administration, if required. All phases of work will be coordinated with the Owner and/or the Owner's Representative for their program requirements for all necessary information governing requirements for construction, and with the Local Agency for compliance with the governing codes and building department issues.

## General Scope of Services:

1. Architectural:
  - a. Provide "As-Built" Drawings of existing dimensioned conditions to be incorporated into project.
  - b. Site Review and Design of the existing Swim and Tennis Building including floor plans and exterior elevations for conversion into a Community Center.
  - c. Floor Plan and Exterior Elevation redesign.
  - d. Design development and evaluation of building systems.
  - e. Construction documents." Basic" **Performance and Material Specifications are included.**
  - f. Plan check response
  - g. Related consultant coordination, building only.
  - h. Meetings required with the Contra Costa Planning Department are not included.
2. Structural (***Waleed Mari & Associates, Inc.***):
  - a. Framing plan mark-ups (*Minor wall/beam modifications*)
  - b. Structural calculations and details if required
  - c. Plan check response
3. Mechanical (***Scheflo and Associates***): ***See attached proposal***
  - a. Building Mechanical coordination, specifications
  - b. Title-24 energy calculations
  - c. Plan check response
4. Plumbing (***Scheflo and Associates***): ***See attached proposal***
  - a. Building Plumbing inc. coordinate w/ existing, specifications
  - b. Water, Gas, Sewer Connections from building to 5'-0" outbound
  - c. Plan check response
5. Electrical Engineering (***HCS Engineering***): ***See attached proposal***
  - a. Lighting & Power, coordinate w/ existing
  - b. Requirements for Main Service Sizing, One Line Diagrams/Panel Schedules
  - c. Performance specifications for fire alarm if required
  - d. Title 24 lighting compliance documents for common areas
  - e. Plan check response
  - f. Coordination with utility companies
  - g. Site Lighting not included

6. Civil Engineering **(By others not submitted):**
  - a. Survey-Base Map
  - b. Civil Engineering
  - c. Construction Staking
  - d. Construction Engineering Support
  - e. Utility Coordination
  - f. ADA path of travel
  - g. Coordination of site lighting
  - h. Site demolition
  
7. Landscape Architecture **(By others not submitted):**
  - a. Design & plans for planting
  - b. Coordination with Civil Engineer
  
8. Geotechnical Report **(By others as submitted):**
  - a. Subsurface testing, laboratory testing, and Report Preparation if required.

### **Phase I - Schematic Design**

We will review the existing site; provide “As-Builts” for the existing building areas only, for applicable design considerations, code analysis, building exterior and the design applicable to Owner’s program and the governing. The design shall be presented to the Owner’s Representative for approvals. Plans include floor plans and exterior elevations.

### **PHASE II - Public Presentation**

County Architectural Review and Approval may be required. A plan package for presentation shall be used for Architectural Review Application Process. Application shall be made by the Owner’s Representative. Meeting time with the Contra Costa County is not included in this proposal. Any drawings in additions to those necessary to obtain Town of Discovery Bay approvals shall be considered extra service.

### **PHASE III - Design Development Drawings**

Upon approval of the Schematic designs by the Owner and Contra Costa County Design Review approvals, we will begin the Design Development Drawings. The Owner and/or the Owner’s Representative and Consultant meetings will be necessary for project and work coordination. In addition, systems and code issues will be reviewed by any overview consultants and agencies such as the soils engineer for the foundation system and designated local, state and federal building and fire agencies for code compliance prior to the start of the project.

General Outline of work to be completed by Architect as follows:

1. Develop a scaled floor plan for detailed building information such as:
  - Dimensioned floor plan;
  - Electrical lighting and power plans, mechanical unit placement;
  - Provisions for energy requirements;
  - Provisions for Accessibility Compliance;
  - Reflective ceiling plan;
  - Interior elevations of cabinets and fireplaces;
  - Building cross sections;
  - Exterior Elevations & Door/Window schedules.

## **PHASE IV - Construction Drawings**

Based upon your approval of the Design Development drawings, we will begin the Construction Document Phase. When complete, this documentation will include all detailed information required for building permit, General Contractor's estimate and construction. Following is a listing of the Construction Drawings we will provide for this project for the community center:

- Dimensioned building plan with reference to common areas, fire walls and exiting patterns, floor and roof framing plans;
- Cross Sections where necessary to explain vertical conditions;
- Sections where necessary to explain construction detailing;
- Exterior Elevation Drawings and detailed elevations;
- Architectural Details, Door, Window and Finish Schedules;
- Reflected ceiling plan;
- Framing and roof plan;
- Interior Elevations of cabinets;
- Accessibility Code Compliance
- Fire Resistive Requirements

## **Phase V - Plan Check Corrections**

After completion of the Working Drawings, we will provide drawings for submittal to the local agency for building permit. The local agency may send these plans to subcontractors for plan check review. We will revise the plans as required by the local agency and their plan check subcontractor for the Architectural Plan Check comments returned to us. Plan check comments will also be reviewed and revised by your other consultants and we will help coordinate all work involved.

## **Phase VI - Construction Bidding**

The Owner and/or the Owner's Representative will prepare all required documentation for the bidding of this project and provide *telephone* consultation to the bidders for clarifications and questions. The Owner and/or the Owner's Representative will also prepare any required addenda to the Construction Documents during bidding and coordinate these items with the General Contractors and appropriate government agencies.

## **Phase VII - Construction Administration**

During construction, Lee-Jagoe Architecture can provide Construction Observation services as required to verify that the work is being carried out in general compliance with the Construction Documents and provide for on-site clarification of conditions. The following additional services can also be provided by Lee-Jagoe Architecture at the request of the Owner as an extra service on an hourly rate:

1. Shop drawing review
2. Coordination of consultant's review
3. Substitutions
4. Site visits more than one site visit
5. Clarification/resolution of contractors' questions on Contract Documents for Construction and Bidding
6. As-built drawings and/or Client revisions

# PROJECT ASSUMPTIONS

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Listed below are a number of project assumptions affecting our work for this project and upon which our proposal is based:

1. The services provided by Lee-Jagoie under this proposal are for Architectural and minor Structural modifications construction documents along with the fees and coordination for additional consultants including Building Electrical, Building Mechanical and Plumbing, and Energy. Contracts for Electrical, Plumbing and Mechanical Consulting shall be billed directly to and paid by the Owner.

Civil Engineering, Landscape Architecture, Soils, Acoustical, Fire Sprinklers, Signage and Interior Decoration are not included.

A Civil Survey of the Existing Site and Building Footprint conditions including the existing buildings, pool, trellis and tennis courts may be required prior to the start of the "As-builts".

2. In addition to the consultant coordination of the buildings, our fee proposal includes the **Architectural** general coordination services of the buildings with the following consultants to be coordinated by the Owner:

- Civil Engineer
- Soils Engineer
- Landscape Architect
- Acoustical Engineer, if required
- Accessibility Consultant
- Signage
- Interior decoration
- Dry utility coordination
- Automatic fire system

3. If future design approvals from local agencies or peer review require any changes to the drawings, they will be considered as Extra Services. Any modifications to the plans as a result of Owner requested changes after issuance of initial design and/or bid sets will be considered as Extra Services.
4. Owner's Representative: Mr. Rick Howard, will be the representative for the Owner and have authority to direct Lee-Jagoie Architecture, to approve drawings, request changes and approve additional services.
5. Lee-Jagoie Architecture is being contracted by the Owner and the Owner's Representative to provide design and the drawing of the plans for permits, bidding, and construction.
6. Lee-Jagoie Architecture shall be the lead Architect for this project for the design development and working drawings and will be overseeing the management of the building plans only.

7. The Owner and the Owner's Representative agrees to indemnify Lee-Jagoe Architecture against any alleged errors and omissions brought about by any party (individually or in association), any company relating in any way to the Owner or the Owner's Representative, or General Contractor or any third party for decisions and specification selection made by the Owner or the Owner's Representative..
8. The project is being designed for general conformance to the current codes including CalGreen for in the State of California and Contra Costa County. Project specific requirements from the local agencies may require potential future revisions based upon local codes and code interpretation.
9. Federal ADA Standards & The State of California Accessibility Standards for a public Recreational facility, Chapter 11B, 2010 CBC, has been used as the Accessibility Standard.
10. Preparation of special documents for items such as separate plan check submittals/permits, alternate bids, multiple prime contracts, or fast track consultation will be considered as extra services.

## **OWNER'S RESPONSIBILITIES**

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The Owner and the Owner's Representative agree to provide the following documents, services and information:

1. The necessary approvals for the design by the Owner, the local agency or any other related party.
2. The services of the consultants, engineers during the design and construction drawing phases of this project as noted under Project Assumptions #1 and #2.
3. All building permit fees, costs, costs of inspections and testing services as required by the building code or local agency.
4. Material and performance specifications.

# FEE PROPOSAL

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The fees below are based upon the Scope of Services, the project assumptions, and the Owner's responsibilities as described in the preceding sections. The hourly fees will be good through the calendar year of 2013 or finalization of this phase of the project. All work performed after this time frame will be subject to re-negotiation.

**A. Architectural Fees:**

<b>Phase I: As-Builts</b> (5% of %Total Building Fee) .....	\$1,600
<b>Phase I: Schematic Design</b> (25% of Total Building fee) .....	\$8,000
<b>Phase II: Design Review Graphic Submittal</b> .....	Hourly
<b>Phase III: Design Development</b> (30% of Total Building fee).....	\$9,600
<b>Phase IV: Construction Docs</b> (30 % of Total Building fee).....	\$9,600
<b>Phase V: Plan Check</b> (2.5% of contract fee).....	\$ 800
<b>Phase VI: Bidding</b> .....	Hourly
<b>Phase VII: Construction Administration</b> .....	Hourly
 <b>Structural Modifications</b> (7.5% Budget Not to Exceed).....	 \$2,400
 <b>Total Architectural Fee excluding hourly:</b> .....	 <b>\$32,000</b>

**Cad Computer Perspective Rendering**..... Extra Service

**Previously services provided for obtaining Town of Discovery Bay preliminary approvals are not part of this proposal.**

If future design approvals from local agencies require any changes to the drawings, they will be considered as Extra Services. Any modifications to the plans as a result of future specific site adaptation and Owner requested changes after issuance of initial bid sets will be considered as Extra Services. Plan check Fees will be billed after submittal of the plans for building permit resubmitted.

**Consultant Fees Not Included in this Proposal Under Separate Proposal:**

<b>Electrical</b>	<b>HCS</b>	<b>\$4,500</b>
<b>Plumbing</b>	<b>Scheflo and Associates</b>	<b>\$3,650</b>
<b>Mech/Energy</b>	<b>Under Scheflo and Associates</b>	<b>Inc</b>

Fee includes one site visit to confirm conditions with Consultant/Owner meeting. Additional consultant reviews and/or meeting attendance are considered any extra service by the consultant and will be billed as an extra service.



**B. Extra Services:**

Costs incurred in redrawing work due to changes initiated by the Owner or the Owner's Representative after design approvals, work not included within the scope of services, or additional work required caused by actual conditions differing from original construction documents and not verifiable from field observation of existing conditions will be considered Extra Services and billed according to the hourly rate schedule as noted above.

The proposal is based upon project parameters as defined in the scope of services. The Architect and his Consultants reserve the right to review the project direction after the design phase is completed for conformance with the scope of services as defined in this proposal and make adjustments accordingly.

**Hourly Rate Schedule:**

Mark Lee	\$200/hr
Dave Jagoe	\$150/hr
Project Manager:	\$100/hr
Draftsperson:	\$ 75/hr
Administrative:	\$ 50/hr
Consultants:	Per the rate fee available upon request

**C. Reimbursable Expenses:**

The Fixed and Hourly Fees do not include Reimbursable Expenses of:

- printing and reproduction;
- plotted Cad base sheet @ \$1.00 per sheet other than review sets
- Plotted Cad Color sheets @\$5.00 per sheet
- photography and photographic reproduction;
- travel expenses and mileage outside of Central Valley
- delivery services and express mail costs;
- engineers and consultants; and government permits and plan check fees;
- PDF Plotting Billed Hourly
- 

Reimbursable expenses and engineering and consultant fees will be billable at 1.25 times invoice or be billed directly to your account. Mileage outside the Stockton/Discovery Bay region will be reimbursed at \$0.50 per mile.

**D. Retainer:**

A retainer to Lee-Jagoe Architecture for Architectural fees is not required prior to commencement of services.

**E. Ownership of Plans:**

Designs, Drawings, and Specifications as instruments of service, are and shall remain the property of Lee - Jagoe Architecture, Inc.

**F. Billing:**

Fixed and Hourly Fees include partners' time, personnel expenses, postage and telephone, and all materials required to produce the original drawings with the exception of CAD drawings for final plotting.

All invoices shall be submitted at the beginning and middle of each month for percent of work completed and due by the end of each billing cycle (approximately 25 days). All invoices outstanding beyond each billing cycle shall be subject to a 1.5% late charge per month. The Architect has the right to stop work in the event any invoice has extended beyond 60 days beyond the date of the invoice due.

If work is stopped for a total of more than ninety (90) calendar days, compensation shall be subject to re negotiation. The Owner or the Architect may terminate this proposal at any time for any given cause without penalty. In the event of termination, we shall be entitled to receive compensation for services performed to termination date on a percent completion basis.

