



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

***COMMUNITY CENTER
AGENDA PACKET***

For the Meeting of Monday
February 11, 2013

7:00 P.M. Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

**NOTICE OF THE MEETING
OF THE COMMUNITY CENTER COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Monday, February 11, 2013
COMMUNITY CENTER MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

**Community Center Committee Members
Kevin Graves, Chair; Chris Steele, Vice-Chair; Diane Alexander, Paul Emmett, Jim Mattison**

COMMUNITY CENTER MEETING 7:00 P.M.

A. ROLL CALL

1. Call business meeting to order 7:00 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 and speak from the podium. There will be no dialog between the Committee and the commenter. Any clarifying questions from the Committee must go through the Chair.

C. APPROVE MINUTES

1. DRAFT Minutes of previous Community Center meeting dated February 4, 2013

D. PRESENTATIONS

1. EZ Facility Software Program Presentation

E. NEW BUSINESS AND ACTION ITEMS

1. Mission Statement Discussion
2. Schedule of Closure for Cleaning of Building
3. 2013 Earth Day Program Update
4. Future Programming Opportunities
5. Consideration of Committee Assignments

F. FUTURE AGENDA ITEMS

G. ADJOURNMENT

1. Adjourn to the next Community Center Committee meeting at 1800 Willow Lake Road Located behind the Delta Community Presbyterian Church

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

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

**MINUTES OF THE MEETING
OF THE COMMUNITY CENTER COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Monday, February 4, 2013
COMMUNITY CENTER MEETING 7:30 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

**Community Center Committee Members
Kevin Graves, Chair; Chris Steele, Vice-Chair; Diane Alexander, Paul Emmett, Jim Mattison**

COMMUNITY CENTER MEETING 7:30 P.M.

A. ROLL CALL

Call business meeting to order – 7:30 p.m. by Chair Graves
Roll Call – All Present

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

None

C. APPROVE MINUTES

1. DRAFT Minutes of previous Community Center meeting dated January 24, 2013

Motion by: Committee Member Jim Mattison to approve the minutes

Committee Member – Diane Alexander stated that the wording for her Brown Act training be added to the minutes

Motion Amended by: Committee Member Jim Mattison to approve the minutes to include the wording that the Brown Act training for Diane Alexander was completed on January 24, 2013

Second by: Vice-Chair Chris Steele

Vote: Motion Carried – AYES: 5, NOES: 0

D. NEW BUSINESS AND ACTION ITEMS

1. Review, Discussion and Possible Recommendation relating to Operating and Capital Budget for Discovery Bay Community Center

General Manager Howard – Provided details of item D-1. The Discovery Bay Community Center Operating Capital Proposed Budget was distributed. There was discussion between the General Manager, the Committee, and the Public. There were 5 Public Comment Speakers. The discussion continued between the General Manager and the Committee regarding the funding mechanism for the Discovery Bay Community Center.

Chair Kevin Graves – Stated that item D-4 – Review of Responses to Town of Discovery Bay Athletic Club Operational Request for Proposals has been moved to this location on the Agenda.

General Manager Howard – Provided details of item D-4. There was discussion between the General Manager and the Committee. There were 5 Public Comment Speakers. The discussion continued between the General Manager and the Committee. There was no action taken on item D-4.

Chair Kevin Graves – Stated that discussion is returning to Item D-1 - Review, Discussion and Possible Recommendation relating to Operating and Capital Budget for Discovery Bay Community Center

Motion by: Vice-Chair Steele to accept the Proposed Budget for the FY2013 to continue ongoing operations of the Athletic Facility as operated

Second by: Committee Member Jim Mattison

Motion Amended by: Chair Kevin Graves to include a not to exceed number of \$120,000 for Capital and a not to exceed number of \$60,000, net of revenues in Operating Capital for the next four months and that the funds be taken out of Zone 8

Second by: Vice-Chair Steele

There was one Public Comment Speaker. The discussion continued between the General Manager, the Committee, and the Public.

Vote: Motion Carried – AYES: 5, NOES: 0

2. Review, Discussion and Possible Recommendation relating to the Official Name and Logo of the Future Community Center

General Manager Howard – Provided details of item D-2. There was discussion between the General Manager, the Committee, and the Public. There were three Public Comment Speakers.

