



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

**NOTICE OF THE REGULAR MEETING
OF THE PARKS AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY**
Wednesday, March 4, 2020
**STANDING PARKS AND RECREATION COMMITTEE REGULAR
MEETING 4:30 P.M. – 5:30 P.M.**
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: 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 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 by filling out a comment form. The public will be called to comment in the order the comment forms are received. 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 view point of the Committee members.

C. DRAFT MINUTES TO BE APPROVED

1. November 6, 2019 Parks and Recreation DRAFT meeting minutes.
2. January 15, 2020 Parks and Recreation DRAFT special meeting minutes.

D. DISCUSSION ITEMS

1. Discussion Regarding the 2020 Parks and Recreation Public Event Calendar
2. Discussion Regarding the 2020 Program, Activity, and Event Waivers
3. Discussion Regarding an RFP for the Ravenswood Play Structure
4. Community Center and Landscaping list of deferred maintenance items including cost
5. Discussion on Recreation Services Department Annual Report for FY18-19

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

MINUTES OF THE REGULAR MEETING
OF THE PARKS AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, November 6, 2019
STANDING PARKS AND RECREATION COMMITTEE REGULAR
MEETING 4:30 P.M. – 5:30 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: 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. – 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. September 4, 2019 Parks and Recreation DRAFT meeting minutes – Approved.

D. DISCUSSION ITEMS

1. Discussion Regarding the Cancellation of the January 1, 2020 Parks and Recreation Committee Meeting. General Manager Davies – Provided the details regarding the cancellation of the January 1, 2020 Parks and Recreation Committee meeting. There was discussion regarding the cancellation of the Parks and Recreation meeting and reschedule to a special meeting if needed. The consensus of the Parks and Recreation Committee is to cancel the January 1, 2020 Parks and Recreation meeting.
2. Discussion and Update Regarding the Dog Park. Interim Parks and Landscape Manager Gallo – Provided an update regarding the Dog Park; installed drains and bark. The new gate will be installed, and possibly opening by springtime. There was discussion regarding the small dog park. General Manager Davies – Provided additional details regarding the relocation of gate.
3. Discussion and Update Regarding the Community Center Carpet. General Manager Davies – Provided the details regarding the Community Center carpet replacement. Interim Parks and Landscape Manager Gallo – Provided additional details regarding the Community Center carpet replacement. The installation will be on Monday November 11, 2019 and will take approximately 4 days. General Manager Davies – Introduced the new Finance Manager Julie Carter.

E. FUTURE DISCUSSION/AGENDA ITEMS

1. Community Center and Landscaping list of deferred maintenance items including cost. There was discussion regarding the list that is within the CIP.

F. ADJOURNMENT

1. The meeting adjourned at 4:43 p.m. to the next Standing Parks and Recreation Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 11-12-19

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



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

MINUTES OF THE SPECIAL MEETING
OF THE PARKS AND RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, JANUARY 15, 2020
STANDING PARKS AND RECREATION COMMITTEE SPECIAL
MEETING 6:00 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: 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 6:00 P.M. – Chair Graves.
2. Roll Call – All present.

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

Public Comment Regarding:

- Regatta Park current maintenance items; graffiti, trees over grown, weeds over grown.

Chair Graves – Recommended the resident continue conveying concerns regarding Regatta Park.

General Manager Davies – Stated that Staff is aware of the situation and the process is being followed.

C. DISCUSSION ITEMS

1. Discussion Regarding a Review of the Parks and Landscape Projects.

General Manager Davies – Provided a background regarding the assessment of the projects with the Town of Discovery Bay.

Chair Graves – Stated that the Parks and Recreation Committee members (Chair Graves and Vice-Chair Gutow) requested that there be a special meeting to review the Parks and Landscape Projects.

Parks and Landscape Manager Engelman – Provided a handout and the details regarding the Parks and Landscape Projects listed below:

- Community Center – Lighting, Grading, Landscaping, Tennis Courts, and the Bathrooms.
- Zone 8 – Basketball Court resurface, Discovery Bay entrance, Discovery Bay Boulevard, Clipper Drive, Newport Lane, and Tot Lot.
- Zone 9 – Ravenswood Park, Poe Drive, and Wilde Drive.
- Zone 35 – Bixler Median.
- Zone 57 – Regatta Park and Bixler.
- Zone 61 – Slifer Park, Park and Ride, Newport Lane and Drive, Bixler, Bixler entrance with Point of Timber, and Point of Timber entrance at Preston.

There was discussion regarding the projects listed above and the Parks and Recreation Committee would like to review the list and make comments.

General Manager Davies – Stated that the comments can be sent to the General Manager and those comments can be brought back to the next meeting that would include costs estimates for some of the projects.

The discussion continued regarding the overlapping of projects.

Public Comment Regarding:

- Zone 8 projects.

The discussion continued regarding other Zone 8 projects to be added to the list.

General Manager Davies – Stated that the recommendation to Staff from the Parks and Recreation Committee is for Staff to email the list to the Committee members to add comments to the Parks and Landscape Project List and that list will come back to the next Parks and Recreation Committee meeting along with the priorities for projects and costs estimates.

Public Comment Regarding:

- Regatta Park Lighting.

There was discussion regarding the lighting issues and the need for additional Landscape Staff.

General Manager Davies – Stated the Discovery Bay Parks ownership is:

- Cornell Park, Discovery Bay Boulevard, and the Community Center - Owned by the Town of Discovery Bay – Paid for by Zone 8.
- Ravenswood – Owned by the Town of Discovery Bay – Paid for by a Ravenswood Assessment.
- Zone 35 – Owned by Contra Costa County (Path/Bridge behind Safeway) – Paid for by Assessment (with an inflation mechanism based on an Engineering Report) and under contract with Contra Costa County and the Town maintains that zone.
- Zone 61 Slifer Park – Owned by the Contra Costa County and the residents pay an assessment to Contra Costa County and contracts with the Town (under a budget) for maintenance.
- Zone 57 Regatta Park – Owned by Contra Costa County and the County provides a budget to the Town for maintenance (no increase for an assessment from the County).

There was discussion regarding the maintenance of Regatta Park, Zoning of the Town of Discovery Bay, and the number of Landscape Staff needed for maintenance of the Town.

D. FUTURE DISCUSSION/AGENDA ITEMS

None.

E. ADJOURNMENT

1. The meeting adjourned at 6:27 p.m. to the next Standing Parks and Recreation Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 01-21-20

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



Town of Discovery Bay
"A Community Services District"
Parks and Recreation
STAFF REPORT

Meeting Date

March 4, 2020

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

Agenda Title

2020 Parks and Recreation Public Event Calendar.

Recommended Action

Approve Parks and Recreation Public Event Calendar for 2020.

Executive Summary

The Community Center proudly opened its doors in January 2014 and 2020 will represent the 7th full year of event programming for the Town of Discovery Bay. The Community Center continues to offer a variety of programming for all age groups, not only at the Community Center itself, but also at other Town facilities.

