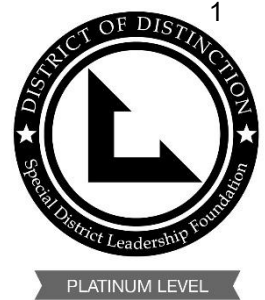




TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Bill Mayer • Director Ashely Porter

**NOTICE OF THE REGULAR MEETING
OF THE PARKS AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, November 4, 2020
MEETING 4:30 P.M. – 5:30 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor’s Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board’s Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (866)848-2216
CONFERENCE CODE: 5193676302
To view the Agenda and Presentation Materials go to
Agenda Packet and Materials at: www.todb.ca.gov/

Parks and Recreation Committee Board Members

*Chair Kevin Graves
Vice-Chair Bryon Gutow*

A. ROLL CALL

1. Call business meeting to order 4:30 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 Board on any issue within the District’s jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

C. DRAFT MINUTES TO BE APPROVED

1. Approve DRAFT minutes of September 2, 2020 Standing Parks and Recreation Committee meeting.

D. DISCUSSION ITEMS

1. Discuss Cancellation of January 6, 2021 Parks & Recreation Committee Meeting.
2. Discussion Regarding Holiday Closure Community Center.
3. Discussion and Update Regarding Ravenswood Park.
4. Discuss California State Parks – Prop 68 Per Capita Grant Money.
5. Discuss Parks, Landscaping and Community Center Project Funding Availability.
6. Discuss Draft Revisions to Policy No. 012 Park Rules and Regulations.
7. Discussion and Update Regarding the New Pickleball Courts.

8. Discuss Resolution 2020-24 Establishing a Policy for Discovery Bay Recreation and Sports, In Priority Use of the Community Center Pickleball Courts.

E. FUTURE DISCUSSION/AGENDA ITEMS

F. 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."

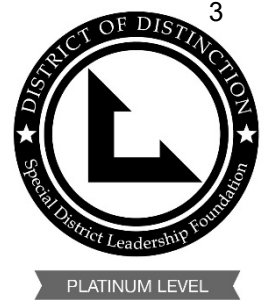
"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Bill Mayer

**MINUTES OF THE REGULAR MEETING
OF THE PARKS AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, September 2, 2020
MEETING 4:30 P.M. – 5:30 P.M.**

**NOTICE
Coronavirus COVID-19**

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Parks and Recreation Committee Board Members

*Chair Kevin Graves
Vice-Chair Bryon Gutow*

A. ROLL CALL

1. Call business meeting to order 4:30 P.M. – By Chair Graves
2. Roll Call – All Present.

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

None.

C. DRAFT MINUTES TO BE APPROVED

1. Approve DRAFT minutes of July 1, 2020 Standing Parks and Recreation Committee meeting.
Motion made by Vice-Chair Gutow to approve DRAFT Standing Parks and Recreation Committee minutes for July 1, 2020 as presented.
Second by Chair Graves.

D. DISCUSSION ITEMS

1. Discussion Regarding Landscape Contracting for Zone 8.
Parks and Landscape Manager Bill Engelman discussed the planned process to tackle the landscape issues plaguing the Town. First, update was given regarding current progress made. Then, Parks and Landscape Manager Bill Engelman and General Manager Mike Davies advised the committee of the cost to bring in a contractor to do a cleanup. This cost was compared to the inhouse cost of keeping Town's landscape team as the sole laborers for enhancement needs. Parks and Landscape Manager Bill Engelman's suggestion was to have a contractor do the cleanup of the Town's needs and then allow the Town's landscape team keep up with enhancements.
Chair Graves asked if we have an idea if quote provided by contractor is accurate.
Parks and Landscape Manager Bill Engelman stated inhouse cost would be about ⅓ of the contractor's quote.

Chair Graves asked Parks and Landscape Manager Bill Engelman if he had the time, supplies and manpower required to do it all inhouse.

Parks and Landscape Manager Bill Engelman encouraged proceeding with inhouse enhancements. He suggested beginning with Newport Drive in October, then as the seasons change and landscaping needs slowdown in November, tackle Clipper in sections.

General Manager Mike Davies clarified the option for a contractor to do clean up, i.e. weeding, shrubbery, without mulch or any enhancements, in conjunction to inhouse enhancements would be the Town's suggestion. This option would fall under \$25,000, thus meaning it will not require a Request for Proposal, saving the Town funds and time.

Chair Graves clarified that this would be the most economical option. The use of outside contracting for clean up and inhouse landscapers for enhancements will assist with wisely making use of Town Landscaper's efforts.

General Manager Mike Davies indicated outside contractor would be used to do the inexpensive supplemental work allowing for Town landscapers to remain focused on enhancing and maintaining control of the more labor intensive tasks.

Chair Graves suggested having this placed as an Action Item on the Board of Directors meeting on September 16, 2020 at 7:00 p.m.

General Manager Mike Davies clarified that this item does not require Board approval as the contractor's quote is less than his budget authority as stated in the Town's Purchasing & Procurement Policy.

Chair Graves recommended notifying the Board of this item.

Parks and Landscape Manager Bill Engelman and Vice-Chair Gutow exchanged landscaping ideas and providing familiarity between different areas in the Town.

Chair Graves mentioned repairing the concrete fence in Zone 9.

Vice-Chair Gutow asked if there was money in the budget to repair the concrete fence presently.

General Manager Mike Davies advised the high cost of the concrete blocks has delayed its repair.

Vice-Chair Gutow recited the order he would like to see the landscape areas be addressed.

Chair Graves expressed confidence in the Town's capabilities to design and execute enhancements inhouse and to contract for remedial landscaping.

Public comment regarding:

- money that is designated for zone 8 that can be used for this.

Chair Graves said the money in question is not available. It may be available for landscaping and other issues at a later time.

General Manager Mike Davies and Chair Graves discussed presenting this item to the Board as a Discussion Item.

