



# TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168  
info@tamcsd.org ♦ www.tamcsd.org

## TCSD PARKS AND RECREATION COMMISSION (PARC) MEETING AGENDA FRIDAY, MAY 19, 2023 SPECIAL MEETING AT 3:00PM TCSD MAIN OFFICE, 305 BELL LANE, MILL VALLEY

### 1. CALL TO ORDER

### 2. ROLL CALL

Commissioners Michael Bogart, Valerie Jordan, Pam Keon, Erin Rosenblatt, Michael Wisner.

### 3. APPROVE AGENDA

### 4. ADMINISTER OATH OF OFFICE TO COMMISSIONER

### 5. PUBLIC EXPRESSION

*Members of the public are invited to address PARC concerning topics which are not listed on the Agenda (If an item is agendaized, interested persons may address PARC during the PARC's consideration of that item). Speakers should understand that except in very limited situations, State law precludes PARC from taking action on or engaging in extended deliberations concerning items of business which are not on the Agenda. PARC reserves the right to limit the time devoted to this portion of the Agenda and to limit the duration of speakers' presentations to no more than 3 minutes per speaker.*

### 6. REGULAR BUSINESS

A. Continue orientation of new PARC members, including but not limited to, the following:

- Review of Parks and Recreation FY22-23 budget and preliminary Five-Year operating and CIP budgets.
- Review of Management Partners Study February 2021 and status of updates
- Overview of Parks and Recreation (P&R) operations and maintenance
- Discuss PARC roles and responsibilities
- Other topics of interest and general questions and answers

B. Establish regular meeting day and time

C. Select chair and vice-chair

### 7. CONSENT CALENDAR

A. Approve minutes of April 25, 2023 meeting

### 8. FUTURE PARC AGENDA ITEMS

### 9. ADJOURNMENT

Special Needs: In compliance with the Americans with Disabilities Act (28 C.F.R. 35.102-35.104, ADA Title II) if you need special assistance to participate in this meeting, please contact the TCSD at (415)-388-6393, x10. Notification 48 hours prior to meeting enables TCSD to make reasonable arrangements to ensure accessibility. In compliance with Senate Bill 343 the law requires writings subject to the Public Records Act to be available for public inspection at the time the writing is distributed to the member of the legislative body  
In compliance with Senate Bill 343 materials or writings subject to the Public Records Act is available for public inspection at 305 Bell Lane, Mill Valley, California between the hours of 8:00 a.m. through 4:30 p.m. Monday through Friday.



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report

Parks and Recreation Commission Meeting

May 19, 2023

TO: PARKS AND RECREATION COMMISSION (PARC)

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: STAFF REPORT FOR ITEMS 6A, 6B, and 6C

---

### RECOMMENDATION

- 1) Continue orientation, 2) Establish regular meeting day and time, and 3) Select a chair and vice-chair.

### DISCUSSION

This is the staff report for Agenda Items 6A, 6B, and 6C.

#### Item 6A. Continue orientation of new PARC members.

PARC held its inaugural meeting on April 25<sup>th</sup>. At the end of the meeting, staff suggested the next meeting focus on additional background materials related to TCSD's Parks and Recreation operations and activities.

- Review of Parks and Recreation FY22-23 budget and preliminary Five-Year operating and CIP budgets.

Attached is the preliminary five-year budget forecast for Parks & Recreation. Column 1 is the adopted FY22-23 budget. Column 2 is the year end estimate for FY22-23. Column 3 is the preliminary budget for FY23-24.

Also attached is the preliminary Five-Year Capital Improvement Program for Parks & Recreation facilities as well as the preliminary Five-Year forecast for the use of County Measure A park funds.

Please note, with the exception of the adopted FY22-23 budget, all the revenues and expenditures are preliminary estimates and most likely will be revised for the Board's budget workshop on May 24<sup>th</sup>. However, the materials do provide a comprehensive financial overview of Parks and Recreation activities. Staff will discuss the attached materials in detail at the meeting.

- Review of Management Partners Study February 2021 and status of updates

In February 2021, the TCSD Board received a presentation from the consulting firm Management Partners regarding a Parks and Recreation Operations and Facilities Assessment/Five-Year Financial Forecast Study. The consultants made 23 recommendations regarding parks and recreation operations, facilities, updates to park plans, capital improvements, and five-year financial forecast.