Motion by: Committee Member Paul Emmett to propose to the Board of Directors naming the Facility Discovery Bay Community Center.

Second by: Committee Member Diane Alexander

Vote: Motion Carried – AYES: 4 – Chair Kevin Graves, Vice-Chair Chris Steele, Member Diane Alexander, Member Paul Emmett, NOES: 1 – Member Jim Mattison

3. Review, Discussion and Possible Recommendation relating to the Mission Statement of the Future Community Center

General Manager Howard – Provided the details of item D-3. There was discussion between the General Manager and the Committee. There were two Public Comment Speakers. The discussion continued between the General Manager and the Committee. The Community Center Committee requested additional information on this item.

4. Review of Responses to Town of Discovery Bay Athletic Club Operational Request for Proposals

This section – D-4 – has been moved to location before D-2

5. Review, Discussion and Possible Recommendation relating to the User Fees of the Future Community Center

General Manager Howard – Provided details of item D-5. There was discussion between the General Manager and the Committee. There was a handout provided by a member of the Committee. The discussion continued between the General Manager and the Committee. There were two Public Comment Speakers.

Parks and Landscape Manager Perez – Provided additional information regarding a sample of Program and Fee Schedule. The discussion continued between the Parks and Landscape Manager, the General Manager, the Committee, and the Public.

E. FUTURE AGENDA ITEMS

1. Mission Statement Discussion
2. Schedule of Closure for Cleaning Building
3. 2013 Earth Day Program Update
4. Future Programming Opportunities
5. Consideration of Committee Assignments

F. ADJOURNMENT

The meeting adjourned at 9:34 p.m. to the next Community Center Committee meeting scheduled for February 11, 2013 at 7:00 p.m. at 1800 Willow Lake Road.

//cmc – 02.08.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



Town of Discovery Bay

"A Community Services District"
Community Center Committee
AGENDA REPORT

Meeting Date

February 11, 2013

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

Agenda Title

Review, Discussion and Possible Recommendation relating to the Mission Statement of the Future Community Center

Recommended Action

Forward recommendation to Town of Discovery Bay Community Services District Board of Directors to consider adoption of a Mission Statement for the future Community Center

Executive Summary

At the February 4, 2013 meeting of the Community Center Committee, staff presented a draft mission statement for Committee consideration. The Committee did not take any formal action on this item other than to seek additional information from staff on the possible development of a Mission Statement.

Mission Statements are often utilized by an organization to convey a sense of direction and describe their distinctive purpose. It is also important to describe how an organization is unique in its scope of operations and its services. Essentially, a Mission Statement conveys organizational purpose while providing motivation and general direction.

In the case of the Discovery Bay Community Center, staff recommends that a Mission Statement be adopted that can assist in promoting its message, describing its use, and setting its direction.

Staff has drafted a sample Mission Statement and is requesting committee review, input and possible recommendations. The draft statement reads: The mission of the Discovery Bay Community Center will be to provide a centralized location where community based programming is to be offered that will stimulate, educate and enrich the lives of people within Discovery Bay and surrounding communities and that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities.

It is also appropriate to more fully describe the functions, services offered, and the manner in which those services will be provided. For example, "The mission of the Discovery Bay Community Center will be to provide a centralized location where *fitness, aquatics, tennis, and* other community based programming is to be offered in a comfortable *and relaxing* environment that will stimulate, educate and enrich the lives of people within Discovery Bay and surrounding communities and that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities (*Italicized words added*).

The attached sample of Mission Statements from a variety of other Community Centers provides examples of mission statements that are used.

Staff is seeking Committee input.

Fiscal Impact:

Amount Requested N/A

Previous Relevant Board Actions for This Item

Approval of Discovery Bay Community Center Funding – January 23, 2013

Attachments

None

AGENDA ITEM: E-1

Reston Community Center Mission Statement

To create positive leisure, cultural and educational experiences which enhance the quality of life for all people living and working in Reston by:
Providing a broad range of programs in arts, aquatics, recreation, enrichment and life-long learning. Creating and sustaining community traditions through special events, outreach activities, and facility rentals. Building community through collaboration and celebration.
Each year we offer more than 2,000 programs, trips, events, and services to the residents of Small District 5 at greatly subsidized rates.