The Community Center continues to develop as a hub of activity and staff continues to offer or partner with various community groups to provide a variety of free as well as paid programming throughout the year. There also continues to be a variety of private parties that occur year-round including birthdays, family reunions, and many others that schedule the Center for their events.

Staff has developed the attached event calendar for Board consideration. The events listed are those which have been held in the past, for a total of 14 events. If the schedule is approved, these events will not come back before the Board for further authorization. Once each date and event type is accepted by the Board, Staff will then block those times and provide the event sponsor approval to proceed with their event planning.

All other events are subject to the terms and conditions in the Park Usage Rental Policy (Policy #013) and District Recreation Facilities Alcohol Policy (Policy #022). Both Policies are attached.

Fiscal Impact:

Amount Requested \$ N/A

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

N/A

Attachments

Proposed 2020 Parks and Recreation Public Event Calendar.
Board Policies #013 and #022.


AGENDA ITEM: D-1

2020 Parks and Recreation Public Event Calendar

2020 Event Dates	Times	Location	Event Title	Event Description	Approximate Attendance Numbers	Event Sponsors	Vendors on site	Food on site	Alcohol on site	Town/County Licenses Required	Fees Charged/Waived
April 11	8AM-1PM	DBCC	Easter Egg Hunt	DB Lions Club Easter Egg Hunt	500+	DB Lions Club	No	No	No	TODB Special Event Permit	Fees Waived
April 18	9AM-12PM	DBCC	Paws on Parade	Family friendly event for dogs	100-200	Town & DB Lions Joint Event	Yes	No	No	N/A	Fees Waived/proceeds back for dog park improvements
May 30-31	7AM-5PM	Cornell Park	Fundraising Pickleball Tournament	Pickleball Tournament to raise funding for Tennis Court conversion	100	Discovery Bay Recreation & Sports	No	Yes	No	TODB Special Event Permit	Fees Waived
May 30	8AM-10PM	DBCC	Summer Jam	Family friendly event featuring live music, food and alcohol in partnership with the DB Lions Club.	1,000-1,500	Town & DB Lions Joint Event	Yes	Yes	Yes	CCC Health Permit ABC License	Fees Waived/50% of net proceeds back to Community Center
June 12	7PM-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-75	Town Event	No	No	No	Movie Licensing	N/A Town Event
June 19	7PM-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-75	Town Event	No	No	No	Movie Licensing	N/A Town Event
June 24	3:00PM-6:00PM	DBCC	Library Program	Family friendly event with a focus on childrens entertainment	80	Town & CCC Library	No	No	No	TODB Facility Permit	Fees Waived
July 17	7PM-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-75	Town Event	No	No	No	Movie Licensing	N/A Town Event
July 13-17	8:00-3:30PM	DBCC	R.A.D. Program	This is a free Contra Costa County Sheriff's program for children that provides education on personal safety.	20-40	CCC Sheriff	No	Yes	No	TODB Facility Permit	Fees Waived
July 25	8:00AM - 10:00PM	DBCC	Summer Jam	Family friendly event featuring live music, food and alcohol in partnership with the DB Lions Club.	1,000-1,500	Town & DB Lions Joint Event	Yes	Yes	Yes	CCC Health Permit ABC License	Fees Waived/50% of net proceeds back to Community Center
August 17	7PM-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-75	Town Event	No	No	No	Movie Licensing	N/A Town Event
September 12	8:00AM - 10:00PM	DBCC	Summer Jam	Family friendly event featuring live music, food and alcohol in partnership with the DB Lions Club.	1,000-1,500	Town & DB Lions Joint Event	No	Yes	No	CCC Health Permit ABC License	Fees Waived/50% of net proceeds back to Community Center

2020 Parks and Recreation Public Event Calendar

Month	Time	Location	Event Name	Notes	Attendance	Discovery Bay Recreation & Sports	No	Yes	No	TODB Special Event Permit	Fees Waived
October	7AM-5PM	Cornell Park	Fundraising Pickleball Tournament	Pickleball Tournament to raise funding for Tennis Court conversion	100		No		No		
October 28	3:00PM-6:00PM	DBCC	Library Program	Family friendly event with a focus on childrens entertainment	80	Town & CCC Library	No	No	No	TODB Facility Permit	Fees Waived
December 4-7	8:00AM-8:00AM	DBCC	Holiday Parade	Judging tent located in the CC parking lot	1000+	Delta Sun Times & Discovery Bay Lions Club	No	Yes	No	TODB Facility Permit CCC Health Permit ECCRPD Event Permit	No fee schedule for use of parking lot

 <h2 style="margin: 0;">Town of Discovery Bay</h2>		
Program Area: Parks and Landscaping	Policy Name: Park & Facility Usage & Rental Policy	Policy Number: 013
Date Established: April 20, 2011	Date Amended: May 3, 2017	Resolution: 2016-17

I. GENERAL INFORMATION

The Park & Facility Usage and Rental Policy outlines specific regulations and requirements associated with the permitted rental of a public facility and/or area within the Town of Discovery Bay Community Services District (District) owned or operated park. Obtaining a permit shall grant the user basic usage and access rights for the approved purpose and time only. Any fees or deposits established by the District Board of Directors shall be paid by the applicant prior to the approval of the permit. All users shall comply with County, State and Federal laws.

The District reserves the right to cancel, revoke or suspend any and all reservations, permits and applications if deemed inappropriate, flagrantly disrespectful or if harmful activities are taking place in the park or facility. No notice is required and, in some cases, the Sheriff will be notified and enforcement action will be requested. Violations of this policy may result in forfeiture of fees and/ or deposit.

Facilities and parks available for rental include:

1. Cornell Park, Tennis Court
2. Cornell Park, Pickle Ball Courts
3. Cornell Park, Baseball Field
4. Cornell Park, Soccer Field
5. Cornell Park, Shaded Picnic Area
6. Cornell Park, Horse Shoe Pits or Bocce Courts
7. Ravenswood Park, Covered Picnic Area 1
8. Ravenswood Park, Covered Picnic Area 2
9. Ravenswood Park, Soccer Field
10. Community Center, Tennis Court(s)
11. Community Center, BBQ Area
12. Community Center, Reception Area
13. Community Center, Arts and Crafts/Meeting Room
14. Community Center, Multi-Purpose Room
15. Community Center, Event lawn
16. Community Center, Swimming Pool

II. ELIGIBILITY & PRIORITY

The District reserves the right to exclude or remove activities it deems inappropriate for public use. District business will take precedence over any and all other meetings. Groups that have a reservation in advance are subject to cancellations, in rare circumstances, to accommodate this priority. All fees will be returned to the user if the District requires a cancellation or relocation of the reserved event.

In issuing permits, priority shall be given to Discovery Bay residents and events serving the Discovery Bay community.