In November 2022, the Board received staffs' status update of each recommendation. We have attached the list of recommendations and status update reviewed by the Board. We'll discuss in more detail at the meeting.

- Overview of TCSD Parks and Recreation Operations  
Staff will provide a more detailed overview of TCSD's Parks and Recreation operations and activities at the meeting.
- Discuss PARC's roles and responsibilities

The Board adopted Ordinance No. 99 which established the duties and responsibilities of PARC as shown below. PARC may want to spend some time discussing this item to flesh out the details and questions for staff and the Board to consider.

"The Parks and Recreation Commission shall review, make recommendations to and/or advise the District on policies relating to the creation, operations, use policies, maintenance, improvements, management, and/or user fees for all parks, playgrounds, Community Center, Cabin, trails, and open space parcels as well as community recreation programs and event activities. The Commission shall prepare annual work plans for review and approval by the Board, unless such a requirement is waived by the Board. The Board of Directors may, by resolution, limit or establish additional duties and responsibilities for the Commission. The duties and responsibilities of PARC is in essence the same as the former Parks and Recreation Advisory Commission. "

- Other topics of interest, questions, and/or recommendations for the Board to consider.  
This is an opportunity for PARC to discuss more general issues.

#### **6.B. Establish regular meeting day and time.**

PARC will need to set a regular meeting day and time such as the third Tuesday of the month or once per quarter. PARC did not take action at its April meeting because it wanted to wait until all its members were present before establishing a regular day and time for meetings. Please remember PARC can always meet more often, but it does need to establish a regular meeting day and time, subject to Board approval.

#### **6.C. Select chair and vice-chair.**

PARC will need to select a chair and vice-chair. Commissioner Rosenblatt currently serves as the interim chair. PARC did not take action at its April meeting because it wanted to wait until all its members were present before selecting a Chair and Vice-Chair.

#### **ATTACHMENTS**

- A. Five-Year Budget Forecast
- B. Five Year CIP
- C. Five-Year Measure A Forecast
- D. List of Recommendations for Management Partners study

