



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

**Parks and Recreation Standing Committee Board Members**

*Chair Chris Steele  
Vice-Chair Bill Pease*

**A. ROLL CALL**

1. Call business meeting to order 3:30 P.M.
2. Roll Call

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

During Public Comments, the public may address the Committee on any issue within the Committee's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time that item is before the Committee for consideration. Any person wishing to speak must come up to the designated location. There will be no dialog between the Committee and the commenter. Clarifying questions must go through the Committee.

**C. APPROVED MINUTES**

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

**D. DISCUSSION ITEMS**

1. Discussion related to the Activity Code of Conduct.
2. Discussion regarding GreenPlay Board Workshop Proposal and Recreation Programs Sustainability.
3. Discussion regarding conversion of remaining Tennis Court at Cornell Park to Pickleball.
4. Update related to Contract between Saturday Bridge Players and the Town.
5. Update related to meeting with the River Otters and Staff Tour of Rio Vista Swimming Pool.
6. Discussion related to the Front Entrance - Masonry Repairs, Painting and Lighting.
7. Discussion related to the Swimming Pool – Repairs Update.
8. Removal and Replacement of the Play Structure at Ravenswood Park.

**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



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

**MINUTES OF THE REGULAR MEETING  
OF THE PARKS AND RECREATION COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
WEDNESDAY, APRIL 19, 2017**

**STANDING PARKS AND RECREATION COMMITTEE REGULAR MEETING 3:30 P.M.**

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

**Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**Parks and Recreation Committee Members**

*Chair Chris Steele  
Vice-Chair Bill Pease*

**A. ROLL CALL**

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

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

Public Comment Regarding:

- Discovery Bay Lion's Club donation related to the replacement of the BBQ area at the Community Center in memory of Robert Abbadie.

**C. APPROVED MINUTES**

1. February 15, 2017 Parks and Recreation DRAFT meeting minutes - Approved

**D. DISCUSSION ITEMS**

1. Revised Policy language for Park and Facility Usage and Rental related to Insurance.  
General Manager Davies – Provided the details regarding Policy No. 012 Park Rules Regulations and Policy No. 013 Park and Facility Usage and Rental related to the Insurance; language revised to reflect the addition of a separate endorsement that we are co-insured. There was discussion related to who would fall under the revised language and events of 50 or more attendees would fall under the separate endorsement. Policy No. 012 and 013 will be brought to the board for approval of the revised language.
2. Discussion regarding repair or replacement of the Ravenswood Play Structure.  
Parks and Landscape Manager Miller – Provided the details regarding Ravenswood Play Structure related to the vandalism. There was discussion regarding the vandalism and the need for the Sheriff to be involved, having a police report, and damage documented to submit to our insurance company.
3. Discussion regarding removal and replacement of the Split Rail Fencing at Cornell Park.  
Parks and Landscape Manager Miller – Provided the details regarding the Cornell Park fencing and the need to be replaced; cost proposals for the fence replacement will be brought back for discussion.
4. Discussion regarding the purchase and installation of the Containment Building for Pool Chemicals.  
Parks and Landscape Manager Miller – Provided the details of a containment building related to the cost, and permits involved; architect will also be involved in a containment building which will increase the cost. There was discussion related to the architecture cost and the permitting for a new containment building.
5. Update related to various recreation classes, participation and revenue.  
Recreation Programs Supervisor Kaiser – Provided an updated related to the various recreation classes, participation and revenue. There was discussion related to the classes, the registration of classes through the Activities Guide, which will be out May 10<sup>th</sup>.

6. Discussion regarding the Community Center Swimming Pool; leak solution, update on heater and filter system cover.

Parks and Landscape Manager Miller – Provided an update related to the swimming pool (heater and filter system is fine) pool leaks ¾ of an inch a day. There was discussion related to where the leak is and the cost to fix. Parks and Landscape Manager Miller will discuss further solutions with Veolia and or other companies related to locating and fixing the leak.

7. Discussion regarding an update related to Red Cross Training.

Recreation Programs Supervisor Kaiser – Provided an update regarding the Red Cross Training related to Lifeguard Certification. There was discussion regarding Lifeguard training related to increasing swim lessons and the number of days the pool will be open.