III. RESERVATION REQUIREMENTS

The renter must be over 18 years of age, and submit a complete Reservation Form to the Community Center, a refundable damage deposit, and all applicable user fees and insurance as described in Insurance Requirements. Renters are required to provide the name and phone number of the principal contact person and a secondary contact. This person must be present onsite during the approved rental period and will be the emergency contact, and is responsible for ensuring compliance with the policies outlined. A copy of the permit must be onsite and available upon request by District staff or representatives during approved rental period.

Single day reservation may be made up to one (1) year in advance. Long-term league reservations may be made up to four (4) months in advance, unless previously approved by the Town of Discovery Bay CSD Board of Directors.

No reservation or agreement will be approved or signed until the requesting user has paid the applicable deposits and fees.

Insurance Requirements: All sports leagues, organizations, or inflatable play equipment operators are required to 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 additional insured on the policy. Insurance Certificates must be submitted to the District at least five (5) days prior to the scheduled reservation.

Cancellations: Park Rental cancellations occurring five (5) business days or more prior to the event will be refunded all fees and deposits. Cancellations occurring four (4) business days or less prior to the event will forfeit all applicable fees but be refunded all of the deposit.

Cancellation for Indoor Facility Rentals at the Community Center occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15) days prior to the event date will forfeit all applicable fees. In all cases of cancellation, the deposit shall be returned.

Cancellation fees above do not reflect any cancellation processing fees. Processing fees are in addition to the cancellation fees described here.

Clean Up: Renters are required to clean up and return the park or area to the original condition. Trash must be placed in the receptacles provided. Trash that does not fit in the trash receptacle must be disposed of properly by the renter.

Reasonable party decorations are permitted. However, users may not put staples or nails into any tree, sign, wall or table for any purpose. All decorations must be taken down and removed from the facility.

Deposit Forfeiture: Renter agrees to take full responsibility for the behavior of their guests during the rental period. Children must be supervised at all times by adults. Any charges for damage to the park or facility or its furnishings will be deducted from the deposit. Rentals that exceed the reserved time period will be charged the hourly rate to be deducted from the deposit. Failure to leave the rented area in satisfactory condition will result in deposit forfeiture. Upon a satisfactory inspection of the premises by District staff, the deposit check will be destroyed or returned to the applicant.

Prohibited Activities: No person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within any park area, unless expressly authorized in advance of the event by the Board of Directors. The General Manager, or designee, is authorized to approve service of alcoholic beverages for private events taking place at the Discovery Bay Community Center once a complete and approved application is received and all insurance requirements and other conditions of approval are approved. See Special Conditions regarding the serving and or/sale of Alcoholic beverages, below. Fires and barbecues (BBQ) shall be permitted only in grills already provided in the park. There shall be no overnight events or camping at any Discovery Bay park facility unless expressly authorized in advance of the event by the Board of Directors.

Gambling activities are expressly prohibited at all Town of Discovery Bay Parks and Recreation facilities. Individuals or groups of individuals in violation of this prohibited activity shall immediately cease the prohibited activity. Failure to cease shall result in the immediate notification of local law enforcement authorities.

Renter agrees that they will comply with all state and local laws including but not limited to activities that require a state or local permit. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

Special Conditions regarding the serving and or/sale of Alcoholic beverages:

If alcohol is to be served or sold, it must be indicated on the rental application. The General Manager or Board of Directors, as identified above, must approve any application which includes consumption or sale of alcohol. Once approved, it is the responsibility and liability of the Renter and/or organization renting the facility. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

To sell alcoholic beverages at your event, a valid alcohol permit from the California Department of Alcoholic Beverage Control Board (A.B.C.) must be obtained. The permit must be on file with the District offices at least ten (10) days prior to your event.

Food and Alcohol may be consumed without an Alcohol permit from the A.B.C. when there is no monetary exchange for the food, beverages or admission charged for the event.

Violation of any of these requirements will result in immediate termination of Renter's event and will result in forfeiture of the damage deposit.

The District may require additional deposits, insurance and/or security for events where alcohol is served. These additional requirements will be determined by the circumstances of each rental request.

Food Preparation: Food and non-alcoholic beverages may be served, but not prepared on site for any indoor facility rentals at the Community Center.

Exhibitions, Events, Festivals, Meeting and Assemblies: Any person, group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, concert, picture show, bandstand, performance, entertainment or other form of amusement or function where the expected attendance is fifty (50) people or more occupying the park at any one time, must first obtain written authorization from the District's General Manager. These types of requests must be submitted no less than sixty (60) days prior to the event.

IV. MISCELLANEOUS

Any policy listed herein may be waived or modified on a case-by-case basis and at the discretion of the Board of Directors.

Requirements listed herein, except those identified as "prohibited", may be waived or modified on a case-by-case basis by the General Manager, or designee, upon the finding of public interest; any such modification (including modification to fees) shall be summarized on the next available board agenda.

Policy Established:

April 20, 2011

Policy Amended:

July 16, 2013

January 8, 2014

December 16, 2015

October 19, 2016

May 3, 2017



Town of Discovery Bay

Program Area: Parks & Recreation	Policy Name: Alcohol Policy	Policy Number: 022
Date Established: September 3, 2014	Date Amended: 09/18/2019	Resolution: 2014-21

POLICY STATEMENT

The Town of Discovery Bay Community Services District supports the ability to allow renters of District facilities the ability to host private parties and to serve or consume alcohol during facility rentals when it is determined by staff to be feasible and age appropriate. This policy provides the framework to guide renters in the process to be able to serve or consume alcohol for private parties and events. The Policy outlines the procedural structure that adjusts to the different types of facility rentals based on the number of planned attendees. Management within the District must determine the appropriateness for alcohol consumption during all potential rentals to maintain consistency with this policy.

APPLICATION, AGREEMENT, & SPECIAL ALCOHOL PERMIT

Each potential renter that would like to serve or consume alcohol during a facility rental must fill out the appropriate application and agreement as well as the special alcohol permit. The rental applicant must also meet all guidelines listed in the agreement. The District reserves the right to accept or reject an individual or group's offer to serve or consume alcohol. It is strictly prohibited to sell or barter alcohol, and will be cause for immediate revocation of the permit and the cancellation of the event.

SPECIAL ALCOHOL PERMIT QUALIFICATIONS

- **Age** - Any person seeking to rent a District facility who intends on serving or consuming alcohol must be 21 years of age with a valid ID, and anyone who wishes to serve or consume alcohol during the rental must be 21 years of age and have a valid ID. Special Alcohol permits will not be issued if the guest of honor is a minor or if the majority of the attendees are minors.
- **Applications & Fees** - All applicants must fill out a rental application for the facility they would like to rent. All rental fees and deposits must be paid in full prior to the event. The Special Alcohol permit must be filled out completely and submitted at least (2) weeks prior to the rental. The alcohol permit fee for the Special Alcohol Permit is based on the number of attendees who will be present during the rental period.