2. Discussion Regarding County Landscape Zones.

General Manager Mike Davies had a telephone meeting with County Public Works regarding their landscape zones in Discovery Bay jurisdiction upon the request of the Board. Questions asked by the Town to County Public works were as noted below.

- How does the County determine how much will be withheld by the county to allow for landscaping funds to the Town?

County replied that there is no set formula to generate such an amount. Monies are held in a reserve depending on the needs of the zone.

- Do the same rates and same methodology apply to other areas of the county? Can we be provided with examples?

Discovery Bay is unique in that we have a public agency landscape contract. We can ask for extra money to be taken out of the reserve for that zone if any money is there.

General Manager Mike Davies asked about the possibility to use County General Funds to support underfunded areas?

There may be Chief Administrative Officer discretionary money that we can ask for but that would be under rare circumstances. County staff included that any unspent funds from the previous year may be used for maintenance and landscape needs including paying a contractor to catch up on deferred maintenance.

- Can you provide any landscape agreements between the County and other areas?

There are no other agreements. Town of Discovery Bay is the only agreement and there is nothing similar to what we have. Other zones across the county are suffering worse than Discovery Bay. Some zones run out of funds months before the end of the fiscal year and no landscape services are provided during that time. County Public Works Landscaping Department is understaffed. Stating that if County was to provide landscaping services, they would not be able to provide the quality of service the inhouse landscapers can provide. Adding that landscape complaints are commonplace throughout the county. County Public Works staff mentioned previous talks about Discovery Bay taking over ownership their zone's and talks fell through.

Chair Graves added that the talks fell through because County was willing to give Town of Discovery Bay the responsibility of landscaping their zones, but not willing to contribute financially.

General Manager Mike Davies states that County Public Works staff advised the desire to work collaboratively and release funds to help with prioritized landscaping needs.

Chair Graves asked for identification of parties involved in the conference call.

The call was summarized and emailed to County staff for approval. The transcript was sent back with additions but no edits.

Vice-Chair Gutow asked how Town of Discovery Bay will proceed with the information received.

General Manager Mike Davies stated he interpreted the conversation to summarize that County will continue to administrate funds for their zone landscaping and Town of Discovery Bay will declare how funds were spent and what is still needed. At that point, County will review the need to contribute any additional funds for landscaping of their zones.

Chair Graves recommended speaking to Supervisor Diane Burgis and Lea Castleberry regarding advocating on the behalf of Town of Discovery Bay for maintenance funds.

Vice-Chair Gutow asked if this reiterates that we should go back to the overlay we discussed a year ago.

Chair Graves recommended putting that as a discussion on the next Agenda.

3. Discussion Regarding Pool Plans and Communications with the Current Pool Contractor.

General Manager Mike Davies provided the Committee with an update regarding the Community Center Pool plans. He spoke to Tony Adams of Adams Pool Solutions on August 23, 2020. Mr. Adams stated that in order to get the pool refurbished by April 2021, he would need to get the final approval by October 2020.

Chair Graves recommended updating the Board on this information.

General Manager Mike Davies said the plans for the pool have been approved by the County. Once a contractor has been identified, permits will be issued. Total cost of permits is \$22,029. With this information, General Manager Mike Davies asked Terracon if there is a new estimated pool cost. Terracon's reply was an estimated pool cost of \$1,418,609.00. This response was received approximately an hour ago and Town has not had time to reflect on this significant increase in cost.

Chair Graves asked what was included in the cost provided by Terracon.

General Manager Mike Davies stated that it is unknown what requirements the County has made regarding additional constraints. The cost given by Terracon includes the pool and restrooms.

Chair Graves asked if the \$22k is included in the Terracon quote.

General Manager Mike Davies stated it doesn't appear to be included. Mr. Davies reminded the Committee that this also does not include any cost associated with a Request for Proposal for supervision of the project.

Chair Graves recommended to place this item on the Board Agenda for discussion and possible action to move forward with a bigger pool or to refurbish the current pool. He stated that not making a decision is an act to take away another season of swimming.

General Manager Mike Davies agreed to bring this item to the Board.

Public comment regarding:

The cost quoted by Terracon doesn't include the money already spent with Terracon.

Chair Graves advised that the funds already spent were required to get the Town to this point and not included in the quote provided.

4. Discussion Regarding Pickleball Update.

Recreation Program Supervisor Monica Gallo provided an update on the Pickleball court conversions. New courts should be completed by early November. Contract has been executed with DRYCO to start next week with the conversion.

Chair Graves asked if the funds for this project are actually available in our account.

Recreation Program Supervisor Monica Gallo stated forms will need to be submitted with the backup and then we will be reimbursed.

Vice-Chair Gutow asked if there will be a need to do repairs to tennis courts at Cornell Park.

Recreation Program Supervisor Monica Gallo indicated that there has not been any discussion about that topic yet but it is on the radar.

E. FUTURE DISCUSSION/AGENDA ITEMS

F. ADJOURNMENT

1. Adjourn at 5:20 p.m. 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."

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business hours."

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DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

November 4, 2020

Prepared By: Michael Davies, General Manager
Submitted By: Michael Davies, General Manager

Agenda Title:

Discuss Cancellation of January 6, 2021 Parks and Recreation Committee

Recommended Action

Cancel the January 6, 2021 Parks & Recreation Committee Meeting.

Executive Summary

Each year the Town of Discovery Bay offices are closed for the Holiday Season. This year the closure is Thursday, December 24, 2020 through January 3, 2021. The next scheduled Parks & Recreation Committee Meeting is three days later on January 6, 2021. Staff normally prepares, finalizes, and posts the Committee Meeting Agenda on the Friday before the meeting. Staff will not have returned to work in time to prepare and post the Agenda 72 hours prior to the Meeting.

Refer to chart below for dates Town offices are open and closed.

DECEMBER 2020 / JANUARY 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	21 OPEN	22 OPEN	23 OPEN	24 CLOSED	25 CLOSED	26 CLOSED
27 CLOSED	28 CLOSED	29 CLOSED	30 CLOSED	31 CLOSED	1 CLOSED	2 CLOSED
3 CLOSED	4 OPEN	5 OPEN	6 COMMIT-MTNG	7 OPEN	8 OPEN	

Staff Recommendation is to CANCEL the January 6, 2021 Committee Meeting.