## **SIGNATURES/AUTHORIZATION**

This proposal to provide Architectural Services to Town of Discovery Bay for the remodel of the Community Center from the existing Swim/Tennis Facility dated May 28, 2013 is hereby agreed to and accepted:

Accepted on this date: \_\_\_\_\_

**Town of Discovery Bay**  
Owner

**Lee-Jago Architecture, Inc.**

\_\_\_\_\_  
Rick Howard  
General Manager/Authorized Agent

\_\_\_\_\_  
Mark B. Lee  
President/Architect  
CA License#: CO12684

**AGREEMENT FOR MECHANICAL ENGINEERING SERVICES**

This is an AGREEMENT between the ARCHITECT:

**LEE-JAGOE ARCHITECTURE**  
**2291 March Lane #B-200**  
**Stockton, CA 95207**

and the MECHANICAL ENGINEER:

**ALEXANDER SCHEFLO AND ASSOCIATES, INC.**  
**2926 Pacific Avenue**  
**Stockton, California 95204**

for the Mechanical Engineering Professional Services for the Project known as:

COMMUNITY BUILDING REMODEL (4,825 sq. ft.)  
DISCOVERY BAY, CA

**I. SCOPE OF MECHANICAL ENGINEERING SERVICES**

- A. The Mechanical Engineer's professional services to the Architect shall consist of performing the following work:
  - 1. Site visit to review and document existing conditions.
  - 2. Mechanical:
    - a. Provide mechanical design for proposed remodel utilizing the existing HVAC equipment where possible, replacing, and adding as necessary.
  - 3. Plumbing:
    - a. Provide plumbing design for new restroom area/activity room consisting of ±10 fixtures utilizing existing services.
    - b. Provide gas and condensate design for any new HVAC equipment.
  - 4. Title 24:
    - a. Title 24 calculations for envelope and mechanical systems.
  - 5. Fire Sprinkler:
    - a. Add general notes to drawings establishing criteria for required modifications to the existing fire sprinkler system.
  - 6. Specification:
    - a. Provide book specification for mechanical and plumbing systems.
  - 7. Meetings:
    - a. Kick-off meeting with Architect and Owner/Owner Representative to discuss architectural schematic design and requirements of mechanical/plumbing design.
    - b. Meeting at Architect's office at 50% completion.
  - 8. Construction Administration:
    - a. Provide one (1) site visit during construction.
    - b. Response to RFIs generated through construction.
    - c. Review of plumbing and mechanical submittals.
- B. The Architect shall be the project coordinator with respect to the Mechanical Engineer's services to be performed under this agreement. The Mechanical Engineer's services shall be performed in character, sequence, and timing to meet reasonable construction schedules.
- C. The following are specifically excluded from this agreement:
  - 1. The Engineer does not guarantee the completion or performance of contracts by the construction contractor(s) or other third parties, nor shall he be responsible for their acts, errors or omissions, or for the safety of their work or workers.
  - 2. Floor plan changes beyond 50% working drawings. Any such changes shall be billed on an hourly rate using rates indicated below.
  - 3. Design of fire sprinklers, if required.
  - 4. Changes as a result of value engineering.

**II. COMPENSATION**

A. Basic compensation shall be a fixed fee as follows:

1. <b>Working Drawings, Specifications, and Title 24</b>	<b>\$ 3,650.00</b>
<b>Total Fee</b>	<b>\$ 3,650.00</b>

B. Any extra work required would be handled on an hourly basis, with the following rates:

Principal:	\$140.00/hr
Engineering:	120.00/hr
Designer:	95.00/hr
Drafting:	85.00/hr
Computer Input:	75.00/hr
Secretarial:	65.00/hr

C. Monthly billing for work completed will be billed at the first of each month.

D. If the project is suspended or abandoned in whole or part or should any portions of the Project be deleted or otherwise not constructed, the Mechanical Engineer shall be compensated for all services performed together with sums for Additional Services. Compensation shall be paid for the amount which bears the same ratio to the total fee otherwise payable under this agreement as the services actually rendered hereunder bear to the services necessary for the full performance of the work originally contemplated under this contract.

### III. EXTRA SERVICES AND COMPENSATION

A. The Architect may direct the Mechanical Engineer in writing to perform services in addition to the Basic Services under Paragraph I, such services to be referred to herein and elsewhere as Extra Services.

B. In the event that the Architect or any governmental agency institute revisions to approved drawings at any time, or should the scope of work change in any way, additional work caused thereby shall constitute Extra Services. In no event, however, shall any additional work be initiated without written approval of the Architect.

### IV. REIMBURSABLE EXPENSES

A. Certain expenses, when incurred as a necessary part of the project development, are reimbursable. These expenses include:

1. Out of pocket expenses and fees paid for securing approval of authorities having jurisdiction over these projects.

### V. PROJECT DATA

A. The Mechanical Engineer shall obtain data and information necessary for the execution of his services, except that:

1. The Architect, in a timely manner, shall provide plans, elevations, sections, details as required for this work.

B. The Mechanical Engineer shall provide electronic files for convenience and use in the preparation of drawings related to the project herein, subject to the following terms and conditions:

1. Data contained on electronic files is part of the Mechanical Engineer's instruments of service and shall not be used by Architect or anyone else receiving data through or from the Architect or Mechanical Engineer for any purpose other than as a convenience in the preparation of drawings for the project. Architect agrees to make no claim and hereby wavier, to the fullest extent permitted by law, any claim or cause of action of any nature against Mechanical Engineer, its officers, directors, employees, agents or sub-consultants which may arise out of or in connection with the Architect=s use of the electronic files.
2. These electronic files are not contract documents. Significant differences may exist between these electronic files and corresponding hard copy contract documents due to addenda, change orders or other revisions. Mechanical Engineer makes no representation regarding the accuracy or completeness of the electronic files received by the Architect. In the event that a conflict arises between the signed contract documents and electronic files, the Architect or anyone is not relieved of their duty to fully comply with the contract documents, including and without limitation, the need to check, confirm and coordinate all dimensions and details.

### VI. REPRODUCTION AND INFORMATION

A. The Mechanical Engineer shall furnish at their expense to the Architect all progress reproductions and information required for the execution of his services.

B. The Architect shall furnish at their expense, information and progress reproductions of his work required for the execution of the Mechanical Engineer's services.

C. Multiple copies of the Final Construction Drawings and Specifications furnished to the Architect shall be paid for by the Architect, masters for the multiple copies of the Final Construction Drawings and Specifications shall be provided by the Mechanical Engineer to the Architect at the expense of the Architect.

### VII. INSURANCE

A. Professional Liability Insurance - \$1,000,000; \$5,000 deductible. Certificates of insurance will be provided to the Architect upon request.

B. Each part to this agreement shall maintain statutory worker's compensation insurance coverage and property damage, both written on an occurrence basis.

### VIII. ARCHITECTSHIP OF DOCUMENTS

A. Drawings and specifications prepared by the Mechanical Engineer as instruments of services are the property of the Architect whether the projects for which they are made is executed or not. They may not be used on other projects or extensions to these projects except by agreement in writing and with appropriate compensation to the Mechanical Engineer.

## IX. MEDIATION/ARBITRATION

- A. Notwithstanding the requirement that disputes arising out of this agreement shall be subject to arbitration, as a precondition to the filing of any such arbitration, all claims, disputes, and other matters in question between the parties to this agreement, arising out of or relating to this Agreement or the breach thereof, shall be first submitted to non-binding mediation prior to initiation of any arbitration unless the parties mutually agree otherwise. The cost of said Mediation shall be split equally between the parties. This agreement to mediate shall be specifically enforceable under the prevailing law of the jurisdiction which this Agreement was signed.
- B. Claims, disputes, and other matters in question between the parties to this agreement, arising out of or relating to this Agreement or the breach thereof shall be subject to mediation first as stated above, and by arbitration, second, in accordance with the Construction Industry Arbitration Association Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise.
- C. Demand for arbitration shall be filed in writing with the other party to the Agreement and with the American Arbitration Association. A demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings base on such claim, dispute or other matter in question would be barred by the applicable statutes of limitations.
- D. No arbitration arising out of or relating to this agreement, manner, any additional person not a party to this Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to this Agreement, except by written consent containing a specific reference to this Agreement and signed by the Mechanical Engineer, the Architect, and any other person sought to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any dispute not described therein. This foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to be the parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.
- E. In the event of any such arbitration, each party shall have full discovery rights as generally provided for in California Code of Civil Procedure section 1283.05 and 1283.1. The arbitrator(s) shall apply and any decision shall be consistent with California Law.
- F. In addition to any basis for appeal permitted by law, any arbitrator's decisions rendered pursuant to this agreement may be set aside upon a showing of material mistake of fact or law by the arbitrator(s) which results in substantial prejudice to either party. Given no appeal is made by either party as allowed, the award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
- G. Should litigation occur between the two parties relating to the provisions of this agreement, all expenses, collection expenses, witness fees, court costs, and attorney's fees shall be paid by the non-prevailing party to the prevailing party.

## X. EXCLUSIONS FROM THIS CONTRACT

- A. Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the other's control.
- B. Specifically omitted from this agreement are all design and construction review services relating to the contractor's safety precautions or to means, methods, techniques, sequence, or procedures required for the contractor to perform his work but not relating to the final or completed structure. Omitted services include but are limited to shoring, underpinning, scaffolding, temporary retention of excavations and any construction, erection methods and bracings.
- C. Exclude any responsibility and liability claims resulting from asbestos related injuries or damages.
- D. Exclude any responsibility and liability claims resulting from related losses from mold, fungi, or microbe associated with the project.

## XI. MISCELLANEOUS

- A. In the event any of the provisions of this agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, term, or covenant shall not be construed by the other party as a waiver of a subsequent break of the same by the other party.
- B. This agreement may be terminated by written notice to the other party in the event of substantial failure to perform in accordance with the terms of this Agreement.
- C. No deductions shall be made from the Mechanical Engineer's compensation on account of penalty, liquidated damages or other sums withheld from payments to Architect, or on account of the cost of changes in the work other than those for which the Mechanical Engineer is held legally liable.
- D. The Architect and the Mechanical Engineer each binds himself, his partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the Architect nor the Mechanical Engineer shall assign, sublet or transfer his interest in this Agreement without the written consent of the other.

XI. SCOPE OF AGREEMENT

A. This is the entire Agreement between the parties, and there are no agreements or representations between the parties except as expressed herein. It is not the intent of the parties to this Agreement to form a partnership or joint venture.

XIII. VALIDITY OF AGREEMENT

A. Prior to project start date this Agreement for Services will be in effect for one year from date of agreement.

The above is mutually agreed to between:

**ALEXANDER SCHEFLO AND ASSOCIATES, INC.**  
Mechanical Engineers

**LEE-JAGOE ARCHITECTURE**  
Architect

by: \_\_\_\_\_ Date \_\_\_\_\_

by: \_\_\_\_\_ Date \_\_\_\_\_

Mitch Scheflo, P.E.  
**ALEXANDER SCHEFLO & ASSOC., INC.**  
2926 Pacific Avenue  
PO Box 4183  
Stockton, CA 95204  
Phone (209) 948-9761  
Fax (209) 948-1258

Mark Lee, AIA  
**LEE-JAGOE ARCHITECTURE**  
2291 March Lane #B-200  
Stockton, CA 95207  
Phone (209) 957-9254  
Fax (209) 957-9347

# HCS ENGINEERING, INC.

CONSULTING ELECTRICAL ENGINEERING

4512 FEATHER RIVER DRIVE, SUITE F  
STOCKTON, CA 95219  
(209) 478-8270  
FAX (209) 478-2169

May 28, 2013  
Mark Lee  
Lee Jagoe Architecture  
Stockton, CA

Re: Discovery Bay Community Center Remodel  
Electrical Engineering Proposal  
Revised

Dear Mark,

We welcome this opportunity to respond to your request for a fee proposal for the work of preparing electrical construction documents for the above referenced project. Our fee is based on the information contained in your emails, and the following.

Our understanding of the scope of work is as follows:

1. Site visit to review the existing conditions and review the electrical service.
2. Review of any existing plans.
3. Provide electrical lighting plans including lighting controls and power plans for the improvements.
4. Layout of telephone, computer outlets and raceways.
5. Title 24 lighting compliance documents for lighting.
6. Electrical specifications shall be provided in book form.
7. Provide progress set for review by yourself and the owner. Electronically transmitted PDFs.
8. Plan Check submission, signed plans.
9. Plan check responses and corrections as required.
10. Construction administration to include answering questions during construction and one site inspection

Work not included, but can be performed as extra services at your request, are as follows:

- A. Any additional trips to the site.
- B. Improvements to areas outside of the community building.

The tennis courts were highlighted, but we are not including tennis court lighting.

- C. Structural calculations for anchorage of electrical equipment including panels, etc.
- D. Re-design for changes in scope, changes to drawings after finalization of construction drawings or changes necessary for substituted systems.
- E. "As-built" drawings.
- F. Construction administration, submittal review, inspections.'
- G. LEED documentation
- H. CalGreen Documentation

Your office to provide all of the necessary base sheets on CAD. Work to commence upon receiving a signed proposal authorizing us to provide the service noted.

Billing and payment for services rendered shall be as follows:

1. Monthly, based on progress of work.

Should the project be postponed or cancelled, we will bill up to the time of notification.

Our fees for carrying out the above referenced work would be \$4,500.

Please review the information above and let me know if you need any further clarifications.

If you and the owner find the proposal acceptable, please sign below and return to our office by fax (209) 478-2169 or email to [annette@hcs-eng.com](mailto:annette@hcs-eng.com).

Please don't hesitate to call if you have any questions.

Sincerely,  
HCS Engineering, Inc.

Richard Smith, P.E.  
Electrical Engineer



Discovery Bay Community Center  
Electrical Engineering Proposal  
May 28, 2013

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By signing this, I state that I am authorized representative to sign for the company responsible for this Project in this document and agree to the terms and conditions set out in this proposal.

Approved:

X \_\_\_\_\_  
Authorized Signature (Sign & Print) Date

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



**FISCAL YEAR 2013-15  
OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET  
Proposed June 5, 2013**



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



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*Town of Discovery Bay Community Services District  
Contra Costa County, California  
Fiscal Year(s) 2013-2015 Budget*



**Board of Directors**

Ray Tetreault, President  
Mark Simon, Vice President  
Kevin Graves, Director  
Bill Pease, Director  
Chris Steele, Director

**District Management**

Rick Howard, General Manager  
Daniel J. Schroeder, District Counsel  
Virgil Koehne, Water and Wastewater Manager  
Fairin Perez, Parks and Landscape Manager  
Dina Breitstein, Finance Manager  
Calista Anderson, Executive Assistant

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)

*Town of Discovery Bay Community Services District  
Contra Costa County, California  
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Town of Discovery Bay CSD – Revenues – Where the money Comes From	
Town of Discovery Bay CSD – Operations and Maintenance	
Town of Discovery Bay CSD – Capital Improvement Program	
Town of Discovery Bay CSD – Parks & Landscape Zone Budgets	
Town of Discovery Bay CSD – Salary and Wages	
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***Town of Discovery Bay Community Services District  
Contra Costa County, California***



June 19, 2013

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, 2013 through June 30, 2015.

This year staff unveils a two-year budget document. The two-year budget provides staff and the board with an improved planning forecast. While you are presented with a two-year budget, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the O&M and the remaining four years of the CIP are included in the document but not included in the discussion below.

This budget is balanced and presents a spending plan where revenues meet expenditures. 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 efficient manner. This budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. As will be addressed below, the August 2012 Board action establishing the Discovery Bay Public Financing Authority played an essential role in addressing the long term capital needs of the Town of Discovery Bay. In addition, we continue to fund the capital replacement fund in the amount of \$550,000 annually. This fund provides long term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as underground infrastructure. This structural fund is an essential component of long term financial sustainability for the Town. The ongoing programming of these funds will play a critical role in the Town's ability to plan for its long term financial needs.

