



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, December 20, 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**

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. DRAFT MINUTES TO BE APPROVED

1. October 18, 2017 Parks and Recreation DRAFT meeting minutes.

D. DISCUSSION ITEMS

1. Discussion regarding the GreenPlay Workshop.
2. Discussion regarding the River Otters DRAFT Memorandum of Understanding (MOU).
3. Discussion regarding the Community Center 2018 Town/Public Calendar DRAFT Review.
4. Discussion regarding the Community Center Outdoor Lighting – Front of the building.

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, October 18, 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**

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. – By Chair Steele.
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. August 16, 2017 Parks and Recreation DRAFT meeting minutes – Approved.
2. September 13, 2017 Parks and Recreation DRAFT Special meeting minutes – Approved.

D. DISCUSSION ITEMS

1. Update on Front Entrance Repair Costs.
General Manager Davies – Provided an update regarding the Front Entrance plans from DPG Design Team.
2. Discussion regarding GreenPlay Proposal.
Recreation Programs Supervisor Kaiser – Provided the details regarding the GreenPlay Proposal related to potential funding sources and providing the components to facilitate the GreenPlay plan. There was discussion related to the funding plan.
3. Discussion regarding Pickleball.
Recreation Programs Supervisor Kaiser – Provided the details regarding Pickleball related to potential grants, the conversion of the tennis court, the sound survey results. There was discussion related to the sound survey results from the Pickleball Group along with the funding for the conversion. The recommendation from the Parks and Recreation Committee is to bring this item to the full board.
4. Discussion regarding Recreation Program Software.
Recreation Programs Supervisor Kaiser – Provided the details regarding the Program Software related to the components of the software. There was discussion regarding the recreation program software and the function to integrate with the finance department.
5. DRAFT Annual Recreation Report.
Recreation Programs Supervisor Kaiser – Provided the details regarding the DRAFT Annual Recreation Report related to the program highlights. There was discussion regarding the DRAFT Annual Recreation Report related to the cost of recreation.

E. CORRESPONDENCE RECEIVED

1. Received from Discovery Bay Resident regarding additional Pickleball Court and Cornell Park Tennis Courts.

F. FUTURE DISCUSSION/AGENDA ITEMS

- Discovery Bay Front Entrance Repair.

G. ADJOURNMENT

1. The meeting adjourned at 4:23 p.m. to the next Standing Parks and Recreation Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 10-23-17

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

DRAFT

**Memorandum of Understanding
Between
The Town of Discovery Bay CSD, California
and the
River Otters Parent Booster Club**

I Purpose

This Memorandum of Understanding (“MOU”) is entered into by and between the Town of Discovery Bay (“Town”) and the River Otters Parent Booster Club (“ROPBC”). The purpose of this MOU is to establish the framework of cooperation between the Town and the ROPBC for the development and operation of a summer youth swim team program. Cooperation is in the interest of both parties because it would enable both parties to fulfill their common missions and goals, in the development of a Community-wide, family-friendly summer youth swim team program benefiting the residents of the Town of Discovery Bay.

Whereas, the Property is owned by and under the jurisdiction of the Town, and

Whereas, the Town has authority to operate and administer the property under its jurisdiction for the use and enjoyment of the public, including for recreation purposes, and

Whereas, the Town and the ROPBC President are authorized to enter into this MOU,

Now, therefore in consideration of the mutual promises and covenants contained herein, the Town and the ROPBC mutually agree as follows:

A. Town Responsibilities

1. Provide use of the Discovery Bay Community Center Pool, along with access to a pre-designated portion of the Tuff Shed equipment building during the time period between April 1 and July 31 and/or as mutually agreed to each year in September.
2. Provide administrative support tasks that include; promotion of the River Otters Swim Team in the Town’s “Winter/Spring” Recreation Guide, administration and processing of all registration fees, and updating and printing all participant registration packets in coordination with ROPBC.
3. Process each season’s coaching staff as 1099 contractors through the Town’s payroll system with seasonal contract amounts determined by ROPBC. Seasonal coaching contract amounts shall not at any time exceed total gross registrations collected.
4. The Town shall collect, as a facility use fee, 20% from the total gross registrations collected. Any participant registrations waived by ROPBC shall be counted as a fully paid registration for the purpose of calculating the 20% facility use fee.

5. The total remaining gross revenues collected, minus all coaching staff costs, and including any additional direct costs incurred by the Town related to the operation of the aquatic facility and agreed to in this MOU, will be paid to the ROPBC following a Board of Directors meeting in May of each year.