Tamalpais Community Services District  
Parks and Recreation 5-yr Financial Plan

	Year End			Forecast			
	Adopted FY 2022-23	Estimates FY 2022-23	Preliminary FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Beginning Fund Balance		\$ 673,000	\$ 694,149	\$ 780,316	\$ 806,377	\$ 848,907	\$ 894,427
<b>Revenues</b>							
4301 · Taxes	975,800	\$ 1,116,580	\$ 1,155,660	\$ 1,196,108	\$ 1,237,972	\$ 1,281,301	\$ 1,326,147
Total 4310 · Facilities Rental & Fees	26,000	\$ 22,567	\$ 23,018	\$ 23,479	\$ 23,948	\$ 24,427	\$ 24,916
Total 4320 · Park Rentals	3,900	\$ 2,872	\$ 2,929	\$ 2,988	\$ 3,048	\$ 3,109	\$ 3,171
4303 · Tia's After School Program Rev	15,000	\$ 32,895	\$ 33,553	\$ 34,224	\$ 34,908	\$ 35,607	\$ 36,319
4330 · Class Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total 4330 · Class Fees	11,900	\$ 16,984	\$ 17,324	\$ 17,670	\$ 18,024	\$ 18,384	\$ 18,752
Total 4350 · TCSD Event Revenue	66,500	\$ 41,000	\$ 41,820	\$ 42,656	\$ 43,510	\$ 44,380	\$ 45,267
Total 4410 · Donations/Fundraising/Grants	15,000	\$ 6,803	\$ 6,939	\$ 7,078	\$ 7,219	\$ 7,364	\$ 7,511
4420 · Interest Revenue	5,000	\$ 3,743	\$ 3,818	\$ 3,894	\$ 3,972	\$ 4,052	\$ 4,133
Total 4430 · Miscellaneous Revenue	1,000	\$ 1,327	\$ 1,000	\$ 1,020	\$ 1,040	\$ 1,061	\$ 1,082
<b>Total Revenue</b>	<b>1,120,100</b>	<b>\$ 1,244,771</b>	<b>\$ 1,286,062</b>	<b>\$ 1,329,118</b>	<b>\$ 1,373,642</b>	<b>\$ 1,419,684</b>	<b>\$ 1,467,297</b>
<b>Expenses/Appropriations</b>							
Total 5011 · Wages and P.T.O	387,240	404,025	\$ 425,650	\$ 446,933	\$ 469,279	\$ 492,743	\$ 517,380
5012 · Overtime Pay	9,660	4,308	\$ 6,590	\$ 6,920	\$ 7,265	\$ 7,629	\$ 8,010
5013 · Performance Recognition	11,655	7,253	\$ 8,513	\$ 8,939	\$ 9,386	\$ 9,855	\$ 10,348
5014 · Temporary Help	30,464	23,352	\$ 38,064	\$ 39,967	\$ 41,966	\$ 44,064	\$ 46,267
Total 5010 · Salaries	439,019	438,938	\$ 478,817	\$ 502,758	\$ 527,896	\$ 554,291	\$ 582,005
5020 · Employee Benefits							
5021 · Medical and Dental Insurance	54,087	78,986	\$ 60,000	\$ 64,200	\$ 68,694	\$ 73,503	\$ 78,648
5022 · Retirement Contributions	155,111	84,223	\$ 90,000	\$ 96,300	\$ 103,041	\$ 110,254	\$ 117,972
5023 · Social Security and Medicare	30,870	34,736	\$ 35,000	\$ 36,400	\$ 37,856	\$ 39,370	\$ 40,945
5024 · Other Employee Benefits	1,944	0	\$ -	\$ -	\$ -	\$ -	\$ -
5025 · Retiree Medical Insurance	5,400	3,545	\$ 4,360	\$ 4,534	\$ 4,716	\$ 4,904	\$ 5,101
5026 · OPEB -Retiree Medical Insu.	8,446	8,500	\$ 20,000	\$ 25,000	\$ 31,250	\$ 39,063	\$ 48,828
Total · Employee Benefits	255,859	209,990	\$ 209,360	\$ 226,434	\$ 245,557	\$ 267,094	\$ 291,493
Total 5300 · Events Expense	63,428	63,500	66,040	68,682	71,429	74,286	77,257
5330 · Tree & Landscaping Services	17,510	40,000	30,000	31,200	32,448	33,746	35,096
5331 · Landscaping Contract Svc	17,000	50,000	73,000	75,920	78,957	82,115	85,400
5332 · McGlashan Trail Maintenance	5,150	4,200	4,500	4,680	4,867	5,062	5,264
5333 · Vegetation Management	n/a	n/a	40,000	41,600	43,264	44,995	46,794
5340 · Instructor Fees	1,280	9,276	9,647	10,033	10,434	10,852	11,286
5341 · Tia's Afterschool Program Exp	0	10,994	11,434	11,891	12,367	12,861	13,376
5400 · TCSD Board Fees	4,000	5,316	5,529	5,750	5,980	6,219	6,468
Total 5401 · Professional Services (see detail)	19,261	13,604	35,000	15,000	15,600	16,224	16,873
Total 5420 · Staff Training & Travel Expense	5,459	517	6,000	6,240	6,490	6,749	7,019
Total 5425 · Office and Technology (see detail)	24,308	18,122	18,847	19,601	20,385	21,200	22,048
5430 · Telephone and Alarms	11,330	13,983	14,542	15,124	15,729	16,358	17,012
5431 · Public Communications	3,000	3,698	3,846	4,000	4,160	4,326	4,499
Total 5432 · Insurance	31,827	35,808	37,240	38,730	40,279	41,890	43,566
5437 · Miscellaneous	1,030	455	473	492	512	532	554
5438 · Fees and Permits	13,493	23,886	24,841	25,835	26,869	27,943	29,061
5439 · Utilities	21,321	19,226	19,995	20,795	21,627	22,492	23,391
5440 · Fuel Expense	4,326	4,090	4,458	4,859	5,297	5,773	6,293
Fuel Tanks	0	0	0	0	0	0	0
Total 5450 · Maintenance and Supply (see detail)	54,900	54,287	57,650	59,956	62,354	64,848	67,442
5470 · Yard & Bldg. Improvements	8,500	12,854	10,000	10,400	10,816	11,249	11,699
5471 · Minor Equipment	3,300	3,300	3,432	3,569	3,712	3,861	4,015
<b>Total Expenses/Appropriations</b>	<b>1,005,301</b>	<b>1,036,044</b>	<b>1,164,651</b>	<b>1,203,548</b>	<b>1,267,026</b>	<b>1,334,965</b>	<b>1,407,911</b>
<b>Surplus/Deficit</b>	<b>114,799</b>	<b>208,727</b>	<b>121,410</b>	<b>125,569</b>	<b>106,616</b>	<b>84,719</b>	<b>59,386</b>
Ending Fund Balance	\$ 114,799	\$ 881,727	\$ 815,560	\$ 905,886	\$ 912,993	\$ 933,626	\$ 953,813
Target Operating Reserve	\$ 673,551	\$ 694,149	\$ 780,316	\$ 806,377	\$ 848,907	\$ 894,427	\$ 943,301
Transfer to Capital funds	\$ -	\$ 187,578	\$ 35,243	\$ 99,508	\$ 64,086	\$ 39,200	\$ 10,512
Target Operating Reserve in %	67.00%	67.00%	67.00%	67.00%	67.00%	67.00%	67.00%