A Special Parks & Recreation Committee Meeting can be arranged for January 20, 2021 or another time convenient to the Committee.

Previous Relevant Board Actions for This Item

Attachments

None

AGENDA ITEM: D-1



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

November 4, 2020

Prepared By: Monica Gallo, Recreation Programs Supervisor
Submitted By: Michael R. Davies, General Manager

Agenda Title

Discussion Regarding Holiday Closure Community Center

Recommended Action

Hours of Operation during the holiday closure at the Community Center. No Action Required.

Executive Summary

The Community Center building is still currently closed due to COVID-19. In the event the Community Center is to remain closed during the holiday closure (December 24 – January 3), the hours of operation for the Community Center grounds will be as follows...

December 24 – December 25 - Closed

December 26 – December 30 – 8am – 5pm

December 31 – 8am – 2pm

January 1 – Closed

January 2 – 3 – 8am – 5pm

Previous Relevant Board Actions for This Item

Attachments

AGENDA ITEM: D-2



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

November 4, 2020

Prepared By: Bill Engelman, Parks and Landscape Manager and Monica Gallo, Recreation Programs Supervisor
Submitted By: Michael R. Davies, General Manager

Agenda Title

Discuss California State Parks – Prop 68 Per Capita Grant Money

Recommended Action

Discussion and provided feedback regarding the California State Parks Proposition 68 Grant Money resolution process, future project listing and application submittal

Executive Summary

Prop 68 Per Capita Program

On June 5, 2018, California voters passed a general obligation bond pursuant to Division 45 (commencing with Section 80000) of the Public Resources Code, relating to a drought, water, parks, climate, coastal protection, and outdoor access for all program. This program is California Proposition 68.

California Proposition 68 (also the Natural Resources Bond or the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018) was a legislatively referred constitutional amendment that appeared on ballots in California in the June primary election in 2018. It was a \$4.1bn bond measure to fund parks, environmental projects, water infrastructure projects and flood protection measures throughout California.

Contra Costa County has contacted the Town of Discovery Bay to inform the Town that they are entitled to apply for approximately \$187,441.00 grant funds through California State Parks Prop 68 Per Capita Program for their park capital improvement projects. This grant requires the District to match funds up to twenty percent (20%) of the total project cost.

California Parks is requesting approval by resolution from the Board of Directors to move forward with the application process. The Resolution is not project specific and once passed, staff will work with the Park and Recreation Committee to finalize a recommended project list in Zones 8 and 9 that meet the specific grant criteria followed by a presentation to the Board of Director's for approval.

In addition, Contra Costa Public Works has also informed the District that they have acquired funds in the amount of \$80,000 for their Special Zones 35, 57, and 61 to be utilized. Staff will work with the Parks and Recreation Committee along with Contra Costa County Public Works to identify projects that meet the needs of the community in each Zone.

Proposed Proposition 68 Grant Timeline:

1. Attend mandatory workshop (staff has completed)
2. Pass Resolution at the November 18, 2020 Board of Director's meeting
3. Identify Project(s) (Work with the Parks and Recreation committee bring recommendations to the Board of Director's for Approval)
4. Submit application package by December 2021
5. Contracts Approved and Signed by June 2022
6. Project Completed by December 2023

Staff presented to the Finance Committee at the October 7, 2020 meeting this report and was given direction to move forward with presenting the California State Parks Proposition 68 Per Capita Grant Money Resolution at the November 18, 2020 Board of Director's meeting as well as to the November Parks and Recreation Committee.

Previous Relevant Board Actions for This Item

Attachments

Resolution 2020-25

AGENDA ITEM: D-4



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION 2020-25**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
APPROVING APPLICATION(S) FOR PER CAPITA GRANT FUNDS.**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the Town of Discovery Bay, hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the Town of Discovery Bay general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the Town of Discovery Bay will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
 - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
 - (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.

(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.

(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

- 8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
- 9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
- 10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
- 11. Delegates the authority to the General Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and
- 12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

PASSED, APPROVED AND ADOPTED THIS _____ DAY OF _____ 2020.

Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on November 18, 2020, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

November 4, 2020

Prepared By: Bill Engelman, Parks and Landscape Manager and Monica Gallo, Recreation Programs Supervisor
Submitted By: Michael R. Davies, General Manager

Agenda Title

Discuss Parks, Landscaping and Community Center Project Funding Availability

Recommended Action

Discussion and provide Feedback Regarding Funding Sources and Community Beautification Enhancement Projects

Executive Summary

The Park and Recreation Committee requested staff bring landscaping and facility improvement ideas for discussion. Staff has put together the following list of projects.

Community Center

- Parking lot and pathway lighting for both safety and aesthetics
- Refurbish wall ball
- Refurbish area adjacent to wall ball and leading to community garden
- Remove existing underperforming turf and shrub at north east side of property
- Widen walkway at west side of pool leading to BBQ area
- Refurbish tennis courts # 3-6
- Patio furniture and shade
- Uniform trash and recycle receptacle throughout property
- Freshen BBQ area
- New concrete walk between building and wall ball area
- Reconstruction and regrading of front landscaping
- New front fencing
- Parking lot

Cornell Park

- Uniform trash and recycle receptacles
- Replacement of BBQ, BBQ tables and furniture
- Upgrade restrooms
- Basketball court resurfacing and benches
- Baseball field enhancements with new backstop
- Irrigation pump
- Tennis court repainting
- Playground surface tear out and replace with mulch
- Enhance entrance from Willow Lake Road
- Sports field lawn rehabilitation
- Outdoor exercise equipment

Zone 8

- Replacement of landscape medians to dry scape on DB Blvd. and Discovery Point
- Replacement of landscaping Seal Way and Sand Point Island

Ravenswood Park / Zone 9

- East and West landscaping on Poe Drive
- Median landscaping on Poe Drive
- Fencing around Ravenswood Park
- Enhancement of landscaping surrounding Ravenswood Park
- Enhancement of Wilde Drive
- Enhancement of landscaping at walk through from Keats Court and Wilde Drive
- Refurbish trellis structures at Ravenswood Park

Previous Relevant Board Actions for This Item**Attachments****AGENDA ITEM: D-5**



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

November 4, 2020

Prepared By: Michael Davies, General Manager
Submitted By: Michael Davies, General Manager

Agenda Title:

Discuss Draft Revisions to Policy No. 012 – Park Rules and Regulations

Recommended Action

Recommend Board approval of draft revisions to Policy No. 012 – Park Rules and Regulations as attached.