B. ROPBC Responsibilities

1. Responsibility for all direct tasks related to the successful operation of a youth summer swim team program that includes, but not limited to: fundraising; purchasing swim team uniforms; providing transportation to away meets; participant equipment such as swim caps, goggles, swim fins, and various team and individual awards; and the scheduling and supervision of various family activities, special events, and/or team related functions.
2. Coordination with the Town by September of each proceeding year, the dates, days, and times of use during the time period between April 1 and July 31 and/or as mutually agreed to each year.
3. Provide to the Town by November 1st of each year, updated information for inclusion into the Town's annual "Winter/Spring" Recreation Guide.
4. Provide to the Town by February 15th of each year, updates and/or changes to Town provided participant registration packets for distribution at the March Pre-season parents meeting.
5. The selection and negotiation of annual contract amounts of each season's coaching staff, ensuring that all coaches have a valid American Red Cross Lifeguarding Certification and CPR/First Aide Certification, and forwarding all this information by March 1st to the Town for processing as 1099 contractors.
6. Coordination with Town ensuring that no participants are allowed to begin practice without all required documentation complete and all fees paid in full.
7. Regular daily supervision, including if necessary, implementing disciplinary action with any participants, and/or non-participating family members, parents/guardians failing to abide by the Town's Park and Recreation Activity Code of Conduct.
8. Daily pick up of all trash, including lost and found items, in and around the pool area, parent observation areas, including restrooms and common areas within the Community Center utilized by the swim team. These areas shall be left in a neat and orderly condition.
9. After a one (1) verbal and one (1) written warning of failure to abide by the terms of seven (7) and/or eight (8) above, ROPBC shall reimburse Town for all costs associated with obtaining compliance. Such costs may include the Town providing additional staffing and supervision, cleaning services, and/or repairing damages to facility and/or equipment incurred by the use of the swim team during the course of the season.

10. Shared responsibility for the removal and replacement of lane lines and/or pool covers in coordination with Town related aquatic activities and events throughout the season.
11. As a booster club of the Town's swim team, any team equipment purchased by the ROPBC for use by the River Otters Swim Team shall be deemed the property of the Town. The equipment shall be stored in a designated area as determined by the Town. Equipment includes, but is not limited to popups, starting blocks, and kick boards. As storage space is limited, any equipment to be stored must first be approved by the Town.
12. ROPBC understands that the Discovery Bay pool is an older facility, and pool equipment failure or other conditions requiring short-term or long-term closure is possible at any time throughout the course of the season. In the event of such closure, the Town will assist the ROPBC, to the extent practical and possible, in locating an alternate facility; however, the Town does not guarantee the availability of such a facility. The Town shall not be liable to ROPBC for any loss of use or any other damages whatsoever resulting from pool closure. All costs related to the use of an alternate facility shall be the responsibility of ROPBC and not the Town. The Town shall reimburse ROPBC for any daily loss of use on a pro-rata basis.

I. General Provisions:

- A. Details for implementation of the provisions of the MOU that are not specified herein may be specified at a later, appropriate time in written addenda to the MOU, signed by both Parties. Upon execution, the addenda shall automatically be incorporated into this MOU.
- B. This MOU shall be governed by the applicable laws of California. Should any provision of the MOU be found void or unenforceable, it shall be severable from the rest of the MOU and the remaining term shall be enforced as if the unenforceable term had not existed.
- C. Except as specifically provided in this MOU, nothing in this MOU shall be construed as giving either ROPBC or the Town the right or ability to bind the other and nothing in this MOU shall be construed to create a joint liability with regard to, or as a result of, the activities undertaken by either Party, their employees, officers and/or agents, to implement this MOU. All employees, officers and/or agents of a Party shall remain employees, officers and/or agents of that Party and shall be subject to the laws, procedures, rules and policies governing that Party's employees, officers and/or agents.
- D. Neither Party may assign any rights or obligations granted to it by this MOU to a third party without prior approval of the other Party.

- E. Neither Party waives any of the privileges and immunities from liability, exception from laws, ordinances, and rules, or any pension, relief, disability, workers' compensation, and/or other benefits that it would otherwise have.
- F. This MOU shall not affect any existing agreements between the Parties, or between a Party and third parties.
- G. The Town agrees to protect, hold harmless, indemnify and defend ROPBC, its employees, officers and/or agents against any and all claims for injury or damage to persons or property resulting from the sole negligence or willful misconduct of the Town, its employees, officers and/or agents arising from and in connection with the Town's implementation of this MOU. ROPBC agrees to protect, hold harmless, indemnify and defend the Town, its employees, officers and/or agents against any and all claims for injury or damage to persons or property resulting from the sole negligence or willful misconduct of ROPBC, its employees, officers and/or agents arising from and in connection with ROPBC's implementation of this MOU.
- H. Each Party shall be responsible for its own costs incurred in implementing this MOU.
- I. This MOU contains the complete agreement of ROPBC and the Town in regards to the subject matter of this MOU and there are no other agreements, oral or written, except as are included in the terms of this MOU.
- J. This MOU shall be deemed to have been drafted by both Parties.