8. Discussion regarding the Landscape Zone transfer plan from Contra Costa County to the Town of Discovery Bay.

Parks and Landscape Manager Miller – Provided the details of the transfer of the parks within Discovery Bay. There was discussion regarding the background and the legal aspect of the park transfer and to arrange an outside source to work on the park transfer.

9. Discussion regarding the current and planned Capital projects for each District.

Parks and Landscape Manager Miller – Provided an update related to the capital projects; Zone 61, Slifer Park – shade structure etc. (breaking ground soon), Zone 28 – Roberta Fuss Tot Lot Play Structure (funded by PG&E), Caltrans – Highway 4 weed abatement (Channel Road to Regatta Road). There was discussion regarding the projects, Zone 8 funds, reserves for future capital projects and Grant Funding.

10. Discussion regarding the maintenance and improvement projects for Highway 4 frontage, Discovery Bay Boulevard entrance, and Clipper Drive.

General Manager Davies – Provided an update related to the electrical for the front entrance, along with cleaning and painting the front entrance. There was discussion related to the improvements of the front entrance and the maintenance of the fence line along highway 4.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

None

**F. ADJOURNMENT**

1. The meeting adjourned at 4:40 p.m. to the next Standing Parks and Recreation Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 04-24-17

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



# Town of Discovery Bay Parks and Recreation Committee Meeting STAFF REPORT

Meeting Date

August 16, 2017

**Prepared By:** Mac Kaiser, Recreation Programs Supervisor  
**Submitted By:** Michael R. Davies General Manager

MRD

## Agenda Title

Activity Code of Conduct.

## Recommended Action

Discussion related to the Activity Code of Conduct.

## Executive Summary

The goal of the Recreation Services Department is to provide and promote recreational activities for persons interested in good conduct, fair play, and sportsmanship in a pleasant, safe and healthy environment.

Unfortunately, in today's society, a few individuals have become increasingly more vocal and/or physical when involved in recreational activities, either as participants or spectators. This creates potentially difficult situations for staff, other spectators, and/or participants, and in extreme cases, law enforcement officials in how to effectively deal with these situations.

As a main objective in developing this Activity Code of Conduct, staff hopes to enhance the enjoyment of the activity by participants and/or spectators by outlining an expected Code of Conduct at Town activities and programs.

Additionally, this Activity Code of Conduct provides the Town and staff with a set of Rules and Regulations, along with the penalties for violations.

Recommend the Activity Code of Conduct to be brought to the Board for adoption.

## Fiscal Impact:

Amount Requested \$ None

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

## Previous Relevant Board Actions for This Item

None

## Attachments

DRAFT Parks and Recreation Activity Code of Conduct.

AGENDA ITEM: D-1



## **Parks and Recreation Activity Code of Conduct**

### **Goal and Definitions**

**Goal** – The goal of the Town of Discovery Bay (“Town”) Recreation Services Department (the “Department”) is to provide and promote recreational activities for persons interested in good conduct, fair play and sportsmanship in a pleasant, safe and healthy environment. The purpose of this Activity Code of Conduct (“Code of Conduct”) is to enhance the enjoyment of the activity by all participants and spectators.

**Definitions** – For the purpose of the Code of Conduct, unless otherwise apparent from the context or defined elsewhere in the Code of Conduct, certain words and phrases used are defined as the following:

**“Activity”** is defined as a specified form of action in the area of recreation. An Activity may include, but is not limited to, a class, program, sports league, special event, training or meeting.

**“Flagrant”** is defined as extreme or deliberate violation of rules and regulations and/or customary acceptable behavior.

**“Instructor”** is defined as a Town authorized person who imparts knowledge or skill to another.

**“Official”** is defined as a Town authorized person who supervises the play of a sport or event.

**“Parent”** is defined as mother, father, legal guardian, grandparent, aunt, uncle, brother, sister or any adult representing that child at an event.

**“Participant”** is defined as one who takes part in an activity or program.

**“Person of Authority”** is defined as any full or part-time Town of Discovery Bay employee authorized to supervise and enforce Town of Discovery Bay rules, regulations or codes as they pertain to a specific activity.