Mission Statement – Gulf Breeze, FL

The Mission of the Gulf Breeze Recreation Center is to plan, organize, and implement a program of recreational activities in direct response to the needs of the Citizens of Gulf Breeze. Provide and maintain a modern, fully functional and attractive recreation facility in a manner that represents the City and its Citizens in a positive manner. Support and assist the Gulf Breeze Sports Association in the organization, implementation and conduct of its youth sports program.

Harwich Community Center, Harwich, MA

The mission of the Harwich Community Center is to provide facilities for the residents (permanent residents and nonresident taxpayers) of Harwich to engage in recreational, social, educational, cultural, community service, civic, and governmental activities. The Center should provide opportunities for persons of all ages to participate in a wide range of programs that educate and stimulate the public, enhance self-confidence, and promote mental and physical health.

Owasso Community Center, OK

The mission statement of the Owasso Community Center is to promote and provide quality activities and services that will contribute to the physical, mental, emotional, and social well-being of the community.

Carleton College Recreation Center, Northfield, MN

The Carleton Recreation Center promotes the desire of students, faculty, and staff to seek and maintain a balanced, healthy lifestyle. The Center ensures that its environment and programs remain stimulating, challenging, and inviting. Recreation and leisure activities offered by the Carleton Recreation Center focus on integrating mind and body through positive traditional and non-traditional recreation and sport activities.

Redding Recreation Center, Redding, CA

To provide leisure activities, programs and facilities for people of all ages and abilities so that they can achieve and maintain an optimum quality of life.

Fort Wayne Recreation Community Center, IN

The mission of the Fort Wayne Parks and Recreation Community Center is to enrich the quality of life for citizens in the Fort Wayne area by providing a variety of leisure time opportunities for people of all ages, with special emphasis on programs and services for adults over 50 years of age.



Town of Discovery Bay

“A Community Services District”
Community Center Committee
AGENDA REPORT

Meeting Date
February 11, 2013

Prepared By: Fairin Perez, Parks & Landscape Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Review and discussion on Community Center temporary closure schedule

Recommended Action

As Necessary

Executive Summary

On February 4th, 2013 the Discovery Bay Community Center Committee reviewed the proposed Operating and Capital Budget for the Community Center. The committee forwarded a recommendation for approval and on February 6th, 2013 the Town of Discovery Bay Board of Directors voted to adopt the recommended budget.

Staff has already begun to implement some of the operational items related to the budget; including hiring, purchase of computer and software, scheduling of repairs and coordination with various vendors. In order to properly proceed with some of the repair and sanitation items, staff is proposing to temporarily close the facility for two days. The temporary closure will allow time for removal of all equipment so that a thorough carpet cleaning can occur. As each piece of equipment is removed, it will be inventoried, sanitized and checked for any required maintenance. After the floors have been cleaned, equipment will be relocated into the facility with consideration of all safety concerns. Equipment not operating or repairable will be moved offsite and stored. Any other repair items that require temporary power or water shut offs will also be scheduled during the closure period.

The temporary closure is tentatively planned to begin at 9:00 a.m. on Thursday, February 21, 2013, and reopen Saturday morning at 7:00 a.m. This allows for users to attend their regular classes or workout schedules and to plan accordingly.

Staff is seeking Committee input.

Fiscal Impact: \$0

Amount Requested \$0
Sufficient Budgeted Funds Available?: n/a
Prog/Fund # n/a Category: n/a

Previous Relevant Board Actions for This Item

Forwarded recommended Community Center Operating and Capital Budget – February 4th, 2013.

Attachments

AGENDA ITEM: E-2



Town of Discovery Bay

"A Community Services District"
Community Center Committee
AGENDA REPORT

Meeting Date
February 11, 2013

Prepared By: Fairin Perez, Parks & Landscape Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Discovery Bay Earth Day 2013 Festival and Volunteer Project

Recommended Action

As necessary

Executive Summary

The Town of Discovery Bay will host its second annual Earth Day Volunteer Project and Family Festival on Saturday, April 20, 2013.