CAPITAL IMPROVEMENT PROGRAM 5-YEAR SUMMARY-FACILITIES

FUNDING SOURCES	FISCAL YEAR						Total
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
Measure A funds	\$ 20,000	\$ 365,000	\$ -	\$ 150,000	\$ 100,000	\$ 50,000	\$ 685,000
Certificates of Participation (bond funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation Facility Fund	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000
Waste Water Facility Fund	\$ -	\$ 157,500	\$ -	\$ -	\$ -	\$ -	\$ 157,500
Solid Waste Facility Fund	\$ -	\$ 232,500	\$ -	\$ -	\$ -	\$ -	\$ 232,500
Other: Prop 68	\$ 15,000	\$ 96,000	\$ -	\$ -	\$ -	\$ -	\$ 111,000
<b>Total Revenue</b>	<b>\$ 35,000</b>	<b>\$ 981,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 100,000</b>	<b>\$ 50,000</b>	<b>\$ 1,316,000</b>

USES Project	FISCAL YEAR						Total
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	
<b>Community Center</b>							
Community Center ADA stage improvements	\$ 10,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000
Community Center bathroom and lobby improvements	\$ 10,000	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000
Community Center and Corporation Yard Fence	\$ 25,000	\$ 266,000	\$ -	\$ -	\$ -	\$ -	\$ 291,000
General Community Center Improvements	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
<b>Subtotal Community Center Improvements</b>	<b>\$ 45,000</b>	<b>\$ 561,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 606,000</b>
<b>Cabin</b>							
Cabin Improvements	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
<b>Subtotal Cabin Improvements</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>
<b>Eastwood and Kay Parks</b>							
Eastwood and/or Kay Park Improvements	\$ -	\$ -	\$ -	\$ 150,000	\$ 100,000	\$ 50,000	\$ 300,000
<b>Subtotal Parks Improvements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 100,000</b>	<b>\$ 50,000</b>	<b>\$ 300,000</b>
<b>Office</b>							
Office front patio area	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
<b>Subtotal Office Improvements</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>
<b>Corporation Yard and Building</b>							
Corporation Yard Outdoor Shed addition and pathway	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Remodel Corporation Yard Restrooms, Showers, Kitchenette	\$ -	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ 210,000
<b>Subtotal Corp. Yard and Building Improvements</b>	<b>\$ -</b>	<b>\$ 360,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 360,000</b>
<b>Total All Projects</b>	<b>\$ 45,000</b>	<b>\$ 971,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 100,000</b>	<b>\$ 50,000</b>	<b>\$ 1,316,000</b>
Project Surplus (Deficit)	\$ (10,000)	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -

**MEASURE A**

Measure A is from a 1/4 cent special sales tax collected by Marin County and then allocated to public entities such as TCSD by a prescribed formula. The funds can only be used for eligible expenses such as park facilities and maintenance.