**“Spectator”** is defined as an observer or on-looker of an activity.

**“Volunteer”** is defined as an individual, coach, manager, team parent, umpire, referee, teacher, or Town official who is giving their time and acting in a non-paid capacity.

**Activity Code of Conduct** – This Code of Conduct will be in effect before, during and immediately after all Town activities when on Town controlled property. All activities held on Town controlled property shall be conducted in compliance with the Town of Discovery Bay Policy #12, Rules and Regulations (“R/R”) specific to utilizing a particular facility/program. Violations of the Code of Conduct and R/R may result in penalties specified below as well as civil and/or criminal penalties.

### **Section 1 – Abusive Manner – NO PERSON SHALL:**

- Refuse to abide by the decision of an Official, Instructor or Person of Authority.
- Engage in overt demonstration of dissent or anger by throwing sports gear or equipment or any other display of forceful action in response to a decision or ruling by an Official, Instructor or Person of Authority.
- Dispute with or disrespect an Official, Instructor or Person of Authority or publicly discuss a decision reached by an Official, Instructor or Person of Authority in a derogatory or abusive manner.
- Verbally attack in an abusive manner any other person.
- Act in a disruptive manner.
- Use profane, obscene or vulgar language.
- Verbally, visually or physically harass any Official, Instructor or Person of Authority, Volunteer, Participant or Spectator.

### **Section 2 – Rough Tactics – NO PERSON SHALL:**

- Direct or use unnecessary rough tactics in the course of an activity against the body and person of another person.

**Section 3 – Aggression – NO PERSON SHALL:**

- Attack or act in an aggressive manner towards another person; be a willing participant in a fight; or threaten another person with a physical attack.

**Section 4 – Alcohol or Gambling – NO PERSON SHALL:**

- Appear upon the activity area at any time in an intoxicated condition or be allowed to consume alcoholic beverages while participating, watching, officiating, instructing or volunteering during an activity. The presence and/or the consumption of any and all alcoholic beverages are prohibited at all Town parks. See Town Policy #12, section XVI.
- Gamble or place bets concerning the outcome of an activity with any Spectator, Volunteer, Official, Instructor, Person of Authority or Participant.

**Section 5 – Use of Tobacco and/or Marijuana Products – NO PERSON SHALL:**

- During the course of an activity as a Participant, Spectator, Volunteer, Official, Instructor or Person of Authority partake in the smoking or chewing of tobacco or marijuana products.

**Section 6 – Suspended or Non-Registered Participants – NO PERSON OF AUTHORITY/VOLUNTEER SHALL:**

- Knowingly allow a suspended participant to participate in a game, match meet, or activity during the participant's time of suspension in any manner (such as a player, coach or scorekeeper) or allow a non-registered person to participate in a game, match, meet, or activity.

**Section 7 – Soliciting – NO PERSON SHALL:**

- Use any park or facility for the purpose of conducting a commercial business without a vendor permit. See Town Policy #12.

**Section 8 – Violations and Disciplinary Process – Any flagrant violation of the Code of Conduct, Town Policy #12 and/or R/R may result in immediate expulsion from the class, program and/or facility without refund.**

**Violations-**

- If an incident arises that is not covered by the Code of Conduct and/or R/R, the lead supervisor will determine what action will be taken.
- Flagrant or repeated violations of the Code of Conduct, Town Policy #12 and/or R/R will result in an extended suspension and probation or expulsion from activities and use of the facility.
- Any person ejected from an activity must leave the facility immediately; the person must remove himself/herself out of sight and sound of the Participants, Official, Instructor and/or Person of Authority.

**Disciplinary Process –**

VERBAL WARNING: Depending on the severity of the behavior, if a participant/spectator violates the Code of Conduct, Town Policy #12 and/or R/R, the Official, Instructor and/or Person of Authority may begin with a verbal request to stop the offending behavior. Egregious behavior or failure to comply with the request to stop the offending conduct will lead to the immediate expulsion of the participant.

**Section 9 - Expulsion:** Expelled Participants/Spectators will not be refunded and will not be permitted to return to the facility or participate in Town activities until approved by the Parks and Recreation Manager.

