



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**NOTICE OF THE REGULAR MEETING
OF THE PARKS AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
WEDNESDAY, October 18, 2017
STANDING PARKS AND RECREATION COMMITTEE REGULAR
MEETING 3:30 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

Parks and Recreation Standing Committee Board Members

*Chair Chris Steele
Vice-Chair Bill Pease*

- A. ROLL CALL**
1. Call business meeting to order 3:30 P.M.
 2. Roll Call
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
During Public Comments, the public may address the Committee on any issue within the Committee's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time that item is before the Committee for consideration. Any person wishing to speak must come up to the designated location. There will be no dialog between the Committee and the commenter. Clarifying questions must go through the Committee.
- C. DRAFT MINUTES TO BE APPROVED**
1. August 16, 2017 Parks and Recreation DRAFT meeting minutes.
 2. September 13, 2017 Parks and Recreation DRAFT Special meeting minutes.
- D. DISCUSSION ITEMS**
1. Update on Front Entrance Repair Costs.
 2. Discussion regarding GreenPlay Proposal.
 3. Discussion regarding Pickleball.
 4. Discussion regarding Recreation Program Software.
 5. DRAFT Annual Recreation Report.
- E. CORRESPONDENCE RECEIVED**
1. Received from Discovery Bay Resident regarding additional Pickleball Court and Cornell Park Tennis Courts.
- F. FUTURE DISCUSSION/AGENDA ITEMS**
- G. ADJOURNMENT**
1. Adjourn to the next Standing Parks and Recreation Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF THE REGULAR MEETING
OF THE PARKS AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
WEDNESDAY, August 16, 2017
STANDING PARKS AND RECREATION COMMITTEE REGULAR
MEETING 3:30 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

Parks and Recreation Standing Committee Board Members

*Chair Chris Steele
Vice-Chair Bill Pease*

A. ROLL CALL

1. Call business meeting to order 3:30 P.M. – By Chair Steele
2. Roll Call – All Present.

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

None

C. APPROVED MINUTES

1. April 19, 2017 Parks and Recreation Meeting Minutes – Approved.

D. DISCUSSION ITEMS

Chair Steele requested that the conversion of remaining Tennis Court at Cornell Park to Pickleball be placed to Discussion Item 1.

1. Discussion regarding conversion of remaining Tennis Court at Cornell Park to Pickleball.
General Manager Davies – Provided details related the conversion of remaining Tennis Court at Cornell Park to Pickleball.

Recreation Programs Supervisor Kaiser – Provided a background regarding the conversion of remaining Tennis Court at Cornell Park to Pickleball. There was discussion regarding the historical Discovery Bay Pickleball Court usage, the cost related to a Pickleball Court conversion, existing Pickleball schedule, and neighbors surrounding Cornell Park. The discussion continued related to the budget, staff's recommendation, neighbors surrounding Cornell Park related to a noise issue, and a petition signed by the neighbors.

2. Discussion related to the Activity Code of Conduct.

General Manager Davies – Provided details regarding to the Activity Code of Conduct.

Recreation Programs Supervisor Kaiser – Provided additional details regarding to the Activity Code of Conduct. There was discussion regarding the Activity Code of Conduct related to method of enforcing and revising the wording on section 4 and 5. The recommendation from the Committee is to bring to the Board for approval once the wording is revised.

3. Discussion regarding GreenPlay Board Workshop Proposal and Recreation Programs Sustainability.
General Manager Davies – Provided details regarding a Proposal with GreenPlay.

Recreation Programs Supervisor Kaiser – Provided a background of the purchase of the Community Center along with hiring GreenPlay for a Community Center conversion plan. There was discussion regarding a solution for funding (identifying grant funding), scheduling a workshop, cost to bring GreenPlay back for a funding plan (funding ideas for sustainable recreation programs, including programs that will make money maximizing the facility).

