



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

**SDLF Platinum-Level of Governance**



PLATINUM LEVEL

President – Bryon Gutow • Vice-President – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**NOTICE OF THE SPECIAL MEETING  
OF THE FINANCE COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Tuesday, June 22, 2021  
4:00 P.M. – 5:00 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 Committee Chambers will be closed to the public.

To accommodate the public during this period of time that the Committee's Chambers are closed to the public, the Town of Discovery Bay Community Services District Committee Members have 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 ID **5193676302#**

Download Agenda Packet and Materials at [www.todb.ca.gov/](http://www.todb.ca.gov/)

### **Finance Committee Members**

*Chair Kevin Graves  
Vice-Chair Bryon Gutow*

#### **A. ROLL CALL**

1. Call business meeting to order 4:00 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 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 Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee 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 Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.

#### **C. DRAFT MINUTES TO BE APPROVED**

1. Approve DRAFT minutes of June 2, 2021, Finance Committee Meeting.

#### **D. PRESENTATIONS**

#### **E. DISCUSSION ITEMS**

1. Discuss Facility and Parks Rental Fee Schedule Revisions.
2. Contra Costa County Treasury Moving to Town of Discovery Bay.

**F. FUTURE DISCUSSION/AGENDA ITEMS****G. ADJOURNMENT**

1. Adjourn to the next Standing Finance 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 – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**MINUTES OF THE MEETING  
OF THE STANDING FINANCE COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, June 2, 2021  
4:30 P.M. - 5:30 P.M.**

## **NOTICE** **Coronavirus COVID-19**

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### **Finance Committee Members**

*Chair Kevin Graves  
Vice-Chair Bryon Gutow*

#### **A. ROLL CALL**

1. Call business meeting to order 4:30 p.m. – Led by Vice-Chair Gutow
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 May 4, 2021 Special Finance Committee Meeting.  
Motion made by Chair Graves to approve the DRAFT Minutes.  
Second by President Bryon Gutow.  
Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

#### **D. PRESENTATIONS**

1. Finance Update.  
Finance update provided by Finance Manager Julie Carter advising the committee that consultant Rick Clark, Senior Project Manager with Harris & Associates will attend the June 22 Special Finance Meeting to discuss the Zone study.

#### **E. DISCUSSION ITEMS**

1. Discussion Regarding Financial Review.  
Finance Manager Julie Carter discussed that 98% of revenue from the tax roll has been collected for this fiscal year. Bond payments have been paid. Discussion per department of annual revenue collected and expenses was presented to the Committee.

Chair graves questioned Zone 8 Net revenue/ expenditures percentage.  
Finance Manager Julie Carter stated she will get back to Chair Graves with a response.

**F. FUTURE DISCUSSION/AGENDA ITEMS**

**G. ADJOURNMENT**

1. Adjourned at 4:52 p.m. to the next Standing Finance Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

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DRAFT



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

June 22, 2021

**Prepared By:** Monica Gallo, Recreation Programs Supervisor  
**Submitted By:** Dina Breitstein, Assistant General Manager

**Agenda Title:**

Discuss Facility and Parks Rental Fee Schedule Revisions.

**Recommended Action**

Recommend to the Board of Directors Approval of Revisions to the Facility and Parks Rental Fee Schedules.

**Executive Summary**

Annually, or as needed, staff reviews the Facility and Parks Rental Fee Schedule to adjust fees and other needed modifications. The last revision to the Facility and Parks Rental Fee Schedule was on February 20, 2019. At that time, the revisions were related to reservations, deposits, and other administrative revisions.

It is Staff's recommendation to modify the current fees and include the addition of a "Special Events" fee.