On February 6, 2013, the Board of Directors of the Town of Discovery Bay finalized the purchase and Operating Budget and Capital budgets for the Community Center through June 30, 2013. Concurrent with the planning of the Community Center's operational issues, staff has been working on coordinating plans for this year's Discovery Bay Earth Day Volunteer Project and Family Festival. With the purchase of the new facility, staff recommends holding all festivities at the Community Center. The center is large enough to accommodate any visitors and give the community an opportunity to see and learn about their new Community Center, and what services will be offered.

On November 7, 2012, staff presented a possible Earth Day project option to the Board of Directors. The Board authorized and approved a Blue Star Memorial Project to be installed cooperatively with the Discovery Bay Garden Club at Slifer Park. This project is currently moving forward, however, it does not afford the same volunteer opportunities that last year's event held. With over 200 volunteers in 2012, it is estimated that the Blue Star Memorial Project will only accommodate approximately 20 volunteers. As a secondary Earth Day Volunteer Project, and to go hand-in-hand with the Earth Day Festival at the Community Center, staff is recommending the installation and program development of a "Community Garden" in the empty lot located on the northwest boundary of the Community Center property line (behind the fire station).

Staff will be presenting budgets, project ideas and samples for review and discussion.

Fiscal Impact:

Amount Requested: TBA

Sufficient Budgeted Funds Available?:

Previous Relevant Board Actions for This Item

Approval of the Blue Star Memorial and Garden – November 7, 2012

Approval of the Operating and Capital Budget for Community Center – February 4, 2013

Attachments

To be provided at meeting

AGENDA ITEM: E-3



No Back Up
Documentation For
Agenda Item # E-4

Sub Committee Directions

There are two categories under each individual name with two tasks to work on. You may select a support staff to assist you. As everyone has their tasks, each can stay focused on those so we are all engaged and working for the common goal simultaneously. Remember the Brown Act so only two people can work on one topic at a time. Three is a violation.

Each committee reports all new findings, information and progress to Rick four days before each meeting. He will then compile all progress and information into a complete report of our collective findings for the week and put it on a global spread sheet and /or power point. We then discuss our findings at each meeting and what each committee suggests we do. We then vote to accept the recommendations of each committee if appropriate or ask for more information to vote on at the next meeting or in the future.

It would be good practice to see two or more options from each of our committees and the one you recommend and why. What the attached spread sheet will look like from Feb 1st through June 1st

Committee Assignments

Owner	Kevin	Jim	Chris	Diane	Paul
Catagorys	Finance & Web Site	Club Events & Club Layout	Grounds & Facilities	Staffing & Classes	Equipment & Membership
Support					
Report to	Rick	Rick	Rick	Rick	Rick
	Income	1st/ 3rd Sat	Clean Up	Front Desk Staff	What's needed
	Staffing Costs	Birthday Party's	Fencing	Classes/ Times	Fitness/ aerobics
	Hard Costs	Family Reunions	Repair	Hours of opp.	Costs of equipment
	Net today	Concerts	Dog Run	Instructors	Maintenance costs
	Potential income	Vendor Day	BBQ Area	Manager	Items for sale
	Potential net		Lay out		Membership Fees.
	New web site		Landscaping		Increase Membership
			Color Paint		

Committee Assignments

Owner	Kevin	Jim	Chris	Diane	Paul
Catagorys	Finance & Web Site	Club Events & Club Layout	Grounds & Facilities	Staffing & Classes	Equipment & Membership
Support					
Report to	Rick	Rick	Rick	Rick	Rick
	Income	1st/ 3rd Sat	Clean Up	Front Desk Staff	What's needed
	Staffing Costs	Birthday Party's	Fencing	Classes/ Times	Fitness/ aerobics
	Hard Costs	Family Reunions	Repair	Hours of opp.	Costs of equipment
	Net today	Concerts	Dog Run	Instructors	Maintenance costs
	Potential income	Vendor Day	BBQ Area	Manager	Items for sale
	Potential net		Lay out		Membership Fees.
	New web site		Landscaping		Increase Membership
			Color Paint		