By signing this, I hereby acknowledge that I have read, understand and will abide by the Activity Code of Conduct.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Participant Name

\_\_\_\_\_  
Team/Organization Name (if applicable)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Date

# Town of Discovery Bay Community Services District, California



## Board of Directors Workshop Proposal



Prepared by

# **GREENPLAY** LLC

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

1021 E. South Boulder Road, Suite N  
Louisville, CO 80027  
(303) 439-8369  
[www.GreenPlayllc.com](http://www.GreenPlayllc.com)  
[Info@GreenPlayllc.com](mailto:Info@GreenPlayllc.com)

# Town of Discovery Bay, CA

## Board of Directors Workshop Proposal

### GreenPlay Scope and Fees

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

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

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

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

# GreenPlay Scope of Work

## Board of Directors Workshop – 6 hours

GreenPlay will meet with the Town of Discovery Bay staff and the Board of Directors in a workshop setting to develop some recreational program ideas and how to price them to the participants as well as develop a list of potential funding sources to operate the Community Service District. The three tasks identified for the six hour workshop are detailed in the following text.

## Recreational Program Needs Assessment

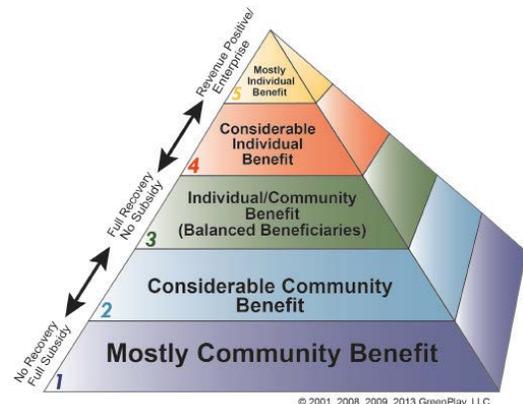
GreenPlay will facilitate a Program Needs Assessment with the Board of Directors and staff to create a list of potential recreational program opportunities for all demographics in the Town of Discovery Bay. GreenPlay will add regional/national programming trends knowledge to the discussion.

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

## Pyramid Methodology of Cost Recovery and Pricing

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

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



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

## Potential Funding Sources

Over 25 years of consulting with agencies across the United States, GreenPlay has compiled a list of over 100 potential funding sources, with brief explanations, that public parks and recreation agencies have utilized. During the workshop we will review the list for potential use for the Town of Discovery Bay. Some may already be in place, and many may not be permissible in California or the Discovery Bay CSD jurisdiction, however others may be useful.

The Board of Directors and staff will assist in categorizing the list of traditional and alternative potential funding sources into one of the following four tier categories. Comments and/or explanations can be added to each funding source as to why it falls into the tier.

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

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

## GreenPlay Fee - \$7,500.00

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

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

### Our fees include:

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

### As a baseline:

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

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

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

## River Otters Pool Request

### Basic/Minimum Requirements:

8 lanes/25 yards/all deep-water pool  
Removable Starting Blocks on one side/all lanes  
Stanchions for backstroke flags  
Skimmers  
Deck space

### Extra Requirements: (nice to have/would use every day)

12 lanes/25 yards/all deep-water  
Removable Starting Blocks on one side/all lanes  
Stanchions for backstroke flags  
Spill over Gutters  
Deck space and Turf  
Bleachers  
Basic Snack Bar Facility/Officials/Coaches Room  
Wrought Iron Fencing  
Basic Outdoor Sound System  
Basic Locker Rooms/Outside Showers  
Additional Storage building  
Drinking Fountains

### Ultimate Facility:

16 lanes/25 yards w/ bulk heads/all deep water  
Removable Starting Blocks on one side/all lanes  
Stanchions for backstroke flags  
Spill over Gutters  
Big Deck Space/Big Turf  
Bleachers w/ Big Shade  
Deluxe Snack Bar Facility/Officials/Coaches Room  
Wrought Iron Fencing  
Deluxe Outdoor Sound System  
Deluxe Locker Rooms/Outside Showers  
Additional Storage building  
Drinking Fountains  
Diving Boards – one, three-meter board, two, one-meter boards  
Permanent Touch Pads & Score Board that includes space for sponsor ads