**Previous Relevant Board Actions for This Item**

**Attachments**

Facility Rental Fee Schedule 02/20/19  
 Facility Rental Fee Schedule DRAFT 2021  
 Parks Rental Fee Schedule 02/20/19  
 Parks Rental Fee Schedule DRAFT 2021

AGENDA ITEM: E-1



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
FACILITY RENTAL FEE SCHEDULE**

Indoor Facilities	Week Day (M-F) 2 Hour Minimum		Week End 2 Hour Minimum		Deposit
<b>Community Center –</b> Arts Room or Multi-Purpose Room Capacity: 35	Resident Non-Resident Commercial	\$25.00/Hour \$35.00/Hour \$40.00/Hour	Resident Non-Resident Commercial	\$30.00/Hour \$40.00/Hour \$50.00/Hour	\$250.00
<b>Community Center –</b> Swimming Pool Up to 60 People	Resident Non-Resident Commercial	\$120.00/Hour \$150.00/Hour \$195.00/Hour	Resident Non-Resident Commercial	\$120.00/Hour \$150.00/Hour \$195.00/Hour	\$250.00
<b>Community Center –</b> Swimming Pool 60 - 140 People	Resident Non-Resident Commercial	\$135.00/Hour \$165.00/Hour \$210.00/Hour	Resident Non-Resident Commercial	\$135.00/Hour \$165.00/Hour \$210.00/Hour	\$250.00
Combo Facilities	Week Day (M-F) 2 Hour Minimum		Week End 2 Hour Minimum		Deposit
<b>Entire Community Center</b> – Indoor Only	Resident Non-Resident Commercial	\$80.00/Hour \$110.00/Hour \$130.00/Hour	Resident Non-Resident Commercial	\$95.00/Hour \$125.00/Hour \$160.00/Hour	\$500
<b>Entire Community Center</b> Indoor/Outdoor NO POOL	Resident Non-Resident Commercial	\$100.00/Hour \$140.00/Hour \$170.00/Hour	Resident Non-Resident Commercial	\$115.00/Hour \$155.00/Hour \$200.00/Hour	\$500
<b>Entire Community Center</b> Indoor/Outdoor plus, Pool (less than 60)	Resident Non-Resident Commercial	\$220.00/Hour \$290.00/Hour \$365.00/Hour	Resident Non-Resident Commercial	\$235.00/Hour \$305.00/Hour \$395.00/Hour	\$500
<b>Entire Community Center</b> Indoor/Outdoor plus, Pool (60+)	Resident Non-Resident Commercial	\$235.00/Hour \$305.00/Hour \$380.00/Hour	Resident Non-Resident Commercial	\$250.00/Hour \$320.00/Hour \$410.00/Hour	\$500
<b>Community Center</b> Event Lawn & BBQ Area	Resident Non-Resident Commercial	\$20.00/Hour \$30.00/Hour \$40.00/Hour	Resident Non-Resident Commercial	\$20.00/Hour \$30.00/Hour \$40.00/Hour	\$250
<b>Community Center</b> Event Lawn	Resident Non-Resident	\$10.00hr/\$50 up to 6 hrs. \$15.00hr/\$75 up to 6 hrs.	Resident Non-Resident	\$80.00 \$150.00	\$250



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
FACILITY RENTAL FEE SCHEDULE**

Facilities	Hourly/Half Day (6 hrs.)		Daily (Operating hrs.)		Deposit
<b>Community Center</b> BBQ Area	Resident	\$10.00hr/\$50 up to 6 hrs.	Resident	\$80.00	\$250
	Non-Resident	\$15.00hr/\$75 up to 6 hrs.	Non-Resident	\$150.00	
<b>Community Center</b> Tennis Courts (Individual Court Fees)	Resident	\$5.00hr/\$25 up to 6 hrs.	Resident	\$50.00	\$100 (total rental)
	Non-Resident	\$8.00hr/\$40 up to 6 hrs.	Non-Resident	\$75.00	

Long-term, or reoccurring rentals (more than 16 hours) will be considered only if space and schedule allow. Pricing and terms will be negotiated by Staff, with final approval by General Manager.

All indoor Facility Rentals require a 2-hour minimum.

“Commercial” shall be defined as those individuals and/or groups which operate trainings, lessons or games for profit.

Swimming pool rentals are only available during non-recreational swim and/or aquatics programming hours.

Swimming pool rentals require a 2-hour minimum.

Town of Discovery Bay Lifeguards are required for pool rentals.