1-50 Attendees - \$50
51-100 Attendees - \$75
100+ Attendees - \$100
- **Insurance** - Applicants shall provide a Certificate of Insurance that names the "Town of Discovery Bay CSD" as the certificate holder, additional insured and include the Additional Insured Endorsement. Must provide proof of commercial general liability insurance in an amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate at least (10) business days prior to the event.

DETERMINING AND APPROVAL – SPECIAL ALCOHOL PERMIT

Once the District has received a Special Alcohol permit application, the Department Manager will review the permit and make sure that all qualifications have been met. Completed forms will be reviewed for approval by the General Manager, or designee, prior to issuance of a Special Alcohol Permit.

FACILITIES

The following are the District facilities at which serving or consumption of alcohol may be approved during facility rentals with the required permits and fees

Indoor Facilities

Discovery Bay Community Center's Multi-purpose Room
Discovery Bay Community Center's Art Room

Outdoor Facilities

Discovery Bay Community Center's Event Lawn
Discovery Bay Community Center's BBQ Area

RULES AND REGULATIONS

1. District facility attendant(s) shall be required by the District for rentals with 35 or more attendees. An added fee of \$20.00/hour per attendant will be charged and due at time of reservation. Generally, the District will require one facility attendant up to 35 participants, a second attendant up to 70 participants, and a third facility attendant for events with 70+. The actual number of facility attendants required may be higher and/or lower and is at the sole discretion of the District.
2. All guests who will be served alcohol must be at least 21 years old and be able to provide a valid ID. Guests who cannot provide a valid ID will be acknowledged as a minor. There are No Exceptions.
3. Alcohol service includes beer, wine, & champagne. Liquor and other distilled spirits are prohibited (Glass beer bottles are prohibited).
4. Alcohol may only be brought in by the person or organization responsible for the rental or a licensed caterer. Guests may not bring their own beverages to the event. Non-Compliance may result in the cancellation of the event and/or forfeiture of deposit at the discretion of Town staff.
5. Alcohol is not to be consumed outside of the rental area(s) and shall not be consumed in entry ways or parking lots.
6. All rentals that request alcohol must have a certificate of insurance that names Town of Discovery Bay as an additional insured, as described above.
7. Alcohol will not be permitted when the guest of honor is a minor, or when a majority of the attendees are minors.
8. Alcohol service must stop (30) minutes before the designated end time of the rental.
9. There may be additional requirements for rentals with more than (50) attendees including but not limited to necessity of security at the expense of the renter, at the discretion of Town staff.
10. Alcohol service or consumption that has not been approved or fails to comply with all requirements of the agreement will result in termination of rental, and forfeiture of rental deposit.
11. The event host is responsible to fulfill all requirements of the agreement. The District is not responsible for any loss of the rental expense due to the requirements not being met.



Town of Discovery Bay

"A Community Services District"
Parks and Recreation
STAFF REPORT

Meeting Date

March 4, 2020

Prepared By: Monica Gallo, Recreation Programs Supervisor
Submitted By: Michael R Davies, General Manager *M/R*

Agenda Title

Approval of Park and Recreation 2020 Program, Activities, and Event Fee Waivers.

Recommended Action

Acceptance of Fees Waivers approved by the General Manager for the following Park and Recreation 2020 Programs, Activities, and Events.

Executive Summary

The Town of Discovery Bay Community Services District Board of Directors (Board) adopted the Park & Facility Usage and Rental Policy #13 on April 20, 2011 and it was Revised on May 3, 2017.

Requirements in the Policy, except those identified as "prohibited", may now be waived or modified on a case-by-case basis by the General Manager, or his/her designee, upon the finding of public interest; and any such modification (including modification to fees) shall be summarized on the next available Board Agenda.

Staff is submitting for Board acceptance the following 2020 Programs, Activities, and Events whose "Fees" are being waived by the General Manager upon the finding of public interest per the Park & Facility Usage and Rental Policy #13.

"Bridge on the Lake" Senior Duplicate Bridge games held every Saturday throughout the year at the Discovery Bay Community Center from 11:30AM to 4:30PM for a fee waiver total amount of \$7,350. The fee for 2020 is lower due to the group utilizing the Multi-purpose room instead of the Board room, which is billed at a lower hourly rate. Effective July 2017, the Town entered into a Memorandum of Understanding with the "Bridge on the Lake" duplicate bridge participants, requiring a fee of \$1 per person/per week in an effort to offset this direct cost to the Town. For calendar year 2019 the Town recovered a total of \$1,020 from the "Bridge on the Lake" group that reduced the actual total fee waiver in 2019 to \$7,170. The expected fee waiver for 2020 will be \$6,330.

"Hand and Foot" Senior Duplicate Bridge games held every Wednesday throughout the year at the Discovery Bay Community Center from 12:00PM to 4:00PM for a fee waiver total amount of \$5,200.

"Boy Scouts of America Troop 514" weekly Monday meetings held throughout the year at the Discovery Bay Community Center from 6:00PM to 8:00PM for a fee total waiver amount of \$1,550. The Boy Scouts Troop 514 annually provides an agreed upon in-kind service project for the Town.

A Contra Costa County Library Program for children utilizing the Discovery Bay Community Center on a Wednesday afternoon from 3:00PM-6:00PM once in June and once in October. The fee waiver total amount is \$150.

"Resisting Aggression Defensively (R.A.D.) Kids" is a Contra Costa County Sheriff's program to be held at the Discovery Bay Community Center July 13-17 from 8:00AM to 3:30PM. This free community event for children, provides safety topics that include: Home Safety, School Safety, Out and About Safety, Good and Bad Strangers, What to Do in an Emergency – including How to React. This is a one-week program for a total fee waiver amount of \$1,875.

"Annual Easter Egg Hunt" conducted by the Discovery Bay Lions Club scheduled for April 11 at the Discovery Bay Community Center from 7:00AM to 12:00PM for a fee waiver total amount of \$50.

"Holiday Parade" conducted by the Delta Sun Times and the Discovery Bay Lions Club utilizing the parking lot in front of the Discovery Bay Community Center. There is currently no fee schedule for the use of just the parking lot in front of the Community Center.

Staff recommends acceptance of the above 2020 Programs, Activities, and Event Fee Waivers by the General Manager for a total amount of \$15,155.


Previous Relevant Board Actions for This Item

None.

Attachments

Parks & Facility Usage & Rental Policy.