4. Update related to Contract between Saturday Bridge Players and the Town. Recreation Programs Supervisor Kaiser – Provided an update regarding the contract between Saturday Bridge Players and the Town and payment has been received for the first month.
5. Update related to meeting with the River Otters and Staff Tour of Rio Vista Swimming Pool. Recreation Programs Supervisor Kaiser – Provided an update regarding the tour to Rio Vista Swimming Pool related to the process of having the pool built (Community Foundation raised money, leased the land and the City acquired the land), and that the Rio Vista Swim Team runs the pool. There was discussion regarding future solar system at the Rio Vista Swimming Pool.
6. Discussion related to the Front Entrance - Masonry Repairs, Painting and Lighting. Parks and Landscape Manager Miller – Provided an update regarding the Front Entrance repairs related to the cost of painting, repairing, capping, and replacing the lighting, properly setting up the electrical (under \$30,000). There was discussion related to the repairs not including the landscaping (plants and trees). The discussion continued regarding the cost and funding of the Front Entrance, along with a field trip to view the Front Entrance and the repairs; schedule a Special meeting for Wednesday, September 13, 2017 beginning at 3:00 p.m.
7. Discussion related to the Swimming Pool – Repairs Update. Parks and Landscape Manager Miller – Provided an update regarding the pool repairs related to a circulation problem, issues with the skimmer, tiles popping (could pose a problem with County Health Department), and the need of a larger tank for the chlorine. Re-pipe of the pool can be done however, can't be done without removing the deck completely (very costly). There was discussion regarding the pool and sending out to bid for the repairs.
8. Removal and Replacement of the Play Structure at Ravenswood Park. Parks and Landscape Manager Miller – Provided an update regarding the removal and replacement of the Play Structure at Ravenswood Park related to the damage caused by graffiti and vandalism. There was discussion regarding the Sheriff near Ravenswood Park to monitor activity; also P6 to possibly fund cameras for surveillance near the park. There is money budgeted for Zone 9. The recommendation from the Committee is to bring to the Board a bid to build a new Play Structure at Ravenswood Park.

E. FUTURE DISCUSSION/AGENDA ITEMS

Field Trip to the Front Entrance for review of repairs
Cost for repairing the Community Center Pool
GreenPlay Proposal

F. ADJOURNMENT

1. The meeting adjourned at 5:12 p.m. to the next Standing Parks and Recreation Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-18-17

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF THE SPECIAL MEETING
OF THE PARKS AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
WEDNESDAY, September 13, 2017
STANDING PARKS AND RECREATION COMMITTEE**

SPECIAL MEETING
TIME AND LOCATION CHANGE
MEETING 3:00 P.M.
FRONT ENTRANCE
DISCOVERY BAY BOULEVARD AND HIGHWAY 4
Website address: www.todb.ca.gov

Parks and Recreation Standing Committee Board Members

Chair Chris Steele
Vice-Chair Bill Pease

A. ROLL CALL

1. Call business meeting to order 3:00 P.M. – By Vice-Chair Pease.
2. Roll Call – All Present with the exception of Chair Steele.
Chair Steele arrived at 3:10 p.m.

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

None

C. DISCUSSION ITEMS

1. Field Trip – Front Entrance Review for Repairs.
The Committee and Staff met at the Front Entrance and discussed repairs related to the drainage of the water within the 3rd tier wall, electrical (in-house), masonry repairs (rusting etc.), replacing the 8 caps along with primer and painting. The discussion continued related to the recommendation of LED lighting; transformers needed, less maintenance, durable, will not short out, and color changing for seasons and other events. Additional recommendations are to place spot lights on the Palm Trees and add boulders to the 1st tier of the wall.

Chair Steele and Vice-Chair Pease suggest consult with local Landscape Architect (would like the price range within the \$2,000.00 to \$3,000).

Note: The next Regular Parks and Recreation meeting is scheduled for Wednesday, October 18, 2017; Discussion regarding a Special meeting scheduled, if needed.

D. ADJOURNMENT

1. The meeting adjourned at 3:45 p.m. to the next Standing Parks and Recreation Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 09-14-17
<http://www.todb.ca.gov/agendas-minutes>

Town of Discovery Bay Community Services District, California



Board of Directors Workshop Proposal



Prepared by

GREENPLAY LLC

*The Leading Edge In Parks, Recreation
And Open Space Consulting*

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Town of Discovery Bay, CA

Board of Directors Phased Workshop Proposal

GreenPlay Scope and Fees

GreenPlay, LLC is pleased to submit the following scope language to facilitate a board workshop in two phases to assist in the planning and pricing of recreational programs for the community as well as help determine some potential funding sources to support the future planning and operations of the parks and recreation services.

GreenPlay is a professional Parks and Recreation operational and management consulting firm that has provided numerous needs assessment, feasibility studies, master plans, design reviews, operational budgets, and related services for diverse communities and agencies around the nation since 1999. Our in-house staff consists of experienced parks and recreation professionals who know the services required to fund the operation of the assets you manage as well as projecting the revenue of these operations.

For this project, our proposed GreenPlay staff to complete this Board of Directors Workshop is **Pat O'Toole**, Principal, at GreenPlay who completed the Conversion Plan for the Community Center, Pool, and Tennis Complex in 2013. He can be contacted at pato@greenplayllc.com and (303) 345-1804.

