



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD BOARD OF DIRECTORS MEETING AGENDA

WEDNESDAY, April 10, 2024

SPECIAL MEETING AT 7:00PM

TAM VALLEY COMMUNITY CENTER, 203 MARIN AVENUE, MILL VALLEY 94941

1. **CALL TO ORDER**

(Note Board may open Special Meeting simultaneously with the regular Board meeting)

2. **ROLL CALL** President Steffen Bartschat

Directors: Vice President Matt McMahon, Jeff Brown, Jim Jacobs, Steve Levine

3. **APPROVE AGENDA**

4. **REGULAR BUSINESS: Board Actions**

- A. Authorize the General Manager to amend an agreement with FM3 in an amount not-to-exceed \$3,000 for the community survey.

ADJOURNMENT



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Special Meeting
April 10, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

**SUBJECT: AUTHORIZE THE GENERAL MANAGER TO AMEND AN AGREEMENT WITH FM3
IN AN AMOUNT NOT-TO-EXCEED \$3,000 FOR THE COMMUNITY SURVEY**

RECOMMENDATION

Authorize the General Manager to amend an agreement with FM3 in an amount not-to-exceed \$3,000 for the community survey.

DISCUSSION

One of the Board's 2024 goals is to "Conduct Community Survey." This was also a goal for 2023. Staff retained FM3 Research (FM3) in 2023 to conduct the survey. FM3 Research did conduct the recent community survey for Southern Marin Fire District and has extensive experience conducting surveys for local government including Marin County's past ballot measure campaigns.

In October 2023, the Board provided initial guidance to FM3 regarding the content of the community survey. Specifically, what issues/topics did TCSD want to get community feedback on. In March 2024, the Board reviewed the final content for the survey and provided additional input to FM3. PARC also reviewed the survey content at its January and March 2024 meetings.

Based on the Board and PARC's input from their respective March 2024 meetings, staff has worked with FM3 to whittle the survey down to 20 minutes from 26 minutes. In October 2023, staff reported the initial agreement with FM3 is a not-to-exceed amount of \$24,500 based on a 15 minute survey with 250 interviews. However, the final costs would depend on the length of the survey (15-20 minutes) and the number of survey respondents (150-250 people). It has now been determined that the survey will be approximately 20 minutes and we would like to continue to conduct 250 interviews. However, the revised survey cost (\$27,250) is approximately \$2,250 higher than the General Manager's contractual authority of up to \$25,000. Staff will provide an oral update on the final content of the survey.

FISCAL IMPACT

The cost of the survey is prorated among the three TCSD operating divisions.