



Contra
Costa
County

To: Board of Supervisors
From: Diane Burgis, District III Supervisor
Date: December 7, 2021

Subject: ACCEPT AND APPROVE RESOLUTION 2021-15 FOR THE TOWN OF DISCOVERY BAY

RECOMMENDATION(S):

1. ACCEPT and APPROVE a request of the Town of Discovery Bay Community Services District to authorize appointment of its General Manager as Treasurer of the District and authorizing transfer of all Treasury functions from the County to the District pursuant to Government Code section 61053; and

2. DIRECT the Treasurer-Tax Collector, on behalf of the County, to determine a mutually acceptable date with the Town of Discovery Bay for withdrawal of the monies of the Town of Discovery Bay from the County Treasury, not to exceed 15 months from the date when the Town of Discovery Bay adopted Resolution 2021-15.

FISCAL IMPACT:

None.

BACKGROUND:

The Town of Discovery Bay Community Services District (the "Town") is a community services district organized and operating pursuant to California Government Code section

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **12/07/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 7, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Lea Castleberry
925-252-4500

cc:

61000 et seq.

BACKGROUND: (CONT'D)

Government Code sections 61050 and 61052, provide that the Contra Costa County Treasurer shall be the Town's Treasurer, depository, and maintain custody of all the Town's funds, unless the Town establishes an alternative depository pursuant to Government Code section 61053.

To establish an alternative depository for the Town's funds, Government Code section 61053 requires the Town's Board of Directors to 1) state its intention to withdraw its money from the County treasury; 2) fix the amount of the bond for the Town's Treasurer and other Town employees who will be responsible for handling the Town's finances; 3) adopt a system of accounting and auditing that adheres to generally accepted accounting principles ("GAAP"); and 4) designate a bank as the depository for the Town's funds.

The Town's Board of Directors unanimously adopted a comprehensive Financial Policy to govern all financial procedures and internal controls in accordance with GAAP at the September 1, 2021, regular meeting.

The Town's Board of Directors adopted Resolution 2021-14, authorizing establishment of a bank account with Bank of Agriculture and Commerce ("BAC") as a depository for the Town's funds.

It is the desire of the Town's Board to establish an alternative depository to the County Treasurer, pursuant to Government Code section 61053.

ATTACHMENTS

ToDB Reso 2021-15

CCC EFT Procedures