Executive Summary

Annually or as needed, Board Policies are reviewed and updated. The attached Draft Board Policy No. 012 – Park Rules and Regulations has been updated to include a provision concerning use of the tennis courts and new pickleball courts, as well as some minor clean-up language.

The current Park Rules and Regulations Policy was updated on December 19, 2018 and can be located at https://www.todb.ca.gov/sites/main/files/policy_012_-_park_rules_regulations_sec._xii_and_xxiv_revisions_12-19-2018_-_mk.pdf.

Staff's recommendation is that the Committee recommend the Board approve the draft revisions to Policy No. 012 – Park Rules and Regulations as attached.

Previous Relevant Board Actions for This Item

December 19, 2022

Attachments

Draft Board Policy No. 012 – Park Rules and Regulations

Resolution 2020-23

AGENDA ITEM: D-6

 <h2 style="margin: 0;">Town of Discovery Bay</h2>		
Program Area: Parks and Landscaping	Policy Name: Park Rules and Regulations	Policy Number: 012
Date Established: April 20, 2011	Date Amended: November 4, 2020	Resolution: 2020 - 23

I. GENERAL INFORMATION

These Rules and Regulations shall apply to all Town of Discovery Bay Community Services District's (District) owned or maintained parks and common areas.

II. PARK HOURS

Park hours, other than the Community Center grounds, shall be based upon the amount of light available for the safety of park users. Closing hours are one-half hour after sunset to one-half hour before sunrise on the following day.

When the parks are closed, lighted pathways may be used for traveling from one location to another; however, loitering on any pathway after the park is closed is prohibited.

No person may enter, loiter or remain, or allow or maintain motorized vehicles, bike or skateboard, in any park after the park is closed for public use. No vehicle may be left overnight for any reason, without the authorization of the General Manager or his/her designee.

III. PARK USE

In general, park use is on a first come, first served basis. However, reservations are strongly encouraged and are required for all sports leagues, organizations, groups over 50, or any time a user intends to bring inflatable play equipment into any park.

Any user who has made a reservation has priority over a user that has not made a reservation.

Individuals or groups wishing to make a reservation must be at least 18 years of age. Applications must be submitted to the Community Center office a minimum of **seven (7) business** days in advance of their scheduled event.

To reserve an area in one of the Parks, the following process must be followed:

- a. The user must obtain a packet from the Community Center which includes the following:
 - a) Park Reservation and Use Permit Application
 - b) Parks Rental Fee Schedule
 - c) Park Rules & Regulations, Policy 012
 - d) Park & Facility Usage & Rental Policy, Policy 013

2. All fees and deposits must be paid to the Community Center at time of rental application.

All terms and regulations of the “Park Rules and Regulations and Park & Facility Usage & Rental Policy” shall apply to reservations.

IV. COMMUNITY CENTER PARK HOURS

Community Center park hours will generally coincide with the Community Center staff hours of operation. Special events, maintenance or other circumstances may extend or reduce hours that the park and grounds will be open to the public.

V. COMMUNITY CENTER PARK USE

In general, Community Center park area is on a first come, first served basis. However, reservations are strongly encouraged and are required for all sports leagues, organizations, groups over 50, or any time a user intends to bring inflatable play equipment to the park.

Any user who has made a reservation has priority over a user that has not made a reservation.

Individuals or groups wishing to make a reservation must be at least 18 years of age. Applications must be submitted to the Community Center office a minimum of seven (7) business days in advance of their scheduled event.

Unless otherwise authorized by the General Manager, to reserve an area, the following process must be followed:

1. The user must obtain a packet from the Community Center which includes the following:
 - a) Facility Rental & Use Permit Application
 - b) Facility Rental Fee Schedule
 - c) Park Rules and Regulations Policy No. 012
 - d) Park & Facility Usage & Rental Policy No. 013
2. All Fees and Deposits must be paid to the Community Center at time of rental application.

All terms and regulations of the “Park Rules and Regulations Policy” and the “Park & Facility Usage & Rental Policy” shall apply to reservations.

- a) No trespassing after hours
- b) Special events and organized facility use by groups in excess of 50 participants by Permit only
- c) Alcoholic beverages by Permit only
- d) Dogs shall be leashed, except in designated areas, and under control at all times. Please dispose of your dog’s waste
- e) Barbecues and fires are permitted only in grills already provided in the park
- f) Hobby aircraft use of any type is prohibited
- g) No glass containers
- h) Golfing is prohibited
- i) Motorized vehicles or scooters are prohibited
- j) It is unlawful to damage any public property, including plant material

VI. ATHLETIC FIELDS (BASEBALL & SOCCER)

In general, the use of all baseball and soccer fields will be governed by “Memorandum of Understanding (MOU)” which is negotiated annually with specific user groups.

When a field is not scheduled for use under a League or Organization agreement (MOU), it is available for public use. Reservations for day use can be made at the Community Center.

All users will adhere to the “Rainy Day” policy where if it has rained anytime in the three-hour period prior to scheduled field use, all activity shall be cancelled. If rain begins during field use and continues for thirty minutes, all activity shall be cancelled. Additionally, if the field is obviously too wet or in a condition where practice or active play would damage the field or turf, such practice play shall be postponed until the field has dried out to a point where footprints will not make a lasting impression. Users may reschedule their event or receive a refund if they have been rained out.