III. Term, Modification, Termination

- A. This MOU shall become effective when signed by authorized representative of the Town and ROPBC. It shall remain in effect until terminated by one or both of the Parties.
- B. This MOU may be modified by written mutual agreement of the Parties.
- C. Either Party may terminate this MOU thirty (30) days in writing after giving notice to the other Party, or the Parties may terminate this MOU at any time by mutual agreement. Upon termination of this MOU, the indemnity provisions shall remain in effect until the applicable statute of limitations has expired on any possible pending claims and until a final resolution is reached with regard to any claims that may have arisen as a result of and during the effective dates of this MOU.

Signatures:

Town of Discovery Bay CSD

River Otters Parent Booster Club

Michael R. Davies, General Manager

Richard Pierce, ROPBC President

2018 Town/Public Calendar - Draft

2018 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
March 24	7-12PM	DBCC	Easter Egg Hunt	DB Lions Club Easter Egg Hunt	400+	DB Lions Club	No	No	No	TODB Facility Permit	Fees Waived
April 11	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
April 28	8AM-12PM	DBCC	Pet's on Parade	Family friendly event for dogs	50	Town & DB Lions Joint Event	Yes	No	No	TODB Facility Permit CCC Health permit	Fees Waived/Lions to donate net proceeds back for dog park specific improvements
May 5 & 6	6AM-9PM	DBCC	Inaugural Discovery Bay Doubles Tennis Tournament	Family friendly event and fund raiser for the renovation of courts 3 & 4.	60-100	Town Event	Yes	Yes	Yes	TODB Facility Permit CCC Health Permit ABC License	N/A Town Event
May 9	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
June 2	8AM-11PM	DBCC	Summer Jam Concert in the Park	Family friendly event featuring live music, food and alcohol in partnership with the DB Lions Club.	350+	Town & DB Lions Joint Event	Yes	Yes	Yes	TODB Facility Permit CCC Health Permit ABC License	Fees Waived/Lions to donate 50% of net proceeds back to Town for specific Park/Facility project
June 15, 23	6:30-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-125	Town Event	No	Yes	No	CCC Health Permit Movie Licensing	N/A Town Event
June 13	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
June 23	11AM-4PM	DBCC	Town 20th Anniversary Event	Family friendly event in celebration of 20 years featuring music, food, free public swimming, and a host of dignataries, etc.	100-400	Town Event	Yes	Yes	No	CCC Health Permit	N/A Town Event
July 11	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
July 13	7PM-10PM	DBCC	Evening Cool by the Pool	Family friendly evening swim and music under the stars	50	Town Event	No	No	No	TODB Facility Permit	N/A Town Event

2018 Town/Public Calendar - Draft

July 20, 27	6:30-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-125	Town Event	No	Yes	No	CCC Health Permit Licensing	Movie	N/A Town Event
August 8	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit		Fees Charged
TBD	6:30-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-125	Town Event	No	Yes	No	CCC Health Permit Licensing	Movie	N/A Town Event
Sept 10	8AM-8PM	DBCC	Car Show	Classic, Hot Rod, Motorcycle Car show, food/beer, and vendors	300-400	DB Lions	Yes	Yes	Yes	TODB Facility Permit CCC Health Permit ABC License		Fees Charged
TBD	6:30-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-125	Town Event	No	Yes	No	CCC Health Permit Licensing	Movie	N/A Town Event
September 12	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit		Fees Charged
September 22	8:00AM - 8:00PM	DBCC	Summer Jam	Kids zone, possible car show, business vendors, food vendors, concert and petting zoo. Alcohol Sales	500-1,000	DB Lions	Yes	Yes	Yes	TPDB Facility Permit CCC Health Permit ABC Permit ECCFPD		Fees Charged
Dec	TBD	DBCC	Holiday Parade	Judging, Breakfast with Santa, vendors for event located in the CC parking lot	1000+	DB Lions/ Chamber of Commerce Joint Event	Yes	Yes	No	TODB Facility Permit CCC Health Permit ECCFPD Event Permit		Fees Waived for use of parking lot only