AGENDA ITEM D-2

 <h2 style="text-align: center;">Town of Discovery Bay</h2>		
Program Area: Parks and Landscaping	Policy Name: Park & Facility Usage & Rental Policy	Policy Number: 013
Date Established: April 20, 2011	Date Amended: May 3, 2017	Resolution: 2016-17

I. GENERAL INFORMATION

The Park & Facility Usage and Rental Policy outlines specific regulations and requirements associated with the permitted rental of a public facility and/or area within the Town of Discovery Bay Community Services District (District) owned or operated park. Obtaining a permit shall grant the user basic usage and access rights for the approved purpose and time only. Any fees or deposits established by the District Board of Directors shall be paid by the applicant prior to the approval of the permit. All users shall comply with County, State and Federal laws.

The District reserves the right to cancel, revoke or suspend any and all reservations, permits and applications if deemed inappropriate, flagrantly disrespectful or if harmful activities are taking place in the park or facility. No notice is required and, in some cases, the Sheriff will be notified and enforcement action will be requested. Violations of this policy may result in forfeiture of fees and/ or deposit.

Facilities and parks available for rental include:

1. Cornell Park, Tennis Court
2. Cornell Park, Pickle Ball Courts
3. Cornell Park, Baseball Field
4. Cornell Park, Soccer Field
5. Cornell Park, Shaded Picnic Area
6. Cornell Park, Horse Shoe Pits or Bocce Courts
7. Ravenswood Park, Covered Picnic Area 1
8. Ravenswood Park, Covered Picnic Area 2
9. Ravenswood Park, Soccer Field
10. Community Center, Tennis Court(s)
11. Community Center, BBQ Area
12. Community Center, Reception Area
13. Community Center, Arts and Crafts/Meeting Room
14. Community Center, Multi-Purpose Room
15. Community Center, Event lawn
16. Community Center, Swimming Pool

Clean Up: Renters are required to clean up and return the park or area to the original condition. Trash must be placed in the receptacles provided. Trash that does not fit in the trash receptacle must be disposed of properly by the renter.

Reasonable party decorations are permitted. However, users may not put staples or nails into any tree, sign, wall or table for any purpose. All decorations must be taken down and removed from the facility.

Deposit Forfeiture: Renter agrees to take full responsibility for the behavior of their guests during the rental period. Children must be supervised at all times by adults. Any charges for damage to the park or facility or its furnishings will be deducted from the deposit. Rentals that exceed the reserved time period will be charged the hourly rate to be deducted from the deposit. Failure to leave the rented area in satisfactory condition will result in deposit forfeiture. Upon a satisfactory inspection of the premises by District staff, the deposit check will be destroyed or returned to the applicant.

Prohibited Activities: No person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within any park area, unless expressly authorized in advance of the event by the Board of Directors. The General Manager, or designee, is authorized to approve service of alcoholic beverages for private events taking place at the Discovery Bay Community Center once a complete and approved application is received and all insurance requirements and other conditions of approval are approved. See Special Conditions regarding the serving and or/sale of Alcoholic beverages, below. Fires and barbecues (BBQ) shall be permitted only in grills already provided in the park. There shall be no overnight events or camping at any Discovery Bay park facility unless expressly authorized in advance of the event by the Board of Directors.

Gambling activities are expressly prohibited at all Town of Discovery Bay Parks and Recreation facilities. Individuals or groups of individuals in violation of this prohibited activity shall immediately cease the prohibited activity. Failure to cease shall result in the immediate notification of local law enforcement authorities.

Renter agrees that they will comply with all state and local laws including but not limited to activities that require a state or local permit. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

Special Conditions regarding the serving and or/sale of Alcoholic beverages:

If alcohol is to be served or sold, it must be indicated on the rental application. The General Manager or Board of Directors, as identified above, must approve any application which includes consumption or sale of alcohol. Once approved, it is the responsibility and liability of the Renter and/or organization renting the facility. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

To sell alcoholic beverages at your event, a valid alcohol permit from the California Department of Alcoholic Beverage Control Board (A.B.C.) must be obtained. The permit must be on file with the District offices at least ten (10) days prior to your event.



Recreation Services Department Annual Report

Fiscal Year 2018-19





Introduction

This has been a year of significant challenges for the Recreation Services Department within the Town of Discovery Bay Community Services District. I would like to especially thank the residents of Discovery Bay for their support and participation in our recreation programs, activities and services. I would also like to recognize the leadership and support of our Board of Directors along with our dedicated department staff who put an incredible amount of time and effort into providing a quality recreation experience for all our residents.

This third annual report continues to build upon a solid foundation for the development of professional recreation services that will enhance the everyday lives of Discovery Bay residents. We are committed to providing robust programs that capture the interest and participation of all age groups from toddlers to seniors. In the coming year, staff, along with the Board of Directors and community members, will continue having important discussions that will focus on improving our parks, community center, recreation programs, community events, resources and funding.

On behalf of the entire staff of the Town of Discovery Bay Community Services District, we are proud to present the 2018-19 Recreation Services Department Annual Report and we look forward to another exciting year ahead.

Michael R. Davies

Michael R. Davies, General Manager
Town of Discovery Bay CSD

Department Accomplishments

Recreation Services provides community based and age appropriate recreational programming for Discovery Bay residents and visitors. The Discovery Bay Community Center acts as the hub for these activities and is complimented by a network of parks, fields and other recreational and education venues.

Key Achievements, 2018-2019

- Continued development and implementation of community based and age appropriate recreation programs, activities, and community-wide special events for Recreation Services.
- Continued and refined the partnership with the Discovery Bay Lions Club in co-sponsoring the very popular community-wide Summer Jam concert series and a “Paws on Parade” dog event generating a three-year total of over \$30,000 for improvement projects to the Discovery Bay Community Center.

Goals, 2019-2020

- Examine current special interest recreational opportunities offered and look for new and creative ways to expand current offerings.
- Continue the development and expansion of community relationships with local groups and organizations such as the Discovery Bay Lions Club, the River Otters Parent Booster Club, Discovery Bay Pickleball Club, Discovery Bay Chamber of Commerce, Discovery Bay Community Foundation, and the Contra Costa Sheriff’s Office in expanding community-wide programming and special events at the Discovery Bay Community Center.
- Examine current pricing and cost recovery practices related to the Town’s Recreation programming and facility usage fees and develop a methodology that results in fair and consistent cost recovery.

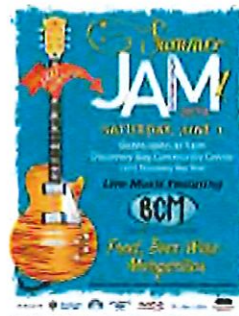
Program & Activity Highlights for 2018-19

Summer Jam Concerts

In June 2017, the Town of Discovery Bay partnered with the Discovery Bay Lions Club to create a unique bi-annual community-wide “Summer Jam” event, which features many local vendors and business, shopping, food, and live music from local bay area bands who perform on a full-size professional stage. Summer Jam has become a well-attended, loved and embraced event for the residents of Discovery Bay.