For FY 2013/14, the O&M shows an increase of \$1,128,204, or 18.37%. The O&M budget net of debt service; contribution to reserves; and repayment of borrowed reserves shows an increase of \$264,417 or 5.61% over the current year. The Capital Improvement Program (CIP) Budget continues to track with the five (5) year CIP Budget. The CIP is planned at \$7,135,699 for the coming fiscal year.

I would like to thank and acknowledge Board President Ray Tetreault and Board Vice President Mark Simon for their contribution to the FY 2013/15 budgetary process. The committee completed their work and recommended the preliminary budget be submitted to the Board of Directors for consideration.

## DISCUSSION

There were three projects of significance that took place during the Fiscal 2012/13 year and one blemish in the Town's history which was resolved to the Town of Discovery Bay's benefit.

The first and most significant project resulted in the establishment of the Discovery Bay Public Financing Authority (DBPFA). In August 2012, the DBPFA issued \$14.1 in water and wastewater enterprise revenue bonds. Benefitting from a Standard and Poor's municipal credit rating of AA-, the Town obtained historically low interest rates of 4.000% over thirty years to provide the financial resources necessary to facilitate needed improvements to the wastewater infrastructure network as well as construct new Well 07 for long term water supplies. A detailed list of projects that are funded by these revenues can be seen in the CIP section of the Budget. The Capital Financed projects are identified in the CIP in *dark green*. Almost all of the projects scheduled to receive bond funding are either in construction, are under design, or are in the initial planning stages.

The second project of significance was the February 2013 purchase of the Discovery Bay Community Center. Formerly known as the Discovery Bay Athletic Club, the 7.25 acre parcel includes a number of amenities including an 8 court tennis center, swimming pool, lush landscaped grounds, and a 5,000 square foot building. A dream of Discovery Bay for over 20 years, the site acquisition will allow the Town the ability to provide a centralized location where community based programming is to be offered 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.

The Community Center project is an integral component of the budget for Fiscal 2013/14. Included in the preliminary budget is \$552,500 for the renovations of the community center building. This renovation, if authorized, would occur in the 4<sup>th</sup> quarter of 2013, with an anticipated opening date of March 1, 2014. At that time, the TODB would embark on a modest yet well thought out series of programs including tennis, swimming, arts and crafts and nutrition as well as a variety of other community based programs.

The third significant project that took place in the past year was the landscape enhancement project that took place on Clipper Drive. The Clipper Drive project borrows many of the landscape themes utilized on the Discovery Bay Boulevard project that was completed during Fiscal 2011/12. The resulting project is a significantly improved streetscape.

Also in 2013 the TODB resolved the long standing matter pertaining to the sanitary sewer overflow that occurred at The Lakes development in the summer of 2008. The Town prevailed in a legal action filed by the Town against SouthWest Water, the Town's former water and sewer contractor. This action closed the book on the matter and the Town was reimbursed the majority of legal fees incurred as well as the

finances paid to the State of California in the amount of \$231,500. I can honestly say that it is nice to put this issue to rest.

For the most part, this budget represents a “status quo” financial plan. Other than the Community Center, there are no major program changes anticipated in the coming year(s). However, the Community Center moved staffing to the tipping point, and it is with regret that I must recommend the addition of two Full Time Equivalents (FTE). These two FTE’s are both in the Parks and Landscape area, and include the addition of a Parks and Maintenance Worker I position as well as a Recreation Program Coordinator. The former position will start on July 1, 2013 and the latter position will have an initial start date of September 1, 2013. A copy of the proposed FY 2013-15 Position Schedule is included as a part of the proposed budget.

For Fiscal Year 2013/14, the Budget breaks down as follows:

Proposed FY 2013 – 14 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$5,704,550
Total Capital Budget	\$6,585,669
Total Infrastructure Replacement Fund	\$550,000
Contribution to Reserves	\$435,787
Grand Total Expense Budget	\$13,276,006
Grand Total Revenue	\$13,276,006

The Operating and Maintenance (O&M) section of the budget is proposed to be \$6,140,337 for the coming fiscal year. Increases to the Operating plan can be seen in Salary and Wages where a proposed increase of \$141,199 over current year projected actuals occurs. This increase represents a variety of factors, including properly accounting for payroll taxes, two (2) new FTE’s, accurately attributing staff time to landscape related activities, a modest increase to payroll as well as increased workers compensation expenses. Other areas of increased spending in the O&M Budget include a more accurate reflection of expenditures based upon past years’ historical data as well as current and future contractual obligations. This is evident in contractual increases to Veolia Water and anticipated expenses in litigation.

The District’s website, [www.todb.ca.gov](http://www.todb.ca.gov), continues to be populated with relevant information, documents, and materials. The website went through a significant upgrade this past spring and the changes and ease of access and file location has proved to be more accessible for all users of the site. Staff will continue to populate the site with information that is appropriate to our mission.

Our long term contract with Veolia Water is now entering its Third year. Dividends are obvious, and the overall Water and Wastewater Operation is being managed and supported by arguably the most



qualified staff in the District's history. We look forward to continuing to develop our ongoing partnership with Veolia.

Over the past year, the District has initiated or completed a number of parks and landscape projects. Some of these projects are relatively small in size and scope, while others are significantly more extensive. There have been many other landscape beautification projects throughout town including the Newport Drive Planting Improvements, Point of Timber Planting Improvements and the Cornell Park Bench and Picnic Table upgrades. Cornell Park lighting replacements are scheduled for construction in June 2013.

The Capital Improvement Program (CIP) proposes expenditures of \$7,135,669, with a large portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011-2012. As previously discussed, the projects contained in those plans are either under construction, in design, or in the preliminary planning phases. FY 2013-2014 will be a busy year as a number of projects currently in design will be under construction.

As noted previously, this budget also includes \$550,000 in Infrastructure Replacement funds for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was specifically addressed and again recently noted as a positive addition to the budget by the District's independent auditors.

This budget represents a budget where revenues match expenditures. The attached FY 2013-14 Operating and Maintenance, Capital Improvement Program, Capital Replacement Fund and Revenue projections represent a spending plan that is sustainable based upon projected revenues meeting projected expenditures of \$13,276,006.

Key to the preparation of this budget was 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. These budget totals reflect Encumbrance(s) Carry Over (re-Budgeted fees) of \$1,116,777 for O&M and \$3,450,338 for Capital Improvement Projects that are either under construction or pushed into FY 2013-14 and beyond.

The Town of Discovery Bay is presently in the process of reviewing rates for water and wastewater collection for the coming four year forecast period. We are fortunate to have engaged the services of Bartle and Wells Associates (BWA) in that effort. BWA is the leading rate structure analytical firm in California. In initial discussions and document reviews with BWA, it is likely that a very modest rate increase of 2.7% will be recommended for the coming fiscal year. This will moderate somewhat two consecutive years of double digit increases and provide relief to homeowners into the foreseeable future. The study is anticipated to be approved by the Board of Directors on June 19, 2013.

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. On

the Parks and Landscape side of the house, revenues are generated by Landscape Zones 8 and 9, as well as with landscape contracts with Contra Costa County for County Zones 57, 61 and \$327,000.

Revenues are projected to be \$13,276,006 and include the aforementioned projected rate increase and \$5,435,690 related to proceeds from Financing for capital projects.

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

This budget document is the culmination of considerable effort on behalf of staff, and I would like to thank those that participated in its production, including Water and Wastewater Manager Virgil Koehne, District Engineer Gregory Harris, Parks and Landscape Manager Fairin Perez, and Finance Manager Dina Breitstein. Their efforts, and those of their respective staff are appreciated and I am grateful for their assistance.

Respectfully submitted,

Rick Howard  
General Manager



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



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

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

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

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

***District Form of Government***

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

### Population

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

### Water Services

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

### Wastewater Services

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

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

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

### Parks and Landscaping Services

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

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

Discovery Bay Landscape & Lighting Zone #8:

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

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

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

Contra Costa County Landscape & Lighting Zone #35:

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

Contra Costa County Landscape & Lighting Zone #57:

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

Contra Costa County Landscape & Lighting Zone #61:

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

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The most important project currently underway related to recreation services is the proposed community center project. Once the community center is built, it is anticipated that community recreational programs and activities will take place within the new facility.

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



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Town of Discovery Bay CSD  
2013-2015 Program Summary

<b>Department:</b>	<b>General Manager</b>
<b>Program Area:</b>	<b>Administration</b>

**Program Description:**

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

Accomplishments, 2012-2013:

- Formed a Joint Powers Authority with neighboring Byron Bethany Irrigation District paving the way for the establishment of the Discovery Bay Public Financing Authority (DBPFA). In August 2012, the DBPFA issued \$14.1M in Discovery Bay Public Financing Authority 2012 Enterprise Revenue Bonds to provide the necessary long term funding for a series of capital improvement projects that were identified as a part of a detailed analysis of our existing system necessities.
- 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 an 110,000 gallon swimming pool, and additional amenities include lush landscaping as well as bbq and picnic areas.
- Completed telephone system upgrade resulting in improved productivity and customer satisfaction.
- Completed upgrade to the District's computer network, added VPN, redundancy, and increased internet bandwidth allowing for improved electronic transfer of data, documents, and information.

Objectives, 2013-2015:

- Provide management and oversight of the District's Capital Improvement Program
- Successfully oversee the implementation of the Community Center, it's programming and activities.
- Establish the Town of Discovery Bay Community Service District as a "District of Distinction" through CSDA.





Town of Discovery Bay CSD  
2013-2015 Program Summary

<b>Department:</b>	<b>Financial Services</b>
<b>Program Area:</b>	<b>Administration</b>

**Program Description:**

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

**Accomplishments, 2012-2013:**

- Successfully coordinated with the water department to resolve broken/non-working fireflie readings from 250 no reads to 38 no reads.
- Enhanced relationship with auditors and developed improved techniques for job duty separation to avert the possibility of fraudulent behavior.
- Developed a positive relationship with the County (special districts and auditor's office)

to better understand their practices and why they work as they do, and collaboratively identified methods to streamline our processes and to work more efficiently as financial partners and members of the same team.

- Created new accounting codes and CIP codes providing the Town a better financial accounting system of budgeting that allows for improved and enhanced levels of detail.
- Worked with Caselle to prepare for conversion into new financial software
- Developed and prepared a more detailed O&M and CIP budget for the 2012-2013 year.
- Developed a Finance calendar providing staff key dates in order to ensure compliance to internal and external requirements.
- Recommended for Board Consideration and eventual implementation of the Investment, Reserve, Credit Card, and Disposition of Surplus Property policies.
- Established the TODB CSD Developer Deposit Holding Fund at ECC Bank

**Objectives, 2013-2015:**

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Streamline and review issues with Datamatic Corp. who provides wireless services for our water meter reads and billing system.
- Fully implement new Caselle Financial Suite Software, including Purchase Order tracking
- Review processes and look for areas for automation such as filing and financial reporting.
- Provide staff training pertaining to financial and billing systems, educational requirements as well as staff development training.
- Develop procedure pertaining to financial reporting, including preparing a month end reporting.
- Develop more comprehensive financial reporting models.





Town of Discovery Bay CSD  
2013-2015 Program Summary

<b>Department:</b>	<b>Public Services</b>
<b>Program Area:</b>	<b>Water Quality</b>

**Program Description:**

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

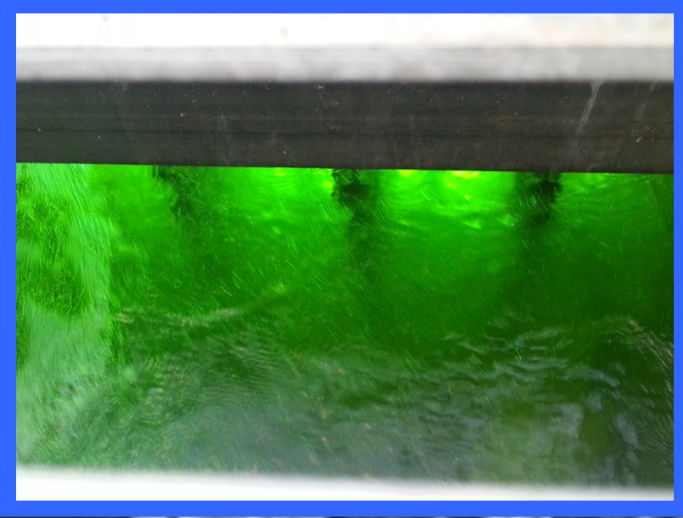
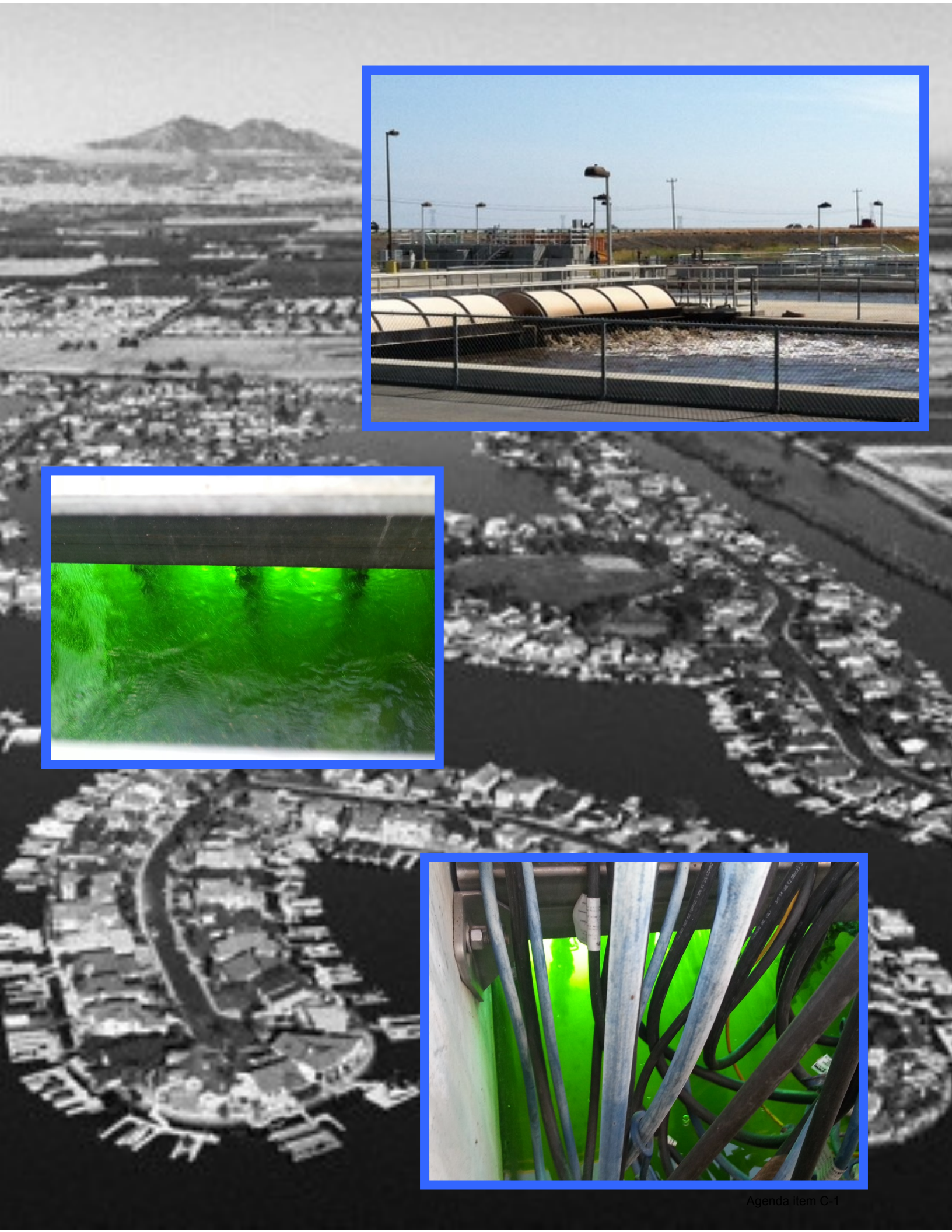
**Accomplishments, 2012-2013:**

- In August 2012, the Town of Discovery Bay issued \$14.1M in Discovery Bay Public Financing Authority 2012 Enterprise Revenue Bonds to provide the necessary long term funding for a series of capital improvement projects that were identified as a part of a detailed analysis of our existing system necessities, including the planning, development and construction of Well No. 07.