Type	2022-23	2023-24	2024-25	Budget 2025-26	2026-27	2027-28	Total
<b>FUNDING SOURCES</b>							
Beginning Fund Balance	\$ 175,555.09	\$ 109,673.96	\$ (119,426.66)	\$ 18,511.21	\$ 8,518.15	\$ 50,625.19	n/a
Measure A funds (est. annual)	\$ 49,118.87	\$ 135,899.38	\$ 137,937.87	\$ 140,006.94	\$ 142,107.04	\$ 144,238.65	\$ 749,308.75
<b>Total Available</b>	\$ 224,673.96	\$ 245,573.34	\$ 18,511.21	\$ 158,518.15	\$ 150,625.19	\$ 194,863.84	n/a

<b>USES (Budget/Proposed)</b>								<b>Total</b>
Community Center ADA Stage Improvements	\$ 25,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00
Community ADA Bathroom Improvements	\$ -	\$ 130,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000.00
Community Center Kitchen cabinets and countertops	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00
Community Center Fence	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
Park Improvements (Eastwood & Kay Parks)	\$ -	\$ -	\$ -	\$ 150,000.00	\$ 100,000.00	\$ 50,000.00	\$ -	\$ 300,000.00
New Park Development (central gathering park/plaza)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00
Tree and Landscaping Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cabin Improvements	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
Park Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Center Maintenance (e.g., paint/benches)	\$ -	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000.00
TVIC improvements	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
<b>Total Project costs</b>	\$ 115,000.00	\$ 365,000.00	\$ -	\$ 150,000.00	\$ 100,000.00	\$ 150,000.00	\$ -	\$ 880,000.00

Ending Fund Balance \$ 109,673.96 \$ (119,426.66) \$ 18,511.21 \$ 8,518.15 \$ 50,625.19 \$ 44,863.84

Note: sales taxes collected projected to increase by: 1.5% annually

**LIST OF RECOMMENDATIONS AND STATUS UPDATE**  
(as of 11/9/22 Board meeting)

Below is the list of recommendations (in italics) contained in the Parks and Recreation Operations and Facilities Assessment/Five-Year Financial Forecast Study (Study) prepared by Management Partners for TCSD in February 2021. Underneath each Recommendation is a status update including a timeline for implementation (if appropriate). The updates reflect the Board's direction received at the 10/26 work session to discuss the Study. Recommendations in bold represent those 8 recommendations Management Partners deemed to be most important for the District to implement.

In "( )" are status indicators for recommendations. Below is the legend.

(Scheduled)- The Board has established a timeframe to develop and/or implement the recommended plan/action.

(In Process)- Staff is in the process of implementing the recommendation.

(Defer)- This recommendation is deferred or placed on hold pending the collection of data needed for the Board to better evaluate/consider the recommendation.

(Completed)- This recommendation has been completed or implemented.

(Modified)- The recommendation was modified by the Board.

(NR)- The Board determined this recommendation will not be implemented for the reasons stated.

(xx/xx)- A recommendation may have two status indicators. For example, a recommendation may be partially modified and in process or partially completed.

***Recommendation 1. Revise the 1981 Parks and Recreation Plan into a five-year Recreation and Parks Strategic Plan to include a vision, goals, implementation strategies, timelines, and budget allocations necessary to accomplish the stated mission of the Board.***

Status (Scheduled): The initial discussion of a Five-Year Recreation and Parks Strategic Plan (Plan) will occur at the Board retreat with subsequent work sessions needed to discuss the various components of the Plan. The Strategic Plan will be a "living document" with annual reviews by the Board to discuss progress and updates to the Plan to reflect changes in TCSD priorities. See Recommendation #2 below for more details.

***Recommendation 2. Update the General Parks and Recreation Master Plan as a long-term guiding document for parks and recreation and the community of Tamalpais Valley and a companion to the strategic plan.***

Status (Scheduled/Modified): The Master Plan is a longer-term document with a 5–10-year planning period versus a Strategic Plan which covers a 3–5-year period. However, TCSD is a very small agency and to dedicate the staff and Board resources needed to develop both a 5-Yr.

(ends Sept. 30, 2023), staff will report to the Board our findings and recommendations with regard to the maintenance contract and standards/measures by which to evaluate the maintenance completed. During this time, staff will also update the park asset inventory list (asset plan) which will not include park trees. The trees are covered in the TCSD Tree Inventory Study which is updated every 2-3 years.