Proceeds from the Summer Jam events have funded community center improvement projects that to date have included:

- Purchase of a custom 16 x 20 outdoor movie screen.
- Professional level sound system.
- Repair and rebuilding of the brick BBQ.
- Replaced broken concrete sections with new concrete surrounding the BBQ.
- Added three new round metal picnic tables with matching umbrellas.
- Installed new screening along the back-cyclone fencing.



“Paws on Parade” Dog Park Event

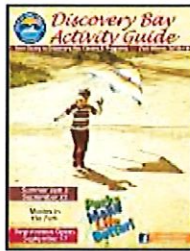
Expanding on the success of the “Summer Jam” summer concerts, the Town, in partnership with the Discovery Bay Lions Club, developed and implemented a now annual dog park special event in April that had nearly 60 participating dogs, a variety of animal related vendors, and county officials in attendance to support dog park improvements. Improvement projects currently underway include:

- Purchase of two (2) sets of dog agility hoops (one for each of the dog parks).
- Purchase of a commercial grade display sign board.
- Replacement of dog friendly sprinkler heads throughout most of the dog park.

Marketing

Activity Guides

The primary marketing tool for the Recreation Division is the *Discovery Bay Activity Guide*, which is mailed to homes and businesses within the 94505 zip code in January, May, and September of each year. Approximately 7,000 copies are produced each quarter with a total annual mail out of 19,150.



Social Media ~ Website & Facebook

Staff has increased use of the Town's Facebook page and website to promote the various recreation programs, activities and events occurring throughout the year. Currently, our Facebook page has over 2,000 followers.

Movies in the Park

The Town's annual summer tradition of providing "free" summer outdoor "Movies in the Park" continued again this past summer. Six family-oriented movies were shown evenings during the months of July, August and June. While attendance was generally lower than expected for the second half of the 2018 summer, there were several movies that had from 80-100 participants. June of 2019 saw a consistent attendance of approximately 50 for the first several movies of the summer.



Staff has determined that frequent use of the Town's Facebook page, mobile electronic road sign, and movie choice have been key factors for increased and consistent attendance numbers.

Special Interest Class Offerings

A variety of contract classes & activities were offered in 2018-19. Programs included:

Youth Sports Programs

Mommy/Daddy & Me Soccer
Tot/Pre-Soccer
Soccer 1: Techniques & Teamwork
Soccer 2: Skills & Scrimmages



Youth Dance Programs

Tiny Tots
Kid's Combo Dance
Time to Tap

Youth Camps

Sculpt Clay Camp
Beginning Archery
Youth ART Camp



Tennis Camps & Programs

Red Ball Club
Orange Ball Club
Juniors/Advanced Juniors Tennis
Advanced Juniors Only
Home Schooled Kids



Aquatic Programs

Recreational Public Swim
"Learn to Swim" Lesson Program
Adult Lap Swim
River Otters Swim Team
Coast Guard Certified Safe Power Boat Handling

Special Interest Programs

Safety Driver's Ed
Smear Paint Adult and Youth
Safe Power Boat Handling
Zumba by Karina
Time to Tap

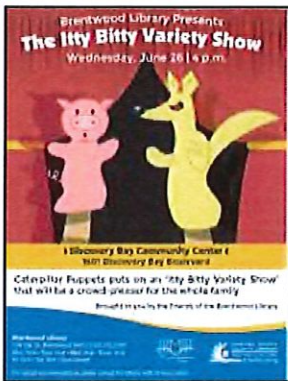
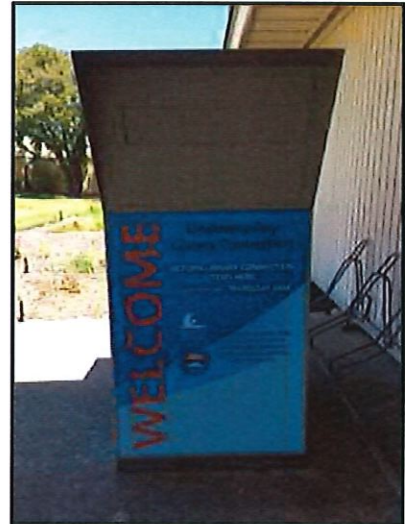
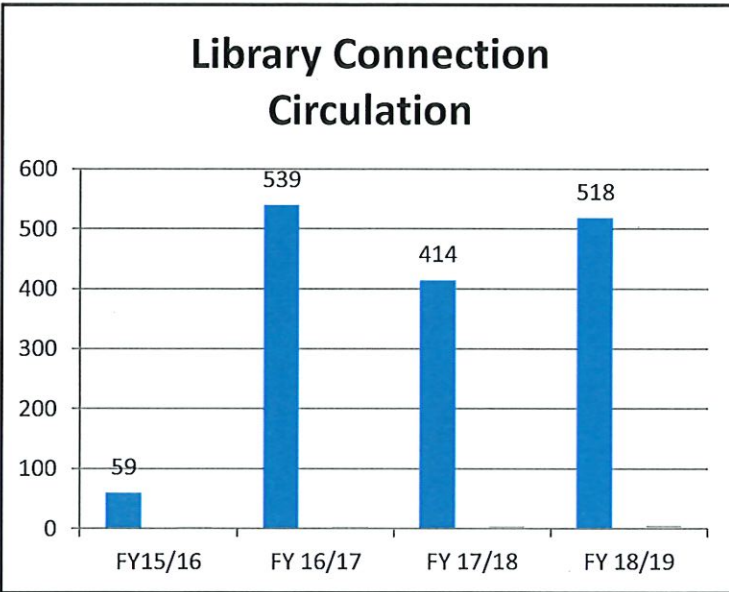
Affiliated Community Programs

Card Groups
Hand & Foot Adult Cards
Duplicate Bridge Adult Cards
Drop-in Pickleball
Drop-in Tennis

Library Connection

In Partnership with the Contra Costa Library System, the Library Connection offers residents of Discovery Bay the opportunity to order a variety of library materials online and have them delivered to the Discovery Bay Community Center for pick up. Discovery Bay residents may also utilize the book drop box located outside the Community Center as well. This is a “free” service to Contra Costa residents.