The General Manager may, on the finding that it is in public interest, waive part or the entire facility fee. Such a fee waiver shall be summarized on the next available board agenda.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
FACILITY RENTAL FEE SCHEDULE**

Facilities	Week Day (M-F) 2 Hour Minimum		Weekend 2 Hour Minimum		Deposit
<b>Community Center –</b> Arts Room or Multi-Purpose Room Capacity: 35	Resident	\$25.00/Hour	Resident	\$30.00/Hour	\$250.00
	Non-Resident	\$35.00/Hour	Non-Resident	\$40.00/Hour	
	Commercial	\$40.00/Hour	Commercial	\$50.00/Hour	
<b>Community Center –</b> Swimming Pool Up to 60 People	Resident	\$120.00/Hour	Resident	\$120.00/Hour	\$250.00
	Non-Resident	\$150.00/Hour	Non-Resident	\$150.00/Hour	
	Commercial	\$195.00/Hour	Commercial	\$195.00/Hour	
<b>Community Center –</b> Swimming Pool 60 - 140 People	Resident	\$135.00/Hour	Resident	\$135.00/Hour	\$250.00
	Non-Resident	\$165.00/Hour	Non-Resident	\$165.00/Hour	
	Commercial	\$210.00/Hour	Commercial	\$210.00/Hour	
Combo Facilities	Week Day (M-F) 2 Hour Minimum		Weekend 2 Hour Minimum		Deposit
<b>Entire Community Center</b> – Indoor Only	Resident	\$80.00/Hour	Resident	\$95.00/Hour	\$500
	Non-Resident	\$110.00/Hour	Non-Resident	\$125.00/Hour	
	Commercial	\$130.00/Hour	Commercial	\$160.00/Hour	
<b>Entire Community Center</b> Indoor/Outdoor NO POOL	Resident	\$100.00/Hour	Resident	\$115.00/Hour	\$500-\$1,500
	Non-Resident	\$140.00/Hour	Non-Resident	\$155.00/Hour	
	Commercial	\$170.00/Hour	Commercial	\$200.00/Hour	
<b>Entire Community Center</b> Indoor/Outdoor plus, Pool (less than 60)	Resident	\$220.00/Hour	Resident	\$235.00/Hour	\$500-\$1,500
	Non-Resident	\$290.00/Hour	Non-Resident	\$305.00/Hour	
	Commercial	\$365.00/Hour	Commercial	\$395.00/Hour	
<b>Entire Community Center</b> Indoor/Outdoor plus, Pool (60+)	Resident	\$235.00/Hour	Resident	\$250.00/Hour	\$500-\$1,500
	Non-Resident	\$305.00/Hour	Non-Resident	\$320.00/Hour	
	Commercial	\$380.00/Hour	Commercial	\$410.00/Hour	

Facilities	Hourly		Daily		Deposit
<b>Community Center</b> Event Lawn & BBQ Area	Resident	\$30.00/Hour	Resident	\$280.00	\$500-\$1,500
	Non-Resident	\$40.00/Hour	Non-Resident	\$380.00	
	Commercial	\$50.00/Hour	Commercial	\$480.00	
	Special Event	\$60.00/Hour	Special Event	\$580.00	
<b>Community Center</b> Event Lawn	Resident	\$15.00/Hour	Resident	\$130.00	\$250-\$1,000
	Non-Resident	\$20.00/Hour	Non-Resident	\$180.00	
	Commercial	\$25.00/Hour	Commercial	\$230.00	
	Special Event	\$30.00/Hour	Special Event	\$280.00	





**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
FACILITY RENTAL FEE SCHEDULE**

<b>Community Center</b> BBQ Area	Resident	\$15.00/Hour	Resident	\$130.00	\$250-\$1,000
	Non-Resident	\$20.00/Hour	Non-Resident	\$180.00	
	Commercial	\$25.00/Hour	Commercial	\$230.00	
	Special Event	\$30.00/Hour	Special Event	\$280.00	
<b>Community Center</b> Tennis / Pickleball Courts (Individual Court Fees)	Resident	\$6.00/Hour	Resident	\$50.00	\$100 (total rental)
	Non-Resident	\$9.00/Hour	Non-Resident	\$75.00	

Long-term, or reoccurring rentals (more than 16 hours) will be considered only if space and schedule allow. Pricing and terms will be negotiated by Staff, with final approval by General Manager.

All indoor Facility Rentals require a 2-hour minimum.

“Commercial” shall be defined as those individuals and/or groups which operate trainings, lessons or games for profit.