***Recommendation 8. Adopt outcome-based parks and recreation program and facility measures consistent with those identified in the Hanson Associates Report.***

***Status (Defer):*** The intent of this recommendation is for the Board to be able to evaluate if maintenance standards reflect a desired outcome and to create criteria to measure the success of events. This recommendation is deferred or placed on hold until the Board has an opportunity to evaluate the data collected from the various events and other activities. At that time, the Board can determine if outcomes/measures would be useful to the Board in making decisions or evaluating programs.

With regard to outcome measures for maintenance standards, please refer to Recommendation #7 above.

***Recommendation 9. Develop and adopt a five-year Capital Improvement Program budget for the Parks and Recreation Department that is based on an asset replacement program.***

***Status (Scheduled):*** The Five-Year Capital Improvement Program (CIP) for Parks and Recreation will be a future work session topic as well as incorporated into the Budget workshop discussions for the FY23-24 budget. An asset replacement program often has assets with life spans that exceed the planning period of a 5 Year CIP. While the CIP will reflect capital projects during the five-year period, the replacement of equipment/vehicles will be incorporated into an asset/equipment reserve fund which will show planned expenses. The creation of a capital/asset reserve fund will also be discussed at a future work session.

***Recommendation 10. Investigate the feasibility of acquiring a computerized maintenance management system for scheduling, inspecting, and managing maintenance functions.***

***Status (Modified/In Process):*** The Board agreed with staff that acquiring a computerized maintenance management system is not a cost-effective approach for the TCSD maintenance program. This recommendation was developed to address the adverse impact on weekly facility/park maintenance activities when staff had to address emergencies or changing District priorities. The recommendation was also based on the model of staff performing most of the park maintenance functions.

During COVID-19, TCSD terminated all maintenance contracts as a cost saving measure. Pre-COVID, TCSD had a master landscape maintenance contract for weekly maintenance in the parks. The Board recently approved a new contract for weekly maintenance which should ensure that maintenance activities do not “fall thru the cracks” due to changing staff priorities.



At the budget workshop for the FY23-24 budget, staff anticipates we will have enough data to evaluate the costs of events as well as overall Parks and Recreation operations. The Board, at that time, can determine if the subsidy level is appropriate for all operations or if TCSD needs to enhance its cost recovery efforts for specific events or activities.

*Recommendation 14. Evaluate the purpose and priority for recreation programs and activities and consider opportunities for partnerships in providing services.*

Status (NR/In Process): TCSD's Parks and Recreation programs primarily focuses on offering community events. The Board has provided direction to staff regarding the type of events it would like to see during FY22-23 and the beginning of FY23-24. We do not believe the Board needs to evaluate the purpose or priority for events or activities. However, this would become more important if TCSD could not afford to continue to offer the full range of events and activities.

Staff will be evaluating the Tam Valley market to determine resident interest in local recreational programs. We will also be meeting with Mill Valley and/or other Special Districts to determine the ability to cross market programs and avoid direct competition with one another.

We also continue to look for partnership opportunities including with private entities to co-sponsor events. Staff also continues to work to expand and refresh our list of volunteers.

*Recommendation 15. Track attendance, participation, spectators, and costs for each program and report these as an informational item to the Board annually.*

Status (In Process): As stated above in the status for Recommendation #13, staff is providing the Board with attendance and participation data as well as the actual costs and revenues for every TCSD sponsored event so the Board can better evaluate events. For example, the data from Creekside Fridays and Oktoberfest events were included in the General Manager's Report at Board meetings. Policies for collecting data from events/activities will be included in the Communication Plan (see Recommendation #16). At the Board's request, staff will begin providing quarterly reports at meetings regarding rental revenues and uses by facility.

*Recommendation 16. Implement a formal marketing plan to expand the District's emphasis on community interaction and involvement.*

Status (In Process): Staff will develop a communication plan with policies for Board review and approval. The document will reflect all of our new efforts to expand electronic communications and data collection for activities. In the interim, we have already created an electronic newsletter, continue to post updates on Nextdoor and the website, and posting on Instagram during events. Staff will be sending a postcard to all District residents with QR codes encouraging them to sign up for the newsletter and other District e-communications (Facebook, Instagram). We also plan to mail out a printed brochure twice a year to residents which will

maintenance and replacement costs. It should be noted that TCSD has made significant repairs to the bridges and Boardwalk over the past 8 years and does frequently monitor their conditions.