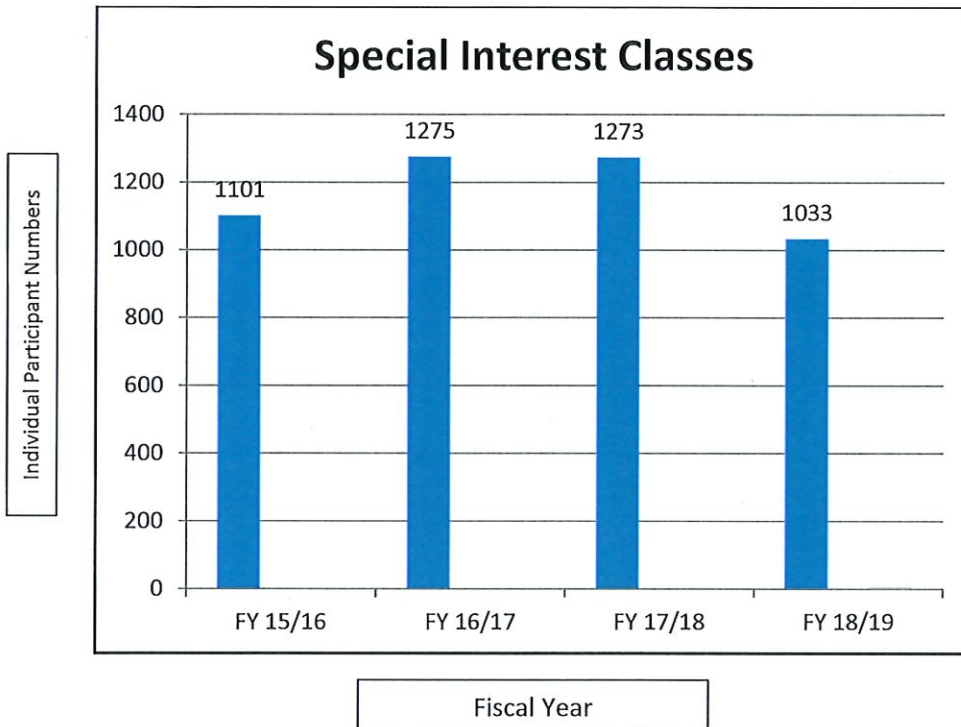
Twice annually the Contra Costa Library System will provide a “free” children’s special event here at the Discovery Bay Community Center. This past year the Library System provided a popular puppet and magician show that attracted over 50 participants for each event.



FY 2018/19 Participation Numbers

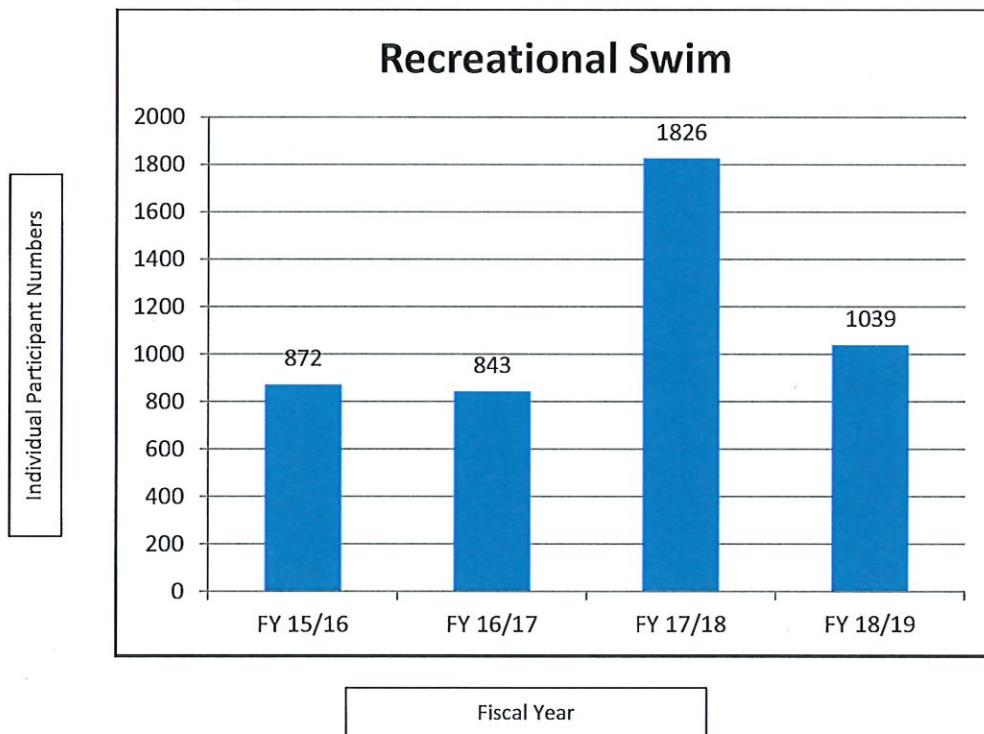
Special Interest Classes

The Recreation Division is responsible for offering a wide variety of classes and camps for all age levels. These special interest programs include youth soccer, youth dance, youth and adult art and painting classes, youth tennis, Online Driver's Ed course, adult Zumba classes, adult painting classes, swim lessons, and River Otters Swim Team. To provide these programs, the Town contracts with a variety of independent instructors in order to maximize revenue and save on the costs of hiring additional staff.



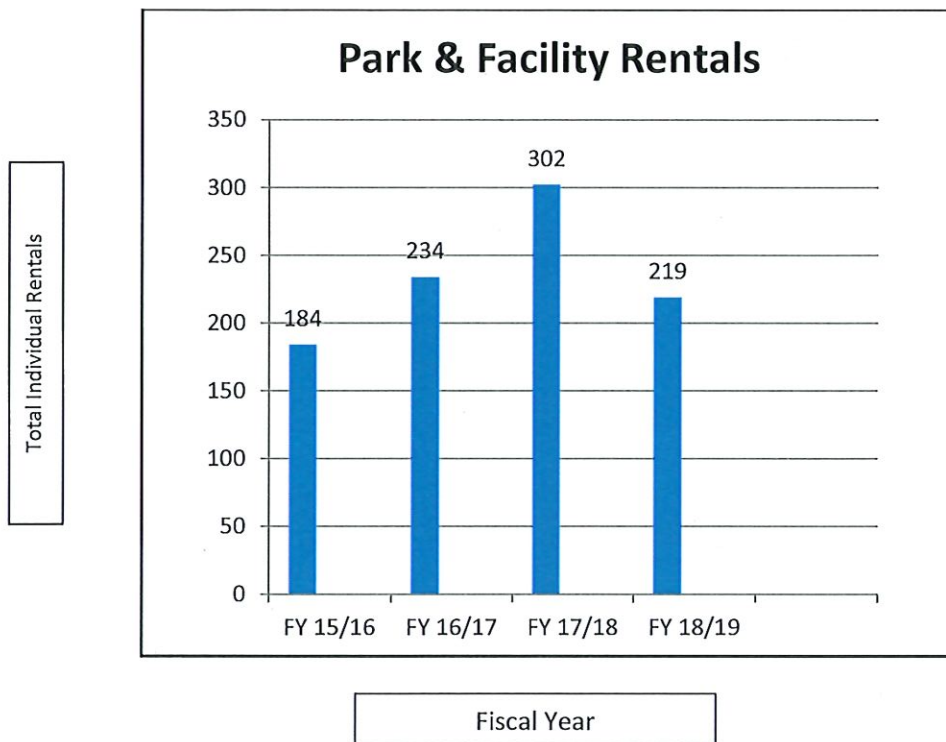
Aquatic Programs

Currently our aquatics program is temporarily on pause; however, in the summer of 2018 the Recreation Division is proud to recognize the outstanding job our aquatics staff provided in our “Learn to Swim” program. Recreational swimming provided the residents of Discovery Bay a place to come cool off and enjoy their community with family and friends. The pool ran from Memorial Weekend through Labor Day weekend. Operating hours have been Thursdays through Mondays, 1PM-6PM weekdays, 12PM-6PM weekends, with the Pool being closed to open recreational swim Tuesdays and Wednesdays.



