

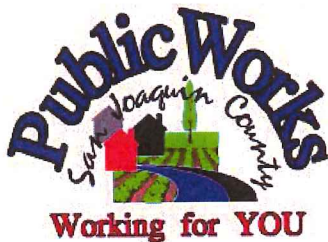


**GAYLA MANOR MAINTENANCE DISTRICT  
(SUPERVISORIAL DISTRICT 4)**

**January 10, 2018**

(Administered by the Department of Public Works)

**ENGINEER'S REPORT  
ON  
SERVICE CHARGE ADJUSTMENTS  
FOR  
FISCAL YEARS 2018-19 through 2022-2023**



Prepared by  
The Department of Public Works

Pursuant to SJC Ordinance Code Section 5-3302 and 5-6812  
and Articles XIIC and XIID of the California Constitution

**TABLE OF CONTENTS**

<b>1.</b>	<b>INTRODUCTION .....</b>	<b>3</b>
<b>2.</b>	<b>GAYLA MANOR MAINTENANCE DISTRICT .....</b>	<b>3</b>
<b>3.</b>	<b>DESCRIPTION OF SERVICES AND EXPENDITURES.....</b>	<b>3</b>
<b>4.</b>	<b>SERVICE CHARGES.....</b>	<b>4</b>
<b>5.</b>	<b>OUT OF AREA CUSTOMERS.....</b>	<b>4</b>
<b>6.</b>	<b>METHOD OF COST APPORTIONMENT .....</b>	<b>4</b>
<b>7.</b>	<b>ANNUAL SERVICE CHARGES FOR INDIVIDUAL PROPERTIES.....</b>	<b>5</b>
<b>8.</b>	<b>APPEALS AND ADJUSTMENTS.....</b>	<b>5</b>

**APPENDICES**

Appendix A	GAYLA MANOR MAINTENANCE DISTRICT Map
Appendix B	Proposed FY 2018-19 through 2022-23 GAYLA MANOR MAINTENANCE DISTRICT Budget
Appendix C	Annual Service Charges for Individual Properties
Appendix D	Single Family Equivalent Unit by Use Code

## **GAYLA MANOR MAINTENANCE DISTRICT**

### **1. INTRODUCTION:**

The preparation of this report on Special District Service Charges is required by San Joaquin County Ordinance Code Sections 5-3302 and 5-6812(a). These sections require that an annual report be prepared for each service area or special district for which special Service Charges will be imposed and collected on the tax roll. This report is also prepared in compliance with state law, including but not limited to Articles XIII C and XIII D of the California Constitution (Proposition 218) regarding the imposition of new or increased Service Charges. It will be presented to the San Joaquin County Board of Supervisors for adoption and serves as the basis for the proposed Service Charges. This report is on file with and is available for review at the Office of the Clerk of the Board of Supervisors at 44 N. San Joaquin St. Suite 627 and may also be viewed at the Department of Public Works at 1810 E. Hazelton Ave., Stockton, CA or on-line at [www.sjgov.org/pubworks](http://www.sjgov.org/pubworks).

The purpose of this report is to provide detailed information regarding the proposed Service Charge adjustments for GAYLA MANOR MAINTENANCE DISTRICT (District). In compliance with Proposition 218, affected property owners within the District will be mailed a notice of the Public Hearing regarding the proposed increase in Service Charges for water. If a majority protest does not exist at the conclusion of the Hearing, the Board will be asked to approve the proposed rates, which will become effective in Fiscal Year 2018-19.

### **2. GAYLA MANOR MAINTENANCE DISTRICT**

The District is considered a special district pursuant to the definitions of the California Constitution Article 13D, Section 2(d). A special district is an area determined by an agency to contain all parcels that will receive a special benefit from a proposed public improvement or property-related service.

The County of the San Joaquin Board of Supervisors established the District on August 22, 1960. The Resolution, which is filed with the San Joaquin County Clerk of the Board, authorizes the District to establish sufficient Service Charges for operation and maintenance of the water system improvements. The District's water system serves 54 parcels via unmetered service connections. Some connections are located in the backyard.

The District's water system consists of 1 well, 5,306 linear feet of main lines and 2,218 linear feet of interconnection pipelines.