Users may not use fences for backstops, goals, or the like, which may cause damage.

VII. BASKETBALL COURTS

For safety reasons, open-toe shoes or sandals are not permitted.

Hanging from the basketball rims and slam dunking is not permitted.

All disputes and disagreements shall be handled in a calm manner. Fighting or loud, abusive language is prohibited and will lead to removal from the courts.

When players are waiting, the following rules apply:

- a) Games are played to 11 points, with each basket being worth 1 point.
- b) Full court games take precedence over half-court games; however, if a half-court game is in progress; full court games must wait for the current game to finish before taking court.
- c) If the winning team of a half-court game does not wish to play full court, they must leave the court

VIII. TENNIS COURTS / PICKLEBALL COURTS

For safety reason, tennis shoes must be worn at all times.

Courts are to be used for Tennis or Pickleball, ONLY. All other equipment is strictly prohibited.

Tennis/Pickleball courts may be reserved at the Community Center for a fee.

Players holding reservations have priority use of the Courts; however, if the reservation holder arrives late (20 minutes) or more, the reservation is forfeited.

When operating on a first come, first serve basis, one user cannot hold a court while waiting for another. All users must be present to secure a court.

When players are waiting, the following rules apply (except in the circumstance of a reservation):

- a) Users already in play on the court may finish their match.

- b) Singles matches may not exceed 1 hour.
- c) Doubles matches may not exceed 1 ½ hours.
- d) Once a match has been completed, the players must give use of the court to waiting users.

The following activities are prohibited on courts: skateboarding, roller-skating, street hockey, bicycling, ball playing, and any other non-court activities. No hanging on or touching the net.

Pets, food, alcoholic beverages, and glass containers are not allowed on the courts at any time.

The only chairs and tables allowed on the court surface are those that will in no way scratch, dent, mar, deface or otherwise damage the court surface. All chairs and tables must be removed at the end of play.

Persons not abiding by the above rules may be denied permission to use the courts in the future.

IX. SPLASH PAD

- a) The Splash Pad is unsupervised. All persons using the facility do so at their own risk. All children must have adult supervision at all times
- b) Swimsuits and/or appropriate attire must be worn at all times. Footwear/sandals are strongly recommended.
- c) Food and/or beverages of any kind are not allowed on the Splash Pad. No glass containers or breakable objects are allowed on the Splash Pad.
- d) No skateboards, roller blades, bicycles, and/or scooters are allowed on the Splash Pad. Dogs/pets are not allowed on the Splash Pad.
- e) Swim diapers are required for all non-toilet-trained users.
- f) Roughhousing or violent play is prohibited.

The Splash Pad is not available for reservation.

Operations Hours will vary depending on temperature, time of year, budget availability and safety concerns.

VII. SWIMMING POOL

General Pool Rules

- a) All users over the age of 2 entering the pool facility must pay an entrance fee. Swimmers must shower before entering pool.
- b) All users will comply with the direction of the Lifeguard(s) and/or Aquatics Staff. Failure to comply will result in dismissal from the facility.
- c) Users will limit their conversations with the Lifeguards. General questions should be directed to Aquatics Staff in office.
- d) Users shall not block the view of a Lifeguard.
- e) Food and drinks may be consumed on lawn areas inside or surrounding the pool area
- f) No food or drinks of any kind will be allowed on the pool deck.
- g) **Pets, alcoholic beverages**, glass containers or Styrofoam are not allowed on the pool deck at any time
- h) Children under thirteen years of age must be accompanied by a responsible person over the age of 18.

- i) Children between the ages of 13 and 18 need not be accompanied by a responsible person over the age of 18, as so long as their parent/guardian signs a waiver in the presence of Aquatics personnel.

Attire

All swimmers must wear a bathing suit. Only clean bathing suits are allowed in the pool. Rash guards that are loose are permitted in the water for sun protection purposes only. Clothing with metal zippers, snaps, buckles or buttons are not permitted. Street clothing including T-Shirts, basketball shorts, cut-offs, bike shorts, leotards, etc. are not allowed in the water. Swim diapers are required for all non-toilet trained users.

Conduct and Safety

- a) No running in the pool area.
- b) No roughhousing inside the pool area, showers, or locker rooms.
- c) No person shall hang on the back of another person.
- d) No floatation devices (water wings, inflatable tubes, etc.). Only US Coast Guard approved lifejackets that have been inspected by Aquatics personnel are allowed. An adult must be supervising the child at all times.
- e) No profanity
- f) Animals are not permitted in the pool area.
- g) Swimmers may be required to demonstrate, to a lifeguard, that they can swim one width of the pool to be eligible to swim in the deep end.

Operation Hours will vary depending on temperature, time of year, budget availability and safety concerns.

IX. ANIMALS WITHIN THE PARK

No person owning, possessing, harboring, or controlling any animal shall allow such animal to be at large. In the case of a dog, at large means “not under effective restraint by a leash.” In the case of animals other than dogs, at large means “not in the immediate presence or under their effective control of such person, in any place or position with the capacity to injure persons or property, or fights, bites or causes harm to any other animal or person.”

It shall be the responsibility of persons having charge of any animal to collect and dispose of excrement deposited in any public park/area.

No animal may enter or remain within any park area reserved for children or enter any play apparatus area.

No animal may be left unattended.

With the authorization from the District’s General Manager, or his/her designee, animals may be brought onto public parks or facilities for the purpose of animal shows, exhibits, festivals, and the like.

All park users are subject to Contra Costa County Ordinances relating to animal control services. Violations may be reported directly to Contra Costa County Animal Services at (925) 608-8400.

X. DOG PARK

Dog Park hours will generally coincide with the Community Center staff hours of operation. Special events, maintenance or other circumstances may extend or reduce hours that the Dog Park will be open to the public.

The Dog Park may be closed for the following:

- a. Park maintenance.
- b. During periods of inclement weather.
- c. Other circumstances deemed by staff to be necessary.