Park and Facility Rentals

The Recreation Division is responsible for managing the rental of Town owned parks and facilities. This includes the Discovery Bay Community Center, various rooms within the community center, an event lawn area, a group BBQ area, and eight tennis courts. Parks include Cornell Park and Ravenswood Park that contain BBQ areas, covered picnic areas, tennis courts, pickleball courts, and sports fields.

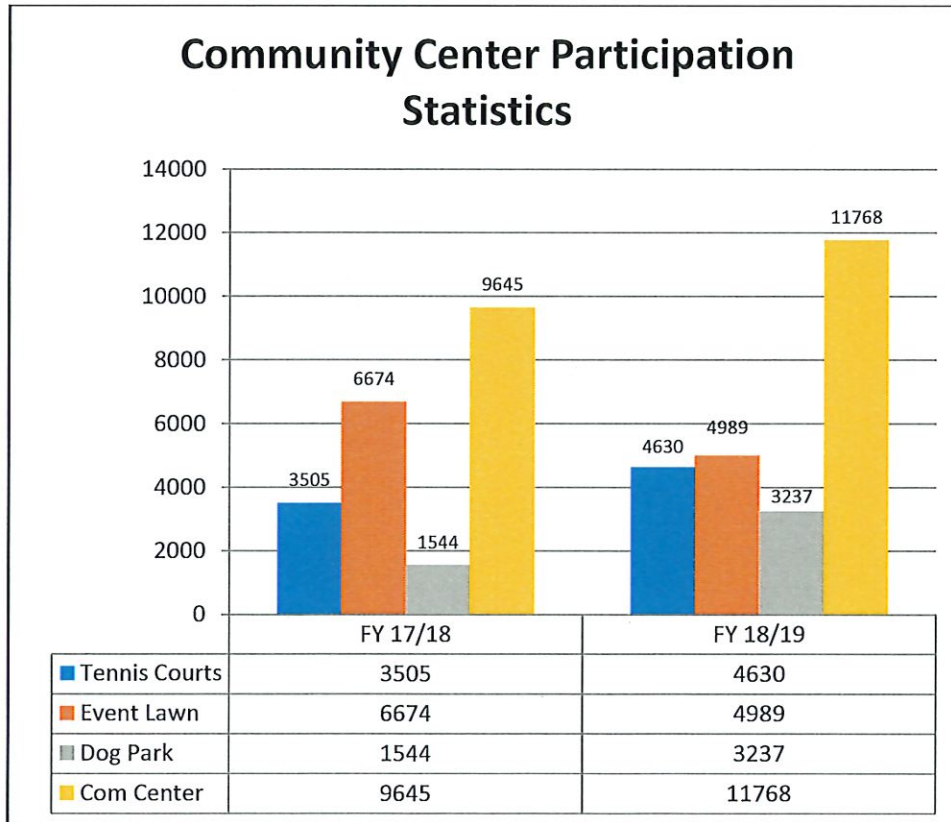


Community Center Participation

The almost 5,00 square foot Community Center sits on nearly 7.4 acres and provides a variety of amenities that includes eight (8) tennis courts, of which six (6) are in playable condition, a dog park, an event lawn area, community garden and a swimming pool.

To provide a snapshot of the use of these facilities, staff has accumulated the following participation statistics based on the following criteria:

Participation numbers for each amenity were taken hourly Monday through Friday from 4PM to close, and Saturday/Sunday from 8AM to close throughout the fiscal year. Closing time is generally dusk and varies throughout the year.



Community-Wide Events

Throughout the year, the Discovery Bay Community Center grounds serve as the staging area for a variety of local private and Town co-sponsored events. Large community events (gatherings of more than 50 participants) are generally approved in advance for the entire calendar year by the Board each February.

The following is a list of those events approved for fiscal year 18/19:

- *Summer Jam Concert in the Park – September*
- *American Red Cross Blood Drive - October*
- *Discovery Bay Lions Club/Chamber Holiday Parade – December*
- *Discovery Bay Lions Club Easter Egg Hunt – March*
- *Paws on Parade Dog Park Event – April*
- *Discovery Bay Chamber Food Truck Round Up – April, May, June*
- *Summer Jam Concert in the Park – June*
- *Friday Night Movies in the Park – June, July, and August*

Community User Groups

Throughout the year, the Town of Discovery Bay Community Recreation Department provides a meeting place for a variety of common-interest groups, clubs, and loose knit gatherings. These participants generally use Town facilities at little or no cost.

The following is a list of the most common groups utilizing the Discovery Bay facilities in fiscal year 18/19:

- *Pickleball – Cornell Park Pickleball Courts*
- *Tennis – Community Center Tennis Courts*
- *Hand & Foot Senior Card Group – Community Center*
- *Duplicate Bridge Card Group – Community Center*
- *Boy Scouts - Community Center*

Fee Waivers

The Town of Discovery Bay Community Services District Board of Directors annually provides the opportunity to more adequately respond to the needs of the community by waiving or modifying regular fees and charges on a case-by-case basis. Below are the groups and/or activities that the Town has accommodated this fiscal year.

<i>Events</i>	<i>Approved Fee Waived</i>
Lions Club Easter Egg Hunt	\$80
Library Program	\$180
*Bridge on the Lake Senior Program	\$8,190
"Hand and Foot" Senior Bridge (Wednesdays)	\$5,200
Boy Scouts of American Troop 514 weekly Mtg	\$1,750
Discovery Bay Garden Club Community Workshop	\$30
R.A.D. Program/Contra Costa Sheriff's	\$875
<i>Total Fees Waived for Calendar year 2018</i>	<i>\$16,305</i>
<p>*The "Bridge on the Lake Senior Program" operates under a "Memorandum of Understanding" with the Town of Discovery Bay to pay \$1 per player, per meeting to offset total fee waived. For Calendar Year 2018, the program collected and paid \$1,024 towards the total annual fee waived of \$8,190, making the actual fee waived for this year \$7,166.</p>	

CONCLUSION

The Recreation Services Department of the Town of Discovery Bay CSD continues to act as the hub for activities for the Town of Discovery Bay. All of the work this past year would not be possible without the generous support and dedication of:

Town of Discovery Bay Board of Directors
Park & Recreation Standing Committee
Non-Profit Organizations
Community Organizations & Volunteers
Community Sponsors and Partnerships
Discovery Bay Businesses
Town Staff

