



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](http://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](http://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 *RH*

**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**





**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 4<sup>th</sup>, 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