GreenPlay has been successful in completing these types of workshops for communities of all sizes throughout the United States. We believe that our previous experiences provide us with the knowledge and insight necessary to create a recreational program needs assessment, training on the Pyramid Methodology of Cost Recovery and Pricing, and develop a list of potential funding sources for the Town of Discovery Bay. We pride ourselves on being available and accessible to your agency to help achieve your goals.

GreenPlay Scope of Work

Phase I

Board of Directors Potential Funding Sources Conference Call Workshop – 2 hours

GreenPlay will attend a conference call with the Town of Discovery Bay staff and the Board of Directors in a workshop setting to develop some potential funding source ideas and how to prioritize them to operate the Community Service District. The tasks identified for the Phase I conference call workshop are detailed in the following text.

Potential Funding Sources

Over 35 years of consulting with agencies across the United States, GreenPlay has compiled a list of over 100 potential funding sources, with brief explanations, that public parks and recreation agencies have utilized. During the conference call workshop we will review the list for potential funding sources for the Town of Discovery Bay. Some may already be in place, and many may not be permissible in California or the Discovery Bay CSD jurisdiction, however others may be useful.

GreenPlay will assist in reviewing the potential funding sources list and answer any questions the Board of Directors and staff might have about any of the options. The Board of Directors and staff will then participate in the exercise of categorizing the list of traditional and alternative potential funding sources into one of the following four tier categories. Comments and/or explanations can be added to each funding source as to why it falls into the tier.

- Tier 1: These funding sources are currently being used, or could easily be used by the Town of Discovery Bay to create the existing budgets for capital and operational expenditures.
- Tier 2: These funding sources are potential funding opportunities the Town of Discovery Bay would consider for additional funding of capital and operational expenditures.
- Tier 3: These funding sources are potential funding opportunities the Town of Discovery Bay could consider for additional funding of capital and operational expenditures. These funding sources may not be available currently in the State of Illinois or an intergovernmental agreement may be necessary for implementation. These funding sources may meet with some resistance and be more difficult to implement.
- Tier 4: These funding sources are potential funding opportunities the Town of Discovery Bay would not consider for additional funding of capital and operational expenditures for various reasons.

Additional explanation, editing, and/or changing any wording in the listing to customize it to your agency can be applied.

This customized list will be sent back to GreenPlay for finalization of the priorities and formatting into a usable document.

GreenPlay Phase I Fee - \$2,500.00



Phase II

Board of Directors Workshop – 4 hours

GreenPlay will attend a workshop with the Town of Discovery Bay staff and the Board of Directors to develop some recreational programming ideas and how to prioritize them. The main topic of the workshop includes introducing the Pyramid Cost Recovery Methodology to assist in creating operational dollars for the Community Service District. The tasks identified for the Phase II workshop are detailed in the following text.

Recreational Program Needs Assessment

GreenPlay will facilitate a Program Needs Assessment with the Board of Directors and staff to create a list of potential recreational program opportunities for all demographics in the Town of Discovery Bay. GreenPlay will add regional/national programming trends knowledge to the discussion.

A priority listing of recreational programming opportunities will be established that could be accommodated within the Town of Discovery Bay current facilities. GreenPlay will assist the Board of Directors in reviewing the most effective and efficient facility amenities to use. All user group segmentations within the market area will be included in the evaluation of program needs.

Pyramid Methodology of Cost Recovery and Pricing

GreenPlay utilizes “**Pyramid Methodology**” concepts for helping agencies create an overall philosophy and approach for resource allocation, program pricing, and cost recovery evaluation. This straightforward methodology has been integrated into university curriculum at several major institutions, and we are currently training agencies nationwide and at professionals at conferences in the implementation and use for making tough resource allocation decisions, and creating pricing and cost recovery strategies.

As part of GreenPlay’s proposed process, we will describe and explain the concepts of this methodology for financial sustainability of recreational programs. It is an effective management tool currently being utilized by agencies across the country to articulate the level of benefit that recreational programs provide as they relate to the values, vision, and mission of the Town of Discovery Bay. We will introduce these potential effective methodologies for helping decision makers and the public clearly understand the results and balance of expectations, along with their potential financial impacts, which can be imperative to sound fiscal responsibility, governmental accountability, and decision making.



Many agencies are using the **Pyramid Methodology** concepts to graphically model where taxpayer investments are used, where cost recovery is expected, and why. They see the benefit of this foundational, philosophical approach and its application for municipal services.