**Objectives, 2013-2015:**

- Finalize design and construct Well No. 07 providing the community a long term sustainable water source.
- Continue to monitor rules and changes in law relative to safe drinking and water quality requirements.







Town of Discovery Bay CSD  
2013-2015 Program Summary

**Department :** **Public Services**

**Program Area:** **Wastewater**

**Program Description:**

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

**Accomplishments, 2012-2013:**

- Completed Wastewater Master Plan
- Completed Capacity Fee Study and Adopted new fee structure
- In August 2012, the Town of Discovery Bay issued \$14.1M in Discovery Bay Public Financing Authority 2012 Enterprise Revenue Bonds to provide the necessary long term funding for a series of capital improvement projects that were identified as a part of a detailed analysis of our existing system necessities.
- Successfully resolved lawsuit between Southwest Water and the Town of Discovery Bay to the satisfaction of the Town.
- Completed UV Bank 4 Upgrade CIP project; completed majority of Bio-Solids Project, and made progress in preparing for the capital financed projects construction.

**Objectives, 2013-2015:**

- Complete Bio Solids Project.
- Begin and complete construction on Lift Station W, influent pump station and emergency storage lagoon project.
- Finalize design and begin construction on the oxidation ditch, splitter box, and clarifier project.







Town of Discovery Bay CSD  
2013-2015 Program Summary

<b>Department:</b>	<b>Parks &amp; Landscaping Services</b>
<b>Program Area:</b>	<b>Parks &amp; Landscaping</b>

**Program Description:**

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

**Accomplishments, 2012-20113**

- Cornell Park Lighting Upgrades (Solar)
- Adoption of Park Ordinances
- Addition of Blue Star Memorial at Slifer Park
- Newport Drive Landscape Enhancement Project
- Clipper Drive Landscape Enhancement Project
- Tree Trimming Program implemented, including Staff Safety Training
- Integration of Community Center operations
- Addition of new Community Garden
- Inventories completed for Zone 61 and Zone 57

**Objectives, 2013-2015:**

- Upcoming Projects: Shade Structures at Slifer Park; Highway 4 Landscape Enhancement, Bixler Road Landscape Enhancement, Point of Timber Landscape Enhancement
- Parks & Landscape Master Plan
- Complete Park Transfers (Slifer & Regatta)
- Increasing recreational opportunities at District's Parks







Town of Discovery Bay CSD  
2013-2015 Program Summary

<b>Department:</b>	<b>Parks &amp; Landscaping Services</b>
<b>Program Area:</b>	<b>Recreation Services</b>

**Program Description:**

New for FY 2013-2015, the Recreation Services program was established to provide community based and age appropriate recreational programming. These activities will be the byproduct of the purchase of the Discovery Bay Community Center in FY 2012-13. Recreational activities take place throughout town; and the Community Center is the central location for those activities.

**Accomplishments, 2012-2013:**

- 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.
- Transitioned prior athletic club operation into the Town and operated the facility through June 30, 2013 in that capacity.
- Worked with Community Center Committee to help identify programs, hours of operations of the different facilities, and budgetary considerations moving forward.

**Objectives, 2013-2015:**

- Open swimming pool for community wide use in FY 2013-15.
- Provide enhanced community based and age appropriate recreational programming.
- Encourage all residents of Discovery Bay to visit and participate in activities.

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



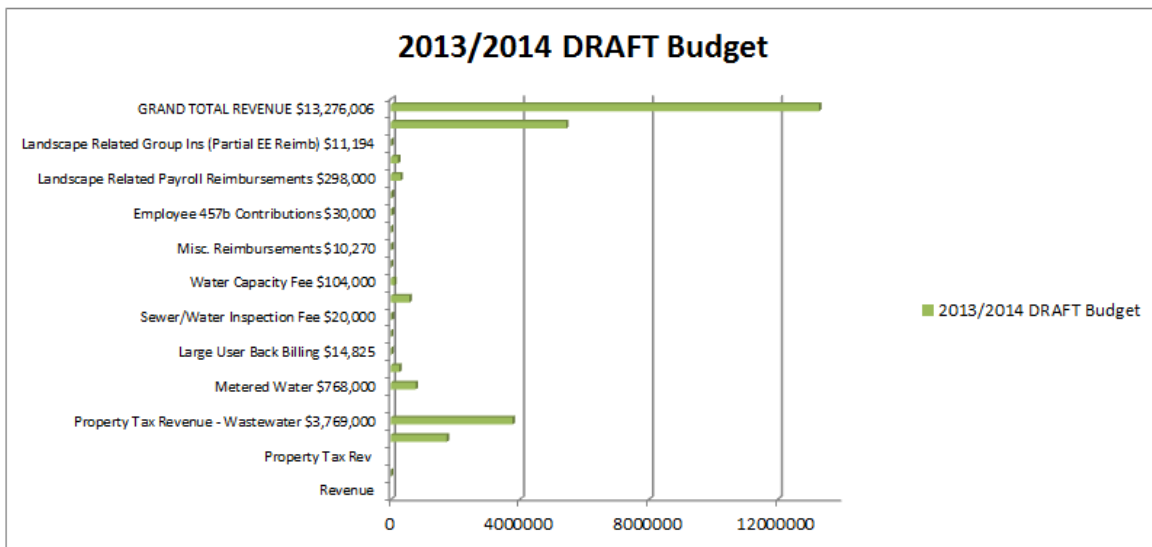
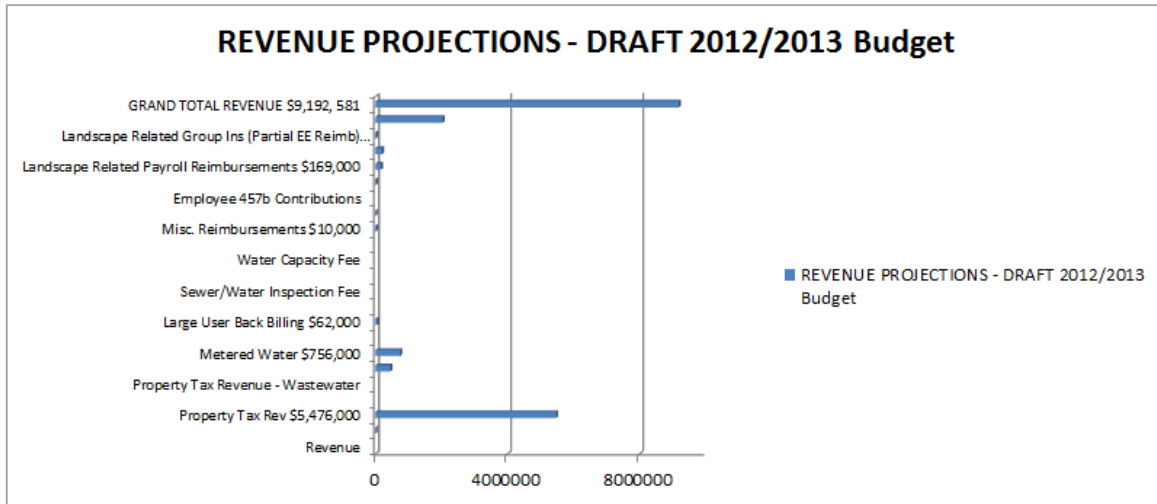
**Revenues – “Where the money comes from”**

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 - DRAFT				2012/2013	2013/2014	2014/2015
Fiscal Year 12/13	2011/2012	2012/2013	2012/2013	Proposed	DRAFT	DRAFT
Account Description	Actuals	Budget	Actuals Apr'13	ACTUALS	Budget	Budget
Revenue						
General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Property Tax Rev	\$4,754,252	\$5,476,000	\$5,475,974	\$5,475,974		
Property Tax Revenue - Water					\$1,735,000	\$1,781,845
Property Tax Revenue - Wastewater					\$3,769,000	\$3,882,000
Commercial Metered Water/Sewer	\$365,266	\$450,000				
Metered Water	\$545,306	\$756,000	\$874,756	\$1,206,000	\$768,000	\$841,000
Meter Charges					\$255,000	\$281,000
Large User Back Billing	\$0	\$62,000	\$31,000	\$35,000	\$14,825	\$0
Sewer/Water Permits	\$0		\$1,050	\$1,950	\$5,000	\$5,000
Sewer/Water Inspection Fee			\$6,720	\$12,480	\$20,000	\$20,000
Sewer Capacity Fee	\$0		\$58,569	\$108,771	\$575,000	\$335,000
Water Capacity Fee	\$0		\$6,237	\$11,583	\$104,000	\$410,000
Investments/CCC Investments	\$58		\$3,026	\$3,026	\$0	\$0
Misc. Reimbursements	\$7,234	\$10,000	\$0	\$4,000	\$10,270	\$10,547
Misc. Receivables	\$243,555	\$2,000	\$45,269	\$276,269	\$2,054	\$2,109
Employee 457b Contributions				\$30,000	\$30,000	\$30,000
EE Group Insurance Contributions	\$17,052	\$17,500	\$0	\$17,500	\$17,973	\$18,458
Landscape Related Payroll Reimbursements	\$176,810	\$169,500	\$0	\$169,500	\$298,000	\$308,000
Landscape Related Reimbursements	\$200,000	\$200,000	\$0	\$200,000	\$225,000	\$225,000
Landscape Related Group Ins (Partial EE Reimb)	\$23,600	\$10,900	\$0	\$10,900	\$11,194	\$11,497
Proceeds from Financing	\$0	\$2,038,681	\$1,897,565	\$4,295,202	\$5,435,690	\$3,714,010
<b>GRAND TOTAL REVENUE</b>	<b>\$6,333,133</b>	<b>\$9,192,581</b>	<b>\$8,400,166</b>	<b>\$11,858,155</b>	<b>\$13,276,006</b>	<b>\$11,875,466</b>

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



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



The Operations and Maintenance Budget for the Fiscal Year 2013-15 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 13-15 the O&M budget remains essentially the same as FY 2012-2013. The Operations and Maintenance (O&M) program has a proposed spending plan of \$6,140,337 in FY 13/14 and \$5,827,761 in FY 14/15 for a total of \$11,968,098 over two years. This represents an increase of \$1,128,204 or 18.37% over FY 2012-2013 and (\$312,576) over FY 13/14. Increases to the O&M program are evident in the Salary & Wages section where an increase of \$33,500 in FY 13/14 in Workers Compensation the addition of two staff members also contributes to the increase. The majority of the increase is in FY 13/14 in Debit Services with an increase of \$419,000 or 50% over the previous year and Repayment of Borrowed Reserves for \$210,000 which replenishes the Town's Reserve Fund used for the purchase of the Community Center. These increases represent a variety of factors, including properly accounting for Insurances, accurately attributing to consulting activities in regards to the Water and Wastewater Master Plan.