“**Special Event**” shall be defined as any group of people, 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 200 people or more occupying any area of the Community Center facility at any one time.

All rentals are subject to Conditions of Approval and deposits at the discretion of the General Manager based on safety, security, risk of damage and other potential impacts that may be caused by the nature and circumstances of the rental activity.

Swimming pool rentals are only available during non-recreational swim and/or aquatics programming hours.

Swimming pool rentals require a 2-hour minimum.

Town of Discovery Bay Lifeguards are required for pool rentals.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
PARKS RENTAL FEE SCHEDULE**

Park Area	Hourly		Half Day (6 Hour)		Daily (Operating Hours)	Deposit
Cornell Park – Tennis Court <b>OR</b> Pickle Ball (Single Courts)	Resident: \$5.00 Non-Resident: \$8.00	Resident: \$25.00 Non-Resident: \$40.00	Resident: \$50.00 Non-Resident: \$75.00			\$50.00*
Cornell Park – Baseball Field	Resident: \$5.00 Non-Resident: \$8.00	Resident: \$25.00 Non-Resident: \$40.00	Resident: \$50.00 Non-Resident: \$75.00			\$100.00
Cornell Park – Soccer Field	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00			\$50.00
Cornell Park – Shaded Picnic Area	Resident: \$10.00 Non-Resident: \$15.00	Resident: \$50.00 Non-Resident: \$75.00	Resident: \$80.00 Non-Resident: \$150.00			\$50.00
Cornell Park – Bocce Ball Courts	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00			\$50.00*
Cornell Park – Horse Shoe Pits	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00			\$50.00*
Ravenswood Park - Covered Picnic Tables Area 1 <b>or</b> Area 2	Resident: \$6.00 Non-Resident: \$9.00	Resident: \$30.00 Non-Resident: \$45.00	Resident: \$60.00 Non-Resident: \$90.00			\$50.00
Ravenswood Park – Soccer Field	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00			\$50.00

**Park use is on a first come, first served basis. Reservations are strongly encouraged and are REQUIRED by Sports Leagues/Organizations (regardless if use is for organized practice or game play), for groups over 50, and any time a user intends to bring inflatable play equipment into the park.**

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

Residents must show proof of residency at time of reservation request.

Long-term rentals: Fees and other terms will be outlined in a separate Memorandum of Understanding.

Fee for Cancellation Processing. 50% of the total Rental fee or \$35, whichever is less.



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COMMUNITY SERVICES DISTRICT  
PARKS RENTAL FEE SCHEDULE**

Park Area	Hourly		Daily		Deposit
Cornell Park – Tennis Court <b>OR</b> Pickle Ball (Single Courts)	Resident:	\$5.00	Resident:	\$50.00	\$50.00
	Non-Resident:	\$8.00	Non-Resident:	\$75.00	
Cornell Park – Baseball Field	Resident:	\$8.00	Resident:	\$80.00	\$100.00
	Non-Resident:	\$11.00	Non-Resident:	\$110.00	
Cornell Park – Soccer Field	Resident:	\$8.00	Resident:	\$80.00	\$50.00
	Non-Resident:	\$11.00	Non-Resident:	\$110.00	
Cornell Park – Shaded Picnic Area	Resident:	\$15.00	Resident:	\$150.00	\$50.00
	Non-Resident:	\$20.00	Non-Resident:	\$200.00	
Cornell Park – Bocce Ball Courts	Resident:	\$4.00	Resident:	\$40.00	\$50.00
	Non-Resident:	\$6.00	Non-Resident:	\$60.00	
Cornell Park – Horse Shoe Pits	Resident:	\$4.00	Resident:	\$40.00	\$50.00
	Non-Resident:	\$6.00	Non-Resident:	\$60.00	
Ravenswood Park - Covered Picnic Tables Area 1 <b>or</b> Area 2	Resident:	\$6.00	Resident:	\$60.00	\$50.00
	Non-Resident:	\$9.00	Non-Resident:	\$90.00	
Ravenswood Park – Soccer Field	Resident:	\$4.00	Resident:	\$40.00	\$50.00
	Non-Resident:	\$6.00	Non-Resident:	\$60.00	
Cornell Park/Ravenswood Park	Special Event	\$60.00	Special Event	\$400.00	\$500.00 - \$1,500.00

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