GreenPlay Phase II Fee - \$5,000.00 (includes travel expenses)

GreenPlay Fees

GreenPlay's establish rates to inclusively cover the salaries of the professional project staff and of support staff who enable them to function effectively and efficiently. We consider the prevailing rates in our industry and the level of specialized expertise that we provide.

For projects like this, GreenPlay typically recommends and proposes using a **Firm-Fixed Not-To-Exceed Price** model for compensation. This means that the contract is preliminarily based on a projected number of hours including on-site, travel, and preparation time, but that the compensation is actually based on completion of pre-determined contracted tasks the **Scope of Work** within a pre-specified timeline. This usually works well for the client in that they will get all the work done that they need, regardless of how many hours during the timeline that it takes to do it. In the event that the contracted **Scope of Work** is changed by the client during the course of work, GreenPlay can adjust total contract fees accordingly based on the regular hourly rates. This project is proposed as a **Firm-Fixed Not-To-Exceed Rate Fee** project.

Our fees include:

- Professional staff and administrative salaries
- Preparation of Materials Time
- Travel expenses
- All office overhead, equipment, utilities and insurances
- Taxes, employee benefits, and Worker's Compensation
- Administrative support staff and supplies, and local travel
- Work products and meetings as outlined in the Scope of Work

As a baseline:

GreenPlay's baseline hourly rate is \$150 per hour including on-site, travel and preparation time. While the hourly rates may sound high relative to typical public agency staff pay rates, when considering the costs for implementing additional experienced and professional full-time staff, benefits, insurances, office space, computers and equipment, support staff, utilities, etc., we find that this rate is usually comparable to or lower than what an agency would spend for in-house staff. **In addition, because we propose as a Firm-Fixed Not-To-Exceed Fee, the hours budgeted are just a preliminary estimate – the bottom line is that we dedicate whatever time is necessary to complete the contracted Scope of Work at no addition cost for extra hours.** An additional benefit is that when the project is finished, the expense ends.

Additional scope can be added for a fee of \$150 per hour.

GreenPlay typically submits an invoice for payment to the project manager/primary contact person on a monthly basis. Each invoice includes a brief description of the services provided and percentage of Scope completed to date. Invoices past due over 60 days will accrue 1.5% interest per month. Other structures for compensation and payment can be negotiable prior to contract award if necessary.

Discovery Bay Cornell Park Tennis Court Survey

Survey Summary:

The 29 properties surrounding the tennis court at Cornell Park within 300 feet of the court were surveyed during September and October 2017. The message was that the pickleball community was proposing to convert the tennis court into permanent pickleball courts. The attached flyer was used to keep the survey comments uniform as the proposal was discussed with each person that the Town of Discovery Bay Board was considering this change. There were six properties where no one was ever home to contact.

The results were that only one of those surveyed; opposed the conversion because of pickleball play and that was primarily a noise issue. What we did find was 21%, or five parties wanted the tennis court to stay and not be converted to pickleball because they like the tennis court in their back yard. The other 74%, or 17 parties, either fully supported the conversion to permanent pickleball courts or did not care if the conversion took place.

Survey Response:

While we appreciate the interest of those who like the tennis court in their back yard, our community is not large and traveling to tennis, or pickleball, by any member in our community to either of the locations is easily doable.

Some non-supporters in the survey felt a conversion would affect their property values. On this issue we believe it would be impossible to verify an actual financial number to this belief. The real economic issue for our total community is getting buyers to be interested in Discovery Bay to shop for housing here. Therefore this value issue should be something for all of our tax paying community members to be able to participate in. With pickleball being the fastest growing recreational sport in the country there is no question that developments are including pickleball in their plans. And those interested in looking at a community with pickleball will have a much stronger interest if a permanent standard six-court pickleball facility is available. Our community is already well represented in the tennis world with the eight public courts recently purchased by the Town. And as we have noted in the past, there is approximately the same number of tennis and pickleball players playing in our community with a distinct disparity in courts for pickleball.

With this background and the relative positive community support for the court conversion at Cornell Park we think the public policy decision by our elected officials needs to consider the whole community when it comes to the conversion issue as well as all park usage.

Other Comments:

Additional thoughts that came because of the survey are that maybe the 8am start time that has been an informal agreement of the pickleball club should become a TODB policy for use of the courts.

In addition we have become aware of material other communities have used that are claimed to create an effective sound barrier. The issues with them are the cost, about \$8,000 per 120 lineal feet, potential wind load problems on the fence and they completely block viewing the court activity from outside.