Rules and Regulations:

- a) Use at your own risk – owners are responsible for the actions and behavior of their dog(s).
- b) Dog waste must be cleaned up immediately by the dog’s owner. Dog waste bags may be available at the park entrance as a convenience; however, dog owners are responsible for ensuring a bag is available to retrieve their dog’s waste.
- c) Owners must be within the dog park and supervising their dog(s) at all times with leash readily available. Limit three dogs per person per visit.
- d) All children under age 13 must be accompanied by an adult.
- e) Pet treats and food are not allowed inside the dog park.
- f) No smoking, alcohol or glass containers allowed on the property.
- g) No bicycles, skateboards, roller blades or motorized vehicles allowed.
- h) Leashes should be removed once inside the dog park.
- i) No aggressive dogs allowed. Aggressive dogs must be leashed and removed immediately.
- j) Dogs in heat and puppies under 4 months of age are not allowed.
- k) All dogs must wear a collar with a current rabies tag and identification.
- l) Excessive barking is not allowed. Dogs should be under voice control by their owner.
- m) Owners must fill any holes their dog digs.

XI. AUTOMOBILES, BICYCLES AND OTHER CONVEYANCES

Unless specifically authorized, no person shall drive or propel any automobile, truck, motorcycle, motor scooter, motorized skate boards or scooter, or any other motor-powered vehicle within any park, except on the roads, driveways and/or parking lots provided and designated by the District General Manager or his/her designee for such use.

Parking overnight in any park parking lot is prohibited.

No person shall park any vehicle on any lawn or planted area in any park, unless specifically authorized by the District’s General Manager or his/her designee.

No person shall wash, grease, service or repair any vehicle in public park areas unless authorized by the District’s General Manager.

No motor vehicle or other conveyance shall be parked in any other area than an established or designated parking area.

Persons shall not ride or drive any horse or other animal within parks or common areas, unless authorized to do so by the District’s General Manager or his/her designee.

Persons riding bicycles, skateboards or skates may ride upon the designated improved park road or pathway (asphalt or concrete) only, and then only when operated in a safe manner and yielding to pedestrians. Trick and exhibitions, including grinding, jumping starts and rails on benches, are strictly prohibited.

Caution and courtesy shall be followed when riding bicycles, skateboards, or roller skates within any public park.

XII. FIRES, CAMPFIRES AND BARBEQUES

Fires, campfires, and barbecues (BBQ) shall be permitted only in grills already provided in the park and may not be left unattended. Fuel shall be of such types and fires kindled in such a manner as to prevent the danger of fire in the surrounding vegetation. No personal BBQ's are allowed unless specifically authorized by the District's General Manager or his/her designee.

Before leaving the premises, a park user starting a fire in an authorized place shall be responsible for assuring that the fire is thoroughly extinguished. Used coals, fuel or other flammable material used to cook should be left on the grill provided in the park and should not be dumped into garbage receptacles, bushes or on any lawn area.

XIII. USE OF INFLATABLE PLAY EQUIPMENT

The District requires any user, or operator, who intend to bring inflatable play equipment into the park provide the District with a Certificate of Liability Insurance showing valid liability coverage in the amount of \$1,000,000. A separate additional insured endorsement must be submitted listing the "Town of Discovery Bay CSD, its officers, officials, employees, and volunteers" as Certificate Holder and additional insured on the policy. Insurance Certificates must be submitted to the District at least **seven (7) business** days prior to the scheduled reservation.

Inflatable play equipment may only be operated in areas specifically designated by the District. Power sources are not available at Ravenswood Park or the Community Center. Generators may be used only with District authorization.

XIV. GOLF, ARCHERY AND HORSESHOES

No person shall play or practice golf, archery or horseshoes, except in designated areas.

XV. MODEL AIRPLANES, CARS AND OTHER SIMILAR DEVICES

No person shall fly model airplanes or operate gas powered model cars, vehicles, or other similar gas-powered remote-controlled devices within the grounds of any District Park.

Battery powered remote controlled vehicles or devices may be used, but in a courteous manner, yielding to pedestrians and other park users.

XVI. RESTROOM USE

No person shall use restrooms designated for the opposite sex, except children (age 6 and under) accompanied by an adult. All persons shall cooperate in maintaining restrooms in a neat and sanitary condition.

XVII. ALCOHOL

Unless permitted, no person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within a park area (reserved or not).

Violation of this regulation shall be grounds for immediate removal from any park area, **forfeiture of deposit**, citation by the Contra Costa County Sheriff's Department, and revocation of future use and reservation privileges.

XVIII. DISORDERLY CONDUCT PROHIBITED

Public parks are for the enjoyment and benefit of those persons who desire to use the facilities in an orderly manner. Disorderly conduct, including the following, is prohibited:

- a) Use of language which is offensive and likely to provoke an immediate violent reaction, including playing music which would do the same.
- b) Throwing of rocks, stones, or other missiles, likely to cause damage to any person, property, or animal. Use of typical play equipment, such as a frisbee or baseball, shall be allowed so long as it does not endanger other park users.
- c) Carrying firearms or other dangerous weapons in the park, that is potentially dangerous to human safety and wildlife, other than police officers in the discharge of their duties.

Weapons prohibited under this section include, but are not limited to: firearms, any gun, pistol, bow and arrow, slingshot, or any type of object or device capable of propelling a projectile, knives (other than pocket or kitchen knives for the purpose of preparing or serving food), daggers, and martial arts weaponry, axes or machetes.

- d) Possess, sell, display or discharge any fireworks or firecracker of any sort, except with explicit written authorization from the District General Manager and the East Contra Costa Fire Protection District.
- e) Playing any game of chance, or operating any gaming table or instrument, or equipment designed for such game of chance.
- f) Aggressive behavior, such as pushing, shoving, or intentionally walking/riding close to another while walking, running, riding a bicycle, scootering, skateboarding, or roller/in-line skating.
- g) Begging or soliciting contributions or subscriptions.
- h) Climbing upon or tending to deface any wall, fence, shelter, building, structure or other public facility or equipment.
- i) Appearing unclothed or in such attire, costume, or clothing as to be exposed to public view.