*Recommendation 21. Incorporate the bridge assessment into the District's asset inventory and include each assets' replacement costs into the proposed asset replacement program.*

Status (In Process): The bridges and Boardwalk assessments would be incorporated into the asset replacement program.

*Recommendation 22. Assess the viability of placing a special assessment ballot measure on an upcoming election to generate additional revenue to adequately finance District operations.*

Status (Defer): We recommend this be deferred or placed on hold pending current economic conditions and the need to develop a 5-Year Strategic Plan and updated Asset Plan to support the need for additional revenues.

*Recommendation 23. Develop a formal prudent reserve policy for the District's parks and recreation function to include maintaining a minimum of at least 16.7% of operating expenses.*

Status (Completed): The Board adopted Resolution 2022-01 establishing a policy to maintain a two-month operations reserve. Staff plans to discuss the creation of a Parks and Recreation capital improvement/asset reserve at a future Board meeting.



## TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168

info@tamcsd.org ♦ www.tamcsd.org

### TCSD PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING MINUTES TUESDAY, APRIL 25, 2023, 6:00 PM

#### 1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Special Meeting was called to order at 6:01pm on Tuesday, April 25, 2023.

#### 2. ROLL CALL

Commissioners: Michael Bogart, Valerie Jordan, Pam Keon, and Erin Rosenblatt

Absent: Michael Wisner

Staff Present: General Manager, Garrett Toy; Assistant General Manager (AGM) Alan Shear; Event and Communication Coordinator, Camille Esposito

Others Present: Steve Levine, Jim Kasper

#### 3. APPROVE AGENDA

##### MOTION TO APPROVE THE AGENDA

M/S: P. KEON/E. ROSENBLATT                      AYES: 4                      NAYS: 0                      ABSENT: 1 (M. WISNER)

#### 4. ADMINISTER OATH OF OFFICE TO COMMISSIONERS

General Manager Toy administered the oath of office to the commissioners present at the meeting.

#### 5. SELECT INTERIM CHAIR TO CONDUCT THE INAUGURAL MEETING

Commissioner Rosenblatt was selected as interim chair. A permanent chair and vice-chair will be selected at a subsequent meeting when all commissioners are present.

##### MOTION TO APPROVE ERIN ROSENBLATT AS INTERIM CHAIR

M/S: M. BOGART/V. JORDAN                      AYES: 4                      NAYS: 0                      ABSENT: 1 (M. WISNER)

#### 6. PUBLIC EXPRESSION

Chair Rosenblatt invited public expression on non-agenda items, in response to which there was the following:

- Steve Levine welcomed the group of new commissioners.
- Jim Kasper mentioned the number of parcels owned and maintained by TCSD and the potential budget constraints.

#### 7. REGULAR BUSINESS

GM Toy conducted an orientation of new PARC members, including, but not limited to the following topics:

1. Introduction of Commissioners and staff
2. Overview of TCSD operations including Parks and Recreation
3. Discuss Rosenberg's Rules of Order to conduct meetings
4. Discuss Brown Act regulations
5. Discuss PARC's roles and responsibilities including policies, studies, and strategies to review
6. Discuss contact information for the public including TCSD website
7. Discuss terms of office
8. Establish regular meeting date and time
9. Select chair and vice-chair
10. Other topics of interest and/or question/recommendations for the Board.

**8. CONSENT CALENDAR**

None

**9. FUTURE PARC AGENDA ITEMS**

Next meeting of the commission will take place on May 19, 2023 at 3:00 P.M.

Select Chair and Vice-Chair

Continue orientation of policies and procedures, review Parks and Recreation budget, and discuss other topics of interest.

**10. ADJOURNMENT**

**MOTION TO ADJOURN**

**M/S: P. KEON/E. ROSENBLATT**

**AYES: 4**

**NAYS: 0**

**ABSENT: 1 (M.WISNER)**

**MEETING ADJOURNED AT 7:26 P.M.**

Approved by Commission on: \_\_\_\_\_