Requested Action of the Town Board:

The pickleball community is prepared to raise the funds and do the work necessary to make the conversion happen.

We are asking that the decision be made that the tennis court at Cornell park can be converted to permanent pickleball courts. The effort of the pickleball community would be done in cooperation with town staff. We see the process being two pronged, one to use the courts with portable equipment as we develop and run a fund raising effort which would then get the permanent courts done. We see the pickleball community being responsible for ongoing upkeep of the facility and the Town being responsible for any major repair issues.

Attachments:

- Survey Flyer Used to keep message consistent

Discovery Bay Pickleball Club Officers:

Randy Laforge, President

Mario Sarabia, Treasurer

Terry Silva, Secretary

Lisa Monroe, Special Activities

Survey - Private Property Surrounding Cornell Park Tennis /Pickleball Courts

The Discovery Bay pickleball community is surveying the property owners surrounding the tennis /pickleball courts at Cornell park.

- The pickleball players are proposing to convert the tennis court into permanent pickleball courts.
- The conversion would be done without any public taxpayer dollars.
- The tennis community would not be impacted because of the current publicly available 8 tennis courts at the Community Center located one mile away.
- Pickleball use of the courts is limited to hours after 8 am.

This survey is to verify that the property owners with in 300 feet of the courts know that this conversion is being considered by the Town Board and that you, as one of those owners, would consider this change reasonable.

In addition we the pickleball community want to encourage you and your family and friends to come give pickleball a try – we think you would find it a fun source of exercise and social interaction with some new friends in Discovery Bay.

For additional information about pickleball you can view all manner of information by going to the USAPA web site www.USAPA.org and the local pickleball Facebook page www.facebook.com/dbpickleball/

Local club board members:

Randi LaForge	925-809-0422
Mario Sarabia	925-577-0461
Terry Silva	925-305-7573
Lisa Monroe	925-642-4270



Bill Pease
Parks and Recreation

Robert Leete
CSD

Re: Additional Pickle Ball Court
Cornell Park Tennis Courts

Dear Mr. Pease & Mr. Leete:

We are writing to you today to express our concerns regarding the additional pickle ball court at the Cornell Park Tennis Courts.

We are not writing to send a message that we dislike the pickle ball. That is not the case at all. We are just in opposition of a second court being built. We certainly do enjoy hearing people happy and having fun in our community.

We have lived backed up to the tennis courts since 1998. We have always enjoyed hearing the soft quiet games of tennis.

We believe that when the courts were originally designed and built, they were built with the intentions of having tennis played. The sound difference between a pickle ball and a tennis ball is quite different. One clanks and one is soft and muted. This magnitude of continual clanking can take our backyard enjoyment to a level that becomes unenjoyable if you were to add a second court.

We are sure that it is not just us that can hear the sound of the hard plastic ball hitting the paddle. The echo chamber that the corridor creates generates sound throughout the entire area.

There are people that enjoy using the tennis court to play tennis. What will happen to them? We have children that come home to visit that enjoy going to the tennis courts to play.

We do enjoy our outdoor living space, and have a concern that 2 courts and that amount of activity will cause us our serenity and enjoyment.

There has been an agreement that there would not be pickle ball starting until 8 a.m. On too many occasions, they are starting earlier than agreed. For instance, these are just 2 of the examples, Wednesday, 8/16/17, pickle ball began at 7 am. and Saturday 8/19/17 began before 8 a.m. Outside of the times, we were notified of early starts, the agreement is 8 a.m. When we are notified, we are happy to work out an arrangement.

What is the time Pickle Ball will be ending on the days of operation?

How many days of the week will they be playing pickle ball?

Will both courts be used at the same time?

How often will there be pickle ball tournaments?

Will there be tarps put up on both courts like there currently are when you play?

The streets are clogged with cars for just one court for pickle ball. Please see the attached pictures. How will they be able to accommodate 2 courts? How is this fair to the residents? See attached pictures.

What is the cost for the additional pickle court?

What is the cost for upkeep of the pickle ball court?

What is the cost to renovate into a pickle ball court?

Who is paying for the pickle ball court?

Why would we need to add a pickle court at the park when we have a pickle court already at the rec/community center? Tennis players should only be using 4 cars at the most. Why are they not using the parking lot? Or, why is it taking all of those parking lot spots and Willow Lake as well to park?

The cheering, cussing and groaning is not like anything that occurs at a tennis match. I do not believe that this is the way the courts were originally designed when the courts were built for the enjoyment of our community.

Sincerely,

Lewis & Justine Sampson