Persons who are disorderly or publicly offensive to other park users or nearby residents shall be asked to cease such activity, and upon failure to do so, may be required to leave the park.

XIX. EXCESSIVE NOISE PROHIBITED

No person shall make excessive noise that distracts or disturbs park patrons or nearby residents.

XX. SELLING AND ADVERTISING

No person shall sell, offer for sale, or give away any goods, wares or merchandise, or services (including training courses) within any park without having obtained authorization from the District's General Manager or his/her designee.

No person shall affix, cause to be posted or affixed to any tree, shrub, plant, fence, building,

structure, monument, wall apparatus, post, bridge, bench, gate or other physical object, any handbill, circular, booklet, card, pamphlet, sheet, poster or written or printed notice advertising any commodity, article, merchandise, business activity, person, or thing within any public park without the prior authorization of the District's General Manager or his/her designee.

XXI. EMERGENCIES

In an emergency or when the District's Board of Directors shall determine that the public interest, or public health, or public safety demands such action, any park, or any part or portion thereof, may be closed to the public and all persons may be excluded from entering or remaining therein until such park or area is reopened to the public.

XXII. EXHIBITIONS, EVENTS, FESTIVALS, MEETINGS & ASSEMBLIES

Any person, group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, parade, concert, picture show, bandstand, performance, entertainment or other form of amusement, or a function, business meeting, assembly, demonstration or any large gathering where the expected attendance is 50 people or more occupying the park at any one time, must first obtain permission from the District's General Manager or his/her designee.

All requests for authorization under this section must be submitted no less than 60 days prior to the event to allow District staff time to prepare for the event.

Groups of any size requiring the assistance from the District (i.e. street barricades, etc.) must make a request in writing to the District at least 60 days prior to the event and may be required to reimburse the District for costs incurred as a result of the event. The District's General Manager or his/her designee may waive these requirements on a case-by-case basis.

Users wishing to stage or disperse a parade in a park and who have the necessary permit from the District are exempt from the requirements of this section.

XXIII. CAMPING

No person shall camp, lodge, erect a tent, or other temporary structure overnight in any public park without the authorization of the District's General Manager or his/her designee.

XXIV. CARE AND MAINTENANCE OF THE PROPERTY

All refuse and debris within the park area shall be deposited within the appropriate can or receptacle provided. When a can or receptacle is not provided or is full, users must remove their refuse or trash from the park and properly dispose of it elsewhere.

No person shall cut, break, injure, tamper with, deface, remove or disturb any tree, shrub, plant, rock, building, wall, fence, bench, sign, structure, apparatus or property; or climb any tree or wall, stand or sit upon monuments, bases, fountains, railings, fences, or any other property not designated for such purposes, nor shall persons hitch a horse or other animal to any tree or structure.

No person shall construct or erect any building, run or string any public service utility except by special written authorization.

No person shall wear footwear that will damage, injure, or create the need for excessive maintenance on any field, court, deck, floor, turf, or specialized surface prepared for particular

games or activities.

Only persons authorized by the District shall perform any work in or upon the park. Work, such as taking up or replacing soil, turf, ground, pavement, structures, trees, shrubs, plants, or flowers, shall be performed solely under the authorization of the District's General Manager or his/her designee.

No person shall use a park or any portion of the park when posted by the District as being closed for any reason, including, but not limited to when the park or portion thereof is closed for repairs or maintenance.

No user may engage in graffiti, tagging, or other defacing of District property or the property of others. No person shall place or dump any foreign material such as dirt, rocks, grass clippings, building materials, bottles, cans or anything similar on or within all parks and common areas.

XXV. CONDITIONS AND LIMITATIONS

Entry into the parks including reservations issued under the provisions of this chapter are subject to such reasonable conditions as the issuing body may deem necessary in order to ensure that the proposed use will be compatible with the general use of the park. Such conditions may include, but are not limited to the following:

- a) Limitations on the times during which the proposed use will be permitted.
- b) Limitations on the locations at which the use will be permitted.
- c) Limitations on the number of people that will be permitted to participate in a use given a location.
- d) Requirement that the applicant furnishes a CERTIFICATE OF LIABILITY INSURANCE showing valid liability coverage in the amount of \$1,000,000. A separate ADDITIONAL INSURED ENDORSEMENT must be submitted listing the "Town of Discovery Bay CSD, its officers, officials, employees, and volunteers" as Certificate Holder and additional insured on the policy. Insurance Certificates must be submitted to the District at least **seven (7) business** days prior to the scheduled reservation.
- e) Requirement that the applicants furnish private patrol or security where the nature of the use will impose undue burdens on the Sheriff services of the District.
- f) Requirement that the applicants provide temporary sanitary facilities, trash containers, etc.
- g) Require that the applicant post fees, deposits, or other security to cover the extraordinary costs which may be incurred by the District as a result of the proposed use.

No conditions imposed under these Rules and Regulations shall unreasonably interfere with the rights of individuals to express themselves or assemble, provided, however, that such activities shall be subject to such reasonable regulations so as to ensure the rights of the people to use their public parks shall not be unreasonably impaired. All users shall comply with all park rules and regulations unless otherwise specifically exempted there from.

END



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2020-23

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT
ADOPTION OF AMENDED PARK RULES AND REGULATIONS
BOARD POLICY NO. 012**

WHEREAS, the Town of Discovery Bay Community Services District (“Town”) owns and maintains parks and recreations facilities located within Discovery Bay; and

WHEREAS, the Town previously adopted Park Rules and Regulations on April 20, 2011 and several Board approved amendments have been made to the Park Rules and Regulations since that time; and

WHEREAS, the Town’s Park Rules and Regulations Policy was last updated and amended December 19, 2018; and

WHEREAS, the Town’s Park Rules and Regulations are contained in Board Policy No. 012; and

WHEREAS, the Town endeavors to keep Town policies current, relevant and lawful by periodically reviewing and updating its policies; and

WHEREAS, it is necessary to update and amend the Town’s Board Policy No. 012 - Park Rules and Regulations.