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



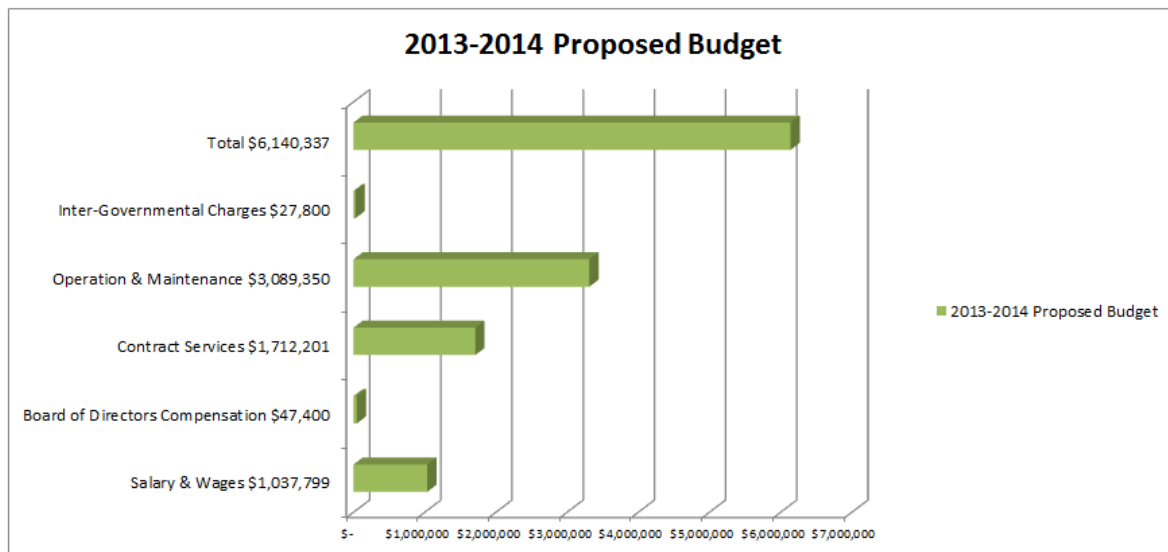
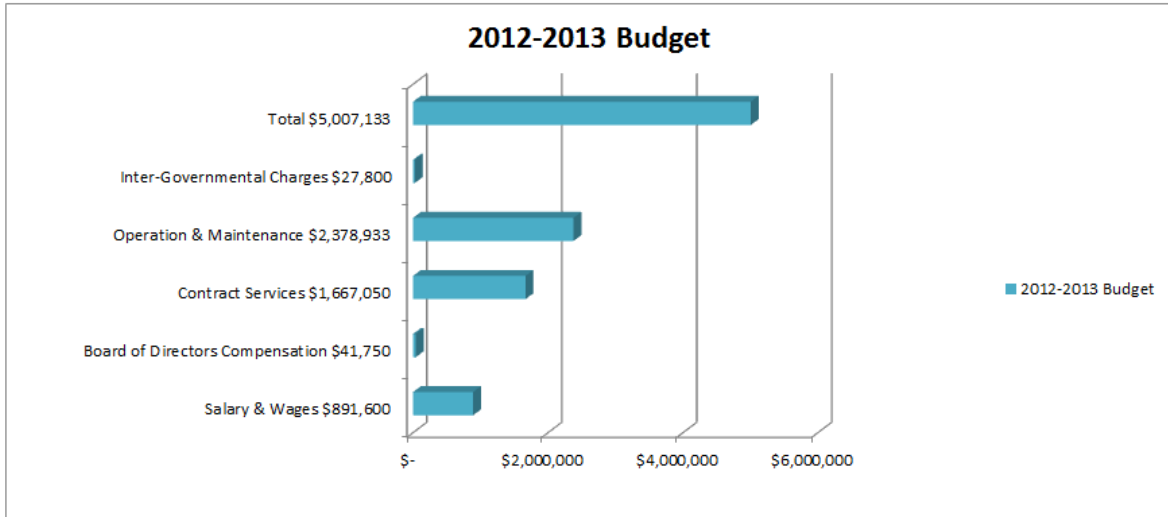
Account No.	Account Description	FY 2011-2012	FY 2012-2013	5/29/2013			FY 2013-2014	FY 2014-2015		
		Actual	Budget	Expenses	Encumbrance	YTD Total Expense	Remaining	%	Proposed Budget	Proposed Budget
<b>Salary &amp; Wages</b>										
7000	Salary & Wages	\$ 689,251	\$ 567,000	\$ 485,037	\$ -	\$ 485,037	\$ 81,963	14%	\$ 809,799.00	\$ 843,606.00
7001	Overtime	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	100%	\$ 5,000.00	\$ 5,000.00
7018	Medicare-R (Employer)	\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ 13,000	100%	\$ 29,500.00	\$ 31,500.00
7020	SS-R (OASDI Employer)	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	100%	\$ 52,000.00	\$ 54,500.00
7023	CA (SUI)	\$ 93,338	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000	100%	\$ 15,000.00	\$ 15,000.00
7030	Group Insurance	\$ 48,000	\$ 38,400	\$ 39,083	\$ -	\$ 39,083	\$ (683)	-2%	\$ 38,100.00	\$ 38,100.00
7045	Workers Comp	\$ 16,000	\$ 16,000	\$ 5,827	\$ -	\$ 5,827	\$ 10,173	64%	\$ 50,000.00	\$ 50,000.00
7060	457 B Plan	\$ 4,200	\$ 15,700	\$ 28,182	\$ -	\$ 28,182	\$ (12,482)	-80%	\$ 30,000.00	\$ 30,000.00
7075	Reimbursement of Wages	\$ -	\$ 149,000	\$ (48,014)	\$ -	\$ 30,907	\$ 118,093	79%		
7090	Overtime	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	100%		
7093	Medicare-R (Employer)	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000	100%		
7095	SS-R (OASDI Employer)	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	100%		
7098	CA (SUI)	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000			
7105	Reimbursement of Insurance	\$ -	\$ 5,100	\$ -	\$ -	\$ -	\$ 5,100	100%		
7120	Reimbursement of 457B Plan	\$ -	\$ 5,800	\$ -	\$ -	\$ -	\$ 5,800	100%		
7135	Vacation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
7150	Auto Allowance	\$ -	\$ 4,200	\$ -	\$ -	\$ 350	\$ 3,850	92%	\$ -	\$ -
	Temporary Employees	\$ -	\$ 8,400	\$ 16,615	\$ -	\$ 16,615	\$ (8,215)	-98%	\$ 8,400.00	\$ 8,400.00
	<b>Total Salary &amp; Wages</b>	<b>\$ 850,789</b>	<b>\$ 896,600</b>	<b>\$ 526,730</b>	<b>\$ -</b>	<b>\$ 606,001</b>	<b>\$ 290,599</b>	<b>32%</b>	<b>\$ 1,037,799</b>	<b>\$ 1,076,106</b>
<b>Board Of Directors</b>										
7165	Board of Directors Compensation	\$ 26,100.00	\$ 36,000	\$ 19,154	\$ -	\$ 19,154	\$ 16,846	47%	\$ 41,400	\$ 41,400
7181	Travel - BOD	\$ 1,515.00	\$ 3,750	\$ 6,221	\$ -	\$ 6,221	\$ (2,471)	-66%	\$ 4,000	\$ 6,000
7196	Train, Meet & Education - BOD	\$ -	\$ 2,000	\$ 62	\$ 1,800	\$ 1,862	\$ 138	7%	\$ 2,000	\$ 2,000
	<b>Total Board of Directors Compensation</b>	<b>\$ 27,615.00</b>	<b>\$ 41,750</b>	<b>\$ 25,437</b>	<b>\$ 1,800</b>	<b>\$ 27,237</b>	<b>\$ 14,513</b>	<b>35%</b>	<b>\$ 47,400</b>	<b>\$ 49,400</b>
<b>Contract Services</b>										
7270	Outside Services	\$ -	\$ -	\$ 199	\$ -	\$ 199	\$ (199)		\$ -	\$ -
7271	Consulting Services	\$ 190,000.00	\$ 210,000	\$ 167,570	\$ 33,125	\$ 200,695	\$ 9,305	4%	\$ 210,000	\$ 210,000
7272	Waste Water Service Contract	\$ 1,148,000.00	\$ 1,182,000	\$ 969,376	\$ -	\$ 969,376	\$ 212,624	18%	\$ 1,196,801	\$ 1,232,705
7273	Professional Fees	\$ 107,000.00	\$ 2,400	\$ 22,761	\$ 4,997	\$ 27,758	\$ (25,358)		\$ 2,400	\$ 2,400
7274	Contract Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
7275	Preventative & Corrective	\$ -	\$ 107,000	\$ 264,388	\$ -	\$ 264,388	\$ (157,388)	-147%	\$ 107,000	\$ 107,000
7276	Contract Mailing	\$ 15,000.00	\$ 15,000	\$ 11,175	\$ -	\$ 11,175	\$ 3,825	25%	\$ 15,000	\$ 15,000
	Legal	\$ 90,000.00	\$ 123,500	\$ 141,152	\$ -	\$ 141,152	\$ (17,652)	-14%	\$ 150,000	\$ 150,000
	Accounting	\$ 30,000.00	\$ 27,150	\$ 36,265	\$ -	\$ 36,265	\$ (9,115)	-34%	\$ 31,000	\$ 31,000
	<b>Total Contract Services</b>	<b>\$ 1,580,000</b>	<b>\$ 1,667,050</b>	<b>\$ 1,612,886</b>	<b>\$ 38,122</b>	<b>\$ 1,651,008</b>	<b>\$ 16,042</b>	<b>1%</b>	<b>\$ 1,712,201</b>	<b>\$ 1,748,105</b>
<b>Operation &amp; Maintenance</b>										
7182	Travel	\$ 3,024	\$ 7,500	\$ 3,562	\$ -	\$ 3,562	\$ 3,938	53%	\$ 5,000	\$ 5,000
7197	Train, Meet & Education	\$ -	\$ 7,000	\$ 6,834	\$ -	\$ 6,834	\$ 166	2%	\$ 7,000	\$ 7,000
7210	Dues & Subscriptions	\$ 930	\$ 500	\$ 859	\$ -	\$ 859	\$ (359)	-72%	\$ 2,650	\$ 2,650
7225	Memberships	\$ 17,500	\$ 18,000	\$ 21,911	\$ -	\$ 21,911	\$ (3,911)	-22%	\$ 18,000	\$ 18,000
7255	TODB Sponsored Events	\$ -	\$ 5,500	\$ 4,326	\$ 1,890	\$ 6,216	\$ (716)	-13%	\$ 6,000	\$ 6,000
	PR, Advertising & Elections	\$ -	\$ 14,000	\$ 10,382	\$ -	\$ 10,382	\$ 3,618	26%	\$ 6,500	\$ 15,500
	Telecommunications	\$ 17,591	\$ 17,600	\$ 21,627	\$ -	\$ 21,627	\$ (4,027)	-23%	\$ 23,700	\$ 23,700
	Materials	\$ -	\$ -	\$ 749	\$ -	\$ 749	\$ (749)		\$ 1,000	\$ 1,000
	Automotive Supplies & Repairs	\$ 22,000	\$ 30,000	\$ 20,892	\$ 1,680	\$ 22,572	\$ 7,428	25%	\$ 30,000	\$ 41,000
	Repairs & Maintenance	\$ 688,428	\$ 707,700	\$ 545,123	\$ 7,805	\$ 552,928	\$ 354,828	50%	\$ 704,000	\$ 704,000
	Office Supplies	\$ 13,009	\$ 11,500	\$ 10,886	\$ -	\$ 10,886	\$ 614	5%	\$ 11,500	\$ 11,500
	Rent & Facility Expense	\$ 37,058	\$ 39,500	\$ 8,323	\$ -	\$ 10,707	\$ 28,793	73%	\$ 39,500	\$ 39,500
	Insurance	\$ 55,000	\$ 67,033	\$ 66,366	\$ -	\$ 66,366	\$ 667	1%	\$ 68,000	\$ 75,000
	Permits & Fees	\$ 44,635	\$ 65,100	\$ 30,869	\$ -	\$ 30,869	\$ 34,231	53%	\$ 65,200	\$ 65,200
	Utilities/Electrical Cost Sewer	\$ 335,000	\$ -	\$ 268,199	\$ -	\$ 268,199	\$ -		\$ 359,000	\$ 368,000
	Utilities/Electrical Cost Water	\$ 370,000	\$ -	\$ 270,392	\$ -	\$ 270,392	\$ -		\$ 396,000	\$ 407,000
	<b>Utilities</b>	<b>\$ 705,000</b>	<b>\$ 705,000</b>	<b>\$ 538,599</b>	<b>\$ -</b>	<b>\$ 538,592</b>	<b>\$ 166,408</b>	<b>24%</b>	<b>\$ 755,000</b>	<b>\$ 775,000</b>
7495	Chemicals	\$ 100,000	\$ 62,500	\$ 30,641	\$ -	\$ 30,641	\$ 31,859	51%	\$ 62,500	\$ 62,500
	Freight	\$ -	\$ 2,500	\$ 503	\$ -	\$ 418	\$ 2,082	83%	\$ 2,800	\$ 2,800
	Other	\$ 227,314	\$ 618,000	\$ 460,609	\$ -	\$ 460,609	\$ 157,391	25%	\$ 1,507,787	\$ 1,072,000
	<b>Total Operations &amp; Maintenance</b>	<b>\$ 1,931,489</b>	<b>\$ 2,378,933</b>	<b>\$ 1,782,310</b>	<b>\$ 11,375</b>	<b>\$ 1,595,922</b>	<b>\$ 783,011</b>	<b>33%</b>	<b>\$ 3,315,137</b>	<b>\$ 2,926,350</b>
<b>Inter-Governmental Charges</b>										
	Total Inter-Governmental Charges	\$ 280	\$ 27,800	\$ 15,188	\$ -	\$ 15,188	\$ 12,612	45%	\$ 27,800	\$ 27,800
	<b>Total Operating Budget</b>	<b>\$ 4,390,173</b>	<b>\$ 5,012,133</b>	<b>\$ 3,962,551</b>	<b>\$ 51,297</b>	<b>\$ 3,895,356</b>	<b>\$ 1,116,777</b>	<b>22%</b>	<b>\$ 6,140,337</b>	<b>\$ 5,827,761</b>

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



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**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**



The Capital Improvement Program for Fiscal Year 2013-2015 is valued at \$12,160,799 and includes funding necessary to properly service, maintain and support the basic functions of District operations; it includes \$9,149,700 construction for the two (2) CIP Water & Wastewater Master Plans as well as \$3,011,099 for the approved CIP projects.

The CIP is broken down into Six (6) distinct areas – Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure, as well as preparing to accommodate future development.

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

**Wastewater– Capital Improvements and Structures & Replacements**

The Wastewater CIP and Structures & Replacements represent Twenty (20) projects at a total combined cost of \$8,723,079; of which \$7,895,100 is allocated the construction work of the Wastewater Master Plan which will be financed. \$827,979 is allocated for approved CIP projects including, Re-hab of Manholes, Raising Manholes, Spare NTU sensor and the Salinity Project, Collection Pump Station Improvements, SCADA Improvements, Fiber to Plant One and NPDES Permit Renewal Fee.

**Water Capital Improvements and Structures & Replacements**

The CIP for Domestic Water production includes Eight (8) projects at total combined cost of \$2,082,720. The projects include \$1,254,600 for is allocated the construction work of the Wastewater Master Plan which will be financed. \$807,400 is allocated for approved CIP projects including Well 8 design, Well 1B Pump Equipment and to replace 8-in Mainline on Discovery Blvd to Beaver Lane and \$20,720 is budget for growth induced projects.

**Equipment: Capital**

There are Three Equipment purchases listed for Administration, Water and Wastewater departments totaling \$155,000. These Equipment purchase are as follows; for a Leak Detection Tool \$30,000; \$100,000 for a 2 Yard Tractor; and Security Cameras for the Water and 1 Wastewater Treatment Plants \$25,000.

**Infrastructure Replacement Fund**

The addition of the Infrastructure Replacement Fund allocates \$1,200,000 in four distinct areas: Sewer Infrastructure; Pumps and Motors Replacement; Water Infrastructure; Generators and Facilities and Vehicles Replacement.

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



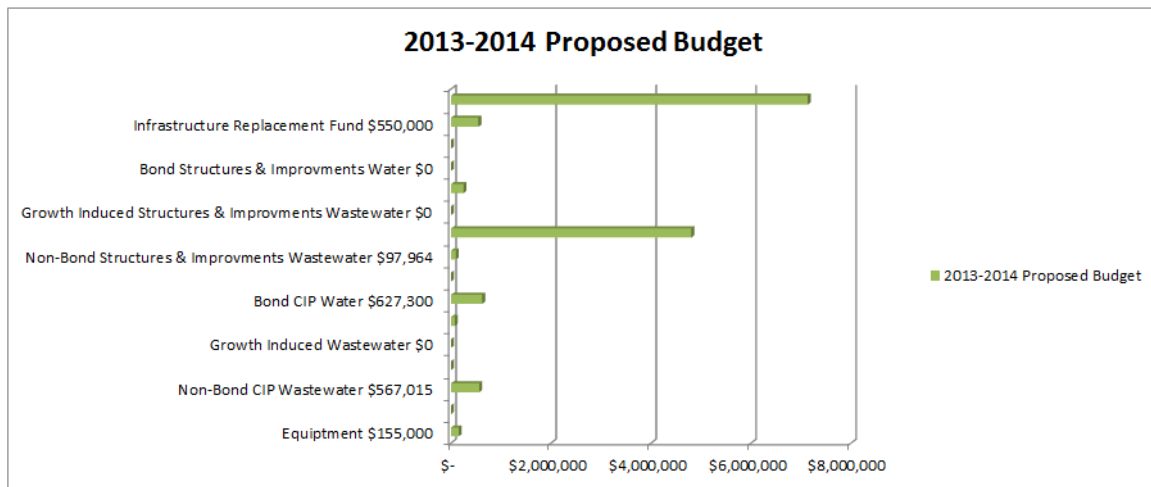
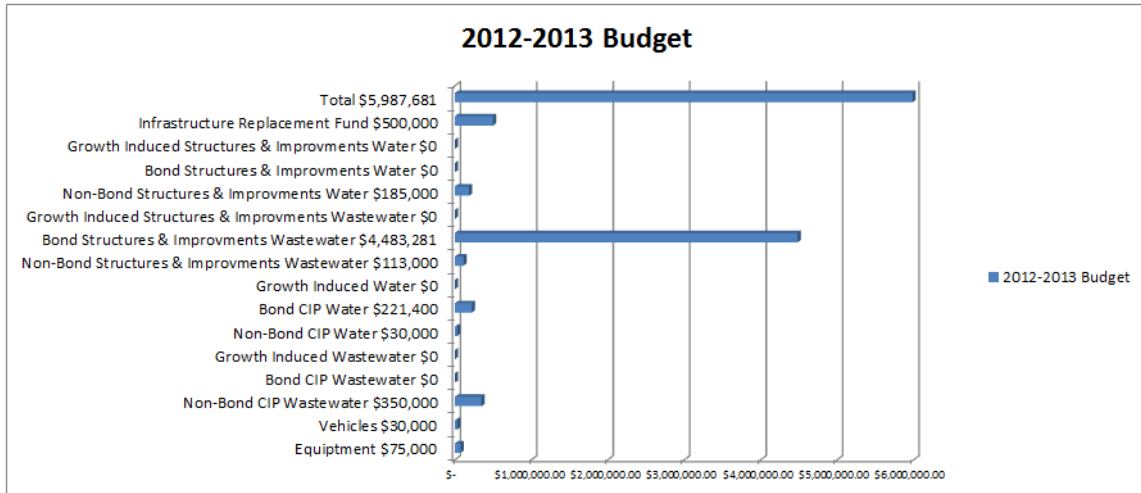
Account	Account Description	Dept/Proj#	Processed Actuals as of				%	Proposed 2013/2014 Budget	Proposed 2014/2015 Budget	Proposed 2015/2016 Budget	Proposed 2016/2017 Budget	Proposed 2017/2018 Budget	Total Budget SUM 12/13-17/18	Total Budget SUM 13/14-17/18
			5/29/2013											
			Budget	Expenses	YTD Total	Remaining								
1100	Equipment													
	Electronic Message Board	37	\$ 40,000	\$ 17,861	\$ 17,861	\$ 22,139						\$ 40,000	\$ -	
	Boom Lift	38	\$ 25,000	\$ 21,878	\$ 21,878	\$ 3,122						\$ 25,000	\$ -	
	Security Camera's	39	\$ 10,000	\$ -	\$ -	\$ 10,000		\$ 25,000				\$ 10,000	\$ 25,000	
	Leak Detection Tool	66					\$ 30,000					\$ 30,000	\$ 30,000	
	2 Yard Tractor	64					\$ 100,000					\$ 100,000	\$ 100,000	
	<b>Equipment Total</b>		<b>\$ 75,000</b>	<b>\$ 39,740</b>	<b>\$ 39,740</b>	<b>\$ 35,260</b>	<b>\$ 155,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 230,000</b>	<b>\$ 155,000</b>	
1120	Vehicles													
	Vehicle	A	\$ 30,000	\$ 25,851	\$ 25,851	\$ 4,149			\$ 40,000			\$ 70,000	\$ 40,000	
	<b>Vehicle Total</b>		<b>\$ 30,000</b>	<b>\$ 25,851</b>	<b>\$ 25,851</b>	<b>\$ 4,149</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ 40,000</b>	
21-1155	CIP wastewater													
	Secondary Effluent Pump Station Modifications	5							\$ 37,500	\$ 212,500		\$ 250,000	\$ 250,000	
	Secondary Effluent Equalization	6							\$ 102,000	\$ 578,000		\$ 680,000	\$ 680,000	
	Effluent Filtration	7							\$ 692,100	\$ 1,960,950	\$ 1,960,950	\$ 4,614,000	\$ 4,614,000	
	Revise UV Disinfection Weirs	8										\$ -	\$ -	
	Conduct UV Disinfection Viral Bioassay Test	9		\$ 27,575	\$ 27,575	\$ (27,575)						\$ -	\$ -	
	Upgrade UV Disinfection	10							\$ 120,000	\$ 1,080,000		\$ 1,200,000	\$ 1,200,000	
	Add Pump to Export Pump Station	12							\$ 100,000			\$ 100,000	\$ 100,000	
	Solids Improvements, phase 2: One New Solar Dryer	14										\$ -	\$ -	
	Collection System Pump Station Improvements	15	\$ 110,000			\$ 110,000	100%	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 650,000	\$ 540,000	
	SCADA Improvements	16	\$ 150,000			\$ 150,000	100%	\$ 350,000				\$ 350,000	\$ 350,000	
	Fiber to Plant 1	36	\$ 50,000	\$ 7,985	\$ 7,985	\$ 42,015	84%	\$ 42,015				\$ 50,000	\$ 50,000	
	NPDES permit Renewal	65	\$ 40,000			\$ 40,000				\$ 40,000		\$ 40,000	\$ 40,000	
	<b>CIP Wastewater Total</b>		<b>\$ 350,000</b>	<b>\$ 35,560</b>	<b>\$ 35,560</b>	<b>\$ 314,440</b>	<b>90%</b>	<b>\$ 567,015</b>	<b>\$ 135,000</b>	<b>\$ 1,186,600</b>	<b>\$ 3,966,450</b>	<b>\$ 2,000,950</b>	<b>\$ 8,206,015</b>	
20-1160	CIP Water													
	Source Capacity													
	Well 7	51	\$ 221,400	\$ 38,154	\$ 38,154	\$ 183,246	83%	\$ 627,300	\$ 627,300			\$ 1,476,000	\$ 1,254,600	
	Well 8	52						\$ 50,000	\$ 227,400	\$ 644,300	\$ 594,300	\$ 1,516,000	\$ 1,516,000	
	Well 1B pump Equipment Upgrade	53	\$ 30,000			\$ 30,000	100%	\$ 30,000				\$ 30,000	\$ 30,000	
	Treatment Filter at Willow Lake											\$ -	\$ -	
	Treatment Filter unit at Willow Lk WTP vessel, media, foundation, all new face piping & controls	54							\$ 20,720	\$ 238,280		\$ 259,000	\$ 259,000	
	New Backwash Tank at Willow Lk WTP piping modifications & foundation	55							\$ 28,800	\$ 331,200		\$ 360,000	\$ 360,000	
	New Recycle Pumps at Willow Lk WTP 3 pumps, piping & controls	56								\$ 72,000		\$ 72,000	\$ 72,000	
	Recycle Pump Upgrade - Newport	57									\$ 28,800	\$ 28,800	\$ 28,800	
	<b>CIP Water Total</b>		<b>\$ 251,400</b>	<b>\$ 38,154</b>	<b>\$ 38,154</b>	<b>\$ 213,246</b>	<b>85%</b>	<b>\$ 707,300</b>	<b>\$ 875,420</b>	<b>\$ 911,380</b>	<b>\$ 997,500</b>	<b>\$ 3,771,800</b>	<b>\$ 3,520,400</b>	
21-1170	Structures & Improvements Wastewater													
	Influent Pump Station Modifications	1	\$ 58,882	\$ 101,712	\$ 101,712	\$ (42,831)	-73%	\$ 981,360				\$ 1,040,242	\$ 981,360	
	RE-Activate Pump Station W	2	\$ 21,319	\$ 29,825	\$ 29,825	\$ (8,506)	-40%	\$ 355,320				\$ 376,639	\$ 355,320	
	Emergency Storage Facilities	3	\$ 14,580	\$ 14,695	\$ 14,695	\$ (115)	-1%	\$ 114,210	\$ 114,210			\$ 243,000	\$ 228,420	
	<b>Total 1, 2 &amp; 3</b>		<b>\$ 94,781</b>	<b>\$ 146,233</b>	<b>\$ 146,233</b>	<b>\$ (51,452)</b>	<b>-54%</b>	<b>\$ 1,450,890</b>	<b>\$ 114,210</b>			<b>\$ 1,659,881</b>	<b>\$ 1,565,100</b>	
	Splitter Box, OX ditch, Clarifier, RAS pumps at Plant 2, standby Aerators	4	\$ 605,000	\$ 87,148	\$ 87,148	\$ 517,852	86%	\$ 2,722,500	\$ 2,722,500			\$ 6,050,000	\$ 5,445,000	
	Reverse Osmosis Facilities	11										\$ -	\$ -	
	Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses	13	\$ 3,466,000	\$ 1,079,626	\$ 1,079,626	\$ 2,386,374	69%	\$ 385,000				\$ 3,851,000	\$ 385,000	
	<b>Total 13 &amp; 14</b>		<b>\$ 3,466,000</b>	<b>\$ 1,530,343</b>	<b>\$ 1,530,343</b>	<b>\$ 1,935,657</b>	<b>56%</b>	<b>\$ 385,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,851,000</b>	<b>\$ 385,000</b>	
	Rehab Manholes	40	\$ 18,000			\$ 18,000	100%	\$ 18,000	\$ 18,000	\$ 18,000	\$ 20,000	\$ 110,000	\$ 92,000	
	Raise Manholes	41	\$ 10,000	\$ 9,800	\$ 9,800	\$ 200	2%	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000	\$ 50,000	
	Spare NTU Sensor	42	\$ 20,000			\$ 20,000	100%	\$ 20,000				\$ 20,000	\$ 20,000	
	Road Crossing Ramps	43	\$ 15,000			\$ 15,000	100%					\$ 15,000	\$ -	
	Salinity Project	44	\$ 50,000	\$ 36	\$ 36	\$ 49,964		\$ 49,964				\$ 50,000	\$ 49,964	
	Lift Station F Rehab	62	\$ 67,500			\$ 67,500		\$ 250,000	\$ 250,000			\$ 500,000	\$ 500,000	
	UV Bank	63	\$ 250,000	\$ 158,745	\$ 158,745	\$ 91,255	37%	\$ -				\$ 250,000	\$ -	
	<b>Structures &amp; Improvements Wastewater Total</b>		<b>\$ 4,596,281</b>	<b>\$ 1,932,305</b>	<b>\$ 1,932,305</b>	<b>\$ 2,663,976</b>	<b>58%</b>	<b>\$ 4,906,354</b>	<b>\$ 3,114,710</b>	<b>\$ 28,000</b>	<b>\$ 28,000</b>	<b>\$ 30,000</b>	<b>\$ 12,703,345</b>	
20-1170	Structures & Improvements Water													
	Water Distribution System													
	Replace 8-in mainline w/new 16-in C905 - Willow Lk from Disco Blvd to Beaver Ln	60	\$ 150,000			\$ 150,000	100%	\$ 250,000	\$ 250,000	\$ 750,000	\$ 610,960	\$ 2,010,960	\$ 1,860,960	
	Storage Tanks													
	New Water Storage Tank - Newport WTP	61							\$ 86,400	\$ 993,600		\$ 1,080,000	\$ 1,080,000	
	Willow Lake WTP Chemical Room Upgrade	45	\$ 25,000			\$ 25,000	100%					\$ 25,000	\$ -	
	Security Door Locks	46	\$ 10,000			\$ 10,000	100%					\$ 10,000	\$ -	
	<b>Structures &amp; Improvements Water Total</b>		<b>\$ 185,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 185,000</b>	<b>100%</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 836,400</b>	<b>\$ 1,604,560</b>	<b>\$ -</b>	<b>\$ 3,125,960</b>	
1180	Infrastructure Replacement Fund													
21-1180	Sewer Infrastructure Replacement Program	47	\$ 200,000			\$ 200,000	100%	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000	\$ 1,000,000	
20/21-118	Pumps/Motors Replacement Fund Program	48	\$ 50,000			\$ 50,000	100%	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	\$ 250,000	
20-1180	Water Infrastructure Replacement Program	49	\$ 200,000			\$ 200,000	100%	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000	\$ 1,000,000	
all depts	Generators Replacement Fund Program	67	\$ 50,000			\$ 50,000		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ 250,000	
all depts	Facilities & Vehicles Replacement Fund	50	\$ 50,000	\$ 15,017	\$ 15,017	\$ 34,983	70%	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	\$ 250,000	
	<b>Infrastructure Replacement Fund Total</b>		<b>\$ 500,000</b>	<b>\$ 15,017</b>	<b>\$ 15,017</b>	<b>\$ 484,983</b>	<b>97%</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>	<b>\$ 3,250,000</b>	<b>\$ 2,750,000</b>	
	Encumbrance(s) Carry Over (Re-budgeted) Capital											\$ -	\$ -	
	<b>Capital Totals</b>		<b>\$ 1,283,000</b>	<b>\$ 126,003</b>	<b>\$ 126,003</b>	<b>\$ 1,156,997</b>	<b>90%</b>	<b>\$ 1,699,979</b>	<b>\$ 1,190,400</b>	<b>\$ 2,147,300</b>	<b>\$ 1,918,260</b>	<b>\$ 620,000</b>	<b>\$ 8,858,939</b>	
	<b>Bond Financed Totals</b>		<b>\$ 4,704,681</b>	<b>\$ 2,411,340</b>	<b>\$ 2,411,340</b>	<b>\$ 2,293,341</b>	<b>49%</b>	<b>\$ 5,435,690</b>	<b>\$ 3,714,010</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,854,381</b>	
	<b>Growth Induced Totals</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 20,720</b>	<b>\$ 1,405,080</b>	<b>\$ 5,228,250</b>	<b>\$ 1,989,750</b>	<b>\$ 8,643,800</b>	
	<b>Total Capital</b>		<b>\$ 5,987,681</b>	<b>\$ 2,537,343</b>	<b>\$ 2,537,343</b>	<b>\$ 3,450,338</b>	<b>58%</b>	<b>\$ 7,135,669</b>	<b>\$ 4,925,130</b>	<b>\$ 3,552,380</b>	<b>\$ 7,146,510</b>	<b>\$ 2,609,750</b>	<b>\$ 31,357,120</b>	

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



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







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



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

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

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

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

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

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

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

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

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

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

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

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



L&L 8 Expenditure						Proposed	Proposed	
				5/29/2013		FY 2013-2014	FY 2014-2015	
Account Description	Expenses	Encumbrance	YTD Total Expense					
<b>Salary &amp; Wages</b>								
40-41-7000	Salary & Wages	\$ 95.0	\$ -	\$ 95.0		\$ 29,416		
40-41-7001	Overtime	\$ -	\$ -	\$ -				
40-41-7018	Medicare-R (Employer)	\$ -	\$ -	\$ -				
40-41-7020	SS-R (OASDI Employer)	\$ -	\$ -	\$ -				
40-41-7023	CA (SUI)	\$ -	\$ -	\$ -				
40-41-7030	Group Insurance	\$ -	\$ -	\$ -		\$ 5,500		
40-41-7045	Workers Comp	\$ 2,286.7	\$ -	\$ 2,286.7				
40-41-7060	457 B Plan	\$ -	\$ -	\$ -				
40-41-7075	Reimbursement of Wages	\$ -	\$ -	\$ -				
40-41-7090	Reimbursement of Wages - Liabi	\$ -	\$ -	\$ -				
40-41-7093	Medicare-R (Employer)	\$ -	\$ -	\$ -				
40-41-7095	SS-R (OASDI Employer)	\$ -	\$ -	\$ -				
40-41-7098	CA (SUI)	\$ -	\$ -	\$ -				
40-41-7105	Reimbursement of Insurance	\$ -	\$ -	\$ -				
40-41-7120	Reimbursement of 457B Plan	\$ -	\$ -	\$ -				
40-41-7135	Vacation	\$ -	\$ -	\$ -				
40-41-7240	Auto Allowance	\$ -	\$ -	\$ -				
40-41-7150	Temporary Employees	\$ 1,536.6	\$ -	\$ 1,536.6		\$ 3,500		
<b>Total Salary &amp; Wages</b>				\$ 3,918.3	\$ -	\$ 3,918.3	\$ 38,416	\$ -
<b>Board Of Directors</b>								
40-41-7165	Board of Directors Compensatio	\$ -	\$ -	\$ -				
40-41-7181	Travel & Meetings - BOD	\$ -	\$ -	\$ -				
40-41-7196	Training & Education - BOD	\$ -	\$ -	\$ -				
<b>Total Board of Directors Compensation</b>				\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contract Services</b>								
	Legal	\$ 3,853.8	\$ -	\$ 3,853.8		\$ 5,000.0	\$ -	
	Accounting	\$ 1,299.0	\$ -	\$ 1,299.0		\$ 2,000.0	\$ -	
<b>Total Contract Services</b>				\$ 5,681.1	\$ -	\$ 5,681.1	\$ 10,500.0	\$ -
<b>Operation &amp; Maintenance</b>								
40-41-7182	Travel	\$ 1,918.6	\$ -	\$ 1,918.6		\$ 3,000	\$ -	
40-41-7197	Train, Meet & Education	\$ 834.8	\$ -	\$ 834.8		\$ -	\$ -	
40-41-7210	Dues & Subscriptions	\$ 195.0	\$ -	\$ 195.0		\$ 200	\$ -	
40-41-7225	Memberships	\$ 420.0	\$ -	\$ 420.0		\$ 525	\$ -	
<b>Account Description</b>				<b>Expenses</b>	<b>Encumbrance</b>	<b>YTD Total Expense</b>	<b>FY 2013-2014</b>	<b>FY 2014-2015</b>
40-41-7255	TODB Sponsored Events	\$ -	\$ -	\$ -				
	PR, Advertising & Elections	\$ 226.2	\$ -	\$ 226.2		\$ 300.0	\$ -	
	Telecommunications	\$ 1,889.7	\$ -	\$ 1,889.7		\$ 2,325.0	\$ -	
	Materials	\$ 98.1	\$ -	\$ 98.1		\$ -	\$ -	
	Automotive Supplies & Repairs	\$ 4,615.7	\$ -	\$ 4,615.7		\$ 4,500	\$ -	
	Repairs & Maintenance	\$ 9,798.6	\$ -	\$ 9,798.6		\$ 3,850	\$ -	
	Office Supplies	\$ 2,143.2	\$ -	\$ 2,143.2		\$ 4,800	\$ -	
	Rent & Facility Expense	\$ 137,220.9	\$ -	\$ 137,220.9		\$ 161,750	\$ -	
	Insurance	\$ 1,608.8	\$ -	\$ 1,608.8		\$ -	\$ -	
	Permits & Fees	\$ 24.0	\$ -	\$ 24.0		\$ -	\$ -	
	Utilities	\$ 61,842.3	\$ -	\$ 61,842.3		\$ 120,675	\$ -	
	Freight	\$ -	\$ -	\$ -				
	Other	\$ 5,633.9	\$ -	\$ 5,633.9		\$ 10,750.0	\$ -	
<b>Inter-Governmental Charges</b>				\$ 748.1	\$ -	\$ 748.1	\$ 2,200.0	\$ -
<b>Total Operations &amp; Maintenance</b>				\$ 229,217.9	\$ -	\$ 229,217.9	\$ 314,875.0	\$ -
<b>Community Center O&amp;M Expenses</b>						\$ 205,050.0		
<b>Total LL8 Budget</b>				\$ 238,817.4	\$ -	\$ 238,817.4	\$ 363,791.0	\$ -
<b>Total LL8 + Community Center</b>						\$ 568,841.0		

Town of Discovery Bay Landscape and Lighting Zone #8  
Proposed FY 2013-14 Capital Improvement Budget



**Capital Budget**

Acct. #	Account Description	2012/2013 Approved Budget	2012/2013 Year End Estimate	Remaining Balance (+/-)	2013/2014 Proposed Budget
<b>PARKS</b>					
0106-06	Car-port for Plant 2 for Equipment				
4109	Community Center Aquisition	\$610,000	\$610,000	\$0	(\$400,000)
4789	Cornell Park - Playground Replacement		\$1,745	(\$1,745)	
4834	Cornell Park Improvements	\$297,612	\$140,345	\$157,267	\$181,337
	Cornell Park (Horse Shoe & Bocce Court)	\$1,675	\$1,675	\$0	
0910-003	Trailer Trash Pump				
	Cornell Park Survey (ADD)	\$7,830	\$7,830	\$0	
	Cornell Park (Pickle Ball Courts)	\$120,000	\$13,430	\$106,570	\$106,570
	Cornell Park (Solar Lighting)	\$111,000	\$83,233	\$27,767	\$27,767
	Cornell Park (Monument Sign Replacement - ADD)	\$4,617	\$4,617	\$0	
	Cornell Park (Splash Pad)	\$17,490	\$977	\$16,513	
	Cornell Park (Bench & Picnic Table Replacements)	\$35,000	\$28,583	\$6,417	
	Parking Lot Seal & Striping				\$14,500
	PB Court Conversion				\$32,500
	Labor			\$0	
	<b>Parks Sub Total</b>	<b>\$907,612</b>	<b>\$752,090</b>	<b>\$155,522</b>	<b>(\$218,663)</b>
<b>STREETSCAPE</b>					
4265	Various Improvements				
4546	Structure & Walkway Repairs				
4829	Landscape Master Plan Areas	\$137,344	\$78,712	\$58,632	\$80,394
	Discovery Bay Blvd. (West) / Sand Point Road		\$1,652	(\$1,652)	
	Highway 4 (East)	\$44,844	\$1,950	\$42,894	\$42,894
	Clipper Drive (Tree & Shrub Plantings)	\$75,000	\$75,110	(\$110)	
	Island / Levee (Irrigation Upgrades/Plantings In House)	\$17,500		\$17,500	\$17,500
	Newport Lane Landscaping				\$20,000
	Labor			\$0	
	<b>Streetscape Sub Total</b>	<b>\$137,344</b>	<b>\$78,712</b>	<b>\$58,632</b>	<b>\$80,394</b>
<b>MISC.</b>					
4853	Vehicle Purchase				
4959	Tools & Sundry Equipment	\$48,500	\$40,979	\$7,521	\$5,500
	Miscellaneous Tools or Equipment	\$3,500	\$3,102	\$398	\$5,500
	50' Boom Lift (Towable)	\$35,000	\$28,297	\$6,703	
	Landscape Utility Vehicle	\$10,000	\$9,580	\$420	
	<b>Misc. Sub Total</b>	<b>\$48,500</b>	<b>\$40,979</b>	<b>\$7,521</b>	<b>\$5,500</b>
	<b>Total Capital Budget</b>	<b>\$1,093,456</b>	<b>\$871,781</b>	<b>\$221,675</b>	<b>(\$132,769)</b>

**Revenue Budget**

Acct#	Account Description	2012/2013 Approved Budget	2012/2013 Year End Estimate	(+/-)	2013/2014 Proposed Budget
	<b>Revenue</b>				
740	Current Funds in Contra Costa County	1,316,567	\$1,235,923	\$80,643.52	\$167,178
500	Accounts Payable - Yr. End				
510	Retainage Account				
830	Disbursements				
9010	Current Property Taxes	462,568	\$460,741	\$1,827.23	\$462,000
9011	Property Tax Supplemental/Unitary/Secured				
9018	SRAF State Rev Transfer				
9020	Property Taxes - Current Unsecured				
9035	Property Taxes - Prior Unsecured				
9181	Earnings on Investments				
9385	H/O Prop Tax Relief/State Aid/In Lieu Taxes				
9975	Misc. Non Taxable Revenue				
9799	Misc. Revenue & Services				
	<b>GRAND TOTAL REVENUE</b>	<b>\$462,568</b>	<b>\$460,741</b>		<b>\$462,000</b>



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



L&L 9 Expenditure					
		5/29/2013		Proposed	Proposed
Account Description	Expenses	Encumbrance	YTD Total Expense	FY 2013-2014	FY 2014-2015
<b>Salary &amp; Wages</b>					
41-41-7000	Salary & Wages	\$ 95.0	\$ -	\$ 95.0	\$ 19,103
41-41-7001	Overtime	\$ -	\$ -	\$ -	
41-41-7018	Medicare-R (Employer)	\$ -	\$ -	\$ -	
41-41-7020	SS-R (OASDI Employer)	\$ -	\$ -	\$ -	
41-41-7023	CA (SUI)	\$ -	\$ -	\$ -	
41-41-7030	Group Insurance	\$ -	\$ -	\$ -	\$ 3,500
41-41-7045	Workers Comp	\$ 2,286.7	\$ -	\$ 2,286.7	
41-41-7060	457 B Plan	\$ -	\$ -	\$ -	
41-41-7075	Reimbursement of Wages	\$ -	\$ -	\$ -	
41-41-7090	Reimbursement of Wages - Liabi	\$ -	\$ -	\$ -	
41-41-7093	Medicare-R (Employer)	\$ -	\$ -	\$ -	
41-41-7095	SS-R (OASDI Employer)	\$ -	\$ -	\$ -	
41-41-7098	CA (SUI)	\$ -	\$ -	\$ -	
41-41-7105	Reimbursement of Insurance	\$ -	\$ -	\$ -	
41-41-7120	Reimbursement of 457B Plan	\$ -	\$ -	\$ -	
41-41-7135	Vacation	\$ -	\$ -	\$ -	
41-41-7240	Auto Allowance	\$ -	\$ -	\$ -	
41-41-7150	Temporary Employees	\$ 572.9	\$ -	\$ 572.9	\$ 4,100
<b>Total Salary &amp; Wages</b>		<b>\$ 2,954.6</b>	<b>\$ -</b>	<b>\$ 2,954.6</b>	<b>\$ 26,703</b>
<b>Contract Services</b>					
	Legal	\$ 1,798.8	\$ -	\$ 1,798.8	\$ 2,000.0
	Accounting	\$ 3,031.0	\$ -	\$ 3,031.0	\$ 3,000.0
<b>Total Contract Services</b>		<b>\$ 6,470.6</b>	<b>\$ -</b>	<b>\$ 6,470.6</b>	<b>\$ 5,000.0</b>
<b>Operation &amp; Maintenance</b>					
41-41-7182	Travel	\$ 287.6	\$ -	\$ 287.6	\$ 550
41-41-7197	Train, Meet & Education	\$ 523.5	\$ -	\$ 523.5	\$ -
41-41-7210	Dues & Subscriptions	\$ -	\$ -	\$ -	\$ 100
41-41-7225	Memberships	\$ 198.0	\$ -	\$ 198.0	\$ 200
<b>Account Description Expenses Encumbrance YTD Total Expense FY 2013-2014 FY 2014-2015</b>					
41-41-7255	TODB Sponsored Events	\$ -	\$ -	\$ -	\$ -
	PR, Advertising & Elections	\$ 109.0	\$ -	\$ 109.0	\$ 350.0
	Telecommunications	\$ 1,226.9	\$ -	\$ 1,226.9	\$ 1,950.0
	Materials	\$ -	\$ -	\$ -	\$ -
	Automotive Supplies & Repairs	\$ 2,436.0	\$ -	\$ 2,436.0	\$ 1,250
	Repairs & Maintenance	\$ 2,028.1	\$ -	\$ 2,028.1	\$ 1,100
	Office Supplies	\$ 739.0	\$ -	\$ 739.0	\$ 1,650
	Rent & Facility Expense	\$ 33,959.3	\$ -	\$ 33,959.3	\$ 48,726
	Insurance	\$ 1,072.5	\$ -	\$ 1,072.5	\$ -
	Permits & Fees	\$ -	\$ -	\$ -	\$ -
	Utilities	\$ 919.7	\$ -	\$ 919.7	\$ 16,450
41-41-7495	Chemicals	\$ -	\$ -	\$ -	\$ -
	Freight	\$ -	\$ -	\$ -	\$ -
	Other	\$ 455.7	\$ -	\$ 455.7	\$ 950.0
<b>Inter-Governmental Charges</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000.0</b>
<b>Total Operations &amp; Maintenance</b>		<b>\$ 43,955.2</b>	<b>\$ -</b>	<b>\$ 43,955.2</b>	<b>\$ 74,276.0</b>
<b>Total LL8 Budget</b>				<b>\$ 53,380.4</b>	<b>\$ -</b>
<b>Total LL8 + Community Center</b>				<b>\$ 105,979.0</b>	<b>\$ -</b>

Town of Discovery Bay Landscape and Lighting Zone #9  
Proposed FY 2013-14 Operating & Capital Improvement Budget



**Capital Budget**

Acct. #	Account Description	2012 / 2013 Budget	2012 / 2013 Year End Estimate	Balance (+/-)	Proposed 2013 / 2014 Budget
<b>PARKS</b>					
0106-06	Car-port for Plant 2 for Equipment				
4265	Various Improvements (Splash Pad)				
4546	Structure & Walkway Repairs (Solar)				
4789	Park Improvements				\$6,500
	Tree Replacements				\$6,500
	<b>Parks Sub Total</b>	<b>\$0</b>	<b>\$0</b>		<b>\$6,500</b>
<b>STREETScape</b>					
4829	Streetscape Improvements				
	<b>Streetscape Sub Total</b>	<b>\$0</b>			<b>\$0</b>
<b>MISC.</b>					
4959	Tools & Sundry Equipment	\$2,500	\$2,638	(\$138)	\$500
	Miscellaneous Tools or Equipments	\$500	\$583	(\$83)	\$500
	Landscape Utility Vehicle	\$2,000	\$2,055	(\$55)	\$0
	<b>Misc. Sub Total</b>	<b>\$2,500</b>	<b>\$2,638</b>	<b>(\$138)</b>	<b>\$500</b>
	<b>Total Capital Budget</b>	<b>\$2,500</b>	<b>\$2,638</b>	<b>(\$138)</b>	<b>\$7,000</b>

**Revenue Budget**

Acct#	Account Description	2012 / 2013 Budget	2012 / 2013 Year End Estimate	Difference (+/-)	Proposed 2013 / 2014 Budget
<b>Revenue</b>					
740	Current Funds in Contra Costa County	\$118,223	\$124,336	\$6,113	
500	Accounts Payable - Yr. End				
510	Retainage Account				
830	Disbursements				
9010	Current Property Taxes	\$115,682	\$112,878	(\$2,804)	\$105,000
9011	Property Tax Supplemental/Unitary/Secured				
9018	SRAF State Rev Transfer				
9020	Property Taxes - Current Unsecured				
9035	Property Taxes - Prior Unsecured				
9181	Earnings on Investments				
9385	H/O Prop Tax Relief/State Aid/In Lieu Taxes				
9975	Misc. Non Taxable Revenue				
9799	Misc Revenue & Services				
	<b>GRAND TOTAL REVENUE</b>	<b>\$115,682</b>	<b>\$112,878</b>	<b>(\$2,804)</b>	<b>\$105,000</b>

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



New for FY 2013-2015, the Discovery Bay Recreation and Community Center was established to provide community based and age appropriate recreational programming. These activities will be the byproduct of the purchase of the Discovery Bay Community Center in FY 2012-13. Recreational activities take place throughout town; and the Community Center is the central location for those activities.

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

The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures. For FY 13-15 the Operations and Maintenance (O&M) program has a proposed spending plan of \$205,050 in FY 13/14 and \$236,700 in FY 14/15 for a total of \$441,750 over two years. The CIP Proposed Budget consists of \$552,500 for FY 13/14 these projects include the facility renovation. Planned funding sources to assist with renovation cost are Park Dedication fees \$118,800; Measure WW Park Funds for \$65,000; and Water and Sewer funds of \$110,500.

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



L&L 8 Expenditure						Proposed	Proposed
Community/Recreation Center		5/29/2013			Feb - Jun 2013	FY 2013-2014	FY 2014-2015
Account Description	Expenses	Encumbrance	YTD Total Expense	Budget			
<b>Salary &amp; Wages</b>							
40-41-8000	Salary & Wages	\$ -	\$ -	\$ -	\$ 35,000.00	\$ 64,000.00	\$ 54,000.00
40-41-8001	Overtime	\$ -	\$ -	\$ -	-		
40-41-8018	Medicare-R (Employer)	\$ -	\$ -	\$ -	-	\$ 1,500.00	\$ 1,000.00
40-41-8020	SS-R (OASDI Employer)	\$ -	\$ -	\$ -	-	\$ 1,500.00	\$ 1,000.00
40-41-8023	CA (SUI)	\$ -	\$ -	\$ -	-	\$ 1,500.00	\$ 1,000.00
40-41-8030	Group Insurance	\$ -	\$ -	\$ -	-	\$ 1,700.00	\$ 1,200.00
40-41-8045	Workers Comp	\$ -	\$ -	\$ -	-	\$ 2,500.00	\$ 2,000.00
40-41-8060	457 B Plan	\$ -	\$ -	\$ -	-		
40-41-8075	Reimbursement of Wages	\$ -	\$ -	\$ -	-		
40-41-8090	Reimbursement of Wages - Liabi	\$ -	\$ -	\$ -	-		
40-41-8093	Medicare-R (Employer)	\$ -	\$ -	\$ -	-		
40-41-8095	SS-R (OASDI Employer)	\$ -	\$ -	\$ -	-		
40-41-8098	CA (SUI)	\$ -	\$ -	\$ -	-		
40-41-8105	Reimbursement of Insurance	\$ -	\$ -	\$ -	-		
40-41-8120	Reimbursement of 457B Plan	\$ -	\$ -	\$ -	-		
40-41-8135	Vacation	\$ -	\$ -	\$ -	-		
40-41-8150	Temporary Employees	\$ 10,671.1	\$ -	\$ 10,671.1		\$ 23,000.00	\$ 21,000.00
	<b>Total Salary &amp; Wages</b>	\$ 10,671.1	\$ -	\$ 10,671.1	\$ 35,000.0	\$ 95,700.0	\$ 81,200.0
<b>Contract Services</b>							
	<b>Total Contract Services</b>	\$ 12,224.2	\$ 4,800.0	\$ 17,024.2	\$ 22,380.0	\$ 12,600.0	\$ 39,000.0
<b>Operation &amp; Maintenance</b>							
40-41-8197	Train, Meet & Education	\$ 174.3	\$ -	\$ 174.3	\$ 2,500.00	\$ 700.00	\$ 500.00
	Dues & Memberships					\$ 700.00	\$ -
	PR, Advertising & Elections	\$ 70.9	\$ -	\$ 70.9		\$ 10,000.0	\$ 15,000.0
	Telecommunications	\$ 536.2	\$ -	\$ 536.2		\$ 2,200.0	\$ 2,200.0
	Materials	\$ -	\$ -	\$ -			
	Automotive Supplies & Repairs	\$ -	\$ -	\$ -		\$ -	\$ -
	Repairs & Maintenance	\$ 8,054.0	\$ -	\$ 8,054.0		\$ 6,000.0	\$ 7,500.0
	Office Supplies	\$ 683.3	\$ -	\$ 683.3		\$ 5,050.0	\$ 8,300.0
	Rent & Facility Expense	\$ 10,780.0	\$ -	\$ 10,780.0		\$ 22,500.0	\$ 32,500.0
	Insurance	\$ 287.4	\$ -	\$ 287.4		\$ 3,500.0	\$ 3,500.0
	Permits & Fees	\$ -	\$ -	\$ -		\$ 3,300.0	\$ 2,300.0
	Utilities	\$ 839.7	\$ -	\$ 839.7		\$ 38,000.00	\$ 38,000.00
40-41-8495	Chemicals	\$ -	\$ -	\$ -		\$ 3,000.00	\$ 3,000.00
	Freight	\$ -	\$ -	\$ -		\$ 100.00	\$ 100.00
	Other	\$ 25.0	\$ -	\$ 25.0		\$ 1,700.00	\$ 3,600.00
	Inter-Governmental Charges	\$ -	\$ -	\$ -		\$ -	\$ -
	<b>Total Operations &amp; Maintenance</b>	\$ 21,450.8	\$ -	\$ 21,450.8	\$ 2,500.0	\$ 96,750.0	\$ 116,500.0
	<b>Total LL8 Com Ctr Budget</b>	\$ 44,346.1	\$ 4,800.0	\$ 49,146.1	\$ 59,880.0	\$ 205,050.00	\$ 236,700.00
<b>Community Center/Rec Revenue/Funding Source</b>							
	<b>Revenues/ Fund Sources</b>						
	Park Dedication Fees					\$ 118,800.00	
	Measure WW Park Funds					\$ 65,000.00	
	Water/Sewer Funds					\$ 110,500.00	
	<b>Total Revenues/Funding Source</b>					\$ 294,300.00	
<b>Community Center/Rec Center CIP</b>							
40-1135	<b>Building &amp; Improv</b>	\$ 24,828.2	\$ 53,424.2	\$ 78,252.3	\$ 99,650.00		
	Facility Renovation					\$ 402,000.00	
	PSE					\$ 60,300.00	
	FFE					\$ 40,200.00	
	Contingency					\$ 50,000.00	
	<b>Total</b>					\$ 552,500.00	
	<b>Total CIP Less Funding Source</b>					\$ 258,200.00	
<b>Total O&amp;M-CIP Annual Proposed Budget</b>						\$ 463,250.00	\$ 236,700.00

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



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

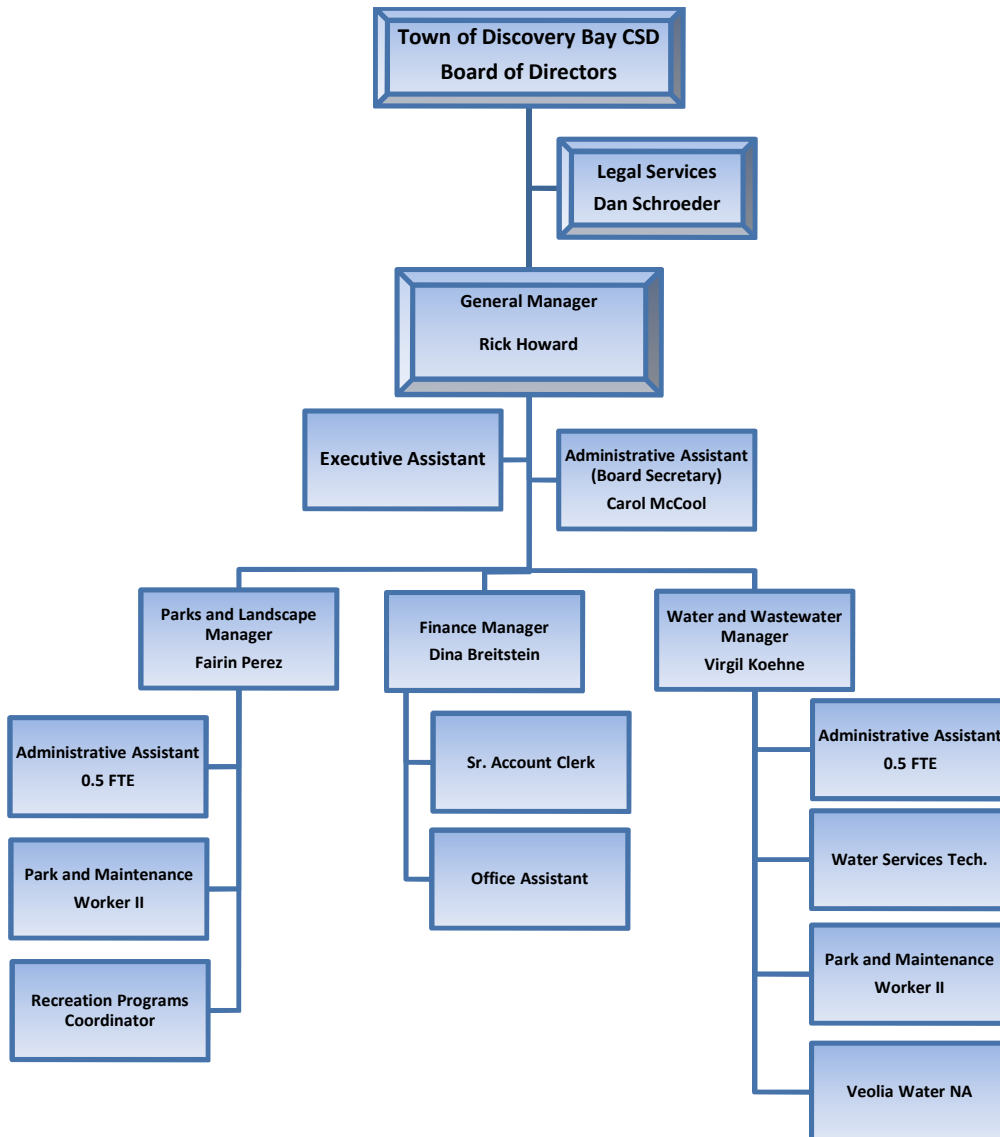


The Town of Discovery Bay lies within the metropolitan statistical areas of San Francisco/Oakland/San Jose. However, it is geographically closer to the farmlands of the central valley and the cities of Brentwood, Stockton and Tracy. The proximity to the employment centers of the Bay Area and those of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

**Salary Schedule**

Classification	Range #	Minimum Pay Rate				Maximum Pay Rate			
		Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
Administrative Assistant	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Executive Assistant	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Finance Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
General Manager	541	53.7	4,654	9,308	111,699	72.5	6,283	12,566	150,793
Office Assistant	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Recreation Programs Coordinator	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Parks & Landscape Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Parks & Maintenance Worker I	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Parks & Maintenance Worker II	138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
Senior Account Clerk	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Water & Wastewater Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Water Services Technician I	144	23.13	2,005	4,010	48,115	28.92	2,506	5,012	60,144
Water Services Technician II	150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

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





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



**FY 2013-15 Authorized Positions  
Regular Positions/Full Time Equivalents (FTE's)**

	<b>Actual</b>	<b>Actual</b>	<b>Proposed</b>
<b>Position Title</b>	<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-15</b>
Director	5	5	5
General Manager	1	1	1
Water and Wastewater Manager	1	1	1
Landscape Manager	0	0	0
Finance Manager	1	1	1
Parks and Landscape Manager	1	1	1
Administrative Assistant	2	2	2
Recreation Program Coordinator	0	1	1
Executive Assistant	1	1	1
Office Clerk	0	0	0
Office Assistant	1	1	1
Account Clerk	0	0	0
Sr. Account Clerk	1	1	1
Water Services Worker	0	0	0
Water Services Technician I	1	1	1
Parks and Maintenance Worker I	1	0	1
Parks and Maintenance Worker II	1	2	2
<b>Totals</b>	<b>17</b>	<b>18</b>	<b>19</b>

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



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