### **3. DESCRIPTION OF SERVICES AND EXPENDITURES**

The District currently provides for the operation and maintenance of the public water system serving properties within the district.

The proposed 2018-19 through 2022-2023 budget for the District is listed in Appendix B. The proposed budget is developed in general to include:

- a) Operation and Maintenance costs to pay for routine service and care necessary to properly operate and maintain public improvements, including but not limited to: water distribution system, service laterals and domestic water well facilities. Operation and Maintenance costs include reimbursement to various County departments and other agencies for service provided to the District.
- b) Capital Replacement costs include major repairs and the amounts set aside periodically to pay for future replacement of the major components of the system. The necessary contribution for capital reserves will be phased-in over 5 years in order to provide property owners a more gradual rate increase.

**4. SERVICE CHARGES**

The Service Charges are utilized to generate the revenues needed to operate and to maintain the District’s facilities. The proposed Service Charges have been developed with the following considerations:

- a) Service Charges and interest revenues collected should equal operation costs once an appropriate reserve fund has been established.
- b) An adequate reserve fund should be established to cover future replacement of the major components.
- c) Major changes in Service Charges should be anticipated in advance and adjusted over a period of years, when feasible to do so.

The following table shows the current and proposed Service Charges per fiscal year. All parcels benefiting from the District’s services receive an annual Service Charge, which are collected annually through the property tax roll of all customers.

Gayla Manor MD	Current	Proposed				
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Annual Water Service Charge (per SFE)	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546

**5. OUT OF AREA CUSTOMERS**

If the County agrees to provide service to parcels outside of the District service boundary by the approval of an Out-of-Area service agreement, the affected parcel shall pay an amount equal to 150% of the Service Charges paid by the parcels within the Special District.

**6. METHOD OF COST APPORTIONMENT**

The annual service charges for the District’s residential and non-residential parcels are based upon a Single Family Equivalent (SFE) unit, which refers to the service level a typical

single-family dwelling unit would receive. The Service Charges are apportioned among all lots and parcels within the District as set forth in Appendix C. All parcels within the District are charged based on the proportional cost of service as compared to a single-family dwelling. The SFE method is generally recognized by municipalities as the basis for a fair and appropriate distribution. In some cases, certain user types require special studies to establish Service Charges. A special study was conducted for one property in this District. The property does not receive water service from the District and was assigned 0 SFE.

**7. PROPERTY OWNER LIST AND TAX ROLL**

Appendix C contains a list of the San Joaquin County's Assessor Parcel numbers for all the properties within the boundaries of the District. The list further contains the Service Charge amounts for each benefitting parcel within the District. The list is keyed to the records of the San Joaquin County Assessor.

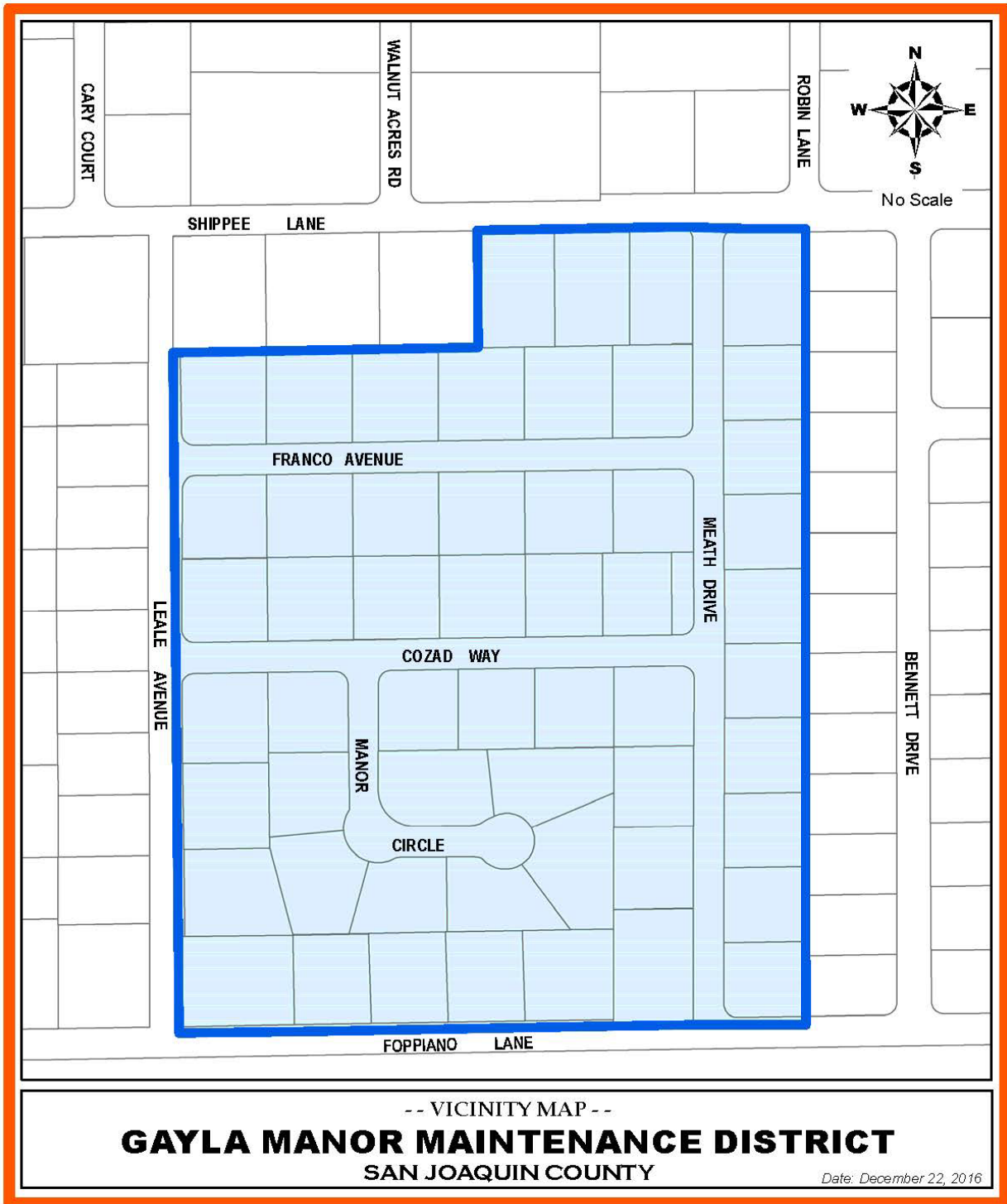
**8. APPEALS AND ADJUSTMENTS**

Any property owner who feels that the Service Charge levied on the subject property is in error as a result of incorrect information may contact the County of San Joaquin, Department of Public Works. The Department of Public Works will promptly review the appeal and respond to the appellant. Adjustments to the Service Charge may be made based on the site specific information. If any changes are warranted, the correction will be made to the next regular tax roll Service Charge amount.

# **APPENDIX A**

## **VICINITY MAP**

**APPENDIX A**  
**GAYLA MANOR MAINTENANCE DISTRICT MAP**



# **APPENDIX B**

## **PROPOSED BUDGET**



**APPENDIX B**  
**GAYLA MANOR MAINTENANCE DISTRICT BUDGET**

Gayla Manor MD	Current 2017-18	Proposed				
		2018-19	2019-20	2020-21	2021-22	2022-23
Water SFEs	54.60	54.60	54.60	54.60	54.60	54.60
Annual Water Service Charge (per SFE)	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
<b>Revenue</b>						
Annual Service Charges	\$43,625	\$57,057	\$63,882	\$70,652	\$77,477	\$84,412
Property Tax	\$4,381	\$4,402	\$4,404	\$4,406	\$4,408	\$4,410
Misc Incomes	\$68	\$70	\$96	\$181	\$269	\$360
<b>Total Revenue</b>	<b>\$48,074</b>	<b>\$61,529</b>	<b>\$68,382</b>	<b>\$75,239</b>	<b>\$82,154</b>	<b>\$89,182</b>
<b>Operating &amp; Maintenance Expenses</b>						
Labor (maintenance, engineering, admin)	\$26,701	\$27,496	\$28,315	\$29,158	\$30,027	\$30,922
Electricity	\$6,722	\$6,924	\$7,132	\$7,345	\$7,566	\$7,793
Equipment & Materials	\$1,081	\$1,114	\$1,147	\$1,181	\$1,217	\$1,253
License, Permit, and Fees	\$695	\$716	\$738	\$760	\$783	\$806
SEWD Pump Tax	\$19,530	\$20,115	\$20,719	\$21,340	\$21,981	\$22,640
<b>Total O&amp;M Expenses</b>	<b>\$54,729</b>	<b>\$56,365</b>	<b>\$58,050</b>	<b>\$59,785</b>	<b>\$61,573</b>	<b>\$63,414</b>
<b>Non-Operating Expenses</b>						
Capital Reserves	\$0	\$5,145	\$10,289	\$15,434	\$20,579	\$25,724
<b>Total Expenses</b>	<b>\$54,729</b>	<b>\$61,509</b>	<b>\$68,339</b>	<b>\$75,219</b>	<b>\$82,152</b>	<b>\$89,137</b>
<b>Annual Surplus (Shortfall)</b>	<b>(\$6,654)</b>	<b>\$19</b>	<b>\$43</b>	<b>\$20</b>	<b>\$3</b>	<b>\$44</b>
Beginning Operating Fund Balance	\$3,470	(\$3,185)	(\$3,165)	(\$3,122)	(\$3,102)	(\$3,099)
<b>Ending Operating Fund Balance</b>	<b>(\$3,185)</b>	<b>(\$3,165)</b>	<b>(\$3,122)</b>	<b>(\$3,102)</b>	<b>(\$3,099)</b>	<b>(\$3,055)</b>
Capital Reserves	\$0	\$5,145	\$15,434	\$30,868	\$51,447	\$77,171
<b>Total Fund Balance</b>	<b>(\$3,185)</b>	<b>\$1,980</b>	<b>\$12,312</b>	<b>\$27,766</b>	<b>\$48,348</b>	<b>\$74,115</b>

# **APPENDIX C**

## **ANNUAL SERVICE CHARGES FOR INDIVIDUAL PROPERTIES**

Gayla Manor Maintenance District			Annual Service Charges					
Assessor's Parcel Number	Use Code	SFE	Current FY 2017-18	Proposed FY 2018-18	Proposed FY 2019-20	Proposed FY 2020-21	Proposed FY 2021-22	Proposed FY 2022-23
085-280-03	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-280-04	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-280-05	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-280-06	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-280-07	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-280-08	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-280-09	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-280-10	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-280-11	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-280-12	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-280-13	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-280-14	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-280-15	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-330-06	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-330-07	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-330-08	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-340-01	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-340-02	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-340-03	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-340-04	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-340-05	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-340-06	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-340-07	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-340-08	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-350-01	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-350-02	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-350-03	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-350-04	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-350-05	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-350-06	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-350-07	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-350-08	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-350-09	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-350-10	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-350-11	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-350-12	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-350-13	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-350-14	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-350-15	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-360-01	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-360-02	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-360-03	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-360-04	032	1.6	\$1,278	\$1,672	\$1,872	\$2,070	\$2,270	\$2,474
085-360-05	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-360-06	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546

Gayla Manor Maintenance District			Annual Service Charges					
Assessor's Parcel Number	Use Code	SFE	Current FY 2017-18	Proposed FY 2018-18	Proposed FY 2019-20	Proposed FY 2020-21	Proposed FY 2021-22	Proposed FY 2022-23
085-360-07	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-360-08	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-360-09	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-360-10	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-360-11	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-360-12	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-360-13	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-360-14	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
085-360-15	925	0	\$0	\$0	\$0	\$0	\$0	\$0
085-360-16	010	1	\$799	\$1,045	\$1,170	\$1,294	\$1,419	\$1,546
<b>Total</b>		<b>54.6</b>	<b>\$43,625</b>	<b>\$57,057</b>	<b>\$63,882</b>	<b>\$70,652</b>	<b>\$77,477</b>	<b>\$84,412</b>

# **APPENDIX D**

## **SFEs BY USE CODE**

USE CODE	DESCRIPTION	MINIMUM SFE FACTOR
		WATER
	<b>RESIDENTIAL</b>	
10	SINGLE FAMILY DWELLING (SFD)	1
32	THREE UNITS - 2 OR MORE STRUCTURES	1.6
	<b>UTILITIES &amp; GOVERNMENT</b>	
925	MISC COUNTY PROPERTY	SPECIAL STUDY