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

SECTION 1. The Board adopts the Park Rules and Regulations Policy No. 012 as amended and attached.

SECTION 2. This Resolution shall take effect immediately upon its adoption.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 4th DAY OF NOVEMBER 2020.

Bill Pease
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on November 4, 2020, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

Michael R. Davies
Board Secretary



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

November 4, 2020

Prepared By: Dina Breitstein, Assistant General Manager
Submitted By: Michael Davies, General Manager

Agenda Title:

Discuss Discovery Bay Recreation & Sports, Inc. ("DBRS") Use of the Community Center Pickleball Courts 3, 4, 5, and 6.

Recommended Action

Review and recommend bringing to the Board of Directors for approval establishing a policy with Discovery Bay Recreation & Sports, Inc. ("DBRS"), granting priority use of the Community Center Pickleball Courts 3, 4, 5, and 6.

Executive Summary

The Discovery Bay Recreation & Sports, Inc. ("DBRS") expressed interest in converting seldom used tennis courts at the Town's Community Center into pickleball courts. DBRS fundraised and provided the District with a monetary donation of up to \$30,000. This donation was provided to cover the project's funding gap to convert tennis courts at the Town's Community Center to pickleball courts.

To acknowledge the monetary donation by DBRS for the Pickleball Courts, the Town's Board of Directors (the "Board") proposes to prioritize the use of the Pickleball Courts numbers 3, 4, 5, and 6 by DBRS, to the extent that such use does not interfere with Town activities or other Town-related uses.

The use of the Pickleball Courts will be in accordance with the following priorities, listed from first to last:

1. Town-related or sponsored programs and/or activities
2. Paid rentals
3. General Public
4. Discovery Bay Recreation & Sports, Inc. ("DBRS")

Provided there are no conflicting Town-related or sponsored programs and/or activities, or paid rentals, DBRS will have the right to use Pickleball Courts #3, 4, 5, and 6 according to the following schedule:

1. Tuesdays, Thursdays, and Saturdays between the hours of 8 am through 12 pm
2. Wednesdays from 4 pm (3 pm during daylight savings) until close
3. Mondays and Fridays from 4 pm (3 pm during daylight savings) until close

If DBRS wants to host a tournament, DBRS will submit a Special Event Permit Application to the Town for the use of the Pickleball Courts to conduct a pickleball tournament at least 60 calendar days before the first day of the tournament.

Provided there are no conflicting Town-related or sponsored programs and/or activities, or paid rentals, the Town will waive rental charges otherwise applicable to DBRS for its use of the Pickleball Courts to conduct two pickleball tournaments per calendar year.

Previous Relevant Board Actions for This Item

Attachments

Resolution 2020-24

AGENDA ITEM:



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2020-24

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT
ESTABLISHING A POLICY FOR DISCOVERY BAY RECREATION AND SPORTS, INC.
PRIORITY USE OF THE COMMUNITY CENTER PICKLEBALL COURTS**

WHEREAS, Discovery Bay Recreation & Sports, Inc. (“DBRS”) expressed interest in the Town of Discovery Bay Community Services District (the “Town”) converting seldom used tennis courts at the Town’s Community Center into pickleball courts; and

WHEREAS, the Town conducted a study of the costs required to convert the Community Center tennis courts into pickleball courts and determined that the costs exceeded grant funding awarded to the Town for recreation purposes; and

WHEREAS, DBRS provided a monetary donation of up to \$30,000 to the Town for the purpose of covering the funding gap for the project to convert tennis courts at the Town’s Community Center to pickleball courts (the “Pickleball Courts”); and

WHEREAS, the Pickleball Courts are a vital community resource that are used to foster community involvement and development; and

WHEREAS, to acknowledge the monetary donation by DBRS for the Pickleball Courts, the Town’s Board of Directors (the “Board”) desires to prioritize use of the Pickleball Courts by DBRS for purposes specified in this Resolution, to the extent that such use does not interfere with Town activities or other Town-related uses.

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

SECTION 1. Priorities for Use of Pickleball Courts

Use of the Pickleball Courts will be in accordance with the following priorities, listed from first to last:

1. Town-related or sponsored programs and/or activities
2. Paid rentals
3. General Public
4. Discovery Bay Recreation & Sports, Inc. (“DBRS”)

SECTION 2. DBRS Use of Pickleball Courts #3-6

Provided there are no conflicting (i) Town-related or sponsored programs and/or activities, or (ii) paid rentals, DBRS will have the right to use to the Pickleball Courts #3, 4, 5, 6 according to the following schedule:

1. Tuesdays, Thursdays, and Saturdays between the hours of 8am through 12pm
2. Wednesdays from 4pm (3pm during daylight savings) until close
3. Mondays and Fridays from 4pm (3pm during daylight savings) until close

SECTION 3. DBRS Tournament Use

DBRS will submit a Special Event Permit Application to the Town for use of the Pickleball Courts to conduct a pickleball tournament at least 60 calendar days before the first day of the tournament.

Provided there are no conflicting (i) Town-related or sponsored programs and/or activities, or (ii) paid rentals, the Town will waive rental charges otherwise applicable to DBRS for its use of the Pickleball Courts to conduct two pickleball tournaments per calendar year.

SECTION 4. Conditions of Use

Any use of the Pickleball Courts by DBRS will be subject to all terms, conditions, rules, regulations, and policies for the use of the Town’s facilities, as currently approved and as amended or added by the Town from time to time.

The Town reserves the right to cancel, revoke, or suspend any and all use of the Pickleball Courts by DBRS, with or without cause.

SECTION 5. This Resolution will take effect immediately and remain in effect until December 31, 2022, unless the Town’s Board of Directors take action directing otherwise.

PASSED, APPROVED, AND ADOPTED THIS ____ DAY OF _____ 2020.

Bill Pease
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on November 4, 2020, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary